

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



BOARD OF COMMISSIONERS

Chairperson- Carl S. Richie, Jr.

Vice-Chairperson- Dr. Tyra Duncan-Hall

2nd Vice-Chairperson- Mary Apostolou

Commissioner- Edwina Carrington

President & CEO- Michael G. Gerber

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

**Thursday, December 18, 2025
12:00 PM**

1124 S IH 35,

Join Zoom Meeting <https://bit.ly/48oMGik> Meeting ID: 896 7610 0690 Passcode:
104223
Austin, TX

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

TO BE HELD AT

1124 S IH 35,

Join Zoom Meeting <https://bit.ly/48oMGik> Meeting ID: 896 7610 0690 Passcode: 104223

Austin, TX

(512.477.4488)

Thursday, December 18, 2025

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

EMPLOYEE OF THE QUARTER

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 November 13, 2025

ACTION ITEMS

2. Presentation, Discussion, and Possible Action regarding Resolution No. 02927: Approval of the Property Budgets for Calendar Year 2026 for Pathways at Goodrich Place and Pathways at Chalmers Courts South, East and West
3. Presentation, Discussion and Possible Action Regarding Resolution No. 02928; Approval to Submit the 2026 Public Housing Authority (PHA) Annual Plan to the U.S. Department of Housing and Urban Development
4. Presentation, Discussion and Possible Action Regarding Resolution No. 02929: Approval of Revisions to the Housing Choice Voucher Administrative Plan
5. Presentation, Discussion, and Possible Action on Resolution No. 02930 by the Board of Commissioners of the Housing Authority of the City of Austin (The “Authority”) to take the following actions with regard to Bridge at River Place (the “Development”) in Austin,

Texas: (i) acquire the site of the Development; (ii) lease the Development site to the Owner of the Development; and (iii) such other actions necessary or convenient to carry out this resolution

EXECUTIVE SESSION

The Board may go into Executive Session (close its meeting to the public) Pursuant to: a. 551.071, Texas Gov't Code, consultations with Attorney regarding legal advice, pending or contemplated litigation; or a settlement offer; b. 551.072, Texas Gov't Code, discussion about the purchase, exchange, lease or value of real property; c. 551.074, Texas Gov't Code, discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee. d. 551.087, Texas Gov't Code, discuss certain economic development negotiations.

OPEN SESSION

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

REPORTS

The Board 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 este reunión con una arma o pistola.

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

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

The Housing Authority of the City of Austin is committed to compliance with the Americans with Disability Act. Reasonable modifications and equal access to the communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Please call Nidia Hiroms at HACA at 512.477.4488, 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 1.

MEETING DATE: December 18, 2025
STAFF CONTACT: Nidia Hiroms
ITEM TITLE: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on November 13, 2025
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 November 13, 2025.

SUMMARY

Background:

Process:

Staff Recommendation:

ATTACHMENTS:

20251113 FINAL HACA Minutes Summary

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

November 13, 2025

SUMMARY OF MINUTES

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) BOARD OF COMMISSIONERS REGULAR BOARD MEETING NOTICE WAS POSTED FOR 12:00 NOON ON THURSDAY, NOVEMBER 13, 2025, AND WAS HELD AT THE HOUSING AUTHORITY OF THE CITY OF AUSTIN, 1124 S. IH 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 November 13, 2025, to order at 12:11pm. The meeting was held at the Housing Authority of the City of Austin, 1124 S. IH 35, Austin, TX and virtually

Roll call certified a quorum was present on the call.

MEMBERS PRESENT:

Carl S. Richie, Jr., Chairperson
Dr. Tyra Duncan-Hall, Vice-Chairperson
Edwina Carrington, Commissioner

MEMBER(S) ABSENT:

Mary Apostolou, 2nd Vice-Chairperson

ALSO IN ATTENDANCE:

Sarah Scott, Coats Rose
Lauren Aldredge, Cokinis

STAFF PRESENT:

Darrina Green, Jorge Vazquez, Katie Richardson, Kelly Crawford, Ken Bodden, Leilani Lim-Villegas, Michael Gerber, Michael Roth, Nidia Hiroms, Ron Kowal, Suzanne Schwertner and Sylvia Calderon

PUBLIC COMMUNICATION – Lauren Aldredge, citizen acknowledged Dr. Tyra Duncan-Hall for her community work as an Usher for Zachary Scott Theatre.

CITYWIDE ADVISORY BOARD (CWAB) – ●**Lupe Garcia**, Citywide Advisory Board President, reported that the October CWAB Meeting was held on Tuesday, October 14, 2025. ●**Michael Gerber, President & CEO** congratulated Southwest Housing Compliance Corporation (SHCC) on their 25th Anniversary. ●**Michael Roth**, Vice-President of PAMI, reported that 25% of Santa Rita residents have vacated the property. Staff are still working with families to get them on the waiting list to relocate by the end of the year. ●**Leilani Lim-Villegas**, HACA Senior Director of Community Development, announced that the next CWAB Meeting will be postponed to Tuesday, November 18th. ●**Dominique Green**, Youth Education and FSS Manager, reminded everyone to look for Family Self-Sufficiency Program Updates on the One Voice Newsletter. ●**John Espnosa**, Workforce Development and Digital Inclusion Manager, reported that the ACC interns deployed 20 MacBook laptops to the FSS Graduates after the ceremony. ●**Borami Lee**, HACA Bringing Health Home Manager, reported that Austin Public Health will be providing diabetes checks at North Loop and Gaston. ●**Daniel Ruiz**, HACA Family Opportunity Manager, reported that there are two remaining townhomes available at Prospect Heights. HACA is providing \$25,000 down payment assistance if the resident goes through the Austin Pathways program. Please reach out to Daniel for more information. ●**Lupe Garcia** announced that the IMOMS received \$4,000 from sponsors. This money was used for purchasing food for the residents. The food is being bagged and handed out to those in need.

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 October 16, 2025

Vice-Chairperson Duncan-Hall moved the Approval of the Board Minutes Summary for the Board Meeting held on October 16, 2025. **Commissioner Carrington** seconded the motion. The motion Passed (3-Ayes and 0-Nays).

ITEM 2: Presentation, Discussion, and Possible Action regarding Resolution No. 02921: to adopt the Board of Commissioners Meeting Schedule for the 2026 calendar year

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 that shows all future conference dates of state, regional and national industry associations, as well as the 2026 dates for the Austin Independent School District's Spring Break was taken into consideration when confirming these dates. The 2026 HACA Board of Commissioners Meeting Schedule is:

Thursday, January 15th

Thursday, February 19th

Thursday, March 26th – Annual Meeting

Thursday, April 16th

Thursday, May 21st

Thursday, June 18th – Optional

Thursday, July 16th

Thursday, August 20th

Thursday, September 17th

Thursday, October 15th

Thursday, November 19th

Thursday, December 17th

Vice-Chairperson Duncan-Hall moved the Approval of Resolution No. 02921: to adopt the Board of Commissioners Meeting Schedule for the 2026 calendar year. **Commissioner Carrington** seconded the motion. The motion Passed (3-Ayes and 0-Nays).

ITEM 3: Presentation, Discussion, and Possible Action regarding Resolution No. 02922: Approval of Contract for Architectural and Engineering Services – Phase 2 Renovation of HACA Headquarters

Staff requested Board approval of a contract with Urban Foundry Architecture in the amount of \$349,200 for architectural and engineering services related to Phase 2 renovations of HACA's Central Administration Building.

Scope of Work – Phase 2:

- Full renovation of the 1st and 2nd floors of HACA's Headquarters Building.
- Continuation of design, furniture selection, art & biophilia selection, and engineering services to complete the renovation.

HACA solicited proposals from five architectural firms with renovation experience. Firms toured the facility and met with staff to assess scope and develop project vision. Two firms declined to participate after initial discussions.

Based on successful collaboration during Phase 1, staff recommended awarding the Phase 2 contract to Urban Foundry Architecture for \$349,200.

Vice-Chairperson Duncan-Hall moved the Approval Resolution No. 02922: Approval of Contract for Architectural and Engineering Services – Phase 2 Renovation of HACA Headquarters to Urban Foundry Architecture in the amount of \$349,200.00. **Commissioner Carrington** seconded the motion. The motion Passed (3-Ayes and 0-Nays).

ACTION ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS

ITEM 4: Presentation, Discussion, and Possible Action regarding Resolution No. 02923: Adoption of DBA "Austin Housing Authority" and approval to implement updated name and logo

To better reflect HACA's mission and strengthen community recognition, staff proposed renaming the Housing Authority of the City of Austin to Austin Housing Authority, a name that aligns more clearly with HACA's identity and service to the Austin community. Staff's decision behind the renaming reduces persistent confusion with the City of Austin (media, partners, applicants, and even residents). Other deciding factors include: it aligns with common usage ("Austin Housing Authority") and SEO (search engine optimization) discoverability; it reflects the Authority's 90-year legacy, returning to our original, widely recognized name; returning to HACA's historic public-facing name signals continuity and pride in our 90-year legacy; and stakeholder input. Austin Housing Authority will operate under a DBA, and maintain legal name (the Housing Authority of the City of Austin) for contracts/ACC/financings, and HUD Field Office.

Launch date for name change will be April 1, 2026.

Three different logo options were presented to the Board. The Board agreed on one of the concepts with some minor edits. Staff will bring the edited logo version back to the Board in December.

Commissioner Carrington moved the Approval of Resolution No. 02923: Adoption of DBA "Austin Housing Authority" and approval to implement updated name and logo. **Vice-Chairperson Duncan-Hall** seconded the motion. The motion Passed (3-Ayes and 0-Nays).

ITEM 5: Presentation, Discussion, and Possible Action on Resolution No. 02924 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") authorizing the Authority to take the

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

Austin Affordable Housing Corporation (AAHC) was presented with an opportunity to partner with JCI Residential (Journeyman Group) on a 309-unit multi-family rental property called Park at Speyside Apartments. The development is located at 6504 Boyce Lane, Austin, Texas 78754 in the Austin ETJ. This would be the eighth asset AAHC and JCI have partnered on together. We have successfully completed Bridge at Granada and Bridge at Turtle Creek along with the recent closings of Delco Flats, Paloma and Three Hills Apartments. This asset is located near the intersection of E Parmer Lane and Harris Branch Parkway in North Austin with quick access to major thoroughfares US-290 and TX-130. 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 two transactions.

JCI is a privately held development firm with a current development of more than 200 projects. AAHC works with the Managing Partner, Sam Kumar, and President, Kurt Goll. The Park at Speyside Apartments is currently in lease up and received its final certificates of occupancy (CO’s) in November of 2024. The total site is 15.04 acres with gently sloping terrain. The site includes a leasing center, and attractive and lush landscaped resort style pool area, dog park, carports and garages, private entrance gate system, state of the art fitness center, and open courtyards for resident enjoyment. The property feeds into the Manor Independent School District: Bluebonnet Trail Elementary School, Decker Middle School and Manor High School. The property is currently 86.08% occupied and 89.00% leased.

AAHC and JCI are committed to providing 10% of the affordable units at 60% AMI and 41% of the units below 80% AMI. JCI Management will manage the property. AAHC and JCI will secure Freddie Mac debt through Grand Bridge at a loan amount not to exceed \$40 million. JCI and their friends and family fund will continue to act as investors. The new name for the property will be Bridge at Speyside Apartments.

Vice-Chairperson Duncan-Hall moved the Approval of Resolution No. 02924 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) authorizing the Authority to take the following actions with regard to the Bridge at Speyside Apartments (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this resolution. **Commissioner Carrington** seconded the motion. The motion Passed (3-Ayes and 0-Nays).

ITEM 6: Presentation, Discussion, and Possible Action on Resolution No. 02925 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) authorizing the Authority to take the following actions with regard to the Bridge at Blockyard Apartments (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this resolution

Austin Affordable Housing Corporation (AAHC) was presented with an opportunity to partner with CWS Apartment Homes, LLC (CWS) to acquire The Blockyard, a newly constructed 344-unit multifamily apartment community located at 1909 Alexander Avenue in East Central Austin. Developed by High Street Residential (a subsidiary of Trammell Crow Company) and CBRE Investment Management, The Blockyard represents a Class A, wrap-style development completed in 2024. This asset is located in a highly desirable, transit-oriented neighborhood adjacent to the MLK Jr. MetroRail station and within walking distance to Manor Road's Michelin-rated restaurants and entertainment venues. The property is less than 10 minutes from Downtown Austin and benefits from proximity to major employment centers including the University of Texas at Austin, Texas State Capitol, and the Tesla Gigafactory. The Blockyard is located in Austin's top-performing submarket for multifamily absorption, with East Austin leading the MSA in 2024 in both total units absorbed and absorption as a percentage of inventory. The area is characterized by high walkability (Walk Score of 75), strong bike infrastructure (Bike Score of 87), and a vibrant urban lifestyle that appeals to young professionals. The average household income in the area is \$137,800, and the surrounding single-family home values average over \$813,000, making The Blockyard a compelling rental alternative.

AAHC’s proposed partner, CWS, is a seasoned leader in multifamily investment management with over five decades of experience. Founded in 1969, CWS has grown into a vertically integrated, full-service platform that owns and manages more than 31,000 units across 110 properties nationwide. Headquartered in Austin, Texas, CWS employs over 80 corporate professionals locally and more than 855 team members across its national footprint.

CWS is acquiring the asset for \$103,000,000 and plans to secure a Freddie Mac loan of approximately \$66,950,000, resulting in an equity investment of roughly \$39,200,000. In addition, \$577,500 has been allocated for capital expenditures identified during due diligence, along with \$364,570 reserved for working capital. Upon takeover, CWS will maintain 10% of units at 50% AMI, as required by zoning, and designate an additional 41% of units at 80% AMI to support affordability. CWS Apartment Homes will manage the property and rebrand it as Bridge at Blockyard.

Vice-Chairperson Duncan-Hall moved the Approval of Resolution No. 02925 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) authorizing the Authority to take the following actions with regard to the Bridge at Blockyard Apartments (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the

Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this resolution. **Commissioner Carrington** seconded the motion. The motion Passed (3-Ayes and 0-Nays).

ITEM 7: Presentation, Discussion, and Possible Action on Resolution No. 02926 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) authorizing the Authority to take the following actions with regard to the Bridge at SoCo Apartments (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this resolution

Austin Affordable Housing Corporation (AAHC) was presented with an opportunity to partner with Belveron Partners to purchase a 296-unit multi-family rental property called The Griffis SoCo Apartments. The development is located at 500 E. Stassney Lane, Austin, Texas 78745. This would be the twenty second (22nd) asset AAHC and Belveron Corporation have purchased together. This asset is located in the heart of South-Central Austin and only 4.8 miles from Austin’s CBD. AAHC’s proposed partner, Belveron Corporation, prides itself on long-term preservation of workforce housing. Located out of San Francisco, Belveron is a privately held investment firm with a current portfolio of more than 30,000 units across the United States. Founded in 2006, Belveron has invested in more than 220 properties in 32 states. AAHC works with the Managing Partner, Paul Odland, and Senior Portfolio Manager, Josh Plattner.

The Griffis SoCo was completed in 2001. The property sits on 23.5 acres. Some of the property amenities include a large fitness center, renovated clubhouse and leasing office with a computer lounge, two resort-style swimming pools, a dog park, pet washing and grooming station, and a playground. The current owner has invested %1.8 MM in capital renovations since 2011. The property feeds into the Austin Independent School District and Pleasant Hill Elementary School, Bedichek Middle School, and Crockett Early College High School. This is an important transaction to HACA and AAHC as we have seen this part of Austin as one of the City’s most sought after destinations for both residential and businesses. The acquisition of this property will allow the community the chance to preserve long-term affordability in a highly sought-after area. Additionally, this partnership will create deeper affordability for our current voucher holders and the residents that reside in this area. Being surrounded by retail, hospitality and many employers, AAHC and Belveron will create new affordable housing to those stakeholders in the area.

The purchase price for Griffis SoCo is \$56,000,000. Belveron will be investing approximately \$11,000,000 as a down payment. In addition, \$1,500,000.00 for future capital needs will also be set aside. Bellwether will be providing a Fannie Mae permanent loan with a not to exceed loan amount of \$45,040,000 at a rate of approximately 5.25% with a 35-year amortization. A current lease audit is underway to determine the initial number of units already qualified under 80% AMI. The property is currently 94% occupied. AAHC and Belveron are committed to providing 10% of the affordable units at 60% AMI, 40% of the units at 80% AMI and leasing units to all voucher holders. Apartment Management Professionals will manage the property. The new name for the property will be Bridge at SoCo Apartments.

Commissioner Carrington moved the Approval of Resolution No. 02926 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) authorizing the Authority to take the following actions with regard to the Bridge at SoCo Apartments (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this resolution. **Vice-Chairperson Duncan-Hall** seconded the motion. The motion Passed (3-Ayes and 0-Nays).

EXECUTIVE SESSION

The Board recessed into Executive Session at 2:12 pm.

The Board Executive Session concluded at 2:44PM. The Board immediately reconvened in Open Session. **Chairman Richie** reported that during the Executive Session, the Board conducted and completed a review of the President & CEO. On behalf of the Board, **Chairman Richie** thanked **Mr. Gerber** for his service to HACA and families served by the agency. He further directed HACA Counsel, **Lauren Aldridge**, to (1) prepare an amendment to extend Mr. Gerber’s employment contract for a period of 5 years, ending December 31, 2029; and, (2) work with the CFO and Vice President of Human Resources to both increase **Mr. Gerber’s** salary and to provide a performance bonus for the 2024 and 2025 budget years.

In Executive Session, the Board also considered the successful performance of all agency staff in 2025 and authorized that a one-time bonus of \$2,500 be paid to all staff members.

Commissioner Carrington moved to adjourn the meeting. **Vice-Chairperson Duncan-Hall** seconded the motion. The motion Passed (3-Ayes and 0-Nays).

The meeting adjourned at 3:00 pm.

Michael G. Gerber, Secretary

Chairperson



HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RAD ITEM 2.

MEETING DATE: December 18, 2025
STAFF CONTACT: Ann Gass
ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02927: Approval of the Property Budgets for Calendar Year 2026 for Pathways at Goodrich Place and Pathways at Chalmers Courts South, East and West
BUDGETED ITEM: N/A
TOTAL COST: N/A

ACTION

Presentation, Discussion, and Possible Action regarding Resolution No. 02927: Approval of the Property Budgets for Calendar Year 2026 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 Living (Carleton), an affiliate of our development partner at Chalmers and Rosewood. Carleton prepared operating and capital budgets for each property for calendar year 2026. 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 2026 Calendar Year Operating Budgets for Pathways at Goodrich Place and Pathways at Chalmers Courts South, East and West.

