

BOARD BOOK OF JUNE 16, 2016



J. Paul Ozer, Chair
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**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
BOARD MEETING**

**A G E N D A
9:00 AM
June 16, 2016**

**John H. Reagan Building
JHR 140, 105 W 15th Street
Austin, Texas**

CALL TO ORDER

ROLL CALL

CERTIFICATION OF QUORUM

J. Paul Oxer, Chairman

Pledge of Allegiance - I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Texas Allegiance - Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

CONSENT AGENDA

Items on the Consent Agenda may be removed at the request of any Board member and considered at another appropriate time on this agenda. Placement on the Consent Agenda does not limit the possibility of any presentation, discussion or approval 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. Action may be taken on any item on this agenda, regardless of how designated.

ITEM 1: APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS:

HOUSING RESOURCE CENTER

- a) Presentation, Discussion, and Possible Action on the Draft 2017 Regional Allocation Formula Methodology

Elizabeth Yevich
Director

MULTIFAMILY FINANCE

- b) Presentation, Discussion, and Possible Action on Determination Notices for Housing Tax Credits with another Issuer

Marni Holloway
Director

16410 Sansom Pointe Senior	Sansom Park
16411 Charles E Graham Apartments	El Paso
16412 Rio Grande Apartments	El Paso
16413 Judson Williams Apartments	El Paso
16414 Father Carlos Pinto Memorial Apartments	El Paso

COMMUNITY AFFAIRS

- c) Presentation, Discussion, and Possible Action on the award of Low Income Home Energy Assistance Program (“LIHEAP”) and US Department of Energy (“DOE”) Weatherization Assistance Program (“WAP”) contracts to one or more existing weatherization providers to provide weatherization services on specific units in Anderson, Collin, Denton, Ellis, Henderson, Hood, Hunt, Kaufman, Johnson, Navarro, Palo Pinto, Parker, Rockwall, Smith, and Van Zandt counties

Michael DeYoung
Director

CONSENT AGENDA REPORT ITEMS

ITEM 2: THE BOARD ACCEPTS THE FOLLOWING REPORTS:

- a) TDHCA Outreach Activities, May 2016
- b) Status Report on Compilation of Agency Legislative Appropriations Request for SFY 2018-19

Michael Lyttle
Chief, External Affairs

Michael Lyttle
Chief, External Affairs

ACTION ITEMS

ITEM 3: POLICY AND PUBLIC AFFAIRS

Presentation, Discussion, and Possible Action on the Agency Strategic Plan for Fiscal Years 2017-2021

Michael Lyttle
Chief

ITEM 4: ASSET MANAGEMENT

- a) Presentation, Discussion and Possible Action on Timely Filed Ownership Transfer Appeal
98119 Sea Breeze Apartments Port Lavaca
- b) Presentation, Discussion, and Possible Action regarding forgiveness of the Department's Direct HOME loan
531102 Country Villa Freer
- c) Presentation, Discussion, and Possible Action regarding waiver of 10 TAC Section 11.5(3)(d)
15267 Thomas Westfall Memorial El Paso

Raquel Morales
Director

ITEM 5: MULTIFAMILY FINANCE

- a) Presentation, Discussion, and Possible Action on Timely Filed Scoring Notice Appeals under the Department's Multifamily Program Rules
16029 Baxter Lofts Harlingen
16168 Stonebridge of Whitehouse Whitehouse
- b) Presentation, Discussion, and Possible Action Regarding the Issuance of Multifamily Housing Revenue Bonds (Fifty Oaks Apartments and Edinburg Village) Series 2016 Resolution No. 16-017 and Determination Notices of Housing Tax Credits
- c) Presentation, Discussion, and Possible Action on Determination regarding Eligibility under 10 TAC §10.101(a)(4) related to Undesirable Neighborhood Characteristics on Villa Americana, Houston
- d) Presentation, Discussion, and Possible Action regarding approval for publication in the Texas Register of Revisions to the 2016-1 Multifamily Direct Loan Notice of Funding Availability

Marni Holloway
Director

Teresa Morales
Manager

Andrew Sinnott
Program Administrator

ITEM 6: ACTION ITEM REPORTS

Report and discussion regarding a number of specific policy objectives that will be used for the development of the proposed draft of the 2017 Qualified Allocation Plan ("QAP") and the proposed draft of the related rules governing the administration of multifamily programs.

Marni Holloway
Director

PUBLIC COMMENT ON MATTERS OTHER THAN ITEMS FOR WHICH THERE WERE POSTED AGENDA ITEMS

EXECUTIVE SESSION

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

1. The Board may go into Executive Session Pursuant to Tex. Gov't Code §551.074 for the purposes of discussing personnel matters including to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee;
2. Pursuant to Tex. Gov't Code §551.071(1) to seek the advice of its attorney about pending or contemplated litigation or a settlement offer;

J. Paul Oxe
Chairman

3. Pursuant to Tex. Gov't Code §551.071(2) for the purpose of seeking the advice of its attorney about a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Tex. Gov't Code Chapter 551; including seeking legal advice in connection with a posted agenda item;
4. Pursuant to Tex. Gov't Code §551.072 to deliberate the possible purchase, sale, exchange, or lease of real estate because it would have a material detrimental effect on the Department's ability to negotiate with a third person; and/or-
5. Pursuant to Tex. Gov't Code §2306.039(c) the Department's internal auditor, fraud prevention coordinator or ethics advisor may meet in an executive session of the Board to discuss issues related to fraud, waste or abuse.

OPEN SESSION

If there is an Executive Session, the Board will reconvene in Open Session. Except as specifically authorized by applicable law, the Board may not take any actions in Executive Session.

ADJOURN

To access this agenda and details on each agenda item in the board book, please visit our website at www.tdhca.state.tx.us or contact Michael Lyttle, 512-475-4542, TDHCA, 221 East 11th Street, Austin, Texas 78701, and request the information.

If you would like to follow actions taken by the Governing Board during this meeting, please follow TDHCA account (@tdhca) on Twitter.

Individuals who require auxiliary aids, services or sign language interpreters for this meeting should contact Gina Esteves, ADA Responsible Employee, at 512-475-3943 or Relay Texas at 1-800-735-2989, at least three (3) days before the meeting so that appropriate arrangements can be made.

Non-English speaking individuals who require interpreters for this meeting should contact Elena Peinado, 512-475-3814, at least three (3) days before the meeting so that appropriate arrangements can be made.

Personas que hablan español y requieren un intérprete, favor de llamar a Elena Peinado al siguiente número 512-475-3814 por lo menos tres días antes de la junta para hacer los preparativos apropiados.

NOTICE AS TO HANDGUN PROHIBITION DURING THE OPEN MEETING OF A GOVERNMENTAL ENTITY IN THIS ROOM ON THIS DATE:

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

De acuerdo con la sección 30.06 del código penal (ingreso sin autorización de un titular de una licencia con una pistola oculta), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola oculta.

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

De acuerdo con la sección 30.07 del código penal (ingreso sin autorización de un titular de una licencia con una pistola a la vista), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola a la vista.

NONE OF THESE RESTRICTIONS EXTEND BEYOND THIS ROOM ON THIS DATE AND DURING THE MEETING OF THE GOVERNING BOARD OF THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

CONSENT AGENDA

1a

BOARD ACTION REQUEST
HOUSING RESOURCE CENTER
JUNE 16, 2016

Presentation, Discussion, and Possible Action on the Draft 2017 Regional Allocation Formula Methodology

RECOMMENDED ACTION

WHEREAS, Texas Government Code §§2306.1115 and 2306.111(d) require that the Department use a Regional Allocation Formula (“RAF”) to allocate its HOME Investment Partnerships Program, Housing Tax Credit (“HTC”) Program, and under certain circumstances, Housing Trust Fund (“HTF”) Program funding; and

WHEREAS, the proposed RAF utilizes appropriate statistical data to measure affordable housing needs, available resources housing resources, and other factors determined by the Department to be relevant to the equitable distribution of housing funds in 13 State Service Regions used for planning purposes;

NOW, therefore, it is hereby

RESOLVED, that the Executive Director and his designees are authorized and empowered to publish the Draft 2017 Regional Allocation Formula Methodologies for the HOME, HTC, and HTF programs in the *Texas Register* for public comment and, in connection therewith, to make such non-substantive grammatical and technical changes as they deem necessary or advisable.

BACKGROUND

The RAF utilizes appropriate statistical data to measure the affordable housing need and available resources in the 13 State Service Regions that are used for planning purposes. It also allocates funding to rural and urban areas within each region. The Department has flexibility in determining variables to be used in the RAF, per §2306.1115(a)(3) of the Texas Governing Code, “the department shall develop a formula that...includes other factors determined by the department to be relevant to the equitable distribution of housing funds.”

The RAF is revised annually to reflect current data, respond to public comment, and better assess regional housing needs and available resources. Most notably, in 2013 after careful and thorough analysis and much public participation, staff recommended substantial changes to increase accuracy and transparency in the RAF by using a methodology called the Compounded Need Model. The changes resulted in the increased ability for developers and community members to predict funding availability, the elimination of large swings in funding from one region to another each year, and a simplified process that is easier to explain to the Legislature, the Board and the public.

In 2014, based on 2013 Metropolitan Statistical Areas (“MSAs”) updates by the Office of Management and Budget (“OMB”), the 2014 RAF Methodology shows that, instead of using MSAs to allocate between urban and rural areas, the RAF uses “MSA counties with urban places” and “Non-MSA counties or counties with only rural places”.

Based on public comment received in the 2015 RAF cycle, factors for lack of kitchen and plumbing facilities were added to the RAF to measure housing need for Single Family activities. Similarly in the 2016 RAF cycle, a new factor called the Regional Coverage Factor has been added to the 2016 RAF Methodology for Single Family activities. The Regional Coverage Factor takes into account the smaller populations of rural areas as well as scattered locations of single family projects, instead of relying solely on population as an absolute.

The Draft 2017 RAF Methodology explains the use of factors, in keeping with the statutory requirements, which include the need for housing assistance, the availability of housing resources, and other factors relevant to the equitable distribution of housing funds in urban and rural areas of the state.

The Single Family HOME Investment Partnerships Program (“HOME”), Multifamily HOME, HTC, and HTF program RAFs each use slightly different formulas because the programs have different eligible activities, households, and geographical service areas. For example, Section 2306.111(c) of the Texas Government Code requires that 95% of HOME funding be set aside for non-participating jurisdictions (“non-PJs”). Therefore, the Single Family and Multifamily HOME RAFs only use need and available resource data for non-PJs.

The Draft 2017 RAF methodology will be made available for official public comment from Friday, June 17, 2016, through Friday July 1, 2016, at 6:00 p.m. Austin local time. A public hearing will be held on Wednesday, June 29, 2016, at 3:00 p.m. in the Stephen F. Austin Building, Room 170, 1700 North Congress Avenue, Austin, TX 78701.

The following Attachments are provided:

- A. Draft 2017 RAF Methodology
- B. Draft Sample 2017 HTC RAF
- C. Draft Sample 2017 HOME MF RAF
- D. Draft Sample 2017 HTF RAF
- E. Draft Sample 2017 HOME SF RAF

Once approved, the final 2017 RAF Methodology will be published on the Department’s website. It should be noted with this action that the Board is approving the publication of the proposed methodology for public comment, not specific allocation amounts.

To the extent funds received/proposed to be used are below the statutory minimum for any program/activity, or if the proposed activities fall into a statutory exception, the RAF will not be used.

2017 DRAFT REGIONAL ALLOCATION FORMULA METHODOLOGY

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Introduction

Since 2000 the Texas Department of Housing and Community Affairs (“TDHCA” or “the Department”) has used a Regional Allocation Formula (“RAF”) as required by §§2306.111 and 2306.1115 of the Texas Government Code. The RAF analyzes housing need, availability, and other relevant factors in the State’s urban and rural areas. Using formula components created based on this analysis, the RAF has been used to allocate funding for multifamily and single-family activities for the following programs:

- Multifamily Activities:
 - Housing Tax Credit (“HTC”) Program
 - HOME Investment Partnerships Program (“HOME”) Multifamily (“MF”)
- Single Family Activities:
 - Housing Trust Fund (“HTF”) Program*
 - HOME Single Family (“SF”)

*It should be noted that based on the current programming activities of the HTF, the RAF is not utilized for HTF as supported in §2306.111(d-1) of the Texas Government Code.

The Methodology presented below explains the use of factors in conformity with the statutory requirements; those include the need for housing assistance, the availability of housing resources, and other factors relevant to the equitable distribution of housing funds in urban and rural areas of the state.

Also provided with the Methodology is a sample allocation spreadsheet for each of the four programs, to show how the methodologies affect each program. The spreadsheets provided are based on the following sample allocations:

Program	Sample Allocation
HTC	\$50,000,000
HOME Multifamily	\$15,000,000
HTF	\$3,000,000
HOME Single Family	\$11,000,000

Again, these allocation amounts are only samples. The final allocation amounts are calculated by the program area staff following the RAF Methodology approval by the TDHCA Governing Board. Further, even when final allocation amounts are made available other planning considerations further alter the applicability of the RAF and/or the amounts. For instance, in the HOME Single Family Activity, the funding activity type may further affect how and whether funds are released regionally. In the HTF

Programs, because the programs follow statutory exceptions to utilizing the RAF, the formula-based RAF covered here does not apply to any HTF funds (although other policies are effective in geographically dispersing the funds).

The Draft 2017 RAF Methodology will be presented at the Board meeting of June 16, 2016, for approval to be released for public comment. A public comment period will be open from Friday, June 17, 2016, through Friday July 1, 2016, with a public hearing on Wednesday, June 29, 2016. Following public comment, TDHCA staff plans to present the final 2017 RAF Methodology at the Board meeting of July 28, 2016.

Statutory Requirement

Sections 2306.111 and 2306.1115 of the Texas Government Code require that TDHCA use a RAF for HOME, HTF, and HTC Programs.

Section 2306.1115 of the Texas Government Code states:

(a) To allocate housing funds under Section 2306.111(d), the department shall develop a formula that:

(1) includes as a factor the need for housing assistance and the availability of housing resources in an urban area or rural area;

(2) provides for allocations that are consistent with applicable federal and state requirements and limitations; and

(3) includes other factors determined by the department to be relevant to the equitable distribution of housing funds under Section 2306.111(d).

(b) The department shall use information contained in its annual state low income housing plan and other appropriate data to develop the formula under this section.

The methodology below outlines the need for housing assistance and the availability of housing in urban and rural areas, in keeping with the statutory requirements for the HOME SF, HOME MF, HTF and HTC programs. The methodology also includes a regional coverage factor for the HOME SF and HTF programs that includes inverse population density for urban and rural areas of TDHCA's 13 Service Regions, in keeping with the statutory requirements to include other factors necessary for equitable distribution of funding.

Urban and Rural Areas

Section 2306.004 of the Texas Government Code states:

28-a) "Rural area" means an area that is located:

(A) outside the boundaries of a primary metropolitan statistical area or a metropolitan statistical area; or

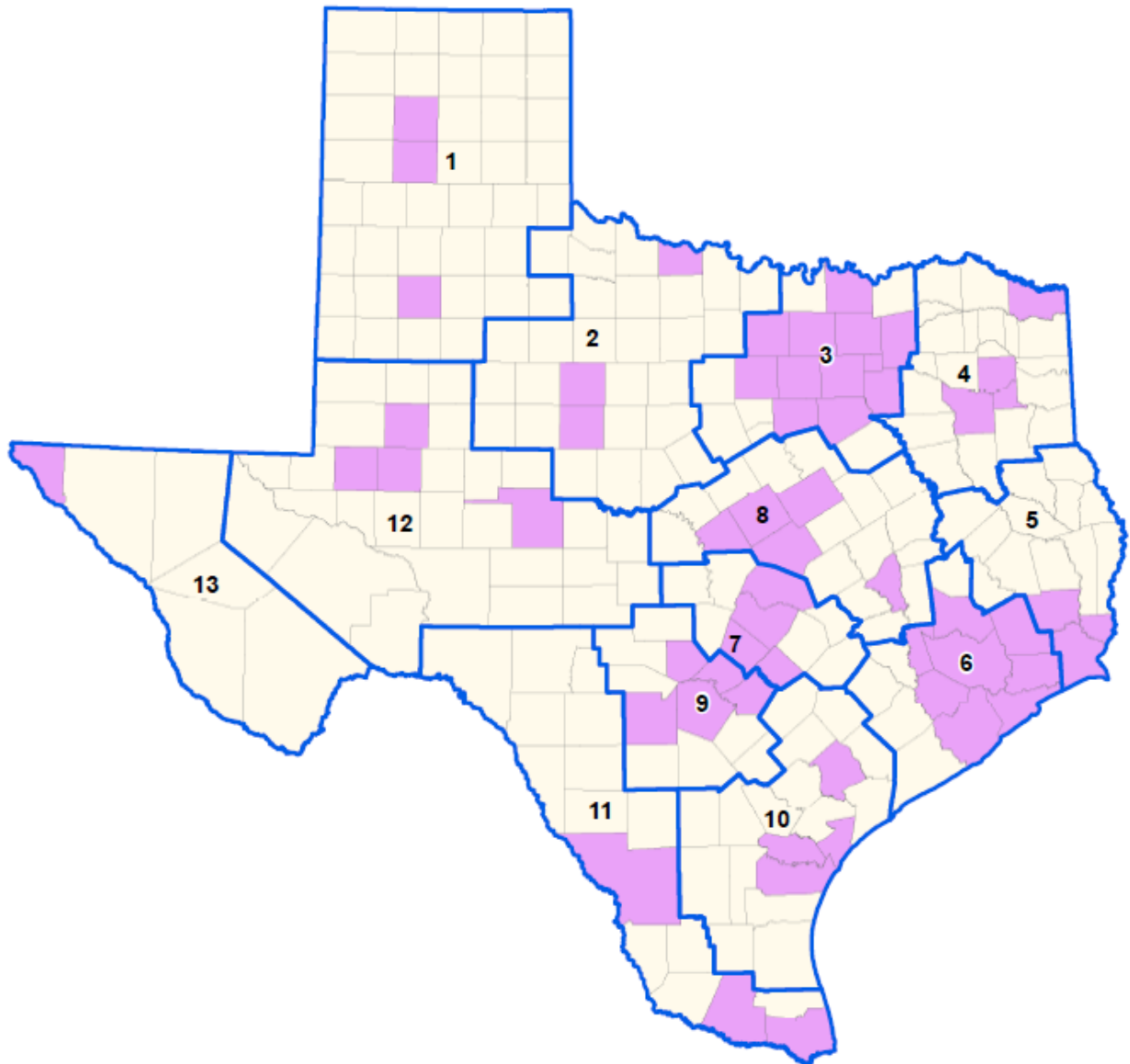
(B) within the boundaries of a primary metropolitan statistical area or a metropolitan statistical area, if the statistical area has a population of 25,000 or less and does not share a boundary with an urban area.




Section 2306.004(28-a)(B) of the Texas Government Code is applied to "census-designated places" ("places") which correlate to cities, towns, and other areas similar to incorporated cities and towns, as designated by the census. The requirement regarding "population of 25,000" and the requirement regarding boundaries can be applied to places. The RAF is a macro view compared to one city, town, etc.; so data is used from each county. County data is more complete than adding together all the cities, towns, etc. If the RAF only added together the cities, towns, etc., then people who do not live in cities, towns, etc. and units that do not exist in cities, towns, etc. would be excluded. Limiting the data for the RAF to only cities, towns, etc. in each region substantially hinders its utility as an allocation tool. Using the data from counties instead of cities, towns, etc. to allocate for urban and rural areas allows for a more complete picture of the State's demographics. According to §2306.1115(b) of the Texas Government Code, TDHCA must use appropriate data to develop the formula, and for the reasons described above, data from counties is the most appropriate data.

Using Metropolitan Statistical Area ("MSA") data, as provided by the U.S. Office of Management and Budget, the RAF allocation process accounts for the fact that even though a county may be part of an MSA, all of its places may meet the definition of rural per §2306.004(28-a) of the Texas Government Code. If an MSA county has no places designated as urban, the need and availability of the whole county will be counted toward the rural allocation (*i.e.*, the MSA county had no places over 25,000, nor any places touching a boundary of a place with 25,000). Therefore, the allocation process refers to "MSA counties with urban places" and "Non-MSA counties and counties with only rural places." The need and availability of "MSA counties with urban places" directs the allocation toward the urban places, and the need and availability of "Non-MSA counties and counties with only rural places" directs the allocation toward the rural places.

Note that the RAF does not state that all places in an MSA county with urban places are urban for designations of specific sites. The rural and urban designation for site-specific applications is made at the place level.

Map of Urban Counties in Texas by Region



-  TDHCA Regions
-  MSA Counties with Urban Places
-  Non-MSA Counties or Counties with only Rural Places

Source: Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates, Table B1003. TIGER data 2014
Disclaimer: This map is not a survey product; boundaries, distances and scale are approximate only.

Methodology

Affordable Housing Need

Affordable housing need will be measured by variables that relate to the types of assistance available through TDHCA programs. In spite of HTF not currently utilizing the RAF generated through this method, the calculation for HTF is included in this methodology, in the event that funding or programming of the program changes such that the RAF is required to be utilized.

Cost Burden and Overcrowding

HTC and HOME MF both offer assistance for reduced-rent apartments. HOME SF offers Tenant-Based Rental Assistance through which a portion of a recipient's rent is paid to the landlord. HTF offers the Amy Young Barrier Removal Program, which can serve both renters and homeowners. Therefore, renters who need assistance should be included in the analysis. The column on the RAF table for renters with cost burden measures the number of people in Texas that pay more than 30% of their income on rent and are "cost burdened." The column for renters experiencing overcrowding measures the number of units with more than one person per room, including the kitchen and bathroom. Both rent burden and overcrowding for renters will be used as variables in the RAF for all four programs.

Further, HOME SF also offers homebuyer assistance and single family development programs. For single family development, typically the homes are built by nonprofits or units of local government and the homes are purchased by low-income homeowners. HTF offers the Amy Young Barrier Removal Program, which can be used for homeowners as mentioned above, and the Bootstrap Loan Program for potential homeowners who use "sweat equity", along with low-interest loans, to build and become owners of their homes. Therefore, homeowners who need assistance should be included in the analysis. Areas with high numbers of homeowners experiencing cost burden or overcrowding may signify a need for homebuyer assistance or homeowner assistance. Therefore, the factors of homeowner cost burden and homeowner overcrowding are incorporated in the HOME SF RAF and HTF RAF.

Lack of Kitchen and Plumbing Facilities

HOME SF offers homeowner rehabilitation assistance and HTF has many activities that are often paired with rehabilitation, such as the Contract for Deed Program or Amy Young Barrier Removal. Data regarding units lacking kitchen facilities and plumbing were found to be a complete dataset for use in assessing rehabilitation need for single family housing. The data for lack of kitchen facilities and lack of plumbing facilities did not differentiate between owners and renters. Therefore, both owner and renter data will be included for the HOME SF and HTF RAF.

Income

Income is the primary measurement of eligibility for housing assistance through TDHCA. HOME and HTF serve households who earn 0-80% Area Median Family Income ("AMFI") and HTC serves households who earn 0-60% AMFI. While eligibility for housing assistance is measured by Area Median Income

("AMI"), the AMI datasets showing how many households are in each AMI category lag behind by a full year from the datasets used to calculate poverty. In order to use the most up-to-date data, the measurement of people in poverty will be used. The percentage of people at 200% of the poverty level is strongly linked with the percentage of people earning 0-80% AMFI. People at or below 200% of the poverty level will qualify for a majority of the housing assistance options offered through TDHCA's HOME, HTC, and HTF programs. Note that in order for *people* in poverty to be combined with *households* with cost burden and *households* with overcrowding, the number of people in poverty is divided by the average size of a household in Texas: 2.83 per the 2010-2014 American Community Survey five-year estimates.

Summary of Affordable Housing Need for Multifamily and Single Family Activities

The extent of Texans needing affordable housing is measured using three variables for multifamily activities:

1. Cost burden for renters;
2. Overcrowding for renters; and
3. People at or below 200% of the poverty rate.

The extent of Texans needing affordable housing is measured using five variables for single family activities:

1. Cost burden for renters and owners;
2. Overcrowding for renters and owners;
3. Lack of Kitchen for renters and owners;
4. Lack of Plumbing for renters and owners; and
5. People at or below 200% of the poverty rate.

Housing Availability

The extent of additional affordable housing to address Texan's needs is determined by vacant units for rent and homes for sale.

Affordable housing availability will be measured by variables that relate directly to housing resources. In order to take into account both market-rate and subsidized units, vacancies will be used. A high number of vacancies indicate that a market has an adequate supply or possibly an oversupply of housing. Vacancies offer a direct measure of housing availability for single-family non-rental activities.

Regional Coverage Factor

As stated in §2306.1115(a)(3) of the Texas Government Code, TDHCA shall develop a formula that "includes other factors determined by the department to be relevant to the equitable distribution of housing funds..." As such, a Regional Coverage Factor, which measures inverse population density, will be used as a variable for both the HOME SF the HTF programs.

To understand the Regional Coverage Factor, population density is first introduced, which is the number of people divided by the land in which they live. A high population density means that more people are living in a given land area. Next, the population density formula is reversed to calculate inverse population density, which divides the land area by the number of people that live in that area. An inverse population density conveys the amount of land per person in each subregion. A higher number indicates greater population dispersion (i.e., fewer people living in a larger space) and hence may at some point indicate an increasing challenge in reaching and serving Texans in that area.

The purpose of the inverse population density calculation is to provide a consideration for the land area, including a sense of the distance that occurs between scattered-site SF activities, and the widespread population within a region that the SF administrators have to reach to deliver housing assistance. Unlike TDHCA's multifamily programs which focus development primarily in one project area, single family programs are typically scattered-site predominately in rural areas of the state. The Regional Coverage Factor takes into account the smaller populations of rural areas as well as scattered locations of single family projects, instead of relying solely on population as an absolute.

Accordingly, applying an inverse population density calculation to the 26 Sub-regions (13 State service regions, each with an urban and rural sub-region) considered in the RAF produces the Regional Coverage Factor. In effect, the Regional Coverage Factor assists in redistributing funding from urban areas to more rural parts of the state, thus better aligning funding goals with §2306.111 of the Texas Government Code, which requires that 95% of HOME funds be allocated for the benefit of those areas of the state that do not receive HOME funds directly from the U.S. Department of Housing and Urban Development ("HUD"), chiefly smaller cities and rural areas.

Summary of Variables

The following chart shows which need, availability, and other variables are used in the RAF Methodology for each of the four programs.

		Multifamily Programs		Single Family Programs	
		HTC	HOME MF	HTF	HOME SF
Need Variables	<i>Cost Burden for Renters</i>	✓	✓	✓	✓
	<i>Cost Burden for Owners</i>			✓	✓
	<i>Overcrowding for Renters</i>	✓	✓	✓	✓
	<i>Overcrowding for Owners</i>			✓	✓
	<i>Lack of Kitchen Facilities</i>			✓	✓
	<i>Lack of Plumbing Facilities</i>			✓	✓
	<i>People at or Below 200% of Poverty</i>	✓	✓	✓	✓
Availability Variables	<i>Vacant Units for Rent</i>	✓	✓	✓	✓
	<i>Homes for Sale</i>			✓	✓
Other	<i>Regional Coverage Factor</i>			✓	✓

Exceptions to the RAF

According to §2306.111(d-1) of the Texas Government Code, there are certain instances in which the RAF does not apply to HOME, HTC, or HTF funds. For instance, specific set-asides will not be subject to the RAF. This includes set-asides for contract-for-deed activities and set-asides mandated by state or federal law, if these set-asides are less than 10% of the total allocation of funds or credits. Set-asides for funds allocated to serve persons with disabilities will not be subject to the RAF. The total amount available through the RAF will not include funds for at-risk development, with instances mentioned in this paragraph. Also pursuant to §2306.111(d-1) of the Texas Government Code, specifically for HTF, programmed activities that do not exceed \$3 million are not subject to the RAF. It is through these exceptions that the HTF funds, as currently programmed, do not utilize the RAF.

In §2306.111(d-2) of the Texas Government Code, specifically for HTC, 5% of HTC funds must be allocated to developments that receive federal assistance through USDA. Any developments that receive federal assistance through USDA and HTC for rehabilitation compete for funding separately under the “USDA Set-Aside.” This funding is taken from the total tax credit ceiling prior to applying the RAF to allocate funds between each sub-region.

Participating Jurisdictions (“PJs”)

In addition, accordance with §§2306.111(c)(1) and (2) of the Texas Government Code, 95% of the funds for HOME must be spent outside PJs. PJs are areas that receive funding directly from HUD. Because 95% of funds cannot be spent within a PJ, the housing need factors, housing availability factors, and Regional Coverage Factor in the PJs are not counted in the HOME MF or HOME SF RAF.

The PJ designations are subject to change yearly depending on HUD funding. According to HUD’s 2015 allocation, 33 of the PJs are cities and eight of the PJs are counties. These PJs will be subtracted from the HOME SF and HOME MF versions of the RAF.

The other 5% of State HOME funds must be spent on activities that serve people with disabilities in any area of the State; this portion of HOME is not subject to the RAF because it is set-aside for persons with disabilities (see *Exceptions to the RAF* above).

Data Differences

Because TDHCA programs fund rehabilitation, substandard housing units would ideally be included in the RAF. However, at this time, staff has not identified a data source that would provide an estimate of these units that is accurate at the regional level.

Single Family RAF Example

The example below shows the need, availability and inverse population density variables used in the HOME SF RAF in Tables 1, 2, and 3. The HTF RAF would be very similar to the HOME SF RAF with the exception that the HTF RAF will include PJs. Note that sample numbers are used for clarity.

Table 1: Example of Need Variables Used for Single Family Programs, by Sub-region

Region (MSA Counties with urban places)	Column A: People at or below 200% Poverty without PJs	Column B: Households (“HH”) at or below 200% Poverty without PJs	Column C: Cost Burden, Owners without PJs	Column D: Cost Burden, Renters without PJs	Column E: Over-crowded Owners without PJs	Column F: Over-crowded Renters without PJs	Column G: Units Lacking Plumbing without PJs	Column H: Units Lacking Kitchen without PJs	Column I: Compounded Need Variables
1	150,000	53,191	1,500	15,000	3,000	2,000	4,000	6,000	84,691
2	100,000	35,461	2,500	16,000	3,500	2,500	3,000	5,000	67,961
3	150,000	53,191	1,500	15,000	3,000	2,000	4,000	6,000	84,691
4	100,000	35,461	2,500	16,000	3,500	2,500	3,000	5,000	67,961
5	150,000	53,191	1,500	15,000	3,000	2,000	4,000	6,000	84,691
6	100,000	35,461	2,500	16,000	3,500	2,500	3,000	5,000	67,961
7	150,000	53,191	1,500	15,000	3,000	2,000	4,000	6,000	84,691
8	100,000	35,461	2,500	16,000	3,500	2,500	3,000	5,000	67,961
9	150,000	53,191	1,500	15,000	3,000	2,000	4,000	6,000	84,691
10	100,000	35,461	2,500	16,000	3,500	2,500	3,000	5,000	67,961
11	150,000	53,191	1,500	15,000	3,000	2,000	4,000	6,000	84,691
12	100,000	35,461	2,500	16,000	3,500	2,500	3,000	5,000	67,961
13	150,000	53,191	1,500	15,000	3,000	2,000	4,000	6,000	84,691
Region (Non-MSA counties and counties with only rural places)	Column A: People at or below 200% Poverty without PJs	Column B: HH at or below 200% Poverty without PJs	Column C: Cost Burden, Owners without PJs	Column D: Cost Burden, Renters without PJs	Column E: Over-crowded Owners without PJs	Column F: Over-crowded Renters without PJs	Column G: Units Lacking Plumbing without PJs	Column H: Units Lacking Kitchen without PJs	Column I: Compounded Need Variables
1	80,000	28,369	6,000	8,000	2,000	2,000	5,000	5,000	56,369
2	60,000	21,277	9,000	5,000	1,000	1,000	7,000	7,000	51,277
3	80,000	28,369	6,000	8,000	2,000	2,000	5,000	5,000	56,369
4	60,000	21,277	9,000	5,000	1,000	1,000	7,000	7,000	51,277
5	80,000	28,369	6,000	8,000	2,000	2,000	5,000	5,000	56,369
6	60,000	21,277	9,000	5,000	1,000	1,000	7,000	7,000	51,277
7	80,000	28,369	6,000	8,000	2,000	2,000	5,000	5,000	56,369
8	60,000	21,277	9,000	5,000	1,000	1,000	7,000	7,000	51,277
9	80,000	28,369	6,000	8,000	2,000	2,000	5,000	5,000	56,369
10	60,000	21,277	9,000	5,000	1,000	1,000	7,000	7,000	51,277
11	80,000	28,369	6,000	8,000	2,000	2,000	5,000	5,000	56,369
12	60,000	21,277	9,000	5,000	1,000	1,000	7,000	7,000	51,277
13	80,000	28,369	6,000	8,000	2,000	2,000	5,000	5,000	56,369
Regions	Col A Total	Col B Total	Col C Total	Col D Total	Col E Total	Col F Total	Col G Total	Col H Total	Col I Total
Total	2,570,000	911,348	121,500	287,000	62,000	49,000	123,000	149,000	1,702,848

Table 2: Example of Availability Variables Used for Single Family Programs, by Sub-region

Region (MSA Counties with urban places)	Column J: Unoccupied Units, For Sale without PJs	Column K: Unoccupied Units, For Rent without PJs	Column L: Regional Vacancies
1	1,500	2,000	3,500
2	1,000	3,000	4,000
3	1,500	2,000	3,500
4	1,000	3,000	4,000
5	1,500	2,000	3,500
6	1,000	3,000	4,000
7	1,500	2,000	3,500
8	1,000	3,000	4,000
9	1,500	2,000	3,500
10	1,000	3,000	4,000
11	1,500	2,000	3,500
12	1,000	3,000	4,000
13	1,500	2,000	3,500

Region (Non-MSA counties and counties with only rural places)	Column J: Unoccupied Units, For Sale without PJs	Column K: Unoccupied Units, For Rent without PJs	Column L: Regional Vacancies
1	1,500	2,000	3,500
2	2,000	2,500	4,500
3	1,500	2,000	3,500
4	2,000	2,500	4,500
5	1,500	2,000	3,500
6	2,000	2,500	4,500
7	1,500	2,000	3,500
8	2,000	2,500	4,500
9	1,500	2,000	3,500
10	2,000	2,500	4,500
11	1,500	2,000	3,500
12	2,000	2,500	4,500
13	1,500	2,000	3,500

Regions	Column J Total	Column K Total	Column L Total
Total	39,000	61,000	100,000

Table 3: Example of Population Density variables used for Single Family Programs, by Sub-region

Region (MSA Counties with urban places)	Column M: Land area without PJs	Column N: Population without PJs	Column O: Regional Coverage Factor (Land Area/Total Population)
1	3,000	350,000	0.009
2	2,000	250,000	0.008
3	3,000	350,000	0.009
4	2,000	250,000	0.008
5	3,000	350,000	0.009
6	2,000	250,000	0.008
7	3,000	350,000	0.009
8	2,000	250,000	0.008
9	3,000	350,000	0.009
10	2,000	250,000	0.008
11	3,000	350,000	0.009
12	2,000	250,000	0.008
13	3,000	350,000	0.009

Region (Non-MSA counties and counties with only rural places)	Column M: Land area without PJs	Column N: Total Population without PJs	Column O: Regional Coverage Factor (Land Area/Total Population)
1	15,000	200,000	0.075
2	13,000	300,000	0.043
3	15,000	200,000	0.075
4	13,000	300,000	0.043
5	15,000	200,000	0.075
6	13,000	300,000	0.043
7	15,000	200,000	0.075
8	13,000	300,000	0.043
9	15,000	200,000	0.075
10	13,000	300,000	0.043
11	15,000	200,000	0.075
12	13,000	300,000	0.043
13	15,000	200,000	0.075

Regions	Column M Total	Column N Total	Column O Total
Total	216,000	7,150,000	0.893

Compounded Need

To allocate funds, the RAF uses each sub-region’s ratios of the State’s total. All of the variables that measure need will be added together (i.e., compounded) before taking the percentage of each sub-region’s need over the amount of the total need in the State. Table 1, Column I, illustrates how the Compounded Need Variable is derived: Households at 200% of poverty, cost-burdened owners and renters, over-crowded owners and renters, and units lacking kitchen facilities and plumbing facilities are added together, thereby compounding the need.

This compounding balances the relative importance of the variables; variables with very high or very small numbers are combined with the overall total of need, preventing these variables from having a disproportionate or arbitrary amount of weight for their size.

Weights

Building off the usefulness of Tables 1, 2, and 3, which showed the HOME SF Program variables, examples of how the weights work in the RAF are in Tables 4 through 6 on the following pages. Note that the column header letters will also build off the previous table, so if the letters are not in alphabetical order, the column header letter refers to a previous table.

Table 4 (below) shows only Region 1 in MSA counties and the total of all the regions, in order to simplify the example.

In order to apply weights, percentages of need, availability, and population density variables must be taken from the state as a whole. These percentages illustrate the relative need of the sub-region. Table 4 (below) demonstrates how the percentages are derived.

Table 4: Percentages Taken

Area	Column I: Compounded Need Variables	Column P: Percent of State's Total Need	Column L: Regional Vacancies	Column Q: Percent of State's Total Availability	Column O: Regional Coverage Factor Total	Column R: Percent of State's Total Regional Coverage Factor
Region 1 (MSA Counties with urban places)	84,691	5.0%	3,500	3.5%	0.075	8.4%
Total of all Regions	1,702,848		100,000		0.893	

Note: Column I is from Table 1, Column L is from Table 2, and Column O is from Table 3.

A successful allocation formula will provide more funding for areas with high housing need and reduce funding for areas with an abundance of housing resources. In order to get the right relationship between housing and need, the housing availability variable will have negative weight, while the need and regional coverage variables will have positive weight. Because the availability variable should be negative, the need

and inverse population variables are weighted at 20% each and the availability variable is weighted at -20%, giving the appropriate relationship between funding and current availability of resources. The compounded need variable will receive 100% weight (20% per variable). Table 5 shows the application of the weights based on a hypothetical statewide availability of \$2,500,000¹.

Table 5: Weight Application

Area	Column P: Percent of State's Total Need	Column S: Weight of Need Variables	Column T: Need Variable Allocation*	Column Q: Percent of State's Total Availability	Column U: Weight of Availability Variable	Column V: Availability Variable Allocation~	Column R: Percent of State's Total Regional Coverage Factor	Column W: Weight of Availability Variable	Column X: Availability Variable Allocation^	Column Y: Total Allocation*
Region 1 (MSA Counties with urban places)	5.0%	100.0%	\$ 124,338	3.5%	-20%	\$ (17,500)	1.0%	20%	\$4,799	\$ 111,637

Note: Column P, Q and R taken from Table 4.

*Column T is calculated as follows: Column P x Column S x statewide availability of funds.

~Column V is calculated as follows: Column Q x Column U x statewide availability of funds.

^ Column X is calculated as follows: Column W x Column R x statewide availability of funds.

*Column Y is calculated as follows: Column T + Column V + Column X.

Minimum Sub-regional Allocation Adjustment

For the HOME SF RAF, if the calculated RAF results in a sub-regional funding amount that is less than \$100,000, that sub-region's amount of funding is adjusted to provide for at least a minimum of \$100,000. This is done as a final adjustment to the sub-regional allocation amounts available for award. The process does not take funds from sub-regions with initial funding amounts in excess of \$100,000 and does not reallocate those funds to those sub-regions with initial funding amounts that are less than \$100,000. The final adjustment simply adds a supplemental allocation to bring all sub-regions to a minimum of \$100,000. The process is complete when each sub-region has at least \$100,000.

Table 6 (below) shows the process of supplementing funds to any sub-regions that have initial funding amounts that are less than \$100,000. This table builds from the previous tables included in this methodology and, for ease of explanation, Regions 1 and 2 "MSA counties with urban places" are included.

¹ Although the *Sample Allocation spreadsheet for the HOME SF Program* is based on a statewide availability of \$11,000,000, the Methodology example is based on a statewide availability of \$2,500,000 to more clearly emphasize how a Minimum Sub-regional Allocation Adjustment is made when initial HOME SF sub-region allocations fall under \$100,000.

Again, the column header letters build off previous tables, so if the letters are not in alphabetical order, the column letter refers to previous tables.

Table 6: Sub-region amount under \$100,000

Area	Column Y: Initial Sub-region amount	Column Z: Amount needed to reach \$100,000	Column AA: Final Award Amount
Region 1 (MSA Counties with urban places)	\$111,637	\$-	\$111,637
Region 2 (MSA Counties with urban places)	\$84,255	\$15,745	\$100,000
Total	\$195,892	\$15,745	\$211,637

Note: Column Y is from Table 5.

Since the Region 1 “MSA Counties with urban places” initial Sub-region amount exceeds \$100,000, no adjustment is made to this sub-award. However, because the Region 2 “MSA counties with urban places” initial Sub-region amount is less than \$100,000, a supplemental award amount is added to bring the sub-region up to the final award amount of \$100,000.

Multifamily RAF Example

An example of the need and availability variables used in the HOME MF and HTF RAF is in Table 7 below. Note that sample numbers are used for clarity.

Table 7: Example of variables used for Multifamily Programs, by Sub-region

Region (MSA Counties with urban places)	Column BB: People at 200% Poverty	Column CC: HH at 200% Poverty	Column DD: Cost Burden, Renters	Column EE: Overcrowded Renters	Column FF: Vacancies, Rental
1	150,000	53,571	25,000	4,000	6,000
2	100,000	35,714	20,000	2,000	4,000
3	150,000	53,571	25,000	4,000	6,000
4	100,000	35,714	20,000	2,000	4,000
5	150,000	53,571	25,000	4,000	6,000
6	100,000	35,714	20,000	2,000	4,000
7	150,000	53,571	25,000	4,000	6,000
8	100,000	35,714	20,000	2,000	4,000
9	150,000	53,571	25,000	4,000	6,000
10	100,000	35,714	20,000	2,000	4,000
11	150,000	53,571	25,000	4,000	6,000
12	100,000	35,714	20,000	2,000	4,000
13	150,000	53,571	25,000	4,000	6,000

Region (Non-MSA counties and counties with only rural places)	Column BB: People at 200% Poverty	Column CC: HH at 200% Poverty	Column DD: Cost Burden, Renters	Column EE: Overcrowded Renters	Column FF: Vacancies, Rental
1	40,000	14,286	7,000	700	700
2	25,000	8,929	2,000	400	500
3	40,000	14,286	7,000	700	700
4	25,000	8,929	2,000	400	500
5	40,000	14,286	7,000	700	700
6	25,000	8,929	2,000	400	500
7	40,000	14,286	7,000	700	700
8	25,000	8,929	2,000	400	500
9	40,000	14,286	7,000	700	700
10	25,000	8,929	2,000	400	500
11	40,000	14,286	7,000	700	700
12	25,000	8,929	2,000	400	500
13	40,000	14,286	7,000	700	700

Regions	Column BB: People at 200% Poverty	Column CC: HH at 200% Poverty	Column DD: Cost Burden, Renters	Column EE: Overcrowded Renters	Column FF: Vacancies, Rental
Total	2,080,000	742,857	356,000	47,300	73,900

Weights

To allocate funds, the RAF will use each sub-region’s ratios of the State’s total. In order to account for the amount of population that the variables affect, all the variables that measure need will be added together (i.e., compounded) before taking the percentage of each sub-region’s need over the amount of the total need in the State.

Examples of how the weights work in the RAF are in Tables 8 through 10 on the following pages. Building off the usefulness of Table 7, which showed the HTC program, Tables 8 through 10 are also examples of the HTC program RAF. Note that the column header letters will also build off the previous table, so if the letters are not in alphabetical order, the column header letter refers to a previous table.

Table 8 (below) shows only Region 1 in MSA counties and the total of all the regions, in order to simplify the example. Table 8 illustrates how the Compounded Need Variable is derived: Households at 200% of poverty, cost-burdened renters, and over-crowded renters are added together, thereby compounding the need. This compounding balances the relative importance of the variables; variables with very high or very small numbers are combined with the overall total of need, preventing these variables from having a disproportionate or arbitrary amount of weight for their size.

Table 8: Compounded Need Variables

Area	Column CC: HH at 200% Poverty	Column DD: Cost Burden, Renters	Column EE: Overcrowded Renters	Column GG: Compounded Need Variables
Region 1 (MSA Counties with urban places)	53,571	25,000	4,000	82,571
Total of all Regions	742,857	356,000	47,300	1,146,157

Note: Columns CC, DD and EE are from Table 7.

In order to apply weights, percentages of need and availability variables must be taken from the state as a whole. These percentages illustrate the relative need of the sub-region. Table 9 (below) demonstrates how the percentages are derived.

Table 9: Percentages Taken

Area	Column GG: Compounded Need Variables	Column HH: Percent of State's Total Need	Column II: Unoccupied Units, Rental	Column JJ: Percent of State's Total Availability
Region 1 (MSA Counties with urban places)	82,571	7.2%	6,000	8.1%
Total of all Regions	1,146,157		73,900	

Note: Column GG is from Table 8.

A successful allocation formula will provide more funding for areas with high housing need and reduce funding for areas with an abundance of housing resources. In order to get the right relationship between housing and need, the housing availability variable will have negative weight. If the weights were equal, a RAF with four variables would have each variable would receive 50% of the weight. Because the availability variable should be negative, the need variables are weighted at 50% each and the availability variable is weighted at -50%, giving the appropriate relationship between funding and current availability of resources. The compounded need variable will receive 150% weight (50% per variable). Table 10 shows the application of the weights based on a statewide availability of \$40,000,000.²

Table 10: Weight Application

Area	Column HH: Percent of State's Total Need	Column KK: Weight of Need Variables	Column LL: Need Variable Allocation*	Column JJ: Percent of State's Total Availability	Column MM: Weight of Availability Variable	Column NN: Availability Variable Allocation~	Column OO: Total Allocation ⁺
Region 1 (MSA Counties with urban places)	7.2%	150.0%	\$ 4,322,519	8.1%	-50%	\$ (1,623,816)	\$ 2,698,703

Note: Column HH and JJ taken from Table 9.

*Column LL is calculated as follows: Column HH x Column KK x statewide availability of funds.

~Column NN is calculated as follows: Column JJ x Column MM x statewide availability of funds.

⁺Column OO is calculated as follows: Column LL + Column NN.

HTC \$500,000 Adjustment

Texas Government Code §2306.111(d-3) is a special requirement regarding funding and the RAF that applies only to HTC. This provision requires that TDHCA allocate at least 20% of credits to rural areas and that \$500,000 be available for each urban and rural sub-region, which number 26 in total. The overall state rural percentage of the total tax credit ceiling amount will be adjusted to a minimum of 20% only at the time of actual award, if needed. Usually, the 20% allocation to rural areas occurs naturally, but, if not, one more deal for rural areas will be awarded from the statewide collapse of the RAF to ensure the requirement is met.

For the HTC RAF, the regional amount of rural and urban funding is adjusted to a minimum of \$500,000, if needed. This is done as a final adjustment to the sub-regional allocation amounts available for award. The process proportionately takes funds from sub-regions with initial funding amounts in excess of \$500,000 and

² Although the *Sample Allocation Spreadsheet for the HTC Program* is based on a statewide availability of \$50,000,000, the Methodology example is based on a statewide availability of \$40,000,000 to emphasize how a proportional adjustment is made when initial HTC allocations fall under \$500,000.

reallocates those funds to those sub-regions with initial funding amounts that are less than \$500,000. The process is complete when each sub-region has at least \$500,000.

Tables 11 through 12 below show the process of determining the amount to adjust from sub-regions with more than \$500,000. These tables build from the previous tables included in this methodology and, for ease of explanation, Region 1 and 2’s “MSA counties with urban places” and Region 1 and 2’s “Non-MSA counties and counties with no urban places” are included. Again, the column header letters build off previous tables, so if the letters are not in alphabetical order, the column letter refers to previous tables.

These four sub-regions are examined below because the most common movement for funds during the \$500,000 adjustment is from MSA counties to Non-MSA counties. The first step in the \$500,000 adjustment process is illustrated in Table 11: the amount over or under \$500,000 is determined for each sub-region.

Table 11: Sub-region amount over/under \$500,000

Area	Column OO: Initial Sub-region amount	Column PP: Amount needed to reach \$500,000	Column QQ: Amount over \$500,000 that can be reallocated
Region 1 (MSA Counties with urban places)	\$2,698,703	\$-	\$2,198,703
Region 1 (Non-MSA Counties or Counties with only rural places)	\$961,482	\$-	\$461,482
Region 2 (MSA Counties with urban places)	\$1,938,732	\$-	\$1,438,732
Region 2 (Non-MSA Counties or Counties with only rural places)	\$457,720	\$42,280	\$-

Note: Column OO is from Table 10.

Note that Column QQ above is the amount in Column OO (if the amount in Column OO is over \$500,000) minus \$500,000; at least \$500,000 is maintained in each sub-region before the adjustment process. Next the amounts in Column PP are totaled for the entire state and the amounts in Column QQ are totaled for the entire state. In this simplified example, the Column PP’s total would be \$42,280. The Column QQ total would be \$4,098,917.

The subsequent step in the adjustment process is to determine the percentage to be reallocated. Following the example in Table 11, if only Region 1 and 2 were used in the RAF, the percentages would be seen in Column RR in Table 12 below. The proportion of the total amount to be reallocated is in Column SS. Finally, Column OO is adjusted by Column SS to equal the final Sub-Amount in Column TT.

Table 12: Proportional adjustment

Area	Column RR: Proportion of amount available to be reallocated*	Column SS: Amount to be reallocated~	Column TT: Final Sub-Amount for Compounded Need ⁺
Region 1 (MSA Counties with urban places)	54%	\$ (22,679)	\$ 2,676,024
Region 1 (Non-MSA Counties or Counties with only rural places)	11%	\$ (4,760)	\$ 956,722
Region 2 (MSA Counties with urban places)	35%	\$ (14,840)	\$ 1,923,892
Region 2 (Non-MSA Counties or Counties with only rural places)	n/a	\$ 42,280	\$ 500,000

*Column RR is calculated as follows: if Column OO is over \$500,000, then $((\text{Column OO} - \$500,000) / \$4,098,917)$

~Column SS is calculated as followed: if Column RR is a percentage, then $(\text{Column RR} * \$42,280)$; if Column RR is n/a, then Column SS equals Column PP.

⁺Column TT is calculated as follows: $\text{Column OO} + \text{Column SS}$.

Texas Department of Housing and Community Affairs
 Draft Sample 2017 HTC RAF Template, Table 1

Region (MSA Counties)	People at 200% Poverty	HH at 200% Poverty	Cost Burden, Renters	Overcrowded Renters	Vacancies, Rental
1	205,178	72,501	38,109	3,705	6,209
2	103,920	36,721	17,333	1,502	4,714
3	2,292,876	810,204	426,129	70,391	89,502
4	183,821	64,954	26,919	3,158	4,986
5	149,030	52,661	20,347	1,808	5,456
6	2,190,713	774,104	371,868	68,907	93,256
7	545,560	192,777	136,577	17,376	15,438
8	339,893	120,104	64,430	5,528	19,735
9	792,115	279,899	126,016	18,312	23,064
10	204,481	72,255	33,796	5,617	5,510
11	891,654	315,072	65,738	25,586	10,871
12	136,253	48,146	20,114	3,100	3,098
13	418,885	148,016	45,753	8,819	8,120

Region (Non-MSA Counties)	People at 200% Poverty	HH at 200% Poverty	Cost Burden, Renters	Overcrowded Renters	Vacancies, Rental
1	129,617	45,801	9,732	2,449	2,812
2	105,414	37,249	8,930	1,227	2,510
3	98,357	34,755	12,240	1,461	1,874
4	263,965	93,274	23,252	3,624	4,987
5	165,235	58,387	16,000	2,072	3,496
6	71,492	25,262	9,145	613	2,098
7	65,970	23,311	6,263	927	1,707
8	109,099	38,551	9,021	1,386	2,872
9	76,714	27,107	7,014	1,789	1,309
10	99,974	35,327	8,610	2,211	1,635
11	155,945	55,104	8,495	2,957	2,356
12	63,649	22,491	4,714	949	761
13	12,025	4,249	906	170	285
Total	9,871,835	3,488,281	1,517,451	255,644	318,661

Avg HH size: 2.83

Texas Department of Housing and Community Affairs
Draft Sample 2017 HTC RAF Compounded need, Table 2

Estimated RAF \$ 50,000,000

MSA regions	Total of 200% poverty, rent burden, and overcrowding	Percentage of total need variables	150% Weight	Regional Vacancies	Percentage of Total Vacancies	-50.00%	Initial Sub-region amount
1	114,315	2.2%	\$ 1,629,541	6,209	1.9%	\$ (487,116)	\$ 1,142,425
2	55,556	1.1%	\$ 791,939	4,714	1.5%	\$ (369,829)	\$ 422,110
3	1,306,724	24.8%	\$ 18,627,117	89,502	28.1%	\$ (7,021,725)	\$ 11,605,392
4	95,031	1.8%	\$ 1,354,656	4,986	1.6%	\$ (391,168)	\$ 963,488
5	74,816	1.4%	\$ 1,066,486	5,456	1.7%	\$ (428,041)	\$ 638,445
6	1,214,879	23.1%	\$ 17,317,883	93,256	29.3%	\$ (7,316,239)	\$ 10,001,644
7	346,730	6.6%	\$ 4,942,581	15,438	4.8%	\$ (1,211,162)	\$ 3,731,420
8	190,062	3.6%	\$ 2,709,294	19,735	6.2%	\$ (1,548,275)	\$ 1,161,019
9	424,227	8.1%	\$ 6,047,286	23,064	7.2%	\$ (1,809,446)	\$ 4,237,840
10	111,668	2.1%	\$ 1,591,805	5,510	1.7%	\$ (432,278)	\$ 1,159,527
11	406,396	7.7%	\$ 5,793,106	10,871	3.4%	\$ (852,866)	\$ 4,940,240
12	71,360	1.4%	\$ 1,017,224	3,098	1.0%	\$ (243,048)	\$ 774,175
13	202,588	3.9%	\$ 2,887,855	8,120	2.5%	\$ (637,041)	\$ 2,250,815

Non-MSA regions	Total of 200% poverty, rent burden, and overcrowding	Percentage of total need variables	150% Weight	Regional Vacancies	Percentage of Total Vacancies	-50.00%	Sub-region amount
1	57,982	1.1%	\$ 826,524	2,812	0.9%	\$ (220,611)	\$ 605,914
2	47,406	0.9%	\$ 675,761	2,510	0.8%	\$ (196,918)	\$ 478,843
3	48,456	0.9%	\$ 690,734	1,874	0.6%	\$ (147,021)	\$ 543,712
4	120,150	2.3%	\$ 1,712,715	4,987	1.6%	\$ (391,246)	\$ 1,321,469
5	76,459	1.5%	\$ 1,089,909	3,496	1.1%	\$ (274,273)	\$ 815,636
6	35,020	0.7%	\$ 499,207	2,098	0.7%	\$ (164,595)	\$ 334,612
7	30,501	0.6%	\$ 434,786	1,707	0.5%	\$ (133,920)	\$ 300,866
8	48,958	0.9%	\$ 697,886	2,872	0.9%	\$ (225,318)	\$ 472,568
9	35,910	0.7%	\$ 511,897	1,309	0.4%	\$ (102,695)	\$ 409,201
10	46,148	0.9%	\$ 657,825	1,635	0.5%	\$ (128,271)	\$ 529,554
11	66,556	1.3%	\$ 948,748	2,356	0.7%	\$ (184,836)	\$ 763,912
12	28,154	0.5%	\$ 401,328	761	0.2%	\$ (59,703)	\$ 341,625
13	5,325	0.1%	\$ 75,909	285	0.1%	\$ (22,359)	\$ 53,549
Total	5,261,376	100%		318,661	100%		\$ 50,000,000

MSA regions	Initial Sub-region amount	Amount needed to reach \$500,000	Amount over \$500,000 that can be reallocated	Proportion of amount available to be reallocated	Amount to be reallocated	Final Sub-Amount for Compounded Need	Part of total award
1	\$ 1,142,425	\$ -	\$ 642,425	2%	\$ (19,962.94)	\$ 1,122,462	2.24%
2	\$ 422,110	\$ 77,890	\$ -	0%	\$ 77,889.79	\$ 500,000	1.00%
3	\$ 11,605,392	\$ -	\$ 11,105,392	29%	\$ (345,092.90)	\$ 11,260,299	22.52%
4	\$ 963,488	\$ -	\$ 463,488	1%	\$ (14,402.60)	\$ 949,086	1.90%
5	\$ 638,445	\$ -	\$ 138,445	0%	\$ (4,302.08)	\$ 634,143	1.27%
6	\$ 10,001,644	\$ -	\$ 9,501,644	25%	\$ (295,257.46)	\$ 9,706,386	19.41%
7	\$ 3,731,420	\$ -	\$ 3,231,420	8%	\$ (100,414.29)	\$ 3,631,005	7.26%
8	\$ 1,161,019	\$ -	\$ 661,019	2%	\$ (20,540.73)	\$ 1,140,478	2.28%
9	\$ 4,237,840	\$ -	\$ 3,737,840	10%	\$ (116,150.97)	\$ 4,121,689	8.24%
10	\$ 1,159,527	\$ -	\$ 659,527	2%	\$ (20,494.38)	\$ 1,139,033	2.28%
11	\$ 4,940,240	\$ -	\$ 4,440,240	12%	\$ (137,977.60)	\$ 4,802,262	9.60%
12	\$ 774,175	\$ -	\$ 274,175	1%	\$ (8,519.82)	\$ 765,655	1.53%
13	\$ 2,250,815	\$ -	\$ 1,750,815	5%	\$ (54,405.44)	\$ 2,196,409	4.39%
MSA total	\$ 43,028,539					\$ 41,968,908	83.94%

Non-MSA regions	Initial Sub-region amount	Amount needed to reach \$500,000	Amount over \$500,000 that can be reallocated	Proportion of amount available to be reallocated	Amount to be reallocated	Final Sub-Amount for Compounded Need	Part of total award
1	\$ 605,914	\$ -	\$ 105,914	0%	\$ (3,291.20)	\$ 602,622	1.21%
2	\$ 478,843	\$ 21,157	\$ -	0%	\$ 21,156.81	\$ 500,000	1.00%
3	\$ 543,712	\$ -	\$ 43,712	0%	\$ (1,358.33)	\$ 542,354	1.08%
4	\$ 1,321,469	\$ -	\$ 821,469	2%	\$ (25,526.61)	\$ 1,295,942	2.59%
5	\$ 815,636	\$ -	\$ 315,636	1%	\$ (9,808.19)	\$ 805,828	1.61%
6	\$ 334,612	\$ 165,388	\$ -	0%	\$ 165,388.24	\$ 500,000	1.00%
7	\$ 300,866	\$ 199,134	\$ -	0%	\$ 199,133.94	\$ 500,000	1.00%
8	\$ 472,568	\$ 27,432	\$ -	0%	\$ 27,431.69	\$ 500,000	1.00%
9	\$ 409,201	\$ 90,799	\$ -	0%	\$ 90,798.53	\$ 500,000	1.00%
10	\$ 529,554	\$ -	\$ 29,554	0%	\$ (918.36)	\$ 528,635	1.06%
11	\$ 763,912	\$ -	\$ 263,912	1%	\$ (8,200.89)	\$ 755,711	1.51%
12	\$ 341,625	\$ 158,375	\$ -	0%	\$ 158,375.23	\$ 500,000	1.00%
13	\$ 53,549	\$ 446,451	\$ -	0%	\$ 446,450.57	\$ 500,000	1.00%
Non-MSA total	\$ 6,971,461				\$ -	\$ 8,031,092	16.06%
Total		\$ 1,186,625	\$ 38,186,625			\$ 50,000,000	

Minimum needed for each region	\$ 500,000
Amount available to be reallocated	\$ 38,186,625
Amount needed to bring underallocated regions to \$500,0000	\$ 1,186,625

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SAMPLE Draft 2017 HOME Allocation Formula Compounded Need, Table 1 - Raw Data (Multifamily Activities)

Region (MSA Counties with urban places)	People at 200% Poverty without PJs	HH at 200% Poverty without PJs	Cost Burden, Renters without PJs	Overcrowded Renters without PJs	Unoccupied Units, For Rent without PJs
1	30,127	10,646	3,259	451	383
2	18,605	6,574	1,336	179	666
3	470,768	166,349	73,795	9,259	12,362
4	107,647	38,038	11,567	1,865	1,988
5	64,786	22,893	6,783	744	1,886
6	122,673	43,347	15,511	2,108	3,278
7	231,476	81,794	43,301	5,021	5,008
8	134,665	47,585	18,825	1,752	7,447
9	92,519	32,692	11,050	2,020	2,113
10	82,425	29,125	10,990	2,445	2,317
11	117,036	41,355	5,873	2,824	2,843
12	61,717	21,808	7,749	1,316	1,454
13	95,962	33,909	4,509	1,802	527

