

September 7, 2023
9:30 A.M.

The Board of Commissioners will meet at 502 E. Highland Mall Blvd., 106-B Austin, Texas 78752 and via Zoom.
Join the Meeting by using the link provided below.

<https://us02web.zoom.us/j/88464719746?pwd=U2QzbS8yd1EvQm5aUDF6djgwcXl1Zz09>

I. CALL TO ORDER / ROLL CALL / CONFIRMATION OF QUORUM

MISSION STATEMENT: HATC staff and resident leaders create and preserve a model, sustainable system of affordable housing and resident empowerment services for those most in need.

II. PUBLIC FORUM / CITIZEN COMMUNICATION

- *Anyone desiring to discuss or comment on items directly related to the HATC is always welcome.*
- *If the item is deemed related to an Agenda item at the current meeting, the presiding officer will inform the citizen that pending action(s) remain.*
- *Speakers must sign-in prior to the start of the Board Meeting by emailing Patrick Howard at PatrickB.Howard@traviscountytx.gov*
- *Maximum three-minute limit per speaker.*

III. CONSENT AGENDA

- a. Approval of the Minutes from the August 3, 2023 Regular Meeting

IV. CEO / EXECUTIVE DIRECTOR'S REPORT

- a. Voucher Programs/ Homeless Initiatives – *Christina Montes*
 - i. HCV Program (Conventional)
 - ii.a. Homeless Initiatives
 - ii.b. Support Service Budget Line Item
 - iii. Special Purpose Vouchers
- b. Affordable Housing Programs – *Carlos Guzman*
- c. Real Estate Development – *Keith Hoffpauir*
 1. Manor Town Phase II
- d. Finance – *Subra Narayananaiyer*
- e. Human Resources/Organizational Development/HATC Foundation – *Steve Peglar*

V. DISCUSSION ITEM

- a. August 24, 2023 Commissioners Court work session follow up
- b. Discussion of Interlocal Agreement between HATC and SHFC

VI. BOARD COMMITTEE REPORTS

- a. Governance and Finance Committee
- b. Human Resource Committee
- c. Real Estate Committee
- d. Quality of Life Committee

VII. NEW / UNFINISHED BUSINESS

- a. Discussion and consideration regarding Board of Commissioners issues and concerns.

VIII. EXECUTIVE SESSION

- *The Board of Commissioners may consider any item posted on the Agenda in Executive Session if there are issues that require consideration, and the Board of Commissioners announce that the item will be considered during such time in accordance with one or more of the following:*
 - *Texas Government Code Annotated 551.071, Consulting with Attorney*
 - *Texas Government Code Annotated 551.072, Real Property*
 - *Texas Government Code Annotated 551.074, Personnel Matters*
 - *Texas Government Code Annotated 551.076, Security*
 - *Texas Government Code Annotated 551.087, Economic Development Negotiations*

IX. ADJOURNMENT

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
August 3, 2023
9:30 a.m.**

MINUTES

The Housing Authority of Travis County, Texas, held a Regular Board of Commissioners meeting at 502 East Highland Mall Blvd., 106-B Austin, Texas 78752 and via the link provided below.

<https://us02web.zoom.us/j/88464719746?pwd=U2QzbS8yd1EvQm5aUDF6djgwcXl1Zz09>

I. CALL TO ORDER / ROLL CALL / CONFIRMATION OF QUORUM

- a. Chair Sharal Brown called the meeting to order at 9:32 a.m.
- b. Senior Administrative Assistant Debbie Honeycutt conducted a Roll Call of Commissioners: Chair Sharal Brown; Commissioner Wilmer Roberts; and Commissioner Janet Wenig; Commissioner Rebeca Webber; Vice Chair Jimmy Paver.
- c. CEO/Executive Director Patrick Howard confirmed that there was a quorum.
(Staff in Attendance: CEO/Executive Director Patrick Howard; Asset to the CEO Madeleine Hoffman; Asset Manager Keith Hoffpauir; Senior Administrative Assistant Debbie Honeycutt; Administrative Specialist Alecia Campbell; Director of Voucher Programs and Homeless Initiatives Christina Montes; Housing Specialist Olivia Nichols; Housing Manager Victoria Perez; Director of Finance Subra Narayananier;).

II. PUBLIC FORUM / CITIZEN COMMUNICATION

N/A

III. CONSENT AGENDA

- a. The Approval of the Minutes from the July 6th, 2023, Regular Meeting
Commissioner Wilmer Roberts made a motion for approval and Commissioner Jan Wenig seconded the motion, which **passed** unanimously.