ATTACHMENTS:

Attachment 1 - Pathways at Chalmers Courts West 2026 Proposed Budget, Attachment 2 -

Pathways at Chalmers Courts South 2026 Proposed Budget, Attachment 3 - Pathways at Chalmers Courts East 2026 Proposed Budget, Attachment 4 - Pathways at Goodrich 2026 Proposed Budget

RESOLUTION NO. 02927

PROPERTY BUDGETS FOR CALENDAR YEAR 2026 FOR PATHWAYS AT GOODRICH PLACE AND PATHWAYS AT CHALMERS COURTS SOUTH, EAST AND WEST

WHEREAS, the agreements with our lenders and investors require the Owner to prepare and submit 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 Housing Authority of the City of Austin hereby certify that these properties are in compliance with the requirements 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 2026 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 Housing Authority of the City of Austin.

PASSED, APPROVED AND ADOPTED this 18th day of December, 2025.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

Pathways at Chalmers Courts West - 2026 Proposed Operating Budget
Number of Units - 156

	2025 Actuals - Annualized	Budget 2026	% Change	Variance Explanations
INCOME				
Gross Potential	3,211,348	3,325,579	3.56%	Attributed to average 3% annual TDHCA increase in July and avg. 1.59% HUD increase in October.
Vacancy Loss	-88,600	-104,323	17.75%	Projecting 93% occupancy in 2026.
Bad Debts	-40,068	-39,062	-2.51%	
NET RENTAL INCOME	3,082,680	3,182,194	3.23%	
Concessions/Allowances	-13,705	-5,616	-59.02%	One employee discount and not anticipating the need for move in concessions due to property being stable at avg. 93%.
NET EFFECTIVE RENT	3,068,975	3,176,578	3.51%	
Other Income				
Resident Charges & Fees	22,747	23,566	3.60%	
Other Rental Income	50	0	-100.00%	
Total Other Income	22,797	23,566	3.37%	
TOTAL INCOME	3,091,772	3,200,144	3.51%	
Payroll & Related				
Salaries	273,296	273,136	-0.06%	
Bonus	16,261	16,408	0.90%	
Payroll Other/Burden	44,718	59,064	32.08%	Anticipates 3 associates participating in benefits in 2026.
Total Payroll & Related	334,275	348,608	4.29%	
General & Administrative Expenses				
Office Administration	42,869	46,999	9.63%	Increase due to implementing online leasing and renewals and standard operating procedures in 2026.
Resident Administration	28,890	26,240	-9.17%	Applicant screening less than 2025 due to no longer requiring criminal screening at time of recertification.
Professional Fees	16,623	17,237	3.69%	
Other G & A	8,551	9,805	14.67%	Implementation of centralized billing in 2026 and increased training in compliance and leasing.
Total General & Administrative Expenses	96,933	100,281	3.45%	
Advertising & Marketing				
Advertising	5,146	1,960	-61.91%	Canceled Apartments.com and moved spend to pay per click campaign reflected in marketing.

Pathways at Chalmers Courts West - 2026 Proposed Operating Budget
Number of Units - 156

	2025 Actuals - Annualized	Budget 2026	% Change	Variance Explanations
Marketing	2,255	8,223	264.66%	Reputation Management through Turner to be implemented January 2026. Marketing CRM added in Q4 at \$2.84 per unit per month.
Other/Promotions	464	573	23.39%	
Total Advertising & Marketing	7,865	10,756	36.75%	
Other Property Expenses				
Service Contracts	15,285	22,368	46.34%	Asset Protect at \$8.35 per unit per month. This was added in July 2025. Covers resident caused damage for fire and flood up to \$100K with zero deductible. Additional perils include bed bug damage, pet damage, lost rent and mold remediation.
Service Related Expenses	47,098	47,396	0.63%	
Total Other Property Expenses	62,383	69,764	11.83%	
Make Ready/Turnover Expenses	10,300	21,650	110.19%	Increased turnover expense due to third year and additional supplies repairs at turnover are expected.
Fixed Contracts				
Building Contracts	84,272	92,830	10.16%	Includes elevator contract, annual fire inspection and monitoring fees, landscape contract, Boiler Management, and splashpad annual agreement.
Other Contracts	26,701	40,640	52.20%	Increase in security patrol service and onsite courtesy patrol and added solar panel preventative maintenance.
Total Fixed Contracts	110,973	133,470	20.27%	
Repairs & Maintenance				
Maintenance Repairs	25,602	25,750	0.58%	
Maintenance Supplies	11,995	13,020	8.55%	Increased supplies to do age.
Other Maintenance	1,174	1,000	-14.82%	
Total Repairs & Maintenance	38,771	39,770	2.58%	
Total Controllable Expenses	661,500	724,299	9.49%	
Utilities	264,256	268,372	1.56%	
Management Fees	136,030	127,950	-5.94%	
Total Operating Expenses	1,061,786	1,120,621	5.54%	
Taxes & Insurance	105,756	165,720	56.70%	
Interest	650,732	650,732	0.00%	

Pathways at Chalmers Courts West - 2026 Proposed Operating Budget
Number of Units - 156

	2025 Actuals - Annualized	Budget 2026	% Change	Variance Explanations
Total Net Operating Income (Loss) after taxes/insurance	1,273,497	1,263,071	-0.54%	
NON-OPERATING EXPENSES				
Capital Expenditures				
Recurring Capital Expenses	5,788	8,250	42.54%	Added one flooring replacement at \$2,500.
Non-Recurring Capital Expenses	39,146	8,300	-78.80%	Tree trim and parking lot restripe
Total Capital Expenditures	44,933	16,550	-63.17%	
Depreciation & Amortization	0	0	0.00%	
Principal and Reserve	247,930	247,930	0.00%	
Other Owner/Non-Operating Expenses	17,000	12,000	-29.41%	
NON-OPERATING EXPENSES	309,864	276,480	-10.77%	
NET INCOME	963,633	986,591	2.38%	

Pathways at Chalmers Courts South - 2026 Proposed Operating Budget
Number of Units - 86

	2025 Actuals - Annualized	Budget 2026	% Change	Variance Explanations
INCOME				
Gross Potential	\$1,605,410	\$1,657,639	3.25%	Projects avg. 3% annual increase in July.
Vacancy Loss	(\$98,211)	(\$82,657)	-15.84%	Projecting avg. 95% in 2026 vs. avg. 93.75% in 2025.
Bad Debts	(\$25,448)	(\$23,760)	-6.63%	Avg. 1.45% in 2026 vs. avg. 1.60% in 2025
NET RENTAL INCOME	\$1,481,751	\$1,551,222	4.69%	
Concessions/Allowances	(\$4,264)	(\$3,600)	-15.57%	Avg. \$300 per month for new move in concessions.
NET EFFECTIVE RENT	\$1,477,487	\$1,547,622	4.75%	
Other Income				
Resident Charges & Fees	\$18,091	\$19,581	8.24%	
Total Other Income	\$18,091	\$19,581	8.24%	Slight increase in application fees, late charges, and reletting fees.
TOTAL INCOME	\$1,495,578	\$1,567,203	4.79%	
Payroll & Related				
Salaries	\$149,412	\$154,012	3.08%	
Bonus	\$6,661	\$10,500	57.63%	Includes new lease and renewal commissions, Quarterly KPI bonus for manager at 3% and service manager at 1.5%, delinquency bonus, year end bonus and new weekly on-call bonus for service team.
Payroll Other/Burden	\$28,319	\$30,610	8.09%	Anticipating 3 associates participating in benefits vs. 2 in 2025
Total Payroll & Related	\$184,392	\$195,122	5.82%	
General & Administrative Expenses				
Office Administration	\$57,091	\$59,247	3.78%	Increase due to implementing online leasing and renewals and standard operating procedures in 2026.
Resident Administration	\$5,695	\$4,248	-25.41%	Applicant screening less than 2025 due to no longer requiring criminal screening at time of recertification.
Professional Fees	\$9,119	\$8,626	-5.40%	
Other G & A	\$3,221	\$5,806	80.25%	Implementation of centralized billing in 2026 and increased training in compliance and leasing.
Total General & Administrative Expenses	\$75,126	\$77,927	3.73%	
Advertising & Marketing				
Advertising	\$3,092	\$644	-79.18%	Canceled Apartments.com and moved spend to pay per click campaign reflected in marketing.

Pathways at Chalmers Courts South - 2026 Proposed Operating Budget
Number of Units - 86

	2025 Actuals - Annualized	Budget 2026	% Change	Variance Explanations
Marketing	\$356	\$3,885	992.83%	Reputation Management through Turner to be implemented January 2026. Marketing CRM added in Q4 at \$2.84 per unit per month.
Other/Promotions	\$70	\$273	288.11%	Includes one mystery shop for 2026.
Total Advertising & Marketing	\$3,518	\$4,802	36.50%	
Other Property Expenses				
Service Contracts	\$8,318	\$11,016	32.43%	Asset Protect at \$8.35 per unit per month. This was added in July 2025. Covers resident caused damage for fire and flood up to \$100K with zero deductible. Additional perils include bed bug damage, pet damage, lost rent and mold remediation.
Service Related Expenses	\$46,853	\$46,432	-0.90%	
Total Other Property Expenses	\$55,171	\$57,448	4.13%	
Make Ready/Turnover Expenses	\$19,001	\$29,529	55.41%	Inline with T12 at \$31K.
Fixed Contracts				
Building Contracts	\$57,748	\$57,342	-0.70%	
Other Contracts	\$6,829	\$14,112	106.65%	Increased security patrol in 2026 and quarterly solar panel preventative maintenance.
Total Fixed Contracts	\$64,577	\$71,454	10.65%	
Repairs & Maintenance				
Maintenance Repairs	\$15,713	\$22,950	46.06%	\$3,500 twice a year to remove rust and paint stairwells.
Maintenance Supplies	\$8,006	\$16,836	110.30%	Inline with T12 at \$17K. Supplies for appliance part replacements, HVAC, paint and electrical supplies.
Other Maintenance	\$531	\$500	-5.84%	
Total Repairs & Maintenance	\$24,249	\$40,286	66.13%	
Total Controllable Expenses	\$426,034	\$476,567	11.86%	
Utilities	\$160,620	\$166,727	3.80%	
Management Fees	\$56,342	\$63,640	12.95%	
Total Operating Expenses	\$642,996	\$706,934	9.94%	
Taxes & Insurance	\$61,143	\$78,324	28.10%	
Interest	370,555	\$370,555.20		
Total Net Operating Income (Loss) after taxes/insurance	\$420,884	\$411,390	-2.26%	
NON-OPERATING EXPENSES				

Pathways at Chalmers Courts South - 2026 Proposed Operating Budget
Number of Units - 86

	2025 Actuals - Annualized	Budget 2026	% Change	Variance Explanations
Capital Expenditures				
Recurring Capital Expenses	\$13,549	\$16,342	20.61%	Replace two condensers, three refrigerators, 5 dishwashers and blinds as needed due to damage.
Non-Recurring Capital Expenses	\$53,692	\$34,020	-36.64%	Includes elevator, new cameras, fitness center, Mulch, Irrigation replacements, tree trim, parking lot restripe, golf cart purchase.
Total Capital Expenditures	\$67,241	\$50,362	-25.10%	
Principal and Reserve	\$130,547	\$130,547	0.00%	
Other Owner/Non-Operating Expenses	\$1,711	\$11,500	571.93%	
NON-OPERATING EXPENSES	\$199,500	\$192,409	-3.55%	
NET INCOME	\$221,384	\$218,981	-1.09%	

Pathways at Chalmers Courts East - 2026 Proposed Operating Budget
Number of Units - 156

	2025 Actuals - Annualized	Proposed Budget 2026	Variance %	Variance Explanations
INCOME				
Gross Potential	\$2,430,889.39	\$2,571,065.00	5.77%	Attributed to average 3% annual TDHCA increase in July and avg. 1.59% HUD increase in September.
Vacancy Loss	(\$103,122.00)	(\$103,485.00)	0.35%	
Bad Debts	(\$19,568.00)	(\$20,724.00)	5.91%	Budgeted inline with 2025 Annualized at .80% of GPR.
NET RENTAL INCOME	\$2,308,199.39	\$2,446,856.00	6.01%	
Concessions/Allowances	(\$4,476.00)	(\$6,720.00)	50.13%	Includes two employee discounts in 2026.
NET EFFECTIVE RENT	\$2,303,723.39	\$2,440,136.00	5.92%	
Other Income				
Resident Charges & Fees	\$22,645.76	\$22,415.00	-1.02%	
Other Rental Income	\$91.00	\$0.00	-100.00%	
Total Other Income	\$22,736.76	\$22,415.00	-1.42%	
TOTAL INCOME	\$2,326,460.15	\$2,462,551.00	5.85%	Attributed to average 3% annual TDHCA increase in July and avg. 1.59% HUD increase in September. Bad debt at .8% of GPR
Payroll & Related				
Salaries	\$265,673.01	\$273,164.00	2.82%	
Bonus	\$8,425.18	\$22,649.00	168.83%	Includes new lease and renewal commissions, Quarterly KPI bonus for manager at 3% and service manager at 1.5%, delinquency bonus, year end bonus and new weekly on-call bonus for service team.
Payroll Other/Burden	\$38,550.93	\$48,320.00	25.34%	Anticipates avg. three associates participating in benefits in 2026.
Total Payroll & Related	\$312,649.12	\$344,133.00	10.07%	
General & Administrative Expenses				
Office Administration	\$45,359.91	\$49,442.12	9.00%	Increase due to implementing online leasing and renewals and standard operating procedures in 2026.
Resident Administration	\$6,176.99	\$4,944.00	-19.96%	Applicant screening less than 2025 due to no longer requiring criminal screening at time of recertification.
Professional Fees	\$16,656.53	\$17,148.00	2.95%	
Other G & A	\$7,420.19	\$10,436.16	40.65%	Implementation of centralized billing in 2026 and increased training in compliance and leasing.
Total General & Administrative Expenses	\$75,613.62	\$81,970.28	8.41%	
Advertising & Marketing				

Pathways at Chalmers Courts East - 2026 Proposed Operating Budget
Number of Units - 156

	2025 Actuals - Annualized	Proposed Budget 2026	Variance %	Variance Explanations
Advertising	\$3,631.73	\$1,154.00	-68.22%	Canceled Apartments.com and moved spend to pay per click campaign reflected in marketing.
Marketing	\$2,255.00	\$7,840.00	247.67%	Reputation Management through Turner to be implemented January 2026. Marketing CRM added in Q4 at \$2.84 per unit per month.
Other/Promotions	\$600.38	\$573.00	-4.56%	
Total Advertising & Marketing	\$6,487.11	\$9,567.00	47.48%	
Other Property Expenses				
Service Contracts	\$10,197.65	\$23,148.00	126.99%	Asset Protect at \$8.35 per unit per month. This was added in July 2025. Covers resident caused damage for fire and flood up to \$100K with zero deductible. Additional perils include bed bug damage, pet damage, lost rent and mold remediation.
Service Related Expenses	\$76,967.93	\$76,176.00	-1.03%	
Total Other Property Expenses	\$87,165.58	\$99,324.00	13.95%	
Make Ready/Turnover Expenses	\$30,085.93	\$31,980.00	6.30%	Based on 2025 with avg. 5% increase and added tub increase.
Fixed Contracts				
Building Contracts	\$81,293.93	\$80,879.00	-0.51%	
Other Contracts	\$16,597.26	\$26,043.76	56.92%	Increased security patrol in 2026 and quarterly solar panel preventative maintenance.
Total Fixed Contracts	\$97,891.19	\$106,922.76	9.23%	
Repairs & Maintenance				
Maintenance Repairs	\$20,432.36	\$24,700.00	20.89%	Slight increase in elevator repairs and irrigation repairs.
Maintenance Supplies	\$27,052.54	\$26,720.00	-1.23%	
Other Maintenance	\$818.00	\$1,000.00	22.25%	Uniforms twice per year at \$500.
Total Repairs & Maintenance	\$48,302.90	\$52,420.00	8.52%	
Total Controllable Expenses	\$658,195.45	\$726,317.04	10.35%	
Utilities	\$288,264.81	\$281,604.00	-2.31%	
Management Fees	\$98,107.09	\$99,332.00	1.25%	
Total Operating Expenses	\$1,044,567.35	\$1,107,253.04	6.00%	
Taxes & Insurance	\$122,418.93	\$146,820.00	19.93%	
Interest	\$554,500.20	\$554,500.20	0.00%	
Total Net Operating Income (Loss) after taxes/insurance	\$727,392.60	\$800,797.76	10.09%	
NON-OPERATING EXPENSES				

Pathways at Chalmers Courts East - 2026 Proposed Operating Budget
Number of Units - 156

	2025 Actuals - Annualized	Proposed Budget 2026	Variance %	Variance Explanations
Capital Expenditures				
Recurring Capital Expenses	\$32,009.35	\$31,544.00	-1.45%	
Non-Recurring Capital Expenses	\$27,691.07	\$9,000.00	-67.50%	Tree trim and parking lot restripe
Total Capital Expenditures	\$59,700.42	\$59,700.42	0.00%	
Insurance Loss	\$398.09	\$0.00	-100.00%	
Principal and Reserve	\$253,980.00	\$253,980.00	0.00%	
Other Owner/Non-Operating Expenses	\$14,000.00	\$14,499.84	3.57%	
NON-OPERATING EXPENSES	\$268,378.09	\$268,479.84	0.04%	
NET INCOME	\$399,314.09	\$472,617.50	18.36%	

Pathways at Goodrich Place - 2026 Proposed Operating Budget
Number of Units - 120

	2025 Actuals - Annualized	Proposed Budget 2026	Variance %	Variance Explanations
INCOME				
Gross Potential	1,859,075	1,942,735	4.50%	Projecting avg. 3% TDHCA increase in July and 1.59% HUD increase in October 2026.
Vacancy Loss	-191,312	-134,005	-29.95%	Projecting 93% for 2026 vs. avg. 90% in 2025.
Bad Debts	-54,053	-49,764	-7.93%	Projecting avg. 2.5% bad debt vs. avg. 3% in 2025
NET RENTAL INCOME	1,613,711	1,758,966	9.00%	
Concessions/Allowances	-28,247	-16,400	-41.94%	Average \$300 upfront concession per move in.
NET EFFECTIVE RENT	1,585,464	1,742,566	9.91%	
Other Income				
Resident Charges & Fees	25,964	26,115	0.58%	
Other Rental Income	2,729	0	-100.00%	Variance is attributed to interest revenue reflected in resident charges for 2026. Anticipating \$600 for 2026.
Service Charges	8,983	9,120	1.53%	
Utility Reimbursements	0	0	0.00%	
Total Other Income	37,676	35,235	-6.48%	2025 includes an Asset Protect claim reimbursement of \$2,000. Claim reimbursements will offset the insurance expense in 2026.
TOTAL INCOME	1,623,139	1,777,801	9.53%	
Payroll & Related				
Salaries	214,833	223,086	3.84%	
Bonus	13,000	22,091	69.93%	Includes new lease and renewal commissions, Quarterly KPI bonus for manager at 3% and service manager at 1.5%, delinquency bonus, year end bonus and new weekly on-call bonus for service team.
Payroll Other/Burden	41,616	44,278	6.40%	Anticipating one additional associate participating in benefits.
Total Payroll & Related	269,450	289,455	7.42%	
General & Administrative Expenses				
Office Administration	47,734	42,174	-11.65%	Monthly telephone expense reduced \$100 per month effective November 2025. 2025 includes \$3,600 for network upgrade that will not be expensed in 2026.
Resident Administration	7,298	5,724	-21.56%	Applicant screening less than 2025 due to no longer requiring criminal screening at time of recertification.