Region (non-MSA Counties and counties with only rural places)	People at 200% Poverty without PJs	HH at 200% Poverty without PJs	Cost Burden, Renters without PJs	Overcrowded Renters without PJs	Unoccupied Units, Rental without PJs
1	129,617	45,801	9,732	2,449	2812
2	105,414	37,249	8,930	1,227	2510
3	98,357	34,755	12,240	1,461	1874
4	263,500	93,110	23,175	3,624	4965
5	165,235	58,387	16,000	2,072	3496
6	71,492	25,262	9,145	613	2098
7	65,970	23,311	6,263	927	1707
8	109,099	38,551	9,021	1,386	2872
9	76,714	27,107	7,014	1,789	1309
10	99,974	35,327	8,610	2,211	1635
11	155,945	55,104	8,495	2,957	2356
12	63,649	22,491	4,714	949	761
13	12,025	4,249	906	170	285
Total	3,047,397	1,076,819	338,793	53,621	70,952

Sample Draft 2017 HOME Allocation Formula Compounded Need, Table 2 - Multifamily Activities

Estimated RAF	\$ 15,000,000.00						
MSA Counties with urban places	Total of 200% poverty, rent burden, and overcrowding	Proportion of Total Need Variables	150% Weight	Regional Unoccupied Units	Proportion of Total Unoccupied Units	-50.00%	Sub-region amount
Region 1	14,356	1.0%	\$ 219,843	383	0.5%	\$ (40,485)	\$ 179,358
Region 2	8,089	0.6%	\$ 123,879	666	0.9%	\$ (70,400)	\$ 53,479
Region 3	249,403	17.0%	\$ 3,819,388	12,362	17.4%	\$ (1,306,728)	\$ 2,512,660
Region 4	51,470	3.5%	\$ 788,215	1,988	2.8%	\$ (210,142)	\$ 578,073
Region 5	30,420	2.1%	\$ 465,849	1,886	2.7%	\$ (199,360)	\$ 266,489
Region 6	60,966	4.1%	\$ 933,646	3,278	4.6%	\$ (346,502)	\$ 587,144
Region 7	130,116	8.9%	\$ 1,992,606	5,008	7.1%	\$ (529,372)	\$ 1,463,234
Region 8	68,162	4.6%	\$ 1,043,838	7,447	10.5%	\$ (787,187)	\$ 256,651
Region 9	45,762	3.1%	\$ 700,808	2,113	3.0%	\$ (223,355)	\$ 477,453
Region 10	42,560	2.9%	\$ 651,776	2,317	3.3%	\$ (244,919)	\$ 406,856
Region 11	50,052	3.4%	\$ 766,509	2,843	4.0%	\$ (300,520)	\$ 465,989
Region 12	30,873	2.1%	\$ 472,795	1,454	2.0%	\$ (153,695)	\$ 319,099
Region 13	40,220	2.7%	\$ 615,931	527	0.7%	\$ (55,707)	\$ 560,225
Subtotal							\$ 8,126,709
Non-MSA Counties and counties with only rural places	Total of 200% poverty, rent burden, and overcrowding	Proportion of Total Need Variables	150% Weight	Regional Unoccupied Units	Proportion of Total Unoccupied Units	-50.00%	Sub-region amount
Region 1	57,982	3.9%	\$ 887,944	2,812	4.0%	\$ (297,243)	\$ 590,701
Region 2	47,406	3.2%	\$ 725,977	2,510	3.5%	\$ (265,320)	\$ 460,657
Region 3	48,456	3.3%	\$ 742,063	1,874	2.6%	\$ (198,092)	\$ 543,971
Region 4	119,909	8.2%	\$ 1,836,293	4,965	7.0%	\$ (524,827)	\$ 1,311,467
Region 5	76,459	5.2%	\$ 1,170,901	3,496	4.9%	\$ (369,546)	\$ 801,355
Region 6	35,020	2.4%	\$ 536,303	2,098	3.0%	\$ (221,770)	\$ 314,534
Region 7	30,501	2.1%	\$ 467,095	1,707	2.4%	\$ (180,439)	\$ 286,656
Region 8	48,958	3.3%	\$ 749,747	2,872	4.0%	\$ (303,586)	\$ 446,161
Region 9	35,910	2.4%	\$ 549,936	1,309	1.8%	\$ (138,368)	\$ 411,568
Region 10	46,148	3.1%	\$ 706,708	1,635	2.3%	\$ (172,828)	\$ 533,880
Region 11	66,556	4.5%	\$ 1,019,250	2,356	3.3%	\$ (249,042)	\$ 770,208
Region 12	28,154	1.9%	\$ 431,151	761	1.1%	\$ (80,442)	\$ 350,709
Region 13	5,325	0.4%	\$ 81,549	285	0.4%	\$ (30,126)	\$ 51,423
Subtotal							\$ 6,873,291
Total	1,469,233	100%		70,952	100%		\$ 15,000,000

Sample Draft 2017 Housing Trust Fund Regional Allocation Formula Compounded Need, Table 1 - Raw Data

Region (MSA Counties with urban places)	People at 200% Poverty	HH at 200% Poverty	Cost Burden, Owners	Cost Burden, Renters	Over-crowded Owners	Over-crowded Renters	Lacking Kitchen	Lacking Plumbing	Unoccupied Units, For Sale	Unoccupied Units, For Rent	Land Area	Total Population	Inverse Population Density (Total Population/Land Area)
1	205,178	72,501	17,794	38,109	3,015	3,705	6,703	2,981	1,835	6,209	2,715.51	533,662	0.0051
2	103,920	36,721	8,383	17,333	986	1,502	5,936	4,567	1,583	4,714	2,471.87	285,454	0.0087
3	2,292,876	810,204	293,797	426,129	38,705	70,391	56,336	28,539	23,382	89,502	9,602.73	6,764,073	0.0014
4	183,821	64,954	16,684	26,919	3,176	3,158	6,903	5,082	2,123	4,986	2,662.89	470,390	0.0057
5	149,030	52,661	12,357	20,347	2,227	1,808	7,594	5,700	1,928	5,456	2,100.65	390,418	0.0054
6	2,190,713	774,104	256,168	371,868	42,464	68,907	60,762	42,549	23,731	93,256	7,610.73	6,175,417	0.0012
7	545,560	192,777	80,525	136,577	8,060	17,376	10,835	6,325	6,508	15,438	3,332.23	1,759,308	0.0019
8	339,893	120,104	27,107	64,430	3,270	5,528	13,508	6,400	4,825	19,735	4,438.55	859,138	0.0052
9	792,115	279,899	82,613	126,016	13,944	18,312	24,219	14,366	8,295	23,064	4,498.35	2,127,628	0.0021
10	204,481	72,255	17,393	33,796	3,555	5,617	9,856	6,363	2,229	5,510	2,666.07	526,483	0.0051
11	891,654	315,072	49,217	65,738	28,805	25,586	17,353	21,639	4,639	10,871	5,823.35	1,481,021	0.0039
12	136,253	48,146	11,473	20,114	3,673	3,100	5,732	4,553	1,075	3,098	4,234.93	409,931	0.0103
13	418,885	148,016	30,877	45,753	8,259	8,819	8,243	3,894	2,972	8,120	1,012.69	823,862	0.0012

Region (non-MSA Counties and counties with only rural places)	People at 200% Poverty	HH at 200% Poverty	Cost Burden, Owners	Cost Burden, Renters	Over-crowded Owners	Over-crowded Renters	Lacking Kitchen	Lacking Plumbing	Unoccupied Units, For Sale	Unoccupied Units, For Rent	Land Area	Total Population	Inverse Population Density
1	129,617	45,801	7,030	9,732	2,684	2,449	10,243	7,206	1,196	2,812	36,632.86	319,151	0.1148
2	105,414	37,249	7,535	8,930	1,260	1,227	12,435	11,529	2,125	2,510	24,830.71	264,358	0.0939
3	98,357	34,755	9,197	12,240	1,837	1,461	5,946	3,988	1,987	1,874	5,417.17	248,647	0.0218
4	263,965	93,274	21,762	23,252	4,702	3,624	16,484	13,708	3,955	4,987	12,755.92	651,081	0.0196
5	165,235	58,387	10,676	16,000	2,600	2,072	12,086	10,007	2,674	3,496	9,910.91	379,673	0.0261
6	71,492	25,262	4,921	9,145	1,216	613	4,762	4,764	973	2,098	4,577.50	196,207	0.0233
7	65,970	23,311	8,890	6,263	1,227	927	4,455	3,619	1,492	1,707	5,104.06	190,858	0.0267
8	109,099	38,551	8,958	9,021	2,146	1,386	10,860	8,737	2,490	2,872	12,672.08	282,483	0.0449
9	76,714	27,107	8,613	7,014	2,416	1,789	4,762	4,035	1,597	1,309	6,856.84	219,418	0.0313
10	99,974	35,327	5,206	8,610	2,846	2,211	7,455	6,636	1,020	1,635	14,905.32	248,154	0.0601
11	155,945	55,104	6,803	8,495	4,412	2,957	5,807	6,528	1,051	2,356	18,213.03	273,801	0.0665
12	63,649	22,491	3,255	4,714	1,286	949	6,857	6,494	851	761	35,496.09	186,717	0.1901
13	12,025	4,249	618	906	294	170	1,284	1,097	281	285	20,687.10	24,700	0.8375
Total	9,871,835	3,488,281	1,007,852	1,517,451	189,065	255,644	337,416	241,306	106,817	318,661	261,230	26,092,033	1.6138

Sample Draft 2017 Housing Trust Fund Regional Allocation Formula Compounded Need, Table 2 - Weights

Estimated RAF \$ 3,000,000.00

Region (MSA Counties with urban places)	Total of all Need Variables	Proportion of Total Need Variables	120% Weight	Regional Unoccupied Units	Proportion of Total Unoccupied Units	-20.00%	Inverse Population Density	Percentage of Total Inverse Population Density	Weight is 20%	Sub-region amount	Part of total award
1	144,808	2.1%	\$ 61,734	8,044	1.9%	\$ (11,343)	0.0051	0.32%	\$ 1,892	\$ 52,283	1.74%
2	75,428	1.1%	\$ 32,156	6,297	1.5%	\$ (8,880)	0.0087	0.54%	\$ 3,220	\$ 26,496	0.88%
3	1,724,101	24.5%	\$ 735,014	112,884	26.5%	\$ (159,187)	0.0014	0.09%	\$ 528	\$ 576,355	19.21%
4	126,876	1.8%	\$ 54,090	7,109	1.7%	\$ (10,025)	0.0057	0.35%	\$ 2,105	\$ 46,169	1.54%
5	102,694	1.5%	\$ 43,780	7,384	1.7%	\$ (10,413)	0.0054	0.33%	\$ 2,000	\$ 35,368	1.18%
6	1,616,822	23.0%	\$ 689,279	116,987	27.5%	\$ (164,973)	0.0012	0.08%	\$ 458	\$ 524,764	17.49%
7	452,475	6.4%	\$ 192,898	21,946	5.2%	\$ (30,948)	0.0019	0.12%	\$ 704	\$ 162,654	5.42%
8	240,347	3.4%	\$ 102,464	24,560	5.8%	\$ (34,634)	0.0052	0.32%	\$ 1,921	\$ 69,751	2.33%
9	559,369	7.9%	\$ 238,469	31,359	7.4%	\$ (44,222)	0.0021	0.13%	\$ 786	\$ 195,033	6.50%
10	148,835	2.1%	\$ 63,451	7,739	1.8%	\$ (10,913)	0.0051	0.31%	\$ 1,883	\$ 54,420	1.81%
11	523,410	7.4%	\$ 223,139	15,510	3.6%	\$ (21,872)	0.0039	0.24%	\$ 1,462	\$ 202,729	6.76%
12	96,791	1.4%	\$ 41,264	4,173	1.0%	\$ (5,885)	0.0103	0.64%	\$ 3,841	\$ 39,220	1.31%
13	253,861	3.6%	\$ 108,225	11,092	2.6%	\$ (15,642)	0.0012	0.08%	\$ 457	\$ 93,041	3.10%
Subtotal										\$ 2,078,282	69.28%
Region (non-MSA Counties and counties with only rural places)	Total of all Need Variables	Percentage of total need variables	120% Weight	Regional Unoccupied Units	Proportion of Total Unoccupied Units	-20.00%	Inverse Population Density	Percentage of Total Inverse Population Density	Weight is 20%	Sub-region amount	Part of total award
1	85,145	1.2%	\$ 36,299	4,008	0.9%	\$ (5,652)	0.1148	7.11%	\$ 42,676	\$ 73,323	2.44%
2	80,165	1.1%	\$ 34,176	4,635	1.1%	\$ (6,536)	0.0939	5.82%	\$ 34,923	\$ 62,562	2.09%
3	69,424	1.0%	\$ 29,597	3,861	0.9%	\$ (5,445)	0.0218	1.35%	\$ 8,100	\$ 32,252	1.08%
4	176,806	2.5%	\$ 75,375	8,942	2.1%	\$ (12,610)	0.0196	1.21%	\$ 7,284	\$ 70,050	2.33%
5	111,828	1.6%	\$ 47,674	6,170	1.5%	\$ (8,701)	0.0261	1.62%	\$ 9,705	\$ 48,679	1.62%
6	50,683	0.7%	\$ 21,607	3,071	0.7%	\$ (4,331)	0.0233	1.45%	\$ 8,674	\$ 25,951	0.87%
7	48,692	0.7%	\$ 20,758	3,199	0.8%	\$ (4,511)	0.0267	1.66%	\$ 9,943	\$ 26,190	0.87%
8	79,659	1.1%	\$ 33,960	5,362	1.3%	\$ (7,561)	0.0449	2.78%	\$ 16,679	\$ 43,077	1.44%
9	55,736	0.8%	\$ 23,761	2,906	0.7%	\$ (4,098)	0.0313	1.94%	\$ 11,619	\$ 31,282	1.04%
10	68,291	1.0%	\$ 29,113	2,655	0.6%	\$ (3,744)	0.0601	3.72%	\$ 22,332	\$ 47,701	1.59%
11	90,106	1.3%	\$ 38,414	3,407	0.8%	\$ (4,804)	0.0665	4.12%	\$ 24,732	\$ 58,341	1.94%
12	46,046	0.7%	\$ 19,630	1,612	0.4%	\$ (2,273)	0.1901	11.78%	\$ 70,681	\$ 88,038	2.93%
13	8,618	0.1%	\$ 3,674	566	0.1%	\$ (798)	0.8375	51.90%	\$ 311,395	\$ 314,271	10.48%
Subtotal										\$ 921,718	30.72%
Total	7,037,015	100%		425,478	100%		1.614	100%		\$ 3,000,000	100.00%

Sample Draft 2017 HOME SF RAF Compounded Need, Table 1 - Raw Data (Single Family Activities)

Region (MSA Counties with urban places)	People at 200% Poverty without PJs	HH at 200% Poverty without PJs	Cost Burden, Owners without PJs	Cost Burden, Renters without PJs	Over-crowded Owners without PJs	Over-crowded Renters without PJs	Units Lacking Plumbing without PJs	Units Lacking Kitchen without PJs	Unoccupied Units, For Sale without PJs	Unoccupied Units, For Rent without PJs	Land area without PJs	Total Population without PJs	Regional Coverage Factor (Land Area/Total Population)
1	30,127	10,646	3,157	3,259	587	451	870	1,111	274	383	2,495	101,864	0.024
2	18,605	6,574	2,151	1,336	110	179	1,766	1,900	364	666	2,294	59,907	0.038
3	470,768	166,349	91,431	73,795	9,177	9,259	9,800	18,258	7,320	12,362	7,671	1,954,674	0.004
4	107,647	38,038	10,948	11,567	1,984	1,865	4,162	4,879	1,344	1,988	2,559	291,760	0.009
5	64,786	22,893	7,073	6,783	1,100	744	2,974	3,570	1,114	1,886	1,941	218,190	0.009
6	122,673	43,347	16,524	15,511	3,142	2,108	4,492	5,395	1,929	3,278	2,606	411,845	0.006
7	231,476	81,794	46,375	43,301	4,557	5,021	3,507	5,643	4,210	5,008	3,037	895,090	0.003
8	134,665	47,585	13,188	18,825	1,454	1,752	3,963	8,596	2,875	7,447	4,203	420,439	0.010
9	92,519	32,692	15,065	11,050	2,167	2,020	2,383	2,917	1,180	2,113	3,258	338,479	0.010
10	82,425	29,125	6,651	10,990	1,626	2,445	3,597	5,231	1,256	2,317	2,508	213,803	0.012
11	117,036	41,355	5,418	5,873	3,792	2,824	4,392	3,258	861	2,843	3,992	184,015	0.022
12	61,717	21,808	6,133	7,749	2,019	1,316	2,394	2,972	559	1,454	4,141	206,429	0.020
13	95,962	33,909	5,710	4,509	3,308	1,802	1,477	1,940	428	527	759	154,091	0.005
Region (non-MSA Counties and counties with only rural places)	People at 200% Poverty without PJs	HH at 200% Poverty without PJs	Cost Burden, Owners without PJs	Cost Burden, Renters without PJs	Over-crowded Owners without PJs	Over-crowded Renters without PJs	Units Lacking Plumbing without PJs	Units Lacking Kitchen without PJs	Unoccupied Units, For Sale without PJs	Unoccupied Units, Rental without PJs	Land area without PJs	Total Population without PJs	Regional Coverage Factor (Land Area/Total Population)
1	129,617	45,801	7,030	9,732	2,684	2,449	7,206	10,243	1,196	2,812	36,632.86	319,151	0.115
2	105,414	37,249	7,535	8,930	1,260	1,227	11,529	12,435	2,125	2,510	24,830.71	264,358	0.094
3	98,357	34,755	9,197	12,240	1,837	1,461	3,988	5,946	1,987	1,874	5,417.17	248,647	0.022
4	263,500	93,110	21,732	23,175	4,702	3,624	13,685	16,461	3,955	4,965	12,752	648,337	0.020
5	165,235	58,387	10,676	16,000	2,600	2,072	10,007	12,086	2,674	3,496	9,910.91	379,673	0.026
6	71,492	25,262	4,921	9,145	1,216	613	4,764	4,762	973	2,098	4,577.50	196,207	0.023
7	65,970	23,311	8,890	6,263	1,227	927	3,619	4,455	1,492	1,707	5,104.06	190,858	0.027
8	109,099	38,551	8,958	9,021	2,146	1,386	8,737	10,860	2,490	2,872	12,672.08	282,483	0.045
9	76,714	27,107	8,613	7,014	2,416	1,789	4,035	4,762	1,597	1,309	6,856.84	219,418	0.031
10	99,974	35,327	5,206	8,610	2,846	2,211	6,636	7,455	1,020	1,635	14,903	248,154	0.060
11	155,945	55,104	6,803	8,495	4,412	2,957	6,528	5,807	1,051	2,356	18,213.03	273,801	0.067
12	63,649	22,491	3,255	4,714	1,286	949	6,494	6,857	851	761	35,496.09	186,717	0.190
13	12,025	4,249	618	906	294	170	1,097	1,284	281	285	20,687.10	24,700	0.838
Total	3,047,397	1,076,819	333,258	338,793	63,949	53,621	134,102	169,083	45,406	70,952	249,519	8,933,090	1.729

Sample Draft 2017 HOME SF RAF Compounded Need, Table 2- Single Family Activities

Estimated RAF \$ 11,000,000.00

MSA Counties with urban places	Total of all need variables	Percentage of total need variables	Weight is 100%	Regional Vacancies	Percentage of Total Vacancies	Weight is -20%	Regional Coverage Factor	Percentage of Regional Coverage Factor	Weight is 20%	Seven Variable Sub-region amount	Part of total award
Region 1	20,081	0.9%	\$ 101,809	657	0.6%	\$ (12,422)	0.024	1.4%	\$ 31,174	\$ 120,561	1.10%
Region 2	14,016	0.6%	\$ 71,062	1,030	0.9%	\$ (19,474)	0.038	2.2%	\$ 48,734	\$ 100,322	0.91%
Region 3	378,069	17.4%	\$1,916,811	19,682	16.9%	\$ (372,131)	0.004	0.2%	\$ 4,994	\$ 1,549,674	14.09%
Region 4	73,443	3.4%	\$ 372,355	3,332	2.9%	\$ (62,999)	0.009	0.5%	\$ 11,163	\$ 320,520	2.91%
Region 5	45,137	2.1%	\$ 228,843	3,000	2.6%	\$ (56,721)	0.009	0.5%	\$ 11,320	\$ 183,442	1.67%
Region 6	90,519	4.2%	\$ 458,933	5,207	4.5%	\$ (98,450)	0.006	0.4%	\$ 8,052	\$ 368,536	3.35%
Region 7	190,198	8.8%	\$ 964,302	9,218	7.9%	\$ (174,286)	0.003	0.2%	\$ 4,317	\$ 794,333	7.22%
Region 8	95,363	4.4%	\$ 483,490	10,322	8.9%	\$ (195,160)	0.010	0.6%	\$ 12,722	\$ 301,052	2.74%
Region 9	68,294	3.1%	\$ 346,252	3,293	2.8%	\$ (62,261)	0.010	0.6%	\$ 12,250	\$ 296,241	2.69%
Region 10	59,665	2.8%	\$ 302,504	3,573	3.1%	\$ (67,555)	0.012	0.7%	\$ 14,926	\$ 249,875	2.27%
Region 11	66,912	3.1%	\$ 339,246	3,704	3.2%	\$ (70,032)	0.022	1.3%	\$ 27,608	\$ 296,822	2.70%
Region 12	44,391	2.0%	\$ 225,063	2,013	1.7%	\$ (38,060)	0.020	1.2%	\$ 25,527	\$ 212,530	1.93%
Region 13	52,655	2.4%	\$ 266,960	955	0.8%	\$ (18,056)	0.005	0.3%	\$ 6,270	\$ 255,173	2.32%
Subtotal										\$ 5,049,079	45.90%
Non-MSA Counties and counties with only rural places	Total of 200% poverty, rent burden, lack of kitchen, lack of plumbing, and overcrowding	Percentage of total need variables	Weight is 100%	Regional Vacancies	Percentage of Total Vacancies	Weight is -20%	Regional Coverage Factor	Percentage of Regional Coverage Factor	Weight is 20%	Seven Variable Sub-region amount	Part of total award
Region 1	85,145	3.9%	\$ 431,686	4,008	3.4%	\$ (75,780)	0.115	6.6%	\$ 146,066	\$ 501,972	4.56%
Region 2	80,165	3.7%	\$ 406,435	4,635	4.0%	\$ (87,635)	0.094	5.4%	\$ 119,529	\$ 438,329	3.98%
Region 3	69,424	3.2%	\$ 351,980	3,861	3.3%	\$ (73,001)	0.022	1.3%	\$ 27,725	\$ 306,704	2.79%
Region 4	176,489	8.1%	\$ 894,797	8,920	7.7%	\$ (168,652)	0.020	1.1%	\$ 25,031	\$ 751,176	6.83%
Region 5	111,828	5.2%	\$ 566,968	6,170	5.3%	\$ (116,657)	0.026	1.5%	\$ 33,218	\$ 483,529	4.40%
Region 6	50,683	2.3%	\$ 256,964	3,071	2.6%	\$ (58,064)	0.023	1.3%	\$ 29,689	\$ 228,589	2.08%
Region 7	48,692	2.2%	\$ 246,868	3,199	2.7%	\$ (60,484)	0.027	1.5%	\$ 34,032	\$ 220,416	2.00%
Region 8	79,659	3.7%	\$ 403,871	5,362	4.6%	\$ (101,380)	0.045	2.6%	\$ 57,086	\$ 359,577	3.27%
Region 9	55,736	2.6%	\$ 282,584	2,906	2.5%	\$ (54,944)	0.031	1.8%	\$ 39,767	\$ 267,407	2.43%
Region 10	68,291	3.1%	\$ 346,233	2,655	2.3%	\$ (50,199)	0.060	3.5%	\$ 76,423	\$ 372,458	3.39%
Region 11	90,106	4.2%	\$ 456,839	3,407	2.9%	\$ (64,417)	0.067	3.8%	\$ 84,649	\$ 477,071	4.34%
Region 12	46,046	2.1%	\$ 233,452	1,612	1.4%	\$ (30,478)	0.190	11.0%	\$ 241,920	\$ 444,894	4.04%
Region 13	8,618	0.4%	\$ 43,694	566	0.5%	\$ (10,701)	0.838	48.4%	\$1,065,807	\$ 1,098,799	9.99%
										\$ 5,950,921	54.10%
Total	2,169,625	100%		116,358	100%		1.729	100.0%		\$ 11,000,000	100.00%

Sample Draft 2017 HOME SF RAFCompounded Need, Table 3- Single Family Activities

Region (MSA Counties with urban places)	Initial Sub-region amount	Supplemental amount needed to reach \$100,000	Final Sub-Amount for Compounded Need	Part of total award
1	\$ 120,561	\$ -	\$ 120,561	1.10%
2	\$ 100,322	\$ -	\$ 100,322	0.91%
3	\$ 1,549,674	\$ -	\$ 1,549,674	14.09%
4	\$ 320,520	\$ -	\$ 320,520	2.91%
5	\$ 183,442	\$ -	\$ 183,442	1.67%
6	\$ 368,536	\$ -	\$ 368,536	3.35%
7	\$ 794,333	\$ -	\$ 794,333	7.22%
8	\$ 301,052	\$ -	\$ 301,052	2.74%
9	\$ 296,241	\$ -	\$ 296,241	2.69%
10	\$ 249,875	\$ -	\$ 249,875	2.27%
11	\$ 296,822	\$ -	\$ 296,822	2.70%
12	\$ 212,530	\$ -	\$ 212,530	1.93%
13	\$ 255,173	\$ -	\$ 255,173	2.32%
MSA total	\$ 5,049,079		\$ 5,049,079	45.90%

Region (Non-MSA Counties and counties with only rural places)	Initial Sub-region amount	Supplemental amount needed to reach \$100,000	Final Sub-Amount for Compounded Need	Part of total award
1	\$ 501,972	\$ -	\$ 501,972	4.56%
2	\$ 438,329	\$ -	\$ 438,329	3.98%
3	\$ 306,704	\$ -	\$ 306,704	2.79%
4	\$ 751,176	\$ -	\$ 751,176	6.83%
5	\$ 483,529	\$ -	\$ 483,529	4.40%
6	\$ 228,589	\$ -	\$ 228,589	2.08%
7	\$ 220,416	\$ -	\$ 220,416	2.00%
8	\$ 359,577	\$ -	\$ 359,577	3.27%
9	\$ 267,407	\$ -	\$ 267,407	2.43%
10	\$ 372,458	\$ -	\$ 372,458	3.39%
11	\$ 477,071	\$ -	\$ 477,071	4.34%
12	\$ 444,894	\$ -	\$ 444,894	4.04%
13	\$ 1,098,799	\$ -	\$ 1,098,799	9.99%
Non-MSA total	\$ 5,950,921		\$ 5,950,921	54.10%
Total		\$ -	\$ 11,000,000	

Texas Department of Housing and Community Affairs
Sample Draft 2017 HOME SF RAFCompounded Need, Table 3- Single Family Activities

Minimum needed for each region	\$ 100,000
Amount available to be reallocated	\$ 11,000,000
Amount needed to bring underallocated regions to \$100,000	\$ -

DRAFT

1b

**TO BE POSTED NOT LATER THAN THE
THIRD DAY BEFORE THE DATE OF
THE MEETING**

1c

BOARD ACTION REQUEST

COMMUNITY AFFAIRS DIVISION

JUNE 16, 2016

Presentation, Discussion, and Possible Action on the award of Low Income Home Energy Assistance Program ("LIHEAP") and U.S. Department of Energy ("DOE") Weatherization Assistance Program ("WAP") contracts to one or more existing weatherization providers to provide weatherization services on specific units in Anderson, Collin, Denton, Ellis, Henderson, Hood, Hunt, Kaufman, Johnson, Navarro, Palo Pinto, Parker, Rockwall, Smith, and Van Zandt counties.

RECOMMENDED ACTION

WHEREAS, pursuant to Texas Government Code §2306.097, the Texas Department of Housing and Community Affairs (the "Department") is provided the authority to administer the LIHEAP and the DOE;

WHEREAS, the Department administers the LIHEAP WAP (with funding from the U.S. Department of Health and Human Services) and DOE WAP (with funding from the U.S. Department of Energy) programs;

WHEREAS, due to the voluntary relinquishment of these programs by Community Services Incorporated ("CSI") there is no existing WAP service provider in Anderson, Collin, Denton, Ellis, Henderson, Hood, Hunt, Kaufman, Johnson, Navarro, Palo Pinto, Parker, Rockwall, Smith, and Van Zandt counties;

WHEREAS, at the Board meeting of May 26, 2016, the Department received authorization to release a Request for Applications ("RFA") to identify a permanent provider of WAP services in Anderson, Collin, Denton, Ellis, Henderson, Hood, Hunt, Kaufman, Johnson, Navarro, Palo Pinto, Parker, Rockwall, Smith, and Van Zandt counties, and such RFA is not estimated to result in a Board action recommending one or more providers until Fall 2016;

WHEREAS, there are units in the CSI area for which weatherization services were initiated, but not yet completed, and households are awaiting completion of their services, such that waiting until Fall 2016 is not reasonable; and

WHEREAS, the Department can select subrecipients outside of the RFA process, and is choosing to do so in a limited way to obtain assistance from several adjacent existing weatherization providers to perform the work needed on the specific homes;

NOW, therefore, it is hereby

RESOLVED, that staff is duly authorized to directly contract with one or more adjacent weatherization providers, conditioned on their approval by the Executive Award and Review Advisory Committee, to provide services for specific eligible homes that received some WAP activity from Community Services Inc., but still require additional work, inspection, or assessment; and

FURTHER RESOLVED, that the funds remaining in CSI's 2015 and 2016 LIHEAP WAP contract and 2015 DOE WAP contracts, and other available funds if needed, be made available to complete the activities for the identified homes.

BACKGROUND

In response to the voluntary relinquishment of its weatherization programs by Community Services Inc., the Department obtained approval from the Board meeting of May 26, 2016, to release a Request for Applications to identify one or more entities to permanently operate the weatherization program in the counties of Anderson, Collin, Denton, Ellis, Henderson, Hood, Hunt, Kaufman, Johnson, Navarro, Palo Pinto, Parker, Rockwall, Smith, and Van Zandt. That RFA was released the week of June 6, 2016, and is expected to be presented to the Board for award recommendations in Fall 2016.

However, the Department has since identified approximately 25 homes that CSI did not adequately weatherize. In an effort to get those homes completed and the households served before September 2016, the Department is requesting that several adjacent existing weatherization providers step in and assist on resolving the work needed on those units.

2a

TDHCA Outreach Activities, May 2016

A compilation of activities designed to increase the awareness of TDHCA programs and services or increase the visibility of the Department among key stakeholder groups and the general public

Event	Location	Date	Division	Purpose
Conference Call/Managed Care Organizations – Section 811	Austin	May 4	Fair Housing/Data Mgt/Reporting	Conference Call
Conference Call /Proposed Utility Allowance Rule	Austin	May 5	Compliance	Conference Call
Allocation Roundtable/National Trust Fund	Houston	May 10	Multifamily Finance	Roundtable Hearing
TAA/Housing Tax Credit Training	San Antonio	May 10	Compliance	Training
Disability Advisory Workgroup	Austin	May 11	Housing Resource Center, Fair Housing/Data Mgt/Reporting	Presentation, Participant
Grand Opening/Trails of Carmel Creek	Hutto	May 13	Policy & Public Affairs	Participant
TAA/Income Eligibility Training	Fort Worth	May 17-18	Compliance	Training
Referral Agent & Service Coordinator Training/Section 811	Austin	May 18	Fair Housing/Data Mgt/Reporting	Training
TAA/Income Eligibility Training	Austin	May 24	Compliance	Training
TAA/HOME Rental Compliance Training	Austin	May 25	Compliance	Training
Roundtable/2017 QAP Planning Project – At-Risk, 811 Developments	Austin	May 25	Multifamily Finance	Roundtable Hearing
Referral Agent & Service Coordinator Training/Section 811	Houston	May 26	Fair Housing/Data Mgt/Reporting	Training
Property Management Training/Section 811	Houston	May 26	Fair Housing/Data Mgt/Reporting	Training

Internet Postings of Note, May 2016

A list of new or noteworthy documents posted to the Department's website

HOME Homeownership Value Limits — updated table comparing previous (2008) HOME home purchase price limits and updated HOME home purchase price limits:

www.tdhca.state.tx.us/home-division/manuals-rules.htm

Post Award Activities Manual: May 2016 — detailing procedures and instructions to owners of Housing Tax Credit properties for completing activities required, such as the 10% Test, Construction Status Reports, Cost Certifications, etc:

www.tdhca.state.tx.us/asset-management/pca-manual.htm

Cost Certification Application: May 2016 — *providing forms required for Cost Certification submission by development owners of rental properties financed through the Department's Housing Tax Credit Program:*
www.tdhca.state.tx.us/home-division/manuals-rules.htm

2016 9% HTC Underwriting Reports — *making available documents analyzing and evaluating applications for Housing Tax Credits in the 2016 allocation cycle:*
<http://www.tdhca.state.tx.us/rea/index.htm>; <http://www.tdhca.state.tx.us/rea/reports-9-percent.htm>

Multifamily Finance: Notices of Public Hearings — *providing notice regarding a June 7 public hearing related to the proposed Mercantile Apartments, Haltom City:*
www.tdhca.state.tx.us/multifamily/communities.htm

Housing Trust Fund: 2016 Single Family Income Limits — *detailing updated income limits for activities funded through the Department's Amy Young Barrier Removal Program, Texas Bootstrap Program, and Contract for Deed Conversion Program Assistance Grants:*
www.tdhca.state.tx.us/pmcomp/irl/index.htm#htf

2016 9% HTC Full-Application Logs: May 20 — *detailing list of applications submitted in the 2016 Housing Tax Credit Program's full application cycle, by set-aside and subregion:*
www.tdhca.state.tx.us/multifamily/housing-tax-credits-9pct/index.htm

HOME Single Family Reservation NOFA Application and Submission Procedures Manual — *providing instructions to entities applying for funds through the HOME Single Family Reservation System:*
www.tdhca.state.tx.us/home-division/applications.htm; www.tdhca.state.tx.us/nofa.htm

2017 Draft 2017 LIHEAP State Plan — *approved by the Department's Governing Board and available for public comment:*
www.tdhca.state.tx.us/community-affairs/ceap/index.htm

HOME: Reservation Summary — *updating funding information to combine all Persons with Disabilities and Reservation funding sources into each individual line items:*
www.tdhca.state.tx.us/home-division/home-reservation-summary.htm

Housing Choice Voucher Program: Local Operators Rule Amendment — *proposed rule for public comment removing definitions, eligibility criteria, application process and requirements relating to the procurement of new Local Operators:*
www.tdhca.state.tx.us/public-comment.htm

2b

BOARD REPORT ITEM
POLICY AND PUBLIC AFFAIRS
JUNE 16, 2016

Status Report on Compilation of Agency Legislative Appropriations Request for SFY 2018-19

BACKGROUND

Since 1992, the Office of the Governor (“OOG”) and the Legislative Budget Board (“LBB”) have requested each state agency to develop an LAR as the first step in developing the state budget as part of a Strategic Planning and Budgeting system. In its current structure, the LAR includes information about funding needed to maintain current levels; requests for additional funding or resources; a schedule reflecting targeted reduction in General Revenue (“GR”) appropriations should the Legislature require across-the-board GR reductions; historical and projected information related to funding, expenditure, and performance measures; requested changes to appropriations riders; requested capital expenditures; and other information such as historical disaster funding, revenue projections, and estimated projections for funds maintained outside the State Treasury.

The 2018-19 cycle for allocating state resources for the Texas Department of Housing and Community Affairs (“TDHCA”) began in April 2016 with the issuance of Instructions for Preparing and Submitting Agency Strategic Plans for Fiscal Years 2017-21. For your information, below you will find major milestones in the current cycle:

Key Milestones in LAR Development

TDHCA Budget Structure and Performance Measure Change Request	Submitted April 27, 2016
TDHCA Assessment of Advisory Councils	Submitted May 6, 2016
TDHCA Customer Service Report	Submitted June 1, 2016
TDHCA Base Reconciliation (Determines amount of GR that would constitute level funding from current biennium)	Submitted June 9, 2016
Strategic Plan	Due June 24, 2016
Release of SFY 2018-19 LAR Instructions	June 2016
Submission Date for TDHCA State Fiscal Year (“SFY”) 2018-19 LAR	TBD

(LAR was due on August 4 in the previous biennium)

Development of Budget Elements Due Prior to LAR

As noted above, TDHCA has submitted requested changes to its budget structure and performance measure; this is the first step in the budgeting process. The OOG and LBB have not yet approved a final budget structure for TDHCA at the time of this report's preparation. Whatever budget structure is approved will serve as the structure around which TDHCA develops its LAR. Also submitted are TDHCA's assessment of advisory councils, its customer service report, and the base reconciliation, which helps the OOG and LBB determine TDHCA's base GR as it relates to the level of funding between the SFY 2016-17 and SFY 2018-19 biennia.

The Strategic Plan for SFY 2017-21 is being submitted to the Board for its approval at today's Board meeting. As noted in the Board Action Request, the format and substance of the Strategic Plan mark a departure from that of previous biennia, being at once more streamlined and including new, policy-related elements. The next step is the development of the LAR itself.

Development of LAR

TDHCA is currently developing its SFY 2018-19 LAR based on guidance from the last biennium. A significant step toward this is the development of the SFY 2017 Operating Budget. As this reflects most recent needs analysis, this, along with input from program staff, serves as a basis for estimating TDHCA's operations needs for SFY 2018-19. Also being developed are policy related items to be included in the LAR, specifically the *Administrator's Statement*, which speaks to an agency's policies as reflected in the LAR and provide context for these; requested changes to TDHCA's Appropriations Riders; and the 10% GR reduction schedule. These policy elements will be brought to the Board for approval during the board meeting of June 30, 2016. Please note that it is possible that when the LAR instructions are released later this month, there may be significant changes to its format and structure.

ACTION ITEMS

3

BOARD ACTION REQUEST
POLICY AND PUBLIC AFFAIRS
JUNE 16, 2016

Presentation, Discussion, and Possible Action on the Agency Strategic Plan for Fiscal Years 2017-2021

RECOMMENDED ACTION

WHEREAS, Texas Government Code Chapter §2056 requires all state agencies to conduct a comprehensive strategic planning process which produces a formal document that communicates its goals, directions, and outcomes to the Governor and the Legislature, client and constituency groups, and the public;

WHEREAS, the *Instructions for Preparing and Submitting Agency Strategic Plans for Fiscal Years 2017 to 2021*, issued jointly by the Office of the Governor and the Legislative Budget Board were released on April 6, 2016; and

WHEREAS, the Department has prepared the Agency Strategic Plan for Fiscal Years 2017-2021 in accordance with the prescribed instructions;

NOW, therefore, it is hereby

RESOLVED, that the Agency Strategic Plan for Fiscal Years 2017-2021, in the form presented to this meeting, is hereby approved and

FURTHER RESOLVED, that the Executive Director and his designees and each of them be and they hereby are authorized, empowered, and directed, for and on behalf of the Department to file and distribute such plan, together with such grammatical and non-substantive technical corrections as they may deem necessary or advisable, to the appropriate legislative and oversight offices.

BACKGROUND

Strategic planning is a statutorily directed process to ensure effective long-range planning and to maximize the efficient use of state resources in service to the agency's core mission. The instructions issued to state agencies on April 6, 2016, called for a streamlined process to enable agency leadership to be more concise in developing a strategic vision, agency goals, and action items to achieve those goals. Within the plan, an agency outlines efforts to ensure that program and services are accountable to the taxpayer and run in an efficient, effective, customer-friendly, and transparent manner. A new section has been added asking state agencies to identify redundancies found in state programs, statute, and regulations that result in inefficient

or ineffective agency operations. Another new element in the strategic plan is an assessment of advisory committees on which TDHCA serves, which is included as a supplemental schedule. Supplemental schedules found in previous strategic plans that are included in the new strategic plan are the agency's goals and strategies, performance measure definitions, a report on TDHCA's utilization of historically underutilized business, a customer satisfaction report, and a workforce plan.

By June 24, 2016, the Agency Strategic Plan must be submitted to the Governor; Lieutenant Governor; Speaker of the House; Comptroller of Public Accounts; State Auditor; Sunset Advisory Committee; House Committee on Appropriations; Senate Committee on Finance; Governor's Office of Budget, Planning and Policy; Legislative Budget Board; Texas State Library; Legislative Reference Library; and the Department of Information Resources.

Agency Strategic Plan



Fiscal Years 2017 to 2021

BY

Texas Department of Housing and Community Affairs

Board Chair
J. Paul Oxer

Term
03/01-2011 – 01/31/2017

Home Town
Sugar Land, TX

June 24, 2016

SIGNED:

Timothy K. Irvine, TDHCA Executive Director

APPROVED:

J. Paul Oxer, TDHCA Board Chair

Prepared by the Policy and Public Affairs Division
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TDHCA MISSION

The mission of the Texas Department of Housing and Community Affairs is to administer its assigned programs efficiently, transparently, and lawfully and to invest its resources strategically and develop high quality affordable housing which allows Texas communities to thrive.

The Department accomplishes this mission by acting as a conduit for federal grant funds for housing and community services. However, because several major housing programs require the participation of private investors and private lenders, TDHCA also operates as a housing finance agency.

Ensuring program compliance with the many state and federal laws that govern housing programs is another important part of the Department's mission. This ensures the health and safety of TDHCA's housing portfolio and guarantees state and federal resources are expended in an efficient and effective manner.

TDHCA also serves as a financial and administrative resource that helps provide essential services and affordable housing opportunities to Texans who qualify for this assistance based on their income level. Additionally, the Department is a resource for educational materials and technical assistance for housing, housing related, and community services matters

AGENCY OPERATIONAL GOAL AND ACTION PLAN

Administering our assigned programs efficiently, transparently, and lawfully, and investing our resources strategically while developing high quality housing and, in turn, enabling Texas communities to thrive.

SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL

1. Increase and preserve the availability of safe, decent, and affordable housing for very low, low, and moderate income Texans
2. Promote improved housing conditions for extremely low, very low, and low income households by providing information and assistance
3. Improve living conditions for poor and homeless and reduce cost of home energy for very low income Texans
4. Ensure compliance with all relevant state and federal program mandates
5. Protect the public by regulating the manufactured housing industry in accordance with state and federal law.

DESCRIBE HOW YOUR GOAL OR ACTION ITEM SUPPORTS EACH STATEWIDE OBJECTIVE

1. Accountable to the tax and fee payers of Texas

TDHCA is committed to administering its programs in a transparent and accountable manner and prudently uses of taxpayer resources. In addition to all program rules and programming of funds being made available for public comment, TDHCA also conducts numerous public roundtables and online discussion forums to solicit comment and input from all interested parties. Public comment is also available at each monthly governing board meeting and TDHCA's website includes a specific Public Comment Center. TDHCA also works earnestly to maintain regular open dialogue with local communities and their elected representatives in order to ensure it is hearing all points of view. Extensive information on TDHCA programs can be found on TDHCA's website, including, by statute, TDHCA governing board meeting books, which provide comprehensive information on TDHCA policy issues. Members of the public interested in particular TDHCA programs can sign up for agency listserves for specific activities. Also available is information regarding how to file a complaint related to a TDHCA program or service. TDHCA has strong financial controls and compliance monitoring to ensure that funds are spent in accordance with state and federal regulations and best industry practices.

2. Efficient such that maximum results are produced with a minimum waste of taxpayer funds, including through the elimination of redundant and non-core functions

TDHCA embraces the philosophy of a trained and committed staff that is free to improve processes and efficiencies and to collaborate with other agencies in maximizing resources. Recent examples include the consolidation of the single family loan processes from various funding sources into a newly formed Single Family Operations and Services and the outsourcing of loan document preparation for some programs.

3. Effective in successfully fulfilling core functions, measuring success in achieving performance measures and implementing plans to continuously improve

Operations at TDHCA are continually assessed and improved based on principles of enterprise wide risk management, adherence to documented operating procedures, and objective data analysis. Key to this has been cultivation of highly skilled staff able to pull and analyze data and the creation of a data reporting and management section to assist in the evaluation of existing and proposed policies based on metrics.

4. Providing excellent customer service

Respect for customers and stakeholders by TDHCA is built on a continuous understanding of the needs of those populations we serve. That understanding is driven by a commitment towards treating all Texans with respect, courtesy, and transparency to encourage a productive dialogue. The most recent Customer Service Report points to TDHCA being successful in these areas.

5. Transparent such that agency actions can be understood by any Texan

Through the frequent use of public roundtables, webinars, online discussion forums, and other public meetings, TDHCA works toward gauging our customers understanding of our programs and, in a broader sense, all Texans' comprehension of how we can help solidify their communities through our programs. There is a commitment at all staff levels at the agency to disseminate information to all of our audiences. To that end, TDHCA makes a wide range of information available on its website, including downloadable flyers for consumers and potential subrecipients, and has introduced the TDHCA Public Comment Center online website to help the general public and stakeholders engage in TDHCA programs.

DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM

The Department's Housing Tax Credit Program is the subject of ongoing litigation in federal court in Dallas, the Inclusive Communities Project ("ICP") case. In ICP the United States Supreme Court has ruled that a cause of action may be established under a theory of disparate impact. The case is on remand to the federal court in Dallas where the issue being considered at present is whether the plaintiff has established a prima facie disparate impact case against the Department. In addition the U. S. Department of Housing and Urban Development ("HUD") has promulgated a new rule regarding the Affirmatively Furthering Fair Housing ("AFFH"). Because HUD looks to the state as a whole to address AFFH, the Department has the role of coordinating AFFH with other agencies that are impacted because these agencies administer HUD funds (the Texas Department of Agriculture, which is the principal administrator of the state's award of the Community Development Block Grant ("CDBG") funds, the Texas Department of State Health Services, which administers the Housing Opportunities for Persons with AIDS ("HOPWA"), and the Texas General Land Office, which administers special federal CDBG appropriations for disaster recovery ("CDBG-DR"). It also includes the Texas Workforce Commission's Civil Rights Division, which oversees certain Fair Housing Act matters in Texas, in these efforts. The Department also takes the lead role in planning efforts under HUD requirements, including the 5-Year Consolidated Plan and the One Year Action Plan.

REDUNDANCIES AND IMPEDIMENTS

Service, Statute, Rule or Regulation (Provide Specific Citation if applicable)	Describe why the Service, Statute, Rule or Regulation is Resulting in Inefficient or Ineffective Agency Operations	Provide Agency Recommendation for Modification or Elimination	Describe the Estimated Cost Savings or Other Benefit Associated with Recommended Change
§2306.001, Texas Government Code	Does not clearly designate TDHCA to as a public housing authority (“PHA”). As this is sometimes questioned by HUD, it could impact the Department’s ability to continue to serve approximately 900 households per year through its Section 8 Housing Choice Voucher Program.	Add another numbered purpose clause stating: “serve as a public housing authority to provide access for the Department to more affordable housing options”	While TDHCA is already a PHA, the recommended change would state this unambiguously and thereby help ensure that the federal funding agency (HUD) does not have a basis for which to withdrawal PHA status.
§2306.001(6)(B) and (C), Texas Government Code	All of B is duplicated again in C. Also in C, it has “including hunger” in terms of working to address homelessness issues. TDHCA used to receive federal hunger assistance funds, but has not had resources to provide any hunger-related activities in years.	Delete B, and then in C delete “including hunger”	Removes language from statute related to activity for which TDHCA no longer has the appropriate resources. This decreases the likelihood of there being an expectation sometime in the future that TDHCA provide the service/program despite lack of resources and removes confusion related to this matter.
§2306.004(3), Texas Government Code	§2306.004 (3), Texas Government Code provides the definition of Contract for Deed (“CFD”) within TDHCA’s statute. This definition is inconsistent with provisions related to CFDs found in House Bill (“HB”) 311, 84th Texas Legislature, which may cause confusion in administering programs serving households who originally purchased property through a contract for deed. Specifically, HB 311 changed the definition of “executory contracts” in Property Code such that the following is true: 1) CFDs now transfer title to the purchaser before the contract-for-deed is fully paid off. 2) While title is provided to purchaser, the seller can still retain a lien on the property at the same terms of the original contract.	Amend §2306.004 (3), Texas Government Code, to ensure that it conforms with HB 311 and to make clear in the definition that “contracts for deed” mean the same as “executory contracts” in order to avoid confusion elsewhere in Chapter 2306, Texas Government Code .	Will provide clarity and therefore greater efficiency in efforts to serve colonia residents who may have purchased property using a contract for deed.

REDUNDANCIES AND IMPEDIMENTS

Service, Statute, Rule or Regulation (Provide Specific Citation if applicable)	Describe why the Service, Statute, Rule or Regulation is Resulting in Inefficient or Ineffective Agency Operations	Provide Agency Recommendation for Modification or Elimination	Describe the Estimated Cost Savings or Other Benefit Associated with Recommended Change
Subchapter C, §2306.053(b), Texas Government Code	TDHCA operates a significant utility payment assistance program – CEAP. Occasionally we face situations where we have concerns with the entities providing that assistance (possible fraud, disallowed costs, mismanagement of funds) but simply turning off the flow of funds while issues get resolved harms the households receiving the utility assistance. While the Department mostly likely has the authority to obligate subrecipients contractually, under certain circumstances, to enter into a trustee relationship, TDHCA suggests adding a clause in the Department Powers and Duties that provides TDHCA the explicit power to establish a Trustee for subrecipients, when needed to ensure ongoing delivery of services or assistance to clients which will help us efficiently use our funds and help Texans.	Add to (b), “establish requirements for subrecipients to enter into Trustee relationships to ensure ongoing delivery of services to households”.	This provides greater efficiency and limits the harm and delays that households may face.
§2306.0723, Texas Government Code	Because the State Low Income Plan (“SLIHP”) is not a “state agency statement of general applicability that implements, interprets or prescribes law or policy” and we never have a need or intention to enforce the report against anyone, it should not be a rule. The statute creates unnecessary rule-making work for TDHCA staff. TDHCA would continue to present the SLIHP for public comment/roundtable discussion and Board approval.	Eliminate statute requiring the SLIHP to be a rule	Streamlines the SLIHP approval process and removes the improper designation of the SLIHP as a rule.
§2306.0985, Texas Government Code (Recovery of Funds from Certain Subdivisions.)	This provision should have been removed from TDHCA’s statute when the Community Development Block Grant Program was transferred from TDHCA in 2001 through House Bill 7, 75th Texas Legislature, Regular Session. Please note that Section 2306.098 referred to in subsection (f) does not exist referenced does not exist as it related to the Community Development Block Grant Program.	Delete section.	Removes expectation that TDHCA undertake activity referred to in the portion of statute.

REDUNDANCIES AND IMPEDIMENTS

Service, Statute, Rule or Regulation (Provide Specific Citation if applicable)	Describe why the Service, Statute, Rule or Regulation is Resulting in Inefficient or Ineffective Agency Operations	Provide Agency Recommendation for Modification or Elimination	Describe the Estimated Cost Savings or Other Benefit Associated with Recommended Change
§2306.1071, Texas Government Code	Definition of first time homebuyer for the Department's First Time Homebuyer Program. Statute defines FTHB as being a Texas resident who has not owned in the last 3 year - without any other flexibility. However under our TMP program we are also serving veterans (who may have owned in the last 3 years) consistent with the IRS authorized exceptions in Section 143(d)(2)(D) of the Code. It is more beneficial for the program to allow the same IRS exceptions to the first time homebuyer definition so that veterans can continue to have the exception offered.	Amend definition as follows: "First-time homebuyer" means a person who: (A) resides in this state on the date on which an application is filed; and (B) has not owned a home during the three years preceding the date on which an application under this subchapter is filed <u>or satisfies an exception in accordance with IRS requirements.</u>	Change ensures veterans can continue to receive the same degree of assistance they are currently receiving through TDHCA's homeownership programs.
§2306.1074, Texas Government Code	Limits down payment and closing cost assistance to only those households at 80% of area median income ("AMI") and lower. However that is not how the TMP operates (nor how we have used this restriction in the past). Without a change those households with AMIs above 80% would not be eligible as we shift back to the FTHB Program. DPA and closing cost only for those at 80% AMI and below would be a significant hardship for many households currently able to garner assistance under the program.	Delete (b)(2) which limits assistance for those who have an income of not more than 80 percent of area median family income.	Would allow TDHCA to serve moderate income households without decreasing resources to households at or below 80% AMI range.
§2306.111(c), Texas Government Code	Requires that 95% of state's HOME Investment Partnerships Program ("HOME") funds be used in non-Participating Jurisdiction (i.e., areas of the state that do not receive HOME funds directly from the federal government); these tend to be more rural areas of the state. In addition, 5% must be used for Persons with Disabilities statewide. Federal regulations require that 15% of all HOME funds be provided directly to Community Development Housing Organizations ("CHDOs"), which are community-based housing nonprofits that meet requirements of the HOME program. While there are many	Amend 2306.111(c) to exclude CHDO funds from the 95/5 rule or otherwise provide flexibility to allow expressly the use of CHDO funds in Participating Jurisdictions without violating the requirement.	This would decrease the risk of the state having to return HOME funds and therefore allow TDHCA to expand housing opportunities for more Texas households

REDUNDANCIES AND IMPEDIMENTS

Service, Statute, Rule or Regulation (Provide Specific Citation if applicable)	Describe why the Service, Statute, Rule or Regulation is Resulting in Inefficient or Ineffective Agency Operations	Provide Agency Recommendation for Modification or Elimination	Describe the Estimated Cost Savings or Other Benefit Associated with Recommended Change
	<p>CHDOs in the more urban areas of the state, there are fewer of these in more rural areas, making achieving the 15% requirement a perennial challenge for TDHCA. New federal guidelines provide much more restrictive deadlines for the commitment and expenditure of HOME funds. The scarcity of CHDOs in rural Texas and the stricter federal regulation effective for 2015 and future year HOME funds, significantly increases the likelihood that the state may fail to meet commitment deadlines for a portion of CHDO funds and therefore, may result in the state having to return HOME funds to the federal government. Excluding all or a portion of the 15% federally mandated CHDO set-aside funds from the requirements of 2306.111(c) would minimize this risk.</p>		
<p>§Section 2306.1113, Texas Government Code</p>	<p>Tightly restricts the communication of TDHCA Board member and staff with persons associated with active applications for housing funds during the application period, including barring meetings outside of TDHCA headquarters and after regularly posted hours.</p>	<p>Statute could be amended to allow for meetings between TDHCA staff and applicants outside of business hours. It might allow for meetings to occur at other locations, such as attorneys' offices.</p>	<p>The Housing Tax Credit program is extremely complex. To meet statutorily required deadlines, staff and applicants alike regularly work long hours well outside business hours, and communicate extensively during business hours and over the phone and email, as currently allowed under statute, to work on issues. . Adding flexibility with respect where and when can allow for more effective and timely communication, reducing time spent by both parties. Further it is not necessary for the requirement to apply to other TDHCA</p>

REDUNDANCIES AND IMPEDIMENTS

Service, Statute, Rule or Regulation (Provide Specific Citation if applicable)	Describe why the Service, Statute, Rule or Regulation is Resulting in Inefficient or Ineffective Agency Operations	Provide Agency Recommendation for Modification or Elimination	Describe the Estimated Cost Savings or Other Benefit Associated with Recommended Change
§2306.1114, Texas Government Code	Requires notification of application of funds to a long list of persons for any proposed application for housing funds that include HOME funds or any other affordable housing program. Statutory language does not explicitly limit this to multifamily or to competitive activities and therefore this could be construed to place extensive notification requirements on single family HOME activities and HTF activities. With HOME and HTF now on a reservation basis, this would require that every household reservation trigger notification. For competitive single family applications under HOME, the households are not yet even identified so that exact location is not yet known. Notifications outlined in statute on single family activity would be extremely onerous.	Amend statute to specify that this requirement is for Housing Tax Credit and other multifamily activities and not "all funds" captured in 2306.111 as the requirements of who needs to be notified and what needs to be shared are clearly reflective of "developments" and not applications for housing funds in which households are not identified at the time of application and no location could even be determined at the time of application.	programs. Provides clarity to the notification requirement and minimizes likelihood of future expectations that TDHCA provide notification for single family activities.
§§ 2306.142-143, Texas Government Code	Section 2306.142 requires a market study to determine underserved economic and geographic submarkets in the state. 2306.142(l) requires specific set-asides or allocations to meet those underserved markets. Much of this section is to provide for sub-prime lending. The parameters for the market study are outdated and cannot be complied with. And the set-asides are economically unfeasible. In addition, BRB is the only party that can waive the requirements of this section, so TDHCA cannot submit single family bond issues as exempt issues; as such we are unable to receive BRB approval for a series of "mini-issues" without taking each individual series through the approval process. This is inefficient, more costly, and limits the flexibility to enter the market when the timing/pricing is optimal.	Recommend Elimination. Because compliance with the requirements of 2306.142 is cost prohibitive and not consistent with the reasonable financial operation of the Department, TDHCA seeks the BRB waiver each time that a bond issue is undertaken. Elimination of the requirements would permit the Department to submit single family bond issues as exempt issues, permitting a submission to BRB for approval of a series of issues without needing to take each for specific Board approval at an official BRB	Streamlining the bond issuance approval process reduces costs and better allows TDHCA to take advantage of market conditions expeditiously in order to offer better homeownership products to low to moderate income Texans.

REDUNDANCIES AND IMPEDIMENTS

Service, Statute, Rule or Regulation (Provide Specific Citation if applicable)	Describe why the Service, Statute, Rule or Regulation is Resulting in Inefficient or Ineffective Agency Operations	Provide Agency Recommendation for Modification or Elimination	Describe the Estimated Cost Savings or Other Benefit Associated with Recommended Change
	Section 2306.143 requires TDHCA to develop a subprime lender list using the survey required under 2306.142 if HUD does not release a subprime lender list/ more	meeting. This would save the Department a significant amount of costs related to the streamlined process, and would provide the Department more flexibility to take advantage of favorable market conditions much quickly. It should be noted that TDHCA currently serves the underserved economic and geographic submarkets in the state: 65% of TDHCA's loans are to first time homebuyers earning less than 80% of the median income in their economic and geographic submarket and various TDHCA programs provide homeownership assistance to rural and border communities.	
§2306.171, Texas Government Code	Requires the Department to "provide matching funds to municipalities, counties, public agencies, housing sponsors and nonprofit developers who qualify under the division's programs." TDHCA is generally unable to do so as its funds are often federally limited in being used for match. Further, most of TDHCA's federal programs require match of TDHCA and often its subrecipients. TDHCA often meets its federal match requirements by passing the requirement (in part or in full) down to subrecipients. This provision also indicates that TDHCA should "encourage private for profit and	Delete 2306.171(3) and (4)	Removes requirements that TDHCA undertake activities for which it is not allocated resources and could conflict with federal law. This decreases the likelihood of there being an expectation sometime in the future that TDHCA undertake these activities.