IV. PUBLIC HEARING

- a. Attorney Jim Plummer explained to the Board that the Public Hearing was necessary to be held at a Regular Meeting of the Housing Authority. The previous Public Hearing was held at a Special Meeting.
- b. Commissioner Jan Wenig asked Attorney Plummer if the Board could get a brief synopsis of the projects listed.
- c. CEO/Executive Director Patrick Howard directed Attorney Plummer to provide a summary per each development partner.
- d. Attorney Jim Plummer provided a summary, as requested.

V. ACTION ITEM

- a. The Approval of Resolution No. HATC-2023-06
Commissioner Rebeca Webber made a motion for approval and Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

VI. CEO / EXECUTIVE DIRECTOR'S REPORT

- a. Voucher Programs / Homeless Initiatives (*HCV Program (Conventional), Homeless Initiatives, Support Service Budget Line Item, Special Purpose Vouchers*)
Voucher Programs & Homeless Initiatives Director Christina Montes spoke about Reconciling COC monitoring review; submitting COC grant; and renewal application; targeting issuing vouchers to special purpose vouchers; and finalizing MOU for new stability Voucher Program. Staff agreed to present the board with all MOUs in place with the HCV-COC department.
- b. Affordable Housing Programs
CEO Patrick Howard spoke on the changes in standards that HUD made regarding inspection with Inspire. He also touched base on the new third-party company *Carleton Companies* and how they will be in full swing next month for all five sites.
 - (i) Chair Sharal Brown requested *Carleton's* attendance at the next HATC Board meeting.
- c. Real Estate Development
Asset Manager Keith Hoffpauir provided an overview of the status of both Eastern Oaks and Manor Town Phase II. Regarding Eastern Oaks, the staff is currently waiting on the results of the most recent inspection. For Manor Town Phase II, trench work, farming, plumbing, and steel reinforcement work have begun.
 - i. Per the Board's request, staff will place project pictures on Boardable and in future Board meeting packets.
- d. Finance
Finance Director Subra Narayanaier provided details regarding the unexpected expenses concerning the Manor Town stairwell. He also spoke about the transition of all properties to *Carleton Companies* and how this should improve the occupancy rates and debt collection. Additionally, the Board was reminded of the fact that Manor Town relies on an annual contribution from HATC to maintain its operation.
 - (i) Chair Sharal Brown inquired about the extent of *Carleton's* role in maintaining the properties and suggested that a set-aside be created to address unforeseen/unexpected incidents at the property. CEO Patrick Howard agreed and stated that staff would include a line item in the next annual budget proposal.
- e. Human Resources/Organizational Development/HATC Foundation
CEO Patrick Howard discussed the Personnel Policy Manual and how it has now been reviewed by an attorney. He also went over *2023 upcoming trainings/OD events and website updates (Board bios)*. He spoke briefly about the partnership with BiGAustin and shared about the planning, programming, general oversight, and monitoring that they will provide for HATC Foundation activities. BiGAustin will be introduced at the September Board meeting.
 - (i) Commissioner Rebeca Webber went on record to say "we should have FMLA" when it comes to the Personnel Policy Manual.

VII. DISCUSSION ITEMS

- a. Executive Director Evaluation
Chair Sharal Brown spoke about the updates that were made to the current Evaluation Form scoring system. For instance, organizations that we are no longer involved in have been removed, and the numeric scoring system has been reversed, i.e., the high numbers now mean a high score, and low numbers mean a low score. The plan would be to make updates to the Evaluation template for the upcoming year.
- b. CEO Patrick Howard spoke about the HATC/SHFC joint meeting on August 24th with the Travis County Commissioners Court. There will be two separate PowerPoint presentations for each organization. Both presentations are being reviewed by the respective Board Chair/President. Travis

County Executive Pilar Sanchez created the agenda and will be working with CEO Howard. Chair Sharal Brown summarized the presentation's contents.

VIII. BOARD COMMITTEE REPORTS

N/A

IX. NEW / UNFINISHED BUSINESS

- a. CEO Patrick Howard informed the Board that the Real Estate Committee will be meeting to discuss modifying criteria for the public facilities corporation deals with Attorney Jim Plummer.

X. EXECUTIVE SESSION

N /A

XI. ADJOURNMENT

Commissioner Wilmer Roberts made a **motion** to adjourn the Board meeting; Commissioner Janet Wenig seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 10:44 a.m.

Respectfully submitted and approved,

Patrick Howard, CEO/Executive Director

HATC Discussion Item IV.a.i.