Pathways at Goodrich Place - 2026 Proposed Operating Budget
Number of Units - 120

	2025 Actuals - Annualized	Proposed Budget 2026	Variance %	Variance Explanations
Professional Fees	8,171	10,593	29.64%	In line with YTD annualized. Includes lease file audit support and TDHCA annual fees.
Other G & A	5,635	6,914	22.69%	Implementation of centralized billing in 2026 and increased training in compliance and leasing.
Total General & Administrative Expenses	68,838	65,405	-4.99%	
Advertising & Marketing				
Advertising	14,533	2,066	-85.78%	Canceled Apartments.com and moved spend to pay per click campaign reflected in marketing.
Marketing	1,751	14,973	754.98%	Reputation Management through Turner to be implemented January 2026. Marketing CRM added in Q4 at \$2.84 per unit per month.
Other/Promotions	563	1,692	200.55%	Includes one mystery shop for 2026 and Reputation Management through Jturner.
Total Advertising & Marketing	16,847	18,731	11.18%	
Other Property Expenses				
Service Contracts	9,461	15,060	59.17%	Asset Protect at \$8.35 per unit per month. This was added in July 2025. Covers resident caused damage for fire and flood up to \$100K with zero deductible. Additional perils include bed bug damage, pet damage, lost rent and mold remediation.
Service Related Expenses	49,900	50,156	0.51%	
Total Other Property Expenses	59,361	65,216	9.86%	
Make Ready/Turnover Expenses	31,146	32,170	3.29%	
Fixed Contracts				
Building Contracts	41,086	45,809	11.50%	Added \$500 per month for contract breezeway cleaning.
Other Contracts	20,239	20,364	0.62%	
Total Fixed Contracts	61,325	66,173	7.91%	
Repairs & Maintenance				
Maintenance Repairs	10,206	11,140	9.16%	Includes quarterly dryer vent cleaning as needed, gate repairs, emergency repairs for fire sprinkler and plumbing repairs.
Maintenance Supplies	33,414	33,420	0.02%	

Pathways at Goodrich Place - 2026 Proposed Operating Budget
Number of Units - 120

	2025 Actuals - Annualized	Proposed Budget 2026	Variance %	Variance Explanations
Other Maintenance	554	650	17.33%	
Total Repairs & Maintenance	44,174	45,210	2.35%	
Total Controllable Expenses	551,140	582,360	5.66%	
Utilities	140,190	142,150	1.40%	
Management Fees	63,748	73,104	14.68%	
Total Operating Expenses	755,078	797,614	4.38%	
Taxes & Insurance	138,799	113,256	-18.40%	
Interest	396,306	396,306	0.00%	
Total Net Operating Income (Loss) after taxes/insurance	332,957	470,625	20.18%	
NON-OPERATING EXPENSES				
Capital Expenditures				
Recurring Capital Expenses	30,118	35,250	17.04%	Appliance and flooring replacement due to age and wear.
Non-Recurring Capital Expenses	37,359	26,610	-28.77%	Concrete cleaner, pedestrian gate repairs, tree trim, parking lot restripe and concrete replacements.
Total Capital Expenditures	67,477	61,860	-8.32%	
Depreciation & Amortization	0	0	0.00%	
Insurance Loss	40,616	0	-100.00%	
Principal and Reserve	216,759	216,759	0.00%	
Other Owner/Non-Operating Expenses	57,413	23,230	-59.54%	
NON-OPERATING EXPENSES	382,265	301,848	-21.04%	
NET INCOME	-49,308	395,331	901.76%	

Total Income	\$1,777,801
Total Operating Expenses	\$910,870
NOI	\$866,931
Principal	\$165,159
Interest	\$396,306
Replacement Reserve	\$51,600
Cash Flow	\$253,866

DSCR 1.544





HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

Quality Control ITEM 3.

MEETING DATE:	December 18, 2025
STAFF CONTACT:	Kelly Crawford
ITEM TITLE:	Presentation, Discussion and Possible Action Regarding Resolution No. 02928; Approval to Submit the 2026 Public Housing Authority (PHA) Annual 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 2026 PHA Annual Plan to the U.S. Department of Housing and Urban Development.

SUMMARY

Background:

The 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 to submit changes to its PHA Annual Plan.

The Draft 2026 PHA Annual Plan incorporates proposed changes to the Housing Choice Voucher Administrative Plan along with updates regarding the agency's Five-Year Goals and Objectives.

Process:

HACA is proposing to establish separate waiting lists for its existing Foster Youth to Independence (FYI) and its Family Unification Program (FUP) special purpose voucher programs. This proposed policy is in accordance with guidance set forth in HUD Notice PIH 2025-08.

A 45-day public comment period commencing at 8:00 a.m. on Friday, October 17, 2025, and

concluding at 5:00 p.m. on Monday, December 1, 2025, was held to solicit comments regarding the 2026 Public Housing Authority (PHA) Annual Plan. The draft plan was sent to various community organizations, posted on the HACA website, and advertised in the Austin American Statesman and El Mundo. Notice letters of the draft 2026 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 27, 2025.

No public comments were received.

Staff Recommendation:

Staff is asking the Board of Commissioners to approve, adopt and submit the 2026 PHC Annual Plan to the U.S. Department of Housing and Urban Development.

ATTACHMENTS:

Final 2026 PHA Annual Plan

RESOLUTION NO. 02928

Approval to Submit the 2026 Public Housing Authority (PHA) Annual 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 2026 Public Housing Authority (PHA) Annual Plan;

WHEREAS, to meet the requirements for public notification, HACA advertised the announcement of the draft plan through local media, sent notices regarding 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 website for a forty-five-day public comment period. No comments were received;

WHEREAS, HACA has completed the requirements to submit the 2026 Agency PHA Plan effective December 18, 2025.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Housing Authority of the City of Austin Board of Commissioners approves and adopts the agency's 2026 PHA Annual Plan.

PASSED, APPROVED AND ADOPTED this 18th day of December 2025.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

Housing Authority of the City of Austin

2026 PUBLIC HOUSING AUTHORITY ANNUAL PLAN



A 45-Day Public Comment Period for the 2026 PHA Annual Plan commenced on Friday, October 17, 2025, and concluded on Monday, December 1, 2025. A Public Hearing was held October 27, 2025 at noon to receive public input for the draft 2026 PHA Annual Plan. The final draft was presented to the HACA Board of Commissioners for approval at the December 18, 2025 Board of Commissioners meeting.

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 09/30/2027
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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. 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-, very low-, 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 (HCVs) 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, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, 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 HCVs combined and is not PHAS or SEMAP troubled.

A.	PHA Information.
A.1	<p> PHA Name: _____ PHA Code: _____ PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____ PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) _____ PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Public 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 each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans. </p>

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

<p>B.2</p>	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s applicable Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers</p> <p>(b) If Project-Based Voucher (PBV) activities are planned for the applicable Fiscal Year, provide the projected number of PBV units and general locations, and describe how project-basing would be consistent with the PHA Plan.</p>
<p>B.3</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>

B.4	Capital Improvements. – Not Applicable
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C.	Other Document and/or Certification Requirements.
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <div style="display: flex; justify-content: space-around; width: 100px;"> <div style="text-align: center;">Y <input type="checkbox"/></div> <div style="text-align: center;">N <input type="checkbox"/></div> </div> <p>(b) If yes, include Challenged Elements.</p>

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 **Public Availability of Information,** specific location(s) of all information relevant to the public hearing and proposed PHA Plan. Note: The number of HCV's should include all special purpose vouchers (e.g. Mainstream Vouchers, etc.) (24 CFR 903.23(e)).

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 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.

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(s)(2)(i)).

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan (24 CFR 903.7(s)(2)(ii)).

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

- B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements in the applicable Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 24 CFR 983.55(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations (including if PBV units are planned on any former or current public housing units or sites), and describe how project-basing would be consistent with the PHA Plan (24 CFR 903.7(b)(3), 24 CFR 903.7(r)).

- 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(s)(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 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 (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 24 CFR 5.150 *et seq.*, 24 CFR 903.7(o)(1), and 24 CFR 903.15.
- 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 (24 CFR 903.23(b)).

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 4.52 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. 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 Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 *et seq.*, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.



HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

Assisted Housing ITEM 4.

MEETING DATE: December 18, 2025
STAFF CONTACT: Laura Bodai, Vice President of Assisted Housing
ITEM TITLE: Presentation, Discussion and Possible Action Regarding Resolution No. 02929: 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, 02929; 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.

Process:

HACA is proposing to establish separate waiting lists for its existing Foster Youth to Independence (FYI) and its Family Unification Program (FUP) special purpose voucher programs. This proposed policy is in accordance with guidance set forth in HUD Notice PIH 2025-08.

These proposed changes to the Housing Choice Voucher Administrative Plan went out for public comment for 45 days beginning October 17, 2025, through December 1, 2025. No comments were received.

HACA held a public hearing on 10/27/2025 and held a presentation to the Housing Choice Voucher Advisory Board on November 12, 2025. The participants asked questions to further

their understanding of the proposed changes but no comments 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. No additional comments were received.

The proposed changes to the Housing Choice Voucher Administrative Plan may be found in Attachment 1.

Staff Recommendation:

Approve Resolution No, 02929 Adopting revisions to the Housing Choice Voucher Administrative Plan.

ATTACHMENTS:

HCV Administrative Plan Changes 10.16.25, PIH_2025-08 FUP and FYI Notice

RESOLUTION NO. 02929

**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 October 17th, 2025, and ending at 5:00 p.m. on December 1, 2025; 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 18th day of December, 2025.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

PART I: FAMILY UNIFICATION PROGRAM (FUP)

19-I.A. PROGRAM OVERVIEW [[Fact Sheet, Housing Choice Voucher Program Family Unification Program \(FUP\)](#), [Notice PIH 2025-08](#)]

Overview

The Family Unification Program (FUP) was authorized by Congress in 1990 to help preserve and reunify families. PHAs that administer the program provide vouchers to two different populations—FUP families and FUP youth.

Families eligible for FUP are families for whom the lack of adequate housing is a primary factor in:

- The imminent placement of the family’s child or children in out-of-home care; or
- The delay in the discharge of the child or children to the family from out-of-home care.

There is no time limitation on FUP family vouchers, and the family retains their voucher as long as they are HCV-eligible. There is no requirement for the provision of supportive services for FUP family vouchers.

Youth eligible for FUP are those who:

- Are at least 18 years old and not more than 24 years of age;
- Have left foster care or will leave foster care within ~~90~~[180](#) days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act at age 16 and older; and
- Are homeless or at risk of becoming homeless.

FUP youth vouchers are limited by statute to a period between 36 and 60 months of housing assistance. Supportive services must also be provided to FUP-eligible youth by the Public Child Welfare Agency (PCWA), [by a service provider identified by the Austin/Travis County Continuum of Care Coordinated Entry System](#), or by another agency or organization under contract with the PCWA for the period of time defined in the notice or Notice of Funding Availability/Opportunity (NOFA/O) for which funding was made available.

PHAs that wish to administer FUP vouchers must apply to HUD by submitting an application under an active Notice of Funding Opportunity (NOFO). While the FUP program is administered in accordance with HCV regulations, the FUP NOFOs issued by HUD provide specific program information and requirements.

In order to administer the program, the PHA must also form a partnership with a local PCWA who is responsible for determining the family or youth meets FUP eligibility requirements and referring them to the PHA. Once the referral is received, the PHA is responsible for placing the

FUP family or youth on the PHA's waiting list and determining whether they are eligible to receive assistance under the PHA's HCV program.

Assigning Vouchers [FUP FAQs]

The PHA may, but is not required to, assign a specific number or percentage of FUP vouchers for FUP youths and FUP families. Unless the PHA assigns a specific number or percentage of FUP vouchers to a designated FUP population, the PHA must serve any referrals (youths or families) that meet all program eligibility requirements up to the PHA's designated FUP program size.

HACA Policy

HACA has not designated any specific number or percentage of FUP vouchers for youths or families. HACA will serve all referrals that meet program eligibility requirements, up to HACA's FUP voucher allocation.

19-I.B. PUBLIC CHILD WELFARE AGENCY (PCWA)

Families and youth do not apply directly to the PHA for FUP vouchers. They are instead referred by a PCWA [and/or the Coordinated Entry System administrator](#) with whom the PHA has entered into a Memorandum of Understanding (MOU). The partnering PCWA initially determines whether the family or youth meets the FUP program eligibility requirements listed in 19-I.C. and 19-I.D. and then refers those families or youths to the PHA.

HUD strongly encourages PHAs and PCWAs to make decisions collaboratively on the administration of the program and to maintain open and continuous communication. The PCWA must have a system for identifying FUP-eligible youth within the agency's caseload and for reviewing referrals from a Continuum of Care (COC) if applicable.

HACA Policy

HACA has entered into an MOU with the following partnering organizations:

Texas Department of Family Protective Services (DFPS) (PCWA)

[Ending Community Homelessness Coalition \(ECHO\) \(CoC Lead Agency\)](#)

Supportive Services

The PCWA must provide supportive services for the period of time defined in the notice or NOFA/O for which the funding was made available to all FUP-eligible youth regardless of their age. The MOU between the PHA and the PCWA should identify the period of time in which supportive services will be provided.

HACA Policy

DFPS and/or its designated contractor for its Aftercare Transitional Living Services Program (ACTS) will provide supportive services for all FUP youth for a period of no less than ~~18-36~~ months after lease-up.

Supportive services may be provided to FUP-eligible youth by the PCWA or by another agency or organization under agreement or contract with the PCWA, including the PHA, or by an agency identified by the Coordinated Entry System. The organization providing the services and resources must be identified in the MOU. The following services must be offered:

- Basic life skills information or counseling on money management, use of credit, housekeeping, proper nutrition or meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services);
- Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance or referrals for assistance on security deposits, utility hook-up fees, and utility deposits;
- Providing such assurances to owners of rental property as are reasonable and necessary to assist a FUP-eligible youth to rent a unit with a FUP voucher;
- Job preparation and attainment counseling (where to look and how to apply, dress, grooming, relationships with supervisory personnel, etc.); and
- Educational and career advancement counseling regarding attainment of general equivalency diploma (GED), or attendance or financing of education at a technical school, trade school, or college, including successful work ethic and attitude models.

HACA Policy

~~The following additional~~ Additional supportive services described in the MOU will be offered as needed: ~~self-esteem and personal relationships; parenting skills; counseling and mentoring.~~

A FUP-eligible youth cannot be required to participate in these services as condition of receipt of the FUP voucher.

19-I.C. FUP FAMILY VOUCHER ELIGIBILITY CRITERIA

FUP family assistance is reserved for eligible families that the PCWA has certified are a family for whom a lack of adequate housing is a primary factor in:

- The imminent placement of the family's child or children in out-of-home care, or
- The delay in the discharge of the child or children to the family from out-of-home care.

Lack of adequate housing means the family meets any one of the following conditions:

- Living in substandard housing, which refers to a unit that meets any one of the following conditions:
 - Does not have operable indoor plumbing
 - Does not have a usable flush toilet inside the unit for the exclusive use of a family or youth
 - Does not have a usable bathtub or shower inside the unit for the exclusive use of a family or youth
 - Does not have electricity, or has inadequate or unsafe electrical service
 - Does not have a safe or adequate source of heat
 - Should, but does not, have a kitchen
 - Has been declared unfit for habitation by an agency or unit of government, or in its present condition otherwise endangers the health, safety, or well-being of the family or youth
 - Has one or more critical defects, or a combination of intermediate defects in sufficient number or to the extent that it requires considerable repair or rebuilding. The defects may result from original construction, from continued neglect or lack of repair, or from serious damage to the structure
- Being homeless as defined in 24 CFR 578.3
- Living in a unit where the presence of a household member with certain characteristics (i.e., conviction for certain criminal activities) would result in the imminent placement of the family's child or children in out-of-home care, or the delay in the discharge of the child or children to the family from out-of-home care
- Living in housing not accessible to the family's disabled child or children due to the nature of the disability
- Living in an overcrowded unit, which is defined as living in a unit where one of the following conditions has been met:
 - The family is separated from its child or children and the parents are living in an otherwise standard housing unit, but, after the family is reunited, the parents' housing unit would be overcrowded for the entire family and would be considered substandard; or
 - The family is living with its child or children in a unit that is overcrowded for the entire family and this overcrowded condition may result, in addition to other factors, in the imminent placement of its child or children in out-of-home care.
 - For purposes of this definition, the determination as to whether the unit is overcrowded is made in accordance with the PHA subsidy standards in Chapter 5, Part III of this policy.

Since HUD does not define *imminent placement*, the partnering PCWA may use its discretion to determine whether the potential out of home placement of the family's child or children is

imminent [\[FUP FAQs\]](#).