REDUNDANCIES AND IMPEDIMENTS

Service, Statute, Rule or Regulation (Provide Specific Citation if applicable)	Describe why the Service, Statute, Rule or Regulation is Resulting in Inefficient or Ineffective Agency Operations	Provide Agency Recommendation for Modification or Elimination	Describe the Estimated Cost Savings or Other Benefit Associated with Recommended Change
	nonprofits corporations and state organizations to match the divisions funds ..." TDHCA is unclear how it could appropriately encourage private investment outside of an incentive program for which there is no funding.		
§2306.186, Texas Government Code (Mandatory Deposits to Fund Necessary Repairs.)	The reference in subsection (k) to 2306.6023 is incorrect. 2306.6023 is a direction to the Manufactured Housing Division to adopt rules for Alternative Dispute Resolution and Negotiated Rule-Making	Amend statute to refer to the correct citation (§2306.041 Texas Government Code)	Corrects potentially confusing legislation.
§2306.252, Texas Government Code	In the list of duties of TDHCA's Housing Resource Center ("HRC") under 2306.252(b)(4), statute states that the HRC provides, in cooperation with the state energy conservation office, the TCEQ and other governmental entities, information on the use of sustainable and energy efficient housing construction products and assist local governments and nonprofits in identifying information on sustainable and energy efficient housing construction and energy efficient resources and techniques. The State Energy Conservation Office ("SECO") has excellent resources for this, with a specific section for residential consumers. Requiring this of TDHCA is redundant and requires TDHCA to coordinate on something for which another agency is more qualified and is already performing such work.	Delete 2306.252	Removes redundancy in state government and statute. (Because TDHCA already refers people to SECO and appropriate agencies, there would be no cost savings.)
§2306.255, Texas Government Code	Contract for Deed Conversion Program under 2306.255. This section requires the Department to work with private lenders to convert contracts for deed; the Department role is to provide some type of guarantee in case of default. TDHCA tried to implement this section many years ago with no success. Due to the passage of legislation in 2015, HB 311 by Rep Canales and Senator Lucio, transfers of title occur through	Delete section.	Program is no longer necessary due to passage of HB 311. Additionally, TDHCA has not been allocated resources which to administer the program as codified. Removing the language decreases the likelihood of there being an expectation sometime

REDUNDANCIES AND IMPEDIMENTS

Service, Statute, Rule or Regulation (Provide Specific Citation if applicable)	Describe why the Service, Statute, Rule or Regulation is Resulting in Inefficient or Ineffective Agency Operations	Provide Agency Recommendation for Modification or Elimination	Describe the Estimated Cost Savings or Other Benefit Associated with Recommended Change
§§2306.2561 and 2306.805, Texas Government Code	<p>the recordation of the contract for deed; therefore a conversion is no longer necessary.</p> <p>2306.2561 requires an Affordable Housing Preservation Program with specificity on how that should be designed, while 2306.805 creates a similar but different program, the Housing Preservation Incentives Program. In neither section is the program that is designed one that is readily consistent with the resources the Department has access to or the federal applicable regulations of those funds. Neither program is actively being implemented because of these challenges.</p>	<p>Either delete both sections (2306.2561 and 2306.805) as the programs not only are inconsistent with each other, but neither program is compatible with our funding sources and their associated federal regulations or work to reconcile these sections with federal requirements.</p>	<p>in the future that TDHCA undertake this activity</p> <p>Removes requirements that TDHCA undertake activities which are inconsistent consistent with TDHCA funding sources and federal requirements.</p>
§§2306.541 and 542, Texas Government Code	<p>These two sections created an Advisory Committee (the Natural Disaster Housing Reconstruction Advisory Committee) and a program, the Housing Reconstruction Demonstration Pilot. These sections were established in response to the significant disaster recovery efforts that were historically housed at TDHCA. The Committee, which was created and used as needed, when we had DR funds, is no longer in existence, nor does such a program exist. As the Department no longer oversees DR funds we suggest removal of the sections.</p>	<p>Delete all of 2306.541 and 2306.542.</p>	<p>Removes language related to activity over which TDHCA has no jurisdiction; decreases confusion related to this issue</p>
§2306.590, Texas Government Code	<p>Establishes a Colonia Initiatives Advisory Committee which reviews water and wastewater projects. When TDHCA had control over Community Development Block Grant funds this was reasonable but since TDHCA does not oversee funds for water and wastewater infrastructure and or operate any such programs, TDHCA does not operate this committee, and does not have staff experienced in this area. It is an activity of the Texas Water Development Board and should be deleted from TDHCA's statute.</p>	<p>Delete all of 2306.590.</p>	<p>Removes language related to activity over which TDHCA has no jurisdiction; decreases confusion related to this issue</p>

REDUNDANCIES AND IMPEDIMENTS

Service, Statute, Rule or Regulation (Provide Specific Citation if applicable)	Describe why the Service, Statute, Rule or Regulation is Resulting in Inefficient or Ineffective Agency Operations	Provide Agency Recommendation for Modification or Elimination	Describe the Estimated Cost Savings or Other Benefit Associated with Recommended Change
§2306.6717(4) Texas Government Code	Requires TDHCA to post notice of material amendment requests as relates to HTC awardees and director's recommendation on the amendment fifteen days prior to the Board meeting at which the amendment will be discussed.	Eliminate requirement. TDHCA already posts all policy recommendations to the Board seven days prior to the Board meeting or three days in case of emergency items, including other items of analogous import such as applicant appeals. The advanced posting creates additional work (additional postings requiring additional routing and redundant review) and may delay decisions on such requests.	Streamlines process.
§2306.6733, Texas Government Code	Bars former board members and staff specified in statute from participating in the Housing Tax Credit program for two years from their departure from the agency. Because the statute refers to positions that existed at the time the statute was written but which no longer corresponds to the agencies current structure, the Department may be applying it in an overly broad manner in order to ensure compliance.	Amend that statute to be based on roles or duties rather than specific positions.	This would ensure that even when the staffing structure changes the persons performing certain substantive duties are subject to the restriction while making it clear the regardless of titles, persons performing other duties are not subject to this provision.
Subchapter GG (§§2306.781-786), Chapter 2306, Texas Government Code	This section required the creation of a Colonia Model Subdivision Program and an associated Colonia Model Subdivision Revolving Loan Fund. This is a duplicative concept because the HOME Community Housing Development Organization ("CHDO") set aside already offers this opportunity and the Department holds funds for these types of single family developments. For a number of years, TDHCA offered single family development primarily under the Colonia Model Subdivision Program but had limited applicants. TDHCA now offers the assistance under the broader HOME Single Family	Delete entire Subchapter.	Removes unnecessary language; decreases the likelihood that unnecessary restrictions will be placed on single family development funds.

REDUNDANCIES AND IMPEDIMENTS

Service, Statute, Rule or Regulation (Provide Specific Citation if applicable)	Describe why the Service, Statute, Rule or Regulation is Resulting in Inefficient or Ineffective Agency Operations	Provide Agency Recommendation for Modification or Elimination	Describe the Estimated Cost Savings or Other Benefit Associated with Recommended Change
	<p>Development category. Participants who had sought Colonia Model Subdivision Program funds continue to seek funds under the broader Single Family Development funds such that this has not caused a decrease in access to funds for these entities. It should be noted that even under the Single Family Development category, participation is limited.</p>		
<p>Tex. Utility Code §39.905. Goal for Energy Efficiency.</p>	<p>The last sentence of subsection (f) requires TDHCA to provide expert testimony at SOAH rate case hearings concerning whether the targeted low income weatherization programs of each unbundled Transmission and Distribution Utility ("TDU") is "consistent with federal weatherization programs" or "adequately funded." TDHCA staff does not have sufficient expertise with TDU "hard-to-reach" programs to determine if these are consistent with federal weatherization programs. The PUC has represented to TDHCA that it has sufficient expertise with the federal weatherization programs to determine if the TDU programs are consistent without TDHCA's assistance. However, because of the statutory language, TDHCA staff and the staff of the TDUs must send minimum notices and file minimum pleadings to each other to notify the parties that TDHCA will not be participating in the proceedings.</p>	<p>Delete last sentence of subsection (f)</p>	<p>This will save staff time by eliminating the need to send minimum notices and file minimum pleadings to each other to notify the parties that TDHCA will not be participating in the proceedings. Will also remove unnecessary requirements</p>

Schedule A: Budget Structure

Pending Approval by the Office of the Governor and LBB

Schedule B: Performance Measure Definitions

Pending Approval by the Office of the Governor and LBB

Schedule C: Historically Underutilized Business Plan

HUB Assessment Reports for Fiscal Year 2014 and Fiscal Year 2015

Article IX 2016-17 GAA Section 7.06

TDHCA Performance – Fiscal Year 2014

Category	TDHCA Performance		Percentage Spent With HUBS	Statewide Goal	TDHCA Strategic Plan Goals
	Total \$ Spent	Total \$ Spent With HUBS			
Heavy Construction	N/A	N/A	N/A	11.20%	N/A
Building Construction	N/A	N/A	N/A	21.10%	N/A
Special Trades	N/A	N/A	N/A	32.70%	N/A
Professional Services	N/A	N/A	N/A	23.60%	23.60%
Other Services	\$1,301,585	\$434,191	33.36%	24.60%	24.60%
Commodities	\$459,213	\$387,295	84.34%	21.00%	21.00%

TDHCA Performance – Fiscal Year 2015

Category	TDHCA Performance		Percentage Spent With HUBS	Statewide Goal	TDHCA Strategic Plan Goals
	Total \$ Spent	Total \$ Spent With HUBS			
Heavy Construction	N/A	N/A	N/A	11.20%	N/A
Building Construction	N/A	N/A	N/A	21.10%	N/A
Special Trades	N/A	N/A	N/A	32.90%	N/A
Professional Services	N/A	N/A	N/A	23.70%	23.70%
Other Services	\$1,334,859	\$403,017	30.19%	26.00%	26.00%
Commodities	\$289,465	\$215,529	74.46%	21.10%	21.10%

TDHCA was pleased to achieve beyond Statewide and TDHCA Strategic Plan goals for both Fiscal Year 2014 and 2015. TDHCA continues to promote the use of HUBs through education of staff on procurement policy rules and procedures; through aggressively recruiting and educating prospective HUB businesses; assisting HUBs with the State HUB Certification program; and participation in Economic Opportunity Forums with other state entities, local and federal entities and elected officials. Through participation in these forums, TDHCA has developed new vendor relationships and continues to pursue new avenues for HUB participation. TDHCA strives to exceed goals for procurement from HUBs and HUB subcontractors.

HUB Assessment Reports for Fiscal Year 2014 and Fiscal Year 2015

Article IX 2016-17 GAA Section 7.06

Goal = Strategic Plan HUB Goal Actual = % Spent with HUBs from HUB Report	Actual for FY 14	Actual for FY 15	Goal for FY 16
Heavy Construction	N/A	N/A	N/A
Building Construction	N/A	N/A	N/A
Special Trade Construction	N/A	N/A	N/A
Professional Services	N/A	N/A	N/A
Other Services	33.3%	30.1%	26.0%
Commodities	84.3%	74.4%	21.1%

TDHCA, in compliance with, and maintaining compliance with, Government Code, §2161.123 states the following:

State HUB participation goals have been historically achieved by the TDHCA, with an on-going effort to continue that tradition. In an effort to continue the pursuit of HUBs, TDHCA routinely participates in vendor forums, trains Department staff, and actively researches possible businesses to participate and become HUB certified.

TDHCA has specific Policies and Procedures for the Historically Underutilized Business Program as referenced in Texas Administrative Code, Title 10, Part 1, Chapter 1, Subchapter A, Rule §1.6 to ensure continued participation with the HUB Program.

Schedule F: Agency Workforce Plan

INTRODUCTION

Each state agency is required to conduct a strategic planning staffing analysis and develop a workforce plan that follows guidelines developed by the State Auditor. This workforce plan addresses the agency's critical staffing and training needs, including the need for experienced employees to impart knowledge to their potential successors pursuant to Section 2056.002, Government Code.

AGENCY OVERVIEW

This section describes the mission, strategic goals, objectives, and business functions of the agency. Potential changes to these items over the next five years are also discussed.

TDHCA Mission

The mission of the Texas Department of Housing and Community Affairs is to administer its assigned programs efficiently, transparently, and lawfully. To invest its resources strategically and develop high quality affordable housing which allows Texas communities to thrive.

TDHCA's Goals, Objectives, and Strategies to Fulfill its Mission

Goal 1.

To increase and preserve the availability of safe, decent, and affordable housing for very low, low, and moderate income persons and families.

Objective 1. Make loans, grants, and incentives available to fund eligible housing activities and preserve/create single and multifamily units for very low, low, and moderate income households.

Strategy 1. Provide mortgage loans and Mortgage Credit Certificates (MCCs), through the department's Mortgage Revenue Bond (MRB) Program, which are below the conventional market interest rates to very low, low, and moderate income homebuyers.

Strategy 2. Provide federal housing loans and grants through the HOME Investment Partnership (HOME) Program for very low and low income families, focusing on the construction of single family and multifamily housing in rural areas of the state through partnerships with the private sector.

Strategy 3. Provide Funding through the Housing Trust Fund for Affordable Housing

Strategy 4. Provide federal rental assistance through Housing Choice Voucher Program (Section 8) vouchers and the Section 811 Program for very low income households and special needs population.

Strategy 5. Provide federal tax credits to develop rental housing for very low and low income households.

Strategy 6. Provide federal mortgage loans through the department's Mortgage Revenue Bond (MRB) program for the acquisition, restoration, construction and preservation of multifamily rental units for very low, low and moderate income families.

Goal 2. Promote improved housing conditions for extremely low, very low, and low income households by providing information and assistance.

Objective 1. Provide information and assistance regarding affordable housing resources and community support services

Strategy 1. Provide information and technical assistance to the public through the Center for Housing Research, Planning, and Communications. Strategy 2. Utilize the Community Action Network and Continua of Cares to share information on assistance when clients access Department funds.

Objective 2. Promote and improve homeownership opportunities along with the development of safe neighborhoods and effective community services for all colonia residents and/or residents of low, very low, and extremely low income along the Texas-Mexico border

Strategy 1. Provide assistance to colonias, border communities, and nonprofits through field offices, Colonia Self-Help Centers, the Bootstrap Self-Help program, the Contract for Deed conversion program and other Department programs.

Goal 3. Improve living conditions for the poor and homeless and reduce cost of home energy for very low income (VLI) Texans.

Objective 1. To ease hardships of poverty and homelessness for 16 percent of the population of very low income persons each year.

Strategy 1. Administer homeless and poverty-related funds through a network of community action agencies and other local organizations so that poverty-related services are available to very low income persons throughout the state.

Strategy 2. To support the homelessness efforts of the eight largest metropolitan areas through direct general revenue for the HHSP.

Objective 2. To reduce cost of home energy for 6 percent of very low income households each year

Strategy 1. Administer state energy assistance programs by providing grants to local organizations for energy related improvements to dwellings occupied by very low income persons and general assistance to very low income households for heating and cooling expenses and energy-related emergencies.

Goal 4. Ensure compliance with Department of Housing and Community Affairs federal and state program mandates.

Objective 1. Administer and monitor all appropriate housing developments and subrecipient contracts to determine compliance with federal and state program requirements.

Strategy 1. Monitor and inspect for federal and state housing program requirements.

Strategy 2. Monitor federal and state subrecipient contracts for programmatic and fiscal requirements.

Goal 5. Protect the public by regulating the manufactured housing industry in accordance with state and federal laws.

Objective 1. Operate a regulatory system to ensure responsive handling of Statements of Ownership and Location and license applications, inspection reports, and enforcement.

Strategy 1. Provide services for Statement of Ownership and Location and Licensing in a timely and efficient manner.

Strategy 2. Conduct inspections of manufactured homes in a timely and efficient manner.

Strategy 3. Process consumer complaints, conduct investigations, and take administrative actions to protect general public and consumers.

Strategy 4. Provide for the processing of occupational licenses, registrations, or permit fees through Texas.gov. Estimated and nontransferable.

Core Business Functions

TDHCA business functions can be broadly grouped into four categories: providing housing and community services assistance, affirmatively furthering fair housing, regulating the manufactured housing industry, serving as an informational resource. To ensure the success of the Department's efforts in these areas, a variety of supporting functions are required. These support areas include financial administration, human resources, information systems, asset management, portfolio management and compliance, policy and public affairs, purchasing, and real estate analysis.

Housing and Community Services Assistance

Types of housing and community services assistance include:

- housing assistance for individual households (homebuyer mortgage and down payment, home repair, and rental payment assistance);
- ensuring programs affirmatively further fair housing efforts;
- funding for the development of apartments (new construction or rehabilitation of rental units);
- energy assistance (utility payments or home weatherization activities);
- assistance for homeless persons and emergency relief for individuals or families in crisis or poverty (transitional housing, energy assistance, home weatherization, health and human services, child care, nutrition, job training and employment services, substance abuse counseling, medical services, and other emergency assistance); and

capacity building assistance (training and technical assistance).

- **Manufactured Housing Activities**

TDHCA's Manufactured Housing Division is an independent entity within TDHCA. It is administratively attached, but it has its own Board of Directors and Executive Director. This division administers the Texas Manufactured Housing Standards Act. The act ensures that manufactured homes are well-constructed, safe, and installed correctly; that consumers are provided fair and effective remedies; and that measures are taken to provide economic stability for the Texas manufactured housing industry. Services of the Manufactured Housing Division include issuances of SOL research; training and license issuances to individuals for manufactured housing manufacturing, retailing, installations, broker, or sales; records and releases on tax and mortgage liens; installation, habitability and consumer complaint inspections; resolution of consumer complaints; and federal oversight under a cooperative agreement with HUD.

- **Information Resources**

TDHCA is an informational resource for individuals, federal, state, and local governments, the Legislature, community organizations, advocacy groups, housing developers, and supportive services providers. Examples of information provided includes: general information on TDHCA activities, application and implementation technical assistance, housing need data and analysis, and direct consumer information on available assistance statewide. This information is provided through a myriad of communication methods: a 1-800 phone line, publications and guidebooks, via email and the TDHCA website, public hearings, trainings and workshops, planning roundtables, field offices and Self-Help Centers, mass mailings, television, radio, and print media, speaking engagements, and conferences. TDHCA uses online forums to encourage topical discussions and gather feedback on proposed policies, rules, plans, reports, or other activities. Forums may be used in combination with public hearings and other public comment opportunities as a means for the Department to collect stakeholder input.

In all of its activities, TDHCA strives to promote sound housing policies; promote leveraging of state and local resources; prevent discrimination; and ensure the stability and continuity of services through a fair, nondiscriminatory, and open process.

Anticipated Changes to the Mission, Strategies, and Goals over the Next Five Years

The Department does not anticipate any significant changes of the mission, strategies and goals over the next five years. *(NOTE: As of posting of the June 9, 2016, Strategic Plan Board Item, the Governor's Office and the Legislative Budget Board have not finalized TDHCA's budget structure and performance measures for SFY 2018-19. TDHCA requested the addition of a strategy for the Section 811 PRA program.)*

CURRENT WORKFORCE PROFILE (SUPPLY ANALYSIS)

This section describes the agency's current workforce by assessing whether current employees have the knowledge, skills, and abilities needed to address critical business issues in the future.

Size and Composition of Workforce

As of April 30, 2016, TDHCA had a total headcount of 284 employees. The following tables profile the agency's workforce. TDHCA's workforce is comprised of 38 percent males and 62 percent females. Over 43 percent of the agency's work force is over 50 years old with 39 percent of the work force having 16 or more years of state service.

Statistics show that over one-half or 60 percent of the work force has 10 years or less of experience working at TDHCA with proficiency levels ranging from working knowledge of processes to gaining mastery level of processes. Thirty three percent of TDHCA's workforce has 11-20 years of tenure with expertise levels ranging from mastery to acknowledged subject matter expert. Employees with 21 years or more of tenure compromise seven percent of the work force and are also keepers of institutional business knowledge.

The agency realizes that to prevent disparity in knowledge and experience levels and to mitigate future program operational challenges, succession planning strategies must address the transfer of institutional business knowledge and professional expertise.

WORK FORCE BREAKDOWN

Gender

	Number of Employees	Percent of Employees
Male	108	38%
Female	176	62%

Source: Uniform Statewide Payroll System

Age

	Number of Employees	Percent of Employees
Under 30	9	3.26%
30-39	54	19%
40-49	92	32.3%
50 – 59	97	34.14%
60 and over	32	11.2%

Source: Uniform Statewide Payroll System

Agency Tenure

	Number of Employees	Percent of Employees
0-5 years	96	33.8%
6-10 years	75	26.4%
11-15 years	47	16.6%
16-20 years	46	16.2%
21-25 years	19	6.7%
Over 25 years	1	.3%

Source: Uniform Statewide Payroll System

State Tenure

	Number of Employees	Percent of Employees
0-5 years	67	23.6%
6-10 years	61	21.4%
11-15 years	46	16.2%
16-20 years	45	15.8%
21-25 years	45	15.8%
Over 25 years	20	7%

Source: Uniform Statewide Payroll System

TDHCA WORK FORCE COMPARED TO STATEWIDE CIVILIAN WORKFORCE

The “Statewide Employment Statistics” table below compares the percentage of African American, Hispanic and Female TDHCA employees (as of April 30, 2016) to the statewide civilian work force as reported by the Texas Workforce Commission’s Civil Rights Division. For most job categories, the agency is comparable to or above statewide work force statistics; however, there are some areas that are under-represented. TDHCA is dedicated to ensuring equality in the workforce and specifically targets recruitment resources such as diverse community organizations and colleges that reach out to the workforce in the under-represented EEO categories to generate a larger applicant pool to achieve the EEO goals of the state.

Statewide Employment Statistics

Job Category	African American TDHCA	African American State	Hispanic American TDHCA	Hispanic American State	Females TDHCA	Females State
Officials/Administrators	4.35	7.12%	30.43%	20.90%	43.48%	37.48%
Professionals	11.34%	10.96%	38.14%	18.55%	72.16%	54.88%
Technicians	10.64%	13.75%	27.66%	28.82%	21.28%	51.31%
Para-Professionals	33.33%	N/A	25%	48.18%	91.67%	N/A
Administrative Support	25%	13.58%	25%	33%	62.5%	72.8%

Source: Uniform Statewide Payroll System and Texas Workforce Commission (TWC).

TWC statistics extracted from "Equal Employment Opportunity and Minority Hiring Practices Report, Fiscal Years 2011-2012."

The January 2015 TWC EEO and Minority Hiring Practices Report indicated that TWC has combined the statewide percentages for the Paraprofessional and the Service Maintenance EEO categories because they were not available separately from their BLS source report, accordingly, there is no Statewide paraprofessional statistic available for comparison.

Employee Turnover

According to the State Auditor's Office Turnover Report for fiscal year 2015, the statewide turnover rate for full-time and part-time classified employees at state agencies was 18 percent. This does not include interagency transfers since the state does not consider this to be a loss to the state.

As shown by the chart below, TDHCA's turnover rates have historically been at least 5 percent under the state turnover rates. In fiscal year 2015 the turnover rate was 4 percent higher than the previous fiscal year. Employee turnover is normal to any organization but can be negative if it reaches abnormal levels. Negatives include the associated costs of turnover, such as training and orientation of new employees, recruitment and selection of new employees, leave payout to departing employees, and lower productivity in the workplace during the time that a position is vacant and during the time that a new employee is learning the job. There can be a financial gain as experienced employees are replaced with entry level staff, however, loss of those experienced employees can negatively impact the agency due to loss of institutional knowledge and skill.

Overall Turnover

Fiscal Year	TDHCA	State
2015	12%	18%
2014	8%	17.5%
2013	7.1%	17.6%
2012	11.1%	17.3%
2011	11.5%	16.8%

Source: State Auditor Officer (SAO) Classified Employee Turnover Report FY2015.

Turnover rates exclude interagency transfers

Turnover by Length of Agency Service

FY	Total	Less than 2 Years	2-4.99 Years	5-9.99 Years	10-14.99 Years	15 to 19.99 Years	Over 25 Years
2015	34	8	9	6	3	4	4
2014	23	1	10	7	3	1	1
2013	22	5	6	4	4	2	1
2012	36	11	13	5	2	5	0
2011	43	27	3	5	7	1	0

Source: SAO E-Class. Data excludes interagency transfers

Turnover by Age

FY	Total	20-29 Years	30-39 Years	40-49 Years	50-59 Years	60-69 Years
2015	34	1	8	11	11	3
2014	23	0	12	4	4	3
2013	22	1	4	5	5	7
2012	36	1	11	12	5	7
2011	43	7	9	12	9	6

Source: SAO E-Class. Data excludes interagency transfers

Retirement Eligibility

Data obtained from the Employees Retirement System shows projected retirements at TDHCA over the next five fiscal years.

The loss of employees due to retirement is, and will continue to be, a critical issue facing the agency. The loss of institutional business knowledge and expertise in key management and senior-level professional positions, coupled with normal attrition, poses a critical work force dilemma for the agency as well as the state. It is important to ensure that this technical knowledge and organizational experience is not lost. Management is aware of the impact that retirees will have on the Department within the next biennium and is continually looking at methods to replace these skills and knowledge through:

- Employee Development
- On-the-job training

- Leadership Development
- Succession Planning
- Cross divisional training
- Mentoring

Projected TDHCA Retirements

Fiscal Year	Projected Retirements	Percent of Total Agency Employees (FTE Budget of 307)
2016	31	10.1
2017	8	2.6
2018	15	4.9
2019	6	2
2020	9	2.9
Total Projected Retirements	69	22.5%

Source: Employees Retirement System

Workforce Skills Critical to the Mission and Goals of the Agency

Core Functions

- Mortgage and loan origination
- Knowledge of Real Estate Transactions
- Knowledge of Loan Closing and Titling processes
- Environmental science
- Knowledge of federal regulations, particularly OMB requirements
- Underwriting
- Asset Management
- Emergency Response and Management
- Contract Management
- Building Inspection and Weatherization
- Construction Management and Oversight
- Program Planning and Administration
- Data Analysis and Reporting
- Community Services and Homelessness Services
- Loan Management
- Portfolio management and compliance
- Capital Market Bond Financing
- Governmental Accounting and Reporting
- Information Systems and Security and Web Administration
- Legislative and governmental relations

Critical Work Force Skills

Although the agency has many talented and qualified employees, there are a number of critical skills the Department's workforce needs in order to effectively accomplish its business functions and provide a high level of customer service which include:

- Leadership and management
- Customer service
- Project management, quality oversight, and evaluation
- Analysis/research/planning/problem solving
- Communication (verbal and written)
- Financial management, financial analysis, and accounting expertise
- Auditing
- Legislative relations and bill tracking
- Housing market industry
- Marketing
- Multi-lingual
- Outreach and technical assistance
- Computer skills ranging from entry level data entry to highly skilled information systems programmers and database administrators
- Information security analysis
- Investigation
- Inspection
- Legal analysis
- Manufactured housing rules and regulations
- Titling and licensing
- Federal cross-cutting regulations.

Use of Consultants

To effectively achieve its mission, TDHCA will continue to use consultants and contract workers in areas where their unique skills and experience represent the most effective use of the State's resources. Two divisions that expect the greatest ongoing use of consultants are Information Systems and Bond Finance.

ISD

TDHCA's Information Systems Division makes limited, targeted use of consultants for approved capital budget projects and software development support. In the current biennium, the Department continues to employ one contract systems analyst to provide the

majority of PeopleSoft Financials support and plans to hire an additional contract software developer to assist with Community Affairs Contract System support.

Bond Finance

Bond Finance uses the following types of consultants:

Bond Counsel – A law firm or firms experienced in the issuance of mortgage revenue bonds and mortgage credit certificates.

Financial Advisor – Typically an investment banking firm experienced in issuance of mortgage revenue bonds.

Master Servicer– A financially sound bank or trust company experienced in loan servicing for tax-exempt and taxable single family programs.

Program Administrator – A company experienced in programmatic and tax compliance review for tax-exempt and taxable single family programs.

Disclosure Counsel – A law firm experienced in securities laws particularly as it relates to disclosure of information by securities issuers to the private markets.

Rating Agencies – A national rating agency which analyzes bond issues and assigns a rating to them to indicate to prospective bondholders the investment quality of the issue.

Interest Rate Swap Advisor – Primarily monitors interest rate swaps used to hedge single family mortgage revenue bonds.

Investment Bankers – A firm specializing in the underwriting, issuance and sale of mortgage revenue bonds and provides advice relating to financial structure and cash flows.

TBA Provider – An investment banking firm experienced with the pooling and hedging of mortgage-backed securities in the TBA market.

FUTURE WORKFORCE PROFILE (DEMAND ANALYSIS)

This section describes the Department's future business and staffing outlook. This analysis helps to identify trends, future influences, and challenges for the agency's business functions, new and at-risk business, and workforce composition.

Future Workforce Skills Needed

In addition to those skills described above in the "Workforce Skills Critical to the Mission and Goals of the Agency" section it is expected that the following skills will also be needed:

- The Bond Finance Division may need to bring some specialized functions in-house over the next several years that the Department currently relies upon consultants to complete. Those tasks may require a realignment of staff resources and the bringing in of new staff and new skill sets. The primary goal would be to reduce overall costs.

- The Legal Services Division is called upon to provide increasingly complex transactional documentation skills and assist in developing increasingly detailed and complex rules, as new programs continue to emerge in response to federal legislative changes and new strategic directions. Both require significant real estate experience, detailed knowledge of state and federal laws, plus exceptional drafting skills. As more asset resolution and enforcement issues are brought forward, additional capabilities in contested case proceedings, loan restructurings, and bankruptcy matters are required.
- The Department's Fair Housing and Data Management team has a current and future need for data analysis and programming skills.
- Legislative mandates impacting the administration and delivery of agency programs.
- The Human Resources Division anticipates needing to build strong overall HR knowledge, including HR certification; compensation skills; recruitment skills; the ability to administer HR programs effectively (strategically and assisting with development of programs); and skills in becoming an effective change agent for the Department.
- The Housing Trust Fund and many of the program areas have ongoing needs for expertise in data management and reporting.
- Other skill requirements with increased focus include team building and the ability to adapt to changing workplace demands.
-

Anticipated Increase or Decrease in the Number of Employees Needed to Do the Work

Anticipated Increases:

- As any new federal or state funded programs are added, associated FTEs will be needed to manage and monitor those activities.
- At a minimum maintain current staffing level.
- Reallocate employees within the agency to address shifts in program funding and/or increased demands.
- Continuously review processes and develop efficiencies as needed.
- Provide training and effectively manage succession planning.
- The Compliance & Asset Oversight Division anticipates the need for more staff as the size of the multifamily portfolio continues to expand and if the volume of utility allowance reviews for the housing tax credit program continues or increases. Address increased programmatic regulations including new federal OMB requirements.
- The Real Estate Analysis Division anticipates an increase in the number of employees needed to underwrite an expanding pipeline of multifamily transactions; these transactions are expected to continue to increase over the next few years.

GAP ANALYSIS

Anticipated surplus or shortage of employees/ skills:

Overall the agency work force has the necessary skills to perform the required work. In the next five years the agency could experience a shortage of required skills in management and senior level professional positions due to potential retirements and through attrition.

Due to the changing workforce of the Department it is anticipated that there may be a shortage of the following personnel and/or skills:

- The Bond Finance Division may experience a shortage related to the specialized data analysis personnel and associated skill sets.
- The Legal Services Division anticipates a shortage in qualified real estate professionals, specifically those skilled and versed in HUD and HTC issues.
- The Information Systems Division has a continued need for employees with expertise in Java and the specific Java framework used at TDHCA, Oracle, APPX, PeopleSoft, Mitas, and network and technical support.
- The Program Services section anticipates a shortage in qualified staff for federal regulations pertaining to environmental review and Davis-Bacon.

STRATEGY DEVELOPMENT

This section describes strategies for workforce transition.

TDHCA has always encouraged training for staff. This is an essential part of developing and maintaining a skilled workforce that encompasses the quality performance needed to carry out the mission and goals of the agency.

The workplace has always consisted of many generations working at one time. However, today's age-diverse workforce is working past retirement age, which has led to a generation gap of 42 years between the oldest and youngest workers. As a result, a one-size-fits-all approach is not appropriate in an age-diverse workforce that may have four generations of workers at one time. The TDHCA must be prepared to work with the communication styles of each generation and determine what motivates each generation in order to bridge the generation gap. This approach is key in developing both succession planning and knowledge transfer for future generations. Furthermore, as society in general becomes more diverse, the TDHCA workforce must mirror this diversity, thereby meeting both the needs and the expectations of the population it serves.

In addition to the diversity and composition of the future TDHCA workforce, fair pay will continue to impact recruitment and retention. The TDHCA and state agencies, in general, currently cannot compete with other organizations in terms of compensating its employees. Many existing employees continue to serve the agency because they value its mission or enjoy the work-life balance that may be lacking in a for-profit company or firm. The TDHCA must continue to foster an environment that offers not only fair compensation but also other incentives that attract and retain staff.

Specific Goals to Address Workforce Competency Gaps or Surpluses

To plan for TDHCA's future workforce needs, the following goals have been developed.

Gap: Retain and Attract the Right Employees for the Job.

Goal: To attract and retain a competent workforce.

Rationale: Recruiting excellent workers with the knowledge, skills, and abilities to perform their job duties is essential for a quality work force. It is also a challenge to retain those same employees in such a competitive market. The agency must recruit quality workers, learn to recognize and then compensate for excellent performance and provide development opportunities to employees.

The Department must also develop those employees with interest and ability to learn new skills and develop leadership skills in order to be prepared to advance into critical positions. The Department must also be prepared to recruit external candidates with the necessary skills needed.

Action Steps:

- Identify critical positions and also classification job series with the highest turnover and implement more aggressive retention strategies for these positions.
- Conduct an assessment on risk at TDHCA regarding the potential loss of knowledge, particularly in areas loss due to retirement of key positions.
- Identify positions that should be targeted for succession planning, determine critical competencies and skills needed for those positions, and consider how to attract and develop staff for these position and how to aggressively recruit for these positions.
- Provide employee training to develop critical skills needed.
- Develop and provide cross/rotational training for employees who are seeking new challenges or who wish to move across divisions.
- Create training and development plans for employees to assume higher level positions as vacancies occur.
- Establish recruitment resources that market specifically to the housing and lending industry, attend career fairs at colleges and universities as needed, and use the Work in Texas database to recruit applicants, and continue to have TDHCA job fairs in an effort to recruit and achieve a diverse qualified pool of applicants.

Encourage management to identify recruitment resources, organizations, colleges, and university to establish an applicant pool of individuals with the critical skills needed for their positions.

Continue to conduct the Survey of Employee Engagement to determine trends in employee satisfaction and address areas of concern.

Continue to allow employees to utilize the agency's alternative work schedule program to the extent possible.

Create programs that allow employees who are seeking new challenges to work on special projects, rotations and/or developmental assignments.

Adjust salaries within assigned pay ranges for employees in positions that are either critical or key functions or that have high turnover rates.

Promote the use of non-monetary rewards for exceptional performance (e.g. Administrative Leave for Outstanding Performance, etc.)

Promote the Wellness Program.

Gap: IS staff with advanced technology skills needed to maintain the Department's continually advancing computer systems and programs.

Goal: To provide the Department with technology that will increase efficiency of information for customers and staff, increase customer satisfaction, and provided streamlining of technology based programs

Rationale: Training is needed to stay current with emerging technology. There are increased requests for changes to IT systems to better serve our customers and staff

Action Steps:

- Continue to develop IT staff by providing ongoing training.
- Determine anticipated changes needed to systems and allow for training and staff development of new technologies.
- Cross functional training of IT staff.
- Develop plans for future needs of the Department web-based programs.

Gap: Develop a Competent and Well-Trained Diverse Work Force

Goal: To employ a diverse workforce with skills to function and lead a diverse workforce.

Rationale: Over 22 percent of TDHCA's workforce is projected to be eligible to retire within the next five years. The agency relies heavily on a competent and knowledgeable staff and the loss of mastery-level expertise and institutional business knowledge will have a significant impact on agency services. .The agency must continually assess existing staff to determine which employees demonstrate interest and also potential to develop new competencies and also assume new positions. Also, as the workforce continues to change there is an increase in multi-generational and diverse backgrounds entering the workforce. Employees will need to be able to work with and manage people with differing opinions and work ethics.

Action Steps:

- Identify agency critical skills and competencies with input from divisions.
- Provide management with tools and training to assist in the management of a multi-generational diverse workforce.
- Promote the agency's tuition reimbursement program to encourage employees to further their education.
- Identify staff with leadership potential and send them to leadership development training. Require employees to participate in professional and personal development training to address undeveloped strengths.
- Provide staff with agency online training offerings and usage.
- Encourage employees to pursue professional certification(s) in their areas of employment when possible.
- Regularly review Department demographics to determine EEO shortfalls in EEO categories.
- Include "job shadowing" of new employee with more seasoned employees, as a routing part of both employees' job descriptions.

SURVEY OF ORGANIZATIONAL EXCELLENCE RESULTS AND UTILIZATION PLANS

Employees' Attitudes and Possibilities for Change

In March of 2016, TDHCA participated in the Survey of Employee Engagement sponsored by the University of Texas Institute for Organizational Excellence. The results of the survey are outlined below.

Response Rate

Of the 278 employees invited to take the survey, 227 responded for a response rate of 81.7%. As a general rule, rates higher than 50 percent suggest soundness, while rates lower than 30% may indicate problems. At 81.7% the response rate for TDHCA is considered high. High rates mean that employees have an investment in the organization and are willing to contribute toward making improvements within the workplace. This survey forms the basis of the following observations concerning TDHCA's strengths and weaknesses according to the employees of the Department.

Overall Score

The overall survey score for TDHCA was 379. The overall survey score is a broad indicator for comparison with other entities. Scores above 350 are desirable, and when scores dip below 300, there should be cause for concern. Scores above 400 are the product of a highly engaged workforce.

Levels of Employee Engagement

Twelve items crossing several survey constructs were selected to assess the level of engagement among individual employees. For TDHCA, 21% of employees are Highly Engaged, 29% are Engaged, 35% are Moderately Engage, and 15% are Disengaged.

Highly Engaged employees are willing to go above and beyond in their employment. Engaged employees are more present in the workplace and show an effort to help out. Moderately Engaged employees are physically present, but put minimal effort towards accomplishing the job. Disengaged employees are disinterested in their jobs and may be actively working against their coworkers.

For comparison purposes, according to nationwide polling data, about 30% of employees are Highly Engaged or Engaged, 50% are Moderately Engaged, and 20% are Disengaged.

Based on the survey, the following provides employee years of service with TDHCA:

18% New Hires (0-2 years)

32% Experienced (3-10 years)

43% Very Experienced (11+ years)

7% Did Not Answer

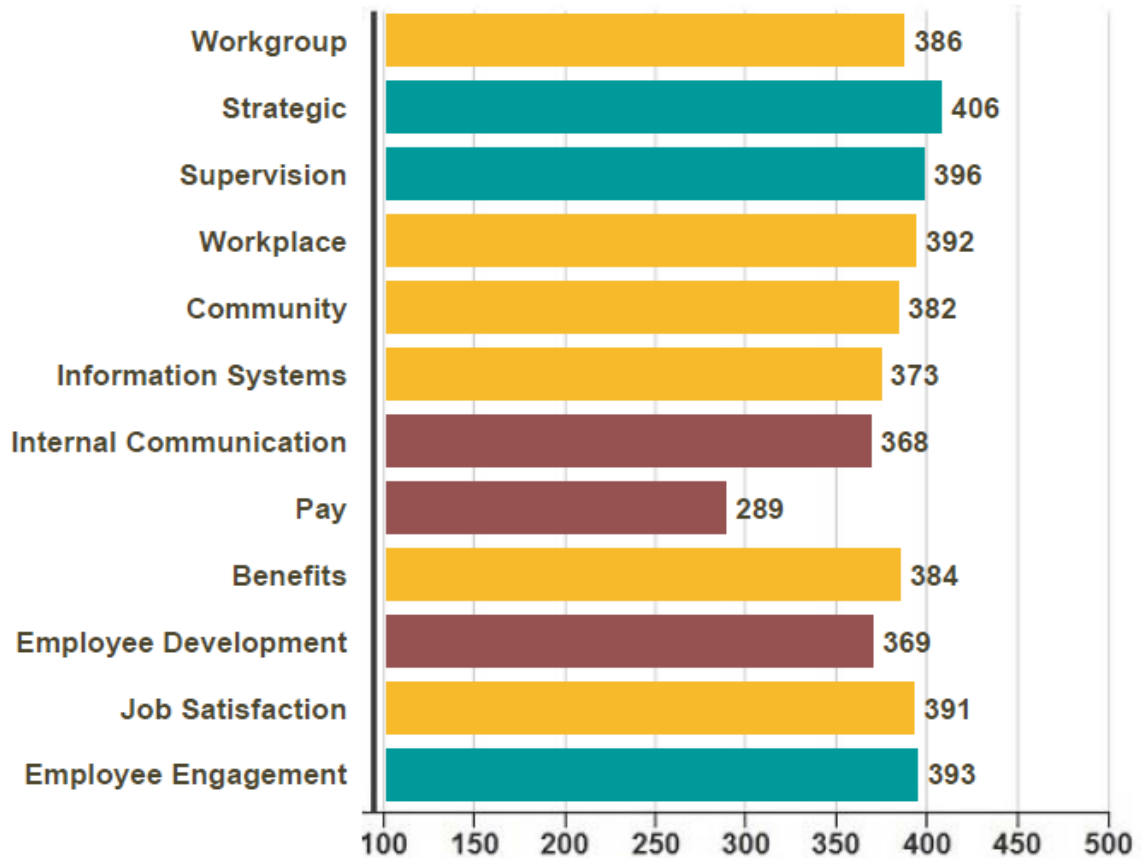
Focusing forward there are only 4% of employees that indicated they intend to leave TDHCA within the next year and there are 16% of employees that indicated they are eligible for retirement, or will be within the next two years.

Constructs

Similar items are grouped together and their scores are averaged and multiplied by 100 to produce 12 construct measures. These constructs capture the concepts most utilized by leadership and drive organizational performance and engagement.

Each construct is displayed below with its corresponding score. Constructs have been coded below to highlight the Department's areas of strength and concern. The three highest are green, the three lowest are red, and all others are yellow. Scores typically range from 300 to 400, and 350 is a tipping point between positive and negative perceptions. The lowest score for a construct is 100, while the highest is 500.

Constructs



Areas of Strength and Concern

Areas of Strength



Strategic

Score: 406

The strategic construct captures employees' perceptions of their role in the organization and the organization's mission, vision, and strategic plan. Higher scores suggest that employees understand their role in the organization and consider the organization's reputation to be positive.



Supervision

Score: 396

The supervision construct captures employees' perceptions of the nature of supervisory relationships within the organization. Higher scores suggest that employees view their supervisors as fair, helpful and critical to the flow of work.



Employee Engagement

Score: 393

The employee engagement construct captures the degree to which employees are willing to go above and beyond, feel committed to the organization and are present while working. Higher scores suggest that employees feel their ideas count, their work impacts the organization and their well-being and development are valued.

Areas of Concern



Pay

Score: 289

The pay construct captures employees' perceptions about how well the compensation package offered by the organization holds up when compared to similar jobs in other organizations. Lower scores suggest that pay is a central concern or reason for discontent and is not comparable to similar organizations.



Internal Communication

Score: 368

The internal communication construct captures employees' perceptions of whether communication in the organization is reasonable, candid and helpful. Lower scores suggest that employees feel information does not arrive in a timely fashion and is difficult to find.



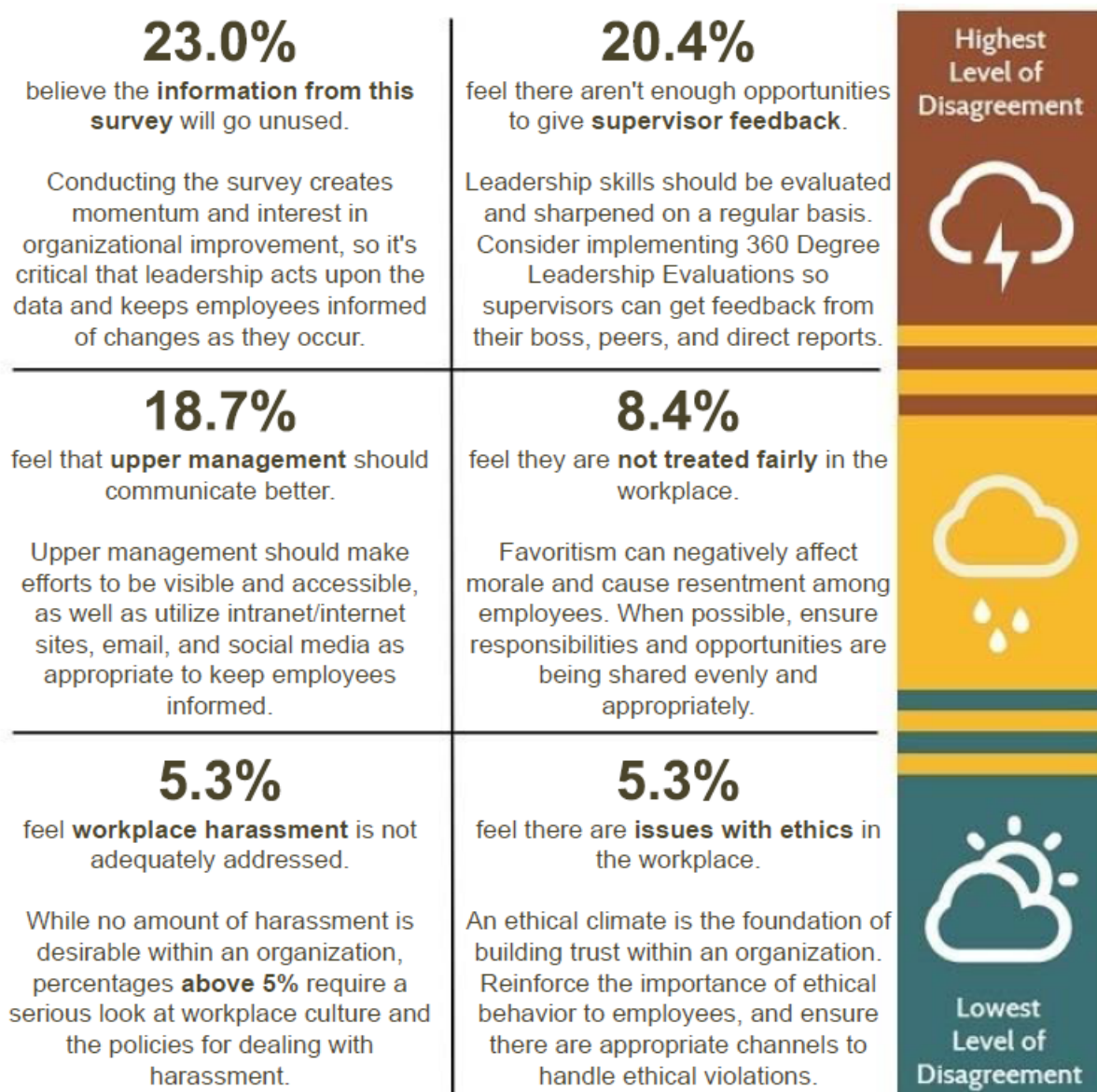
Employee Development

Score: 369

The employee development construct captures employees' perceptions about the priority given to their personal and job growth needs. Lower scores suggest that employees feel stymied in their education and growth in job competence.

Climate

The climate in which employees work does, to a large extent, determine the efficiency and effectiveness of an organization. The appropriate climate is a combination of a safe, non-harassing environment with ethical abiding employees who treat each other with fairness and respect. Moreover, it is an organization with proactive management that communicates and has the capability to make thoughtful decisions. Below are the percentages of employees who marked disagree or strongly disagree for each of the 6 climate items.



Strategies for Improvement

The Department has created a Committee of employees from various divisions and in various positions to review the results of the survey and will be tasked with compiling the priority change topics and suggested action points and will present them to the Executive Committee of the Department.

Schedule G: Report on Customer Service



REPORT ON CUSTOMER SERVICE

Prepared by the:

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May 2016

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1.0 INTRODUCTION

The *Report on Customer Service* is required by Chapter 2114 of the Texas Government Code which requires state agencies to develop and implement customer service standards and satisfaction assessment plans.

1.1 COMPACT WITH TEXANS

In accordance with this chapter, beginning with the *2001-2005 Strategic Plan*, the Texas Department of Housing and Community Affairs (“TDHCA” or “the Department”) prepared a Compact with Texans and designated a Customer Relations Representative. The Compact with Texans is available on the TDHCA Web site at <https://www.tdhca.state.tx.us/compact.html>.

1.2 CUSTOMER RELATIONS REPRESENTATIVE

The current Customer Relations Representative, as required by Section 2114.006, is Elizabeth Yevich, Director of the Housing Resource Center.

1.3 REPORT ON CUSTOMER SERVICE

The *Report on Customer Service* is due to the Legislative Budget Board (“LBB”) and the Governor’s Office of Budget, Planning, and Policy no later than June 1 of each even-numbered year*. According to Section 2114.002(b), the report evaluates TDHCA’s facilities, staff, communications, Internet site, complaint-handling processes, service timeliness, and printed information. As required by *2017-2021 State Agency Strategic Plan Instructions*, the document includes the following five elements:

- Inventory of External Customers;
- Methods of Input;
- Demographic Charts and Graphs;
- Analysis of Findings; and
- Customer Service Performance Measures.

*For the 2016 Report on Customer Service, this date has been extended. From the ‘Letter to Agency Administrators’ in the April 2016 Agency Strategic Plan Instructions, “agencies and institutions of higher education must submit their biennial Report on Customer Service with a separate cover to the Governor’s Office and the LBB no later than June 3, 2016.”

2.0 INVENTORY OF EXTERNAL CUSTOMERS

External customers are identified as two groups:

- Households
- Organizations

2.1 OVERVIEW

TDHCA is the State's lead agency responsible for providing affordable housing, community services assistance, energy assistance, and colonia programs and activities and for regulating the manufactured housing industry. TDHCA provides the following types of assistance for individuals and households meeting eligibility criteria:

2.2 HOUSING AND COMMUNITY SERVICES ASSISTANCE

- Housing assistance for individual households (homebuyer down payment, low interest rate mortgage financing, home repair up to and including replacement, homebuyer education, grants for home accessibility modifications for persons with disabilities, and rental payment assistance);
- Funding for the development of rental housing and single-family developments (new construction or rehabilitation);
- Disaster relief (rental assistance, home repair, and reconstruction);
- Energy assistance (utility payments or home weatherization activities); and,
- Assistance for homeless persons and emergency relief for individuals or families in crisis (transitional housing, energy assistance, health and human services, child care, nutrition, job training and employment services, substance abuse counseling, medical services, other emergency assistance, and administrative support for community service agencies).

TDHCA's funding resources are generally awarded through formal application processes except for funding based on formula distributions which in directly to fund community assistance programs. Funding is distributed to entities that provide assistance to households in need. This distribution is done using a number of techniques.

- Almost all housing assistance, rental housing and single-family development, and disaster relief funding is awarded through formal notices of funding availability.
- First-time homebuyer assistance is delivered through a statewide network of participating lenders.
- Community services funds are predominantly allocated through a network of community-based organizations. (Of the previous list, "community services" includes energy assistance, assistance for homeless persons, and emergency relief for individuals or families in crisis.)

2.3 MANUFACTURED HOUSING ACTIVITIES

TDHCA's Manufactured Housing Division administers the Texas Manufactured Housing Standards Act ("TMHSA"). The TMHSA ensures that manufactured homes are well-constructed, safe, and installed correctly; that consumers are provided fair and effective remedies; and that measures are taken to provide economic stability for the Texas

manufactured housing industry. Services of the Manufactured Housing Division include recordation of ownership and liens, issuance of Statements of Ownership and Location (“SOL”); required training and examination for prospective license applicants, license issuance to manufacturers, retailers, rebuilders, installers, brokers, and/or salespersons; record and release of tax and mortgage liens; installation inspections; consumer complaints; licensing and monitoring of Migrant Labor Housing Facilities and, through a cooperative agreement with HUD, the regulation of the manufactured housing industry in accordance with federal laws and regulations.

2.4 INFORMATION RESOURCES

TDHCA is a housing and community service informational resource for individuals, local governments, the Texas Legislature, US Congress, community organizations, advocacy groups, and members of the housing development community. Examples of information provided include general information on TDHCA activities, US Census data analysis, and consumer information on available housing and services statewide. A primary method by which this information is made available is TDHCA’s interactive consumer assistance Web site ‘Help for Texans’ at <http://www.tdhca.state.tx.us/texans.htm>.

In all of its activities, TDHCA strives to promote sound housing policies; promote leveraging of state and local resources; affirmatively further fair housing; and ensure the stability and continuity of services through a fair, nondiscriminatory, and open process.

2.5 HOUSEHOLDS

Most TDHCA programs fund local organizations or developers that, in turn, serve households at the local level. These households are Targeted Program Beneficiaries of TDHCA’s programs or services. For the purposes of this report, they will be called “Households.” TDHCA considers these Households to be customers because TDHCA is responsible for contract oversight of the organizations assisting each Household, and TDHCA also verifies each Household’s eligibility data. In addition, a Household can contact TDHCA to file a complaint against the organization that received funding through TDHCA and is using that funding to provide assistance to them or for which they are eligible.

While a majority of the programs at TDHCA are required to assist Households with income not greater than 80% of the area median family income, most programs assist Households with lower incomes. For example, according to the *2016 State of Texas Low Income Housing Plan and Annual Report* (“SLIHP”), approximately 99% of Households served or committed to be served in state fiscal year 2015 were at or below 60% area median family income (“AMFI”).

Only a few programs at TDHCA are permitted to serve households above 80% AMFI, such as the Homeownership Programs, depending on the requirements of specific initiatives. In addition, Households contacting the organizations funded by TDHCA or the Department for general information may have incomes above 80% of the AMFI. TDHCA considers all Households that have contact with TDHCA as customers.

TDHCA also includes owners of manufactured homes in this group of customers because the Manufactured Housing Division has contact with these owners for title transfers or other related documents.

It should be noted that, with the exception of owners of manufactured homes and households that receive Section 8 rental assistance from the Department, most Households do not have direct contact with TDHCA. Unless the Household files a complaint with TDHCA regarding an organization funded by the Department or the Department questions the eligibility requirements of the Household, the process through which the Household receives assistance does not directly involve direct engagement with the Department.

2.6 ORGANIZATIONS

The vast majority of the customers who have direct contact with the Department are Direct Subrecipients, which include funding applicants, Manufactured Housing Division Licensees, and owners or sellers of manufactured homes or persons with a lien on a manufactured home. These are organizations that apply directly for funding or licensing, and can include for-profits; nonprofits; units of local government; community-based organizations; community action agencies; public housing authorities; housing developers; manufactured housing retailers, builders, installers; and other housing and community affairs entities. For the purpose of this report, the Direct Subrecipients and Manufactured Housing Division Licensees will be called “Organizations.”

2.7 GENERAL APPROPRIATIONS ACT STRATEGIES

This section identifies customers served by each strategy listed in the 2016-2017 General Appropriations Act and a brief description of the types of services provided to customers. The income classifications referenced below are 0-30% of AMFI (extremely low-income), 31-60% of AMFI (very low-income), 61-80% of AMFI (low-income), >81% of AMFI (moderate-income and up.)

Goal 1: Increase Availability of Safe/Decent/Affordable Housing.

1.1 Strategy: Provide mortgage loans and Mortgage Credit Certificates (“MCCs”), through the department's Mortgage Revenue Bond (“MRB”) Program, which are below the conventional market interest rates to very low-, low-, and moderate-income homebuyers.

- **Targeted Program Beneficiaries:** Very low-, low-, and moderate-income homebuyers.
- **Subrecipients:** Participating mortgage lenders.
- **Type of Assistance:** Below market rate mortgage loans, down payment assistance and savings on property taxes to eligible individuals and families.

1.2 Strategy: Provide federal housing loans and grants through the HOME Investment Partnerships (“HOME”) Program for very-low and low-income families, focusing on the construction of single family and multifamily housing in rural areas of the state through

partnerships with the private sector.

- **Targeted Program Beneficiaries:** Extremely low-, very low-, and low-income households (at or below 80% of the area median income.)
- **Subrecipients:** Nonprofit and for-profit organizations, units of local government, community housing development organizations, public housing authorities and income-eligible households.
- **Type of Assistance:** contract-for-deed conversion to a traditional mortgage; down payment and closing cost assistance; rental subsidy; repair or reconstruction of substandard housing; single-family or multifamily housing development.

1.3 Strategy: Provide funding through the Housing Trust Fund Affordable Housing.

- **Targeted Program Beneficiaries:** Extremely low-, very low-, and low-income households (at or below 80% of the area median income).
- **Subrecipients:** Nonprofit and for-profit organizations, units of local government, community housing development organizations, public housing authorities, and income-eligible households.
- **Type of Assistance:** barrier removal for persons with disabilities; down payment and closing cost assistance.

1.4 Strategy: Provide federal rental assistance through the Housing Choice Voucher Program (Section 8) vouchers for very low-income households.

- **Targeted Program Beneficiaries:** Extremely low- and very low-income households (at or below 50% of the AMFI).
- **Subrecipients:** Local program administrators.
- **Type of Assistance:** Rental subsidy vouchers.

1.5 Strategy: Provide federal tax credits to develop rental housing for very low- and low-income households.

- **Targeted Program Beneficiaries:** Very low-income households (at or below 60% of the area median income).
- **Subrecipients:** Nonprofit and for-profit developers.
- **Type of Assistance:** Acquisition, rehabilitation, and new construction of affordable rental units.

1.6 Strategy: Provide federal mortgage loans through the department's Mortgage Revenue Bond ("MRB") program for the acquisition, restoration, construction and preservation of multifamily rental units for very low, low and moderate income families.

- **Targeted Program Beneficiaries:** Very low-, low-, and moderate-income families.
- **Subrecipients:** Nonprofit and for-profit developers.
- **Type of Assistance:** Acquisition, rehabilitation, and new construction of affordable rental units.

Goal 2: Provide Information and Assistance.

2.1 Strategy: Provide information and technical assistance to the public through the Housing Resource Center.

- **Targeted Program Beneficiaries:** All individuals and families seeking housing and community services information and assistance.
- **Subrecipients:** Not applicable.
- **Type of Assistance:** Information and technical assistance.

2.2 Strategy: Promote and Improve Homeownership Along the Texas-Mexico Border.

- **Targeted Program Beneficiaries:** Colonia residents, units of local government, nonprofits, for-profits, and general public.
- **Subrecipients:** Not applicable.
- **Type of Assistance:** Information and technical assistance.

Goal 3: Improve living conditions for the poor and homeless and reduce cost of home energy for very low income Texans.

3.1 Strategy: Administer poverty-related federal funds through a network of agencies.

- **Targeted Program Beneficiaries:** Households at or below 125% of federal poverty guidelines.
- **Subrecipients:** Community action agencies, nonprofit organizations, units of local government.
- **Type of Assistance:** Community services, including health and human services, child care, transportation, job training, emergency assistance, nutrition services, counseling, and other services.

3.2 Strategy: Administer state energy assistance programs.

- **Targeted Program Beneficiaries:** Households at or below 125% of federal poverty guidelines.
- **Subrecipients:** Community action agencies, nonprofit organizations, units of local government.
- **Type of Assistance:** Case management, education, and financial assistance to reduce energy costs; repair or replacement of heating and cooling appliances to increase energy efficiency; energy crisis assistance.

Goal 4: Ensure Compliance with Program Mandates.

4.1 Strategy: Monitor and inspect for federal and state housing program requirements.

- **Targeted Program Beneficiaries:** Residents of TDHCA-assisted housing units.
- **Subrecipients:** Not applicable.
- **Type of Assistance:** On-site property inspections and desk reviews.

4.2 Strategy: Monitor subrecipient contracts.

- **Targeted Program Beneficiaries:** Recipients of TDHCA-funded housing and community services.
- **Subrecipients:** Not applicable.
- **Type of Assistance:** Single audit desk reviews.

Goal 5: Regulate Manufactured Housing Industry.

5.1 Strategy: Provide services for Statement of Ownership and Location and Licensing in a timely and efficient manner.

- **Targeted Program Beneficiaries:** Manufactured home consumers and licensees.
- **Subrecipients:** Not applicable.
- **Type of Assistance:** Process Statements of Ownership and Location/titles for lien holders and consumers; licenses to manufacturers, retailers, brokers, installers, rebuilders and sales personnel.

5.2 Strategy: Conduct inspections of manufactured homes in a timely and efficient manner.

- **Targeted Program Beneficiaries:** Manufactured home consumers and industry.
- **Subrecipients:** Not applicable.
- **Type of Assistance:** Manufactured housing installation inspections and non-routine inspections.

5.3 Strategy: Process consumer complaints, conduct investigations, and take administrative actions to protect general public and consumers.

- **Targeted Program Beneficiaries:** Manufactured home consumers and industry.
- **Subrecipients:** Not applicable.
- **Type of Assistance:** Accept and investigate consumer complaints; take actions to protect consumers and enforce statute.

5.4 Strategy: Provide for the processing of occupational licenses, registrations, or permit fees through Texas.gov.

- **Targeted Program Beneficiaries:** Manufactured home industry, inventory lenders, and taxing entities.
- **Subrecipients:** Not applicable.
- **Type of Assistance:** Ability to process license renewals, file reports, inventory finance liens and tax liens and releases online.

3.0 METHODS OF INPUT

Because of the large discrepancy between the nature of Households (Targeted Program Beneficiaries) and Organizations (Direct Subrecipients), determining a specific level of customer satisfaction is challenging. TDHCA has typically measured service quality through its public input process for its planning documents and programs by way of specific hearings, workshops, roundtables, and online forums during the year.

The State Low Income Housing Plan and Annual Report (“SLIHP”) is an annual planning document required by Sections 2306.071-2306.0724 of the Texas Government Code, and covers all aspects of the Department’s programs. The Department’s public input process for this document enables customers to comment on all aspects of the Department, including programs, materials, and service, during the public comment period, at the public hearing held in Austin and during TDHCA Governing Board meetings. The 2016 SLIHP public input process was held from Friday, December 18, 2015, to Thursday, January 21, 2016. A public hearing was held on Thursday, January 14, 2016, in Austin. There were seven public comments received from one source (the Texas Council for Developmental Disabilities) on the 2016 SLIHP (*Draft for Public Comment*) and the Department addressed these comments in the final version of the document.

Many divisions within TDHCA host in-person roundtables and online discussion forums to gather input on their program structures and rules. During these roundtables and forums, the Department enters into dialogue with its customers about the level and effectiveness of service. TDHCA also accepts comment at board meetings, program-specific hearings, and workshops, and responds to comments or concerns received at any time during the year. Furthermore, TDHCA has several workgroups and advisory groups that meet regularly with stakeholders to engage with TDHCA about relevant issues. For example, the Disability Advisory Workgroup advises agency’s management on policies and programs that affect persons with disabilities. The Housing and Health Services Coordination Council works to increase state efforts to expand Service-Enriched Housing through increased coordination of housing and health services. A list of these workgroups and advisory groups can be found in the SLIHP.