September 7, 2023

Subject: Housing Choice Voucher (HCV) Program (*Conventional*)

Background Information The HCV program is financed by the U.S. Department of Housing and Urban Development (HUD) to provide rent subsidies in the form of housing assistance payments (HAP) to private Landlords on behalf of extremely low, very low-income individuals/families, senior citizens, and persons with disabilities. *HCV totals do not include COC, Mainstream, or EHV.* **TOTAL Housing Choice Vouchers effective 10/1/2022: 680**

As of July 31, 2023, **497** of HATC's HCV allocation were utilized in a conventional fashion.

As of July 31, 2023, the total lease up for the HCV program was **669 of 680**. Occupancy rate was at **98.38%**.

For this reporting period, there were **449** applicants on the waiting list.

Portable In: **33** portable families were served in Travis County.

Cambridge Villas, a Low-Income Housing Tax Credit (LIHTC) project located in Pflugerville, is the recipient of **19** HATC Project-Based Vouchers designated specifically for this development.

As of July 31, 2023, Cambridge had a total lease up of **18** vouchers under contract.

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

A. Board Report Data related to each *Voucher-related* program

Prepared by:

Christina Montes, *Director of Voucher Programs and Homeless Initiatives*

Approval:



Patrick B. Howard, *CEO/Executive Director*

HATC Discussion Item IV.a.ii.a.

September 7, 2023

Subject: Homeless Initiatives

Continuum of Care (CoC)

HATC was awarded \$1,149,159 in new federal funds from the 2022 CoC competition to provide housing for chronically homeless clients with a disability for 2023-2024 This grant began July 1, 2023 and ends on June 30, 2024.

As of July 31, 2023, HATC, provided housing assistance to **80** Continuum of Care participants.

Homeless Preference (HP HCV)

The adopted homeless preference allocates 1 in every 4 new housing choice vouchers offered to a homeless applicant referred by homeless providing agencies with a current MOU with HATC. An MOU with ECHO was executed effective January 1, 2023.

As of July 31, 2023, *HP* has **37** tenants under contract.

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

- A. Board Report Data related to each *Voucher-related* program

Prepared by:

Christina Montes, *Director of Voucher Programs and Homeless Initiatives*

Approval:



Patrick B. Howard, *CEO/Executive Director*

HATC Discussion Item IV.a.iii.

September 7, 2023

Subject: Special Purpose Vouchers (SPV's assigned by HUD)

Non-Elderly Disabled Vouchers (NED)

HATC has been awarded **75** Housing Choice Vouchers (HCVs) under different special purpose voucher program types to serve non-elderly persons with disabilities. As of July 31, 2023, there were **64** tenants under contract.

Family Unification Program (FUP)

The FUP is a program under which Housing Vouchers are provided to two different populations:

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

- a. *The imminent placement of the family's child or children in out-of-home care, or*
- b. *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.

2. *For a period not to exceed 36 months, otherwise eligible youths who have attained at least 18 years and not more than 24 years of age 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 is homeless or is at risk of becoming homeless at age 16 or older.*

Limitation for youth must not exceed 36 months.

HATC was awarded 34 FUP vouchers effective 1/01/2019. An additional 38 vouchers were awarded effective 11/01/2021. As of July 31, 2023, there were **25** tenants under contract.

Mainstream Voucher Program (MVP)

HATC was awarded 30 MVP Housing Choice Vouchers effective 2/01/2020 under different special purpose voucher program types to serve nonelderly persons (18-61) with disabilities. The head of household does not have to be the qualifying disabled applicant. A member of the household must meet the qualifications. Preference for homeless status. Effective 8/01/2020, HATC was awarded 9 additional Mainstream Vouchers.

Effective 9/01/2022, HATC was awarded 10 additional Mainstream Vouchers. Total MVP: 49.

As of July 31, 2023, there were **35** tenants under contract.

Veteran's Affairs Supportive Housing (VASH)

HATC received an allocation of 15 HUD-VASH Vouchers in June 2016 to serve homeless veterans as identified by the local VA clinic. 15 additional vouchers were awarded effective 2/01/2020. Total VASH vouchers: 30. As of July 31, 2023, VASH, has **21** tenants under contract.

Emergency Housing Vouchers (EHV)

The Emergency Housing Voucher (EHV) program is available through the American Rescue Plan Act (ARPA). Through EHV, HUD provided 70,000 housing choice vouchers to local Public Housing Authorities (PHAs) to assist individuals and families who are homeless, at-risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless or have a high risk of housing instability. HATC has an MOU with Integral Care and Travis County Mental Health Public Defender to provide supportive services. Total EHV: 34. As of July 31, 2023, EHV has **14** tenants under contract.