19-I.D. FUP YOUTH VOUCHER ELIGIBILITY CRITERIA

While FUP family vouchers operate as regular HCVs after the family is referred from the PCWA, there are several aspects of the FUP youth vouchers that make them distinct from the FUP family vouchers and from regular HCVs.

Eligibility Criteria

A FUP-eligible youth is a youth the PCWA has certified:

- Is at least 18 years old and not more than 24 years of age (has not yet reached their 25th birthday);
 - The FUP youth must be no more than 24 years old at the time the PCWA certifies them as eligible and at the time of HAP contract execution.
- Has left foster care or will leave foster care within ~~90-180~~ days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act;
 - Foster care placement can include, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes in accordance with 24 CFR 5.576.
- Is homeless or at risk of becoming homeless at age 16 or older;
 - *At risk of being homeless* is fully defined at 24 CFR 576.2.
 - o This includes a person that is exiting a publicly funded institution, or system of care (such as a healthcare facility, a mental health facility, foster care or other youth facility, or correction program or institution).
 - o Therefore, youth being discharged from an institution may be eligible for a FUP voucher [\[FUP FAQs\]](#).
- Has an annual income at or below 30 percent of area median income; and
- Does not have sufficient resources or support networks (e.g., family, friends, faith-based or other social networks) immediately available to prevent them from moving to a supervised publicly or privately operated shelter designed to provide temporary living arrangements.

19-I.E. ASSISTANCE PERIOD [\[FR Notice 1/24/22\]](#)**Maximum Assistance Period**

Although there is no time limit on FUP family vouchers, FUP youth vouchers are limited by statute. Unless the FUP youth meets an exception outlined below, after 36 months of assistance, the FUP youth voucher must be terminated. However, any period of time for which no subsidy (HAP) is being paid on behalf of the youth does not count toward the 36-month limitation.

If the FUP youth does meet the requirements outlined below, the statutory limit on FUP assistance is a total of 60 months of FUP voucher assistance [\[FR Notice 1/24/22\]](#).

Extension of Assistance

FUP youth who first leased or lease a unit after December 27, 2020, may be eligible for an extension of assistance up to 24 months beyond the 36-month time limit (for a total of 60 months of assistance).

While FUP youth cannot be required to participate in the Family Self-Sufficiency (FSS) program as a condition of receipt of assistance, an eligible youth who participates in the FSS program and

is in compliance with the applicable terms and conditions of the program is entitled to receive assistance for up to an additional 24 months. A FUP youth must accept an FSS slot if it is offered to them prior to the 36-month mark in order to receive an extension of assistance (unless the youth meets one of the statutory exceptions described below).

Statutory Exceptions

A FUP youth will be entitled to receive an extension of assistance for up to 24 months beyond the 36-month time limit without participating in the PHA's FSS program if they certify that they meet one of the exceptions below:

- The FUP youth is a parent or other household member responsible for the care of a dependent child under the age of six or for the care of an incapacitated person.

HACA Policy

HACA and the State of Texas defines *incapacitated person* as

- (1) a minor;
- (2) an adult who, because of a physical or mental condition, is substantially unable to:
 - (A) provide food, clothing, or shelter for himself or herself;
 - (B) care for the person's own physical health; or
 - (C) manage the person's own financial affairs; or
- (3) a person who must have a guardian appointed for the person to receive funds due the person from a governmental source.

The PHA will apply this exception in a manner that provides extensions of FUP youth assistance to the broadest population possible consistent with the statutory requirements.

The FUP youth will be required to self-certify that they meet this exception on a PHA-provided form. This certification is the only documentation that the FUP youth must submit.

The child or incapacitated person is not required to reside in the household in order for the youth to certify they meet this exception. For example, a child in a joint custody arrangement under the age of six who resides in the household only part-time may qualify the youth for this exception.

The FUP youth is a person who is regularly and actively participating in a drug addiction or alcohol treatment and rehabilitation program.

HACA Policy

HACA will define *regular and active participation* in a manner that provides extensions of FUP youth assistance to the broadest population possible consistent with the statutory requirements.

The FUP youth will be required to self-certify that they meet this exception on a HACA-provided form. This certification is the only documentation that the FUP youth must submit.

- The FUP youth is a person who is incapable of complying with the requirement to participate in a FSS program as described above or engage in education, workforce development, or employment activities as described below, as applicable, due to a documented medical condition.

HACA Policy

HACA will apply this requirement in a manner that provides extensions of FUP youth assistance to the broadest population possible consistent with statutory requirements.

The FUP youth will be required to self-certify that they meet this exception on a HACA-provided form. This certification is the only documentation that the FUP youth must submit.

A FUP youth that meets one of the above exceptions must still be offered an opportunity to enroll in the PHA's FSS program (if it is available to them) and receive any supportive services available to FUP youth. A FUP youth may choose to participate in an FSS program or engage in education, workforce development, or employment activities, even if they meet one of the above statutory exceptions.

Education, Workforce Development, or Employment Activities

If a PHA that carries out an FSS program is unable to offer a FUP youth an FSS slot during their first 36 months of receiving FUP youth assistance, the youth is considered to have been "unable to enroll" in the program and may have their voucher extended by meeting the education, workforce development, or employment criteria described below:

- The youth was engaged in obtaining a recognized postsecondary credential or a secondary school diploma or its recognized equivalent.

HACA Policy

HACA will use the definitions of *recognized postsecondary credential* and *secondary school diploma or its recognized equivalent* under the Workforce Innovation and Opportunity Act (WIOA). WIOA defines a *recognized postsecondary credential* as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state involved or federal government, or an associate or baccalaureate degree (29 U.S.C. 3102). Examples of a recognized postsecondary credential include, but are not limited to, an associate's degree, bachelor's degree, occupational licensure, or occupational certification (see U.S. Department of Labor, Training and Employment Guidance Letter No. 10-16, Change 1). For the purpose of WIOA, the U.S. Department of Labor defines a *secondary school diploma or its recognized equivalent* as a secondary school diploma (or alternate diploma) that is recognized by a state and that is included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA). A secondary school equivalency certification signifies that a student has completed the requirement for a high school education. Examples of a secondary school diploma or its recognized equivalent include, but are not limited to, obtaining certification of attaining passing scores on a state-recognized high school equivalency test, earning a secondary school diploma or state-recognized equivalent, or obtaining certification of passing a state-recognized competency-based

assessment.

- The youth was enrolled in an *institution of higher education*, as such term is defined in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)) or an institution that meets the definition of a *proprietary institution of higher education* or a *postsecondary vocational institution* under sections 102(b)(1) and (c)(1) of the Higher Education Act of 1965 (20 U.S.C. 1002(b)(1) and (c)(1)), respectively.

HACA Policy

Youth must be enrolled in education activities on at least a half-time basis, as defined by the institution that they attend. However, HACA may make exceptions to this requirement if the youth is unable to enroll in a sufficient number of classes due to a lack of course offerings by the educational institution where the youth is enrolled.

The youth was participating in a career pathway, as such term is defined in Section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102). The term *career pathway* means a combination of rigorous and high-quality education, training, and other services that:

- Aligns with the skill needs of industries in the economy of the state or regional economy involved;
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) (referred to individually in this Act as an *apprenticeship*, except in section 3226 of this title);
- Includes counseling to support an individual in achieving the individual’s education and career goals;
- Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- Helps an individual enter or advance within a specific occupation or occupational cluster.
- The youth was employed.

HACA Policy

HACA will consider the youth to be employed if they work a minimum of 20 hours per week. HACA may make exceptions to this requirement if the youth’s hours are reduced due to circumstances beyond their control or the youth must temporarily reduce their work hours due to a verified family emergency.

FSS Enrollment at 24 Months

If the FUP youth has not been provided an opportunity to enroll in the FSS program during the first 24 months of FUP assistance, HUD encourages the PHA to remind the youth at the 24-month reexamination of the education, workforce development, and employment requirements described above so that the youth has enough time to meet these requirements prior to the expiration of the 36-month time period for FUP assistance.

HACA Policy

If the FUP youth has not been provided an opportunity to enroll in the FSS program during the first 24 months of FUP assistance, HACA will remind the youth at their second regular reexam of the education, workforce development, and employment requirements described above.

FSS Enrollment Between 36 and 48 Months

If an FSS slot becomes available between the 36-month and 48-month mark:

- The PHA must offer the slot to a FUP youth who had their voucher extended based on meeting the education, workforce development, or employment requirement listed above, or one of the statutory exceptions listed above (even if the youth previously declined an FSS slot because they met one of the statutory exceptions).
- The PHA must work with the youth to determine whether enrollment in FSS is feasible and in their best interest given any education, workforce development, or employment activities that the youth is engaged in and any statutory exceptions that apply to the youth, as well as the remaining time on their voucher.
- If the FUP youth accepts the FSS slot, the PHA must work with the youth to establish Contract of Participation goals and an Individual Training and Services Plan (ITSP) that can be accomplished within the time period left on the voucher.

If the FUP youth is offered an FSS slot prior to the 36-month mark, the youth:

- Will be required to enroll in the FSS program in order to receive an extension of assistance at the end of the 36-month time period (unless they meet one of the statutory exceptions described above).
- Will not be considered to have been “unable to enroll” in the FSS program as described above, and as a result, will not be eligible to receive an extension of assistance based on meeting the education, workforce development, or employment requirements described above.

FSS Enrollment After 48 Months

The PHA may, but is not required to, offer a FUP youth an FSS slot that becomes available between the 48-month mark and the 60-month mark, since the youth will have already received their second and final extension.

HACA Policy

If an FSS slot becomes available between the 48 and 60-month marks, HACA will not offer the FSS slot to a FUP youth.

Extensions of Assistance

At the 36-month and 48-month reexamination, the PHA must extend FUP youth assistance if the youth is participating in and in compliance with the FSS program as long as the youth is still eligible for the HCV program.

In any case, the FUP youth cannot receive more than a total of 60 months of FUP youth voucher assistance, even if the FSS Contract of Participation time period extends beyond the voucher 60-month mark.

No FSS Program or Unable to Enroll in FSS

If a PHA does not carry out an FSS program or the FUP youth has been unable to enroll in the program during the first 36 months of receiving FUP assistance, the FUP youth is entitled to receive an extension of assistance for up to two successive 12-month periods beyond the 36-month time limit provided that the youth engaged in at least one of the education, workforce development, or employment activities described above for not less than nine months of the 12-month period preceding each extension. In order to meet the nine months out of the preceding 12 months requirement, the youth may have engaged in one of the education, workforce development, or employment activities described above or a combination of these activities.

Verification Prior to Annual Reexam

In order to provide an extension of assistance, the PHA must verify compliance with the above requirements at the end of the 36-month time period and the 48-month time periods. The PHA does not need to verify compliance with these requirements at the end of the 60-month time period since the maximum length of assistance is 60 months.

To verify compliance with the education, workforce development, or employment requirement or one of the statutory exceptions, the PHA must provide the FUP youth written notification informing them that they may receive an extension of their FUP assistance and providing instructions on how the youth may demonstrate that they meet one of these conditions. This notification must be provided sufficiently in advance of the end of the 36-month or 48-month time periods, as applicable, to allow the FUP youth to demonstrate that they meet the education, workforce development, or employment requirement, or one of the statutory exceptions, and for the PHA to conduct an annual reexamination prior to the expiration of the FUP assistance.

HACA Policy

HACA will verify compliance with the education, workforce development, or employment requirement, or one of the statutory exceptions, at the end of the 36-month and 48-month time periods prior to the FUP youth's scheduled annual reexamination. HACA will not verify compliance at the end of the 60-month time period.

HACA will provide each FUP youth on HACA's program with a written notification informing them that they may receive an extension of their FUP assistance if they meet conditions outlined in this chapter and providing them with instructions on how they may demonstrate compliance at least 60 days prior to their scheduled annual reexam date. When necessary, the PHA will provide this notification in a format accessible to FUP youth with disabilities and in a translated format for FUP youth with limited English proficiency in accordance with Chapter 2.

HACA will use the following verification methods to verify a FUP youth's eligibility for voucher extensions:

To verify compliance with the FSS requirement, HACA will examine its records to confirm, or obtain confirmation from HACA's FSS program staff, that the FUP youth participant is in compliance with FSS program requirements and has not been terminated from the FSS program.

To meet the education, workforce development, or employment requirement, HACA will verify that the FUP youth was engaged in at least one education, workforce development, or employment activity for at least nine months of the 12-month period immediately preceding the end of 36-month or 48-month time period, as applicable.

Due to the timing of when the PHA verifies compliance and conducts the annual reexamination, the FUP youth may have not yet met the nine-month requirement but may be able to demonstrate that they will meet the nine-month requirement as of the end of the 36-month or 48-month time period. In such cases, the FUP youth will still be considered to have met the requirements.

In order for the FUP youth to meet one of the statutory exceptions described above, the youth must submit a certification to HACA that they meet one of these exceptions. This certification is the only documentation that the FUP youth must submit in order to demonstrate that they meet one of the statutory exceptions.

A FUP youth who received an extension of voucher assistance at the end of the 36-month time period based on meeting one of the conditions described in this chapter does not have to meet the same conditions when they reach the end of the 48-month time period. The FUP youth may demonstrate that they meet a different condition in order to receive an extension of their assistance.

If the PHA determines that the youth meets one of the statutory conditions, the PHA would then conduct an annual reexamination. If the annual reexamination determines that the youth is still

eligible for the HCV program, the PHA must provide the FUP youth the extension of voucher assistance.

Termination of Assistance for Failure to Meet Conditions

Failure of the FUP youth to meet one of the above conditions will only impact their ability to receive subsequent extensions of assistance. It will not serve as a basis for terminating the FUP assistance prior to the annual reexam.

If the FUP youth does not meet any of the conditions described in in this chapter, the youth is subject to the statutory time limit of 36 months or the time limit of any extension that the youth has already received, and the FUP youth voucher must be terminated once the youth reaches this time limit. The calculation of the time limit begins from the date the first HAP contract is signed (for tenant-based vouchers) or from the date the youth entered into the initial lease agreement (for project-based vouchers). The number of months is calculated based on the number of months that HAP subsidy is being paid on behalf of the youth, not the number of months that the youth is in the FUP youth program. Prior to termination, the PHA must offer the FUP youth the opportunity to request an informal hearing, in accordance with Chapter 16.

19-I.F. REFERRALS AND WAITING LIST MANAGEMENT

Referrals

The PCWA must establish and implement a system to identify FUP-eligible families and youths within the agency's caseload and make referrals to the PHA. The PCWA must certify that the FUP applicants they refer to the PHA meet FUP eligibility requirements. The PHA is not required to maintain full documentation that demonstrates the family's or youth's FUP eligibility as determined by the PCWA but should keep the referral or certification from the PCWA.

HACA Policy

As part of the MOU, HACA and DFPS have identified staff positions to serve as lead FUP liaisons. These positions will be responsible for transmission and acceptance of FUP referrals. DFPS must commit sufficient staff and resources to ensure eligible families and youths are identified and determined eligible in a timely manner.

When FUP vouchers are available, the HACA liaison responsible for acceptance of referrals will contact the DFPS [and ECHO FUP liaisons](#) via email indicating the number of vouchers available and requesting an appropriate number of referrals. No more than 10 business days from the date DFPS receives this notification, the DFPS [or ECHO](#) liaison will provide HACA with a list of eligible referrals include the name, address, and contact phone number for each adult individual who is being referred; a completed release form for each adult family member; and a written certification for each referral indicating the youth or family is FUP-eligible.

HACA will maintain a copy of the referral or certification from DFPS in the participant's file

along with other eligibility paperwork.

A PHA must serve any referrals (youths or families) that meet all program eligibility requirements. If a PHA determines that it has received a sufficient number of referrals from the PCWA so that the PHA will be able to lease all FUP vouchers awarded, the PHA may request that the PCWA suspend transmission of referrals. If the PHA determines that additional referrals will be needed after it has made such a request, the PHA may request that the PCWA resume transmission of referrals [[Notice PIH 2011-52](#)].

Waiting List Placement

[As allowed per Notice PIH 2025-08, HACA established a waiting list separate from their HCV waiting list for FUP vouchers.](#) A family that is already participating in the regular HCV program cannot be transferred to a FUP voucher. [FUP-eligible youth and families on the regular HCV waiting list will be placed on the FUP waiting list in accordance with their respective position on the regular HCV waiting list and retain their position on the regular HCV waiting list. HACA will remove applicants from the HCV waiting list upon being issued an FUP voucher.](#)

~~Once a referral is made, the PHA must compare the list of PCWA referrals to its HCV waiting list to determine if any applicants on the PCWA's referral list are already on the PHA's HCV waiting list. Applicants already on the PHA's HCV waiting list retain the order of their position on the list. Applicants not already on the PHA's HCV waiting list must be placed on the HCV waiting list.~~

~~HACA will ensure effective communication is provided to families on its HCV waiting list are informed of the separate FUP waiting list and have an opportunity to be placed on the list should DFPS certify to their eligibility. HACA will inform individuals on the HCV waiting list of the separate FUP waiting list by posting the information on HACA's website. HCV applicants who notify HACA of their presumed eligibility for FUP will be referred to the DFPS liaison for verification of eligibility within 10 days of notification by the family. If the PHA's HCV waiting list is closed, the PHA must open its HCV waiting list in order to accept new FUP applicants. If necessary, the PHA may open its waiting list solely for FUP applicants, but this information must be included in the PHA's notice of opening its waiting list (see section 4 H.C., Opening and Closing the Waiting List of this administrative plan).~~

HACA Policy

~~Within 10 business days of receiving the referral from DFPS, HACA will review the HCV waiting list and will send DFPS a list confirming whether or not referrals are on the waiting list.~~

~~Referrals who are already on the list will retain their position and the list will be notated to indicate the family or youth is FUP eligible.~~

~~For those referrals not already on the waiting list, HACA will work with DFPS to ensure they receive and successfully complete a pre application or application, as applicable. Once the pre application or application has been completed, the PHA will place the referral on the HCV waiting list with the date and time of the original referral and an indication that the referral is FUP eligible.~~

Waiting List Selection

~~The PHA selects FUP eligible families or youths based on the PHA's regular HCV waiting list selection policies in Chapter 4, including any preferences that may apply.~~
~~HACA will use date and time of application in selecting an applicant from the FUP waiting list.~~
~~Applicants on the HCV waiting list who are placed on the FUP waiting list will retain the original date and time of their HCV application.~~

~~HACA will not establish local preferences for applicants on the FUP waiting list.~~

19-I.G. PHA HCV ELIGIBILITY DETERMINATION

Once a FUP-eligible family or youth is selected from the HCV waiting list, the PHA must determine whether the family or youth meets HCV program eligibility requirements. Applicants must be eligible under both FUP family or youth eligibility requirements, as applicable, and HCV eligibility requirements as outlined in Chapter 3 of this policy

The PCWA may, but is not obligated to, provide information to the PHA on the family's criminal history.