3.1 TDHCA CUSTOMER SERVICE SURVEY FOR 2016

In April 2016, the Department conducted the online TDHCA Customer Service Survey, or “Survey.” TDHCA used web-based survey software called Survey Monkey (www.surveymonkey.com) to develop a short survey that specifically asked respondents about the eight customer service areas listed in the *Instructions for Preparing and Submitting Agency Strategic Plans - Fiscal Years 2017 to 2021* (staff, service timeliness, communications, Web site, printed information, facility, complaint process, and general satisfaction).

3.2 SURVEY QUESTIONS

The Survey contained demographic questions; 17 statements asking the respondent to rate TDHCA on each statement using a Likert scale; one question to determine the medium through which the survey was taken; and an opportunity text field for the respondents to elaborate with additional comments, recognitions or concerns.

The “Customer Type” statements divide respondents into two categories of customers: Households and Organizations. The “Organizations” statements allow for analysis of opinions of customers who have contact with certain TDHCA staff. The “Housing,” “Community Affairs,” and “Manufactured Housing” choices reflect the three primary

types of service categories within TDHCA. The TDHCA Manufactured Housing Division is administratively tied to TDHCA but is an independent entity with its own Governing, rules, staff, and internal policies. Additional Business Type questions were added to the Survey to gain a better understanding of which programs (Community Affairs, Housing Programs, or Manufactured Housing) the respondents were rating, as can be seen in Appendix A.

The Survey included demographic questions at the beginning of the survey to determine if the survey would be conducted in English or Spanish, the location of the respondent, the Customer Type, and the type of business conducted with TDHCA. The questions regarding the business conducted with TDHCA were dependent on the questions regarding Customer Type. Respondents were directed to the appropriate business type questions; they did not see all the business type questions available. A sample of the Customer Types and business questions can be found in Appendix A.

All respondents were asked to rate the statements below using a Likert Scale. (Note: The numbering of the statements varied depending on the Customer Type). The following statements address the customer service as specified by Chapter 2114 of the Texas Government Code, with the addition of a “General Satisfaction” question.

Please rate the following statements on the scale of 1 (strongly disagree with the statement) to 5 (strongly agree with the statement).	
Staff	TDHCA staff members are courteous.
	TDHCA staff members demonstrated a willingness to assist.
Timeliness	The time I have to wait for a concern or question to be addressed, whether by phone, in person, by email or letter, was reasonable.
Communications	I am provided clear explanations about TDHCA services available to me.
	The automated phone system is easy to navigate and helps me reach the correct division or individual when I call.
	Communication is available in the appropriate language (for Organizations/Businesses, please consider the languages your clients speak).
Web Site	The TDHCA public Web site contains the information I expect.
	The TDHCA public Web site is easy to use.
	The TDHCA public Web site contains accurate information on programs, services, and events.
	TDHCA log-in systems, such as the department's contract and compliance systems, are easy to use.
	TDHCA log-in systems provide an effective way to exchange program information with TDHCA.
Printed Information	TDHCA written materials (forms, instructions, information on programs and services, events, etc.) are clear.
	TDHCA written materials provide accurate information.
Facility	The location of the TDHCA office is convenient.
Complaint Process	I understand how to file a complaint regarding a Fair Housing issue, and/or TDHCA programs, services, licensees, or subgrantees.
	If I filed a complaint, I believe it would be addressed in a reasonable manner.
General Satisfaction	Overall, I am satisfied with my experiences with TDHCA.

3.3 SURVEY TIMELINE

On March 31, 2016, TDHCA publicized the release of the survey through social media, email, Web site, phone and written announcements. The survey was available for completion until April 29, 2016, at 5:00 PM Austin local time.

3.4 SURVEY MARKETING AND CUSTOMERS SURVEYED

TDHCA interacts with a large and diverse number of Texans. Some contact with the Department may only last a few minutes, such as a phone call from a Texan in need. Some contact may last decades, such as a developer with a 30-year affordability period on their apartment complex funded through the Housing Tax Credit Program. Given the wide range of people and durations of contact, TDHCA used the Internet, email, phone and written surveys to reach as many Households and Organizations connected to the Department as possible.

The survey was made available online. A link was placed on the homepage of the TDHCA Web site under the *What's New* dropdown menu. Also online, the link to the survey was placed on the *Help for Texans* Web page, a site that allows Texans seeking assistance to search for providers in their areas, and on the Fair Housing Web page, a site that explains the federal Fair Housing Act and who it protects. A similar link was placed on the Spanish language *Help for Texans* Web site. Another link was put on the *Notices of Funding Availability* ("NOFA") Web page. A final link was put under the Manufactured Housing homepage under the *What's New* dropdown menu. A link was posted on the TDHCA Calendar. By reaching out to the public at large on our homepage, to potential Subrecipients on the *Help for Texans* Web page and Spanish language *Help for Texans* Web page, potential Subrecipients on the NOFA Web page and those seeking information about Manufactured Housing on the manufactured housing Web page, the Department marketed to all types of external customers identified in this report. A link was also distributed on social media sites maintained by TDHCA (e.g., Facebook and Twitter).

A notice was also posted on the homepage of TDHCA's Web site. The notice contained a link to the survey and a link to the Manufactured Housing Division location.

Let us know how we are doing!

TDHCA is currently conducting a short [Customer Service Survey](https://www.surveymonkey.com/r/2016CustServ) (https://www.surveymonkey.com/r/2016CustServ) to learn how it can improve the ways in which it serves you.

The survey will conclude at 5:00 PM, Austin local time, Friday, April 29, 2016, and may be accessed online by following the hyperlink above.

Hard copies are also available at the main office of the TDHCA [Manufactured Housing Division](http://www.tdhca.state.tx.us/mh/contacts.htm) (http://www.tdhca.state.tx.us/mh/contacts.htm).

Your valuable feedback helps us better serve you, so your participation is greatly appreciated!

An announcement with a direct link to the survey was sent to all TDHCA email list subscribers. Email lists specifically address the Housing Tax Credit Program, Multifamily Bond Program, Multifamily Compliance, Housing Trust Fund, HOME Program, Manufactured Housing, First Time Homebuyer Program, Community Affairs Programs and a general Consumer News and Information group. These email lists are a subscription-based service, and members of the public who are interested in receiving information from TDHCA can sign up via the Web site. The announcement was sent to approximately 11,288 email addresses.

Email notices and Web site postings included the following language:

How well do we serve our customers? We want to hear from you!

The Texas Department of Housing and Community Affairs is conducting a Customer Service Survey that should take less than 5 minutes to complete.

Your input will help us as we work to serve you better. The survey will be available until 5:00 PM, Austin local time, on April 29, 2016.

Please 'click' the link here to start:

<https://www.surveymonkey.com/r/2016CustServ>

We appreciate your feedback!

A message with a direct link to the survey was also posted on the Department's Facebook page and on Twitter.

To reach customers without access to the Internet, TDHCA also conducted surveys over the phone and in writing. The Housing Resource Center in TDHCA receives inbound calls from TDHCA's main phone line. The Information Specialist in the Housing Resource Center answers a majority of those calls. The Information Specialist asked every five callers if he/she would like to take the Customer Service Survey. If the caller indicated that they would take the survey, the Information Specialist transferred the caller to another member of the Housing Resource Center team or staff within the Division of Policy and Public Affairs who then completed the survey with the caller over the phone. The Information Specialist received approximately 330 calls during the time period the survey was open of which approximately 108 callers were asked to take the survey.

The Manufactured Housing Division, unlike the other TDHCA divisions, has a steady number of walk-in customers throughout the year. Paper surveys were available in the Manufactured Housing waiting room. Customers were asked to complete the surveys

and return to the Manufactured Housing staff before leaving. The Manufactured Housing Division averages approximately 30 to 40 walk-in customers a week. During the four week period that the survey was available, approximately 140 people had the opportunity to take the survey.

Finally, the survey was available in both English and Spanish in order to reach a broader base of customers. According to the 2010 to 2014 American Community Survey, Texas had 2,963,845 Spanish-speaking persons who spoke English less than “very well.” There are 2,487,437 more Spanish speakers who speak English less than very well compared to any other group of people who speak another language but speak English less than very well. Therefore, Spanish would be the most likely language to reach non-English speaking persons in Texas.

3.5 RESPONSE RATES

TDHCA emailed the survey invitation to 11,288 active emails on the TDHCA email lists. Since an announcement of the survey was posted on the homepage of the TDHCA Web site, the survey was available for any member of the public to complete. For the four weeks between March 31, 2016 and March 29, 2016, the front page received 16,842 unique visitors, the Manufactured Housing front page received 12,133 unique visitors, the *Help for Texans* page received 8,729 unique visitors, the Spanish Help for Texans page received 398 unique visitors, the Fair Housing page received 2,885 unique visitors, and Notice of Funding Availability received 674 unique visitors. In addition, 761 TDHCA’s Twitter Followers and 903 Facebook users who “liked” TDHCA potentially received the invitation. A total of approximately 43,325 unique visitors potentially saw the online survey invitations and social media invitations. This was a convenience sampling methodology, rather than a valid random sample which relied on visitors to the TDHCA Web site and social media outlets.

Of approximately 108 callers asked to take the survey by the Information Specialist, 26 callers completed the survey.

The Manufactured Housing Division estimates that the Division receives approximately 30 to 40 walk-in customers per week. Given that the survey was available for four weeks, approximately 140 walk-in customers had an opportunity to complete the survey. Six walk-in customers completed the survey.

Notice that each advertisement strategy varied in its effectiveness. The vast majority of respondents were those who were emailed directly from the Department’s info@tdhca.state.tx.us. The second highest number of respondents was from the TDHCA Web site, followed by over the phone.

Table 1: Survey Method*

You heard about this survey through:	Response Count	Response Percent
A telephone conversation with TDHCA staff	26	12.4%
At a customer service center (written survey copy)	6	2.9%
Email from TDHCA	113	54.1%
Other - online search	10	4.8%
Other - word of mouth	16	7.7%
Social Media: Facebook	5	2.4%
Social Media: Twitter	1	0.5%
The TDHCA public Web site	32	15.3%
TOTAL	209	100.0%

*The total in Table 1 (209) differs from the total respondents (223) because not all respondents answered this question.

The response rate is based on emails sent through:

- LISTSERV email distribution;
- Web site visitors;
- Social media followers;
- People who were asked to complete the survey over the phone; and
- Walk-in customers for the Manufactured Housing Division.

A total of 54,861 invitations were distributed.

The survey closed on April 29, 2016. There were 223 completed surveys. Out of 54,861 people who received the survey invitation, this represents a 0.41% response rate. However, the number of online visitors with an indirect invitation may have skewed the response rate; it is impossible to know how many visitors saw the invitation. If the online visitors estimate was taken out of the response-rate calculation, the total people who received the survey invitation would be 11,536 and the response rate would be 1.9%.

As the number of survey invitations decreased by 23.2% from 2014 to 2016 (71,551 invitations in 2014 and 54,861 in 2016), the response rate saw a proportionate decrease. The 766 completed surveys in 2014 yielded a response rate of 1.1%, while the 233 completed surveys in 2016 yielded a response rate of 0.4%.

3.6 LIMITATIONS OF THE SURVEY

Because of prohibitive costs associated with contacting each Household and Organization that had contact with TDHCA, the Customer Service Survey was made available for the general public to complete. Since the survey was not limited to a specific population, response rates are estimated.

Secondly, most of the marketing and outreach was conducted online. While customers who contacted TDHCA by phone or in-person were not excluded from the survey, a majority of the people invited to take the survey had to have access to the Internet. Mailings were not included because the online approach yielded good feedback and saved taxpayers the unnecessary cost and expense of a mailing and data entry approach.

Because this survey was not a simple random sample the results cannot be generalized. As a result, this survey does not reflect the opinions of the entire TDHCA customer base, but instead is used for informational purposes.

4.0 ANALYSIS OF FINDINGS

The Department received 223 complete responses to the survey. The feedback from these responses is summarized below. Results are analyzed by customer type including:

- (1) All survey respondents;
- (2) Household Respondents;
- (3) Organization Respondents;
- (4) Community Affairs;
- (5) Housing Program; and
- (6) Manufactured Housing.

4.1 SURVEY RESPONDENT DEMOGRAPHICS

Language

Of all respondents, 96.4% took the survey in English and 3.6% took the survey in Spanish. Table 2 shows that more Household Respondents took the survey in Spanish than Organization Respondents. Most Spanish responses were received in writing at the Manufactured Housing Division walk-in office.

Table 2: Survey Language

I would like to take this survey in (Me gustaría responder a esta encuesta en):	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
English (Inglés)	215	103	112	61	126	28
Spanish (Español)	8	6	2	2	3	3
Totals	223	109	114	63	129	31

Location

Household Respondents were asked to indicate which area of the State they were from and Organization Respondents were asked which areas they served. Of all respondents, 18.4% were from the Gulf Coast followed by 17.9% from the Capitol Area. Both the Coastal Bend and Northwest Texas areas had the least respondents at only 1.3% of the total. Most of the Manufactured Housing Respondents were from the Capital Area, probably because most of the surveys completed for Manufactured Housing were taken in writing at the office located in Austin.

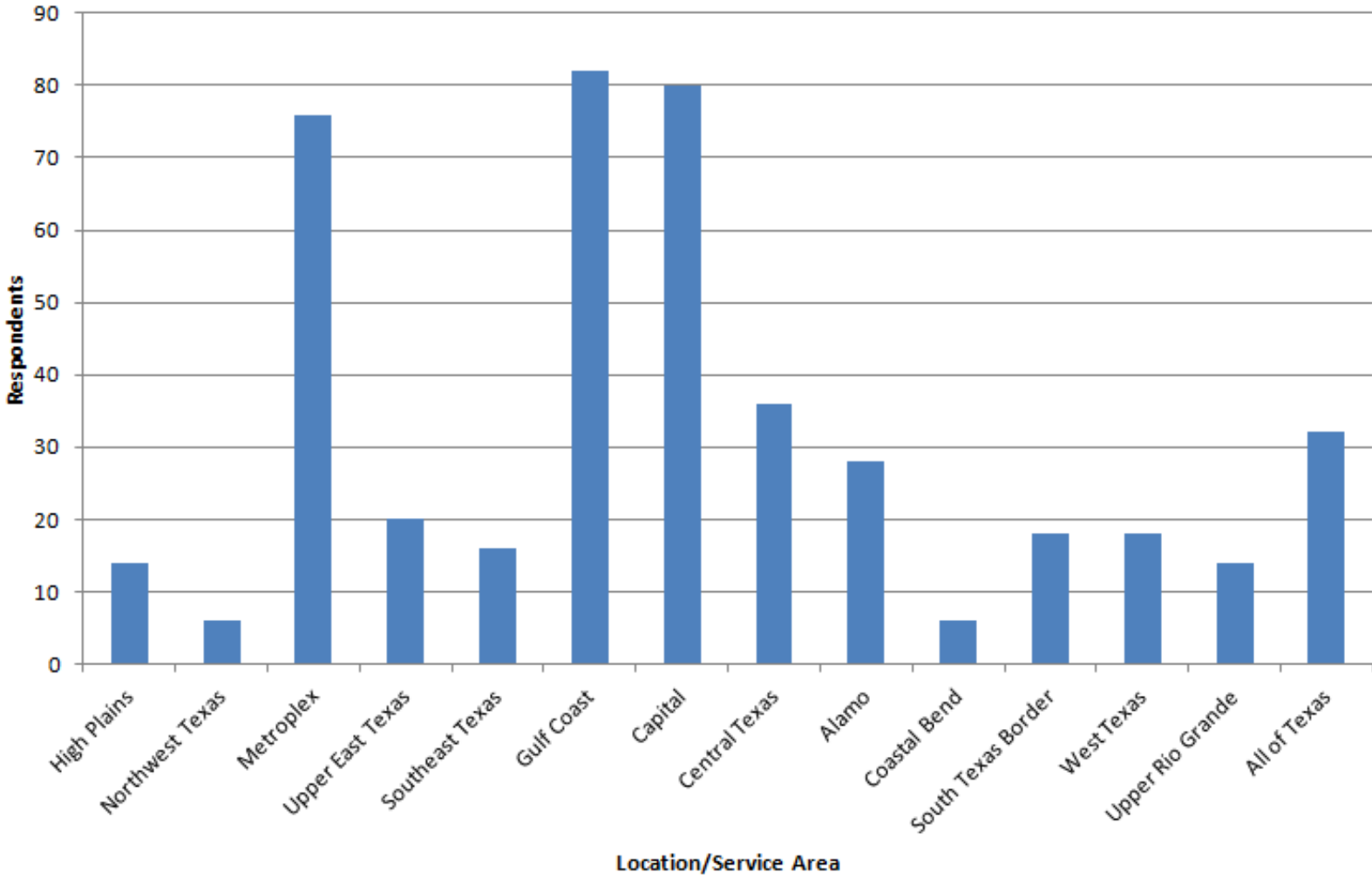
Figure 1: Location Choices

Location by Region	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Region 1, High Plains (e.g. Panhandle)	7	3	4	2	5	0
Region 2, Northwest Texas (e.g. City of Wichita Falls)	3	2	1	1	2	0
Region 3, Metroplex (e.g. Dallas/Fort Worth/Arlington)	38	27	11	8	28	2
Region 4, Upper East Texas (e.g. Longview/Marshall)	10	3	7	1	7	2
Region 5, Southeast Texas (e.g. Tyler/Jacksonville)	8	3	5	4	4	0
Region 6, Gulf Coast (e.g. Houston/Sugar Land/Baytown)	41	18	23	8	28	5
Region 7, Capital (e.g. Austin/San Marcos)	40	21	19	6	24	10
Region 8, Central Texas (e.g. City of Waco)	18	8	10	7	10	1
Region 10, Coastal Bend (e.g. Corpus Christi/Kingsville)	3	1	2	2	1	0
Region 11, South Texas Border (e.g. Rio Grande Valley)	9	2	7	5	3	1
Region 12, West Texas, (e.g. Midland/Odessa)	9	5	4	5	2	2
Region 13, Upper Rio Grande (e.g. City of El Paso)	7	2	5	4	2	1
All of Texas	16	8	8	3	8	5

Table 3: Location of Respondents



Figure 2: Location of Respondents



Customer Type and Business with TDHCA

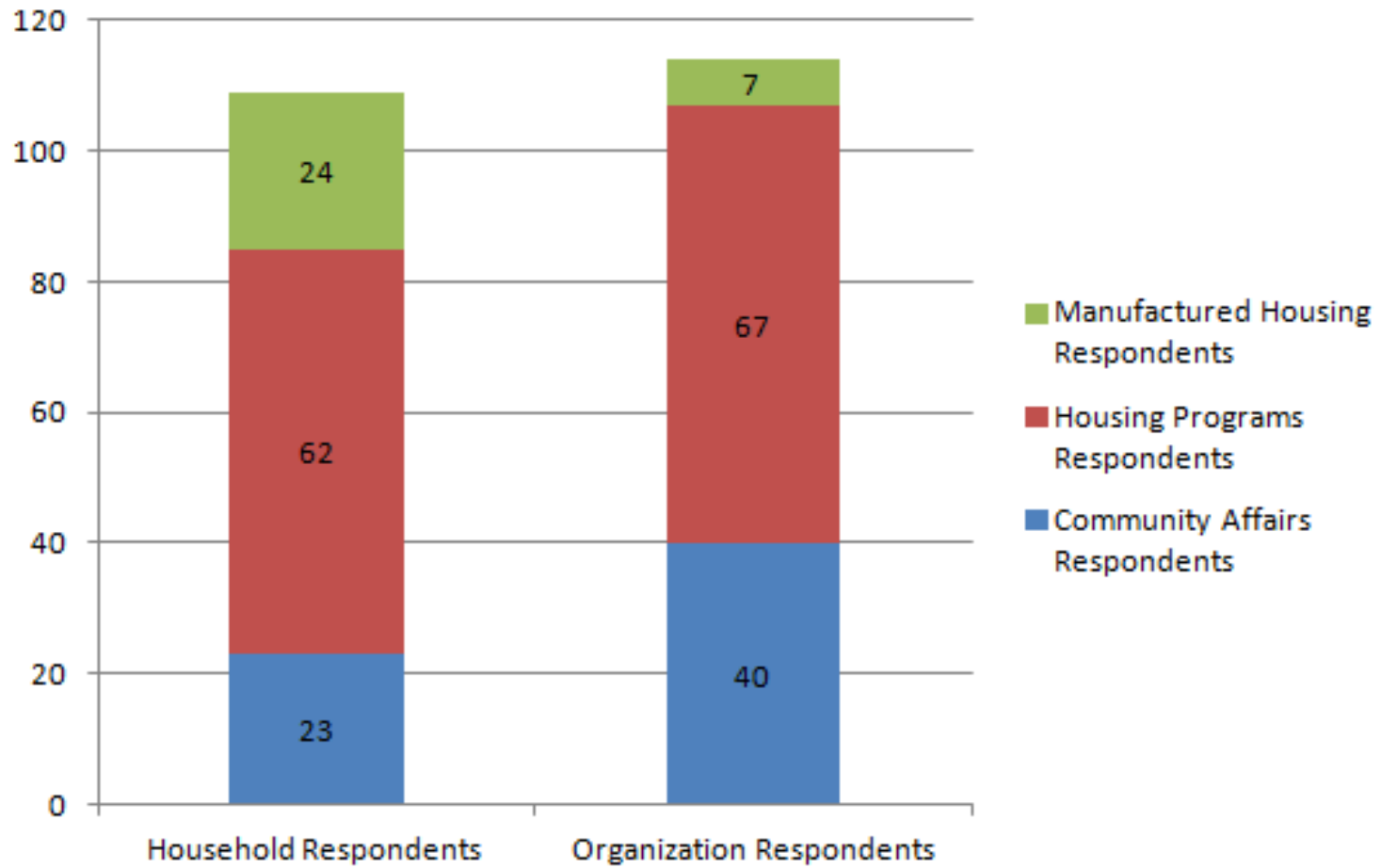
TDHCA designated two Customer Types that have contact with TDHCA: (1) Households and (2) Organizations. Approximately 48.9% of respondents, or 109 individuals, identified themselves as Households for the purposes of this report. Approximately 51.1% of respondents, or 114 respondents, identified themselves as representing Organizations.

Table 4: Customer Type by Business with TDHCA

My primary type of business with TDHCA is:	Total Respondents	Household Respondents	Organization Respondents
Community Affairs	63	23	40
Housing Assistance	129	62	67
Manufactured Housing	31	24	7
Total Households or Organizations	223	109	114

Of all respondents, 57.8% primarily had contact with the Housing Programs, 28.3% had contact with the Community Affairs' programs, and 13.9% had contact with the TDHCA Manufactured Housing Division. Figure 3, Customer Type by Business, shows that a higher percentage of Households and Organizations responded for Housing Assistance as compared to Community Affairs and Manufactured Housing Assistance.

Figure 3: Customer Type by Business with TDHCA



4.2 CUSTOMER-DETERMINED SERVICE QUALITIES

Average Responses

Survey respondents rated TDHCA's service on a scale of 1 to 5, with 1 being Strongly Disagree and 5 being Strongly Agree. All of TDHCA's average ratings were above 3.0; a score of 3.0 is neutral. Since a majority of the statements with which the respondents were to agree or disagree were positive, a score above 3.0 indicates positive average customer-determined service qualities.

Figure 4 shows that the overall satisfaction (Question 29) for the respondent types varied between 3.87 and 4.58. The highest average rating was "TDHCA staff members are courteous" for every respondent type. Conversely, the lowest average rating was "The location of the TDHCA office is convenient" for every respondent type.

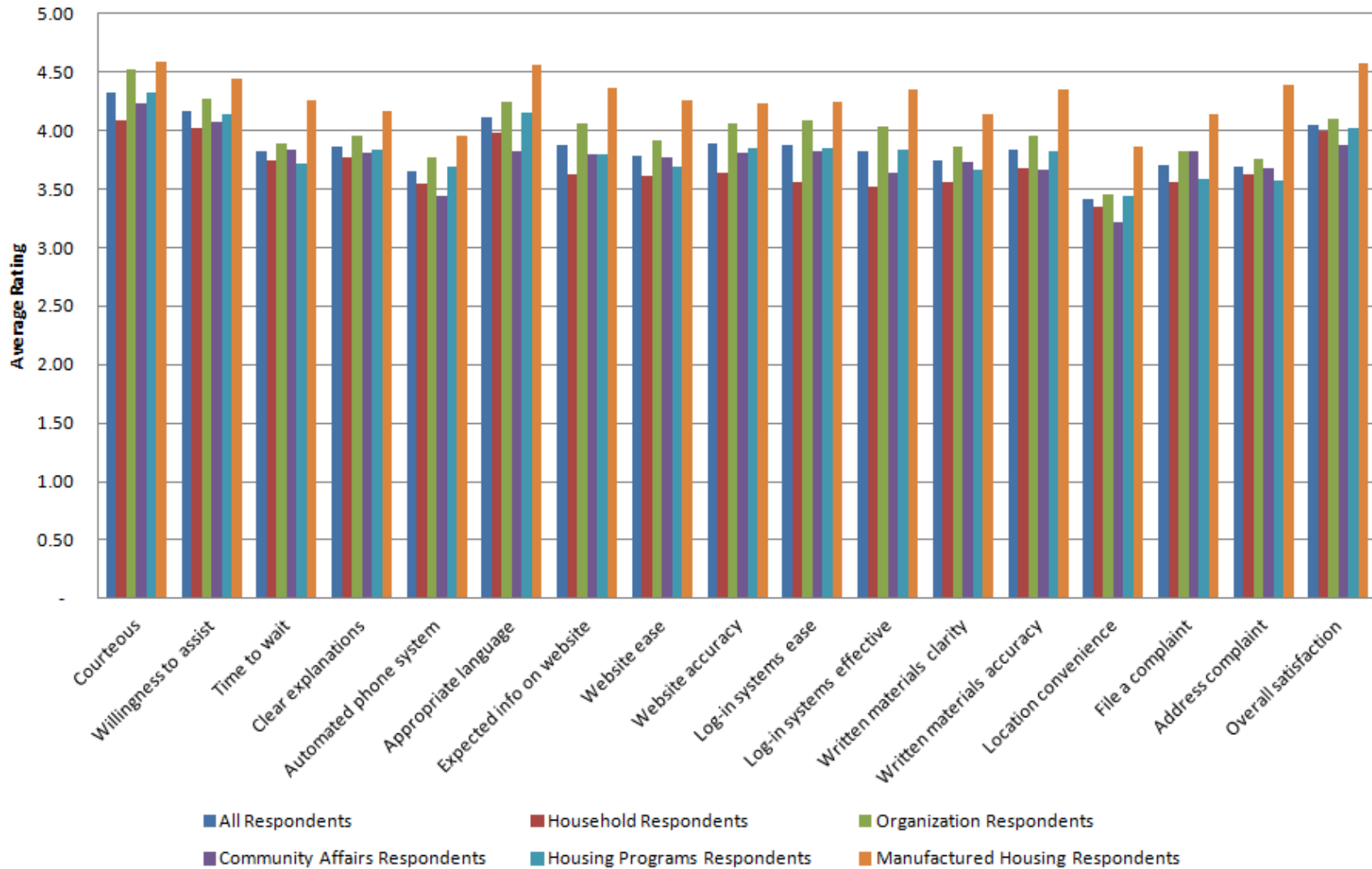
Table 5: Average Ratings

Statements Rated on a Scale of 1 (strongly disagree) to 5 (strongly agree)	All Respondents	Household Respondent	Organization Respondent	Community Affairs Respondent	Housing Programs Respondent	Manufactured Housing Respondent
TDHCA staff members are courteous.	4.33	4.08	4.52	4.23	4.32	4.59
TDHCA staff members demonstrate a willingness to assist.	4.16	4.02	4.27	4.07	4.14	4.44
There is a reasonable wait time for a concern or question to be addressed by phone, fax, letter or in person.	3.83	3.75	3.89	3.84	3.72	4.26
I am provided clear explanations about TDHCA services available to me.	3.87	3.76	3.95	3.81	3.83	4.16
The TDHCA automated phone system is easy to use and helps me reach the correct division or individual when I call.	3.66	3.55	3.77	3.44	3.69	3.95

Statements Rated on a Scale of 1 (strongly disagree) to 5 (strongly agree)	All Respondents	Household Respondent	Organization Respondent	Community Affairs Respondent	Housing Programs Respondent	Manufactured Housing Respondent
Communication is available in the appropriate language (for organizations/businesses, please consider the languages your clients speak).	4.11	3.98	4.24	3.82	4.15	4.56
The TDHCA public Web site contains the information I expect.	3.87	3.63	4.06	3.80	3.80	4.36
The TDHCA public Web site is easy to use and ADA-accessible.	3.79	3.62	3.91	3.77	3.69	4.26
The TDHCA public Web site contains accurate information on programs, services, and events.	3.88	3.64	4.06	3.81	3.85	4.23
The TDHCA log-in systems, such as the agency's contract and compliance systems, are easy to use.	3.87	3.56	4.09	3.83	3.85	4.25
The TDHCA log-in systems provide an effective way to exchange program information with TDHCA.	3.82	3.52	4.03	3.63	3.84	4.36

Statements Rated on a Scale of 1 (strongly disagree) to 5 (strongly agree)	All Respondents	Household Respondent	Organization Respondent	Community Affairs Respondent	Housing Programs Respondent	Manufactured Housing Respondent
TDHCA written materials (forms, instructions, information on programs and services, events, etc.) are easy to understand.	3.74	3.56	3.87	3.73	3.66	4.14
TDHCA written materials provide accurate information.	3.84	3.68	3.95	3.66	3.83	4.35
The location of the TDHCA office is convenient.	3.41	3.35	3.46	3.22	3.44	3.86
I understand how to file a complaint regarding a Fair Housing issue and/or TDHCA programs, services, licensees, or subgrantees.	3.70	3.57	3.83	3.82	3.59	4.14
If I filed a complaint with TDHCA, I believe it will be addressed in a reasonable manner.	3.69	3.62	3.76	3.67	3.57	4.39
Overall, I am satisfied with my experiences with TDHCA.	4.05	3.99	4.10	3.87	4.02	4.58

Figure 4: Average Customer Rating by Respondent Type



Overall Satisfaction

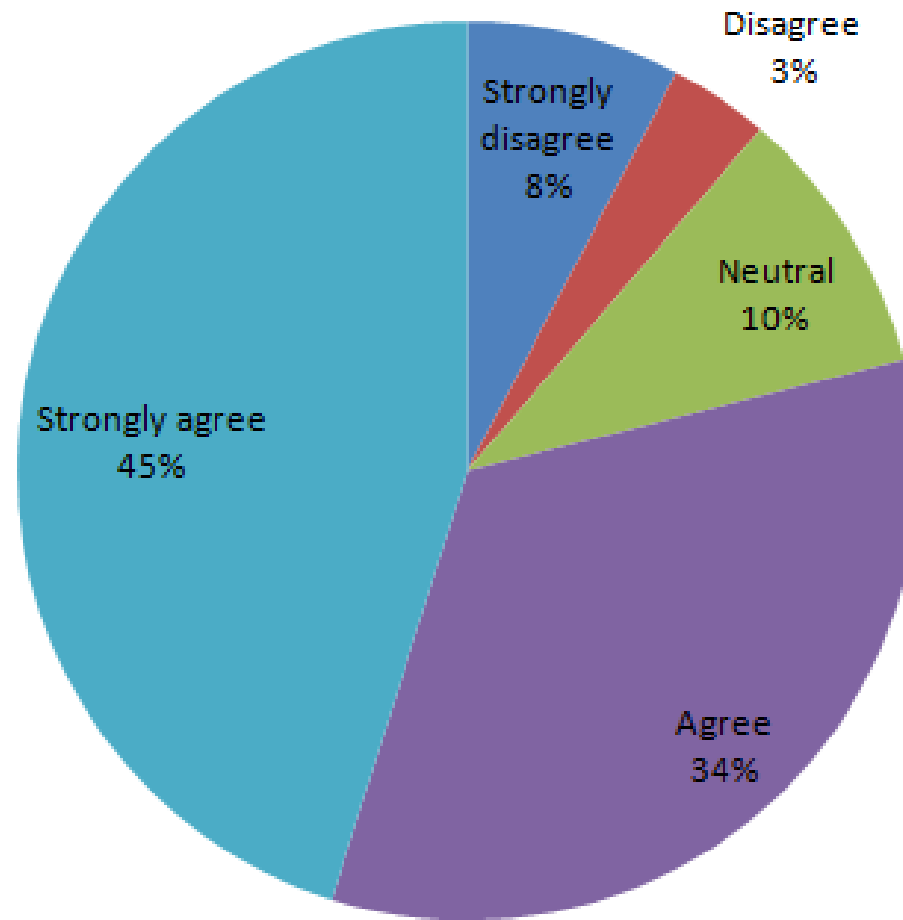
Table 6 and Figure 5 show that out of all respondents, 79.0% stated they strongly agree or agree with the statement “Overall, I am satisfied with my experiences with TDHCA”. Approximately 11.3% either disagree or strongly disagree with the statement that they were satisfied with their experiences with TDHCA.

Among the customer subgroups, Organization Respondents indicated general satisfaction with TDHCA in a greater percentage (84.3%) than did Household Respondents (72.4%). Figure 5 shows the percent by respondent type who agreed or disagreed with the statement. The Manufactured Housing Division had the highest percentage of respondents (88.5%) who agreed or strongly agreed with the statement, followed by Housing Program Respondents (78.1%) and then the Housing Program Respondents (76.4%).

Table 6: Overall Satisfaction

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	15	8	7	5	9	1
Disagree	7	4	3	3	4	0
Neutral	19	12	7	5	12	2
Agree	66	20	46	23	40	3
Strongly agree	88	43	45	19	49	20

Figure 5: Overall Satisfaction, All Respondents



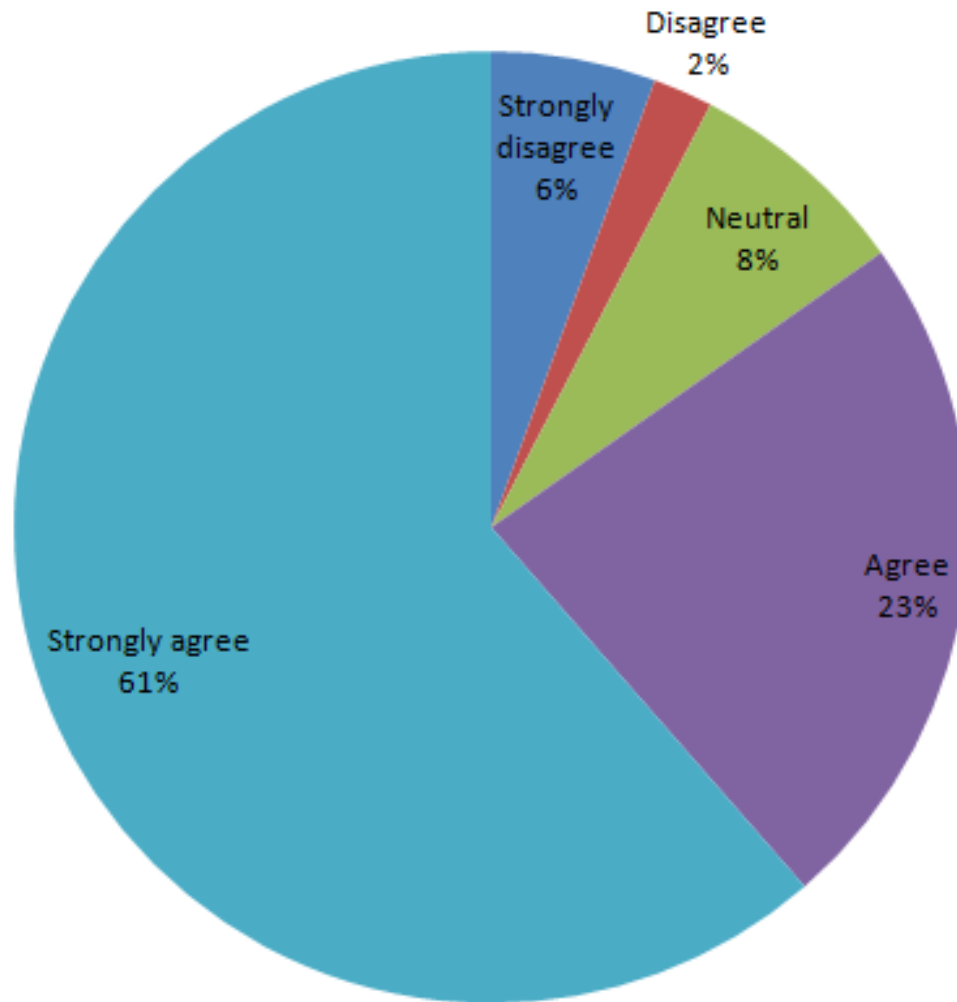
Staff Courteousness

Table 7 and Figure 6 show that of all respondents, 84.8% strongly agree or agree with the statement “TDHCA staff members are courteous.” Approximately 7.6% disagree or strongly disagree with this statement. Table 7 shows that a greater ratio of Housing Program Respondents (85.5%) agreed or strongly agreed with the statement than Manufactured Housing Respondents (85.2%) and Community Affairs Respondents (82.5%).

Table 7: Staff Courteousness by Customer Type

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	11	8	3	4	6	1
Disagree	4	1	3	0	4	0
Neutral	15	12	3	6	6	3
Agree	46	20	26	16	29	1
Strongly agree	121	45	76	31	68	22

Figure 6: Staff Courteousness, All Respondents



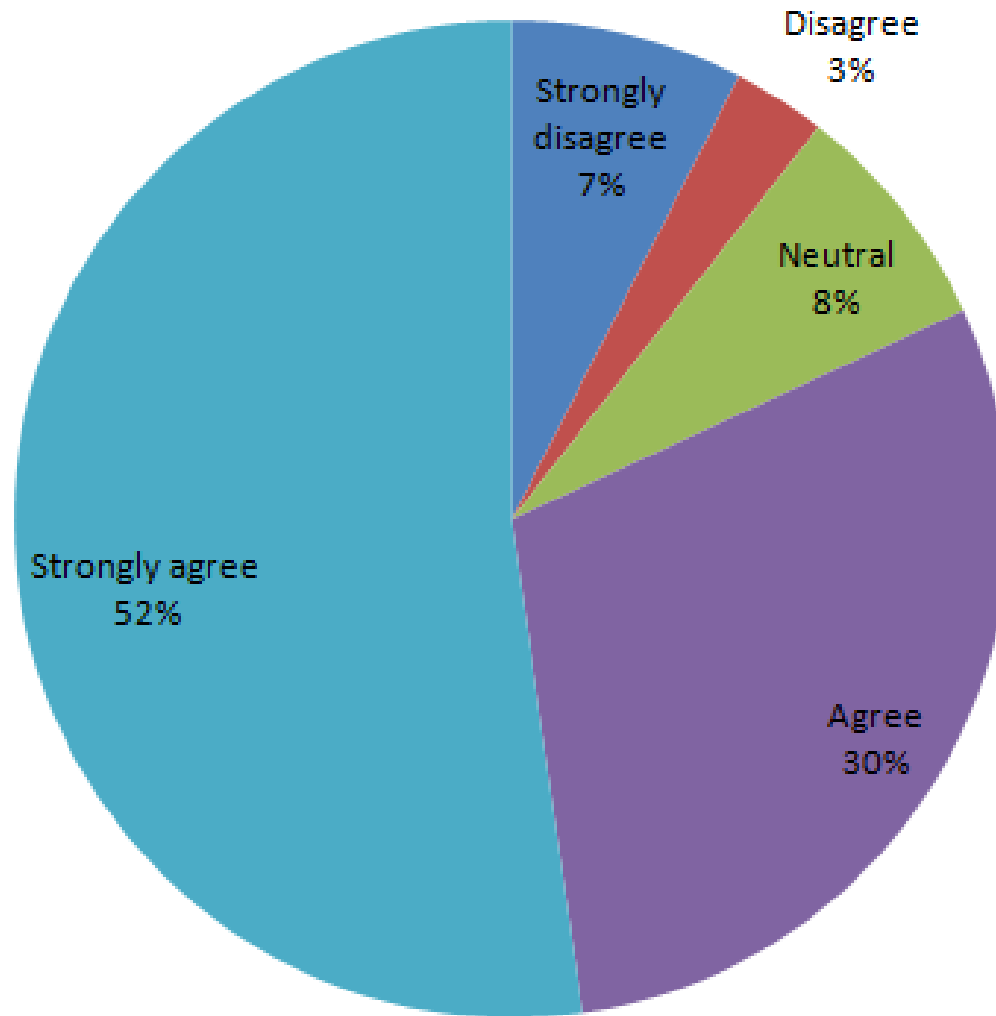
Staff Willingness to Assist

Table 8 and Figure 7 show that of all respondents, 82% strongly agree or agree with the statement “TDHCA staff members demonstrated a willingness to assist.” Approximately 10.6% disagree or strongly disagree with this statement. Table 8 shows that a greater ratio of Manufactured Housing Respondents agreed with the statement (85.2%) than the ratio of Housing Programs Respondents (81.7%) or Community Affairs Respondents (80.7%).

Table 8: Staff Willingness to Assist by Customer Type

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	15	9	6	4	9	2
Disagree	6	5	1	2	4	0
Neutral	15	8	7	5	8	2
Agree	59	19	40	21	35	3
Strongly agree	104	47	57	25	59	20

Figure 7: Staff Willingness to Assist, All Respondents



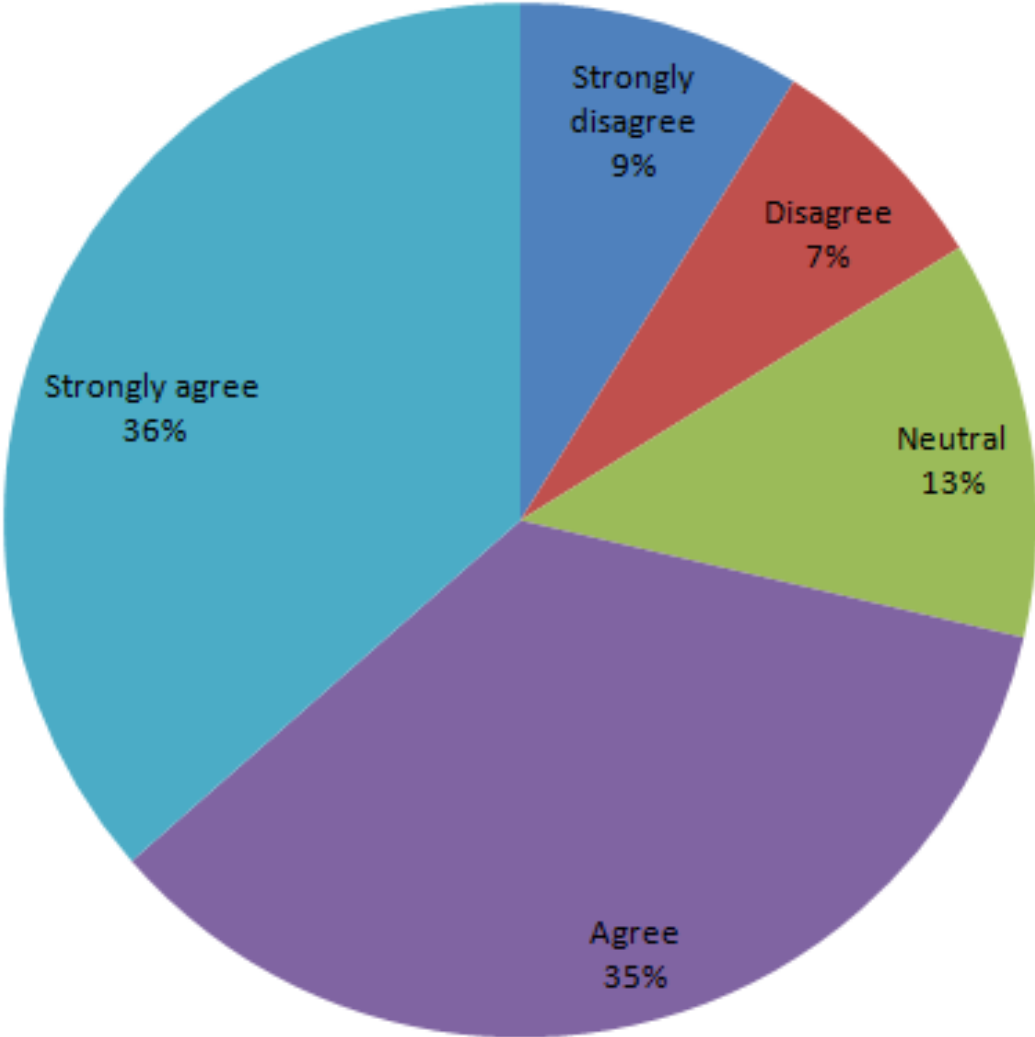
Timely Response

Table 9 and Figure 8 show that of all respondents, 71.4% strongly agree or agree with the statement “The time I had to wait for a concern or question to be addressed, whether by phone, in person, or by letter was reasonable.” Approximately 16.1% disagree or strongly disagree with this statement. Table 8 shows that higher ratio of Manufactured Housing Respondents (85.2%) agreed with the statement, which was higher than Housing Programs Respondents at 68.2% or Community Affairs Respondents at 70.9%.

Table 9: Timely Response by Customer Type

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	17	11	6	4	11	2
Disagree	14	7	7	2	11	1
Neutral	24	9	15	10	13	1
Agree	67	22	45	22	38	7
Strongly agree	70	35	35	17	37	16

Figure 8: Timely Response, All Respondents



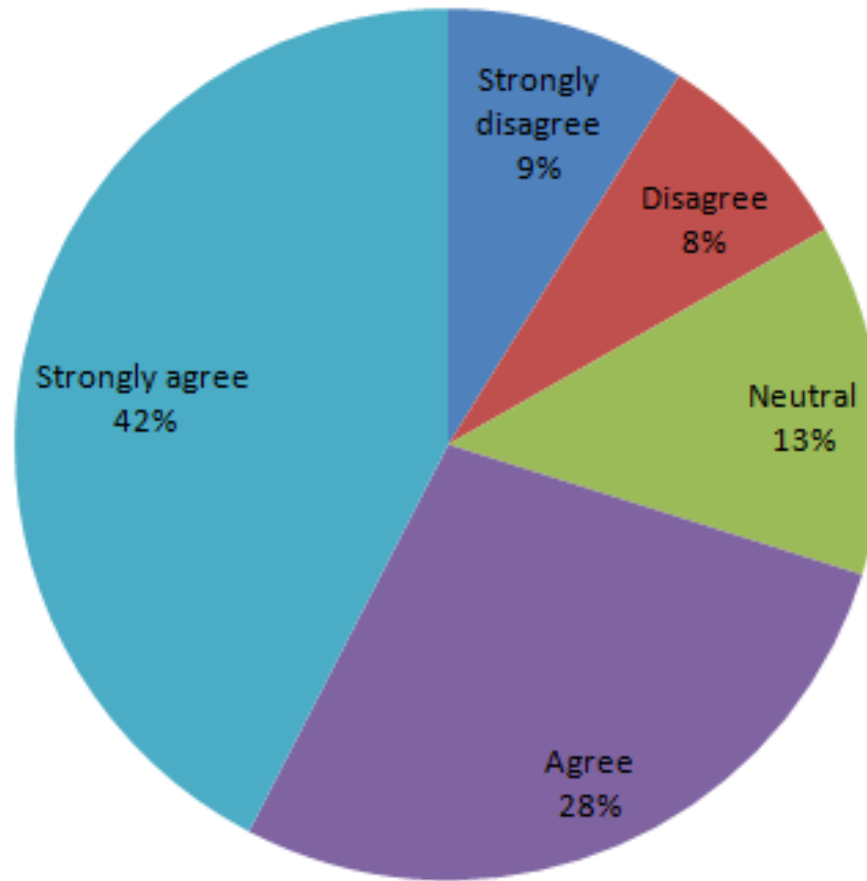
Clear Explanations

Table 10 and Figure 9 show that of all respondents, 70.2% strongly agree or agree with the statement “I was given clear explanations about services available to me.” Approximately 16.8% disagree or strongly disagree with this statement. Table 10 shows that Manufactured Housing had the highest ratio of respondents (76.0%) that strongly agreed or agreed with that statement, followed by Housing Programs (69.0%) and Community Affairs (69.8%).

Table 10: Clear Explanation by Customer Type

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	17	12	5	4	11	2
Disagree	15	9	6	6	8	1
Neutral	25	4	21	6	16	3
Agree	53	22	31	17	32	4
Strongly agree	81	38	43	20	46	15

Figure 9: Clear Explanations, All Respondents



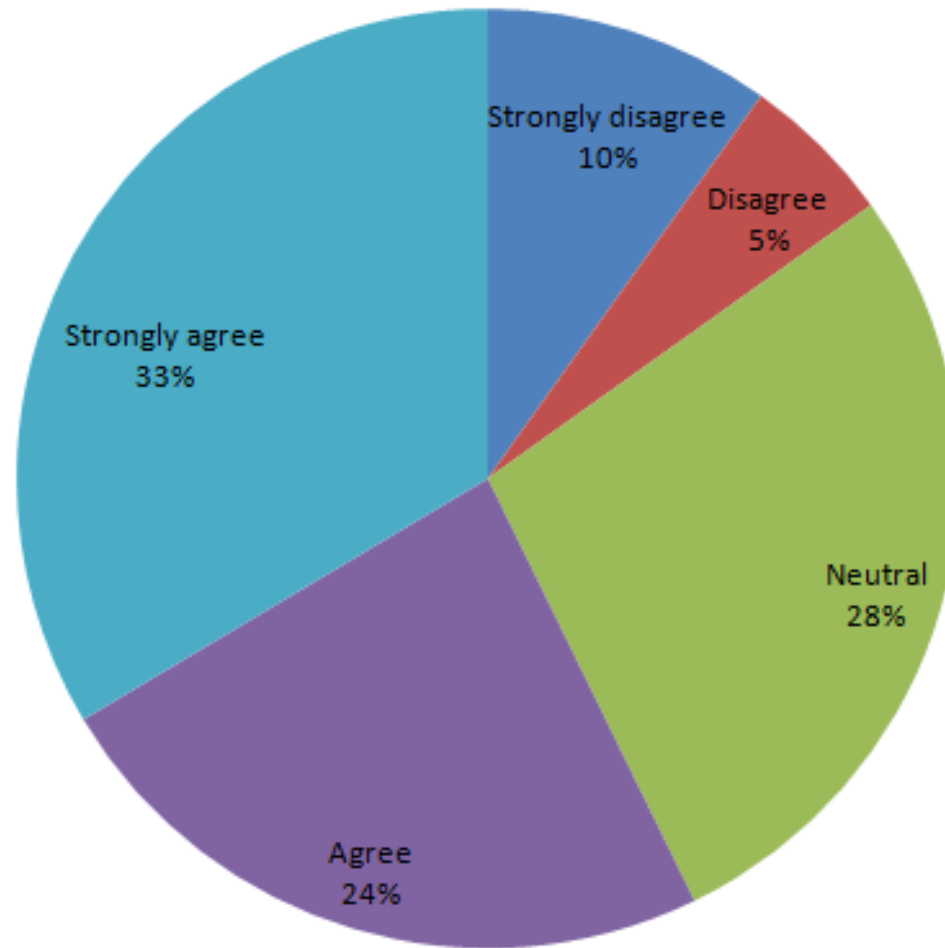
Automated Phone System

Table 11 and Figure 10 show that of all respondents, 57.2% strongly agree or agree with the statement “The automated phone system is easy to navigate and helps me reach the correct division or individual when I call.” Approximately 15.1% disagree or strongly disagree with this statement. Table 11 shows that a higher ratio of Manufactured Housing Respondents (65.0%) agreed with the statement than Housing Program Respondents (58.2%) and Community Affairs Respondents (51.2%).

Table 11: Automated Phone System by Customer Type

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	15	10	5	5	9	1
Disagree	8	5	3	3	4	1
Neutral	42	22	20	12	25	5
Agree	36	13	23	11	21	4
Strongly agree	51	27	24	10	32	9

Figure 10: Automated Phone System, All Respondents



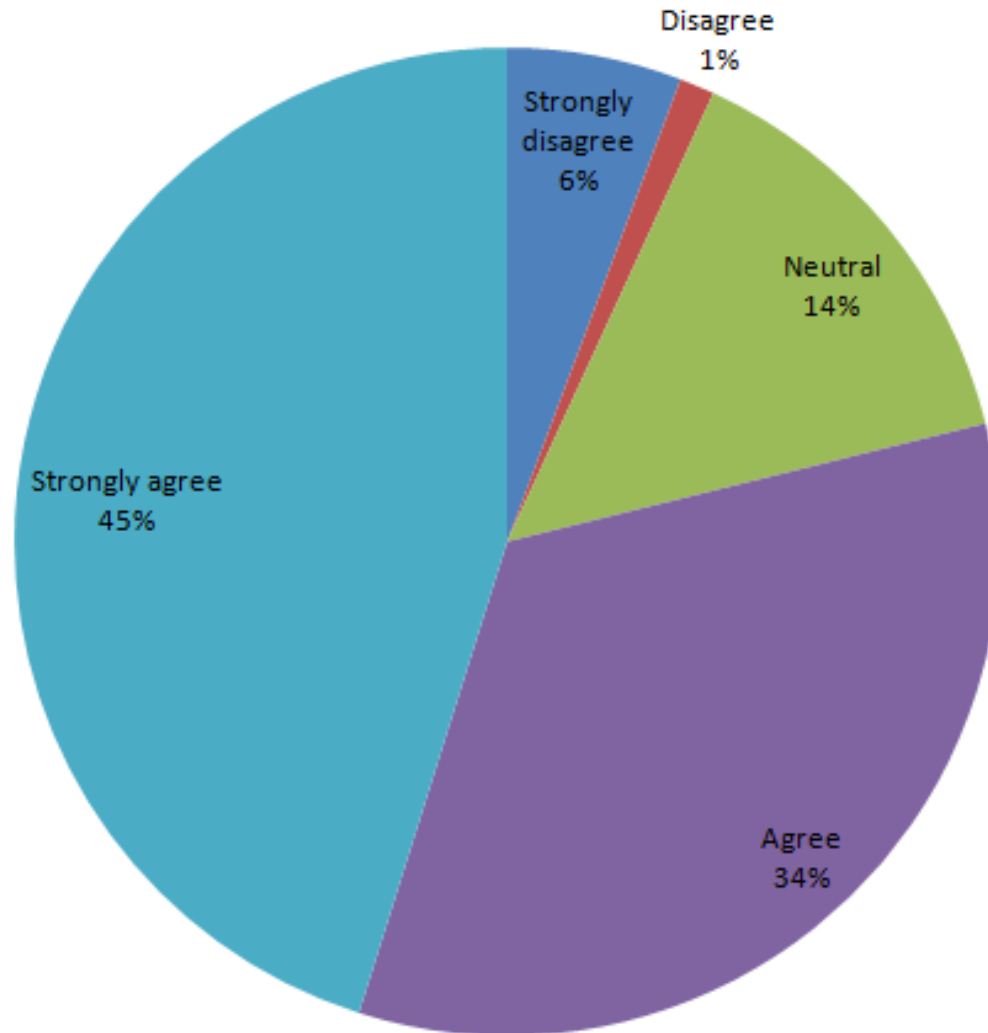
Appropriate Language Availability

Table 12 and Figure 11 show that of all respondents, 78.9% strongly agree or agree with the statement “Communication is available in the appropriate language.” (Organization Respondents were asked to consider the languages their clients speak.) Approximately 6.9% disagree or strongly disagree with this statement. Table 12 shows that a higher ratio of Manufactured Housing Respondents (88.0%) agreed with the statement Housing Program Respondents (78.8%) or Community Affairs Respondents (74.5%).

Table 12: Appropriate Language, by Customer Type

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	10	8	2	5	5	0
Disagree	2	2	0	0	1	1
Neutral	25	13	12	8	15	2
Agree	59	21	38	24	31	4
Strongly agree	79	39	40	14	47	18

Figure 11: Appropriate Language, All Respondents



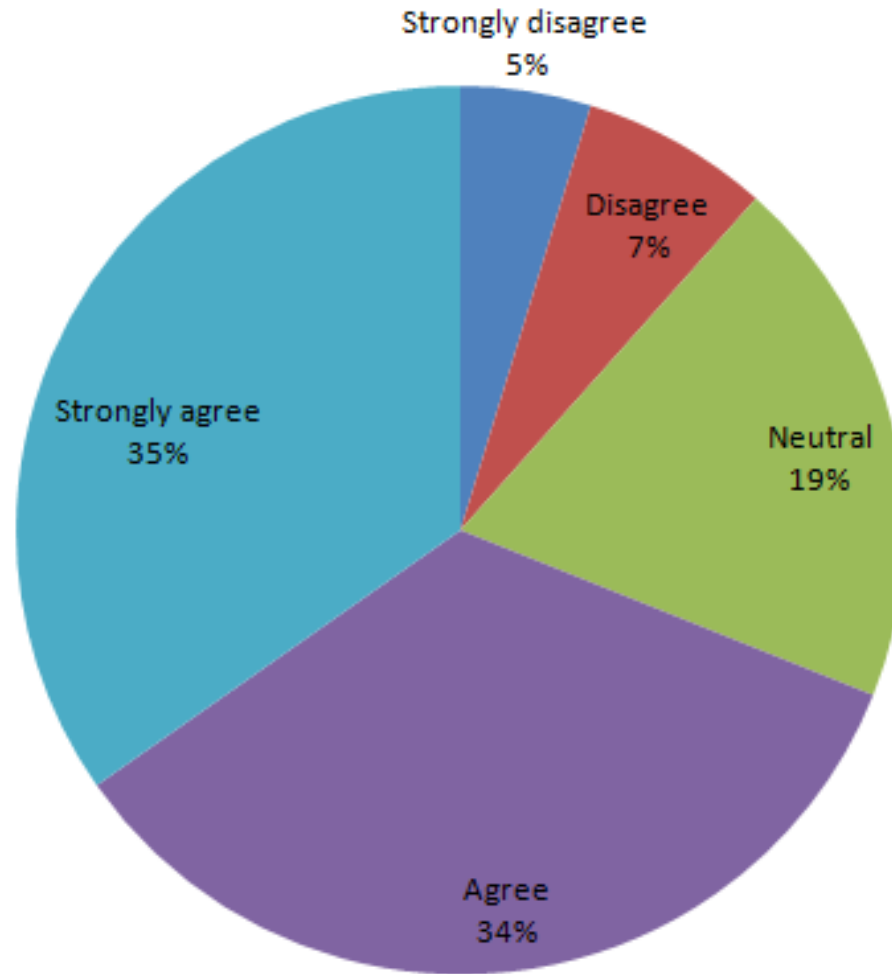
Expected Information Available Online

Table 13 and Figure 12 show that of all respondents, 68.9% strongly agree or agree with the statement “The public Web site contains the information I expect.” Approximately 11.6% disagree or strongly disagree with this statement. Table 13 shows that a higher ratio of Manufactured Housing Respondents (80.0%) agreed with the statement than Housing Program Respondents (64.5%) or Community Affairs Respondents (72.7%).

Table 13: Expected Information Available Online by Customer Type

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	9	7	2	4	5	0
Disagree	13	6	7	3	10	0
Neutral	37	24	13	8	24	5
Agree	65	17	48	25	34	6
Strongly agree	66	27	39	15	37	14

Figure 12: Expected Information Available Online, All Respondents



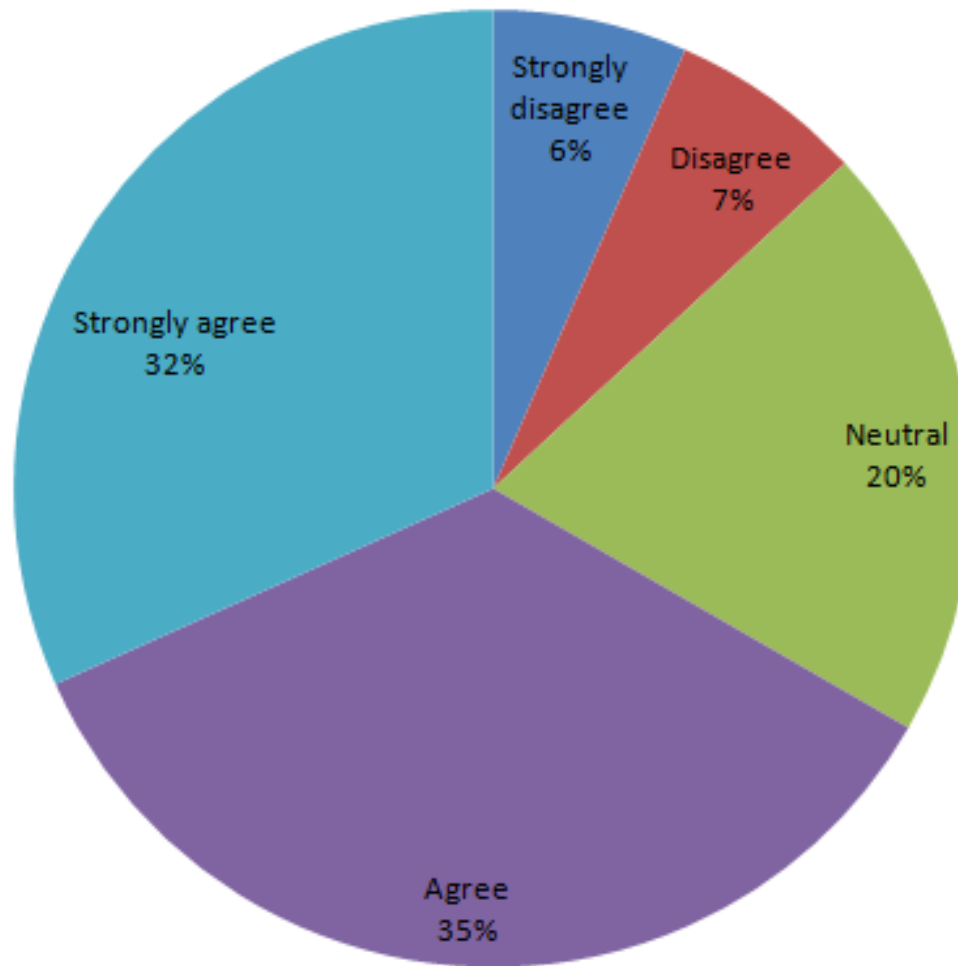
Web site Ease

Table 14 and Figure 13 show that of all respondents, 66.7% strongly agree or agree with the statement “The TDHCA public Web site is easy to use.” Approximately 13.1% disagree or strongly disagree with this statement. Table 14 shows that a higher ratio of Manufactured Housing Respondents (73.9%) agreed with the statement than Housing Program Respondents (62.0%) or Community Affairs Respondents (73.1%).