Recommended Action:

For discussion/ information only. No action needed.

Fiscal Impact:

N/A

Attachments:

- A. Board Report Data related to each *Voucher-related* program

Prepared by:

Christina Montes, *Director of Voucher Programs and Homeless Initiatives*

Approval:



Patrick B. Howard, *CEO/Executive Director*

HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

ATTACHMENT

Jul-23				
Housing Choice Voucher Programs (ACC)	Leased (First of month)	After First Month	Voucher Allocation	Leased %
Project Based Vouchers (PBV)	18		19	94.74%
Housing Choice Vouchers (HCV)	494	3	435	114.25%
Port Outs (PO) HCV	7		8	87.50%
Non Elderly and Disabled (NED)	64		75	85.33%
**VASH- HUD Awarded Vouchers	21		30	70.00%
**Homeless Preference	37		41	90.24%
**Family Unification Program (FUP)	25		72	34.72%
Total	666	3	680	98.38%
Total HCV Leased after the first of the month:	669			

Programs not counted in HCV TOTAL:	Leased (Last Day)	Voucher Allocation	Leased %
**Continuum of Care (COC)	80	74	108.11%
Mainstream (MVP)	35	49	71.43%
**Emergency Housing Vouchers (EHV):	14	34	41.18%

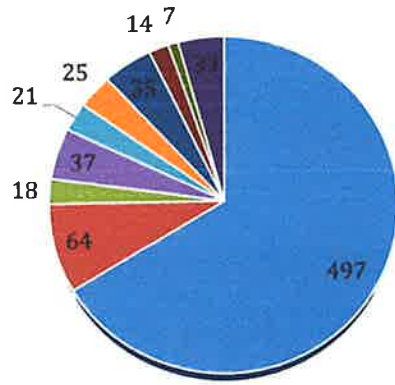
Lookers/ Vouchers Searching	Applicants	Current Participants	Total
Housing Choice Vouchers (HCV)	7	7	14
Non Elderly and Disabled (NED)	2		2
Project Based Vouchers (PBV)	1		1
VASH	4	3	7
Homeless Preference (HP)	2	1	3
Family Unification Program (FUP)			0
Mainstream (MVP)	1	3	0
Emergency Housing Vouchers (EHV)	22	1	0
TOTAL	16	11	27

Waiting List (HCV, Choice PBRA, HP, MVP) :				449
Leased Port Ins (last day of month):				33

** Direct referral only

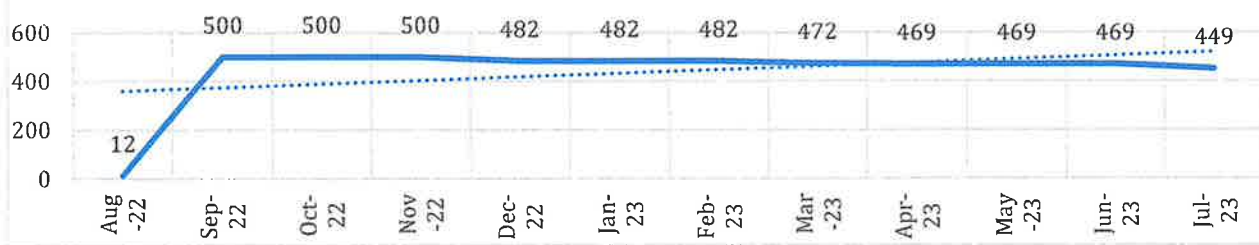
Attachment IV. A: Graphs

July 2023: 751 Total Households Served

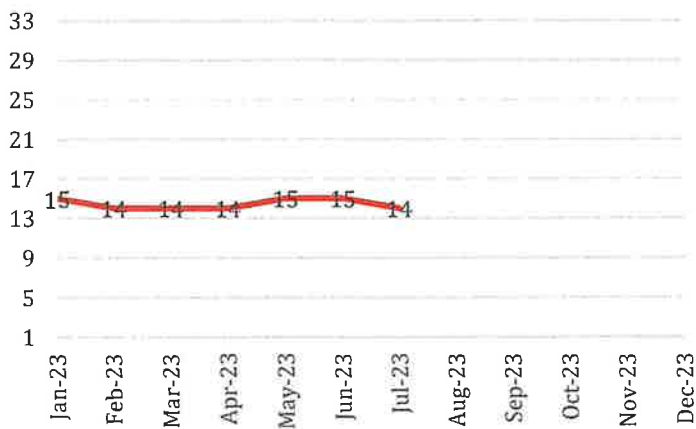


- Housing Choice Voucher (HCV)
- Non-Elderly and Disabled (NED)
- Project-Based Vouchers (PBV)
- Homeless Preference (HP)
- Veterans Assistance Supportive Housing (VASH)
- Family Unification Program (FUP)
- Mainstream (MVP)
- Emergency Housing Vouchers (EHV)
- Port-Outs (PO)
- Port-Ins (PI)