HACA Policy

DFPS will not provide information regarding the applicant's criminal history to HACA.

Additional FUP Eligibility Factors [FUP FAQs]

For FUP family vouchers, the family must remain FUP-eligible thorough lease-up.

- If, after a family is referred by the PCWA but prior to issuing a family FUP voucher, the PHA discovers that the lack of adequate housing is no longer a primary factor for the family not reunifying, the FUP voucher may not be issued to the family.
- Similarly, if the FUP voucher has already been issued before the PHA discovers that the reunification will not happen, but the family has not yet leased up under the voucher, the PHA must not execute the HAP contract, as the family is no longer FUP-eligible.

FUP-eligible youth must be no more than 24 years old both at the time of PCWA certification and at the time of the HAP execution. If a FUP youth is 24 at the time of PCWA certification but will turn 25 before the HAP contract is executed, the youth is no longer eligible for a FUP youth voucher.

HACA Policy

Any applicant that does not meet the eligibility criteria for the HCV program listed in Chapter 3 or any eligibility criteria listed in this section will be notified by HACA in writing following policies in Section 3-III.F., including stating the reasons the applicant was found ineligible and providing an opportunity for an informal review.

19.I.H. LEASE UP [FR Notice 1/24/22]

Once the PHA determines that the family or youth meets HCV eligibility requirements, the family or youth will be issued a FUP voucher in accordance with PHA policies.

During the family briefing, PHAs must inform the FUP youth of:

- The extension of assistance provisions and requirements;
- The availability of the FSS program and offer them an FSS slot, if available, or offer to place them on the FSS waiting list (provided the PHA has an FSS program); and

- Supportive services available to them, the existence of any other programs or services, and their eligibility for such programs and services. However, participation in supportive services cannot be required as a condition of receiving FUP youth assistance.

HACA Policy

Eligible applicants will be notified by HACA in writing following policies in Section 3-III.F. of this administrative plan. FUP families will attend a standard HCV briefing in accordance with PHA policies in Part I of Chapter 5 of this administrative plan. FUP youth will be briefed individually. The PHA will provide all aspects of the written and oral briefing as outlined in Part I of Chapter 5 but will also provide an explanation of the required items listed above, as well as discussing supportive services offered by DFPS and/or its contracted ACTS Program provider, [or the service provider identified by Coordinated Entry](#).

For both FUP youth and FUP families, vouchers will be issued ~~in accordance with PHA policies in Chapter 5 Part II, except that the PHA will consider one additional 30-day extension beyond the first automatic extension for any reason, not just those listed in the policy in Section 5-II-E with an initial search term of 120 days.~~

[In accordance with the mandatory waivers and alternative requirements in Notice PIH 2025-08, HACA will adopt the following policies in regards to extensions for the search period: \(1\) Each extension will be for 90 days; \(2\) Approve the first extension request, regardless of how the request is made \(written or oral\) or when it is made, as long as the request is made on or before the term expiration date and is consistent with applicable requirements; subsequent requests will be made in accordance with HACA's Administrative Plan policy on voucher extensions; and \(3\) Notify the applicant on at least one occasion after voucher issuance prior to the initial term expiration to remind them about the term expiration date and the process for requesting an extension of the initial term, and to inquire if the applicant is in need of assistance with their housing search. This alternative requirement also applies to FUP participants who choose to move to a new unit with continued assistance inside or outside the PHA's jurisdiction, in accordance with 24 CFR 982 subpart H.](#)

Once the family or youth locate a unit, the PHA conducts all other processes relating to voucher issuance and administration per HCV program regulations and the PHA's policies (including, but not limited to: HQS inspection, determination of rent reasonableness, etc.).

19-1.I. TERMINATION OF ASSISTANCE

General Requirements

With the exception of terminations of assistance for FUP youth after the statutorily required time period, terminations of FUP assistance are handled in the same way as the regular HCV program.

Termination of a FUP voucher must be consistent with regulations for termination in 24 CFR Part 982, Subpart L and be in compliance with PHA policies (Chapter 12).

If the person who qualifies for the FUP voucher passes away, the family retains the FUP voucher. In the case of a FUP-youth voucher, assistance will terminate after the statutorily required time period, even if the FUP-eligible youth is no longer included in the household.

If the person who qualifies for the FUP voucher moves, the remaining family members may keep the FUP voucher based on PHA policy (see administrative plan, Section 3-I.C., Family Breakup and Remaining Member of Tenant Family).

FUP Family Vouchers

If parents lose their parental rights or are separated from their children after voucher lease-up (or their children reach adulthood), the family is still eligible to keep their FUP assistance, as the regulations do not permit HCV termination for a family losing parental rights or the children reaching adulthood. However, the PHA may transfer the assistance of a FUP family voucher holder to regular HCV assistance if there are no longer children in the household.

HACA Policy

HACA will transfer the assistance of a FUP family voucher holder to regular HCV assistance if there are no longer children in the household and there is no prospect of any minor child being returned to the household.

If the PHA has no regular HCV vouchers available at the time this determination is made, including if no vouchers are available due to lack of funding, the PHA will issue the family the next available regular HCV voucher after those being issued to families residing in PBV units claiming Choice Mobility.

FUP Youth Vouchers

A PHA cannot terminate a FUP youth's assistance for noncompliance with PCWA case management, nor may the PHA terminate assistance for a FUP youth for not accepting services from the PCWA.

The PHA may not transfer the assistance of a FUP youth voucher holder to regular HCV assistance upon the expiration of the statutorily required time period. However, the PHA may issue a regular HCV to FUP youth if they were selected from the waiting list in accordance with PHA policies and may also adopt a preference for FUP youth voucher holders who are being terminated for this reason.

HACA Policy

HACA provides a selection preference on the PHA's HCV waiting list for FUP youth who are terminated due to the time limit on assistance.

Upon the expiration of the statutorily required time period, a FUP youth voucher holder ~~who has children and~~ who lacks adequate housing may qualify for a FUP family voucher provided they are referred by the PCWA ~~or another service agency as an eligible family~~ and meet the eligibility requirements for the PHA's HCV program.

19-I.J. FUP PORTABILITY

Portability for a FUP family or youth is handled in the same way as for a regular HCV family. A PHA may not restrict or deny portability for a FUP family or youth for reasons other than those specified in the HCV program regulations, as reflected in Chapter 10 of the administrative plan.

A FUP family or youth does not have to port to a jurisdiction that administers FUP.

If the receiving PHA administers the FUP voucher on behalf of the initial PHA, the voucher is still considered a FUP voucher regardless of whether the receiving PHA has a FUP program.

If the receiving PHA absorbs the voucher, the receiving PHA may absorb the incoming port into its FUP program (if it has one) or into its regular HCV program (if the receiving PHA has vouchers available to do so) and the family or youth become regular HCV participants. In either case, when the receiving PHA absorbs the voucher, a FUP voucher becomes available to the initial PHA.

Considerations for FUP Youth Vouchers

If the voucher is a FUP youth voucher and remains such upon lease-up in the receiving PHA's jurisdiction, termination of assistance must still take place once the youth has received assistance for the statutorily required time period. If the receiving PHA is administering the FUP youth voucher on behalf of the initial PHA, the two PHAs must work together to initiate termination upon expiration of the statutorily required time period.

19-I.K. PROJECT-BASING FUP VOUCHERS [Notice PIH 2017-21; FR Notice 1/24/22]

The PHA may project-base FUP vouchers without HUD approval in accordance with Notice PIH 2017-21, FR Notice 1/24/22, and all statutory and regulatory requirements for the PBV program. Project-based FUP vouchers are subject to the PBV program percentage limitation discussed in Section 17-I.A.

The PHA may limit PBVs to one category of FUP-eligible participants (families or youth) or a combination of the two.

While FUP vouchers can be used for either families or youth, a PBV unit may only be counted towards the PHA's 10 percent exception authority under the program cap and the project's income-mixing requirement if the FUP PBV assistance is provided on behalf of an eligible youth. The PHA must amend its administrative plan to include the limitation of these FUP PBV units to eligible youth.

HACA Policy

HACA may elect to project-base FUP vouchers.

PART II: FOSTER YOUTH TO INDEPENDENCE INITIATIVE**19-II.A. PROGRAM OVERVIEW** [[Notice PIH 2020-28](#); [Notice PIH 2021-26](#); [Notice PIH 2025-08](#) [FR Notice 1/24/22](#)]

The Foster Youth to Independence (FYI) initiative was announced in 2019. The FYI initiative allows PHAs who partner with a Public Child Welfare Agency (PCWA) to request targeted HCVs to serve eligible youth with a history of child welfare involvement that are homeless or at risk of being homeless. Rental assistance and supportive services are provided to qualified youth for a period of between 36 and 60 months.

Funding is available either competitively through an FYI NOFA or noncompetitively on a rolling basis in accordance with the application requirements outlined in Notice PIH 2020-28 or Notice PIH 2021-26, as applicable. Under the noncompetitive process, PHAs are limited to 25 vouchers in a fiscal year with the ability to request additional vouchers for those PHAs with 90 percent or greater utilization or utilization of its FUP and/or FYI vouchers, as applicable. For competitive awards, the number of vouchers is dependent on PHA program size and need.

19-II.B. PARTNERING AGENCIES [[Notice PIH 2021-26](#); [FYI Updates and Partnering](#)]

Opportunities Webinar

Public Child Welfare Agency (PCWA)

The PHA must enter into a partnership agreement with a PCWA in the PHA's jurisdiction in the form of a Memorandum of Understanding (MOU) or letter of intent. The PCWA is responsible for identifying and referring eligible youth to the PHA and providing or securing a commitment for the provision of supportive services once youth are admitted to the program.

HACA Policy

HACA will implement a Foster Youth to Independence (FYI) program in partnership with *Texas Department of Family Protective Services (DFPS)*

DFPS is responsible for:

- Identifying FYI-eligible youth;
- Developing a system of prioritization based on the level of need of the youth and the appropriateness of intervention;
- Providing a written certification to the PHA and the Austin/Travis County CoC's Coordinated Entry System that the youth is eligible; and
- Providing or securing supportive services for 36 months.

Continuum of Care (CoC) and Other Partners

HUD strongly encourages PHAs to add other partners into the partnership agreement with the PCWA such as state, local, philanthropic, faith-based organizations, and the CoC, or a CoC recipient it designates.

HACA Policy

In addition to the PCWA, the PHA will implement the FYI program in partnership with *the Ending Community Homelessness Coalition (ECHO), the Continuum of Care Lead Agency*

19-II.C. YOUTH ELIGIBILITY CRITERIA [[Notice PIH 2021-26](#); [FYI Q&As](#); [FYI FAQs](#)]

The PCWA is responsible for certifying that the youth has prior qualifying foster care involvement. As determined by the PCWA, eligible youth:

- Are at least 18 years of age and not more than 24 years of age (have not yet reached their 25th birthday);

- Youth must be no more than 24 years of age at the time the PCWA certifies them as eligible and at the time of HAP contract execution.
- Have left foster care or will leave foster care within ~~90~~180 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act;
 - Placements can include, but are not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes in accordance with 24 CFR 5.576;
- Are homeless or at risk of becoming homeless at age 16 and older;
 - *At risk of being homeless* is fully defined at 24 CFR 576.2.
 - This includes a person that is exiting a publicly funded institution, or system of care (such as a healthcare facility, a mental health facility, foster care or other youth facility, or correction program or institution). Therefore, youth being discharged from an institution may be eligible for an FYI voucher [FYI FAQs].

Eligibility is not limited to single persons. For example, pregnant and/or parenting youth are eligible to receive assistance assuming they otherwise meet eligibility requirements.

19-IL.D. SUPPORTIVE SERVICES [[Notice PIH 2021-26](#); [FYI Updates and Partnering Opportunities Webinar](#); [FYI Q&As](#)]

Supportive services may be provided by the PHA, [an agency identified by the Coordinated Entry System administrator](#), the PCWA or a third party. The PCWA must provide or secure a commitment to provide supportive services for participating youth for the period of time defined in the NOFA/O for which the funding was made available. At a minimum, the following supportive services must be offered:

- Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services);
- Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits;
- Providing such assurances to owners of rental property as are reasonable and necessary to assist eligible youth to rent a unit with a voucher;
- Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.); and
- Educational and career advancement counseling regarding attainment of general equivalency diploma (GED) or attendance/financing of education at a technical school, trade school, or college, including successful work ethic and attitude models.

HACA Policy

~~The following additional supportive services will be offered as needed and as available: security and utility deposits; SOAR benefits application assistance; childcare; LGBTQ support; parenting education, and transportation.~~ Additional supportive services described in the MOU will be offered as needed.

Since participation in supportive services is optional, but strongly encouraged, an FYI participant may decline supportive service.

19-I.E. REFERRALS AND WAITING LIST MANAGEMENT [[Notice PIH 2021-26](#); [FYI Updates and Partnering Opportunities Webinar](#); [FYI FAQs](#)]

Referrals

The PCWA is responsible for certifying that the youth has prior qualifying foster care involvement. Once the PCWA sends the PHA and the Coordinated Entry System confirmation certifying the youth is program-eligible, the PHA determines HCV eligibility.

The PCWA must have a system for identifying eligible youth within the agency's caseload and reviewing referrals from other partners, as applicable. The PCWA must also have a system for prioritization of referrals to ensure that youth are prioritized for an FYI voucher based upon their level of need and appropriateness of the intervention.

Referrals may come from other organizations in the community who work with the population, but the PCWA must certify that the youth meets eligibility requirements, unless the PCWA has vested another organization with this authority.

The PHA is not required to maintain full documentation that demonstrates the youth's eligibility as determined by the PCWA but should keep the referral or certification from the PCWA. The PCWA is not required to provide the PHA with HCV eligibility documents.

HACA Policy

HACA and DFPS have identified staff positions to serve as lead FYI liaisons. These positions will be responsible for transmission and acceptance of referrals. DFPS must commit sufficient staff and resources to ensure eligible youths are identified, prioritized, and determined eligible in a timely manner.

When vouchers are available, the PHA liaison responsible for acceptance of referrals will contact the DFPS [and ECHO](#) liaisons via email indicating the number of vouchers available and requesting an appropriate number of referrals. No more than 10 business

days from the date DFPS receives this notification, the DFPS [or ECHO](#) liaison must provide HACA with a list of eligible referrals, a completed release form, and a written certification for each referral indicating the referral is eligible. The list will include the name, address, and contact phone number for each adult individual who is being referred.

HACA will maintain a copy of each certification from DFPS in the participant's file along with other eligibility paperwork.

Waiting List Placement [[Notice PIH 2021-26](#) and [FYI FAQs](#)]

~~The PHA must use the HCV waiting list for the FYI program. As allowed per Notice PIH 2025-08, HACA established a waiting list separate from their HCV waiting list for FYI vouchers. Youth already on the HCV program may not be transferred to an FYI voucher [since they are not homeless or at risk of homelessness](#). FYI-eligible youth on the regular HCV waiting list will be placed on the FYI waiting list in accordance with their respective position on the regular HCV waiting list and retain their position on the regular HCV waiting list. HACA will remove applicants from the HCV waiting list upon being issued an FYI voucher.~~

~~Once a referral is made, the PHA must compare the list of PCWA referrals to its HCV waiting list to determine if any applicants on the PCWA's referral list are already on the PHA's HCV waiting list. Applicants already on the PHA's HCV waiting list retain the order of their position on the list. Applicants not already on the PHA's HCV waiting list must be placed on the HCV waiting list. HACA will ensure effective communication is provided to families on its HCV waiting list are informed of the separate FYI waiting list and have an opportunity to be placed on the list should DFPS certify to their eligibility. HACA will inform individuals on the HCV waiting list of the separate FYI waiting list by posting the information on HACA's website. HCV applicants who notify HACA of their presumed eligibility for FYI will be referred to the DFPS liaison for verification of eligibility within 10 days of notification by the family.~~

~~If the PHA's HCV waiting list is closed, the PHA must open its HCV waiting list in order to accept new referrals. The PHA may reopen the waiting list to accept an FYI eligible youth without opening the waiting list for other applicants; however, the requirements at 24 CFR 982.206 for giving public notice when opening and closing the waiting list apply (see section 4-H.C., Opening and Closing the Waiting List of this administrative plan).~~

HACA Policy

~~Within 10 business days of receiving the referral from DFPS, HACA will review the HCV waiting list and will send DFPS a list confirming whether or not referrals are on the waiting list.~~

~~Referrals who are already on the list will retain their position and the list will be notated to indicate the applicant is FYI eligible.~~

For those referrals not already on the waiting list, HACA will work with DFPS or identified partner agency to ensure they receive and successfully complete a pre-application or application, as applicable. Once the pre-application or application has been completed, HACA will place the referral on the HCV waiting list with the date and time of the original referral and an indication that the referral is FYI eligible.

Waiting List Selection

~~The PHA selects eligible youths based on the PHA's regular HCV waiting list selection policies in Chapter 4, including any preferences that may apply. HACA will use date and time of application in selecting an applicant from the FYI waiting list. Applicants on the HCV waiting list who are placed on the FYI waiting list will retain the original date and time of their HCV application.~~

~~HACA will not establish local preferences for applicants on the FYI waiting list.~~

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19-II.F. PHA HCV ELIGIBILITY DETERMINATION [FYI FAQs]

Once an eligible youth is selected from the HCV waiting list, the PHA must determine whether the youth meets HCV program eligibility requirements. Applicants must be eligible under both FYI eligibility requirements and HCV eligibility requirements as outlined in Chapter 3 of this policy.

The PCWA may, but is not obligated to, provide information to the PHA on the youth's criminal history.

HACA Policy

DFPS will not provide information regarding the applicant's criminal history to HACA.

Additional Eligibility Factors

Youth must be no more than 24 years old both at the time of PCWA certification and at the time of the HAP execution. If a youth is 24 at the time of PCWA certification but will turn 25 before the HAP contract is executed, the youth is no longer eligible for a FYI voucher.