Table 14: Web site Ease by Customer Type

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	12	8	4	4	8	0
Disagree	12	5	7	1	9	2
Neutral	37	21	16	9	24	4
Agree	64	19	45	27	34	3
Strongly agree	58	25	33	11	33	14

Figure 13: Web site Ease, All Respondents



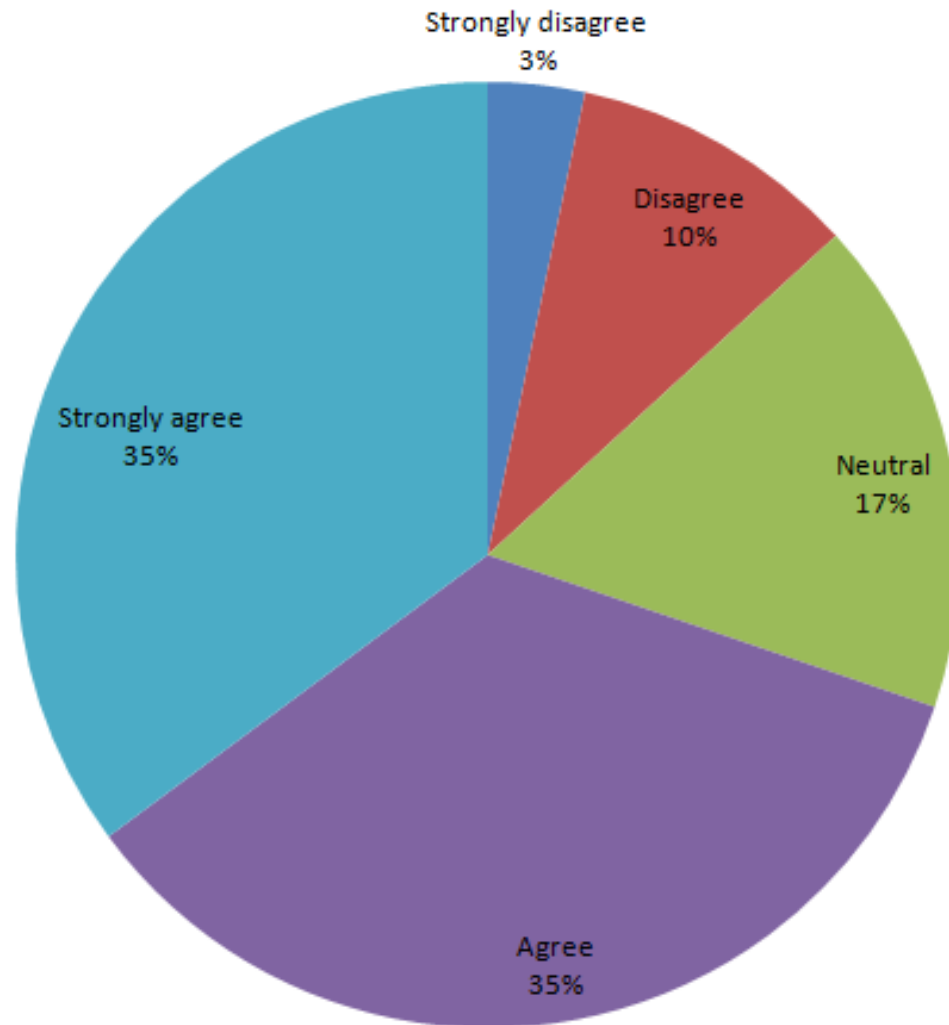
Web site Accuracy

Table 15 and Figure 14 show that of all respondents, 69.8% strongly agree or agree with the statement “The TDHCA public Web site contains accurate information on programs, services, and events.” Approximately 13.2% disagree or strongly disagree with this statement. Table 15 shows that a higher ratio of Manufactured Housing Respondents (81.8%) agreed with the statement than Housing Programs (67.9%) and Community Affairs Respondents (69.8%).

Table 15: Web site Accuracy by Customer Type

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	6	4	2	3	3	0
Disagree	18	11	7	3	14	1
Neutral	31	16	15	11	17	3
Agree	63	20	43	21	34	8
Strongly agree	64	23	41	16	38	10

Figure 14: Web site Accuracy, All Respondents



Systems Requiring Log-in

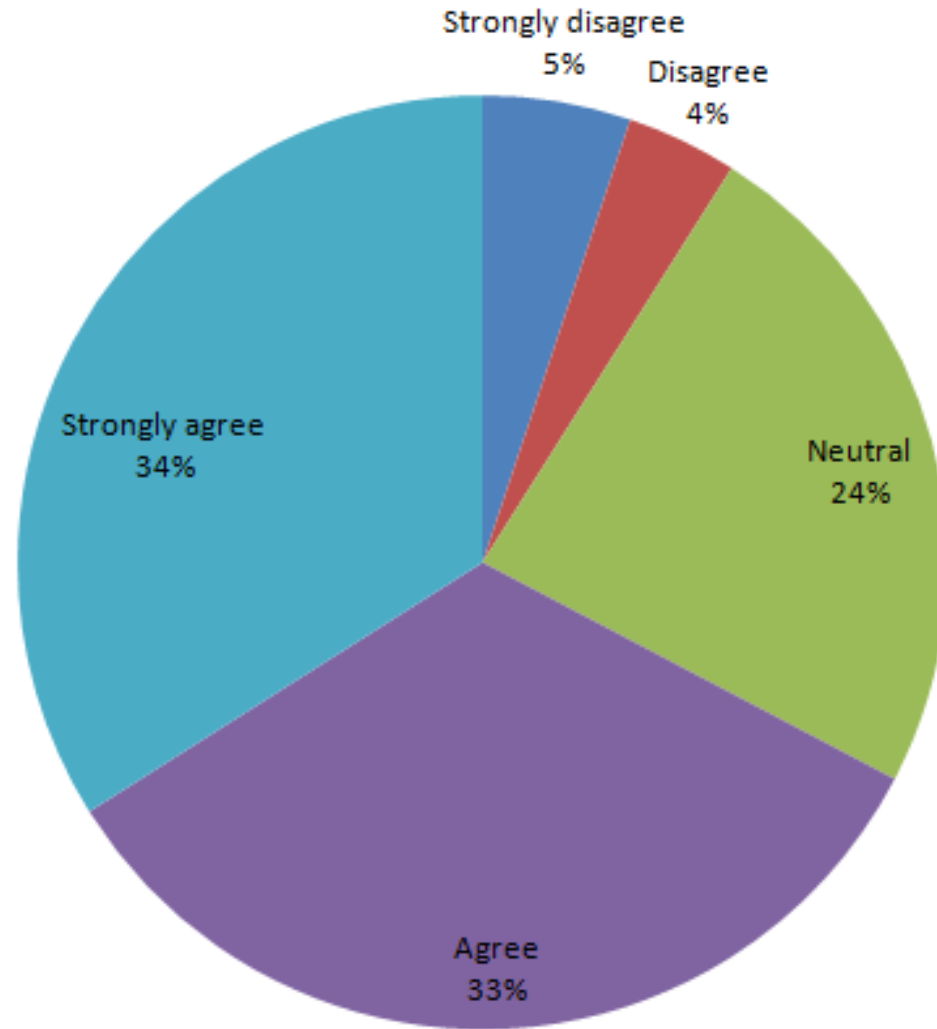
Ease of Use

Table 16 and Figure 15 show that of all respondents, 67.3% strongly agree or agree with the statement “TDHCA systems that require me to log in, such as the agency's contract and compliance systems, are easy to use.” Approximately 9.0% disagree or strongly disagree with this statement. Table 15 shows that a higher percentage of Manufactured Housing Respondents (75.0%) agreed with the statement than Community Affairs Respondents (69.2%) and Housing Program Respondents (65.2%).

Table 16: Systems Ease of Use by Customer Type

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	8	5	3	3	5	0
Disagree	6	4	2	3	2	1
Neutral	37	20	17	10	25	2
Agree	52	19	33	20	30	2
Strongly agree	53	15	38	16	30	7

Figure 15: Systems Ease of Use, All Respondents



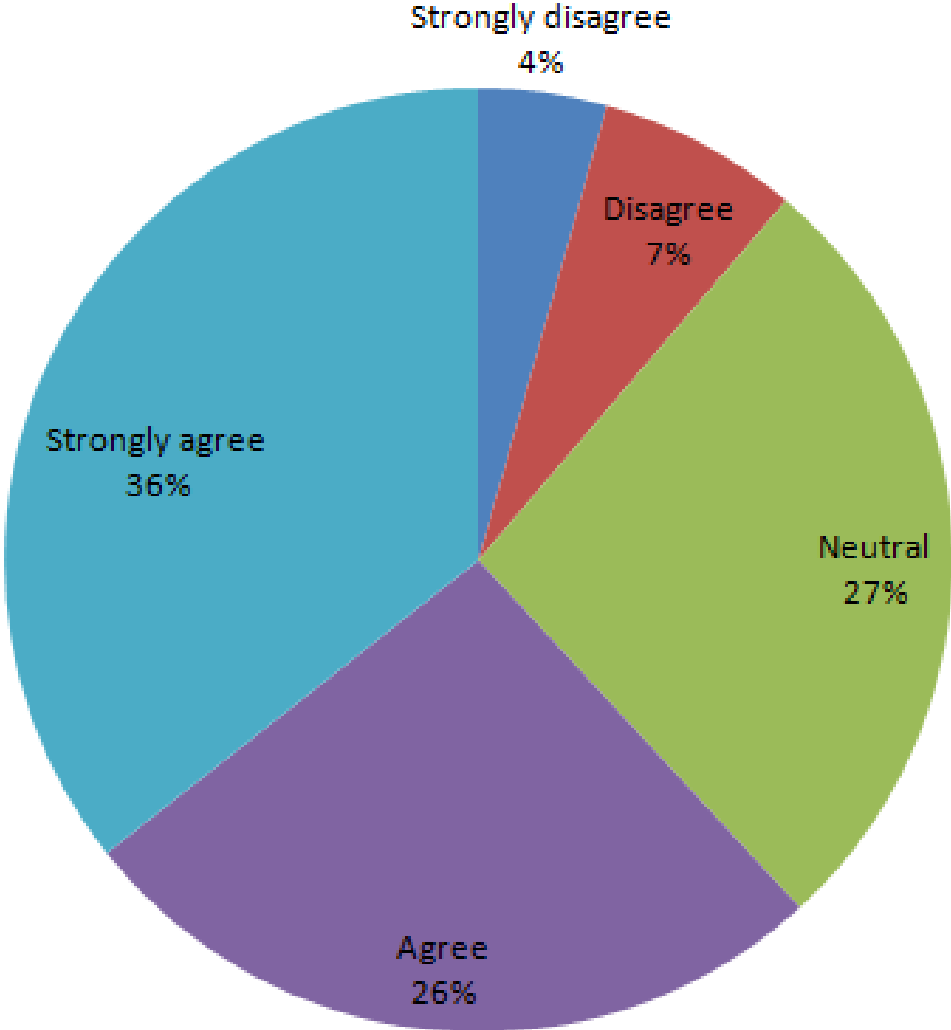
Effectiveness of Systems Requiring Log-in

Table 17 and Figure 16 show that of all respondents, 61.9% strongly agree or agree with the statement “TDHCA systems that require me to log in provide an effective way to exchange program information with TDHCA.” Approximately 11.3% disagree or strongly disagree with this statement. Table 16 shows that a higher percentage of Manufactured Housing Respondents (78.6%) agreed with the statement than Housing Program Respondents (63.8%) and Community Affairs Respondents (53.8%).

Table 17: System Effectiveness by Customer Type

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	7	5	2	3	4	0
Disagree	11	7	4	3	7	1
Neutral	43	21	22	18	23	2
Agree	42	15	27	14	26	2
Strongly agree	57	18	39	14	34	9

Figure 16: Systems Effectiveness, All Respondents



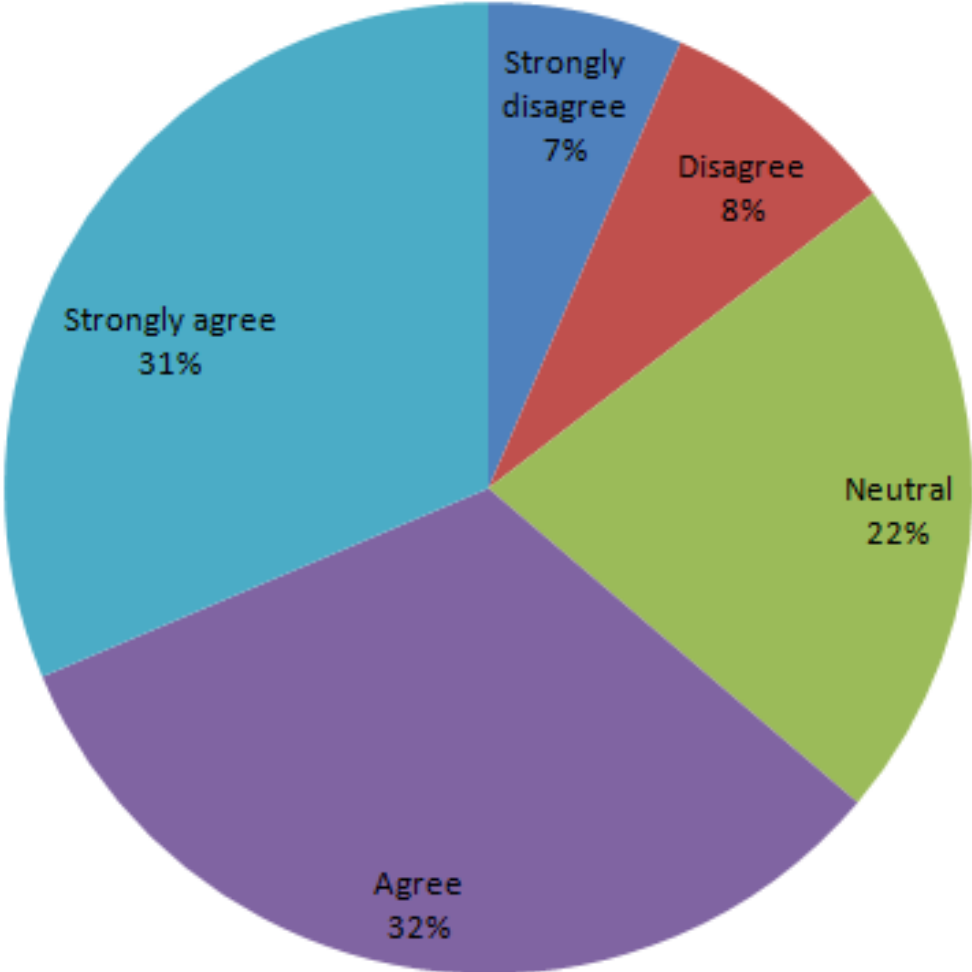
Document Clarity

Table 18 and Figure 17 show that of all respondents, 63.8% strongly agree or agree with the statement “Written materials (forms, instructions, information on programs and services, events, etc.) produced by TDHCA are clear.” Approximately 14.6% disagree or strongly disagree with this statement. Table 18 shows that a higher percentage of Manufactured Housing Respondents (72.7%) agreed with the statement than Housing Program Respondents (61.7%) and Community Affairs Respondents (64.3%).

Table 18: Document Clarity by Customer Type

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	12	7	5	3	9	0
Disagree	15	7	8	5	9	1
Neutral	40	21	19	12	23	5
Agree	60	21	39	20	34	6
Strongly agree	58	22	36	16	32	10

Figure 17: Document Clarity, All Respondents



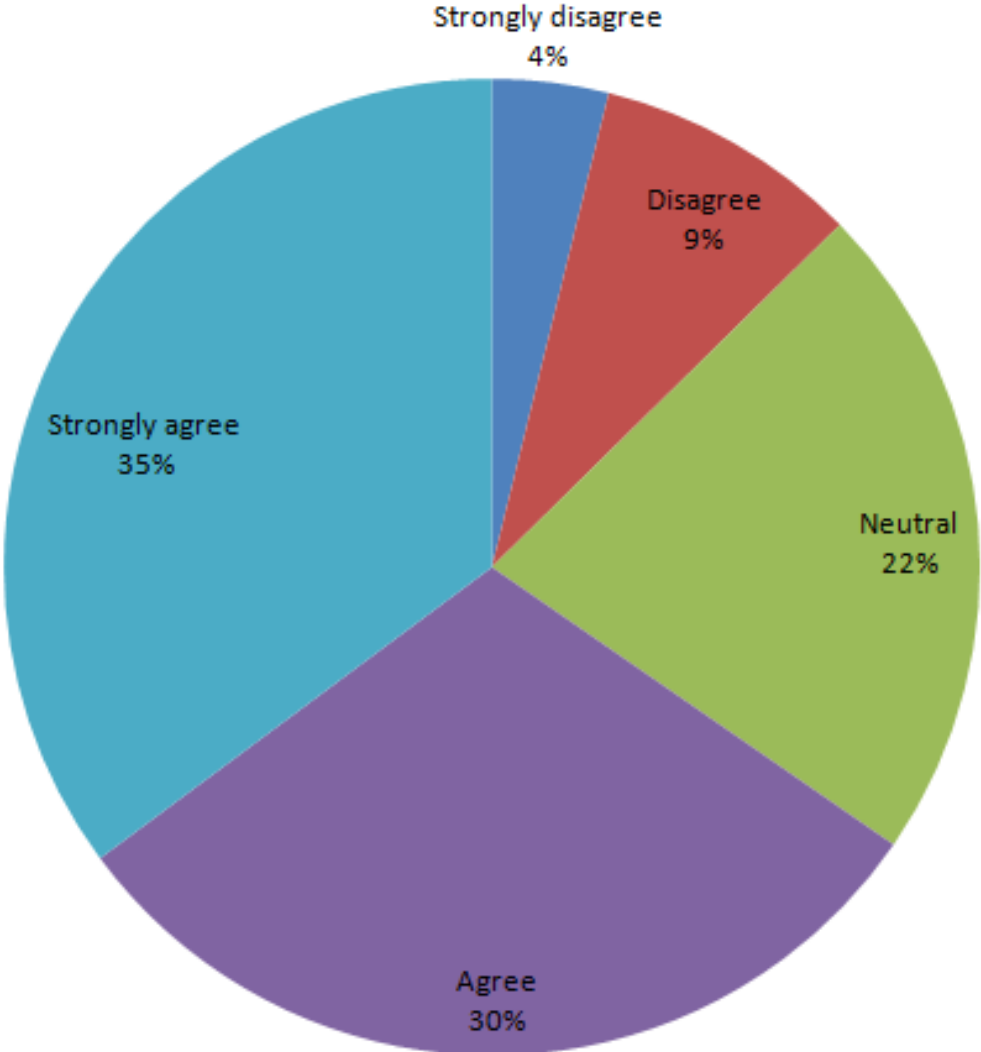
Document Accuracy

Table 19 and Figure 18 show that of all respondents, 65.4% strongly agree or agree with the statement “Written materials provide accurate information.” Approximately 12.6% disagree or strongly disagree with this statement. Table 18 shows that a higher ratio of Manufactured Housing Respondents (78.3%) agreed with the statement than Housing Programs Respondents (66.0%) and Community Affairs Respondents (58.9%).

Table 19: Document Accuracy by Customer Type

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	7	4	3	3	4	0
Disagree	16	8	8	5	11	0
Neutral	40	22	18	15	20	5
Agree	55	16	39	18	32	5
Strongly agree	64	26	38	15	36	13

Figure 18: Document Accuracy, All Respondents



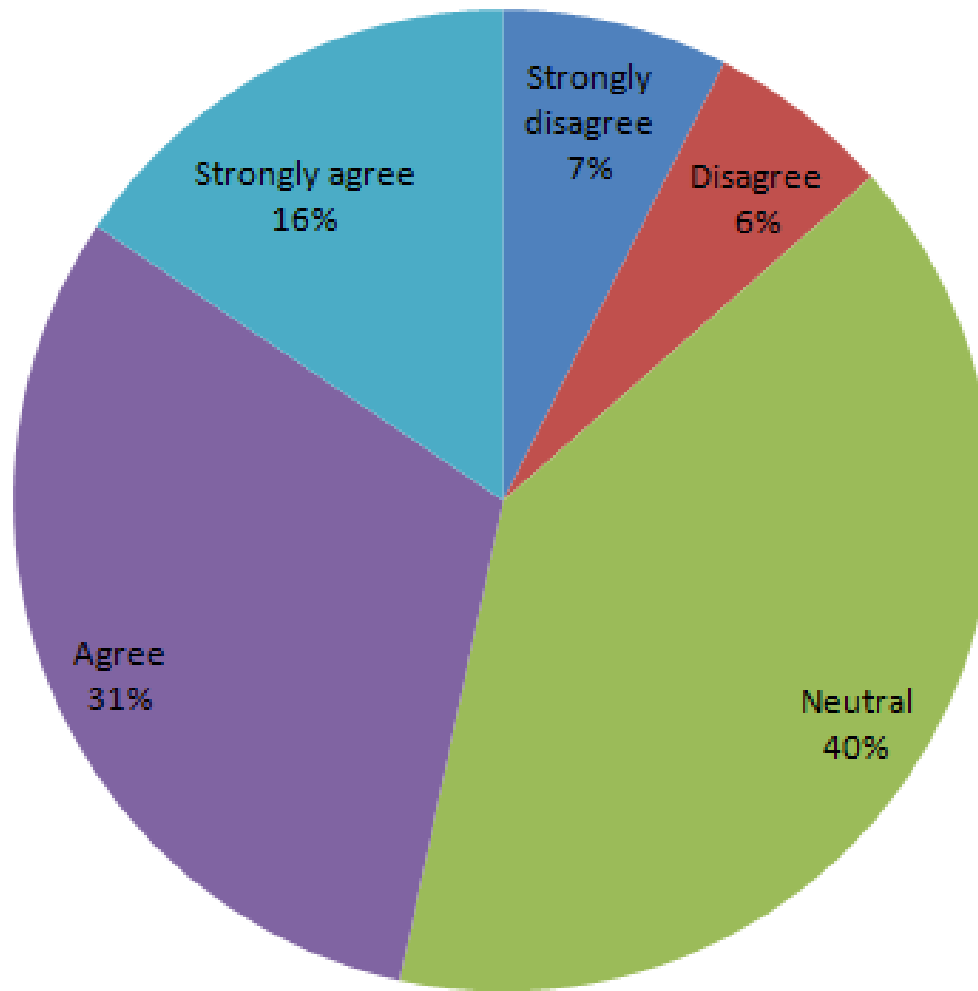
Location Satisfaction

Table 20 and Figure 19 show that of all respondents, 46.6% strongly agree or agree with the statement “The location of the TDHCA office is convenient.” This was the lowest rate of agreement out of all the statements. Approximately 13.5% disagree or strongly disagree with this statement. Table 20 shows that a higher ratio of Manufactured Housing Respondents (64.3%) agreed with the statement than Housing Programs Respondents (48.3%) or Community Affairs Respondents (37.8%).

Table 20: Location Satisfaction by Customer Type

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	11	6	5	4	6	1
Disagree	9	6	3	4	4	1
Neutral	59	22	37	20	36	3
Agree	46	18	28	12	31	3
Strongly agree	23	11	12	5	12	6

Figure 19: Location Satisfaction, All Respondents



Complaint Process

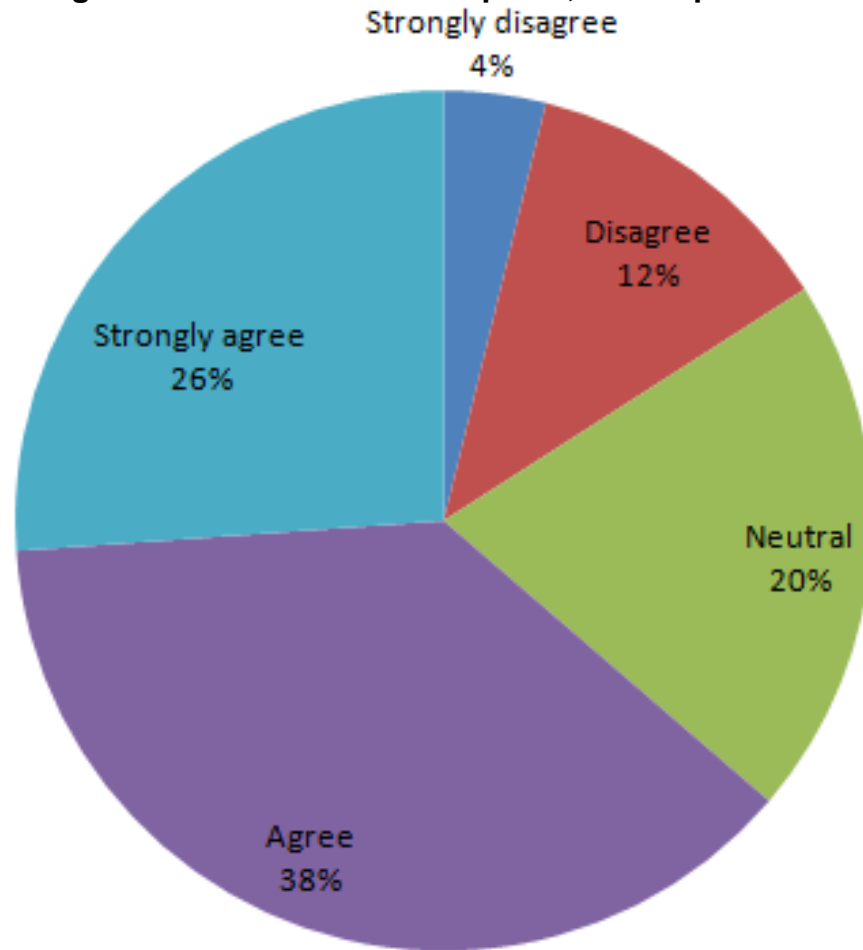
How to File a Complaint

Table 21 and Figure 20 show that of all respondents, 63.7% strongly agree or agree with the statement “I understand how to file a complaint regarding TDHCA programs, services, licensees, or subgrantees.” Approximately 15.9% disagree or strongly disagree with this statement although; no Manufactured Housing Respondents disagreed with this statement. Table 21 shows that a higher percentage of Community Affairs Respondents (70.5%) agreed with the statement than Housing Programs Respondents (61.1%) and Manufactured Housing Respondents (57.1%).

Table 21: How to File a Complaint by Customer Type

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	6	3	3	2	4	0
Disagree	19	12	7	3	16	0
Neutral	32	19	13	8	18	6
Agree	59	23	36	19	40	0
Strongly agree	41	19	22	12	21	8

Figure 20: How to File a Complaint, All Respondents



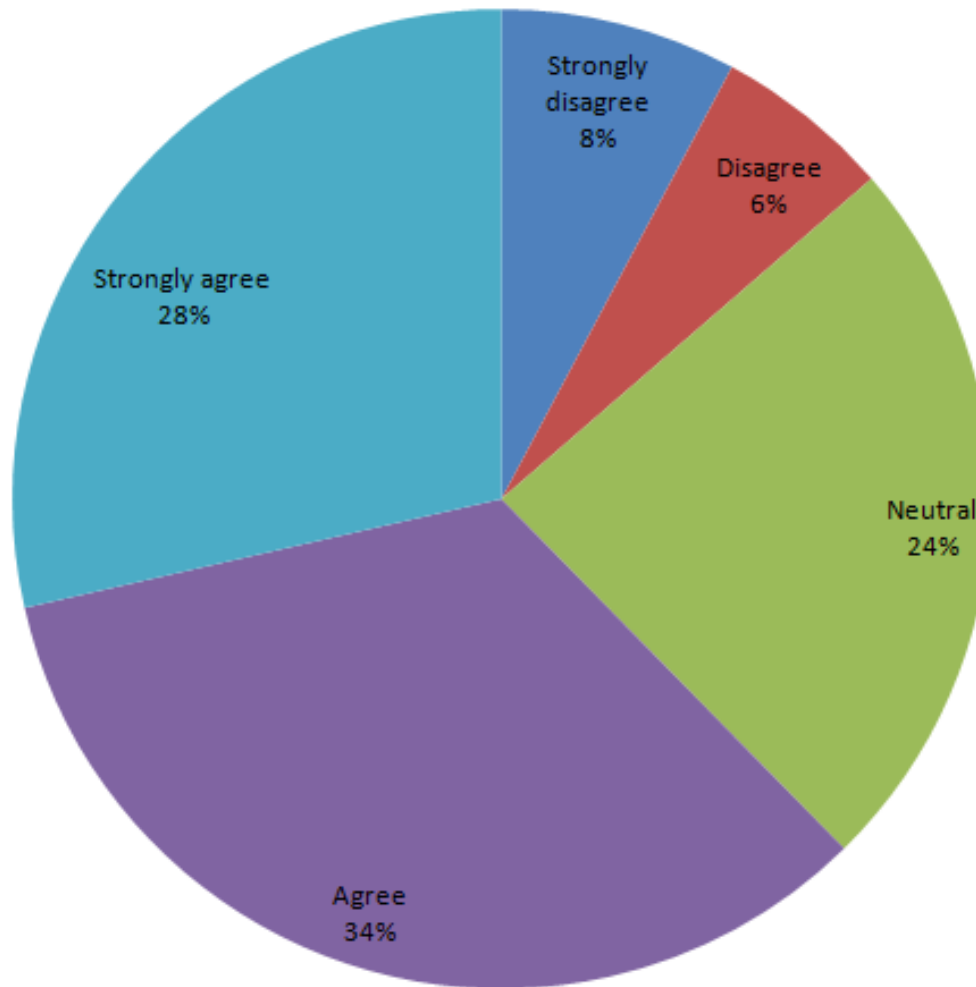
Complaint Response

Table 22 and Figure 21 show that of all respondents, 62.3% strongly agree or agree with the statement “If I complained, I believe it would be addressed in a reasonable manner.” Approximately 13.6% disagree or strongly disagree with this statement although; no Manufactured Housing Respondents disagreed with this statement. Table 22 shows that a higher ratio of Manufactured Housing Respondents (83.3%) agreed with the statement than Housing Programs Respondents (55.6%) and Community Affairs Respondents (67.4%).

Table 22: Complaint Response by Customer Type

Ratings	All Respondents	Household Respondents	Organization Respondents	Community Affairs Respondents	Housing Programs Respondents	Manufactured Housing Respondents
Strongly disagree	12	7	5	5	7	0
Disagree	9	5	4	3	6	0
Neutral	37	19	18	7	27	3
Agree	52	21	31	18	29	5
Strongly agree	44	22	22	13	21	10

Figure 21: Complaint Response, All Respondents



4.3 SURVEY COMMENT SUMMARY

Comments Received

A total of 70 comments were received at the end of the Customer Service Survey. However 16 of those comments were direct requests for assistance. When a commenter requested assistance and provided contact information, a Housing Resource Center staff member reached out directly to assist the commenter. The following tables and analysis reflect the 54 remaining comments that provided input on TDHCA administration and programs.

Table 23: Comments Made

Comments Made	Total Comments	Household Respondents	Organization Respondents
Community Affairs	20	4	16
Housing Assistance	25	13	12
Manufactured Housing	9	6	3
Total Households or Organizations	54	23	31

The majority (31) of the open-ended responses were received from Organization Respondents while 23 responses were from Households.

Table 24: Tone of Comments

Tone of Comments Made	Total Respondents	Household Respondents	Organization Respondents
Positive	30	13	17
Neutral	6	2	4
Negative	18	8	10
Total Comments	54	23	31

Of the comments made, 55.6% of the comments were positive, 33.3% were negative and 11.1% were neutral in tone.

The positive comments related to TDHCA staff treating Organization Respondents with courtesy and their willingness to help them.

Positive comments were received and named specific TDHCA staff for being helpful and providing excellent customer service. Additionally, two commenters expressed appreciation for training opportunities provided by TDHCA.

“The compliance courses are excellent tools for the apartment industry. Thank you.”

“We appreciate the increased training opportunities now available on a monthly basis for ESG.”

One negative comment related to the need for more training by TDHCA.

“I think there needs to be more training for newbies entering into the Weatherization field. There has been a lot of employee turnover in the last few years in our agency and much of the original staff from ARRA are no longer with us. As an office personnel, I feel like I need more training on the field assessment end from TDHCA rather than my own staff. I want to be confident that the information I am given is accurate, current information, and not based on a misinterpretation of program regulations. Although there are many webinars featured on the TDHCA Web site , I learn best in a classroom setting rather than through a webinar. I cannot stress enough the need for more classroom-type trainings and peer-to-peer interaction. Once a year at TACAA is not enough to keep up with all of the changing regulations.”

A couple of comments related to staff responsiveness.

“I have emailed my <TDHCA staff> representative a question on 3/1/16 concerning our contract and what forms to use. She responded on 3/3/16 that she has read the email and will get back with me. I know everyone gets busy but, I have yet to see her response. The HBA forms state to submit the GFE and Preliminary HUD-1. Those documents have been obsolete since August 2015. When will the site be updated?”

“It would be wonderful (yet I am sure very expensive) to have reps from TDHCA housed in the various regions. TDHCA seems short staffed and very stretched.”

Another comment related to the TDHCA Reservation System*.

“Would prefer a different method for allocation of reservation funds.”

*It is unknown if the reference regarding the Reservation System was for the Housing Trust Fund or HOME program funding.

A total of 23 comments were received from Household Respondents and 13 of those provided positive feedback. The positive comments related to TDHCA staff being courteous and willing to help the respondents. Eight Household Respondents provided negative feedback.

One negative comment was about the TDHCA Web site .

“I feel the Web site is hard to understand; there are a lot of questions (home buying is a process that takes thinking) I had unanswered, I feel lost and I don't

feel confident of what I read nor what exactly is my "next" step, I would like to have a more clear answer."

Another negative comment related to homeownership programs.

"I have been trying to find assistance on buying a home, but can't seem to get ahead of anyone."

It should be noted that if the respondent was contacting TDHCA via the toll-free number, the TDHCA staff person speaking with the individual provided resources and contact information related to the caller's specific request. After this information was relayed, every fifth caller was then transferred to another TDHCA staff who conducted the survey.

Comment Analysis

Among all respondents, the survey indicated a positive overall satisfaction with TDHCA customer service. There were two Customer Type respondents (e.g., (1) Households and (2) Organizations) and three business-type respondents (e.g., (3) Community Affairs Respondents, (4) Housing Program Respondents, and (5) Manufactured Housing Respondents). All five respondent types had the same statement with the highest average ranking: "TDHCA staff members were courteous."

Community Affairs had the following three statements with the highest average ranking:

1. "TDHCA staff members were courteous."
2. "TDHCA staff members demonstrated a willingness to assist."
3. "Overall, I am satisfied with my experiences with TDHCA."

Housing Programs had the following three statements with the highest average ranking:

1. "TDHCA staff members were courteous."
2. "Communication is available in the appropriate language."
3. "TDHCA staff members demonstrate a willingness to assist."

Manufactured Housing had the following three statements with the highest average ranking:

1. "TDHCA staff members were courteous."
2. "Overall, I am satisfied with my experiences with TDHCA."
3. "Communication is available in the appropriate language."

None of the five respondent types had the same three statements with the lowest average ranking but all types had the statement "The location of the TDHCA office is convenient." with the lowest average ranking.

Community Affairs had the following three statements with the lowest average ranking:

1. "The location of TDHCA is convenient."
2. "The automated phone system is easy to navigate and helps me reach the correct division or individual when I call."
3. "The TDHCA log-in systems provide an effective way to exchange program information with TDHCA."

Housing Programs had the following three statements with the lowest average ranking:

1. "The location of TDHCA is convenient."
2. "I understand how to file a complaint regarding TDHCA programs, services, licensees, or subgrantees."
3. "If I complained, I believe it would be addressed in a reasonable manner."

Manufactured Housing had the following three statements with the lowest average ranking:

1. "The location of TDHCA is convenient."
2. "The TDHCA automated phone system is easy to use and helps me reach the correct division or individual when I call."
3. "TDHCA written materials (forms, instructions, information on programs and services, events, etc.) are easy to understand."

For a majority of the statements, the differences in the percentage of respondents that agreed for the different types of business at TDHCA were very similar, all under 15% of each other. For 3 of the 17 statements, the differences between the types of business respondents were more than 20%, warranting further inquiry of any inconsistencies within the Department. The largest differences are summarized below:

- Log-in Systems: Manufactured Housing has an agreement rate 24.7%% higher than Community Affairs Respondents.
- Office Location: Manufactured Housing has an agreement rate 26.5% higher than Community Affairs Respondents.
- Complaints: Manufactured Housing has an agreement rate 27.8% Housing Program Respondents.

4.4 SURVEY CHANGES

The analysis in this section identifies changes that would improve the survey itself, a summary of findings regarding the quality of service provided, and Department improvements to be made in response to the survey.

The Customer Service Survey identified successes as well as provided guidance to improve the Department's customer service. Each customer service element required in the *Instructions for Preparing and Submitting Agency Strategic Plans - Fiscal Years 2017 to 2021* was included in the survey, along with other elements which will be used internally. The additional comments included by 53 respondents helped give specific direction to TDHCA as to what worked and what needs improvement. For 2018, the main change TDHCA would make to the survey is to reach more randomly-sampled population and a broader population, particularly with the Manufactured Housing Division customers. Of the 223 respondents, only 13.9% had contact with the Manufactured Housing Division.

Having a randomly-sampled population would allow TDHCA to determine confidence levels and intervals and a definite response rate. Unfortunately, because of the large TDHCA customer base, the number of written surveys or out-going calls which would be needed to provide a random sample is cost prohibitive. In 2018, TDHCA plans to continue electronic outreach via, email, Web site, and social media and will further expand outreach to field office locations with written surveys. In this way, TDHCA is using the resources it has to encourage more customers to take the survey.

TDHCA is acting upon the results found in the 2016 Survey. Once the results were compiled, each division at TDHCA received a summary of comments about their programs to determine successes and challenges. Overall, 79.0% of respondents agreed that they were satisfied with their experiences at TDHCA, which was a slight increase from 76.4% in 2014.

The customer service element with the highest overall satisfaction rate was the staff category, with 84.8% of all respondents agreeing that TDHCA staff members are courteous, and 81.9% of respondents agreeing that TDHCA staff members demonstrate a willingness to assist.

The customer service elements with the highest "disagree" selections were disagreeing with the statements "I am provided clear explanations about TDHCA services available to me." (16.8%) and "There is a reasonable wait time for a concern or question to be addressed by phone, fax, letter or in person." (16.1%). Although no Manufactured Housing respondents disagreed, the statement "I understand how to file a complaint regarding a Fair Housing issue and/or TDHCA programs, services, licensees, or subgrantees." received a disagreement percentage of 15.9% among all respondents.

4.5 CUSTOMER SERVICE IMPROVEMENTS

TDHCA has acted on the results of the previous 2014 Survey. Improvements listed by customer service category are included below.

Staff

The highest percentage of respondents who agreed with the statements in the survey agreed that the staff was courteous and willing to assist. Even though these customer service elements were the highest ranking in the 2014 Survey, the percentage of respondents that agreed that staff was courteous increased from 83.6% in 2014 to 84.8% in 2016 and the percentage of respondents that agreed that staff was willing to assist increased from 77.4% to 81.9%. Department continues to promote several customer-service related activities such as:

- **Social Media:** Establishment of the Department's presence on Twitter and Facebook in late 2011 has expanded communication opportunities beyond the Department's historical communication routes to more broadly include current audiences as well as additional public members and potential stakeholders. Since the last Customer Service Survey in May 2014, the Department's Twitter followers has grown by 82% (from 417 in May 2014 to 761 in May 2016) and the Department's number of Facebook "likes" has grown by 129% (from 394 in May 2014 to 903 in May 2016). Further, since the 2014 Customer Service Survey, the Department has launched a YouTube channel in September 2014 and a flickr page in October 2015. Interest in these new Social Media platforms are still growing with 22 YouTube Subscribers and no flickr followers as of mid-May 2016.
- **Online Discussion Forums:** The Department continues to use online discussion forums, which enhance opportunities for stakeholders to participate in Department activities, such as rules and plan development, and general input. As of mid-May 2016, the Department has 734 registered discussion forum members.
- **Surveys:** Beyond the biennial Customer Service Survey, the many divisions within the Department actively survey their customer groups throughout the year. For example, the Compliance Division sends an online survey to program administrators and subrecipients, following a monitoring visit receive feedback on the monitoring process and provide an established and formal channel of communication between Department staff and Organizational customers. The Compliance Division provides a quarterly report to the Department's Board of Directors to share the results of the survey with the Board members and the public.

Similarly to the 2014 Survey, in the comment section of the survey some respondents specifically named TDHCA employees with which they had exceptionally good experiences. However, there were also comments that some staff members needed more training or noted that staff enforced rules inconsistently. This report and all

comments pertaining to each division will be provided to directors and managers and integrated into the ongoing customer service enhancement activities practiced by the Department as a whole.

Timeliness

TDHCA uses phone, Web site, email, fax, conferences, teleconferences, web-conferences, public hearings, round tables, trainings, compliance reviews, flyers, brochures, social media, online discussion forums and other mediums to communicate with customers. Following a large increase of the percentage of respondents who agreed that staff members respond to e-mails and voice messages in a timely manner from between 2010 and 2012 from 61.5% to 71.0%, the trend seems to be stabilizing in 2014 and 2016 at 70.9% and 71.4% respectively.

As reported in the 2015-2019 Agency Strategic Plan, TDHCA's turnover rates have historically been at least 5% under the state turnover rates, consistently for the last five years. Employee turnover is normal to any organization but can be negative if it reaches abnormal levels. However, some turnover will always occur and is normal to any organization. With comparatively low turnover rates, staff is able to build relationships with customers and communicate consistently.

Following reorganization of their Customer Service Unit in 2011, the Manufactured Housing Division continues to exceed performance standards and processing times with titling, licensing, and consumer complaint resolution, resulting in a higher customer satisfaction.

Communications and Automated Phone System

Regarding clarity of explanations and the automated phone system, there was a slight increase in respondents who agreed with the positive statements. For the statement "I was given clear explanations about services available to me," in 2014, 69.8% of the respondents agreed, but in 2016, 70.2% agreed with the statement.

In 2012 and 2014, 57.4% and 57.3% of respondents agreed that the automated phone system helped them reach the correct person/division when they called. This trend continued in 2016 with 57.2% of respondents agreeing with that statement. The correct routing of the automated phone system continues to appear in the bottom three statements with which respondents agreed. Following the 2014 Customer Service Survey, TDHCA updated its phone answering system with a new message about its divisions in the summer of 2014. In addition, TDHCA has made efforts to provide information to the public outside of the phone system. Besides the use of the public Web site and email, TDHCA uses its Facebook page, Twitter account, and online discussion forums to communicate with customers, without having to navigate the automated phone system.

In the 2014 and 2016 surveys, "Communication is available in the appropriate language (for Organizations/Businesses, please consider the languages your clients speak)" was

in the top four statements with the highest levels of agreement. While not listed as a sample question in the *Instructions for Preparing and Submitting Agency Strategic Plans - Fiscal Years 2017 to 2021*, this question helped TDHCA develop its Language Access Plan in 2012. TDHCA continues its commitment to serving the diverse demographics in Texas.

To promote a more educated customer, the Manufactured Housing Division regularly provides training to the manufactured housing industry and to special interest groups such as the taxing entities, appraisal districts, titling companies, and private trade associations. This training is available in person and also through webinars. In addition to their goal to significantly increase the number of calls handled, the Manufactured Housing Division also focuses on their Spanish speaking customers by dedicating adequate staff to assist this customer base, both in person and on the phone.

Web site

The first statement about the Web site, “The public Web site contains the information I expect,” was new for the 2012 survey and received an agreement rate of 81.1%. In 2014 and 2016, the agreement rate dropped to 79.1% and 68.9% respectively. For the majority of TDHCA’s customers and members of the general public, the public Web site is the first resource used to learn about and interact with the Department. Over the last few years, several new sections, pages and documents have been added to the public Web site. For manufactured housing, license holders are able to report and pay for installations performed, as opposed to mailing them in, enabling the Manufactured Housing Division to expeditiously inspect 97.9% of the installations reported.

Another new survey statement in 2012, “The Web site is easy to use” garnered agreement of 72.9% in 2012 but dropped to 67.9% and 66.7% in 2014 and 2016 respectively. As content grows on the Web site, the Department works to keep information posted, up to date, and readily available to its customers. TDHCA will continue to improve navigability and accessibility of the public Web site.

Also new in 2012 was the statement that “The TDHCA public Web site contains accurate information on programs, services, and events. In 2012 and 2014, 75.9% and 75.2% of respondents agreed that the Web site contained accurate information. However, in 2016, this percentage decreased to 69.8%. Since 2010, some sections of the Web site were updated to include more real-time information, such as a HOME reservation summary which provides access to the status of the HOME reservation contracts, and the closing status database which provides a tracking system to view the status of pending loan closings. In 2014, the Department launched the Vacancy Clearinghouse, providing a list of affordable apartments, located in properties funded by TDHCA, searchable by city, county, or ZIP code. Also in 2014, in conjunction with the launching of a new web-based computer system, the Manufactured Housing Division made Web site enhancements enabling users to view all ownership liens and tax lien information in real time. In 2015 and 2016, TDHCA has worked to make the Web site more user friendly as the amount of content and program information available has grown. For example, the Homeownership Division has launched Homebuyer Education

Courses, available through the public Web site, and the Division of Policy and Public Affairs has created a Public Comment Center web page to assist with public participation in the Department's public comment process on draft documents, such as plans, policies, reports, rules, etc.

Systems requiring log-in

In 2014, statements referring to the web applications that require sub-grantees to log in were added to receive additional feedback on the internal systems

The statement "TDHCA systems that require me to log in, such as the agency's contract and compliance systems, are easy to use" received a 73.4% agreement rate in 2014 and a 67.3% agreement rate in 2016. Similarly, the statement "TDHCA systems that require me to log in provide an effective way to exchange program information with TDHCA" received a 70.9% in 2014 agreement rate and a 61.9% agreement rate in 2016.

Reviewing the type of respondents who answered these questions about log-in systems shows that nearly half of the respondents (46.7% for ease of use and 47.1% for effectiveness) were households, and not organizations that would log-in to systems such as the agency's contract and compliance systems. For the 2018 Customer Service Survey, TDHCA plans to revise the survey logic for the "Systems requiring log-in" questions that only apply to Organizations.

Documents

TDHCA produces various forms of written information including Web site text, printed and bound documents required by state and federal mandates, legal forms and documents for program compliance, requests for applications, notices of funding availability, titling and licensing documents for manufactured housing, and a variety of other documents. The agreement rate with positive statements about TDHCA's documents declined slightly from 2014 to 2016.

Similarly to the 2014 survey, more respondents in 2016 agreed that documents were accurate (65.4%) than that documents were clear (63.8%). This percentage has decreased since the 2014 Survey in which 64.9% agreed that documents were clear and 70.2% agreed that documents were accurate.

Facility

TDHCA occupies two office buildings and the satisfaction with the location remained steady from 2014 to 2016 from 45.6% to 46.6%. However, this rate of agreement that the location of the office was convenient was not uniform across business types. Only 37.8% of Community Affairs Respondents agreed that "The location of the TDHCA office is convenient" as compared to 64.3% of the Manufactured Housing Respondents. One explanation may be the Manufactured Housing Division has a customer service center, while the Community Affairs and Housing Programs do not.

For those respondents for whom the office is not convenient, TDHCA attempts to reduce the need for customers for Community Affairs Programs or Housing Programs to come to TDHCA headquarters. Most required documents may be mailed or emailed. Trainings and outreach conducted by TDHCA are regularly scheduled at sites other than the TDHCA offices, partly in order to reach a larger number of people and partly because of the lack of meeting space at TDHCA. Regarding persons with disabilities, TDHCA regularly schedules meetings at off-site locations in order to offer convenient parking and accessibility to all attendees.

The facility of Manufactured Housing Division was specifically designed to accommodate the consumer with a customer reception area and a self-contained call center. Additionally, the facility's design is conducive to a processing environment with accommodations to train staff, hold small mediation and dispute resolution meetings between the industry and consumer. The facility also has sufficient space for the Manufactured Housing Division to house scanning equipment to sustain a paperless environment.

Complaint-Handling Process

More respondents agreed that they understood how to file a complaint (63.7%) compared to the 2014 survey responses (57.0%). Approximately 62.3% of the respondents agreed that they believed the complaint would be addressed in a reasonable manner in 2016, compared to 62.2% in 2014.

The link with information on how to file a complaint is presented prominently on TDHCA's homepage. All complaints that come to the Department are received in writing (either through the online form, by email, by mail or by fax) and are logged and tracked by Department staff to ensure proper resolution and follow-up. Individuals with a disability may request a reasonable accommodation to submit complaints over the phone by calling (512) 475-3800 or toll free: (800) 525-0657. To facilitate a response for the complaints, notification is sent to the complainant from TDHCA to indicate that the complaint has been received and will be processed within the required timeframe.

Based on voluntary compliance with the industry, the Manufactured Housing Division has up to 180 days to resolve complaints but completes the process in an average of 72 days which includes complaint investigation, inspection, repair, and final inspections.

5.0 CUSTOMER SERVICE PERFORMANCE MEASURES

This section specifically addresses performance measure information related to customer service standards and customer satisfaction. This section also reports on the standard measures reported for the customer service report. The following performance measures, Goals 2 and 5 as reported to the Legislative Budget Board, concern customer service issues. State fiscal year 2015 performance and state fiscal year 2016 target is included.

GOAL 2: TDHCA will promote improved housing conditions for extremely low-, very low- and low-income households by providing information and assistance.

Strategy 2.1

Provide information and technical assistance to the public through the Housing Resource Center.

Table 25: Strategy 2.1

Strategy Measure	2015 Target	2015 Actual	% of Goal	2016 Target
Number of information and technical assistance requests completed	7,000	7,911	113.01%	6,000

Explanation of Variance: The number of informational and technical assistance requests handled by the Housing Resource Center (HRC) varies based on economic conditions across the state.

Strategy 2.2

To assist colonias, border communities, and nonprofits through field offices, Colonia Self-Help Centers, and Department programs.

Table 26: Strategy 2.2

Strategy Measure	2015 Target	2015 Actual	% of Goal	2016 Target
Number of technical assistance contacts and visits conducted by the field offices	1,200	1,376	114.67%	1,380

Explanation of Variance: The Office of Colonia Initiatives (OCI) exceeded quarterly and annual targeted performance measures for on-site technical assistance visits. A higher demand for the program has led to a subsequent increase in the need for Technical Assistance amongst local governments and non-profit agencies.

GOAL 5: To protect the public by regulating the manufactured housing industry in accordance with state and federal laws.

Strategy 5.1

Provide services for Statement of Ownership and Location and Licensing in a timely and efficient manner.

Table 27: Strategy 5.1

Strategy Measure	2015 Target	2015 Actual	% of Goal	2016 Target
Number of manufactured housing statements of ownership and location issued	70,000	49,613	70.88%	65,000

Explanation of Variance:

This measure is less than the targeted amount due to the number of incomplete applications received; applications were resubmitted for issuance.

Strategy 5.2

Conduct inspection of manufactured homes in a timely manner.

Table 28: Strategy 5.2

Strategy Measure	2015 Target	2015 Actual	% of Goal	2016 Target
Number of installation reports received	10,000	14,766	147.66%	12,000

Explanation of Variance: There was an increase in the number of installation reports received and processed.

Strategy 5.3

To process consumer complaints, conduct investigations and take administrative actions to protect the general public and consumers.

Table 29: Number of Complaints Resolved

Strategy Measure #1	2015 Target	2015 Actual	% of Goal	2016 Target
Number of complaints resolved	500	391	78.20	450

Explanation of Variance: The Department has received fewer complaints than targeted, resulting in fewer complaints needing resolution.

Table 30: Average Time for Complaint Resolution

Strategy Measure #2	2015 Target	2015 Actual	% of Goal	2016 Target
Average time for complaint resolution	180	71.70	39.83%	180

Explanation of Variance: The average time for resolution of complaints is lower than the targeted projection, which is desirable.

Table 31: Number of Jurisdictional Complaints Received

Strategy Measure #3	2015 Target	2015 Actual	% of Goal	2016 Target
Number of jurisdictional complaints received	450	402	89.33%	400

Explanation of Variance: This measure is lower than the targeted projection due to the receipt of fewer complaints than projected.

STANDARD MEASURES

The following measures concern the Report on Customer Service. These customer service measures report on FY 2015 as the 2016 TDHCA Customer Service Survey was conducted this year.

Outcome Measures:

1. Percent of surveyed customer respondents expressing overall satisfaction with services received

2016 Actual
70.9

Explanation: 154 (out of 195*) of the survey respondents agreed or strongly agreed that, overall, they were satisfied with their experiences at TDHCA.

*The actual number of respondents was 223, but not all respondents answered all questions. For the overall satisfaction question, 195 respondents answered.

2. Percent of surveyed customer respondents identifying ways to improve service delivery

2016 Actual
22.7%

Explanation: Number of survey respondents (53) who wrote in additional comments about TDHCA service delivery.

Output Measures:

1. Number of customers surveyed

2016 Actual
223

Explanation: Total number of individuals who completed the survey.

2. Number of customers served

2014 Actual	2015 Actual
748,336	680,487

Explanation: This category includes all households/individuals receiving assistance from TDHCA, as well as entities awarded funds from TDHCA. These figures are derived from the SLIHP, performance measures and internal data. They may include some double counting.

Table 32: Subrecipients and Licensees

Subrecipients and Licensees	SFY 2014	SFY2015
Comprehensive Energy Assistance Program Subrecipients	43	42
Community Service Block Grant Subrecipients	43	42
Community Service Block Grant Discretionary Fund	4	2

Subrecipients and Licensees	SFY 2014	SFY2015
Subrecipients		
Emergency Solutions Grant Program Subrecipients	23	34
Homebuyer Assistance Program Participating Lenders	60	155
Homeless Housing and Services Program Organizations	8	8
Housing Trust Fund Administrators – Bootstrap Program	39	31
Housing Trust Fund Administrators – Amy Young Program and/or Contract for Deed Program	25	31
Single Family HOME Administrators	275	238
Housing Tax Credit Awards	90	106
Manufactured Housing Licenses issued	1,649	1,667
Total	2,259	2,356

Table 33: Targeted Beneficiaries

Targeted Beneficiaries	SFY 2014	SFY2015
Single Family Homeownership	3,269	2,687
HOME Investment Partnerships Program	929	897
Housing Trust Fund	235	230
9% Housing Tax Credits	6,010	6,416
4% Housing Tax Credits	2,374	5,116
Multifamily Bond Funds	434	100
Section 8 Housing Choice Voucher Program	878	844
Emergency Solutions Grant Program	33,874	53,140
Community Services Block Grant	373,740	324,398
Comprehensive Energy Assistance Program	193,491	151,481
Weatherization Assistance Program	5,543	4,511
Homeless Housing and Services Program	5,339	12,277
Complaints received by TDHCA	248	443
Public Assistance Calls	7,778	7,911
Colonia SHC Beneficiaries	41,973	41,135
Manufactured Housing SOLs issued	53,113	49,613
Manufactured Housing Inspections - routine	13,507	13,211
Manufactured Housing Inspections - non-routine	2,948	3,319
Manufactured Housing Complaints Received	394	402
TOTAL	746,077	678,131

All Customers Served	2014	2015
GRAND TOTAL	748,336	680,487

Efficiency Measure:

Cost per customer surveyed

2014 Actual
\$4.55

Explanation: The cost of the Department's subscription to SurveyMonkey online survey program was \$200.00 for one year. On average, the Department conducts 20 surveys per year, including the Customer Service Survey, which is approximately \$10.00 per survey. Approximately 50 paper surveys were produced. At \$.10 per copy, this is \$5. The Customer Service Report took approximately 50 hours of staff time to develop, administer and analyze. At an average of \$20 per hour, this is approximately \$1,000. The total cost of the survey was \$1,015. Per customers that completed the surveyed (223), this total is \$4.55 cents per survey.

Explanatory Measure:

Number of customers identified

2014	2015
4,386,771	4,513,870

Explanation: TDHCA primarily serves households at or below 80% of the area median income. All of this population would be eligible for assistance through one or more of TDHCA's programs. All owners of manufactured homes in Texas would potentially need the services of the TDHCA Manufactured Housing Division. All owners of manufactured homes in Texas would potentially need the services of the TDHCA Manufactured Housing Division. These figures are derived from performance measures and internal data. They may include some double counting.

Targeted Beneficiaries	2014	2015
Households at or below 80% AMFI	4,346,103	4,458,313
Number of Manufactured Housing Units	879,814	893,419
TOTAL	4,386,771	4,513,870

Number of customer groups inventoried

2016 Actual
2


Explanation: The number of customer groups identified by TDHCA: (1) Households (Targeted Program Beneficiaries) and (2) Organizations (Subrecipients and Licensees).

APPENDIX A

The following tables show the questions and programming included in the online survey.