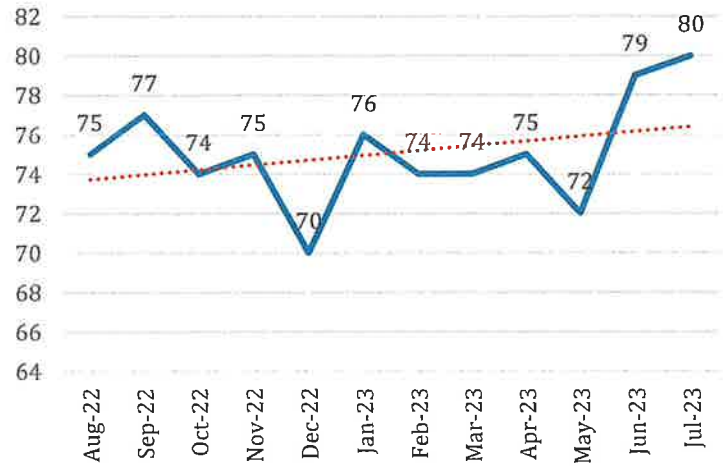
Applicants on Waiting List



EHV Households Served



COC Households Served



HATC Discussion Item IV.d.
Finance
Sept 7, 2023

Subject: HATC July 2023 Monthly Finance Report

The Monthly Finance Report presented is for the period ending July 31, 2023.
This report reflects financial activities for the 7-month period for the fiscal year beginning January 1, 2023

Recommended Action:
For discussion/information only. No action needed.

Alternate Option:
N/A

Fiscal Impact:
N/A

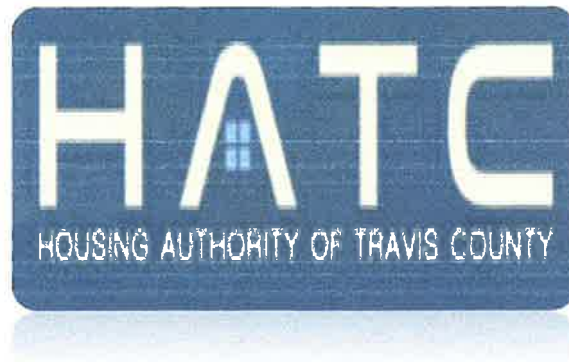
Attachment:
A. HATC Finance Report

Prepared by:
Subra Narayanaiyer, CPA, Director of Finance

Approval:



Patrick B. Howard, CEO/Executive Director



**Housing Authority of Travis County
Finance Report - July 31, 2023**

Schedule

No	Report
1	Business Activities - Operating Statements
2	Housing Choice Voucher Program - Operating Statements
3	Mainstream Program
3A	Emergency Housing Voucher
4	Continuum of Care - pending
5	MTW - Policy Research & Development Grant
6	SEA RAD PBRA - Eastern Oaks - Operating Statements - pending
7	Manor Town - Operating Statements - pending
8	Carson Creek - Operating Statement - pending
9	HATC Foundation - Operating Statements
10	SEA OAKS LP - Operating Statements

Housing Authority of Travis County
Business Activities/Central Office Cost Center