HACA Policy

Any applicant that does not meet the eligibility criteria for the HCV program listed in Chapter 3 or any eligibility criteria listed in this section will be notified by HACA in writing following policies in Section 3-III.F, including stating the reasons the applicant was found ineligible and providing an opportunity for an informal review.

19-II.G. LEASE UP [FR Notice 1/24/22]

Once the PHA determines that the family or youth meets HCV eligibility requirements, the youth will be issued an FYI voucher in accordance with PHA policies.

During the family briefing, PHAs must inform the FYI voucher holder of:

- The extension of assistance provisions and requirements;
- The availability of the FSS program and offer them an FSS slot, if available, or offer to place them on the FSS waiting list (provided the PHA has an FSS program); and
- The supportive services available to them, the existence of any other programs or services, and their eligibility for such programs and services. However, participation in supportive services cannot be required as a condition of receiving FYI assistance.

HACA Policy

Eligible applicants will be notified by HACA in writing following policies in Section 3-III.F. of this policy. FYI youth will be briefed individually. The PHA will provide all aspects of the written and oral briefing as outlined in Part I of Chapter 5.

Vouchers will be issued ~~in accordance with HACA policies in Chapter 5, Part II, except that HACA will consider one additional 30-day extension beyond the first automatic extension for any reason, not just those listed in the policy in Section 5-II.E with an initial search term of 120 days.~~

In accordance with the mandatory waivers and alternative requirements in Notice PIH 2025-08, HACA will adopt the following policies in regards to extensions for the search period: (1) Each extension will be for 90 days; (2) Approve the first extension request, regardless of how the request is made (written or oral) or when it is made, as long as the request is made on or before the term expiration date and is consistent with applicable requirements; subsequent requests will be made in accordance with HACA's Administrative Plan policy on voucher extensions; and (3) Notify the applicant on at least one occasion after voucher issuance prior to the initial term expiration to remind them about the term expiration date and the process for requesting an extension of the initial term, and to inquire if the applicant is in need of assistance with their housing search. This alternative requirement also applies to FUP participants who choose to move to a new unit with continued assistance inside or outside the PHA's jurisdiction, in accordance with 24 CFR 982 subpart H.

Once the youth locates a unit, the PHA conducts processes relating to voucher issuance and administration per HCV program regulations and the PHA policy in Chapter 9.

Should a youth fail to use the voucher, the PHA may issue the voucher to another eligible youth if one has been identified [[Notice PIH 2021-26](#)].

Turnover [[FYI FAQs](#)]

For PHAs awarded FYI Tenant Protection Vouchers (TPVs) under Notice PIH 2019-20 where the recipient of the FYI TPV leaves the program, the PHA may request an FYI voucher under the requirements of Notice PIH 2021-26. (Not applicable to HACA)

For PHAs awarded FYI vouchers under Notices PIH 2020-28 and PIH 2021-26, where the recipient of the FYI voucher leaves the program, the PHA must continue to use the FYI voucher for eligible youth upon turnover. Where there are more eligible youth than available FYI turnover vouchers, the PHA may request an FYI voucher under the requirements of Notice PIH 2021-26. If another eligible youth is not available, the PHA must notify HUD, and HUD will reduce the PHA's HCV assistance to account for the removal of the FYI assistance from the PHA's HCV baseline.

19-II.H. MAXIMUM ASSISTANCE PERIOD [[Notice PIH 2021-26](#) and [FYI FAQs](#); [FR Notice 1/24/22](#)]

Vouchers are limited by statute to a total of between 36 months and 60 months of housing assistance. At the end of the statutory time period, assistance must be terminated. However, any period of time for which no subsidy (HAP) is being paid on behalf of the youth does not count toward the limitation. It is not permissible to reissue another FYI TPV to the same youth upon expiration of their FYI assistance.

Participants do not "age out" of the program. A participant may continue with the program until they have received the period of assistance for which they are eligible. Age limits are only applied for entry into the program.

Extension of Assistance

FYI voucher holders who first leased or lease a unit after December 27, 2020, may be eligible for an extension of assistance up to 24 months beyond the 36-month time limit (for a total of 60 months of assistance).

While FYI voucher holders cannot be required to participate in the Family Self-Sufficiency (FSS) program as a condition of receipt of assistance, an eligible youth who participates in the FSS program and is in compliance with the applicable terms and conditions of the program is entitled to receive assistance for up to an additional 24 months. A FYI voucher holders must accept an FSS slot if it is offered to them prior to the 36-month mark in order to receive an extension of assistance (unless the youth meets one of the statutory exceptions described below).

Statutory Exceptions

FYI voucher holders will be entitled to receive an extension of assistance for up to 24 months beyond the 36-month time limit without participating in the PHA's FSS program if they certify that they meet one of the exceptions below:

- The FYI voucher holder is a parent or other household member responsible for the care of a dependent child under the age of six or for the care of an incapacitated person.

HACA Policy

HACA and the State of Texas defines *incapacitated person* as

- (1) a minor;
- (2) an adult who, because of a physical or mental condition, is substantially unable to:
 - (A) provide food, clothing, or shelter for himself or herself;
 - (B) care for the person's own physical health; or
 - (C) manage the person's own financial affairs; or
- (3) a person who must have a guardian appointed for the person to receive funds due the person from a governmental source.

HACA will apply this exception in a manner that provides extensions of FYI assistance to the broadest population possible consistent with the statutory requirements.

The FYI voucher holder will be required to self-certify that they meet this exception on a HACA-provided form. This certification is the only documentation that the FYI voucher holder must submit.

The child or incapacitated person is not required to reside in the household in order for the FYI voucher holder to certify they meet this exception. For example, a child in a joint custody arrangement under the age of six who resides in the household only part time may qualify the FYI voucher holder for this exception.

The FYI voucher holder is a person who is regularly and actively participating in a drug addiction or alcohol treatment and rehabilitation program.

HACA Policy

HACA will define *regular and active participation* in a manner that provides extensions of FYI voucher holder assistance to the broadest population possible consistent with the statutory requirements.

The FYI voucher holder will be required to self-certify that they meet this exception on a HACA-provided form. This certification is the only documentation that the FYI voucher holder must submit.

The FYI voucher holder is a person who is incapable of complying with the requirement to participate in a FSS program as described above or engage in education, workforce development, or employment activities as described below, as applicable, due to a documented medical condition.

HACA Policy

HACA will apply this requirement in a manner that provides extensions of FYI voucher holder assistance to the broadest population possible consistent with statutory requirements.

The FYI voucher holder will be required to self-certify that they meet this exception on a HACA-provided form. This certification is the only documentation that the FYI voucher holder must submit.

An FYI voucher holder that meets one of the above exceptions must still be offered an opportunity to enroll in the PHA's FSS program (if it is available to them) and receive any supportive services available to FYI voucher holders. An FYI voucher holder may choose to participate in an FSS program or engage in education, workforce development, or employment activities, even if they meet one of the above statutory exceptions.

Education, Workforce Development, or Employment Activities

If a PHA that carries out an FSS program is unable to offer a FYI voucher holder an FSS slot during their first 36 months of receiving FYI assistance, the FYI voucher holder is considered to have been "unable to enroll" in the program and may have their voucher extended by meeting the education, workforce development, or employment criteria described below:

- The FYI voucher holder was engaged in obtaining a recognized postsecondary credential or a secondary school diploma or its recognized equivalent.

HACA Policy

HACA will use the definitions of recognized postsecondary credential and secondary school diploma or its recognized equivalent under the Workforce Innovation and Opportunity Act (WIOA). WIOA defines a recognized postsecondary credential as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state involved or federal government, or an associate or baccalaureate degree (29 U.S.C. 3102). Examples of a recognized postsecondary credential include, but are not limited to, an associate's degree, bachelor's degree, occupational licensure, or occupational certification (see U.S. Department of Labor, Training and Employment Guidance Letter No. 10-16, Change 1). For the purpose of WIOA, the U.S. Department of Labor defines a secondary school *diploma or its recognized equivalent* as a

secondary school diploma (or alternate diploma) that is recognized by a state and that is included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA). A secondary school equivalency certification signifies that a student has completed the requirement for a high school education. Examples of a secondary school diploma or its recognized equivalent include, but are not limited to, obtaining certification of attaining passing scores on a state-recognized high school equivalency test, earning a secondary school diploma or state-recognized equivalent, or obtaining certification of passing a state-recognized competency-based assessment.

The FYI voucher holder was enrolled in an *institution of higher education*, as such term is defined in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)) or an institution that meets the definition of a *proprietary institution of higher education* or a *postsecondary vocational institution* under sections 102(b)(1) and (c)(1) of the Higher Education Act of 1965 (20 U.S.C. 1002(b)(1) and (c)(1)), respectively.

HACA Policy

The FYI voucher holder must be enrolled in education activities on at least a half-time basis, as defined by the institution which they attend. However, HACA may make exceptions to this requirement if the FYI voucher holder is unable to enroll in a sufficient number of classes due to a lack of course offerings by the educational institution where they are enrolled.

- The FYI voucher holder was participating in a career pathway, as such term is defined in Section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102).
- The FYI voucher holder was employed.

HACA Policy

HACA will consider the FYI voucher holder to be employed if they work a minimum of 20 hours per week. HACA may make exceptions to this requirement if the FYI voucher holder's hours are reduced due to circumstances beyond their control or the FYI voucher holder must temporarily reduce their work hours due to a verified family emergency.

FSS Enrollment at 24 Months

If the FYI voucher holder has not been provided an opportunity to enroll in the FSS program during the first 24 months of FYI assistance, HUD encourages the PHA to remind the FYI voucher holder at the 24-month reexamination of the education, workforce development, and employment requirements described above so that they have enough time to meet these requirements prior to the expiration of the 36-month time period for FYI assistance.

HACA Policy

If the FYI voucher holder has not been provided an opportunity to enroll in the FSS program during the first 24 months of FYI assistance, HACA will remind the FYI voucher holder at



Special Attention of:

Directors of HUD Regional and Field
Offices of Public Housing;
Agencies that Administer the Housing
Choice Voucher (HCV) Program

Notice PIH 2025-08

Issued: April 9, 2025

Expires: This notice remains in effect until
amended, superseded, or rescinded.

Cross References: Notice PIH 2023-04.

Subject: Statutory and Regulatory Waivers for Family Unification Program (FUP) and Foster Youth to Independence (FYI) Vouchers

1. Purpose

Pursuant to the Consolidated Appropriations Act, 2024 (Public Law 118-42), this notice establishes both mandatory and optional waivers, and alternative requirements for the Family Unification Program (FUP) and Foster Youth to Independence (FYI) vouchers.

2. Background

The Consolidated Appropriations Act, 2024 (Public Law 118-42) (“2024 Act”) authorized the Department of Housing and Urban Development (HUD) to establish waivers and alternative requirements for FUP and FYI vouchers that are necessary for the effective delivery and administration of funds. Per section 243 of the 2024 Act, HUD may waive or specify alternative requirements for Section 8(o)(6)(A) of the United States Housing Act of 1937 (1937 Act) (42 U.S.C. 1437f(o)(6)(A)) and regulatory provisions related to the administration of waiting lists, local preferences, and the initial term and extensions of tenant-based vouchers. Additionally, HUD may also waive or specify alternative requirements for Section 8(x)(2) of the United States Housing Act of 1937 (42 U.S.C. 1437f(x)(2)) regarding the timing of referral of youth¹ leaving foster care. HUD is not permitted to waive requirements related to tenant rights and protections, rent setting, fair housing, nondiscrimination, labor standards, and the environment.

FUP vouchers are special purpose vouchers for the following two populations:

- a.** Families for whom the lack of adequate housing is a primary factor in:

¹ Throughout this notice, the term youth refers to young adults (including pregnant and parenting youth) who are age-eligible for FUPY or FYI.

- i. The imminent placement of the family's child or children in out-of-home care, or
 - ii. The delay in the discharge of the child or children to the family from out-of-home care.
- b. Youth who have attained at least 18 years and not more than 24 years of age (i.e., have not reached their 25th birthday) and who have left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and are homeless or are at risk of becoming homeless at age 16 or older.

FUP vouchers issued to families are known as FUPF, while FUP vouchers issued to youth are known as FUPY. FYI was created in 2019 to provide additional resources and assistance for otherwise FUP-eligible youth. As a result, FUPY and FYI vouchers serve the same youth population identified above in Section 2.b. FUPF, FUPY and FYI are also special program codes used when reporting on line 2n of the Family Report (Form HUD-50058).

FUP and FYI vouchers are subject to the requirements in Section 8(x) of the 1937 Act and Title 24 Code of Federal Regulations (CFR) 982, 983 (as applicable) for Project-based voucher (PBV) units and the Fostering Stable Housing Opportunities (FSHO) Amendments Federal Register (FR) Notice except as provided in this notice and any subsequent notice issued by HUD.²

Public Housing Agencies (PHAs) administer the FUP and FYI programs in partnership with Public Child Welfare Agencies (PCWAs). The PCWA certifies that a family or youth meets the eligibility requirements in Section 8(x) of the 1937 Act and refers the family or youth to the PHA. The PHA receives the referral and determines whether the family or youth meets HCV program eligibility requirements. The PHA conducts all other processes relating to voucher issuance and administration. Referrals may also be received from other agencies such as the Continuum of Care (CoC), or a State, local, educational, philanthropic, or faith-based organization. In cases where the referral comes from a third-party partner, the PCWA and PHA will still be responsible for determining eligibility as outlined above, including the PCWA's written certification that the youth is eligible.

The alternative requirements and optional waivers described below are intended to provide programmatic flexibilities to help FUP and FYI voucher holders lease up and maintain stable housing. These flexibilities will increase opportunities for FUP and FYI voucher holders to secure a decent and safe unit by reducing barriers and challenges

² FUP and FYI vouchers can be project-based under section 8(o)(13) of the 1937 Act. If these vouchers are project-based, the requirements in 24 CFR part 983 apply, except to the extent that PBV requirements are modified by the waivers or alternative requirements in this notice or any subsequent notice issued by HUD.

when searching for a unit. More importantly, they will help FUPY and FYI-eligible youth lease a unit before reaching their 25th birthday and aging out of eligibility for the program.

3. Applicability

The waivers and alternative requirements listed below are applicable to all PHAs awarded FUP and FYI vouchers and PHAs that administer FUP and/or FYI vouchers through a portability billing arrangement.

Moving to Work (MTW) agencies may not apply any flexibilities that are inconsistent with the alternative requirements described in Section 6 below.

4. Effective Date

This notice is effective upon publication.

5. Compliance Date

PHAs must adopt the mandatory alternative requirements described in Section 6 within 120 days from publication of this notice.

6. Mandatory Program Policies. This section describes the mandatory waivers and alternative requirements that HUD is establishing for FUP and FYI vouchers. A summary of the mandatory waivers and alternative requirements is included in Attachment I at the end of this notice.

- a. Timing of Referral of Youth Leaving Foster Care.** HUD is waiving Section 8(x)(2) of the United States Housing Act of 1937 (42 U.S.C. 1437f(x)(2)), which allows in part, for otherwise eligible youth to be referred if they will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act. HUD is establishing an alternative requirement to ensure otherwise eligible youth to be referred when leaving foster care within 180 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act. This alternative requirement will allow more time for the youth to find housing with a FUPY or FYI voucher and prevent the youth from entering into homelessness.

HUD recognizes that a longer referral timeframe may increase the likelihood that a youth lease a unit prior to their exit from foster care. A FUPY or FYI youth may lease a unit prior to officially leaving foster care in order to ensure a smooth transition from foster care to independence, as long as all requirements of the FUP and FYI programs and HCV program are met. Please note that while a youth may be referred for a FUPY or FYI voucher before reaching the age of 18, the PHA must not enter into a HAP contract on behalf of the youth until the youth reaches the age of 18. Further, the FUP and FYI programs are subject to the prohibition of a family

receiving “any other duplicative federal, State, or local housing subsidy, as determined by HUD” so any arrangements made to help the youth secure a unit and avoid any lapse in housing must be consistent with that requirement (24 CFR 982.352(c)(12)) and state law regarding the provision of foster care.

- b. Initial Search Term.** HUD is waiving 24 CFR 982.303(a) and 24 CFR 982 subpart H, which requires an initial search term of at least 60 days which also applies to a participant’s request to move to a new unit. HUD is establishing an alternative requirement that the initial search term for FUP and FYI vouchers must be at least 120 days from the date the voucher is issued. The initial 120-day term also applies when a family or youth chooses to move to a new unit with continued assistance inside or outside the PHA’s jurisdiction. Many FUP and FYI applicants face challenges in their housing search. On average, national voucher median search times indicate that FUP and FYI applicants take longer to lease than other HCV applicants. The lack of available affordable housing coupled with the challenges in finding units and navigating the leasing process, especially for youth, experiencing or at risk of homelessness, may require applicants to need additional time to search for a suitable unit. Families may also experience additional delays due to finding a location that is close to schools, transportation, services, and other family factors.

When issuing a FUP and/or FYI voucher to a family which includes an individual with disabilities, PHAs also must include a current listing of available accessible units known to the PHA, and if necessary, otherwise assist the family in locating an available accessible dwelling unit (24 CFR 8.28(a)(3)). In HUD’s past FUP and FYI Notices of Funding Availability/Opportunity (NOFA/NOFO), HUD stressed the importance of housing search assistance for families and youth, as applicable, in the form of landlord introductions, neighborhood tours and unit viewings, as best practices to help youth and families quickly find housing that will meet their needs.

- c. Extensions of Term.** HUD is waiving 24 CFR 982.303(b)(1), which at its discretion, the PHA may grant a family one or more extensions of the initial voucher term in accordance with PHA policy as described in the PHA Administrative Plan. Any extension of the term is granted by PHA notice to the family. HUD is establishing an alternative requirement for the process of requesting search extensions. Given the challenges FUP and FYI applicants may face in securing a unit, applicants should be provided with flexible extension policies. PHAs must adopt an extension policy for FUP and FYI applicants that includes the following: 1) each extension must be for a minimum of 90 days, 2) the PHA must approve the first extension request, regardless of how the request is made (written or oral) or when it is made, as long as the request is made on or before the term expiration date and is consistent with applicable requirements; subsequent requests should be processed in accordance with the PHA’s administrative plan; and 3) the PHA must, on at least one occasion after voucher issuance, notify the applicant prior to the initial term expiration, to remind them of about the term expiration date and the process for requesting an extension of the initial term, and to inquire if the applicant is in need of assistance with their housing search.