English version:

Question Subject	Question
English/Spanish	I would like to take this survey in: English Spanish
Business with TDHCA	Where do you live in Texas? Or, if your organization does business with TDHCA, what area does your organization serve or where is your business headquartered? Select One. Region 1, High Plains (e.g., Panhandle) Region 2, Northwest Texas (e.g., City of Wichita Falls) Region 3, Metroplex (e.g., Dallas/Fort Worth/Arlington) Region 4, Upper East Texas (e.g., Longview/Marshall) Region 5, Southeast Texas (e.g., Tyler/Jacksonville) Region 6, Gulf Coast (e.g., Houston/Sugar Land/Baytown) Region 7, Capital (e.g., Austin/San Marcos) Region 8, Central Texas (e.g., City of Waco) Region 9, Alamo (e.g., City of San Antonio) Region 10, Coastal Bend (e.g., Corpus Christi/Kingsville) Region 11, South Texas Border (e.g., Rio Grande Valley) Region 12, West Texas, (e.g., Midland/Odessa) Region 13, Upper Rio Grande (e.g., City of El Paso) All of Texas

Question Subject	Question
	 <p>My primary type of business/contact with TDHCA is: (Select One)</p> <p>Housing Assistance (e.g. homebuyer assistance, rental assistance, home repair assistance, disaster relief and apartment development/rental)</p> <p>Community Affairs (e.g. weatherization, homelessness prevention and services, and utility payments)</p> <p>Manufactured Housing (titles, licensure, inspections, etc.)</p> <p>[Programming: If A, go to Question 5; if B, go to Question 6; if C, go to Question 7.]</p>
Customer Type	<p>What type of contact do you have with TDHCA? (Select One)</p> <p>A. I am an individual seeking information and assistance from TDHCA or seeking/receiving assistance through a local organization funded by TDHCA (e.g. first time homebuyer assistance, rental assistance, home repair, etc)</p> <p>B. I am a direct applicant, awardee, contract administrator, subrecipient or business working with TDHCA (e.g. HOME awardee, Housing Tax Credit developer, etc.)</p> <p>[Programming: If A, go to Question 8; If B, go to Question 11.]</p> <p>What type of contact do you have with TDHCA? (Select One)</p> <p>A. I am an individual seeking information and assistance from</p>

Question Subject	Question
	<p>TDHCA or seeking/receiving assistance through a local organization funded by TDHCA (e.g. weatherization, utility assistance, homeless services, etc. through a local provider)</p> <p>B. I am a direct applicant, awardee, contract administrator, subrecipient, or business working with TDHCA (e.g. Community Service Block Grant, Comprehensive Energy Assistance Program, Weatherization Assistance Program, Emergency Solutions Grant subrecipient, etc.)</p> <p>[Programming: If A, go to Question 9; If B, go to Question 12.]</p> <p>What type of contact do you have with TDHCA? (Select One)</p> <p>A. I am an individual seeking information from TDHCA (e.g. titles, statements of ownership and location, etc.).</p> <p>B. I am a licensee or business working with TDHCA.</p> <p>[Programming: If A, go to Question 10; If B, go to Question 13.]</p>
	<p>What type of housing assistance did you receive:</p> <ul style="list-style-type: none"> Homebuyer Assistance Rental Assistance Home Repair Assistance Disaster Relief Other (specify) <p>[Programming: Go to Question 14.]</p> <p>What type of assistance did you receive?</p> <ul style="list-style-type: none"> Homeless services Homeless prevention assistance Weatherization Utility bill payments Other (specify) <p>[Programming: Go to Question 14.]</p> <p>Please mark what contact you have had with the Manufactured Housing Division:</p> <ul style="list-style-type: none"> Statement of Ownership and Location Records and Releases on Tax and Mortgage Liens Installation Inspections Other (specify) <p>[Programming: Go to Question 14.]</p>
	<p>Please indicate the programs areas with which you work:</p> <p>HOME Investment Partnerships Program (e.g Homeowner Rehabilitation, Homebuyer Assistance, Tenant-Based Rental</p>

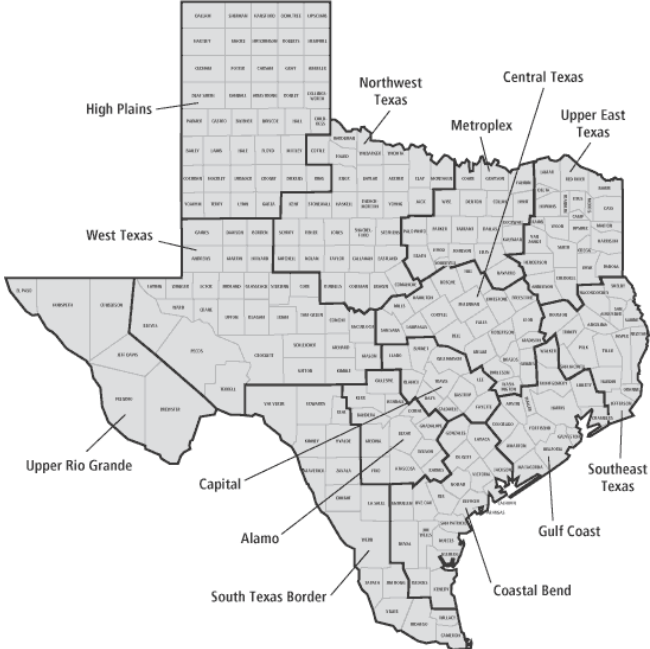
Question Subject	Question
	<p>Assistance, Contract for Deed) Housing Trust Fund Program (e.g Amy Young Barrier Removal and Rehabilitation Program, Contract for Deed) Housing Tax Credit Program, Multifamily Bond Program, Multifamily Direct Loan Program Colonia Self-Help Center Program or Texas Bootstrap Loan Program Neighborhood Stabilization Program First Time Homebuyer Program, Mortgage Credit Certificate Program, Texas Statewide Homebuyer Education Program Other (please specify):</p> <p>[Programming: Go to Question 14.] Please indicate the programs areas with which you work:</p> <p>Community Services (Community Services Block Grant Program) Homelessness Services (Emergency Solutions Grant Program, Homeless Housing and Services Program) Energy Assistance (Comprehensive Energy Assistance Program, Weatherization Assistance Program) Section 8 Housing Choice Voucher Program Other (specify) [Programming: Go to Question 14.]</p>
	<p>Please indicate your business with the Manufactured Housing Division. Did you receive training and/or an issuance for:</p> <p>Manufactured Housing Manufacturing Manufactured Housing Retailing Manufactured Housing Rebuilding Manufactured Housing Installations Manufactured Housing Broker Manufactured Housing Sales Other (specify) [Programming: Go to Question 14.]</p>
<p>Please rate the following statements on the scale of 1 (strongly disagree with the statement) to 5 (strongly agree with the statement).</p>	
Staff	TDHCA staff members are courteous.
	TDHCA staff members demonstrate a willingness to assist.
Timeliness	There is a reasonable wait time for a concern or question to be addressed by phone, fax, email, letter or in person.
Communications	I am provided clear explanations about TDHCA services available to me.
	The TDHCA automated phone system is easy to use and helps me reach the correct division or individual when I call.

Question Subject	Question
	Communication is available in the appropriate language (for Organizations/Businesses, please consider the languages your clients speak).
Web site	The TDHCA public Web site contains the information I expect.
	The TDHCA public Web site is easy to use and ADA-accessible.
	The TDHCA public Web site contains accurate information on programs, services, and events.
	The TDHCA log-in systems, such as the department's contract and compliance systems, are easy to use.
	The TDHCA log-in systems provide an effective way to exchange program information with TDHCA.
Printed Information	TDHCA written materials (forms, instructions, information on programs and services, events, etc.) are easy to understand.
	TDHCA written materials provide accurate information.
Facility	The location of the TDHCA office is convenient.
Complaint Process	I understand how to file a complaint regarding a Fair Housing issue and/or TDHCA programs, services, licensees, or subgrantees.
	If I filed a complaint with TDHCA, I believe it will be addressed in a reasonable manner.
General Satisfaction	Overall, I am satisfied with my experiences with TDHCA.
Survey Type	You heard about this survey Social Media: Facebook Social Media: Twitter A TDHCA Listserv Announcement An Email from TDHCA The TDHCA public Web site A telephone conversation with TDHCA staff At a customer service center (written survey copy) Other:
Please add additional comments below.	
Comments	Please use the space below to provide any additional comments or concerns.

Spanish Version

Tema de la Pregunta	Pregunta
Inglés / Español	Me gustaría responder a esta encuesta en: Inglés

Tema de la Pregunta	Pregunta
	Español
Asunto con TDHCA	<p>2. Donde vive en Texas? Si es parte de un negocio u organización que realiza gestiones de negocios con TDHCA, en que áreas ofrece servicio su organización?</p> <p>A. Región 1, High Plains – Altíplanos (por ejemplo, Panhandle)</p> <p>B. Región 2, Northwest Texas - Noroeste de Texas (por ejemplo, Ciudad de Wichita Falls)</p> <p>C. Región 3, Metroplex (por ejemplo, Dallas/Fort Worth/Arlington)</p> <p>D. Región 4, Upper East Texas – Norte Este de Texas (por ejemplo, Longview/Marshall)</p> <p>E. Región 5, Southeast Texas - Sureste de Texas (por ejemplo, Tyler/Jacksonville)</p> <p>F. Región 6, Gulf Coast - Costa del Golfo (por ejemplo, Houston/Sugar Land/Baytown)</p> <p>G. Región 7, Capital (por ejemplo, Austin/San Marcos)</p> <p>H. Región 8, Central Texas - Centro de Texas (por ejemplo, Ciudad de Waco)</p> <p>I. Región 9, Alamo (por ejemplo, Ciudad de San Antonio)</p> <p>J. Región 10, Coastal Bend – Plegado Costero de Texas (por ejemplo, Corpus Christi/Kingsville)</p> <p>K. Región 11, South Texas Border - Frontera del Sur de Texas (por ejemplo, Valle del Rio Grande)</p> <p>L. Región 12, West Texas - Oeste de Texas (por ejemplo, Midland/Odessa)</p> <p>M. Región 13, Upper Rio Grande – Norte del Rio Grande (por ejemplo, Ciudad de El Paso)</p> <p>N. All of Texas - Todo Texas</p>

Tema de la Pregunta	Pregunta
	 <p>5. Mi principal tipo de negocio con TDHCA es: (Seleccione Uno)</p> <p>Asistencia con Vivienda (por ejemplo, asistencia para compradores de vivienda, asistencia con renta, asistencia con reparación de viviendas, asesoramiento con la ejecución de una hipoteca, recuperación tras un desastre y el fomento de apartamentos y alquiler)</p> <p>Asuntos Comunitarios (por ejemplo, climatización, prevención y servicios para personas sin hogar y para evitar la pérdida de hogar, y los pagos de energía)</p> <p>Viviendas Prefabricadas (por ejemplo, títulos, licencias, inspecciones, etc.)</p> <p>[Programación: Si es A, vaya a la pregunta 5, Si es B, vaya a la pregunta 6, Si es C, vaya a la pregunta 7.]</p>
Tipo de Cliente	<p>6. ¿Qué tipo de comunicación tiene con TDHCA? (Seleccione Uno)</p> <p>Soy un individuo buscando información y asistencia de TDHCA o buscando/recibiendo asistencia a través de una organización local financiada por TDHCA (<i>por ejemplo, asistencia con compra de vivienda por primera vez, asistencia con renta, reparaciones de viviendas, etc.</i>)</p> <p>Soy un solicitante directo, adjudicatario, administrador de contrato, sub-beneficiario o tengo negocio que trabaja con TDHCA (<i>por ejemplo, adjudicatario HOME, Promotor de crédito de impuestos de vivienda, etc.</i>)</p> <p>[Programación: Si es A, vaya a la pregunta 8; Si es B, vaya a la</p>

Tema de la Pregunta	Pregunta
	<p>pregunta 11.]</p> <p>7. ¿Qué tipo de comunicación tiene con TDHCA? (Seleccione Uno) Soy un individuo buscando información y asistencia de TDHCA o buscando/recibiendo asistencia a través de una organización local financiada por TDHCA (<i>por ejemplo, climatización, asistencia con los pagos de energía, servicios para personas sin hogar, etc. a través de un proveedor local</i>) Soy un solicitante directo, adjudicatario, administrador de contrato, sub-beneficiario o tengo negocios con TDHCA (por ejemplo, Community Service Block Grant, Comprehensive Energy Assistance Program, Weatherization Assistance Program, Emergency Solutions Grant subrecipient, etc.) [Programación: Si es A, vaya a la pregunta 8; Si es B, vaya a la pregunta 12.]</p> <p>8. ¿Qué tipo de comunicación tiene con TDHCA? (Seleccione Uno) Soy un individuo buscando información de TDHCA (por ejemplo, títulos, declaraciones de propiedad y ubicación, etc.) Soy un licenciataria o tengo negocio que trabaja con TDHCA. [Programación: Si es A, vaya a la pregunta 9; Si es B, vaya a la pregunta 13.]</p>
	<p>9. ¿Qué tipo de asistencia de vivienda recibió o solicitó? Asistencia para Compradores de Vivienda Asistencia con la Renta Asistencia con Reparación de Vivienda Recuperación tras un Desastre Otro (especificar) [Programación: Vaya a la pregunta 14.]</p> <p>10. ¿Qué tipo de asistencia recibió o solicitó? A. Servicios para personas sin hogar B. Asistencia para la prevención de la falta de vivienda C. Climatización D. Asistencia con los pagos de energía E. Otro (especificar) [Programación: Vaya a la pregunta 14.]</p> <p>11. Favor de marcar para que asunto se ha comunicado con la División de Viviendas Prefabricadas: Declaración de Propiedad y Ubicación Registros y liberación de impuestos y gravámenes hipotecarios</p>

Tema de la Pregunta	Pregunta
	Inspecciones de instalación Otro (especificar) [Programación: Vaya a la pregunta 14.]
	12. Favor de indicar los programas con los cuales usted trabaja: HOME Investment Partnerships Program (e.g Homeowner Rehabilitation, Homebuyer Assistance, Tenant-Based Rental Assistance, Contract for Deed Conversion) Housing Trust Fund Program (e.g Amy Young Barrier Removal and Rehabilitation Program, Contract for Deed Conversion) Housing Tax Credit Program, Multifamily Bond Program Colonia Self-Help Center Program or Texas Bootstrap Loan Program Neighborhood Stabilization Program First Time Homebuyer Program, Mortgage Credit Certificate Program, Texas Statewide Homebuyer Education Program Otro (especificar) 13. Favor de indicar los programas con los cuales usted trabaja: Community Services (e.g. Community Services Block Grant Program, Emergency Solutions Grant Program, Homeless Housing and Services Program, Section 8 Housing Choice Voucher Program) Energy Assistance (e.g. Comprehensive Energy Assistance Program, Weatherization Assistance Program) Otro (especificar) [Programación: Vaya a la pregunta 14.]
	Favor de indicar que asunto ha tratado con la División de Viviendas Prefabricadas. ¿Ha recibido entrenamiento y/o una emisión para:

Tema de la Pregunta	Pregunta
	Fabricación de Viviendas Prefabricadas Minoristas de Viviendas Prefabricadas Reconstrucción Viviendas Prefabricadas Instalaciones de Viviendas Prefabricadas Corredor de Viviendas Prefabricadas Ventas de Viviendas Prefabricadas Otro (especificar) [Programación: Vaya a la pregunta 14.]
Favor de calificar las declaraciones siguientes en una escala de 1 (muy en desacuerdo con la afirmación) a 5 (muy de acuerdo con la declaración).	
Personal	Miembros del personal de TDHCA son atentos.
	Miembros del personal de TDHCA demostraron una buena voluntad al asistirle.
Puntualidad	Hay un tiempo de espera razonable para una preocupación o preguntas para ser respondidas por teléfono, fax, correo electrónico o en persona.
Comunicaciones	Me dieron explicaciones claras sobre los servicios disponibles para mí.
	El sistema telefónico automatizado es fácil de navegar y me comunica con la división o persona con quien quiero hablar.
	Comunicación es disponible en el idioma apropiado (para organizaciones/negocios, favor de considerar el idioma que sus clientes hablan).
Sitio de Internet	El sitio de Internet del TDHCA contiene la información que espero encontrar.
	El sitio de Internet del TDHCA es fácil de usar.
	El sitio de Internet del TDHCA contiene información clara y precisa sobre los programas, servicios y eventos.
	Sistemas del TDHCA que requieren acceso, tales como los sistemas departamentales de contratación y cumplimiento, son fáciles de usar.
	Sistemas del TDHCA que requieren acceso al sistema proveen una manera efectiva para intercambiar información sobre programas con el Departamento.
Información Escrita	Documentos (formas, instrucciones, información sobre programas y servicios, eventos, etc.) producidos por TDHCA son claros.
	Documentos proveen información exacta.
Facilidades	La localización de la oficina de TDHCA es conveniente.
Proceso de Presentar Quejas	Entiendo cómo presentar una queja por un asunto de Equidad de Vivienda, o una queja con respecto a los programas, servicios, concesionarios o sub-beneficiarios de TDHCA.
	Si yo diera una queja, estoy confiado que se manejaría de una manera razonable.

Tema de la Pregunta	Pregunta
Satisfacción General	En general, estoy satisfecho con mis experiencias con TDHCA.
Tipo de encuesta	Se enteró de esta encuesta a través de: Medios Sociales: Facebook Medios Sociales: Twitter Un anuncio de listserv del TDHCA Correo electrónico de un programa de TDHCA El sitio de Internet de TDHCA Por teléfono con el TDHCA En un centro de servicio de cliente (por escrito) Otro (specifar)
Favor de añadir comentarios adicionales a continuación.	
Comentario	Por favor, utilice el espacio abajo para proporcionar cualquier comentario adicional, reconocimientos o expresar alguna duda. Su regeneración se aprecia. GRACIAS.

APPENDIX B

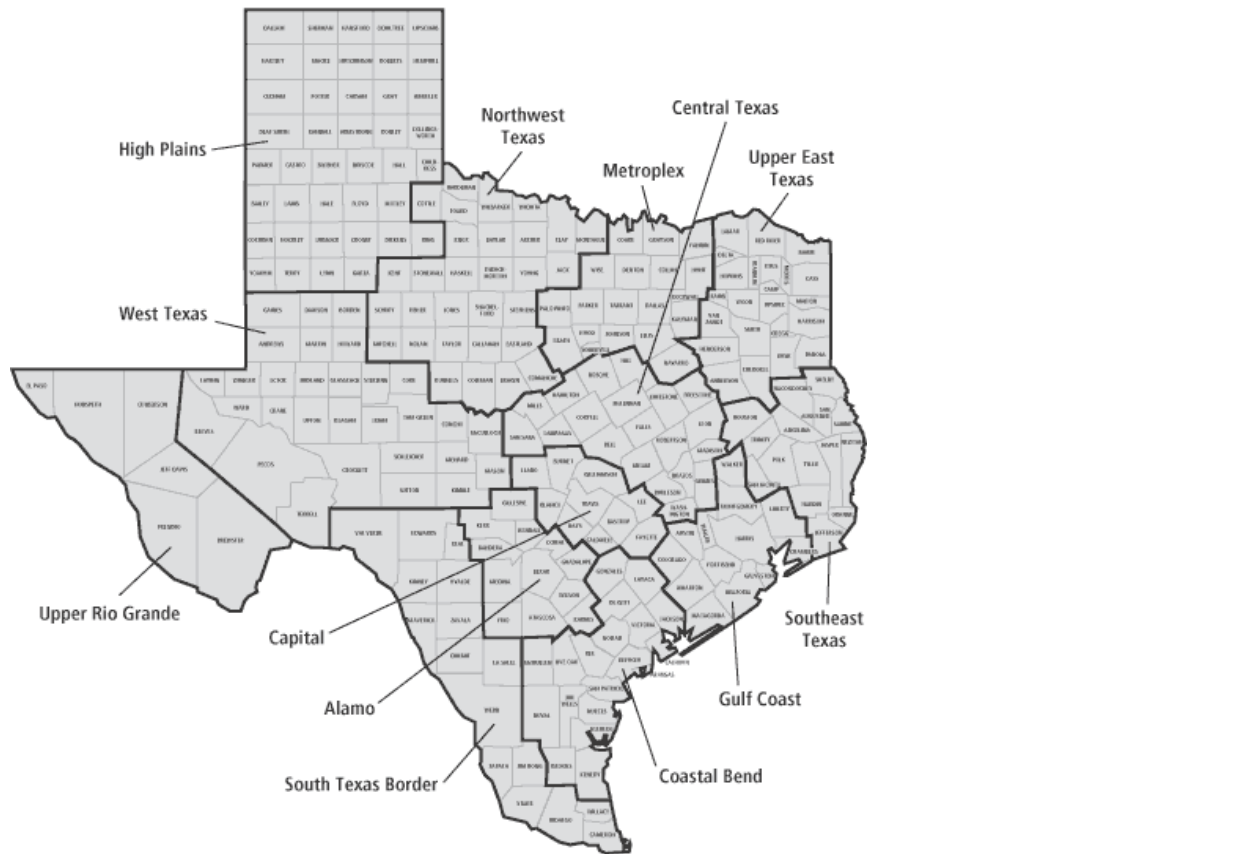
The following two surveys were the written surveys available at the Manufactured Housing Office.

English Version:

(If you provide/receive services through other TDHCA program areas other than Manufactured Housing, such as Community Affairs or Housing Assistance, please go online to take the survey at www.tdhca.state.tx.us).

Business with TDHCA
Where do you live in Texas or, if you are part of a business or organization that does business with TDHCA, what areas does your organization serve? (circle your choice)
Region 1, High Plains (e.g. Panhandle)
Region 2, Northwest Texas (e.g. City of Wichita Falls)
Region 3, Metroplex (e.g. Dallas/Fort Worth/Arlington)
Region 4, Upper East Texas (e.g. Longview/Marshall)
Region 5, Southeast Texas (e.g. Tyler/Jacksonville)
Region 6, Gulf Coast (e.g. Houston/Sugar Land/Baytown)
Region 7, Capital (e.g. Austin/San Marcos)
Region 8, Central Texas (e.g. City of Waco)
Region 9, Alamo (e.g. City of San Antonio)
Region 10, Coastal Bend (e.g. Corpus Christi/Kingsville)
Region 11, South Texas Border (e.g. Rio Grande Valley)
Region 12, West Texas, (e.g. Midland/Odessa)
Region 13, Upper Rio Grande (e.g. City of El Paso)
All of Texas

Business with TDHCA



For Individuals only: Please mark what contact you have had with the Manufactured Housing Division:
 Statement of Ownership and Location
 Records and releases on tax and mortgage liens
 Installation inspections
 Other _____ (specify):

For Businesses/Organizations only: Please indicate your business with the Manufactured Housing Division. Did you receive training and/or an issuance for:
 Manufactured Housing Manufacturing
 Manufactured Housing Retailing
 Manufactured Housing Rebuilding
 Manufactured Housing Installations
 Manufactured Housing Broker
 Manufactured Housing Sales
 Other (specify): _____

Please rate the following statements on the scale of 1 (strongly disagree with the statement) to 5 (strongly agree with the statement). (Circle your choice.)

TDHCA staff members are courteous.

Business with TDHCA					
1 (strongly disagree)	2 (disagree)	3 (neutral)	4 (agree)	5 (strongly agree)	n/a
TDHCA staff members demonstrate a willingness to assist.					
1 (strongly disagree)	2 (disagree)	3 (neutral)	4 (agree)	5 (strongly agree)	n/a
The time I have to wait for a concern or question to be addressed, whether by phone, in person, by email or by letter is reasonable.					
1 (strongly disagree)	2 (disagree)	3 (neutral)	4 (agree)	5 (strongly agree)	n/a
I am provided clear explanations about TDHCA services available to me.					
1 (strongly disagree)	2 (disagree)	3 (neutral)	4 (agree)	5 (strongly agree)	n/a
The automated phone system is easy to navigate and helps me reach the correct division or individual when I call.					
1 (strongly disagree)	2 (disagree)	3 (neutral)	4 (agree)	5 (strongly agree)	n/a
Communication is available in the appropriate language (for Organizations/Businesses, please consider the languages your clients speak).					
1 (strongly disagree)	2 (disagree)	3 (neutral)	4 (agree)	5 (strongly agree)	n/a
The TDHCA public Web site contains the information I expect.					
1 (strongly disagree)	2 (disagree)	3 (neutral)	4 (agree)	5 (strongly agree)	n/a
The TDHCA public Web site is easy to use.					
1 (strongly disagree)	2 (disagree)	3 (neutral)	4 (agree)	5 (strongly agree)	n/a
The TDHCA public Web site contains accurate information on programs, services, and events.					
1 (strongly disagree)	2 (disagree)	3 (neutral)	4 (agree)	5 (strongly agree)	n/a
TDHCA written materials (forms, instructions, information on programs and services, events, etc.) are clear.					
1 (strongly disagree)	2 (disagree)	3 (neutral)	4 (agree)	5 (strongly agree)	n/a
TDHCA written materials provide accurate information.					
1 (strongly disagree)	2 (disagree)	3 (neutral)	4 (agree)	5 (strongly agree)	n/a
The location of the TDHCA office is convenient.					
1 (strongly disagree)	2 (disagree)	3 (neutral)	4 (agree)	5 (strongly agree)	n/a
I understand how to file a complaint regarding TDHCA programs, services, licensees, or subgrantees.					
1	2	3	4	5	n/a

Business with TDHCA					
(strongly disagree)	(disagree)	(neutral)	(agree)	(strongly agree)	
If I filed a complaint, I believe it would be addressed in a reasonable manner.					
1	2	3	4	5	n/a
(strongly disagree)	(disagree)	(neutral)	(agree)	(strongly agree)	
Overall, I am satisfied with my experiences with TDHCA.					
1	2	3	4	5	n/a
(strongly disagree)	(disagree)	(neutral)	(agree)	(strongly agree)	
Please use the space below to provide any additional comments or concerns.					
<hr/>					

Spanish version:

(Si usted proporciona o recibe servicios a través de otros programas del TDHCA, como asistencia para la vivienda o con la utilidad, por favor visítenos en línea para participar en la encuesta en www.tdhca.state.tx.us).

Pregunta
Donde vive en Texas o, si es parte de un negocio u organización que realiza gestiones de negocios con TDHCA, en que áreas ofrece servicio su organización?
Región 1, High Plains – Altíplanos (por ejemplo, Panhandle)
Región 2, Northwest Texas - Noroeste de Texas (por ejemplo, Ciudad de Wichita Falls)
Región 3, Metroplex (por ejemplo, Dallas/Fort Worth/Arlington)
Región 4, Upper East Texas – Norte Este de Texas (por ejemplo, Longview/Marshall)
Región 5, Southeast Texas - Sureste de Texas (por ejemplo, Tyler/Jacksonville)
Región 6, Gulf Coast - Costa del Golfo (por ejemplo, Houston/Sugar Land/Baytown)
Región 7, Capital (por ejemplo, Austin/San Marcos)
Región 8, Central Texas - Centro de Texas (por ejemplo, Ciudad de Waco)
Región 9, Alamo (por ejemplo, Ciudad de San Antonio)
Región 10, Coastal Bend – Plegado Costero de Texas (por ejemplo, Corpus Christi/Kingsville)
Región 11, South Texas Border - Frontera del Sur de Texas (por ejemplo, Valle del Rio Grande)
Región 12, West Texas - Oeste de Texas (por ejemplo, Midland/Odessa)
Región 13, Upper Rio Grande – Norte del Rio Grande (por ejemplo, Ciudad de El Paso)
All of Texas - Todo Texas

Pregunta



Para individuos solamente: Favor de marcar para que asunto se ha comunicado con la División de Viviendas Prefabricadas

- Declaración de Propiedad y Ubicación
- Registros y liberación de impuestos y gravámenes hipotecarios
- Inspecciones de instalación
- Otro (especificar): _____

Para empresas y organizaciones solamente: Favor de indicar que asunto ha tratado con la División de Viviendas Prefabricadas. ¿Ha recibido entrenamiento y/o una emisión para:

- Fabricación de Viviendas Prefabricadas
- Minoristas de Viviendas Prefabricadas
- Reconstrucción Viviendas Prefabricadas
- Instalaciones de Viviendas Prefabricadas
- Corredor de Viviendas Prefabricadas
- Ventas de Viviendas Prefabricadas
- Otro (especificar) : _____

Favor de calificar las declaraciones siguientes en una escala de 1 (muy en desacuerdo con la afirmación) a 5 (muy de acuerdo con la declaración). Encierre en un círculo su elección.

Miembros del personal de TDHCA son atentos.				
1	2	3	4	5
no aplica.				

Pregunta					
(muy en desacuerdo)	(en desacuerdo)	(neutral)	(de acuerdo)	(muy de acuerdo)	
Miembros del personal de TDHCA demostraron una buena voluntad al asistirle.					
1	2	3	4	5	
no aplica.					
(muy en desacuerdo) (en desacuerdo) (neutral) (de acuerdo) (muy de acuerdo)					
El tiempo que tuve que esperar para una respuesta a un problema o cuestión, sea por teléfono, en persona, o por carta era razonable.					
1	2	3	4	5	
no aplica.					
(muy en desacuerdo) (en desacuerdo) (neutral) (de acuerdo) (muy de acuerdo)					
Me dieron explicaciones claras sobre los servicios disponibles para mí.					
1	2	3	4	5	
no aplica.					
(muy en desacuerdo) (en desacuerdo) (neutral) (de acuerdo) (muy de acuerdo)					
El sistema telefónico automatizado es fácil de navegar y me comunica con la división o persona con quien quiero hablar.					
1	2	3	4	5	
no aplica.					
(muy en desacuerdo) (en desacuerdo) (neutral) (de acuerdo) (muy de acuerdo)					
Comunicación es disponible en el idioma apropiado (para organizaciones/negocios, favor de considerar el idioma que sus clientes hablan).					
1	2	3	4	5	
no aplica.					
(muy en desacuerdo) (en desacuerdo) (neutral) (de acuerdo) (muy de acuerdo)					
El sitio de Internet contiene la información que espero encontrar.					
1	2	3	4	5	
no aplica.					
(muy en desacuerdo) (en desacuerdo) (neutral) (de acuerdo) (muy de acuerdo)					
El sitio de Internet de TDHCA es fácil de usar.					
1	2	3	4	5	
no aplica.					
(muy en desacuerdo) (en desacuerdo) (neutral) (de acuerdo) (muy de acuerdo)					
El sitio de Internet de TDHCA contiene información clara y precisa sobre los programas, servicios y eventos.					
1	2	3	4	5	
no aplica.					
(muy en desacuerdo) (en desacuerdo) (neutral) (de acuerdo) (muy de acuerdo)					
Documentos (formas, instrucciones, información sobre programas y servicios, eventos, etc.) producidos por TDHCA son claros.					
1	2	3	4	5	
no aplica.					
(muy en desacuerdo) (en desacuerdo) (neutral) (de acuerdo) (muy de acuerdo)					

Pregunta				
Documentos proveen información exacta.				
1	2	3	4	5
no aplica.				
(muy en desacuerdo) (en desacuerdo) (neutral) (de acuerdo) (muy de acuerdo)				
La localización de la oficina de TDHCA es conveniente.				
1	2	3	4	5
no aplica.				
(muy en desacuerdo) (en desacuerdo) (neutral) (de acuerdo) (muy de acuerdo)				
Entiendo cómo presentar una queja con respecto a los programas, servicios, concesionarios o sub-beneficiarios de TDHCA.				
1	2	3	4	5
no aplica.				
(muy en desacuerdo) (en desacuerdo) (neutral) (de acuerdo) (muy de acuerdo)				
Si yo diera una queja, estoy confiado que se manejaría de una manera razonable.				
1	2	3	4	5
no aplica.				
(muy en desacuerdo) (en desacuerdo) (neutral) (de acuerdo) (muy de acuerdo)				
En general, estoy satisfecho con mis experiencias con TDHCA.				
1	2	3	4	5
no aplica.				
(muy en desacuerdo) (en desacuerdo) (neutral) (de acuerdo) (muy de acuerdo)				
Por favor, utilice el espacio abajo para proporcionar cualquier comentario adicional o expresar alguna duda.				
<hr/>				

Schedule H: Assessment of Advisory Committees

ASSESSMENT OF ADVISORY COMMITTEES
March, 2016
Texas Dept of Housing and Community Affairs, #332

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An Inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: **Date to Be Abolished:**

Budget Strategy (Strategies) (e.g. 1-2-4): **Strategy Title (e.g. Occupational Licensing):**

Budget Strategy (Strategies): **Strategy Title:**

[State / Federal Authority](#)
[State Authority](#)
[State Authority](#)

[State Authority](#)
[Federal Authority](#)
[Federal Authority](#)
[Federal Authority](#)

Select Type	Identify Specific Citation
Statute	Texas Government Code §2306.584

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0
Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0
Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0
Meetings Per Fiscal Year	1	1	1

Committee Description:

Section 2306.585 of the Texas Government Code requires the Colonia Resident Advisory Committee (C-RAC) to meet at least 30 days before a Colonia Self-Help Center award is presented to the Department's Governing Board for approval. The committee is comprised of colonia residents from the counties (El Paso, Val Verde, Maverick, Webb, Starr and Cameron/ Willacy Counties) that operate a Colonia Self-Help Center.

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency ?

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

Section 2306.582 of the Texas Government Code establishes the Colonia Self-Help Centers. The C-RAC committee provides local input regarding the activities delivered by the Colonia Self-Help Centers.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

No

NOTE: The Agency would continue to seek input from colonia residents

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

The C-RAC provides local input regarding activities proposed and delivered by the Colonia Self-Help Center.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

Site Search:

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Colonia Initiatives
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Background
Border Field Offices
Publications
Related Web Sites
Contact List

Texas Bootstrap Loan Program
Texas Bootstrap Loan Program Main
Program Forms

Self Help Centers Program
Self Help Centers Main
Centers List
County Contacts
Colonia Resident Advisory Committee
Program Forms

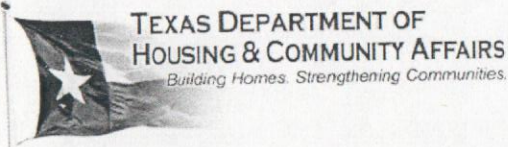
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Colonia Housing Standards
Closing Status Database
TDHCA Public Comment Center

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Colonia Resident Advisory Committee

County	Primary Contact	Secondary Contact
Cameron	Jose Luis Almazan, Valle Escondido 9301 Alaska Brownsville, Texas 78523 (956) 542-3326	Lupita Sanchez, Cameron Park 2216 Eduardo Avenue Brownsville, Texas 78526 (956) 542-2488
Willacy	Aurelio Guerra, Lasara PO Box 158 Lasara TX 78561 (956) 689-2733	Noria Garcia, Lasara PO Box 21 Lasara TX 78561 (956) 970-8095
Hidalgo	Yessica Gonzalez, Indian Hills Subdivision 12567 Tejas Boulevard Mercedes TX 78570 (956) 355-3592	Cayetano Lopez, Linda Vista Estates 606 Nora Lande Mission TX 78573 (956) 560-2405
Webb	Elvira Torres, Colonia Los Altos 258 Arco Iris Road Laredo TX 78043 (956) 729-7556	Maria de Jesus Pena, Colonia Tanquecitos 251 Arco Iris Road Laredo TX 78043 (956) 722-2892
Starr	Dewitt Jones, Garciasville PO Box 77 Garciasville TX 78547 (956) 457-7743	Jose A Garza, La Puerta 97 KCTM FM 103 Road Rio Grande City TX 78582 (956) 735-1175
El Paso	Maria Garcia, Agua Dulce 771 Agua Limpia El Paso TX 79928 (915) 852-9290	Irma Castaneda, Agua Dulce 731 Agua Tibia El Paso TX 79928 (915) 408-5832
Maverick	Elizabeth Rodriguez, Loma Bonita 1911 Coyunda Eagle Pass TX 78852 (830) 757-0215	Dora Lucia Contreras, Loma Bonita 2030 Boulder Ridge Eagle Pass TX 78852 (830) 757-3652
Val Verde	Lupita Galindo, Val Verde Park Estates 233 Dennis Drive Del Rio TX 78840 (830) 719-2551	Iracema Guerra, Chaparral Hills 306 Cerezo Avenue Del Rio TX 78840 (830) 461-2728





Colonia Resident Advisory Committee C-RAC
 Starr County Self Help Center
 Rio Grande City, Texas

Sign in Sheet
 Thursday, May 07, 2015

NAME	ORGANIZATION/ADDRESS	TELEPHONE	EMAIL ADDRESS
Saul Villarreal	Proyecto Artecun	702-3307	Saul0808@hotmail.com
R. Sanchez		755-7385	lupita.sanchezmartinez@gmail.com
Veronica Herrera	Webb County	956-523-4605	vherrera@webbcountytx.gov
Cassie Allred	Webb Co. Self Help Ctr.	956-523-4140	cagarza@webbcountytx.gov
Tuan Moron	City of Eagle Pass	830-773-1111	imoron@eaglepass.tx.us
SAN NANA GARCIA	CIN of Eagle Pass	870-773-1111	sigarcia@eaglepass.tx.us
Roberto Ruiz	Man. Co. Pct. 4	830-352-0400	rebruizteach@yahoo.com
Jerry Morales	Man. Co. Pct. 1	830-513-9515	morales.jerry@yahoo.com
Ernesto Guzman	Man Co Road Bldg Sr	830-773-0083	DBsupervisor@co-maverick.tx.us
Rolando Martinez	Cameron County	956-550-1353	Rolando.Martinez@co.Cameron.tx.us
Elvira Torres	Webb County (Loredo)	956-229-3363	Elvira.torres@yahoo.com
Anna M. Villarreal	10 Mayorga St. Rio Grande City	956-487-2025	annavillarreal35@aol.com
Jessica Gonzalez	Hidalgo County	956-355-3592	jessica.gonzalez
José Luis B.	Com. Rod. County	956-639-1958	9301 ALASKA RD
Maria Garcia	El Paso County RAC	(915) 852-9290	marygarcia771@yahoo.com
Rose Marie Lopez	Starr Co.	956-353-1597	rosemlopez@yahoo.com
Norma Guzman	Starr Co	956-263-3015	nquzman56@yahoo.com
Yesenia Aguila	TDHCA	956-783-0693	yesenia.aguila@tdhca.state.tx.us
Leo Barrera	CDC of Brownsville	956-511-4955	lbarrera@cdc.org
Diana Marroquin	El Paso County SHC	915-852-2656	dmarroquin@epcountytexas.gov
Manty Montalvo	10 Mayorga St. R.G.C. TX	78582 956-488-2395	manty.Montalvo@co.starr.tx.us

The Texas Department of Housing and Community Affairs is the state agency responsible for affordable housing, community services, energy assistance, colonia housing programs, and disaster recovery housing programs.



TEXAS DEPARTMENT OF
HOUSING & COMMUNITY AFFAIRS
Building Homes. Strengthening Communities.

Colonia Resident Advisory Committee C-RAC
Starr County Self Help Center
Rio Grande City, Texas

Sign in Sheet

Thursday, May 07, 2015

NAME	ORGANIZATION/ADDRESS	TELEPHONE	EMAIL ADDRESS
Blanca Juarez	Secretary of State	956-488-8689	1015.WASHINGTON ST RAC
ERIC TREVINO	URBAN COUNTY / HIDALGO COUNTY	956 787-8127	ERIC.TREVINO@CO.HIDALGO.TX.US
Franko Salazar	TDHCA	512 475 226	
Albert Alvarez	TDHCA - EL PASO BFO	915 834. 4925	albert.alvarez@tdhca.state.tx.us

The Texas Department of Housing and Community Affairs is the state agency responsible for affordable housing, community services, energy assistance, colonia housing programs, and disaster recovery housing programs.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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J. Paul Oxer, *Chair*
Juan S. Muñoz, PhD, *Vice Chair*
Leslie Bingham-Escareño
Tom H. Gann
J. Mark McWatters
Robert D. Thomas

C-RAC Agenda

May 22, 2014

1:30 pm

- Welcome

Homero Cabello, OCI Director

- Introduction of C-RAC Members

Homero Cabello, OCI Director

- El Paso County Colonia Self Help Center proposal

Diana Marroquin, El Paso County

- Val Verde Colonia Self Help Center proposal

Val Verde County Representative

- Open Forum

- Adjournment



EXHIBIT A

PERFORMANCE STATEMENT

El Paso County

Contractor shall carry out the following activities in the target area **Agua Dulce Units 1-5/Colonias del Paso, College Park, Lakeway Estates Units 1-3, Horizon View Estates Units 17, 20, 21 &22** as identified in its Colonia Self-Help Center Program Proposal. Contractor shall ensure that the amount of funds expended for each activity described herein does not exceed the amount specified for such activity in Exhibit B, Budget. The total number of beneficiaries to be targeted will be 9,100 persons of which 8,645 persons or ninety five percent (95%) are of low to moderate income.

(7). PUBLIC SERVICES

\$80,000.00

◇ **PUBLIC SERVICES**

◇ **Tool Library**

Contractor shall operate one (1) tool library and maintain, repair and/or purchase tools as necessary for colonia residents to check out and use in the home construction, repair and improvement projects. A minimum of four hundred (400) checkouts by colonia residents shall be accomplished. Residents residing in the colonias of **Agua Dulce Units 1-5/Colonias del Paso, College Park, Lakeway Estates Units 1-3, Horizon View Estates Units 17, 20, 21 &22** will have first priority.

These activities shall benefit (9,100) persons, of which (8,645) persons or ninety percent (95%) are of low to moderate income.

Total Tool Library: 1

◇ **Technology Access**

Contractor shall operate, maintain, and purchase necessary equipment including but not limited to network laser printer, projector, fax machine, scanner, paper, printer toner to provide access to computers and the internet. A minimum of five hundred (500) visits by colonia residents shall be accomplished. Access to computers shall be prioritized for the residents of the Colonia Self Help Center service area.

These activities shall benefit (9,100) persons, of which (8,645) persons or ninety five percent (95%) are of low to moderate income.

Total Technology Center: 1

◇ **Solid Waste Removal**

Contractor shall conduct seven (7) solid waste campaigns. A total of 350,000 lbs will be collected. Proper disposal of all solid waste material will be disposed at the city landfill. This will benefit the residents of **Agua Dulce Units 1-5/Colonias del Paso, College Park, Lakeway Estates Units 1-3, Horizon View Estates Units 17, 20, 21 &22**

These activities shall benefit (9,100) persons, of which (8,645) persons or ninety five percent (95%) are of low to moderate income

(9). REHABILITATION

\$570,000.00

◇ **9a) Residential Rehabilitation**

◇ **Residential Rehabilitation**

Contractor shall assist ten (10) owner-occupied housing units at an average cost of (\$40,000.00) dollars per residence with residential rehabilitation assistance. Colonia residents selected to participate in this activity will be from **Agua Dulce Units 1-5/Colonias del Paso, College Park, Lakeway Estates Units 1-3, Horizon View Estates Units 17, 20, 21 & 22.**

These activities shall benefit thirty (30) persons of which twenty eight (28) or ninety five percent (95%) are of low to moderate income

Total Rehabilitation: 10

◇ **Home Repair**

Contractor shall assist 16 residences at an average cost of approximately \$10,000 per residence with self help home improvements that require immediate attention. The qualifying residents will be supplied with materials and general construction assistance and oversight. Residents will be solely responsible for conducting sweat equity self help construction repairs to the homes. Colonia residents selected to participate in this activity will be from **Agua Dulce Units 1-5/Colonias del Paso, College Park, Lakeway Estates Units 1-3, Horizon View Estates Units 17, 20, 21 & 22.**

These activities shall benefit forty eight (48) persons of which forty five (45) persons or ninety five percent (95%) are of low to moderate income.

Total Home Repairs: 16

◇ **Utility Connections**

To assist with emergency first come first serve utility connections to four (4) residences at an average cost of approximately \$2,500 per residence in **Agua Dulce Units 1-5/Colonias del Paso, College Park, Lakeway Estates Units 1-3, Horizon View Estates Units 17, 20, 21 & 22**

These activities shall benefit twelve (12) persons, of which eleven (11) persons or ninety five percent (95%) are of low to moderate income.

Total Utility Connections: 4

(13). ADMINISTRATION, PLANNING & MANAGEMENT

\$150,000.00

◇ **Program Administration**

The contractor shall utilize one hundred eighty thousand dollars (\$150,000.00) dollars to insure proper implementation of program activities and compliance procedures for the Self-Help Center. Funds will be used in whole or part by the County of El Paso staff that will provide supervision and interaction with the Self Help Center operation, deliverables and/or contract execution.

(15). CONSTRUCTION

\$200,000.00

◇ **15 (b) Not Feasible for Rehabilitation (Reconstruction)**

Contractor shall assist four (4) colonia residences with reconstruction of their homes and/or manufactured home replacements of up to \$50,000 each. The applicants will be selected from the colonias of **Agua Dulce Units 1-5/Colonias del Paso, College Park, Lakeway Estates Units 1-3, Horizon View Estates Units 17, 20, 21 &22**

These activities shall benefit twelve (12) persons of which eleven (11) persons or ninety five percent (95%) are of low to moderate income.

Total Reconstruction: 4

**2014 Budget Proposal
El Paso County**

Line Categories	Total Line Item	Contract
		Funds
1. Acquisition, Disposition (lot Acquisition)		\$ -
2. Clearance		\$ -
3. Center Facility (e.g. senior center)		\$ -
4. Public Facilities (do not use 4a, 4b, or 4c)		\$ -
4(a). Water		\$ -
4(b). Sewer		\$ -
4(c). Flood and Drainage Facilities		\$ -
5. Street/Bridge		\$ -
6. Other Public Facilities		\$ -
7. Public Service (Limited to 8% of request)	\$ 80,000.00	
Technology Center		\$ 20,000.00
Tool Library		\$ 20,000.00
Solid Waste Removal		\$ 40,000.00
8. Relocation		\$ -
9. Rehabilitation (do not use 9)		\$ -
9(a). Residential Rehabilitation	\$ 570,000.00	
Residential Rehabilitation		\$ 400,000.00
Self Help Home Repair		\$ 160,000.00
Water Connections		\$ 10,000.00
9(b). Commercial Rehabilitation		\$ -
10. Public Housing Modernization		\$ -
11. Removal of Architectural Barriers		\$ -
12. Planning Only		\$ -
13. Administration, Planning & Management	\$ 150,000.00	\$ 150,000.00
14. Economic Development Activities		
14(a). Assistance to nonprofit		\$ -
14(b). Assistance to for profit		\$ -
14(c). Micro Enterprise		\$ -
15. New Construction do not use 15)		\$ -
15(a). Last Resort		\$ -
15(b). Not Feasible for Rehabilitation (Reconstruction)	\$ 200,000.00	\$ 200,000.00
15(c). Other 105(a)(15)		
16. Unspecified Activities (Surveys)		\$ -
17. Homeownership Assistance		\$ -
Totals	\$ 1,000,000.00	\$ 1,000,000.00

EXHIBIT A

PERFORMANCE STATEMENT

VAL VERDE COUNTY

Contractor shall carry out the following activities in the Val Verde County Colonia Self-Help Center target area colonias of **Escondido Estate (M2330017), Val Verde Park and #2 (M2330012 & M2330013), Town of Comstock (M2330011), Cienegas Terrace (M2330003) and Lake View Addition (M2330004)** as identified in its 2014 Colonia SHC Program Proposal. The persons to benefit from the activities described in this Performance Statement must be receiving service or a benefit from the use of the new or improved facilities and activities for the contract obligations to be fulfilled. The Contractor shall ensure that the amount of funds expended for each activity described does not exceed the amount specified for such activity in Exhibit B, Budget. The total number of beneficiaries to be targeted will be five thousand three hundred ninety one (5,391) persons of which five thousand three hundred ninety one (5,391) or one hundred percent (100%) are of low to moderate income.

7. Public Services

\$48,000.00

Solid Waste Removal

Contractor shall implement five (5) solid waste removal activities such as colonia lot clean-up campaigns, the removal of junk vehicles and large item trash pick-up as needed at an average cost of one thousand dollars (\$1,000) per activity. An average of one hundred fifty thousand pounds (150,000 lbs.) will be collected per activity and all activities will include the proper disposal of all solid waste for the residents of the Val Verde County Colonia Self-Help Center target area.

These activities shall benefit five thousand three hundred ninety one (5,391) persons, of which five thousand three hundred ninety one (5,391) persons or one hundred percent (100%) are of low to moderate income.

Tool Library

The tool lending library is an area-wide public service activity and the contractor shall operate one (1) tool lending library the duration of the contract period, maintain and purchase tools as necessary to provide tools for home construction and improvements for the benefit of colonia residents who are building or repairing their residence or installing necessary residential infrastructure.

The Val Verde Colonia Self-Help Center will enroll a minimum of four hundred (400) new resident enrollments within the targeted colonias. The tool library resources will be prioritized for the residents of the Val Verde County Colonia SHC target area.

These activities shall benefit five thousand three hundred ninety one (5,391) persons, of which five thousand three hundred ninety one (5,391) persons or one hundred percent (100%) are of low to moderate income.

Technology Classes

Contractor shall conduct fifteen (15) computer literacy classes with two hundred twenty five beneficiaries (225), to provide tutoring and operate, maintain and purchase equipment to provide access to computers and the internet. Access to technology and any associated classes shall be prioritized in the Val Verde County Colonia Self-Help Center target area.

These activities shall benefit two hundred twenty five beneficiaries (225), persons, of which two hundred twenty five beneficiaries (225), persons or one hundred percent (100%) are of low to moderate income.

Technology Access

Contractor shall provide colonia residents access to computers and the internet. A minimum of four hundred (400) visits by colonia residents shall be accomplished. Access to technology shall be prioritized in the Val Verde County Colonia Self-Help Center target area.

These activities shall benefit five thousand three hundred ninety one (5,391) persons, of which five thousand three hundred ninety one (5,391) persons or one hundred percent (100%) are of low to moderate income.

9a. Residential Rehabilitation \$112,000.00

Small Repair

Contractor shall assist twelve (12) homeowners within the Val Verde County Colonia SHC service area through self-help methodology with small home repairs and accessibility improvements at an average cost of nine thousand three hundred thirty three dollars (\$9,333.33)

These activities shall benefit thirty six (36) persons, of which thirty six (36) or one hundred percent (100%) are of low to moderate income.

15b. Not Feasible for Rehabilitation (Reconstruction) \$350,000.00

Contractor shall conduct seven (7) reconstructions of housing units for residents of the Val Verde County Colonia Self-Help Center service area at an average cost of fifty thousand dollars (\$50,000)

These activities shall benefit twenty one (21) persons, of which twenty one (21) or one hundred percent (100%) are of low to moderate income.

13. Administration, Planning and Management \$90,000.00

Contractor shall ensure the amount of funds expended for all eligible project-related administration activities that are intended to be charged to the contract, including the required annual program compliance and fiscal audit costs, do not exceed the amount specified for administration in amount of \$90,000.00 noted in Exhibit B Budget.

EXHIBIT B
BUDGET
COLONIA SELF-HELP CENTER CONTRACT NO. _____
VAL VERDE COUNTY

LINE	CATEGORIES	CONTRACT FUNDS	OTHER FUNDS	TOTAL
1	Acquisition, Disposition			
2	Clearance			
3	Center/Facility			
4	Public Facilities (use 4a, 4b, or 4c)			
4a	Water			
4b	Sewer			
4c	Flood and Drainage Facilities			
5	Street/Bridges			
6	Other Public Facilities			
7	Public Service (Limited to 8% of Request)	\$ 48,000	-0-	\$ 48,000
8	Relocation			
9	Rehabilitation (use 9a or 9b)			
9a	Residential Rehabilitation	\$ 100,000	-0-	\$ 100,000
9b	Commercial Rehabilitation			
10	Public Housing Modernization			
11	Removal of Architectural Barriers			
12	Planning Only			
13	Administration, Planning and Management	\$ 90,000	-0-	\$ 90,000
14	Economic Development (use 14a, 14b or 14c)			
14a	Assistance to Non-Profit			
14b	Assistance to For-profit Entities			
14c	Micro enterprises or Small Business			
15	New Construction (use 15a, 15b, or 15c)			
15a	Last Resort			
15b	Not feasible for Rehabilitation	\$ 362,000		\$ 362,000
15c	Other 105 (a) 15			
16	Unspecified Activities			
17	Homeownership Assistance		-0-	
	Totals	\$ 600,000		\$ 600,000



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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Tom H. Gann
Leslie Bingham-Escareño
Lowell A. Keig
J. Mark McWatters

Colonia Resident Advisory Committee Meeting

April 9, 2013

Agenda

1. Welcome
-Homero Cabello, Office of Colonia Initiatives & Single Family
2. Presentation, Discussion and Possible Action on El Paso County Proposal
-Diana Maroquin, El Paso County Self Help Center
3. C-RAC Member Recognition
4. Program Updates and Other Business
5. Adjournment



EXHIBIT A

PERFORMANCE STATEMENT

El Paso County

Contractor shall carry out the following activities in the target area **Agua Dulce Units 1-5/Horizon 90, 91 & 94, El Paso Hills Units 1-4, Lakeway Estates Units 1-3, Horizon View Estates Units 17, 20, 21 & 22** as identified in its Colonia Self-Help Center Program Proposal. Contractor shall ensure that the amount of funds expended for each activity described herein does not exceed the amount specified for such activity in Exhibit B, Budget. The total number of beneficiaries to be targeted will be **8,982** persons of which **8,533** persons or ninety five percent (95%) are of low to moderate income.

(7). PUBLIC SERVICES

◇ **Solid Waste Removal** **\$10,000.00**

Contractor shall utilize (\$10,000.00) to conduct at a minimum two (2) solid waste removal activities such as colonia lot clean up campaigns, household trash pick-up as needed, at an average cost of five thousand dollars (\$5,000.00) per activity. An average of one hundred thousand pounds (100,000 lbs) will be collected per activity. Proper disposal of all solid waste material will be disposed at the city landfill for the colonias of **Agua Dulce Units 1-5/Horizon 90, 91 & 94, El Paso Hills Units 1-4, Lakeway Estates Units 1-3, Horizon View Estates Units 17, 20, 21 & 22**

These activities shall benefit (8,982) persons, of which (8,533) persons or ninety five percent (95%) are of low to moderate income

(9). REHABILITATION

◇ **Self Help Home Repair** **\$75,000.00**

Contractor shall utilize seventy five (\$75,000.00) dollars to assist five (5) residences with self help home improvements that require immediate attention at an average cost of up to fifteen thousand dollars (\$15,000.00) per residence. The qualifying residents will be supplied with materials and general construction assistance. Residents will be responsible for conducting sweat equity self help construction repairs to their homes. Colonia residents selected to participate in this activity will be from **Agua Dulce Units 1-5/Horizon 90, 91 & 94, El Paso Hills Units 1-4, Lakeway Estates Units 1-3, Horizon View Estates Units 17, 20, 21 & 22.**

These activities shall benefit (20) persons of which (19) persons or ninety five percent (95%) are of low to moderate income.

Total Home Repairs: 5

(13). ADMINISTRATION, PLANNING & MANAGEMENT

◇ **Program Administration** **\$75,000.00**

The contractor shall utilize seventy five thousand dollars (\$75,000.00) to insure proper implementation of program activities and compliance procedures for the Self-Help Center Program. Funds will be used in whole or part by the County of El Paso staff salaries and operating expenses that will support program supervision, Self Help Center operation, deliverables and/or contract execution.

(15). CONSTRUCTION

◇ **15 (b) Not Feasible for Rehabilitation (Reconstruction)** **\$340,000.00**

Contractor shall utilize three hundred forty thousand dollars (\$340,000.00) to assist four (4) colonia residences with the reconstruction of their homes at an average cost of \$85,000 per home. The applicants will be selected from the colonias of **Agua Dulce Units 1-5/Horizon 90, 91 & 94, El Paso Hills Units 1-4, Lakeway Estates Units 1-3, Horizon View Estates Units 17, 20, 21 & 22**

These activities shall benefit approximately (16) persons of which (15) persons or ninety five percent (95%) are of low to moderate income.

Total construction: 4

**2013 Budget Proposal
El Paso County**

Line Categories	Total Line Item	Contract
		Funds
1. Acquisition, Disposition (lot Acquisition)		\$ -
2. Clearance		\$ -
3. Center Facility (e.g. senior center)		\$ -
4. Public Facilities (do not use 4a, 4b, or 4c)		\$ -
4(a). Water		\$ -
4(b). Sewer		\$ -
4(c). Flood and Drainage Facilities		\$ -
5. Street/Bridge		\$ -
6. Other Public Facilities		\$ -
7. Public Service (Limited to 15% of request)	\$ 10,000.00	
Technology Center		
Tool Library		
Construction Skill Training		
Solid Waste Removal		\$ 10,000.00
8. Relocation		\$ -
9. Rehabilitation (do not use 9)		\$ -
9(a). Residential Rehabilitation	\$ 75,000.00	
Residential Rehabilitation		
Self Help Home Repair		\$ 75,000.00
Water Connections		
9(b). Commercial Rehabilitation		\$ -
10. Public Housing Modernization		\$ -
11. Removal of Architectural Barriers		\$ -
12. Planning Only		\$ -
13. Administration, Planning & Management	\$ 75,000.00	\$ 75,000.00
14. Economic Development Activities		
14(a). Assistance to nonprofit		\$ -
14(b). Assistance to for profit		\$ -
14(c). Micro Enterprise		\$ -
15. New Construction do not use 15)		\$ -
15(a). Last Resort		\$ -
15(b). Not Feasible for Rehabilitation (Reconstruction)	\$ 340,000.00	\$ 340,000.00
15(c). Other 105(a)(15)		
16. Unspecified Activities (Surveys)		\$ -
17. Homeownership Assistance		\$ -
Totals	\$ 500,000.00	\$ 500,000.00

Colonia Residents Advisory Committee

Hidalgo Urban County Offices
April 9, 2013

Name	County	Signature
Jose Luis Almazan	Cameron	<i>Jose Luis Almazan</i>
Rosa Bodden	Cameron	
Margarita Jauregui	El Paso	
Maria Vargas	El Paso	
Yolanda Hernandez	Hidalgo	<i>Yolanda B. Hernandez</i>
Juan Pena	Hidalgo	
Jerry Chacon	Maverick	<i>Jerry Chacon</i>
Dora Lucia Contreras	Maverick	
DeWitt Jones	Starr	
Rosabel Alvarez	Starr	
Juan Lopez	Val Verde	
Lupita Galindo	Val Verde	
Amelia R. Juarez	Webb	
Amelia M. Rodriguez	Webb	
Manuel Carlos Valles	Willacy	
Raul Ramirez	Willacy	
Homero Cabello	TDHCA	
Yesenia Ayala	TDHCA	
Valerie Rivera Soto	TDHCA	<i>Valerie E. Rivera</i>
Will Gudeman	TDHCA	
Albert Alvidrez	TDHCA	<i>Albert Alvidrez</i>
<i>Diana Marroquin</i>	<i>El Paso</i>	<i>Diana Marroquin</i>

4/9/13

CRAC meeting
Edinburg Tx

Jene de la Garza	Cont. of Hidalgo	<i>[Signature]</i>
Carmelina Webb	webb	<i>[Signature]</i>
Veronica Y. Herrera	webb	<i>[Signature]</i>
JUAN VARGAS	WEBB	<i>[Signature]</i>
Saul Villarreal	Hidalgo	<i>[Signature]</i> (- Proyecto Nuevo)
Madira Ganga		
JOSSE REYES	CHASSON	<i>[Signature]</i>
RAVI GARCIA	CAMERIN	<i>[Signature]</i>
JOSSE REYES	TJHCA	

Oliver de la Garza TX SOS *[Signature]*

Blanca Suarez Starr Blanco *[Signature]*

Lupita Ortega - TX SOS. *[Signature]*

Anna M Villarreal Starr County Self Help Center

Dewitt Jones Starr County CRAC member

Manky Montalvo Starr County

Albert Alvidrez EL PASO Border Field Officer

ASSESSMENT OF ADVISORY COMMITTEES
March, 2016
Texas Dept of Housing and Community Affairs, #332

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name: Disability Advisory Workgroup

Number of Members: Not fixed membership

Committee Status (Ongoing or Inactive): Ongoing Note: An Inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: 2006 **Date to Be Abolished:** NA

Budget Strategy (Strategies) (e.g. 1-2-4): NA **Strategy Title (e.g. Occupational Licensing):** NA

Budget Strategy (Strategies): NA **Strategy Title:** NA

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
	NA
	NA

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0
Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0
Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0
Meetings Per Fiscal Year	4	4	4

Committee Description: Meets on an ad hoc basis to provide the Department with feedback and input on policies, rule development, Notices of Funding Availability, and federal planning documents.

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission. **NO BYLAWS**

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings? This Committee generally meets 3-4 times per year on an ad hoc basis. Meetings occur as input and policies and plans are generated. Therefore, meetings may occur more frequently than quarterly, but may be less frequent during periods of the year when rules and plans are not being updated or released for comment. There are no requirements for frequency.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

There are no required documents or deliverables. The Committee does not produce products but rather provides insight on documents and policies proposed.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

In its most recent meetings, the DAW has asked for more discussion on the programming of HOME Investment Partnerships Program funds for Persons with Disabilities and whether it should be released by reservation or competitively contracted. The DAW also suggested that the Department establish a numeric percentage goal for what percentage of those it assists will be persons with disabilities. In response, both of those issues are slated for further discussion at subsequent DAW meetings, and data has been generated to present to the DAW that reflects persons with disabilities assisted with TDHCA programs. It should be noted that historically the input received from the DAW has been very integral to decision making on program funding including how HOME PWD funds are spent, establishment and expansion of the Project Access

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency ?

NA

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

200.0

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

Staff assistance includes scheduling the meeting and space, coordinating time availability for attendees, establishing the call in line and establishing the agenda. Each agenda item is reflective of a TDHCA program area and subject matter or plan/rule. TDHCA staff for that agenda item may spend 4-5 hours in advance of the meeting preparing their materials and discussion points. At the meetings there are often 5-10 different issues covered and there are roughly 10 TDHCA employees at each DAW to ensure all issues are captured and the dialogue can occur with the right program staff.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

No

Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

The DAW is in essence a public workgroup and does not have fixed ongoing membership, but rather is an announced opportunity for public participation around the issues of persons with disabilities. Each DAW is announced through the Department's listserv and posted on the Department's calendar. Any prior attendees are invited.

7b. Do members of the public attend at least 50 percent of all committee meetings?

Yes

7c. Are there instances where no members of the public attended meetings?

No

8. Please list any external stakeholders you recommend we contact regarding this committee.

Easter Seals, Meals on Wheels and More, Austin Travis County Integral Care, Disability Rights Texas, Texas Council on Developmental Disabilities, Accessible Housing Austin, NAMI Austin

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

Yes

9b. Please describe the rationale for this opinion.

The DAW is an excellent tool for gathering critical public input as rules, plans, priorities and programs are generated. They provide valuable insight on the needs of populations with disabilities and insight on challenges in how the Department's programs may be operationalized.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

No

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

No

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

Retain

11b. Please describe the rationale for this opinion.

It continues to provide valuable insight to the Department and ensures an excellent venue for ongoing dialogue with the disability community.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

Yes

NOTE: The Agency solicits this input.

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

Without the DAW it would be far more challenging to garner comprehensive insight and feedback on policies and the perspectives of those with disabilities, and those who serve those with disabilities.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

Not applicable. Because this is an ad hoc committee and not statutorily created, it has the flexibility needed.