Schedule 1

Budget Line Item	FY 2023 Approved Budget	FYTD Budget July 2023	MTD Actual July 2023	FYTD Actual July 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Mgmt Fees from HATC owned Properties	27,662	16,136		11,039	(5,097)	(32%)
Management Fees from SEA OAKS LP	23,436	13,671		11,243	(2,428)	(18%)
Management Fees - HCV	NA	NA		NA	NA	NA
Interest Income	1,500	875	1,480	4,884	4,009	458%
Other Revenues	500	292		1,240	948	325%
Total Revenues	\$ 53,097	\$ 30,973	\$ 1,480	\$ 28,406	\$ (2,567)	(5%)
Expenses						
Salaries & Benefits-Executive staff	476,299	277,841	30,280	272,810	(5,031)	(2%)
Salaries & Benefits-Finance staff	214,844	125,326	17,775	117,772	(7,554)	(6%)
Salaries & Benefits-SHFC staff	102,808	59,972	7,695	55,361	(4,611)	(8%)
Salaries & Benefits-Affordable Hsg staff	252,560	147,327	8,501	98,280	(49,047)	(33%)
Audit Fees	6,750	3,938		16,200	12,263	311%
Office Rent	81,148	47,336	6,679	46,753	(583)	(1%)
Computer & Software	80,460	46,935	7,572	20,537	(26,398)	(56%)
Consultants	70,000	40,833		12,420	(28,413)	(70%)
Staff Training & Travel	33,275	19,410	3,209	21,963	2,553	13%
Other Administrative Expenses	31,592	18,429	4,140	49,251	30,822	167%
Insurance	5,820	3,395	957	3,869	474	14%
Capital Expenditures	20,000	11,667		-	(11,667)	(100%)
Contribution to HATC Properties	88,541	51,649	7,378	51,646	(3)	(0%)
Total Expenses	\$ 1,464,097	\$ 854,057	\$ 94,186	\$ 766,862	\$ (87,195)	(6%)
Excess/Deficiency Operating Rev over Exp	\$ (1,411,000)	\$ (823,083)	\$ (92,706)	\$ (738,456)	\$ 84,627	(6%)
Contribution from TCFC	1,411,000	823,083	117,583	823,081	(2)	(0%)
Provision for Reserve	\$ -	\$ -	\$ 24,877	\$ 84,625	\$ 84,625	NA

Housing Choice Voucher Program

Schedule 2

Budget Line Item	FY 2023 Approved Budget	FYTD Budget July 2023	MTD Actual July 2023	FYTD Actual July 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
HUD HCV Rental Subsidy	7,405,200	4,319,700	712,199	4,728,143	408,443	9%
Estimated HCV Administrative Fees	656,122	382,738	55,010	383,394	656	0%
Est Collection Loss - Port In HAP & AF	(15,000)	(8,750)		-	8,750	(100%)
Other revenues - Port In Fees, Inspection	53,278	31,079	1,649	9,449	(21,630)	(70%)
Interest Income	2,500	1,458	1,340	3,362	1,904	131%
Revenues eligible for Admin Expenses	696,900	406,525	57,999	396,205	(10,320)	(3%)
Total Revenues	\$ 8,102,100	\$ 4,726,225	\$ 770,198	\$ 5,124,348	\$ 398,123	8%
Expenses						
Salaries & Benefits - Direct S8 staff	506,057	295,200	32,190	230,548	(64,652)	(22%)
Audit Fee	18,000	10,500		10,000	(500)	(5%)
Mgmt Fees to COCC - 20% of HCV Admin Fee	NA	NA		-	NA	NA
Office Rent	57,963	33,812	4,771	33,397	(415)	(1%)
Staff Training & Travel	3,600	2,100	900	1,234	(866)	(41%)
Computer & Software	46,620	27,195	2,753	24,319	(2,876)	(11%)
Other Administrative Expenses	60,350	35,204	1,095	22,192	(13,012)	(37%)
Insurance	2,074	1,210	261	1,827	617	51%
Capital Outlay	0	NA		-	NA	NA
Administrative Expenses	694,664	405,220	41,970	323,517	(81,703)	(20%)
Rental Assistance	7,405,200	4,319,700	712,199	4,728,143	408,443	9%
Total Expenses	\$ 8,099,864	\$ 4,724,920	\$ 754,169	\$ 5,051,660	\$ 326,740	7%
Excess/Deficiency Rev over Exp	2,236	1,304	16,029	72,688	71,384	5473%
Draw from HCV Admin Reserves	-	-			-	NA
Provision for Administrative Reserve	\$ 2,236	\$ 1,304	\$ 16,029	\$ 72,688	\$ 71,384	NA

Audited FY2022 HCV Administrative Reserves - \$238,756

**Mainstream Program
Schedule 3**

Budget Line Item	FY 2023 Approved Budget	FYTD Budget July 2023	MTD Actual July 2023	FYTD Actual July 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Rental Assistance	418,860	244,335	37,286	268,840	24,505	10%
Administrative Fees	39,007	22,754	3,328	24,340	1,586	7%
Total Revenues	\$ 457,867	\$ 267,089	\$ 40,614	\$ 293,180	\$ 26,091	6%
Expenses						
Administrative Salaries & Benefits	37,988	22,159	1,684	14,870	(7,289)	(33%)
Other Administrative Expenses	744	434	65	562	128	29%
Administrative Expenses	38,732	22,593	1,749	15,432	(7,161)	(32%)
Rental Assistance	418,860	244,335	37,286	268,840	24,505	10%
Total Expenses	\$ 457,592	\$ 266,928	\$ 40,784	\$ 284,272	\$ 17,344	6%
Provision for Administrative Reserve	\$ 276	\$ 161	\$ (170)	\$ 8,908	\$ 8,747	5442%