The PHA's administrative plan must describe its policies for granting extensions of the initial 120-day term (24 CFR 982.303(b)(1)) and provide clear instructions to the family and/or youth on the procedures for requesting an extension. Median days from issuance to lease up for both FUP and FYI is longer than for other HCV families. As discussed above in Section 6(b), multiple circumstances may contribute to the barriers that FUP and FYI applicants experience in successfully leasing.

PHAs are encouraged to remind FUP and FYI applicants of the housing search assistance that is available to them as set forth in their partnership agreements (Memoranda of Understanding (MOUs) and letters of intent (LOIs)) with the PCWA and, as applicable, other third-party entities. PHAs should be aware that the applicant may require more than the minimum required initial extension to successfully lease up and must grant additional extensions, if requested, in accordance with the PHA's administrative plan.

As part of its search extension policy, PHAs may not restrict a first extension approval to certain circumstances or require documentation from applicants. For all extension requests, written or oral request is sufficient. Note that this alternative requirement also applies to current FUP and FYI participants who choose to move to a new unit with continued assistance inside or outside the PHA's jurisdiction, in accordance with 24 CFR 982 subpart H.

While HUD is establishing an alternative requirement to 24 CFR 982.303(b)(1), HUD reminds PHAs that if a family or youth with a disability requires additional time to search for their unit, 24 CFR 982.303(b)(2) requires PHAs to provide an extension as a reasonable accommodation and PHAs must provide this information during the family briefing (24 CFR 982.301(a)).

- d. Residency Preference.** HUD is waiving Section 8(o)(6)(A) of the 1937 Act and 24 CFR 982.207(b)(1), which establishes a residency preference for admission of persons who reside in a specified geographic area. HUD is establishing an alternative requirement under which a PHA cannot apply a residency preference to FUP or FYI applicants. FUP and FYI vouchers are intended to facilitate access to housing for individuals with a lack of adequate housing or at risk of or experiencing homelessness, including but not limited to those who are transitioning from foster care, a residency preference may prevent an otherwise eligible applicant from accessing FUP or FYI vouchers.
- 7. Discretionary Program Policies.** This section describes the optional waivers that HUD is establishing for FUP and FYI vouchers to better assist FUP and FYI participants. PHAs may choose, but are not required, to adopt any of the optional waivers set forth below. PHAs that choose to adopt any of the following optional waivers must describe those policies in their administrative plan (24 CFR 982.54(d)(1)). A summary of the optional waivers is included in Attachment I at the end of this notice.

 - a. Waiting Lists.** HCV regulations require PHAs to use a single waiting list for

admission to its Section 8 tenant-based assistance program. Accordingly, PHAs select FUP and FYI applicants from their HCV waiting list (24 CFR 982.204(f)). The PHA, upon receipt of a referral(s) from the PCWA of an eligible family or youth, must compare the name(s) with families and youth already on the PHA's HCV waiting list. Any family or youth on the PHA's HCV waiting list that matches with the PCWA's referral must be assisted in order of their position on the waiting list in accordance with PHA admission policies. Any family or youth certified by the PCWA as eligible and not on the HCV waiting list must be placed on the waiting list (pending HCV eligibility determination).

To enable PHAs to more effectively allocate FUP and FYI vouchers, HUD is waiving 24 CFR 982.204(f) and establishing an optional waiver to allow PHAs to maintain a separate waiting list for FUP and FYI vouchers. If a PHA chooses to establish a separate FUP and FYI waiting list, it must also place all FUP and FYI applicants on its regular HCV waiting list to the separate FUP and FYI waiting list in accordance with their respective position on the regular HCV waiting list. A PHA should be able to identify all of the FUP and FYI applicants on its regular HCV waiting list, since the PHA must receive a referral³ and/or certification of eligible FUP or FYI status from the PCWA for each applicant. However, the PHA is encouraged to reach out to its partnering PCWA to verify that its list of FUP and FYI applicants is complete and accurate in accordance with their records. FUP and FYI applicants will not lose their position on the general HCV waiting list even though they will now also be placed on the separate FUP/FYI waiting list.

PHAs must establish their own policies regarding whether to remove the applicant from the general HCV waiting list upon being issued a FUP/FYI voucher. PHAs should inform a youth, before choosing to receive a FUP or FYI voucher, of the time-limited nature of the voucher assistance and whether the youth will be able to remain on the general HCV waiting list. For example, due to the time-limited nature of FUP/FYI assistance, PHAs may wish to keep the FYI or FUP youth on the general HCV waiting list upon being issued a FUP/FYI voucher, in accordance with their own Administrative Plan. This enables a youth with a FYI voucher to remain on the general waiting list and be selected for a regular HCV upon expiration of the 36-month limit or the expiration of the maximum extension of assistance that the youth is entitled to in accordance with the [Fostering Stable Housing Opportunities \(FSHO\) amendments](#).

i. Notification of Separate FUP/FYI Waiting List

If a PHA chooses to create a separate FUP and FYI waiting list, the PHA must ensure that all families on its HCV waiting list are informed of the separate

³ A referral may also come from agencies other than the PCWA. In cases where a referral comes from another organization in the community, the PCWA must certify that the youth meets the eligibility requirements under the notice, unless the PCWA has vested another organization with this authority.

FUP and FYI waiting list and also have an opportunity to be placed on the list should the partnering PCWA certify to their eligibility for these special purpose vouchers. PHAs must also inform individuals on the HCV waiting list of the separate FUP and FYI waiting list by either posting the information to their website or providing public notice in their communities.

PHAs must ensure effective communication of notice is provided by taking a combination of actions, which may include:

- ensuring outreach to organizations serving youth, families, and other service organizations so there is widespread awareness of the availability of a separate waiting list and how to access this resource;
- providing information on social media sites; and
- other communication methods.

While the PHA will already know about FUP or FYI-eligible families because of the required certification/referral process, this notice will ensure that if there are any other applicants on the general HCV waiting list that would also qualify, that they are made aware of and have an opportunity to be placed onto the separate waiting list. When providing notice, the PHA must describe the eligibility criteria for FUP and FYI vouchers and describe the actions an individual should take to be added to the FUP and FYI waiting list. The PHA notice should also make clear to applicants that if they decide to be included on the FUP and FYI waiting list, they will not lose their position on the HCV waiting list.

PHAs must allow sufficient time for the communication of notice described above before issuing vouchers from the separate FUP and FYI waiting list. In the interim, PHAs may continue to use their HCV waitlist for issuing FUP and FYI vouchers.

ii. FUP/FYI Waiting List Selection

If a PHA chooses to create a separate FUP and FYI waiting list, PHAs may use date and time of application in selecting an applicant from the FUP and FYI waiting list among applicants with the same preference status in accordance with the PHA's administrative plan. Alternatively, a drawing or other random choice technique may be used, when determination of the date and time cannot be established between applicants with the same preferences, that both qualify to be selected next from the waiting list. For PHAs that rely on the date and time of application in determining the order in which an applicant is selected from the FUP and FYI waiting list, HUD is waiving 982.207(c)(1) and establishing as an alternative requirement that the application date and time of the applicant's prior HCV application must be used for those FUP and FYI applicants that are already on the HCV waiting list. For example, if the PHA uses the date of application to determine the

order of selection for applicants who qualify for the same FUP and FYI waiting list local preference, the date used to determine an applicant's place on the waiting list compared to other applicants who qualify for that preference is the date of their application for the HCV program. However, the order in which an applicant may be reached on the FUP and FYI waiting list compared to the regular HCV waiting list may be different depending on the local preferences the PHA establishes for the FUP and FYI waiting list.

Selection from the separate FUP and FYI waiting list will be in accordance with local nondiscriminatory preferences that the PHA establishes for FUP and FYI applicants. This may result in the selection of an applicant from the FUP and FYI waiting list who was not previously on the HCV waiting list ahead of those who were on the HCV waiting list based on the applicant's eligibility for a FUP and FYI waiting list preference.

b. Local Preferences. While PHAs may establish local preferences based on local housing needs and priorities (24 CFR 982.207(a)), HCV regulations do not permit PHAs to establish separate preferences for FUP and FYI applicants. Preferences apply to all applicants on the waiting list. HUD is waiving 24 CFR 982.207(a)(1) and establishing an optional waiver permitting PHAs to establish separate preferences for FUP and FYI applicants. PHAs must ensure that their system of local preferences and processes for accepting referrals from partners does not violate nondiscrimination requirements under any applicable federal civil rights law, including but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, Americans with Disabilities Act, and the Age Discrimination Act.

8. Existing FYI Non-Competitive Requirements. As a reminder, PHAs must continue to follow the requirements in the FYI Non-Competitive Notices. PHAs which have been awarded non-competitive FYI vouchers may wish to consider these requirements on selections and admissions when considering whether to implement discretionary program policy flexibilities related to waiting list administration.

The 2024 Act and prior appropriations acts⁴ specified that FYI vouchers allocated through the non-competitive process must be used to assist eligible youth who have been identified and on whose behalf the assistance was requested. The FYI non-competitive notices⁵ required that a PHA must have received a referral of an eligible youth from the partnering PCWA before it could request an FYI voucher and that it must identify the eligible youth by code, alias, initials, or full name in its request to HUD.

The intent of the FYI non-competitive process is to make FYI vouchers available to

⁴ The Further Consolidated Appropriations Act, 2020 (Pub. L. 116-94), the Consolidated Appropriations Act, 2021 (Pub. L. 116-260), the Consolidated Appropriations Act, 2022 (Pub. L. 117-103), and the Consolidated Appropriations Act, 2023 (Pub. L. 117-328).

⁵ Notices PIH 2020-28, PIH 2021-26, and PIH 2023-04.

eligible youth on an on-demand basis. Therefore, the eligible youth on whose behalf the FYI voucher was requested must be selected from the waiting list for that specific voucher. This requirement only applies to the initial issuance of an FYI voucher allocated through the non-competitive process. The FYI voucher must be issued to another eligible youth upon turnover, including in instances where the youth on whose behalf the voucher was requested does not lease with the FYI voucher.

- 9. Reasonable Accommodations and Effective Communication.** As a reminder, PHAs administering FUP and/or FYI vouchers and landlords receiving FUP and/or FYI vouchers may need to provide various reasonable accommodations for individuals with disabilities to ensure program access. HUD also reminds PHAs that all materials, notices, and communication to families regarding the use of the waiver authorities must be provided in a manner that is effective for persons with disabilities. This includes, but is not limited to, the notice regarding the expiration date and extension request process.
- 10. Limited English Proficiency.** As a reminder, PHAs must take reasonable steps to ensure meaningful access to their programs and activities to Limited English Proficient (LEP) individuals. As an aid to recipients, HUD published Final Guidance to Federal Financial Assistance Recipients: Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (LEP Guidance) in the Federal Register on January 22, 2007 (72 FR 2732). LEP guidance and information is available here: <https://www.federalregister.gov/documents/2007/01/22/07-217/final-guidance-to-federal-financial-assistance-recipients-regarding-title-vi-prohibition-against>.
- 11. Information Contact.** Inquiries about this notice should be directed to FUPVouchers@hud.gov with subject field entitled "Flexibilities Notice."
- 12. Paperwork Reduction Act.** The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act (PRA) of 1995 (44 U.S.C 3520). In accordance with the PRA, HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless the collection displays a currently valid OMB control number. The active information collections contained in this notice have been approved under the PRA OMB Control Number 2577-0169.



Benjamin R. Hobbs
Principal Deputy Assistant Secretary
Public and Indian Housing



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

Notice PIH 2025-XX

Issued: XX, 2025

Attachment I

FUP and FYI Vouchers Mandatory Alternative Requirements and Optional Waivers

Item	Statutory or Regulatory	Brief Summary	Mandatory Use	Alternative Policy
Waiting Lists	24 CFR 982.204(f)	Waives the requirement that PHAs maintain one HCV waiting list.	No	PHAs may establish a waiting list separate from their HCV waiting list for FUP and FYI vouchers. Section 7.a.
Waiting Lists	24 CFR 982.207(c)(1)	Waives the requirement that date and time of application, if used by the PHA, applies only to the HCV waiting list.	No, unless establishing a separate waiting list	For PHAs that opt to establish a separate FUP and FYI waiting list and rely on the date and time of application method, they must rely on the date and time of application for their FUP and FYI waiting list as well. Section 7.a. ii.
Preferences	24 CFR 982.207(a)	Waives the requirement that PHAs maintain one set of HCV preferences.	No	PHAs may establish separate preferences for FUP and FYI vouchers applicants. Section 7.b.
Preferences	Section 8(o)(6)(A) of the United States Housing Act of 1937; 24 CFR 982.207(b)	Waives the ability for PHAs to establish a residency preference for FUP and FYI vouchers applicants.	Yes	A PHA may not apply any residency preference to FUP and FYI vouchers applicants. Section 6.d.
Initial Search Term	24 CFR 982.303(a)	Waives the ability for PHAs to use a minimum initial search term of 60 days for FUP and FYI vouchers applicants.	Yes	A PHA must provide a minimum initial search term of 120 days for FUP and FYI vouchers applicants. Section 6.b.
Term Extensions	24 CFR 982.303(b)(1)	Waives the ability for PHAs to grant first	Yes	PHAs must adopt an extension policy that includes the following features: 1) each extension must be

Item	Statutory or Regulatory	Brief Summary	Mandatory Use	Alternative Policy
		extensions at its discretion.		for a minimum of 90 days, 2) the PHA must approve the first extension request, regardless of how the request is made or when it is made (written or oral), as long as the request is made on or before the term expiration date and is consistent with applicable requirements; subsequent requests should be processed in accordance with the PHA's administrative plan; and 3) the PHA must, on at least one occasion after voucher issuance, notify the applicant prior to the initial term expiration to remind them of the term expiration date, the process for requesting an extension, and to inquire if the applicant is in need of assistance with their housing search. Section 6.c.
Referral Timeline	Section 8(x)(2) of the United States Housing Act of 1937 (42 U.S.C. 1437f(x)(2))	Waives the ability for PHAs to establish a timing of referral of youth leaving foster care from 90 days to at least 180 days.	Yes	PHAs must adopt a referral policy to accept referrals of youth, otherwise eligible for FUP and FYI vouchers, that are leaving foster care with 180 days in accordance with a transition plan described in section 475(5)(H) of the Social Security Act. Section 6.a.



HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

AAHC ITEM 5.

MEETING DATE: December 18, 2025
STAFF CONTACT: Ron Kowal
ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02930 by the Board of Commissioners of the Housing Authority of the City of Austin (The "Authority") to take the following actions with regard to Bridge at River Place (the "Development") in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the Owner of the Development; and (iii) such other actions necessary or convenient to carry out this resolution
BUDGETED ITEM: N/A
TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02930 by the Board of Commissioners of the Housing Authority of the City of Austin (The "Authority") to take the following actions with regard to Bridge at River Place (the "Development") in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the Owner of the Development; and (iii) such other actions necessary or convenient to carry out this resolution

SUMMARY

Background:

Austin Affordable Housing Corporation (AAHC) has been presented with an opportunity to partner with Belveron Partners to purchase a 498-unit multifamily rental property called Courtland RiverPlace Apartments. The development is located at 10301 FM Rd 2222, Austin, Texas 78730. This would be the twenty-third (23rd) asset AAHC and Belveron Corporation have purchased together. This asset is located in the heart of Northwest Austin. AAHC, with CDT, owns Bridge at Ribelin Ranch, which is located directly across the street from RiverPlace.

AAHC's proposed partner, Belveron Corporation, prides itself on long-term preservation of workforce housing. Located out of San Francisco, Belveron is a privately held investment firm with a current portfolio of more than 30,000 units across the United States. Founded in 2006, Belveron has invested in more than 220 properties in 32 states. AAHC works with the Managing Partner, Paul Odland, and Senior Portfolio Manager, Josh Plattner.

The Courtland RiverPlace was completed in 1999. The property sits on 39.5 acres. Some of the property's amenities include a large fitness center, renovated clubhouse and leasing office with a computer lounge, two resort-style swimming pools, a dog park, pet washing and grooming station, and a playground. The property has undergone large interior and exterior renovations since 2011. The property feeds into the Leander Independent School District and River Place Elementary School, Four Points Middle School, and Vandergrift High School.

This is an important transaction to HACA and AAHC as we have seen this part of Austin as one of the City's most sought-after destinations for both residential and businesses. The acquisition of this property will allow the community the chance to preserve long-term affordability in a highly sought-after area. Additionally, this partnership will create deeper affordability for our current voucher holders and the residents that reside in this area. Being surrounded by retail, hospitality and many employers, AAHC and Belveron will create new affordable housing for those stakeholders in the area.

Below is a breakdown of the many variations of unit sizes. The property is currently 97% occupied and rents currently range from \$1,308 for a studio to \$4,021 for a 3-bedroom.

276 1-bedroom/1-bath	718 to 1,075 square feet
222 2 bedroom/2-bath	1,130 to 1,239 square feet

Process:

The purchase price for Courtland RiverPlace is \$94,000,000. Belveron will be investing approximately \$10,000,000 as down payment. In addition, \$1,500,000.00 for future capital needs will also be set aside. Bellwether will be providing a Fannie Mae permanent loan with a not to exceed loan amount of \$75,200,000 at a rate of approximately 5.20% with a 35-year amortization. A current lease audit is underway to determine the initial number of units already qualified under 80% AMI. The property is currently 94% occupied. AAHC and Belveron are committed to providing 10% of the affordable units at 60% AMI, 40% of the units at 80% AMI and leasing units to all voucher holders.

Apartment Management Professionals will manage the property. The new name of the property will be Bridge at River Place Apartments.

Staff Recommendation:

Staff recommends approval of Resolution No. 02930

ATTACHMENTS:

CRP Community Benefit Summary_December 2025 FINAL

RESOLUTION NO. 02930

Presentation, Discussion, and Possible Action on Resolution No. 02930 by the Board of Commissioners of the Housing Authority of the City of Austin (the “Authority”) to take the following actions with regard to Bridge at River Place (the “Development”) in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this resolution.