SIGN-IN SHEET

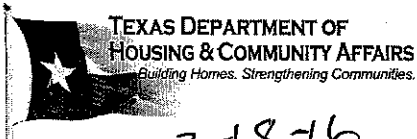
2-18-16

Organization Name:	<u>Easter Seals Central Texas</u>	Contact:	<u>Rosa Gonzalez-Abrego</u>				
Address:	<u>8505 Cross Park Dr #120</u>	City:	<u>Austin</u>	State:	<u>TX</u>	Zip:	<u>78754</u>
Phone:	<u>512-615-3379</u>	Fax:	<u>512-615-7121</u>	Email:	<u>rgonzalez-abrego@easterseals.tx.org</u>		

Organization Name:	<u>Accessible Housing Austin</u>	Contact:	<u>Isabelle Headrik</u>				
Address:	_____	City:	_____	State:	_____	Zip:	_____
Phone:	_____	Fax:	_____	Email:	<u>isabelle.headrik@ahaustin.org</u>		

Organization Name:	<u>EQUITY COC</u>	Contact:	<u>ROBB STEVENS M.</u>				
Address:	_____	City:	<u>AUSTIN</u>	State:	_____	Zip:	_____
Phone:	_____	Fax:	_____	Email:	<u>robbe@equitycoc.org</u>		

Organization Name:	_____	Contact:	_____				
Address:	_____	City:	_____	State:	_____	Zip:	_____
Phone:	_____	Fax:	_____	Email:	_____		



Sign-In Sheet

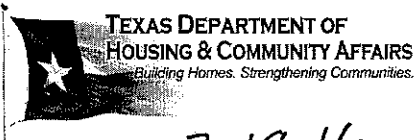
2-18-16

Organization Name	<u>ATCIC</u>	Contact	<u>ELIZABETH BAKER</u>				
Address	<u>430 Collier</u>	City	<u>Austin</u>	State	<u>TX</u>	Zip	<u>78704</u>
Phone	<u>512-804-3230</u>	Fax		email	<u>elizabeth.baker@atcic.org</u>		

Organization Name	_____	Contact	_____				
Address	_____	City	_____	State	_____	Zip	_____
Phone	_____	Fax	_____	email	_____		

Organization Name	_____	Contact	_____				
Address	_____	City	_____	State	_____	Zip	_____
Phone	_____	Fax	_____	email	_____		

Organization Name	_____	Contact	_____				
Address	_____	City	_____	State	_____	Zip	_____
Phone	_____	Fax	_____	email	_____		



TEXAS DEPARTMENT OF
HOUSING & COMMUNITY AFFAIRS
Building Homes. Strengthening Communities.

Sign-In Sheet

2-18-16

Organization Name	<u>DSHS</u>	Contact	<u>Anna Sonenthal</u>		
Address	_____	City	_____	State	_____
Phone	_____	Fax	_____	email	_____
Zip	_____				

Organization Name	<u>NAMI Austin</u>	Contact	<u>Marilyn Hartman</u>		
Address	<u>8807 SmokeTree Cove</u>	City	<u>Austin</u>	State	<u>TX</u>
Phone	<u>512-470-7840</u>	Fax	_____	email	<u>marilyn.hartman@earthlink.net</u>
Zip	<u>78735</u>				

Organization Name	<u>DKTX</u>	Contact	<u>Jean Langert</u>		
Address	<u>2222 W. Baker</u>	City	<u>Austin</u>	State	<u>TX</u>
Phone	_____	Fax	_____	email	_____
Zip	<u>78758</u>				

Organization Name	<u>Easter Seals Central TX</u>	Contact	<u>Tanya Lavelle</u>		
Address	<u>8505 Cross Park Dr. Ste 120</u>	City	<u>Austin</u>	State	<u>TX</u>
Phone	<u>512-615-6884</u>	Fax	_____	email	<u>havelle@eastersealstx.org</u>
Zip	<u>78754</u>				



SIGN-IN SHEET

10-21-15

Isabel Casas

Organization Name:	<u>Sen. Judith Zaffirini's Office</u>	Contact:	<u>512-463-0721</u>				
Address:	_____	City:	_____	State:	_____	Zip:	_____
Phone:	_____	Fax:	_____	Email:	<u>isabel.casas@senate.state.tx.us</u>		

Organization Name:	_____	Contact:	_____				
Address:	_____	City:	_____	State:	_____	Zip:	_____
Phone:	_____	Fax:	_____	Email:	_____		

Organization Name:	_____	Contact:	_____				
Address:	_____	City:	_____	State:	_____	Zip:	_____
Phone:	_____	Fax:	_____	Email:	_____		

Organization Name:	_____	Contact:	_____				
Address:	_____	City:	_____	State:	_____	Zip:	_____
Phone:	_____	Fax:	_____	Email:	_____		



SIGN-IN SHEET

10-21-15

Organization Name:	<u>TDHCA</u>	Contact:	<u>Andre Adams</u>				
Address:	_____	City:	<u>Austin</u>	State:	<u>TX</u>	Zip:	<u>77811</u>
Phone:	<u>512-475-3894</u>	Fax:	_____	Email:	_____		

Organization Name:	<u>TDHCA</u>	Contact:	<u>Honero Cabell Jr</u>				
Address:	_____	City:	_____	State:	_____	Zip:	_____
Phone:	<u>512-475-2118</u>	Fax:	_____	Email:	_____		

Organization Name:	<u>TDHCA</u>	Contact:	<u>MARNI HOLLOWAY</u>				
Address:	_____	City:	_____	State:	_____	Zip:	_____
Phone:	_____	Fax:	_____	Email:	_____		

Organization Name:	<u>TRLA</u>	Contact:	<u>Lourdes Flores</u>				
Address:	_____	City:	_____	State:	_____	Zip:	_____
Phone:	_____	Fax:	_____	Email:	_____		



SIGN-IN SHEET

10-21-15

Organization Name:	TRIA	Contact:	Kelli Howard				
Address:		City:		State:		Zip:	
Phone:		Fax:		Email:	khoward@trla.org		

Organization Name:	DSHS	Contact:	Anna Sonenthal				
Address:		City:		State:		Zip:	
Phone:		Fax:		Email:	anna.sonthal@ dshs.state.tx.us		

Organization Name:	MFP Direct	Contact:	Penny Latkin				
Address:		City:		State:		Zip:	
Phone:		Fax:		Email:	penny.latkin@hhsc.state.tx.us		

Organization Name:		Contact:					
Address:		City:		State:		Zip:	
Phone:		Fax:		Email:			



SIGN-IN SHEET

10-21-15

Organization Name:	<u>Easter Seals</u>	Contact:	<u>Kelly Garcia</u>				
Address:	<u>8505 Cross Park Dr.</u>	City:	<u>Austin</u>	State:	<u></u>	Zip:	<u>78754</u>
Phone:	<u>512-615-6820</u>	Fax:	<u></u>	Email:	<u>kgarcia@eastersealstx.org</u>		

Organization Name:	<u>Easter Seals Central Texas</u>	Contact:	<u>Rosa Gonzalez-Abrego</u>				
Address:	<u>8505 Cross Park Dr. Ste 120</u>	City:	<u>Austin</u>	State:	<u>TX</u>	Zip:	<u>78754</u>
Phone:	<u>512-615-3379</u>	Fax:	<u>512-615-7121</u>	Email:	<u>rgonzalez-abrego@eastersealstx.org</u>		

Organization Name:	<u>TDHCA</u>	Contact:	<u>Suzanne Hemphill</u>				
Address:	<u></u>	City:	<u></u>	State:	<u></u>	Zip:	<u></u>
Phone:	<u></u>	Fax:	<u></u>	Email:	<u></u>		

Organization Name:	<u>NAMI Austin</u>	Contact:	<u>Marilyn Hartman</u>				
Address:	<u>8807 Smoketree Cove</u>	City:	<u>Austin</u>	State:	<u>TX</u>	Zip:	<u>78735</u>
Phone:	<u>512-470-7840</u>	Fax:	<u></u>	Email:	<u>Marilyn.hartman@earthlink.net</u>		



SIGN-IN SHEET

8-26-14

Organization Name: Texas Association of Centers for Ind Liv. (TACIL) Contact: Amy Kantoff
Address: 701 Easy Wind Drive # 3114 City: Austin State: TX Zip: 78752
Phone: 512 374-0730 Fax: _____ Email: amy@tacil.texas.org

Organization Name: IDHCA Contact: Frances Acosta
Address: 1131 City: Austin State: TX Zip: _____
Phone: 512 305 8568 Fax: _____ Email: _____

Organization Name: Accessible Housing Austin Contact: Isabelle Headrick
Address: _____ City: Austin State: _____ Zip: _____
Phone: _____ Fax: _____ Email: isabelle.headrick@gmail.com

Organization Name: DADS Contact: Laura Gold
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____



SIGN-IN SHEET

8-26-14

Organization Name: Meats on Wheels and more Contact: Charles Clinton
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____

Organization Name: Easter Seals Central Texas Contact: Rosa Gonzalez-Abrego
Address: 1611 Headway Cir Bldg 2 City: Austin State: TX Zip: 78754
Phone: 512-615-3379 Fax: 512-615-7121 Email: rgonzalez-abrego@eastersealstx.org

Organization Name: Easter Seals Central Texas Contact: Tanya Lavelle
Address: 1611 Headway Circle City: Austin State: TX Zip: 78754
Phone: 512-615-6884 Fax: _____ Email: Havelle@eastersealstx.org

Organization Name: _____ Contact: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____



SIGN-IN SHEET

8-26-14

Organization Name: Hogg Foundation Contact: Jemila Lea
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: (512) 471-7627 Fax: _____ Email: jemila.lea@austin.utexas.edu

Organization Name: TEXAS Council for Developmental Disabilities Contact: Belinda CARLTON
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____ Email: belinda.carlton@TCDD.STATE.TX.US

Organization Name: DRT - JEAN LANGENDORF Contact: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____ Email: _____

Organization Name: Self formerly Austin/Travis Realty Rust table Contact: Jean Hand
 Address: 815 Cottle Town City: Smithville State: TX Zip: _____
 Phone: 512-662-2005 Fax: _____ Email: jean.jean.w@gmail.com



SIGN-IN SHEET

8-26-14

Organization Name: Arx Advantage Contact: Robby e Meyer
Address: 8801 Francia Trail City: Austin State: TX Zip: 78748
Phone: 512 963-2555 Fax: _____ Email: robbyemeyer@gmail.com

Organization Name: TSABC Contact: Charles Leal
Address: 2200 E. MLK Blvd. City: Austin State: TX Zip: ~~78748~~
Phone: _____ Fax: _____ Email: cleal@tsabc.org

Organization Name: Disability Rights Texas Contact: Jean Langendorf
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: jeant@drtx.org

Organization Name: Self formerly A/TCRNT Contact: Jerri Hawkins
Address: 815 Cattle Farm Rd City: Smithville State: TX Zip: _____
Phone: 512-662-2005 Fax: _____ Email: jerrihawkins@gmail.com

ASSESSMENT OF ADVISORY COMMITTEES
March, 2016
Texas Dept of Housing and Community Affairs, #332

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name: Fair Housing Workgroup

Number of Members: 18-19

Committee Status (Ongoing or Inactive): Ongoing Note: An Inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: 5/6/2014 **Date to Be Abolished:** NA

Budget Strategy (Strategies) (e.g. 1-2-4): CHECK EMAIL FROM ERNIE **Strategy Title (e.g. Occupational Licensing):**

Budget Strategy (Strategies): **Strategy Title:**

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses	ASK SUSAN TO ESTIMATE TIME N THIS	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	Travel	\$0	\$0	\$0
	Personnel	\$0	\$0	\$0
	Number of FTEs	0.0	0.0	0.0
	Other Operating Costs	\$0	\$0	\$0
	<i>Total, Committee Expenditures</i>	\$0	\$0	\$0
Committee Members' <u>Indirect</u> Expenses		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	Travel	\$0	\$0	\$0
	Personnel	\$0	\$0	\$0
	Number of FTEs	0.0	0.0	0.0
	Other Operating Costs	\$0	\$0	\$0
	<i>Total, Committee Expenditures</i>	\$0	\$0	\$0
Method of Financing		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	Method of Finance			
	1 - General Revenue Fund	\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
	Expenses / MOFs Difference:	\$0	\$0	\$0
Meetings Per Fiscal Year		0	0	0

Committee Description:

Ongoing coordination of documentation of compliance with fair housing requirements, including HUD Affirmatively Further Fair Housing ("AFFH") requirements. Includes representatives from GLO, TDA, DSHS, TDHCA, and TWC. Assists state agencies in aligning fair housing efforts associated with Analysis to Impediments to Fair Housing Choice ("AI") as well as ways to improve fair housing education and outreach.

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings? This group meets as needed, typically four times per year, at TDHCA.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those. This is chiefly a coordinating body but its limited deliverables include comment proposed federal regulations and issuances and coordination of AI and AFFH.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred? NA

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency? Yes

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees? No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015? 30 hrs

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee. Disseminating HUD documents and other relevant documents; coordination of drafting of comments; sharing analysis and fair housing documentation.

6. Have there been instances where the committee was unable to meet because a quorum was not present? No

Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)? Not applicable.

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee. Not applicable.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals? Yes

9b. Please describe the rationale for this opinion. Texas agencies document thoughtfully and compliantly developed measures to ensure compliance.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code: 10a. Is there any functional benefit for having this committee codified in statute? No 10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area? No

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

Retain

11b. Please describe the rationale for this opinion.

Fair Housing Requirements are ongoing.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

It would be problematic to provide the certifications HUD requires.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

Not applicable

Fair Housing Workgroup, Attendance

April 13, 2016

Fair Housing Workgroup Meeting

In attendance: Tim Irvine, Brooke Boston, Megan Sylvester, Suzanne Hemphill, Julie Leung, Bobby Wilkinson, Blade Berkman, Tom Fredell, Lowell Keig, Michelle Goodwine, Suzanne Barnard, Heather Lagrone

February 20, 2016

Fair Housing Workgroup meeting

In attendance: Tim Irvine, Brooke Boston, Megan Sylvester, Suzanne Hemphill, Julie Leung, Vada Dillawn, Blade Berkman, Tom Fredell, Katy Sellers, Vickie Covington, Lowell Keig, Michelle Goodwine, Kaleb Bennett

December 3, 2015

Fair Housing Workgroup meeting

In attendance: Tim Irvine, Beau Eccles, Brooke Boston, Megan Sylvester, Suzanne Hemphill, Elizabeth Yevich, Bobby Wilkinson, Suzanne Barnard, Veda Dillawn, Tom Fredell, Blade Berkman, Heather Lagrone, Vickie Covington, Lowell Keig

Fair Housing Workgroup Meeting (4/13/2016)

In attendance: Tim Irvine, Brooke Boston, Megan Sylvester, Suzanne Hemphill, Julie Leung, Bobby Wilkinson, Blade Berkman, Tom Fredell, Lowell Keig, Michelle Goodwine, Suzanne Barnard, Heather Lagrone

Agenda (4/13/16) – Fair Housing Workgroup Meeting

1) News & Updates

TDHCA shared HUD Guidance on Application of Fair Housing Act Standards to the Use of Criminal Records by Providers of Housing and Real Estate-Related Transaction. Agency staff discussed this guidance, asked some questions of Megan Sylvester.

TDHCA announced Fair Housing month activities and the webinar series. The webinars have 280 registered participants

- 4/12 1:30-3pm, Webinar I: Fair Housing Overview
- 4/19 10:30-noon, Webinar II: Reasonable accommodations and accessibility, fair housing considerations
- 4/26 10:30-noon, Webinar III: Fair Housing Best Practices for Multifamily Developments

Governor's proclamation – Fair Housing Month

TWC thanked the Governor's office for the proclamation , announced their fair housing conference in Austin on April 20th

TDA- CDBG roundtable for COG's now thru June 9th

TDHCA's Fair Housing board report outlines 144 substantive fair housing actions. The board report is available in the 3/31/16 board meeting for TDHCA.

2) HUD rules out for public comment

AFFH Assessment Tool for States and Insular Areas

Comment due May 10, 2016

TDHCA would like to comment on the tool, seeking other state agencies to add to comments, sign letter. TDA expressed interested in collaborating. TWC will review and provide comments.

Discussion questions:

- Seeking comment on how the State tool can ensure an appropriate fair housing analysis for rural areas
 - Rural vs non-metro, transportation system in rural Texas
 - TDA raised concerns on getting substantive, useful analyses for rural Texas
- Regional analysis

- Potential to conduct a sub-state analysis
- Push for collaborations between states and qualified PHAs
 - 327 qualified PHAs in Texas, 79 entitlements
 - Need for compensation for state burden
- Racial dots of block groups are meaningless for counties with one block group – rural Texas
- Maps less helpful for disability status, familial status, other protected classes
- Opportunity, disparity – two options – favor more targeted questions
- Concern – this is a process that directs agencies to go through race-based decision making
- “In the state” versus “of the state” concerns about what TDHCA controls
- Analysis includes non-HUD funded housing
- Housing and financial opportunities: occupancy codes, homeownership programs – local rules and policies, zoning
- Can TDHCA’s PHA receiver a waiver to collaborate with the state AFH?
- What role does a person’s place of residence have on access to emergency preparedness opportunities? (pg 16)
- Describe any effects on emergency management and preparedness for protected class groups in your state?
 - Request HUD get more specific with questions
- Reentry populations
- Disparities related to public health services – including law enforcement, fire and rescue, medical services, in the state by protected class
- Estimated average time for the state is 1500 hrs, PHA is 120 hrs

Draft comments are due to Suzanne at TDHCA by 4/22. TDHCA will circulate a draft for other agencies to consider signing onto. Comments due to HUD by 5/10/16.

ASSESSMENT OF ADVISORY COMMITTEES
March, 2016
Texas Dept of Housing and Community Affairs, #332

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive): Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: **Date to Be Abolished:**

Budget Strategy (Strategies) (e.g. 1-2-4): **Strategy Title (e.g. Occupational Licensing):**

Budget Strategy (Strategies): **Strategy Title:**

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Statute	Texas Government Code §2306, Subchapter NN.

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

	Expended		
	Exp 2015	Est 2016	Budgeted Bud 2017
Travel	\$10,228	\$9,646	\$9,646
Personnel	\$114,634	\$106,852	\$53,426
Number of FTEs	1.25	1.25	1.25
Other Operating Costs	\$74,304	\$128,208	\$156,060
<i>Total, Committee Expenditures</i>	\$199,167	\$244,706	\$219,132

	Expended		
	Exp 2015	Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0

	Expended		
	Exp 2015	Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$219,132	\$265,288	\$219,132
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0

Expenses / MOFs Difference:

Meetings Per Fiscal Year

Committee Description:

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

(b) The council shall develop a biennial plan to implement the goals described by Subsection (a) and (c) Not later than August 1 of each even-numbered year, the council shall deliver a report of the council's findings and recommendations to the governor and the Legislative Budget Board.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

Through its most recently published biennial plan, the HHSCC produced a number of recommendations to TDHCA as well as other state agencies and organizations. Many of these were related to the Housing Tax Credit program. Recommendations to TDHCA were treated consistent with other public comment. Some recommendations were implemented into agency rules, while others were not for various legal and/or policy reasons.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

Yes and No. See explanation

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

4a Explanation. The Housing and Health Services Coordination Council ("HHSCC") has a statutory composition that encompasses representation from certain state agencies, as well as representatives from non-governmental entities. Due to coordination limitations a conundrum exists in the arena of service-enriched housing; non-housing related service programs are generally not allowed to use funding sources to provide housing, and affordable housing is generally not allowed to be operated as a long-term services and supports facility. While there are examples where coordination has worked well – Money Follows the Person, Project Access, and Section 811 PRA – there remains a significant need. Accordingly, a major focus of the HHSCC has become informing appropriate parties at the local level how to coordinate accessing appropriate supportive services if you are a housing provider and how to access affordable housing if you are a services provider. The HHSCC's chief initiative in this regard is providing an academy for local teams to attend and learn about such linkages. Also, policy considerations have risen from some areas regarding the charge of the HHSCC and whether it should be making very specific and concrete recommendations to participating agencies, or providing them information to use as they develop such things as appropriations requests and rules.

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

Scheduling meetings; drafting agenda; coordinating speakers/presentations; managing web page and social media regarding meetings; identify sources of funding from this state and the federal government; facilitate communication between state agencies, sources of funding, service providers, and other entities to reduce or eliminate barriers to service-enriched housing projects; monitoring TDHCA vendors procured on behalf of the Council; processing travel for Governor appointees; project management of Council projects; and facilitating Council meetings. In addition, preparation of the Biennial Plan and Report every even numbered year.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

All meetings of the Council are public and posted on the TDHCA calendar, HHSCC web page, via a TDHCA and HHSCC listserv, Tweet, Texas Register and a conference call line number is available for those who cannot attend onsite.

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

Easter Seals of Central Texas, Hogg Foundation, Texas Council for Development Disabilities, Disability Rights Texas, and Coastal Bend Center for Independent Living.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

Since the creation of the Council, two Housing and Services Resource Guides have been produced; a Comprehensive Analysis of Service-Enriched Housing Finance Practices report was completed; a Housing and Services Partnership Academy was conducted; a study of the Texas 2-1-1 system was under taken; 10 Housing and Services informational videos were produced and posted on TDHCA's website; and a Housing and Services training curriculum was created and presented at numerous training opportunities.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute?

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 10b, please describe the rationale for this opinion.

The statutory requirement of having the chair of the HHSCC being the head of a member agency can place this person and the agency in a position rife with policy tensions. This might be addressed by allowing the HHSCC to designate its own chair, and allowing TDHCA to designate a participating representative, as with any other agency member.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

The Council has conducted a number of activities that have resulted in more coordination of Housing and Services staff as well as increased state efforts to expand Service-Enriched Housing in Texas to serve persons with disabilities and older Texans.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 12a, please describe the rationale for this opinion.

One of the major activities of the Council is the coordination of the Housing and Services Partnership Academy, which is a training opportunity for local teams from across the state to receive training and technical assistance to help them expand Service-Enriched Housing in their communities. This is critical to the coordination at the local level to expand Service-Enriched Housing to address the shortage of affordable, integrated, and accessible housing across Texas.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

Consider changing the statute to require election of a Governor appointee as the chair or enabling the HHSCC to designate its own chair. It also would be helpful to allow TDHCA to designate a participating representative as with any other agency member.

Another suggested modification deals with the issue of establishing quorum. The HHSCC has experienced challenges at certain times of establishing quorum. Members travel from across the state and have encountered difficulties in attending meetings due to other commitments. Changes made by the 84th Texas Legislature to the enabling statute of the Texas Interagency Council for the Homeless addressed similar issues and should be considered for the HHSCC.

Housing and Health Services Coordination Council Bylaws

ARTICLE I – NAME, DESCRIPTION, DUTIES & AUTHORITY

Section 1: NAME – The name of the organization shall be The Housing and Health Services Coordination Council (HHSCC) or the Council.

Section 2: DESCRIPTION – The HHSCC consists of 17 members: 8 appointed by the Governor of Texas, 8 appointed by designated state agencies and organizations, and the director of the Texas Department of Housing and Community Affairs, who serves as its Chair.

Section 3: DUTIES – The duties of the HHSCC are to: (1) develop and implement policies to coordinate and increase state efforts to offer service-enriched housing; (2) identify barriers preventing or slowing service-enriched housing efforts; (3) develop a system to cross-educate selected staff in state housing and health services agencies to increase the number of staff with expertise in both areas and to coordinate relevant staff activities of those agencies; (4) identify opportunities for state housing and health services agencies to provide technical assistance and training to local housing and health services; (5) develop suggested performance measures to track progress; (6) develop a biennial plan to implement the goals of the council; and (7) deliver a biennial report of the council's findings and recommendations to the governor and the Legislative Budget Board.

Section 4: AUTHORITY – The council was created by SB 1878 of the 81st Texas Legislature, Texas Government Code, Chapter 2306, Subchapter NN.

ARTICLE II – MEMBERSHIP

Section 1: COMPOSITION -- The council is composed of 17 members consisting of:

- (1) The director of the Texas Department of Housing and Community Affairs;
- (2) One representative from each of the following agencies, appointed by the head of that agency:
 - (A) the Office of Rural Affairs within the Texas Department of Agriculture;
 - (B) the Texas Department of Agriculture who is: knowledgeable about the Texans Feeding Texans and Retire in Texas programs or similar programs;
 - (C) the Texas State Affordable Housing Corporation;
 - (D) the Health and Human Services Commission;
 - (E) the Department of Assistive and Rehabilitative Services;
 - (F) the Department of Aging and Disability Services; and
 - (G) the Department of State Health Services;
 - (H) the Texas Veterans Commission

Agency appointees must have authority to make decisions for and commit resources of the agency that the member represents; administrative responsibility for agency programs for older adults or persons with disabilities; knowledge or experience regarding the implementation of projects that coordinate integrated housing and health

Housing and Health Services Coordination Council Bylaws

services; or knowledge or experience regarding services used by older adults or persons with disabilities.

(3) Governor appointments:

(A) A member of the Health and Human Services Commission Promoting Independence Advisory Committee;

(B) One representative from each of the following interest groups, appointed by the governor: (1) financial institutions; (2) multifamily housing developers; (3) health services entities; (4) nonprofit organizations that advocate for affordable housing and consumer-directed long-term services and support; (5) consumers of service-enriched housing; (6) advocates for minority issues; and (7) rural communities.

Section 2: TERMS --

(a) A member of the council who represents a state agency serves at the pleasure of the head of that agency.

(b) Members of the council who are appointed by the governor serve staggered six-year terms, with the terms of two or three members expiring on September 1 of each odd-numbered year.

ARTICLE III – OFFICERS

Section 1: OFFICES AND TERMS – (1) Chair -- The director of the Texas Department of Housing and Community Affairs serves as the presiding officer of the council and will serve indefinitely. (2) Vice Chair – will be recommended by the Chair and elected by the Council and will serve a two year term.

Section 2: DUTIES – (1) Chair – Preside at general Council and Coordinating Committee meetings, approve committee members, recommend the Vice Chair, serve as the official representative of the council, retain all official records of the council, direct assignments of staff providing advisory support to council, and direct the protocol of meetings, structure, and functions of the council.

(2) Vice Chair – Preside over meetings in the absence of the Chair and serve on the Coordinating Committee.

Section 3: ELECTIONS – An election for Vice Chair will be held on the first general council meeting every even-numbered fiscal year.

ARTICLE IV – MEETINGS

Section 1: GENERAL COUNCIL MEETINGS – General council meetings will be held at least quarterly. Additional meetings may be called by the Chair or requested by any member and approved by the council.

Section 2: VOTING – Each member in attendance at a council meeting is eligible to vote, one vote per member. Absentee or proxy votes are not allowed.

Housing and Health Services Coordination Council Bylaws

Section 3: QUORUM – A simple majority of the membership, defined by the Code Construction Act as a majority of the number of members fixed by statute, shall constitute a quorum.

Section 4: AUTHORITY – All general council meetings will follow the Texas Open Meetings Act, Texas Government Code, Chapter 551. Committees consisting of less than a quorum of Council members, that are not subject to the Texas Open Meetings Act, shall post meeting agendas to the HHSCC website seven days in advance of a committee meeting.

ARTICLE V – COMMITTEES

Section 1: STANDING – The Council will have standing committees, to be determined by members at the first general council meeting every even-numbered fiscal year. Committees shall not in any case be composed of members such that constitute a quorum of the Council.

Section 2: MEMBERSHIP – The members of all committees will be approved by the Chair. The Chair will be an *ex officio* member of all committees.

Section 3: AD HOC – All temporary, ad hoc committees will be approved by the chair with a specific charge.

Section 4: RESTRUCTURING – Standing committees may be restructured, eliminated, or repurposed, and additional standing committees created by agreement of the council.

ARTICLE VI -- PARLIAMENTARY AUTHORITY

The rules contained in “Robert’s Rules of Order Newly Revised” shall govern the council in all cases where they are not inconsistent with the Texas Open Meetings Act and any specific rules of order the council may adopt.

ARTICLE VII – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any council member. Amendments presented at a general council meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members is required to adopt an amendment to the bylaws.

These revised bylaws were approved on January 8, 2014.

HOUSING AND HEALTH SERVICES COORDINATION COUNCIL

Meeting Minutes Summary January 6, 2016

On Wednesday, the sixth day of January, 2016, at 10:03 a.m., the quarterly meeting of the Housing and Health Services Coordination Council (HHSCC) was held at the Brown Heatly Building, 4900 North Lamar, Austin, TX 78751, Room 3501.

The following members, constituting a quorum, were present:

1. Tim Irvine, Chair
2. Doni Green, Vice Chair, (PIAC representative)
3. Kenneth Darden, Member, (Advocate for minority issues)
4. Michael Goodwin, Member, (Housing Consultant)
5. Suzanne Barnard, Member, Texas Department of Agriculture – Office of Rural Affairs representative
6. Martha Bagley, Member, Texas Department of Assistive and Rehabilitative Services representative
7. Anna Sonenthal, Member, Texas Department of State Health Services
8. Allyson Evans, Member, Health and Human Services Commission
9. Michelle Martin, Member, Texas Department of Aging and Disability Services
10. Michael Wilt, Texas State Affordable Housing Corporation, (representing David Danenfelzer)
11. Bradley Baird, Texas Veterans Commission, (representing Justin Coleman)
12. Richard De Los Santos, Member, Texas Department of Agriculture

1. Approval of July 15, 2015 Meeting Minutes

Approval was motioned by Ms. Green and seconded by Ms. Bagley. Minutes were approved unanimously.

2. Update on Section 811 Project Rental Assistance Program

Spencer Duran gave an update and facilitated a discussion on the Section 811 PRA Program.

3. Overview of Austin's Housing First Oak Springs

Darilyn Cardona-Beiler with Austin Travis County Integral Care gave an overview of the proposed Oak Springs development.

4. Update on Housing & Services Partnership Academy

Kelly Opot with CSH gave an update on the 2016 Housing and Services Partnership Academy that will be held on Feb. 9-10, 2016 in Austin.

5. Update on the HCBS-Adult Mental Health Program

Kristin Shilson and Joy Kearney with the Department of State Health Services gave an overview of the new program that will serve adults with mental health needs in a Home and Community Based Services program.

6. Discussion of HHSCC 2016-2017 Biennial Plan

HOUSING AND HEALTH SERVICES COORDINATION COUNCIL

Terri Richard gave an overview of the detailed outline for the plan. Ms. Richard stated she would provide a rough draft of the plan at the April meeting.

7. Public Comment

There was no public comment.

8. General Updates/Next Steps/Staff Assignment(s)

Ms. Richard will coordinate the scheduling of the next meeting in July and then send a notice.

ADJOURN

There being no further business to come before the Council, the meeting was adjourned at 11:45 am.

HOUSING AND HEALTH SERVICES COORDINATION COUNCIL

Meeting Minutes Summary July 15, 2015

On Wednesday, the fifteenth day of July, 2015, at 10:23 a.m., the quarterly meeting of the Housing and Health Services Coordination Council (HHSCC) was held at the Winters Building, 701 W. 51st., Austin, TX 78751, Room 460W.

The following members, constituting a quorum, were present:

1. Mike Goodwin, Member, (Multifamily Housing Developer Representative)
2. Kenneth Darden, Member, (Advocate for minority issues)
3. Mark Mayfield, Member (Rural Communities Representative)
4. Suzanne Barnard, Member, Texas Department of Agriculture – Office of Rural Affairs representative
5. Martha Bagley, Member, Texas Department of Assistive and Rehabilitative Services representative
6. Anna Sonenthal, Member, Texas Department of State Health Services
7. Sarah Mills, Member, Health and Human Services Commission
8. Penny Larkin, Member, Texas Department of Aging and Disability Services
9. Tim Irvine served as Chair.

The meeting began as an informal meeting due to lack of quorum.

Mr. Irvine and Council members said a few words in memory of Felix Briones, Jr. who passed away on June 29, 2015.

Spencer Duran gave an informal update on the Section 811 Project Rental Assistance Program.

At 10:23AM a quorum was established and the meeting officially began.

1. Approval of April 8, 2015 Meeting Minutes

Approval was motioned by Mr. Goodwin and seconded by Ms. Barnard. Minutes were approved unanimously.

2. Update on Section 811 Project Rental Assistance Program

There was no formal discussion on the Section 811 Project Rental Assistance Program.

3. 84th Legislative Session Updates

Council members gave updates on the 84th Legislative Session as it related to their agency.

4. Update on Department of State Health Services Cooperative Agreement to Benefit Homeless Individuals

Anna Sonenthal introduced Kenneth Placke. He gave an update on the grant and said that they hope to be notified in October 2015 whether or not they are awarded funding.

HOUSING AND HEALTH SERVICES COORDINATION COUNCIL

5. Aging and Disability Resource Centers Overview

Karen Holt with the East Texas ADRC gave an overview of ADRCs.

6. Update on Service-Enriched Housing Training, Technical Assistance, and Evaluation (Request for Proposal)

Ms. Richard gave an update about the Request for Proposal (RFP). Ms. Richard introduced Ms. Kelly Opot and Lisa Castro from CSH who gave an update about the training, technical assistance, and evaluation they were contracted to provide on behalf of the Council.

7. Public Comment

There was no public comment.

General Updates/Next Steps/Staff Assignment(s)

Ms. Richard will coordinate the scheduling of the next meeting and then send a notice.

Ms. Richard announced that at the next meeting there will be preliminary discussion about the upcoming 2016-2017 Biennial Plan. She asked Council members to start thinking about ideas for inclusion. She shared that her suggestion was to focus the plan on cost savings of Service-Enriched Housing.

ADJOURN

There being no further business to come before the Council, the meeting was adjourned at 11:58 am.

HOUSING AND HEALTH SERVICES COORDINATION COUNCIL

Meeting Minutes Summary October 21, 2015

On Wednesday, the twenty-first day of October, 2015, at 10:04 a.m., the quarterly meeting of the Housing and Health Services Coordination Council (HHSCC) was held at the Brown Heatly Building, 4900 North Lamar, Austin, TX 78751, Room 3501.

The following members, constituting a quorum, were present:

1. Doni Green, Vice Chair, (PIAC representative) Served as Chair for meeting
2. Kenneth Darden, Member, (Advocate for minority issues)
3. Mark Mayfield, Member (Rural Communities Representative)
4. Suzanne Barnard, Member, Texas Department of Agriculture – Office of Rural Affairs representative
5. Martha Bagley, Member, Texas Department of Assistive and Rehabilitative Services representative
6. Anna Sonenthal, Member, Texas Department of State Health Services
7. Allyson Evans, Member, Health and Human Services Commission
8. Penny Larkin, Member, Texas Department of Aging and Disability Services
9. Michael Wilt, Texas State Affordable Housing Corporation, (representing David Danenfelzer)

1. Approval of July 15, 2015 Meeting Minutes

Approval was motioned by Mr. Mayfield and seconded by Ms. Bagley. Minutes were approved unanimously.

2. Update on Section 811 Project Rental Assistance Program

Spencer Duran gave an update and facilitated a discussion on the Section 811 PRA Program.

3. Update on Housing & Services Partnership Academy

Kelly Opot with CSH gave an update on the Request for Applications for the 2016 Housing and Services Partnership Academy.

4. Overview of Delivery System Reform Incentive Payment (DSRIP)

Rebekah Falkner with the Health and Human Services Commission gave an overview of the DSRIP projects and gave some specifics on a couple of projects that include a housing component.

5. Discussion of HHSCC 2016-2017 Biennial Plan

Terri Richard gave an overview of her initial thoughts on the content of the plan. Ms. Richard stated she would provide a written detailed outline at the January meeting and asked members to identify any research that would be informative for the plan.

6. Public Comment

There was no public comment.

HOUSING AND HEALTH SERVICES COORDINATION COUNCIL

7. General Updates/Next Steps/Staff Assignment(s)

Ms. Richard will coordinate the scheduling of the next meeting in January and then send a notice.

ADJOURN

There being no further business to come before the Council, the meeting was adjourned at 11:30 am.

ASSESSMENT OF ADVISORY COMMITTEES
March, 2016
Texas Dept of Housing and Community Affairs, #332

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name: Texas Interagency Council on the Homeless

Number of Members: 15

Committee Status (Ongoing or Inactive): Ongoing
Note: An inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: 9/1/1995 **Date to Be Abolished:** NA

Budget Strategy (Strategies) (e.g. 1-2-4): NA **Strategy Title (e.g. Occupational Licensing):** NA

Budget Strategy (Strategies): NA **Strategy Title:** NA

State / Federal Authority	Select Type	Identify Specific Citation
State Authority	Statute	Tx Govt Code 2306. Subchapter KK
State Authority		
State Authority		
Federal Authority		
Federal Authority		

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0

Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$18,060	\$38,220	\$18,060
Number of FTEs	0.3	0.6	0.3
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$18,060	\$38,220	\$18,060

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
127 - Community Affairs Federal Fund	\$14,420	\$34,580	\$14,420
666 - Appropriated Receipts	\$3,640	\$3,640	\$3,640
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0

Expenses / MOFs Difference: \$0 \$0 \$0

Meetings Per Fiscal Year	2015	2016	2017
	4	4	5

Committee Description:

The council shall:

- (1) survey current resources for services for the homeless in this state;
- (2) initiate an evaluation of the current and future needs for the services;
- (3) assist in coordinating and providing statewide services for all homeless individuals in this state;
- (4) increase the flow of information among separate providers and appropriate authorities;
- (5) develop guidelines to monitor the provision of services for the homeless and the methods of delivering those services;
- (6) provide technical assistance to the housing finance division of the department in assessing the need for housing for individuals with special needs in different localities;
- (7) coordinate with the Texas Workforce Commission, local workforce development boards, homeless shelters, and public and private entities to provide homeless individuals information on services available to assist them in obtaining employment and job training;
- (8) establish a central resource and information center for the homeless in this state; and
- (9) ensure that local or statewide nonprofit organizations perform the duties under this section that the council is unable to perform.

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency ? 4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings? 7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute? 10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

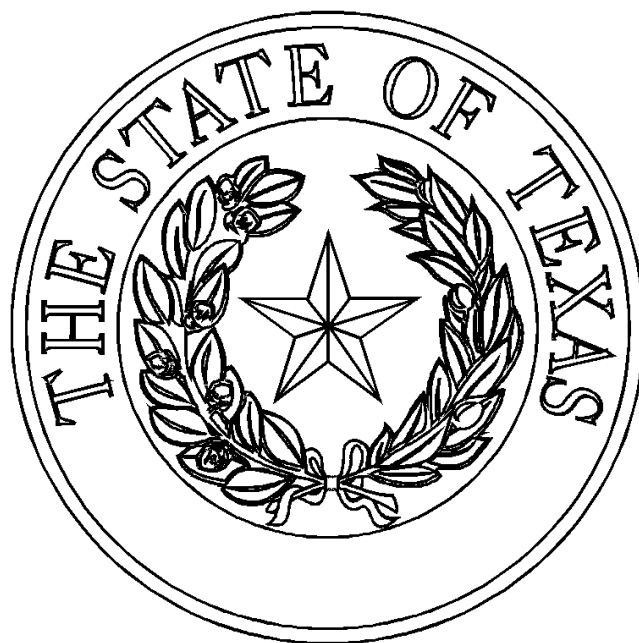
11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission? NOTE: The agency would continue to coordinate with many if not all of the participants.

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

TEXAS INTERAGENCY COUNCIL FOR THE HOMELESS



Annual Report

2015

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Texas Interagency Council for the Homeless (TICH)
www.tdhca.state.tx.us/tich/index.htm

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INTRODUCTION

This report is the progress report of the Texas Interagency Council for the Homeless (TICH), required by Texas Government Code §2306.908.

In 1995, the 74th Texas legislature established the TICH. Legislation requires TICH to coordinate the state's resources and services to address homelessness. TICH serves as an advisory committee to the Texas Department of Housing and Community Affairs (TDHCA). Representatives from eleven state agencies sit on the council along with members appointed by the governor, lieutenant governor, and speaker of the house of representatives.

This report is provided to the governing body of each agency currently represented on the TICH, which includes the following, per §2306.903(a):

- Texas Department of Housing and Community Affairs;
- Health and Human Services Commission;
- Department of State Health Services;
- Department of Assistive and Rehabilitative Services;
- Department of Aging and Disability Services;
- Department of Family Protective Services;
- Texas Workforce Commission;
- Texas Veterans Commission;
- Department of Criminal Justice;
- Texas Juvenile Justice Department; and
- Texas Education Agency.

The 84(R) Texas Legislative Session's Senate Bill (SB) 607, authored by Senator Hancock, passed both chambers and was signed into law on June 1, 2015. SB 607 amends §§2306.903(a), 2306.904(e), 2306.905 and 2306.906(b) of the Texas Government Code.

SB 607 amends §2306.905, which specifies that the TICH and each of its members may seek program or policy guidance assistance from the Texas Homeless Network (THN) in accomplishing the TICH's duties. THN is a nonprofit organization that assists homeless service providers in receiving and managing HUD grants, administering services, and gathering data.

SB 607 amends §2306.906(b), which requires each member agency to contribute resources to the TICH unless the agency certifies in writing that it is unable to commit resources during that fiscal period.

Finally, SB 607 amends §2306.910 to allow members to attend the TICH meetings by teleconference if the member resides 20 or more miles from the local of the meeting. The attendance by teleconference will allow the TICH member to be counted toward quorum requirements.

This report is organized based on the nine specific duties of the TICH per state law. This report covers progress made on each of these assigned duties since the last report of the TICH. As a companion to this report, TICH works

under the framework of *Pathways Home*, which TICH released as a proposed policy framework for coordinating state administered programs with local service providers in Texas. TICH intends for *Pathways Home* to address most of the duties required under its statute.

ACTION ON STATUTORY REQUIREMENTS

(1) Survey Current Resources

During 2015, TICH sub-committee members met on several occasions and determined a need for further information from state agencies, especially concerning the housing status of clients served with state funds and how the state agencies define homelessness or if they have a definition of homelessness, at all. Sub-committee chairs plan to meet in the winter of 2015 to decide on the questions to be asked and the method of distribution of the survey questions. Administration of the survey to state agencies will occur early in 2016 with a target date for completion the end of the first quarter of the calendar year.

THN, a TICH Advisory Council member, partnered with TDHCA in 2015 to conduct an assessment of the eleven Continua of Care (CoC) in Texas to determine readiness for the CoC to be a Collaborative Applicant for U.S. Department of Housing and Urban Development (HUD) Homelessness Assistance funds and readiness and ability of the CoCs to distribute and manage State Emergency Solutions Grant (ESG) funding. The assessment phase was completed, and one of the eleven CoCs is prepared to serve as a collaborative applicant and two of the CoCs are prepared to distribute and manage State ESG funding for 2016 ESG funding. Additionally, THN continues to provide training and technical assistance where needed to help ensure the CoCs meet HUD and TDHCA requirements for CoC and ESG funding.

Through another partnership with TDHCA, THN provided in-depth technical assistance to non-profit organizations, local governments, and local mental health authorities (LMHAs) across the state in 2015. The aim of the project was to develop housing projects that can be funded by either CoC or ESG funds. THN worked with eighteen non-profit organizations in several different CoCs. The project development assistance focused on Permanent Housing and Rapid Re-housing projects. The assistance was provided to entities located in Brownsville, Tyler, Killeen, Kerrville, Bay City, Denton, San Antonio, Austin, Galveston, Texarkana, Denton, Corpus Christi, Temple, Lubbock, Dallas and Bryan/College Station.

(2) Initiate an Evaluation of Future and Current Needs

In developing *Pathways Home*, TICH initiated efforts to evaluate the current and future needs of the state, focusing on four subpopulations: families with children; unaccompanied youth; individual adults experiencing chronic homelessness; and veterans. The assessment of current needs draws primarily on Point-in-Time (PIT) Count data. However, there are several efforts to expand the data sources used, as outlined below and under section 4.

Data on Homeless Populations

TICH finds extensive limitations in existing sources of data on homeless populations. The council, in conjunction with TDHCA, plans to establish an information base to support more sophisticated evaluation of current and future needs. A key component in this effort may be the development of a data warehouse. The proposed system would integrate data from the state's eleven independent Homeless Management Information System (HMIS) implementations. HMIS gathers client-level data from persons served in homeless assistance programs funded by the U.S. Department of Housing and Urban Development (HUD), some Veteran's Administration (VA) programs,

and the Runaway and Homeless Youth Program (RHY) under the U.S. Department of Health and Human Services (HHS). The data warehouse would have the ability to match records in HMIS across all eleven CoCs . Later in the implementation, the data warehouse may have the ability to connect to existing data in agencies' administrative datasets for cross-systems analysis.

TDHCA had previously identified funding for this effort in 2013; however, issues arose on which entity would own the data so the project never entered the implementation phase. Representatives from the Texas CoCs remain interested in the concept of a data warehouse and this item remains a priority for the council. Implementation of a data warehouse may occur if:

1. An entity with strong ties to Texas CoCs and its communities leads the effort;
2. Resources are made available through public and/or private sources that would allow expenses of constructing a system capable of integrating large, diverse data sets such as those in question; and
3. Official agreements are structured between each participating entity that are structured to establish equity among all and that preserves client and Contributing HMIS Organization (CHOs) anonymity.

Youth Count Texas!

The 84th (R) Texas Legislative Session's House Bill (HB) 679, authored by Representative Sylvester Turner, was signed into law on June 17, 2015. HB 679 adds §§2306.1101 and 2306.1102 to the Texas Government Code. The former defines homeless youth, and the latter requires TDHCA, in conjunction with the TICH, to conduct a study of homeless youth. The study is due to the Texas Legislature no later than December 1, 2016.

The definition of homeless youth per §2306.1102 will be used for the study and has many distinct elements. Information on some of the populations defined as homeless youth in HB 679 is already available, such as youth abandoned in a hospital or youth living in emergency shelters. For these populations, TDHCA is coordinating with other state agencies to gather this information to be used in the final report.

There is little information statewide about certain populations defined as homeless youth in HB 679, such as youth that lack a fixed, regular, and adequate nighttime residence. *Youth Count Texas!* is an initiative headed by TDHCA for a statewide count and needs assessment of both Texas homeless and unstably-housed youth starting October, 2015 and running through February, 2016.

Youth Count Texas! will be conducted in three phases:

- Phase I - Survey Tool Development. From July to August, TDHCA contracted with the Texas Network of Youth Services (TNOYS) to gather input from stakeholders including the TICH, hold three roundtables on the survey tools, and obtain commitment letters from a majority of CoCs to take the survey tool to their governing bodies for approval. The result will be the creation of two surveys: one for use during the annual point-in-time (PIT) count of homeless persons in January 2016 and one for a needs assessment which can be used up until February, 2016. An annual PIT count is required by HUD.
- Phase II - Survey Implementation. From September to April, TDHCA contracted with TNOYS to create training for survey implementation, provide technical assistance for CoCs, create a data collection methodology and system, and deliver a report of the results of the implementation.
- Phase III – Data Analysis. The data from Phase II, along with data collected from other state agencies, will be analyzed to examine the number and needs of homeless youth and the degree to which current

programs are meeting those needs; identify any sources of funding that might be available to provide services to homeless youth; and develop a strategic plan establishing steps to be taken and timelines for reducing youth homelessness in this state.

During Phase I, TDHCA's procured vendor, TNOYS, worked from July to August, 2015, to create the survey, in addition to managing the TICH Homeless Youth Workgroup which was created to give input to *Youth Count Texas!* Many members of the TICH Homeless Youth Workgroup members attended one of the three roundtables held during Phase I by TNOYS on the survey tool and edited a draft version of the survey for TNOYS.

During Phases II and III, the TICH Homeless Youth Workgroup will also give input during Phase II and III of the study on homeless youth. In addition, summaries of the progress on the study will be presented at the quarterly TICH meetings for the membership as a whole.

(3) Assist in Coordinating and Providing Statewide Services

The primary goal of *Pathways Home* is to enumerate a set of strategies to help state agencies coordinate resources to address the needs of homeless individuals in the state. The document organizes this framework under four thematic sections: 1) Affordable Housing and Supportive Services; 2) Homelessness Prevention; 3) Data, Research, and Analysis; and 4) State Infrastructure. This discussion begins on p. 34 of *Pathways Home* under the section titled *Framework for Strengthening Texas's Infrastructure*. For an outline of the document's proposed objectives and strategies for assisting in the coordination and delivery of services, please refer to pp. 71-79 of *Pathways Home*.

TICH committees continue to plan for increased communication between state agencies and non-profit agencies through webinars, in-person workshops and teleconferences. Texas Homeless Network hosts a semi-monthly Continuum of Care (CoC) Leader conference calls designed to facilitate conversation among the eleven CoCs in Texas to work on common issues and provide information that may be helpful in preventing and ending homelessness across Texas.

TDHCA partnered with THN to conduct an in-depth assessment of the TICH. The assessment is complete, and THN is working on the recommendations with TICH members in order to implement the recommendations chosen by TICH for follow-up.

Supported Housing Program

During the 83rd (R) Legislative Session, DSHS requested and received funds to provide additional supported housing resources among certain LMHAs across the state. The purpose of this funding is to enhance the ability of LMHAs to provide rental and utility assistance to individuals with mental illness, who were homeless and imminently homeless, along with supportive housing and mental health services. LMHAs are required to become HOME Tenant-Based Rental Assistance (TBRA) Administrators through TDHCA which allows them to access rental assistance funds, depending on availability, to maintain someone in subsidized housing when they are on wait lists for permanent housing subsidies.

Approximately \$10.9 million (\$4.7 million in fiscal year 2014, \$6.2 million in fiscal year 2015) was allocated to 18 LMHAs, which began utilizing funding and created supportive housing programs in State Fiscal Year (SFY) 2014.

Participants are either considered short-term (up to 6-months of assistance) or long-term (up to 12 months of assistance). During 2014–15 biennium, 3,096 individuals have received DSHS rental assistance.

In SFY 2016, 18 LMHAs will be participating. Funding for this supported housing program is currently rolled up into the base budget of DSHS. As of the third quarter of fiscal year 2015, approximately 670 individuals were able to transition to either independent living or permanent supportive housing while continuing to receive behavioral health services.

Healthy Community Collaboratives

The 2014-15 General Appropriations Act, S.B. 1, 83rd Legislature, 2013 (Article II, Department of State Health Services, Rider 90) authorized DSHS to allocate up to \$25 million in General Revenue over the biennium to fund grants to serve persons experiencing homelessness and mental illness.

Awards were made to collaborative projects in the five most populous urban municipalities: Austin, Houston, San Antonio, Fort Worth, and Dallas for the purposes of promoting collaboration based on locally identified priorities. These priorities included leveraging local matching funds in an amount equal to the grant awarded and addressing homelessness, criminal recidivism, emergency room utilization, substance abuse, employment rates, and local economic benefit. Funds appropriated for Healthy Community Collaborative (HCC) projects support significant coordination and collaboration between LMHAs, municipalities, and other community stakeholders.

In the first three quarters of SFY 2015, these five Texas cities have successfully implemented a coordinated assessment process, trained staff on required evidence-based practices, and housed some individuals in the community.

As of May 2015, 12,398 individuals completed the coordinated assessment and 1,655 of these individuals were diverted from homelessness and/or enrolled in another housing program. During this same time period, 4,363 individuals were enrolled in a HCC project and 238 individuals were on a waitlist to receive housing and/or related support services. Of the 4,363 individuals participating in one of the five HCC projects, 217 received permanent supportive housing, 329 received rapid re-housing, 46 received affordable housing and 35 received transitional housing. The remaining individuals who were not enrolled in an HCC project received services as usual.

Substance Abuse and Mental Health Services Administration (SAMHSA) funding opportunity: Cooperative Agreement to Benefit Homeless Individuals for States (CABHI-States)

In SFY 2015, DSHS, in partnership with TDHCA and the TICH, submitted an application to SAMHSA for the Cooperative Agreement to Benefit Homeless Individuals for States (CABHI-States). The purpose of this funding was to enhance or develop the infrastructure of states and their treatment service systems to increase capacity and provide accessible, effective, comprehensive, coordinate/integrated, and evidence-based treatment services; permanent supportive housing; peer supports; and other recovery support services to chronically homeless individuals or homeless/chronically homeless veterans with substance use disorder, serious mental illnesses or co-occurring mental and substance use disorders. Unfortunately, Texas did not receive this federal funding award. The state infrastructure committee plans to identify possible action items from the proposal that could be addressed in SFY 2016 and beyond.

(4) Increase the Flow of Information among Separate Providers and Appropriate Authorities

Through the development of *Pathways Home*, TICH has facilitated an unprecedented level of dialogue among independent service providers, both at the state and local level. Through the state agency survey, interagency discussions relating to the development of *Pathways Home*, and public hearings that engaged leaders and staff from local agencies and nonprofits, TICH opened new channels for communication. State Infrastructure, on pp. 66-70 and pp. 78-79, describes strategies for continuing to increase the flow of information among service providers and appropriate authorities.

As the subtitle to *Pathways Home* suggests, the framework focuses on the possibility of achieving stronger coordination between state agency programs and local CoC systems. A CoC acts as the core entity for organizing resources at the local level for homelessness assistance. The size of CoCs varies, from a single county like Travis County, to a multi-county network like the Texas Balance of State, which covers a swath of 216 rural and non-metropolitan counties in Texas. HUD is increasingly recognizing the CoC as the hub for coordinating service delivery. Through new regulations, HUD requires heightened integration between agencies receiving HUD funds and local CoCs. TDHCA and TICH recognize the importance of CoCs in the administration of assistance to persons experiencing and at risk of homelessness. As a result, TDHCA and TICH have increased their level of communication with CoC leadership across the state.

Beginning in September 2013 TICH members met with Texas CoC lead agency staff to discuss how TICH can support the work of Texas CoC in efforts to eliminate homelessness. Additional TICH helped facilitate a meeting between Texas CoCs and staff from the Texas Information and Referral Network on how homeless service providers could more efficiently use 2-1-1 to aid in efforts to implement Coordinated Assessment. The TICH plans to conduct regular meetings and webinars with Texas CoCs in an effort to collaborate more efficiently.

The Texas Homeless Information Exchange Governing Body (THIE) met three times in 2013 in an effort to establish a data warehouse. The group's primary goal was to execute decisions relating to the HMIS data warehouse.

In March 2014, THIE governing body members considered an opportunity to utilize funding provided through TDHCA to establish a data warehouse but ultimately could not come to a consensus on the terms of the grant. THIE governing body members continued to plan for the implementation of a data warehouse later in 2014 but interest in the initiative and CoC lead involvement waned. The THIE governing has not reconvened but in October of 2014 CoC leaders expressed interest to resume planning on a data warehouse project.

The Data, Research, and Analysis committee will facilitate a meeting of CoC leaders in the winter of 2015 with the purpose of resuming substantive planning on a data warehouse project. The first goal of this initiative will be the agreement between all CoCs upon a common set of data points that are proposed for inclusion in a data warehouse proposal. Additionally the committee will identify best practices in terms of program design and funding support from other statewide data sharing projects. The committee will follow up with CoC leaders to garner support for the recommended plan in the spring and summer of 2016, if resources allow.

In 2015 the Data, Research, and Analysis committee presented a report of HUD CoC PIT and Housing Inventory data for all Texas CoCs that THN aggregated. In 2016 this report will be updated and present to TICH membership again. Also in 2015 the committee will collect each CoC's PIT survey instrument and examine the questions to determine what data may be compared across CoCs for Texas. The committee will utilize these research findings to advocate for the use of a common PIT survey instrument in Texas beginning in 2016.

Study on Homeless Veterans

The 84th (R) Texas Legislative Session's SB 1580, authored by Senator Sylvia Garcia, was signed into law on June 18, 2015. SB 1580 adds §2306.1101 to the Texas Government Code, which requires TDHCA, in conjunction with the TICH and the Texas Veterans Commission (TVC) to conduct a study of veterans experiencing homelessness. The study is due to the Texas Legislature no later than December 1, 2016.

The study requires the following:

- A definition of homeless veteran used for the study;
- The status of homeless veterans in Texas;
- Statewide and local entities serving homeless veterans;
- Funding sources of entities serving homeless veterans;
- Recommendations to improve the State's approach to address veteran homelessness; and
- Recommendations to change State law to assist homeless veterans.

For the definition of homeless veteran used for the study, the study will include the definition used during the PIT count, which is a main federal data source for homeless veterans.

For the status of homeless veterans in Texas, the study will include the number of homeless veterans from the PIT count for last three years and veteran data from the U.S. American Community Survey, as well as needs of homeless veterans. The study will include short case studies on Houston, which recently announced it effectively ended veteran homelessness in June, 2015. A survey of other Texas cities that took the Mayors Challenge to end veteran homelessness will also be conducted and included in the study.

For the statewide and local entities providing services for veterans and funding sources, the study will include a list of housing options for homeless veterans, such as HUD-Veterans Affairs Supportive Housing (VASH) vouchers and reduced-rent apartments (Housing Tax Credit Program), and a list of service options from TICH members. Data from OneStar Foundation was purchased and data from TexVet.org was obtained to determine statewide entities other than state agencies that provide services to homeless veterans.

For the recommendations to state programs and state law, the study will include recommendations for Best Practices from other states and cities, recommendations from cities that are working to effectively ending veteran homelessness, recommendations from roundtables being held to gather input to the study, and recommendations from the TICH Veteran Homelessness Workgroup.

(5) Develop Guidelines to Monitor the Provision of Services for the Homeless and the Methods of Delivering those Services

In *Pathways Home*, TICH issues guidance on monitoring the delivery of services to persons experiencing and at risk of homelessness. For a proposed Housing Status Continuum, see p. 68. For a discussion on strategies for establishing a common definition of "at risk of homelessness", see Homeless Prevention, beginning p. 54. Objective 2 of Data, Research, and Analysis, pp. 63-65, provide guidance on developing metrics for monitoring the delivery of services to persons experiencing homelessness. Objective 1 of State Infrastructure, pp. 66-68, discusses the need for coordinating the definition of "homeless" that state agencies use for data collection and assessment.

In 2015 the Data, Research, and Analysis committee will resume the analysis of state agency data collection regarding persons experiencing homelessness. The goal is to establish common program intake questions regarding a person's housing status so that TICH may compile and compare data across all state agencies. State agency program intake data may prove to be a great resource TICH could effectively utilize to further examine homelessness across Texas over the course of time. Additionally this committee will meet with Texas' CoC leaders to facilitate planning so that a data warehouse can be implemented. If resources allow, the committee will poll HMIS projects in Texas to determine commonalities in regard to entry standards and practices.

(6) Provide Technical Assistance to the Housing Finance Division of the Department in Assessing the Need for Housing for Individuals with Special Needs in Different Localities

THN has provided resources and data to the TICH on the homeless population and its various subpopulations, including those with special needs. The TICH will share those resources and data with the Multifamily Program Division of TDHCA. Additional resources and data will be provided, as needed, specifically information related to youth and veterans experiencing homelessness. Notably, THN has over 15 years of experience conducting research and data analysis utilizing sensitive information from people experiencing or at risk of homelessness. THN will provide technical assistance in the area of data collection, analyses, and the dissemination of research to TICH and the Multifamily Program Division as needed.

(7) Coordinate with the Texas Workforce Commission to Provide Homeless Individuals Information to Assist them in Obtaining Employment and Job Training

The 83rd Legislature created a rider to the Texas Workforce Commission (TWC) Appropriations Bill that provides \$4 million in funding in 2014 and \$4 million in 2015 to "implement a program with community based organizations in partnership with employers to move Texans off of public benefits and into the workforce. The program targets individuals without housing and employment, and moves them into permanent employment." THN and TWC collaborated in the development and release of a Request for Proposals (RFP) to solicit proposals from community based organizations in Texas.

Initial funding was awarded to three agencies: 1) the American GI Forum National Veterans Outreach Program (NVOP), 2) SEARCH Homeless Services and, 3) Haven for Hope of Bexar County. As of September 2015, 2,376 people have been enrolled for employment services and 1,113 participants have entered regular employment.

In SFY 2015, TWC released a second RFP to solicit proposals from additional qualified organizations and awarded funds to The Coalition for the Homeless of Houston. The remaining funds from the second RFP were distributed proportionately among all four awarded organizations to serve additional participants.

THN has partnered with TWC on a project to fulfill the requirement of the 7th statute, "Coordinate with the Texas Workforce Commission to Provide Homeless Individuals Information to Assist them in Obtaining Employment and Job Training". The AmeriCorps VISTA Project manager, overseen by THN, is working with TWC and local workforce boards, and homeless service providers to assess the extent at which employment assistance to persons experiencing homelessness is being provided.

(8) Establish a Central Resource and Information Center for the Homeless

2-1-1 Texas currently serves as the state's central resource and information center for persons experiencing and at risk of homelessness. TICH will continue to work with 2-1-1 to ensure that this system maintains comprehensive and accurate information on current resources. THN, in coordination with TICH, continue to provide information to 2-1-1 to ensure that information on homeless services remains current.