Audited FY2022 Mainstream Administrative Reserves \$20,072

**Emergency Housing Vouchers
Schedule 3A**

Budget Line Item	FY 2023 Approved Budget	FYTD Budget July 2023	MTD Actual July 2023	FYTD Actual July 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Rental Assistance	243,600	142,100	14,371	112,319	(29,781)	(21%)
Administrative Fees	19,779	11,538	1,262	9,721	(1,817)	(16%)
Total Revenues	263,379	153,638	15,633	122,040	(31,598)	(0)
Administrative Salaries & Benefits	19,565	11,413	1,123	5,668	(5,745)	(50%)
Other Administrative Expenses		NA		500	NA	NA
Administrative Expenses	19,565	11,413	1,123	6,168	(5,245)	(46%)
Rental Assistance	243,600	142,100	14,371	112,319	(29,781)	(21%)
Total Expenses	\$ 263,165	\$ 153,513	\$ 16,617	\$ 118,487	\$ (35,026)	(23%)
Provision for Administrative Reserve	\$ 214	\$ 125	\$ (984)	\$ 3,553	\$ 3,428	2743%

MTW - Policy Development & Research Grant
Feb 16, 2021 - Feb 15, 2024
 Schedule 5

Budget Line Item	Grant Award	Grant Budget To Date	MTD Actual July 2023	Grant YTD Cum Total
Grant Revenues	25,000	25,000	-	-
Expenses				
MTW conversion - Software & Hardware	25,000	25,000	-	-
Total Expenses	\$ 25,000	\$ 25,000	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

**Housing Authority of Travis County
HATC - Foundation
Schedule 9**

Budget Line Item	FY 2023 Approved Budget	FYTD Budget July 2023	MTD Actual July 2023	FYTD Actual July 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Donations & Other Revenues	5,000	2,917		-	(2,917)	(100%)
Total Revenues	\$ 5,000	\$ 2,917	\$ -	\$ -	\$ (2,917)	(100%)
Expenses						
Salaries & Benefits - Project Coordinator	\$ 72,009	42,005		32,032	(9,973)	(24%)
Other Administrative Expenses	8,550	4,988		680	(4,308)	(86%)
Job Training & Youth Development	21,000	12,250		-	(12,250)	(100%)
Tenant Services/Scholarships	25,000	14,583	6,944	32,076	17,493	120%
Insurance	-	-		20	20	NA
Total Expenses	\$ 126,559	\$ 73,826	\$ 6,944	\$ 64,808	\$ (9,018)	(12%)
Excess/Deficiency Rev over Exp	(121,559)	(70,909)	(6,944)	(64,808)	6,101	(9%)
Contribution from TCFC Unrestricted Funds	71,559	41,742	5,963	41,741	(1)	(0%)
Draw from Reserve	50,000	29,167		29,167	0	0%
Provision for Reserve	\$ -	\$ -	\$ (981)	\$ 6,100	NA	NA

Manor Town II	Amount	Actual thru' June 2023
Sources		
TDHCA loan - 40 year, forgivable term, compliance with LURA	3,352,213	107,200
TSAHC loan - 10 year forgivable term, 3 unit set aside for Medicaid LT Services & Support	225,000	225,000
TCFC Set Aside Funds - Approved for MT II	655,680	305,210
TCFC Set Aside Funds - Est. Addt'l for MT II	427,997	
Total Sources/Funding	4,660,890	637,410
Projected Uses		
Pre-development Costs - thru' 6/30/2023	262,896	271,172
F&H Construction - Contract	4,397,994	366,238
Total Uses	4,660,890	637,410