WHEREAS, Austin Affordable Housing Corporation (“AAHC”) has agreed to participate in the acquisition and operation of the Development;

WHEREAS, in connection therewith, the Authority has agreed to acquire certain real property in the full purpose jurisdiction of the City of Austin, Texas with an address of 10301 FM Rd. 2222, Austin, Travis County, Texas 78730 (the “**Land**”), which constitutes the site for the Development, and to simultaneously lease the Land to River Place Borrower, LP, a Delaware limited partnership, whose general partner is controlled by AAHC (the “**Owner**”), under a long-term ground lease (the “**Ground Lease**”);

NOW, THEREFORE, the Board of Commissioners of the Authority hereby approves and adopts the following resolutions, and hereby authorizes its Chief Executive Officer (or the Chief Executive Officer’s designee) to do the following:

1. Acquire the Land and enter into the Ground Lease with the Owner.
2. Review, execute and approve the Ground Lease and all such other documents necessary to effectuate the acquisition of the Land, execution of the Ground Lease and Owner’s acquisition of the Development, including but not limited to such security instruments and estoppel certificates as any lender involved with the Development may require, all on such terms and containing such provisions as the Chief Executive Officer (or his designee) shall deem appropriate, and the approval of the terms of each such instrument shall be conclusively evidenced by his execution and delivery thereof.

This resolution shall be in full force and effect from and upon its adoption.

[End of Resolution]

PASSED, APPROVED and ADOPTED this 18th day of December, 2025.

CHAIRMAN

ATTEST:

SECRETARY

Bridge at River Place
10301 FM Rd 2222
Austin, Texas 78730

COMMUNITY BENEFIT SUMMARY



Introduction

Belveron Partners is one of the nation's leading owners and operators of affordable and workforce housing, with a portfolio of more than 30,000 units across the United States. The firm is dedicated to creating and preserving communities that remain affordable to residents across a broad range of low and middle income levels.

As housing affordability continues to challenge cities nationwide, Belveron remains committed to innovative programs and partnerships that deliver long-lasting, high-quality affordable housing. Supporting and uplifting our communities is central to Belveron's strategy, and our "AAA" approach - Access to services, Activating community spaces, and Achieving community engagement - helps create places where residents can thrive both financially and socially.

As an affordable housing owner and operator, Belveron understands that our assets represent more than just places to live. They are havens for well-being and community building - environments that help residents access the resources and opportunities needed to achieve better outcomes for themselves and their families.

Bridge at River Place represents a meaningful opportunity to advance affordable living within one of Austin's most desirable and supply-constrained submarkets. Located in the highly sought-after River Place neighborhood along RM 2222, Bridge at River Place is just minutes from Loop 360, the Four Points commercial district, and major Northwest Austin employment hub. The community provides a rare chance to preserve long-term affordability in an area characterized by high housing costs and limited developable land.

The 498-unit property was built in 2001 and features a well-rounded amenity package tailored to a broad range of residents. The Bridge at River Place includes a modern fitness center, updated clubhouse and leasing office, resort-style swimming pools, dog park, pet-care facilities, and landscaped outdoor recreational areas. With a mix of one-, two-, and three-bedroom floor plans, the community continues to serve a wide spectrum of households from young professionals employed in the nearby tech corridor to families seeking high-quality housing with access to top-rated schools and outdoor amenities.



More images located at <https://cortland.com/apartments/cortland-river-place/gallery/>

Location

Bridge at River Place is situated in the highly desirable River Place neighborhood in Northwest Austin, offering residents convenient access to a wide range of retail, dining, recreation, and lifestyle amenities. Nestled along RM 2222 and just minutes from Loop 360, the community combines everyday convenience with the natural beauty of the Texas Hill Country.

Residents are a short drive from major retail centers such as H-E-B at Four Points, Target, Walmart, and the Arboretum, providing access to essential shopping, groceries, and services. Nearby The Domain—one of Austin’s premier mixed-use districts—features over 100 national retailers including Nordstrom, Neiman Marcus, Apple, Restoration Hardware, Whole Foods, and numerous boutique shops.

The financial projections and information presented are based on Belveron Partners’ current analyses and expectations regarding future market and operating conditions. These projections involve inherent uncertainties, and actual performance may vary significantly due to a range of economic, regulatory, and market factors. Future results are not guaranteed, and the assumptions used in this analysis are subject to change.

The surrounding area offers a diverse selection of dining options, from local favorites like Steiner Ranch Steakhouse, The Oasis on Lake Travis, and Napa Flats, to convenient everyday options including Torchy's Tacos, Kerbey Lane Café, and Chuy's. Coffee shops, fitness studios, and neighborhood services are also readily accessible throughout the Four Points and Northwest Hills area.

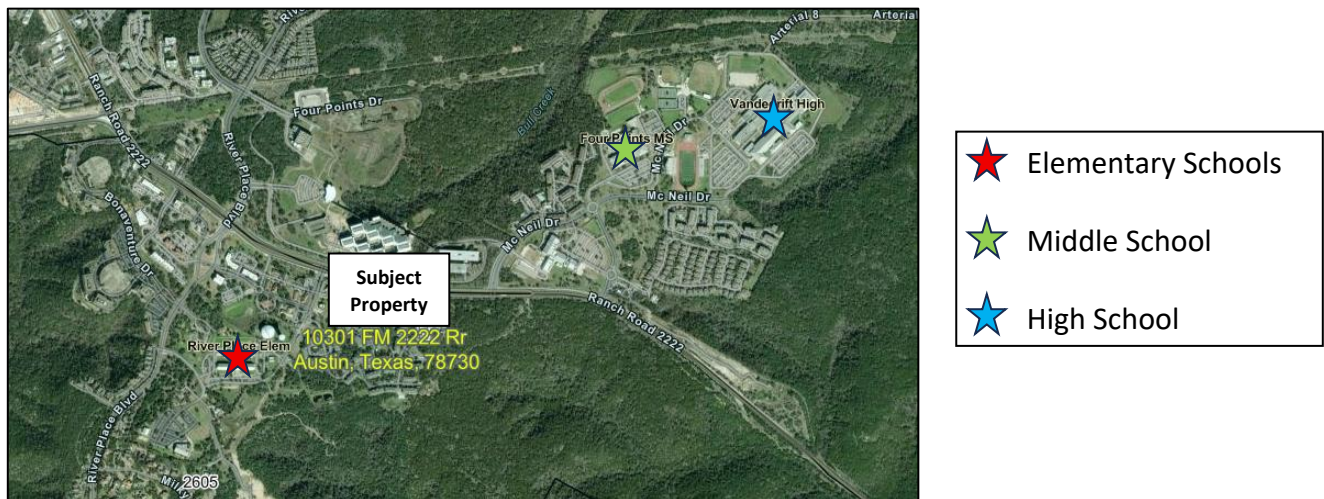
Residents benefit from proximity to outdoor attractions such as the River Place Nature Trail, Emma Long Metropolitan Park, Lake Austin, and numerous scenic overlook points along Loop 360. These amenities create a balanced lifestyle environment where recreation, shopping, and dining are all within easy reach.

With its strategic location near Loop 360, RM 2222, and major Northwest Austin employment hubs, Bridge at River Place offers a blend of convenience and quality of life that allows residents to live, work, and enjoy their daily activities all within the same community.

Schools

Bridge at River Place is zoned to the Leander Independent School District (LISD), which is ranked as the 2nd best school district in Austin Area¹. All less than a mile away are very strong public schools including River Place Elementary School, Four Points Middle School, and Vandegrift High School. Residents benefit being walking distance to some of the most sought-after public schools in Austin.

In addition to these public schools, residents are just 15 minutes from several higher education institutions, including Concordia University Texas and Austin Community College's Cypress Creek campus.



Map showing public schools zoned for Bridge at River Place

<https://pasatx.maps.arcgis.com/>

¹ <https://www.niche.com/>

Employers

Bridge at River Place provides residents with close proximity to several of Austin’s key employment hubs, making it a strong choice for professionals across the city’s varied workforce. Situated just west of downtown near RD 2222 and Loop 360, the community provides easy connectivity to central Austin, the Highway 183 corridor, and major tech and corporate hubs.

Within a short drive are some of Austin’s largest and fastest-growing employers, including The Domain tech corridor, home to companies such as Amazon, Facebook (Meta), Indeed, and VRBO. The community is also well positioned for those working at Apple’s expansive North Austin campus, Ascension Seton Medical Center, and downtown employers such as Deloitte, Google, and the State of Texas.

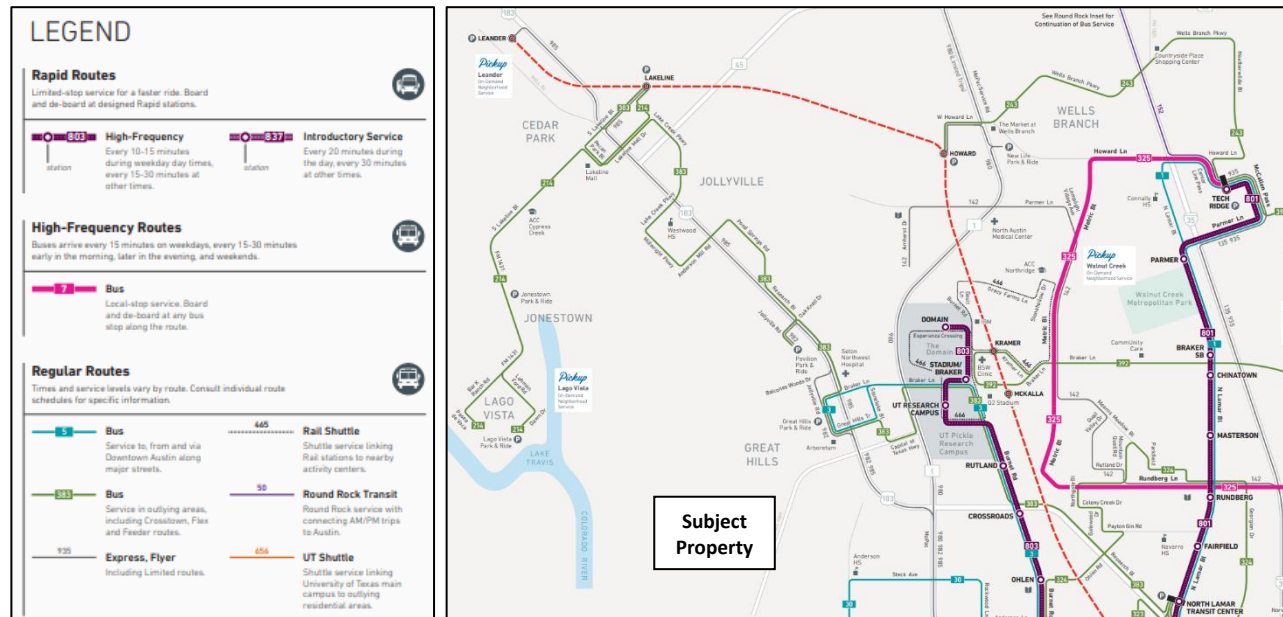
This proximity to key job centers allows residents to live closer to their workplaces, while providing convenient access to Austin’s primary business districts.

Public Transportation

While the area is primarily served by roadway networks, several CapMetro routes and nearby park-and-ride facilities provide reliable and affordable options for commuters.

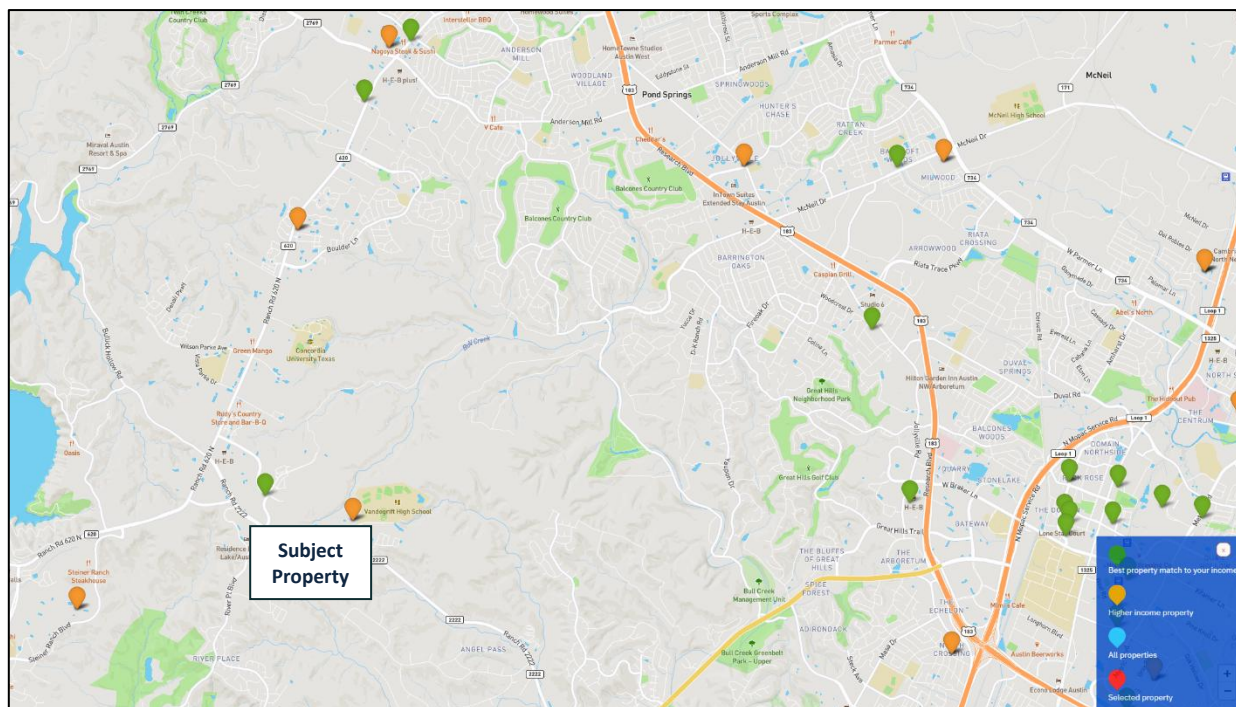
CapMetro Route 19 (Bull Creek) and 30 (Barton Creek Square) operate along RM 2222 and nearby arterial roads which provide connections to downtown Austin, UT Austin, and central city job hubs. Residents are also within reach of the Pavilion Park & Ride and the Mopac Express routes, which provide faster, more direct service to downtown and the University of Texas via the MoPac Express Lanes.

For longer-distance commuting, residents can connect to the CapMetro Red Line at the Kramer or Highland stations, providing rail service to major North Austin employment centers. Additionally, CapMetro offers Pickup on-demand service available in select zones as well as MetroBike providing options for shorter local trips.



According to recent Zillow market data, the average home value in the 78730 zip code—which includes River Place and surrounding neighborhoods—now exceeds \$900,000, representing an increase of more than 40% since 2020. Monthly ownership costs for a typical home in the area, including mortgage, property taxes, and insurance, often surpass \$5,500 per month. Rental rates for newer or recently renovated multifamily properties nearby commonly exceed \$1,800 per month for a one-bedroom unit.

For many essential workers including educators, healthcare staff, and service industry employees, the high cost of living in Northwest Austin presents significant affordability challenges. This combination of strong demand, limited supply, and rising costs contributes to the ongoing need for affordable housing properties.



Map showing affordable housing supply for individuals earning 60% AMI

<https://www.atxaffordablehousing.net/>

50% Rent Benefit Test / Community benefit

We have prepared the rent benefit analysis for Bridge at River Place, located on parcel 01-5137-0436-0000. The analysis incorporates current mill rates and assumes an annual appraisal growth

The financial projections and information presented are based on Belveron Partners' current analyses and expectations regarding future market and operating conditions. These projections involve inherent uncertainties, and actual performance may vary significantly due to a range of economic, regulatory, and market factors. Future results are not guaranteed, and the assumptions used in this analysis are subject to change.

rate of 5%. Under these assumptions, the property's rents are projected to serve residents at affordability levels deeper than 80% of AMI.

This analysis does not account for additional benefits provided through the program, including upfront and annual fees paid to the local housing authority, as well as the broader impacts of long-term affordability, housing quality, community benefits, and social programming.

Taxing Entity	Mill Rate
City of Austin (Travis)	0.477600
Travis County	0.344445
Travis Central Health	0.107969
ACC (Travis)	0.101300
Leander ISD	1.086900
Total	2.118214

	2025	2026	2027	2028
River Place Assesed Value Projection	94,000,000	98,700,000	103,635,000	108,816,750
Millage Rate	2.12%	2.12%	2.12%	2.12%
Estimated Taxes	1,991,121	2,090,677	2,195,211	2,304,972
50% Test	995,561	1,045,339	1,097,606	1,152,486

50% Rent Benefit Test - 2026							
		Projected					
Unit Mix	Units	Property Rents	Monthly Income	Annual Income	Market Rents	Monthly Income	Annual Income
1 bed / 1 bath - 80% AMI	276	1,374	379,224	4,550,688	1,453	401,028	4,812,336
2 bed / 1 bath - 80% AMI	222	1,665	369,630	4,435,560	1,956	434,232	5,210,784
Total 80% AMI Units	498		748,854	8,986,248		835,260	10,023,120
						Rent Savings	1,036,872
						50% Test	PASS
50% Rent Benefit Test - 2027							
		Projected					
Unit Mix	Units	Property Rents	Monthly Income	Annual Income	Market Rents	Monthly Income	Annual Income
1 bed / 1 bath - 80% AMI	276	1,415	390,601	4,687,209	1,511	417,069	5,004,829
2 bed / 2 bath - 80% AMI	222	1,715	380,719	4,568,627	2,034	451,601	5,419,215
Total 80% AMI Units	498		771,320	9,255,835		868,670	10,424,045
						Rent Savings	1,168,209
						50% Test	PASS
50% Rent Benefit Test - 2028							
		Projected					
Unit Mix	Units	Property Rents	Monthly Income	Annual Income	Market Rents	Monthly Income	Annual Income
1 bed / 1 bath - 80% AMI	276	1,458	402,319	4,827,825	1,572	433,752	5,205,023
2 bed / 2 bath - 80% AMI	222	1,766	392,140	4,705,686	2,116	469,665	5,635,984
Total 80% AMI Units	498		794,459	9,533,511		903,417	10,841,007
						Rent Savings	1,307,496
						50% Test	PASS

The financial projections and information presented are based on Belveron Partners' current analyses and expectations regarding future market and operating conditions. These projections involve inherent uncertainties, and actual performance may vary significantly due to a range of economic, regulatory, and market factors. Future results are not guaranteed, and the assumptions used in this analysis are subject to change.