SEA OAKS
Schedule 10

	CY2022 Budget	6-mth Budget YTD	Actual July 2023	Actual YTD July 2023	Incr/(Decr) \$ & %	
Revenues						
Gross Potential Rent	492,173	287,101	41,552	273,732	(13,369)	-5%
Vacancy Loss	(24,609)	(14,355)	(8,667)	(53,607)	(39,252)	273% A
Rental Income	140,269	81,824	23,447	156,086	74,262	91%
HUD Subsidy	327,295	190,922	9,438	64,039	(126,883)	-66%
Other Tenant Revenue	3,000	1,750	33	4,760	3,010	172%
Collection Loss - Vacated Tenant	(2,953)	(1,723)		(2,694)	(971)	56%
Other Revenue	1,100	642		153	(489)	-76%
Total Operating Revenues	468,711	273,415	32,918	222,344	(51,071)	-19%
Expenses						
Legal & Eviction Fees	2,000	1,167		6,722	5,555	476%
Other Administrative Costs	18,000	10,500	6,129	13,127	2,627	25%
Management Fee	23,436	13,671	2,772	14,015	344	3%
Audit & Tax Fees	10,000	5,833	771	5,397	(436)	-7%
Payroll and Benefits						
Manager	42,402	24,735	1,277	15,531	(9,204)	-37%
Maintenance	45,293	26,421	1,573	18,871	(7,550)	-29%
Taxes and Benefits	25,496	14,873	261	9,349	(5,524)	-37%
Repairs and Maintenance						
Extermination	3,900	2,275	280	1,385	(890)	-39%
Grounds	11,196	6,531	933	6,931	400	6%
Make Ready	7,500	4,375		885	(3,490)	-80%
Maintenance Materials	32,920	19,203	4,328	18,716	(487)	-3%
Other Routine Contract Costs	6,500	3,792	836	8,657	4,865	128%
Utilities	41,000	23,917	5,619	25,398	1,481	6%
Trash	54,000	31,500	5,440	34,227	2,727	9%
Property Insurance	30,173	17,601	6,194	49,480	31,879	181% B
Other Insurance - Liab & Work Comp	9,651	5,630	799	5,099	(531)	-9%
Total Operating Expenses	363,466	212,022	37,212	233,790	21,768	10%
Net Operating Income/(Loss) - NOI	105,245	61,393	(4,294)	(11,446)	(72,839)	(0)
Contribution to Replacement Reserve	24,226	14,132	2,020	14,140	8	0%
NOI less Reserves	81,019	47,261	(6,314)	(25,586)	(72,847)	-154%
Debt Service - Principal & Interest	65,703	38,327	9,022	55,054	16,727	44% C
Debt Service Coverage Ratio	1.23	1.23	(0.70)	(0.46)	NA	NA
Operating Cash Flow	15,316	8,934	(15,336)	(80,640)	(15,316)	-171%
Asset Management Fee	7,535	4,396	629	4,401	5	0%
Non Routine & Capital Expenditures	60,000	35,000	17,370	33,544	(1,456)	-4% D

A - 15 units vacant in June 2023

B - Increase in Property Insurance renewal

C - Increase in debt service due to higher interest rate

D - Tree trimming costs

HATC Discussion Item IV.e.
September 7, 2023

Subject: HATC Human Resources / Organizational Development *and* HATC Foundation Updates

Background Information:

Personnel Policy Revisions

- An amended version of the HATC Personnel Policy Manual, approved by the Board during the May 2023 meeting, has undergone an external review by an employment attorney, and the recommended modifications/changes suggested by the attorney are currently being incorporated within the document.

2023 HR Training & Development

- Training and development plans continue for HATC, with sessions continuing to be developed and scheduled. Sessions are being coordinated with external 3rd party speakers, following an internal employee survey regarding training preferences. All training will continue to be delivered in alignment with the HATC Strategic Plan.

HATC in the Community Series

- Our dedicated series of programs presented to the community via our brand new *HATC in the Community* series for 2023 continues, with the most recent event having taken place this past Friday, May 26, and relating directly to *Mental Health Awareness Month*.

The HATC Foundation

- The HATC Foundation moves ahead with its new partnership with BiGAustin to provide a full range of supportive services to HATC affordable property residents and voucher holders. The ability to leverage the capabilities of this dynamic local organization is expected to have a tremendous impact on achieving the mission of the HATC Foundation.
- Services in planning stages to be provided by the BiGAustin team to our residents and voucher holders mirror in many respects those which have been provided in the past to these populations (i.e., digital literacy, career development, summer camps for kids, scholarship programs, financial literacy, etc), but with the utilization of BiGAustin as an outsourced provider the partnership will allow us to leverage their much larger staff and broader community reach than was previously within our capability.

Recommended Action:

For discussion / information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachment:

None

Prepared by:

Steve Peglar, SPHR, SHRM-SCP

Deputy Executive Director / HR & Organizational Development

Approval:



Patrick B. Howard, *CEO/Executive Director*