HUD now requires CoCs to restructure their methods of case management, resource delivery, and information distribution. This restructured system is called Coordinated Entry and implementation is required by all CoCs. In recent regulations issued for the Emergency Solutions Grants (ESG) Program, HUD has already taken steps to encourage CoCs to begin using a coordinated entry process as the basis for all service delivery. CoCs will begin to use a coordinated entry assessment to both determine client eligibility for assistance and to refer clients to local resources that best fit their needs. As this transition occurs, TICH has served as a liaison between CoCs, 2-1-1, and state agencies to ensure the state's information resources are well positioned to support the coordinated entry and referral processes. Leads from each of the 11 Texas' Continua of Care coordinated with 2-1-1 staff to identify each agency serving as a CoC coordinated entry point. Establishing the coordinated entry points in the 2-1-1 system offers a more streamlined information and referral process for persons experiencing homelessness. Training in these communities was completed in the summer 2015, and these communities began receiving referrals directly from 2-1-1.

(9) Council Responsibilities Executed by Other Entities

The TICH works closely with THN, a nonprofit organization that provides assistance to Texas communities to end homelessness through training, technical assistance, and advocacy. THN has the following statutory authority to supplement the TICH's work pursuant to Section 2306.905(b) of the Texas Government Code: "The council and each of its represented agencies may seek program or policy assistance from the Texas Homeless Network in accomplishing the council's duties."

THN assists service providers in receiving and managing HUD grants, administering services, and gathering data. THN has assisted with the assessment of the state's current resources, evaluation of current and future needs, and has helped set goals for a state intervention to end homelessness. THN will continue to provide information and resources to the TICH as needed. THN is in the ideal position to provide additional assistance and work for the TICH if resources became available.

THN also assisted in *Youth Count Texas!* as described under Goal 2 above. Further, THN worked from July to August, 2015, to provide technical assistance to the Balance of State Continuum of Care agencies for an expanded PIT count in January, 2016, that will include more focus on youth, or a youth count separate from the PIT count from October 2015 to February 2016. THN worked to create a draft toolkit adapted from the True Youth Count Toolkit, created by True Colors Fund. The draft toolkit includes information on how to promote the count and a tip sheet with information on:

- Collaborating with youth-serving organizations;
- Community partners;
- Involving youth;
- Safety;

- Frequently Asked Questions (FAQs) page discussing the Point In Time Count and why a youth count is so important; and
- Magnet Event planning checklist.

THN also worked with three communities that are piloting a youth count separate from the PIT count: Denton, Comal County, and Victoria. THN will work closely with these communities to utilize their feedback on what worked and what did not work to inform future youth counts in the Balance of State areas.

THN identified potential partnering resources for *Youth Count Texas!* in the Balance of State Continuum of Care agencies' local communities, including youth service providers and Lesbian-Gay-Bisexual-Transgender (LGBT) partners. THN will continue to work with the homeless coalitions to identify youth service providers and LGBTQ partners to cross check with THN's current list.

THN worked on a social media strategy for *Youth Count Texas!* to effectively integrate social media, such as hashtags on both Facebook and Twitter, to reach a larger audience. TDHCA and THN will work together to coordinate the social media strategy.

THN collaborated with the Texas Homeless Education Office (THEO) on how to engage schools in the youth count. THEO suggested a few school homelessness liaisons that THN can work with to brainstorm ideas to coordinate *Youth Count Texas!*

Finally, THN researched and gathered information from the Urban Institute and True Colors Fund. These organizations both agree that involving youth who have been homeless and have aged out of foster care will improve any strategy in outreach to other youth. Importantly, the experience of these youth can be effectively utilized for advice on the survey tool, creating magnet events, and especially for locating and identifying known "hot spots" where homeless youth congregate.



Texas Interagency Council for the Homeless

Quarterly Meeting – April 28, 2015

Members present:

#	Member Agency	Representative	Attendance (Yes/No)
1	Office of the Governor appointee, Cornerstone Network (TICH Chair)	Mike Doyle	No
2	Office of the Lt. Governor	<i>vacant</i>	
3	Office of the Speaker of the House	<i>vacant</i>	
4	Health and Human Services Commission (HHSC)	Fedora Galasso	Yes
5	HHSC 2 nd Member [formerly known as the Texas Department of Human Services]	Amy Felker	Yes
6	HHSC 3 rd Member [formerly known as the Texas Commission on Alcohol and Drug Abuse]	<i>vacant</i>	
7	Texas Department of Aging and Disability Services (DADS)	Laura Gold	Yes
8	Texas Department of Assistive and Rehabilitative Services (DARS)	Jonas Schwartz (Debbie Gatica as proxy)	Yes
9	Texas Department of Criminal Justice (TDCJ)	Frances Gattis	Yes
10	Texas Department of Family and Protective Services (DFPS)	Beth Engelking	Yes
11	Texas Department of Housing and Community Affairs (TDHCA)	Brooke Boston*	Yes
12	TDHCA 2 nd Member	Sharon Gamble	Yes
13	Texas Department of State Health Services (DSHS)	Anna Sonenthal	No
14	DSHS 2 nd Member [formerly known as the Texas Department of Mental Health and Mental Retardation]	Carissa Dougherty	Yes
15	Texas Education Agency (TEA)	Kelly Kravitz	Yes
16	Texas Department of Juvenile Justice (TJJJ)	Karen Lashbrook	No
17	Texas Veterans Commission (TVC)	Pam Maercklein (Elliott Sprehe as proxy)	Yes
28	Texas Workforce Commission (TWC)	George McEntyre	Yes

*Acting Chair, for Mike Doyle

Advisory Members present:

#	Advisory Member Organization	Representative	Attendance (Yes/No)
1	Texas Network of Youth Services (TNOYS)	Christine Gendron	No
2	Austin Travis County Integral Care	Darilynn Cardona-Beiler	No
3	Community Healthcore	Stanley Williams	No
4	Private Citizen	Dennis M. Scholl	No
5	Mental Health and Mental Retardation Authority (MHMRA) of Harris County, Comprehensive Psychiatric Emergency Program (CPEP) Division	Mende Snodgrass	Yes
6	Texas Homeless Network (THN)	Eric Samuels	Yes
7	Texas Education Homeless Office (THEO)	Jeanne Stamp	Yes
8	Education Service Center Region 10	Jana Burns	No
9	Texas State Affordable Housing Corporation (TSHAC)	David Long	Yes
10	Texas Council on Family Violence	Molly Voyles (Mona Muro as proxy)	Yes
11	THN	Ken Martin	Yes
12	HHSC	Sonja Gaines	No

Other attendees: Diana Grey (THN), Jennifer Paulsen (THN), Kraig Fiero (THN); Megan Sylvester (TDHCA); Laura Saintey (TDHCA); and Michael Witt (TSAHC).

Administrative support: Cate Taylor (TDHCA)

I. Welcome and Introductions

Brooke Boston called the meeting to order at 10:13am. Because **Mike Doyle** was unable to attend the meeting, he requested that **Brooke Boston** act as Chair of the meeting in his absence. With 12 out of 18 Council members present, a quorum was established.

II. Election of TICH Chairperson

Brooke Boston made a motion to reelect **Mike Doyle** as TICH Chairperson. **Beth Engelking** seconded the motion. All members voted aye unanimously.

III. Remarks from Chair

Brooke Boston opened the floor for any remarks from members. **Ken Martin** announced that, effective August 31, 2015, he would be stepping down from his position as Executive Director at the Texas Homeless Network. **Ken Martin** thanked the Council members and noted that he was pleased with progress the Council has made towards its goals.

IV. 84th Legislative Session Report

An overview of legislative actions that may affect the TICH was provided by **Brooke Boston**.

SB 607 is Senator Hancock's TICH cleanup bill. SB 607 has been sent from the Senate to the House and has been received in the House. The engrossed bill: (1) clarifies the state agency membership of the TICH by making sure the changes in the health and human services structure are reflected in the TICH membership list; (2) Includes that TDHCA may support the TICH through fiscal support; (3) Includes that all TICH state agencies shall contribute resources each fiscal period to the TICH unless they state in writing that they cannot contribute; (4) Adds that the Texas Homeless Network can be sought out by the TICH to provide program or policy assistance; and (5) Adds that members may meet by teleconference if the council member lives more than 20 miles from the meeting site.

HB 679 is Representative Turner's bill for a study on homeless youth. HB 679 was voted out of the House and referred to the Senate's Health and Human Services Committee. The engrossed bill defines homeless youth and requires TDHCA to work with the TICH members to conduct a study on homeless youth which includes collecting data on the number of homeless youth, determining the degree to which homeless youth needs are being met, indentifying sources of funds for homeless youth, and developing a strategic plan to establish steps to meet homeless youth.

SB 1580 is Senator Garcia's bill for a report for homeless veterans *and* homeless youth. SB 1580 was left pending in the committee. The Committee Substitute defines homeless veterans and youth and requires TDHCA to work with the TICH members to conduct on a study of homeless veterans and homeless youth which compiles point-in-time counts, reviews recently-released studies, recommends changes in the law to better serve the populations; and identifies funding sources to serve these populations.

Brooke Boston then called for updates on legislative issues from other members that may be of interest to the TICH. **Dianna Grey** informed members of SB 1730, which is Senator Lucio's bill, relating to the administration of funds allocated to Texas from the National Housing Trust Fund (NHTF) by the General Land Office (GLO). By regulation, NHTF activities will mainly focus on rental assistance for the extremely low-income population. **Dianna Grey** expressed concerns about the GLO being named in the bill to administer the funds. However, **Brook Boston** clarified that the Governor's office has named TDHCA as the designated agency to administer the program in Texas. TDHCA staff will monitor the bill's progress, as it currently contradicts the Governor's designation.

Kelly Kravitz informed members of SB 1730, authored by Senator Uresti, which adds the term "students who are homeless" and would extend certain educational and transition assistance, currently offered to students who are in substitute care, to students who are experiencing homelessness.

Ken Martin informed members of HB 843, authored by Representative Naishtat, which relates to housing services provided through the DFPS transitional living services program to certain youth aging out of foster care. **Ken Martin** also informed members of HB 2902, authored by Representatives Springer, Burkett, and Larson, which relates to source of income protection for households seeking rental assistance. The companion bill on the Senate side, SB 267, contains an exception for the City of Austin. **Brooke Boston** reminded members that all projects and programs funded through TDHCA already contain source of income protections requirements either by program statute or contract.

V. New Members

Brooke Boston welcomed two new members to the TICH. **Frances Gattis**, joins from the Texas Department of Criminal Justice, as a replacement for Erin McGann, and **Amy Felker** joins from the Health and Human Services Commission.

Laura Gold then announced to the group that she will be leaving DADS at the end of May. Members thanked her for her involvement with the TICH.

VI. Approval of draft minutes

Brooke Boston made a motion to approve the TICH Quarterly Meeting Minutes from October 1, 2014 and January 20, 2015. **Carissa Dougherty** seconded the motion. All members voted unanimously to approve the minutes.

VII. TICH Committees

Each committee was asked to provide the job description or mission statement they created and to update the council members on what changes they made to the 2014 Annual TICH Report. Job descriptions and/or mission statements will be provided to **Naomi Trejo** by email following the meeting.

- (a) *Homelessness Prevention*: **Beth Engelking** reported that the Homelessness Prevention Committee had not yet developed a job description for the committee but will meet soon with the new committee members. In the 2014 Annual TICH report, the committee updated information on the THN grant for coordinated access.
- (b) *Housing and Supportive Services*: **Michael Wilt** provided the mission statement developed by the Housing and Supportive Services Committee. Changes made to the 2014 Annual TICH Report include improved methods of gathering, sharing, utilizing and protecting data for the HMIS data warehouse. The report also better defines THN's role with the TICH.
- (c) *Data, Research, and Analysis*: In lieu of a job description for the Data, Research, and Analysis committee, **Eric Samuels** reported that committee members developed a challenge statement. Updates to the report include a re-established focus on coordination with CoC's and the data warehouse project. Data collection across state agencies will also be re-examined for commonalities.
- (d) *State Infrastructure*: **Ken Martin** indicated that the State Infrastructure Committee met at various times in person and by email but had not completed a mission statement or job description yet. Updates to the report include a survey of current statewide resources, a review of what THN is accomplishing with the CoC's, and preparation for the transition of funding the ESG program through the CoC network in Texas. Also included is information on THN's leader calls, Housing Summit, case management training and technical assistance program, and the Healthy Community Collaborations and awards. Finally, the State Infrastructure Committee updated information on the TWC and TVC coordination efforts for employment services.

Following the committee updates, **George McEntyre** notified members that, under a Legislative appropriations rider to serve homeless individuals, TWC released an RFP but received few applicants. Should an RFP be released again for additional applicants to fully expend the \$4 Million funds available, **George McEntyre** will notify the Council.

VIII. 2014 Report

Brooke Boston made a motion to approve the 2014 TICH Report. **George McEntyre** and **Sharon Gamble** seconded the motion. All members voted aye unanimously. With approval of the 2014 Report, it will now be delivered to the governing bodies of the agencies represented on the Council.

IX. Report on Texas Homeless Network's Review of TICH's Legislative Requirements

Ken Martin provided a brief overview of Dianna Grey's work to date with THN and TICH. Then, **Dianna Grey** provided a detailed update of her progress of the statutory assessment of the TICH. Two documents were provided to the TICH members and members reviewed recommendations of all action plan items proposed. Members were asked to choose two action items from the list to focus on between now and July 30th. Members had a lengthy discussion about which action items to focus on.

During this discussion, the suggestion was made to elevate the TICH to more of a policy advisory role for homeless issues and to provide recommendations to state agencies. The discussion also highlighted the importance of reviewing existing performance measures that report on homelessness activities. Following this meeting, **Ken Martin** and **Diana Grey** will meet to finalize a plan for next steps and report back to the TICH.

X. Status of the \$10,000 Request from Member Agencies

Brooke Boston provided an overview of the \$10,000 request to new TICH member, **Fedora Galasso**. Subsequently, **Ken Martin** suggested that any bylaws created include a process for transition of agency members to inform any new members of important projects and duties of the TICH.

Kelly Kravitz emphasized the importance of setting the terms for funding from the contributing agencies to the TICH. All members agreed.

XI. TICH VISTA Volunteer

Jennifer Paulsen provided an update of the Vista Volunteer project at THN. The recruitment process was started the Friday before this meeting and the volunteer will be housed at THN's offices. **Kelly Kravitz** asked, for clarification, if the \$20,000 agency contributions were going to be used for the Vista Volunteer and **Brooke Boston** responded yes. Members were in agreement with the decision to use the funding for the VISTA Project Manager.

XII. Update on TDHCA Homelessness Services Programs and Initiatives

Sharon Gamble offered to present this item at the next TICH meeting, as time was running out and key TDHCA staff members were not present.

XIII. Update on Substance Abuse and Mental Health Services Administration Grant

Carissa Dougherty provided an update on the *Cooperative Agreements to Benefit Homeless Individuals (CABHI - State)* grant application submitted by DSHS. The grant application was submitted requesting the maximum allowable amount of funding, \$9,000,000 for 3 years. Awards are expected to be announced in the fall of 2015. If awarded, **Carissa Dougherty** reviewed the timeline for adjusting and implementing the project plan submitted with the application. There will be a two month window to adjust the plan submitted with the application and a four month window to implement the plan.

Ken Martin followed with an update on a meeting he had with representatives from the USICH and HUD, during the most recent THN Housing Summit. The meeting focused on how HUD and the USICH can support the work of the THN and TICH.

The meeting concluded at 12:06 pm



Texas Interagency Council for the Homeless

Quarterly Meeting – August 4, 2015

Members present:

#	Member Agency	Representative	Attendance (Yes/No)
1	Office of the Governor appointee, Cornerstone Network (TICH Chair)	Mike Doyle	Yes
2	Office of the Lt. Governor	<i>vacant</i>	
3	Office of the Speaker of the House	<i>vacant</i>	
4	Health and Human Services Commission (HHSC)	Fedora Galasso	Yes
5	HHSC 2 nd Member [formerly known as the Texas Department of Human Services]	Amy Felker	No
6	HHSC 3 rd Member [formerly known as the Texas Commission on Alcohol and Drug Abuse]	<i>vacant</i>	
7	Texas Department of Aging and Disability Services (DADS)	Penny Larkin	Yes
8	Texas Department of Assistive and Rehabilitative Services (DARS)	Jonas Schwartz	Yes
9	Texas Department of Criminal Justice (TDCJ)	Frances Gattis	Yes
10	Texas Department of Family and Protective Services (DFPS)	Beth Engelking	Yes
11	Texas Department of Housing and Community Affairs, Housing Finance representative (TDHCA)	Brooke Boston	Yes
12	TDHCA, Community Affairs representative	Sharon Gamble	Yes
13	Texas Department of State Health Services (DSHS)	Anna Sonenthal	Yes
14	DSHS 2 nd Member [formerly known as the Texas Department of Mental Health and Mental Retardation]	Carissa Dougherty	Yes
15	Texas Education Agency (TEA)	Kelly Kravitz	Yes
16	Texas Department of Juvenile Justice (TJJD)	Karen Lashbrook	Yes
17	Texas Veterans Commission (TVC)	Pam Maercklein (Edith Disler as proxy)	Yes
18	Texas Workforce Commission (TWC)	George McEntyre	Yes

Advisory Members present:

#	Advisory Member Organization	Representative	Attendance (Yes/No)
1	Texas Network of Youth Services (TNOYS)	Christine Gendron	No
2	Austin Travis County Integral Care	Darilynn Cardona-Beiler	No
3	Community Healthcore	Stanley Williams	No

#	Advisory Member Organization	Representative	Attendance (Yes/No)
4	Private Citizen	Dennis M. Scholl	No
5	Mental Health and Mental Retardation Authority (MHMRA) of Harris County, Comprehensive Psychiatric Emergency Program (CPEP) Division	Mende Snodgrass	No
6	Texas Homeless Network (THN)	Eric Samuels (Lindsay Marsh as proxy)	Yes
7	Texas Education Homeless Office (THEO)	Jeanne Stamp (Barbara James as proxy)	Yes
8	Education Service Center Region 10	Jana Burns	No
9	Texas State Affordable Housing Corporation (TSHAC)	David Long	Yes
10	Texas Council on Family Violence	Molly Voyles	Yes
11	THN	Ken Martin	Yes
12	HHSC	Sonja Gaines	No

Other attendees: Annabel Osborn (HHSC), Shannon Ramsey (DFPS), Lauren Rosales (HHSC), Michael DeYoung (TDHCA), Beau Eccles (TDHCA), Tim Irvine (TDHCA), Barbara Wand James (THEO), Diana Grey (THN), Jennifer Paulsen (THN), Kraig Fiero (THN), and Michael Witt (TSAHC).

Administrative support: Naomi Trejo (TDHCA) and Cate Taylor (TDHCA)

I. Welcome and Introductions

Mike Doyle called the meeting to order at 10:15am. With 13 out of 18 Council members present, a quorum was established. **Tim Irvine** introduced **Beau Eccles**, the Texas Department of Housing and Community Affairs (TDHCA) new General Counsel. Fedora Galasso introduced two new interns who will be working with HHSC.

III. Recognition of Ken Martin's Service

Mike Doyle went immediately to item III on the agenda. Before **Mike Doyle** recognized **Ken Martin**, Texas Homeless Network (THN) outgoing Executive Director, **Mike Doyle** recognized **Barbara Wand James** who was retiring from the Texas Homeless Education Office (THEO) after 24 years. He related the **Barbara Wand James** had:

- Been involved in the TICH from 2002-2014 as an Advisory Member;
- Worked to help schools meet the No Child Left Behind Act requirement that every school district have a homeless liaison to work with homeless children, families and service providers;
- Started a resolution for the US Conference of Mayors to streamline the definitions of homelessness in America; in 2006 the US Conference of Mayors moved to support a change in the homeless definition;
- THEO planned a southern regional homeless education conference, Caring for the Caregiver;
- Reviewed Emergency Shelter Grants Program applications and Balance of State Continuum of Care applications;

- Was instrumental in the development of the TICH plan addendum, Pathways Home.

Mike Doyle then recognized **Ken Martin** who was resigning after 12 years at the THN. He related that **Ken Martin** had:

- worked with the TICH since 2003;
- assisted in several TICH committees, such as chairing the Statewide Definition/State Agency Coordination Committee in 2009, State Infrastructure Committee from 2011-2015;
- was instrumental in the development of the TICH plan addendum, Pathways Home in 2012;
- Under his leadership, THN provided technical assistance to numerous organizations to form local Continua of Care to apply for funding from HUD;
- started forming the Balance of State Continuum of Care in 2005, submitted the first application in 2006, and submitted the application yearly since 2006; and
- agency grew the Texas Homeless Network from a staff of four to a total of 16.

Mike Doyle presented **Ken Martin** with a resolution signed by **Tim Irvine** and **Mike Doyle** in recognition of **Ken Martin's** service.

Brooke Boston announced that **Naomi Trejo** was moving into a new position as TDHCA's Coordinator of Homelessness Programs and Policy. **Naomi Trejo** would be administering the Emergency Solutions Grants Program and Homeless and Housing Services Program, as well as becoming a member of the TICH. **Sharon Gamble** would be stepping down from the TICH, but still planned to attend TICH meetings. **Cate Taylor** would take over administrative support for the TICH.

II. Remarks from Chair

Mike Doyle reminded TICH members to check with **Cate Taylor** when inviting attendees to the TICH meetings. The meeting rooms needed to be large enough to accommodate the additional people.

IV. 84th Legislative Session Report

In **Michael Lyttle's**, Chief of External Affairs, absence, Naomi Trejo delivered the legislative update stating that three bills mentioned the TICH directly. The first was Senate Bill (SB) 607 which updates the membership of the TICH to reflect changes to agency names that have been made since 1995 when the 74th Legislature established the TICH. The membership updates now reflect HB2292 from the 78th Legislature which collapsed 12 Texas health and human service agencies and commissions into five agencies in 2003. SB 607 also allows TICH and its member agencies to seek assistance from the THN if any wish to do so. Further, SB 607 updates language to allow for a member's participation in a meeting by teleconference or other acceptable methods as allowed by the Open Meetings Act, which will count toward the determination of whether a quorum is present at the meeting.

Naomi Trejo mentioned that the new ability to attend via conference call and count toward quorum will be helpful in October because the TICH meeting will be in Corpus Christi in conjunction with the Texas Homeless Network Conference.

Mike Doyle mentioned that the new bill also included more language on resources that members contribute to the TICH. He said that **George McEntyre** had done great work in getting funding for the TICH. **George McEntyre** said that the Texas Workforce Commission had a draft budget item to

contribute \$10,000 to the TICH yearly. The interagency agreement that the Texas Workforce Commission was executing with the Texas Department of Housing and Community Affairs for the \$10,000 contribution for the TICH could possibly be amended to include an annual contribution.

Mike Doyle said that if five agencies contributed \$10,000 each, larger TICH projects could be accomplished. **George McEntyre** said that there was no specified amount in SB 607, but \$10,000 was what **Mike Doyle** had asked for in 2014. **Naomi Trejo** pointed out that the new legislation required state agencies to submit in writing if they are not able to contribute resources during that fiscal period. There was some discussion on what the “fiscal period” timeframe referred to and it was decided that this meant state fiscal year, since the bill takes affect September 1.

Mike Doyle is going to write a letter to the leadership of each of the member agencies of the TICH informing them of the new requirements. **Tim Irvine** suggested writing a letter referencing the law and asking the agency heads to notify Mike in one month of the status of resources to be contributed to the TICH. **Tim Irvine** said he recognized that budgets were already in place at the state agencies, and he offered to meet with the finance divisions at other agencies to find ways for the agencies to contribute, which could be contributing talent or research. **Cate Taylor** was asked to draft the ask letter.

Naomi Trejo said the other two bills that affect the TICH would be discussed later in the meeting.

VIII. Approval of draft minutes

Mike Doyle skipped to agenda item VIII to approve the draft minutes. **George McEntyre** moved to approve and **Sharon Gamble** seconded. Members voted aye unanimously to approve the minutes.

IX. TICH Committees

(a) Homelessness Prevention

Beth Engelking reported that the committee had not met but expected they would do so prior to the next TICH.

(b) Housing and Supportive Services

Michael Wilt gave an update for **David Long** and reported that many members of the Texas Homeless Network and the Texas State Affordable Housing Corporation had attended the National Alliance to End Homelessness conference in July in Washington D.C. There were many best practices discussed and legislative visits.

(c) Data, Research, and Analysis

Lindsay Marsh gave an update for **Eric Samuels** and handed out an analysis of the point-in-time counts from the local Continuum of Care across Texas. Veteran homelessness was down by 1,051 and homelessness was down by 7,430. **Mike Doyle** observed that 8% of the homeless population were veterans, and it was noted that Houston has made great strides in effectively eliminating homelessness among veterans. **Dianna Grey** mentioned that there were several programs tailored to homeless veterans, including Supportive Services for Veteran Families (SSVF) and U.S. Department of Housing and Urban Development-Veteran Affairs Supportive Housing (HUD-VASH) vouchers. **Ken Martin** gave a definition of “functional zero” which means every newly discovered veteran living on the streets or an emergency shelter is provided permanent housing within a certain amount of time, such as 30 day.

Brooke Boston asked about the barriers to finding housing listed on the point-in-time analysis. **Dianna Grey** clarified that the barriers listed were required by HUD, but there could be more barriers not listed. **Carissa Dougherty** responded that these barriers were most likely under reported and that the systems used for homelessness do not interface with each other. **Dianna Grey** brought up the need for coordinated access, and possibly using a vulnerability index. There was discussion on the value of data and what the real numbers are, since there could be other organizations with different counts. **Tim Irvine** said that the corollary to having accurate data was an education piece to the public on the value of housing first and making a financial argument for housing first options. **Mike Doyle** also mentioned the value of breaking down perceived preconceptions of homeless populations.

(d) State Infrastructure

Carissa Dougherty was named the interim chair of the State Infrastructure Committee until a replacement can be found for **Ken Martin**.

V. House Bill 679, Youth Homelessness

Naomi Trejo gave the update on the progress of meeting the requirements of House Bill (HB) 679. HB 679 requires a count and needs assessment of homeless youth. The bill provides its own definition of homeless youth, which is very broad. The Texas Department of Housing and Community Affairs (TDHCA) is working with the Department of Family Protective Services (DFPS) and Texas Juvenile Justice Department (TJJD) to determine if any data is already being collected.

TDHCA is also working to conduct a count of youth doubled up or living in shelters or the streets, since this is a population that does not have much data available. The study will be conducted in three phases. Phase I will be developing a survey to be used by the Continuum of Care during the point in time count and separate youth counts. Phase II will be technical assistance for the Continuum of Care when conducting the count. Phase III will be analyzing the data and writing the report. Texas Network of Youth Services (TNOYS) was awarded the contract to complete Phase I. Christine Gendron is the Executive Director of TNOYS.

There is a new TICH workgroup for homeless youth which was created by email because of the tight timeline in creating the survey. The workgroup already met with **Christine Gendron**. If anyone wanted to be a part of the workgroup, the details would be sent to the TICH. Completion of Phase I is due by August, 31, 2015. The final report is due to the legislature by December 1, 2016.

VI. Senate Bill 1580, Veteran Homelessness

Naomi Trejo gave an update for Senate Bill (SB) 1580, a study on veteran homelessness. SB 1580 is not anticipated to be as large a study as HB 679 since it will be a compilation of existing data. **Naomi Trejo** passed out a handout with the main points of the study. Houston and Austin will be highlighted as case studies for the report as the Houston has announced that it effectively ended veteran homelessness and the second has announced its intent to effectively end veteran homelessness. A signup sheet to be part of a new Veterans Homeless workgroup was passed around. The final report is due to the legislature by December 1, 2016.

Michael Wilt mentioned that the City of Austin was aiming to effectively end veteran homelessness by November 11, 2015, Veterans Day. **Cate Taylor** said that TDHCA had been in contact with the City of Austin and had been invited to Mayor Adler's weekly meetings on ending Veteran Homelessness.

X. Report on Texas Homeless Network's Review of TICH's Legislative Requirements

Ken Martin explained that the THN had hired **Dianna Grey** to improve how the TICH functions. Several TICH members were involved in the analysis of the TICH. **Dianna Grey** handed out draft by-laws for the TICH to be reviewed. Any changes suggested would need to be submitted before the end of August. **Mike Doyle** suggested that the draft by-laws should be sent to the entire TICH so comments could be sent to **Dianna Grey** by August 31, 2015.

Brooke Boston asked that, after the TICH members reviewed that if **Beau Eccles** or his team could review the draft by-Laws to ensure the new statute was incorporated and to provide legal insights. **Beau Eccles** agreed. **Dianna Grey** said the by-Laws were based on other interagency council for the homeless by-laws as well as TDHCA's Housing and Health Services Coordination Council's by-laws. **Penny Larkin** also asked for time for an internal review.

Mike Doyle asked about the next time that the TICH Annual Report was due. **Naomi Trejo** replied that there was no due date to be submitted and that currently the TICH needed to prepare the 2015 report. Usually the TICH sub-committees updated sections of the annual report. **Mike Doyle** asked **Cate Taylor** to send out sections of the report to TICH members to update and that the committee chairs needed to update the sections by October 1, 2015 so the draft could be reviewed at the next TICH meeting in Corpus Christi. The final report could be approved in January, 2016.

XI. Update on TDHCA Homelessness Service, Programs, and Initiatives

Sharon Gamble passed around two handouts: one for the Emergency Solutions Grants Program (ESG) and one for Homeless Housing and Services Program. The Homeless Housing and Services Program (HHSP) was dedicated funding for 2016-2017 of \$5 million/year. It is for cities with populations over 285,500. Cities can choose a grantee to administer on their behalf. This program is a source of flexible funds.

ESG received its grant letter from HUD in mid-August and the contracts should be in place by October 1, 2015. There was a focus on more collaborative applications with a menu of services. Tarrant County has conducted an ongoing pilot to administer a local competition to distribute funds. Houston is a new pilot for a local competition to distribute funds. Award letters will go out in August.

Brooke Boston added that 99% of the updates from TDHCA were on the ESG Program and HHSP, but there was one more update about HUD-VASH vouchers. TDHCA had amended its Public Housing Authority Plan and Administrative Plan at its July 30th Board meeting to include permission to apply for project-based HUD-VASH vouchers for one development. The application to HUD for the HUD-VASH vouchers was due on August 28th for a property in Kerrville. If TDHCA received project-based HUD VASH vouchers now, TDHCA may be able to apply for tenant-based vouchers at a later time. **Brooke Boston** also explained how TDHCA functions as a Public Housing Authority for certain areas of the state without their own Public Housing Authorities, but not for all areas of the state without their own Public Housing Authorities.

Carissa Dougherty asked if the vouchers could be “recycled” like Project Access, which is a program with vouchers to help people move out of institutions such as state hospitals. **Brooke Boston** said that although there were only about 30 vouchers for Project Access to start and now there are about 140 vouchers, they were able to serve hundreds of people because the vouchers could be absorbed or “ported” to the local Public Housing Authority and the voucher could be “recycled” to be used again to move more people out of institutions. It was unknown if possible future tenant based HUD-VASH vouchers could be used the same way.

XII. Public Comment

XIII. Closing Comments/Next Meeting, October 14, 2015

There was a request for the handouts to be sent out.

XIV. Adjourn

The meeting adjourned at 11:45am.

August 4, 2015

Texas Interagency Council for the Homeless

Attachment

A Report on Homelessness among Veterans

Background of Report on Homelessness among Veterans

- Required as a result of Senate Bill (SB) 1580, 84 (R) Texas Legislative Session
- Report needs to be developed with input from the Texas Veterans Commission
- Report needs to be developed with input from the Texas Interagency Council for the Homeless

Main Points of SB 1580:

- I. Determine definition of homeless veteran used for the study
- II. Status of homeless veterans in Texas
- III. Statewide and local entities providing services for veterans
- IV. Funding sources of services for veterans
- V. Recommendations to the State's approach to address veteran homelessness
- VI. Recommendations to State law to assist homeless veterans

Tentative Timeline for Report

- Hold a TICH Homeless Veterans Workgroup conference call quarterly
- August 2015 – TDHCA staff meet with Houston Planners/Stakeholders
- September 2015 – TDHCA staff attend the Texas Veterans Commissions Housing Workgroup Meetings regarding the report
- October 2015 – Round table held at the Texas Homeless Network Conference
- November 2015 – TDHCA staff meet with Austin Planners/Stakeholders
- Feb/March 2016 – TDHCA staff attend the Texas Veterans Commission Summit
- July 2016 – TICH reviews draft Report on Homelessness among Veterans
- October 2016 – TICH approves the final Report on Homelessness among Veterans
- December 1, 2016 – Report on Homelessness among Veterans due to the Texas Legislature

DRAFT as of 8/4/2015
BY-LAWS OF THE TEXAS INTERAGENCY COUNCIL FOR THE HOMELESS

I. Name:

The name of this Council shall be by definition the Texas Interagency Council for the Homeless. (TICH)

II. Advisory Role

The Texas Interagency Council for the Homeless (TICH) serves as an advisory committee to the Texas Department for Housing and Community Affairs (TDHCA) and other state agencies as appropriate.

The TICH shall submit written policy recommendations to the TDHCA Board at least annually, and may submit policy recommendations to state agencies at its discretion.

III. Duties

The TICH's role and duties shall include, but are not limited to:

- a. Survey current resources for services for the homeless in this state;
- b. Initiate an evaluation of the current and future needs for the services;
- c. Assist in coordinating and providing statewide services for all homeless individuals in this state;
- d. Increase the flow of information among separate providers and appropriate authorities;
- e. Develop guidelines to monitor the provision of services for the homeless and the methods of delivering those services;
- f. Provide technical assistance to the housing finance division of the department in assessing the need for housing for individuals with special needs in different localities;
- g. Coordinate with the Texas Workforce Commission, local workforce development boards, homeless shelters, and public and private entities to provide homeless individuals information on services available to assist them in obtaining employment and job training; and
- h. Establish a central resource and information center for the homeless in this state;

IV. TICH Composition:

The membership of the TICH is composed of:

One representative from each of the following agencies, or any appointed by the administrative head of that agency:

- a. The Texas Department of Health;
- b. The Texas Department of Human Services;
- c. The Texas Department of Mental Health and Mental Retardation;
- d. The Texas Department of Criminal Justice;
- e. The Texas Department on Aging;
- f. The Texas Rehabilitation Commission
- g. The Texas Education Agency;
- h. The Texas Commission on Alcohol and Drug Abuse;
- i. The Department of Protective and Regulatory Services;
- j. The Health and Human Services Commission;
- k. The Texas Workforce Commission
- l. The Texas Youth Commission;

- m. The Texas Veterans Commission;
- n. One representative from the office of the comptroller appointed by the comptroller;
- o. Two representatives from the Texas Department on Housing and Community Affairs- one from the community affairs division and the housing finance division, appointed by the director; and
- p. Three members representing service providers to the homeless, one each appointed by the governor, the lieutenant governor, and the speaker of the house of representatives

The TICH may select and solicit participation of advisors from other organizations, when their participation would enhance or further the work of the Council. Advisory members will serve only at the request of the Council and will be non-voting members of the Council.

Should any of the state agencies be reorganized or cease to exist, representatives from the successor agencies will have representation on the Council, and, for the purposes of quorum and voting, the predecessor agencies' seats will not be counted toward the total places on the Council.

V. Membership:

- a. A member of the TICH serves at the pleasure of the appointment official or until termination of the member's employment with the entity the member represents.
- b. A member of the TICH must have administrative responsibility for, or policy oversight of, programs for the homeless or related services provided by the agency that the member represents.
- c. Subject to the approval of the administrative head of the agency, a member of the TICH must have authority to make decisions for and commit resources of the agency.
- d. Removal or Change of Membership: If a member misses two quarterly meetings per year, the TICH chair may request that the member agency replace them in order to have full participation.
- e. Alternative members are allowed to represent an appointee if the appointee's organization, agency, etc. approves, and the alternate is familiar and current with TICH issues and business.

VI. Duties of State Agency TICH Members:

- a. By November 30th of each year, each agency represented on the TICH shall report to the TDHCA a standard set of performance data, as determined by the TDHCA on the agency's outcomes related to homelessness.
- b. Each agency shall contribute financial resources to the TICH of no less than \$10,000 annually.
- c. Each agency representative on the TICH shall provide appropriate administrative staff and others of their agency information regarding the agencies issues, actions, and future plans.
- d. Agency representatives are responsible for providing to the TICH the necessary information regarding their agency's programs as they relate to homeless issues.
- e. Agency representatives accept the responsibility for being their agency's sole representative and ensuring effective and frequent/and or as necessary communication exists between the TICH, TDHCA, and their agency.

VII. Operations of the TICH:

- a. At the final meeting of the fiscal year, the members of the TICH shall elect one member to serve as the chairperson and one member to serve as the vice-chairperson for the following fiscal year.

- b. The TDHCA shall provide clerical and advisory support staff to the TICH, and shall serve as the fiscal agent for the TICH.
- c. The TICH may accept gifts and grants from a public or private source for use in carrying out the TICHs duties.
- d. For any of the duties under Section III that the TICH is unable to carry out, the council must ensure that local or statewide nonprofit organizations perform the duties.
- e. Bylaw amendments may be proposed by any council member. Amendments presented at a general council meeting shall be considered for voting at a subsequent meeting. Adoption of an amendment to the bylaws will require 2/3 approval of all members.

VIII. Meetings:

- a. The TICH shall meet at least quarterly, at the call of the presiding officer, and other meetings as will be determined on an as needed basis.
- b. Quorum will consist of 50% of voting members, where the total number of members does not include any vacant member agency seats.
- c. The recommendations of the TICH will be adopted pursuant to a majority vote of members present on a motion duly made and seconded. All TICH actions, which rescind or amend a recommendation, will also be adopted in this manner.
- d. Protocol for Visitors/Guests- The presiding officer of the TICH may invite individuals or organizations to address the TICH. Individuals and organizations who have been invited to appear should wait to be recognized by the presiding officer, and must limit their remarks to the time allowed by the pre-set agenda and/or the presiding officer.
- e. The TICH shall keep written minutes of their deliberations and submit them to the presiding officer for keeping.
- f. The TICH may hold throughout the state, public hearings on homelessness issues. TDHCA shall provide to the secretary of state for publication in the Texas Register a notice of the hearings and shall provide for the notice to be given in other appropriate sources, which may include: a newsletter published by a nonprofit organization addressing the problem of homelessness or a local newspaper.
- g. Meetings may make use of technology such as telephone and or web participation to achieve quorum and for the purposes of voting.
- h. Electronic voting of the membership is permitted; however, for an electronic vote to be valid, all members must be notified of the vote at least 24 hours before voting ends, and the motion must receive approval by a majority of the full membership of the council.
- i. The rules of "Robert's Rules of Order Newly Revised" shall govern the council in all cases where they are not inconsistent with these bylaws or governing state statute.

IX. Reporting

- a. The TICH shall annually prepare an action plan, to be approved at the final meeting of the fiscal year. This plan will include, but is not limited to:
 - 1) Areas of policy input for TDCHA and other member agencies
 - 2) Plans for implementing or improving agency data reporting to the TICH
 - 3) Goals for improved service coordination
 - 4) Any needs assessments and/or gaps analyses to be completed

- b. The TICH shall submit annually a progress report to the governing bodies of the agencies represented on the TICH, including but not limited to:
 - 1) A summary of policy recommendations made to the TDHCA and other member agencies, as well as a summary of agency responses.
 - 2) Report on changes or improvements in agency data reporting
 - 3) Service coordination activities
 - 4) Summary of needs assessments and/or gaps analyses
 - 5) Results of resource survey
 - 6) Agency performance measures, and
 - 7) Other activities relevant to duties in Section III.

X. Use of Committees

- a. The TICH chair may establish standing committees, and/or ad hoc committees to study specific or ongoing issues.
- b. These committees may make recommendations to the whole of the TICH for its consideration.
- c. Special ad hoc committees are discharged on completion of an assignment for which appointed.
- d. Membership of standing committees is reviewed and renewed annually by the TICH.
- e. Standing committees are those that address the on-going needs of the TICH and issues identified as ongoing by the TICH.
- f. Committee chairs may call meetings, and committee membership is organized through volunteers with relevant expertise to contribute to the committees work.



Texas Interagency Council for the Homeless

Quarterly Meeting – October 14, 2015

Members present:

#	Member Agency	Representative	Attendance (Yes/No)
1	Office of the Governor appointee, Cornerstone Network (TICH Chair)	Mike Doyle	No
2	Office of the Lt. Governor	<i>vacant</i>	n/a
3	Office of the Speaker of the House	<i>vacant</i>	n/a
4	Health and Human Services Commission (HHSC)	Fedora Galasso Amy Felker	Yes Yes – by phone
5	Texas Department of Aging and Disability Services (DADS)	Penny Larkin	Yes – by phone
6	Texas Department of Assistive and Rehabilitative Services (DARS)	Jonas Schwartz	Yes – by phone
7	Texas Department of Criminal Justice (TDCJ)	Lisa Howard (proxy for Frances Gattis)	Yes – by phone
8	Texas Department of Family and Protective Services (DFPS)	Beth Engelking	No
9	Texas Department of Housing and Community Affairs, Housing Finance representative (TDHCA)	Brooke Boston	Yes
10	TDHCA, Community Affairs representative	Naomi Trejo	Yes
11	Texas Department of State Health Services (DSHS)	Anna Sonenthal	No
12	Texas Education Agency (TEA)	Kelly Kravitz	Yes
13	Texas Department of Juvenile Justice (TJJD)	Karen Lashbrook	No
14	Texas Veterans Commission (TVC)	Pam Maercklein	Yes
15	Texas Workforce Commission (TWC)	George McEntyre	Yes – by phone

Advisory Members present:

#	Advisory Member Organization	Representative	Attendance (Yes/No)
1	Texas Network of Youth Services (TNOYS)	Christine Gendron	Yes
2	Austin Travis County Integral Care	Darilynn Cardona-Beiler	No
3	Community Healthcore	Stanley Williams	No
4	Private Citizen	Dennis M. Scholl	Yes

#	Advisory Member Organization	Representative	Attendance (Yes/No)
5	Mental Health and Mental Retardation Authority (MHMRA) of Harris County, Comprehensive Psychiatric Emergency Program (CPEP) Division	Mende Snodgrass	No
6	Texas Homeless Network (THN)	Jennifer Paulsen (Proxy for Eric Samuels)	Yes
7	Texas Education Homeless Office (THEO)	Jeanne Stamp	No
8	Education Service Center Region 10	Jana Burns	No
9	Texas State Affordable Housing Corporation (TSHAC)	David Long	Yes
10	Texas Council on Family Violence	Molly Voyles	Yes
12	HHSC	Sonja Gaines	No

Other attendees: Christina Petrossi (Goodwill Industries of Houston), Kelly Opot (CSH), Lt. Michelle Hutchinson (The Salvation Army of Paris, TX), Dillina Brockway (New Hope Center of Paris), Ann Howard (ECHO), Mona Muro (TCFV), Sharon Gamble (TDHCA), Megan Sylvester (TDHCA), Eva Thibaudeau (Houston Coalition for the Homeless), Otis Thornton (Tarrant County Homeless Coalition), Monah Rhodes (Family Endeavors), Kim Wagner-Hudson (Family Endeavors), Sandra Hoelscher (Brazos Valley Coalition for the Homeless), Jennifer Young (Brazos Valley Coalition for the Homeless), Doug Weedon (Brazos Valley Coalition for the Homeless), Bettie Beckworth (HHSC), Delilah Oatess (Career and Recovery Resources), and Gabriel McDonald (Texas Appleseed).

Administrative support: Cate Taylor (TDHCA)

I. Welcome and Introductions

Brooke Boston called the meeting to order at 10:15am. Because **Mike Doyle** was unable to attend the meeting, he requested that **Brooke Boston** act as Chair of the meeting in his absence. With 9 out of 15 Council members present, a quorum was established.

II. Remarks from Chair

Brooke Boston thanked the Texas Homeless Network (THN) for hosting the Quarterly TICH meeting in conjunction with the Annual Texas Conference on Ending Homelessness. Many attendees of the conference were present for the TICH meeting and introductions were made all around. Several members of the Continuum of Care (CoC) network were in attendance.

III. Report on VISTA Volunteer Project on §2306.905(7)

Peter Grein of THN provided an update of the VISTA Volunteer Project to meet the requirements of §2306.905(7) of the Texas Government Code, which states that the TICH shall “coordinate with the Texas Workforce Commission, local workforce development boards, homeless shelters, and public and

private entities to provide homeless individuals information on services available to assist them in obtaining employment and job training.” The VISTA volunteer candidate, Aaliyah Noble, will start on Monday, November 23, 2015, and will be supervised by **Peter Grein**. Initial interviews with local workforce development boards and homeless service providers have already been conducted by **Peter Grein**. The results of these interviews will be the foundation for the VISTA volunteer’s work. Aaliyah Noble will make a recommendation for one to two of the communities in which interviews were conducted to participate in a pilot program to improve employment outcomes of persons who are experiencing homelessness. The interviews and proposed pilot are examples of TICH’s funds at work, since the Texas Workforce Commission contributed funding to the TICH for the VISTA Volunteer Project.

VII. Approval of Draft Minutes

Brooke Boston skipped to agenda item VII to approve the draft minutes from the October 14, 2015, meeting. **Dennis Scholl** moved to approve and **Naomi Trejo** seconded. Members voted aye unanimously to approve the minutes.

IV. Update on House Bill 679, Youth Homelessness

Christine Gendron of the Texas Network of Youth Services (TNOYS) provided an update on the status of *Youth Count Texas!*, a count and survey of youth who are unstably housed or who are homeless in Texas. As required by House Bill 679, 84th Legislative session, TDHCA has been charged with conducting this count and preparing a report on youth homelessness, due to the Texas Legislature by December 1, 2016. To satisfy the count and needs assessment of homeless and unstably-housed youth, TDHCA has contracted with TNOYS to develop and implement a survey of youth who are unstably housed or who are homeless in Texas. This survey development and implementation has been coined *Youth Count Texas!*. Two surveys have been created: one survey that meets the U.S. Department of Housing and Urban Development (HUD) Point in Time guidelines and one survey that is a more comprehensive youth needs assessment. **Christine Gendron** noted that there is an information table at the THN conference and all attendees were invited to stop by and learn more about *Youth Count Texas!*. It was also noted that the TICH has formed a workgroup to oversee parts of *Youth Count Texas!* and **Christine Gendron** called for additional volunteers to join to workgroup.

V. Update on Senate Bill 1580, Veteran Homelessness

Naomi Trejo gave an update of the Veterans Study and provided a handout listing items that TICH members will review during the development of the Homeless Veterans Study, which is due to the Texas Legislature by December 1, 2016. It was reported that the TICH Veterans Study workgroup met on September 29, 2015, and made progress on the deliverable items due to the TICH as a whole in January. **Naomi Trejo** anticipates that the needs assessment process for the Homeless Veterans Study will be similar to the needs assessment process from “Pathways Home.”

Naomi Trejo then noted that the **Bettie Beckworth** of HHSC's Office of Veteran Services will work together with HHSC's Center for Health Statistics to conduct a survey of 11 cities that have been identified as accepting the challenge to effectively end veteran homelessness. The results of this survey will be brought to the July TICH meeting.

Naomi Trejo finally invited all TICH attendees to a roundtable discussion the following morning, as part of the ongoing conference, to provide recommendations to effectively end homelessness among veterans. Dennis Scholl asked if TDHCA has reached out to the American Legion of VFW for involvement in the Veterans Study. Naomi Trejo responded that TDHCA has not yet reached out but would consider doing so in 2016.

VI. Welcome New Member

Brooke Boston welcomed **Valinda Bolton**, Texas Department of Family and Protective Services (DFPS) who will be replacing **Beth Engelking**. **Brooke Boston** thanked **Beth Engelking** for her service on the TICH.

VIII. Draft TICH Annual Report

Prior to the meeting, the latest version of the Draft 2015 Annual Report was circulated to members for review. **Brooke Boston** noted that the TICH had several accomplishments and activities during 2015 and the report reflected the hard work of the Council members, advisory members and partner organizations. Brooke Boston called for any comments on the draft report but there was no discussion needed among the group. The final report will be prepared and will be a voting item for the next TICH meeting in January 2016.

IX. TICH Committees

- (a) *Homelessness Prevention*: As the Chair position of this committee was vacated by **Beth Engelking**, **Brooke Boston** called for volunteers and requested that any interested members contact **Cate Taylor**.
- (b) *Housing and Supportive Services*: **David Long** reported that the committee met by phone on September 9, 2015 and thanked **Michael Wilt** for facilitating that meeting. During the meeting, the committee developed updates for the 2015 TICH Annual Report.
- (c) *Data, Research, and Analysis*: Since the last TICH meeting, the committee updated the annual report.
- (d) *State Infrastructure*: Since the last TICH meeting, the committee updated the annual report.

X. Development and Draft of By-laws

Brooke Boston then moved to a discussion on the development of the draft Bylaws for the TICH, noting that there would be no formal action taken at this meeting. **Penny Larkin** asked if the latest change in statute governing the TICH mentioned now required a financial contribution from member agencies. **Naomi Trejo** clarified that the requirement for resources added to the TICH governing statute as a result of Senate Bill 679, 84(R) did not specifically mention funding, and then asked if the \$10,000 financial contribution should be in the bylaws. **Megan Sylvester** clarified that the financial contribution may be in the bylaws but it does not necessarily have to be. **Megan Sylvester** also noted that she is researching the option of conducting member votes by email, as that provision does not appear in the statute either.

Continuing with the discussion, **Dennis Scholl** asked about the source of the bylaws and **Brooke Boston** explained that over the last year, THN had worked with a consultant (**Dianna Grey**) to improve how the TICH functions. Several TICH members were involved in the analysis of the TICH and one of the requested outcomes from the analysis was a set of draft bylaws. **Dennis Scholl** then asked about the track record for attendance, noting that it may be difficult to define the involvement of each agency simply based upon attendance. **George McEntyre** then followed with a comment on the membership section of the draft bylaws, suggesting that no one person can commit resources for an agency as a whole. **Brooke Boston** then suggested that this would be a good conversation to continue at the January meeting.

XI. Update on State Agency Homelessness Services Programs and Initiatives

Sharon Gamble reported that TDHCA is now down to two core homelessness related programs: Emergency Solutions Grants Program (ESG) and Homeless Housing and Services Programs (HHSP). All of the THN-funded programs to work with the CoC member agencies have come to an end. In Program Year (PY) 2015, ESG funding is approximately \$8.8 million, up by 4.7% from PY 2014. The PY 2015 ESG contracts began on October 1, 2015 and TDHCA is currently in the process extending some of the PY 2014 ESG contracts. The plan for PY 2016 ESG is to shift to more direct CoC participation, encouraging local competition and increased financial and administrative responsibility at the local level. This plan was supported by an assessment completed by THN which found that many CoC's are ready for more locally focused competitions within the State ESG program.

Moving to the HHSP program, **Sharon Gamble** gave a brief overview of HHSP to the new attendees and several questions were raised from the group about which cities are currently in the program and which cities will be eligible in the future. **Sharon Gamble** explained that there are currently eight Texas cities with a population of 285,500 or more, and are therefore eligible for the HHSP program. The population threshold is set by state statute and the population is determined by the U.S. Census. So, cities with a growing population approaching the 285,500 threshold may be eligible for the HHSP program in the future. **Sharon Gamble** reminded the group that the program requirements for HHSP are much less stringent than the ESG Program and the awarded cities may use their HHSP funds to fill gaps that exist in other homeless programs and services. **Brooke Boston** then thanked the current HHSP cities for contributing a portion of their HHSP funds to support the efforts of *Youth Count Texas!*

Following the TDHCA update, **Brooke Boston** made a call for other State Agencies or advisory member organizations to provide updates on homeless prevention activities at the next meeting.

XII. Discussion with CoC members about the Status of Coordinated Access

Naomi Trejo then introduced a discussion on the status of Coordinated Access among the CoC members present. **Eva Thibaudeau** of the Houston Coalition for the Homeless, representing the Houston/Harris County CoC, provided an overview of how Coordinated Access has been working in the Houston area. Initially piloted in July 2013 with the support of a Substance Abuse and Mental Health Services Administration (SAMHSA) Cooperative Agreement to Benefit Homeless Individuals (CABHI) grant and regular workgroups, the Houston Coalition phased in Coordinated Access with the day shelters and the veterans drop-in center, where chronically homeless individuals were known to be located. Following the pilot, the current system was launched in July 2014. With the growth of Coordinated Access in Houston, each shelter, outreach location, and service provider has repurposed one staff member to run point on the citywide Coordinated Access network. Coordinated Access has also been wrapped in to HMIS, so any providers that use HMIS have access to Coordinated Access. (Note: HMIS, or a Homeless Management Information System, is a data management system used by local providers to collect client-level data for homeless individuals and families and persons at risk of homelessness accessing housing and services). **Eva Thibaudeau** also informed the group that there is a phone-in option to Coordinated Access, where individuals may call from within a county jail or emergency room and a case manager will meet that individual upon exit. **Dennis Scholl** asked if there was a report detailing the success of Coordinated Access in Houston and **Eva Thibaudeau** indicated that all information was available online at www.homelesshouston.org.

Molly Voles then asked how Coordinated Access works with survivors of domestic violence since many domestic violence providers do not use HMIS in order to protect the confidentiality of their clients and maintain their clients' safety. There was a discussion about the lack of safety training for the use of the Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT), which is a commonly used assessment tool for Coordinated Access implementation. THN was working on a script for the VI-SPDAT during the summer of 2015. **Eva Thibaudeau** responded that many would agree that it's been a challenge to prioritize this population with housing placements, as many providers have found that this population can be underreported and are hesitant to disclose personal information. In order to work through some of the challenges, Houston created a domestic violence workgroup and has trained staff to use a script to use with domestic violence clients during the assessment process.

Next, **Ann Howard** of the Ending Community Homelessness Coalition (ECHO), representing the Austin/Travis County CoC, provided an overview of status of Coordinated Access in the greater Austin area, noting that at the assessment was very similar to Houston's process but Austin did not specifically target the chronic homeless population from the start. Funding from a DSHS Healthy Collaborative grant allowed Austin to build a frontend system for Coordinated Access and Austin was able to complete 2,700 client assessments in one year. **Ann Howard** noted that approximately 1/3 of the need in that first

year was for permanent supportive housing, while the remaining 2/3 of the need was for rapid re-housing services.

Dennis Scholl asked if the CoC's knew where most of the persons experiencing homelessness were coming from. **Ann Howard** responded that all cities face the same issues and successes with homelessness. In order to minimize the perception that homeless populations are gravitating to certain large cities, the question "Where did you become homeless" was added to the 2014 Point in Time survey conducted in Austin. ECHO found that in 2014 most of the homeless population in Austin was from central Texas, such as Austin and Bastrop. Also, those exiting the criminal justice or state hospital systems are released in major cities. **Eva Thibaudeau** added that much of the Houston homeless population became homeless in Houston and is not transient.

To further assist the homeless populations, **Eva Thibaudeau** informed the group that Houston is now adding an income and employment piece to Coordinated Access with assistance from \$2.4 million grant from TWC that will fund seven workforce positions in shelters and Coordinated Access intake centers. **Naomi Trejo** reminded TICH members that **Peter Grein** had surveyed local workforce boards and homeless service providers across the state to as part of the VISTA Volunteer Project on §2306.905(7) as reported earlier in the meeting. **Naomi Trejo** then asked how local providers could better interact with members of the TICH. **Ann Howard** responded that a Pay for Success grant from the criminal justice system was valuable to homeless service providers as jail release can be very impactful on a local community.

Connecting the ongoing conversation to the ongoing efforts to effectively end youth homelessness, **Eva Thibaudeau** noted that preventing youth homelessness does not live in the world of homeless service providers; it lives in the world of youth services providers, including juvenile probation and foster care providers, who are able to intervene with young people before they have a need for homeless service providers.

Then, **Otis Thornton** of the Tarrant County Homeless Coalition, representing the Fort Worth/Arlington/Tarrant County CoC, provided an overview of status of Coordinated Access in the greater Fort Worth area, noting that Fort Worth has also taken a "no wrong door approach." Beginning in April 2014, Coordinated Access was piloted with Rapid Re-housing programs, where centralized intake information on homeless and disability status was forwarded to the CoC for verification and the client was assigned to a specific service provider that best addresses their needs. In Tarrant County/Arlington/Fort Worth had implemented a helpline, was using VI-SPDAT, and had a social worker specifically to work with clients with disabilities.

Following on the centralized intake discussion, **Eva Thibaudeau** mentioned that, through the Homeless Prevention and Rapid Re-Housing program during 2009-2013, coalitions learned that homeless service providers vastly choose who they serve and it was difficult to delegate case management for a client when the case managers were spending a bulk of their time doing income verification, fair market rent calculations, and seemingly endless paperwork at each provider location. Houston contracted with the

Houston Housing Authority to do some of the paperwork, such as to determine Fair Market Rent and rent reasonableness, to free up the homeless service providers' time. **Otis Thornton** added that including scoring criteria to proposals or Notices of Funding Availability for Coordinated Access activities would be helpful in strengthening the entire Coordinated Access system.

Dennis Scholl then asked how many staff are dedicated and trained to work with special populations such as veterans or persons with disabilities. **Ann Howard** responded that a count is not known but homeless providers follow HUD guidelines to secure the most vulnerable populations first. Further, the Austin CoC brought in training to the homeless services provider community and required that anyone who participates in Coordinated Access take the training. **Eva Thibaudeau** agreed that not all work at the homeless service provider level has to be done by social workers, but the social workers' case management was for the most complicated cases.

Finally, **Ann Howard** relayed that the School of Social Work at the University of Texas at Austin of has offered to be the regional hub for the National Center on Excellence in Homeless Services, and hopes to provide training on a continual basis and to partner with CoCs across the state. This will be one of three national centers; the other centers are in New York and California.

XIII. Public Comment
None.

XIV. Next meeting
The next meeting has been tentatively scheduled for Tuesday January 12, 2016, in Austin, TX.

XV. Adjourn
The meeting was adjourned at 12:15pm.

ASSESSMENT OF ADVISORY COMMITTEES
March, 2016
Texas Dept of Housing and Community Affairs, #332

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name: WAP Planning Advisory Committee

Number of Members: 6

Committee Status (Ongoing or Inactive): Ongoing
Note: An Inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.

Date Created: Unknown **Date to Be Abolished:** NA

Budget Strategy (Strategies) (e.g. 1-2-4): 3.2.1 **Strategy Title (e.g. Occupational Licensing):** Energy Assistance Programs

Budget Strategy (Strategies): **Strategy Title:**

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
Rules	10 CFR Part 440.17

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0

Committee Members' <u>Indirect</u> Expenses	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel	\$0	\$0	\$0
Personnel	\$0	\$0	\$0
Number of FTEs	0.0	0.0	0.0
Other Operating Costs	\$0	\$0	\$0
<i>Total, Committee Expenditures</i>	\$0	\$0	\$0

Method of Financing	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance			
1 - General Revenue Fund	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Expenses / MOFs Difference:	\$0	\$0	\$0

Meetings Per Fiscal Year	Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
	0	0	0

Committee Description:

Meets to review the proposed Department of Energy Weatherization Assistance Plan Application

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission. NOTE: The Committee does not have by-laws or formal minutes. Meeting notes are being provided.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings? No requirement as to frequency, however, it is charged with reviewing and making recommendations to the state plan.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.
 The council is not charged with deliverables, merely to provide comment on proposed DOE Weatherization Assistance Plan for each year.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?
 No recommendations in the last 2 years, but the committee has helped staff clarify its federal DOE WAP plan prior to submission.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency ? Yes

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees? No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015? 2.0

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.
 Scheduling the meeting, posting the meeting, taking notes on the discussion, and making revisions to plan if it is warranted.

6. Have there been instances where the committee was unable to meet because a quorum was not present? Yes Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?
 The meeting is in a public forum and posted on the TDHCA website as well as through a listserv announcement to interested parties.

7b. Do members of the public attend at least 50 percent of all committee meetings? Yes

7c. Are there instances where no members of the public attended meetings? No

8. Please list any external stakeholders you recommend we contact regarding this committee.
 Texas Association of Community Action Agencies

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals? Yes

9b. Please describe the rationale for this opinion.
 The Committee meets federal requirements.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:

10a. Is there any functional benefit for having this committee codified in statute? No

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area? No

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)? Retain

11b. Please describe the rationale for this opinion.

The Committee allows the state to comply with federal regulations.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

Naming this Committee is a requirement of receiving federal DOE Weatherization Assistance Program funds. Failure to have this Committee named could jeopardize the ability to receive the grant from DOE.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

3-Year WAP Policy Advisory Council Meetings

2013 - 2015

2013			
Members	Organization	Present	Minutes
Kelly Franke	CCA		Yes
Albert Joseph	Ysleta del Sur Pueblo	Yes	
Karen Swenson	GETCAP	Yes	
Heather Ball	TX Railroad Comm	Yes	
Winnie Rutledge	DADS	Yes	
TDHCA Staff			
Michael De Young	TDHCA	Yes	
Sharon Gamble	TDHCA	Yes	
Cate Taylor	TDHCA	Yes	

2014			
Members	Organization	Present	Minutes
Kelly Franke	CCA		Yes
Albert Joseph	Ysleta del Sur Pueblo	Yes	
Karen Swenson	GETCAP	Yes	
Heather Ball	TX Railroad Comm	Yes	
Toni Packard	DADS	Yes	
TDHCA Staff			
Michael De Young	TDHCA	Yes	
Sharon Gamble	TDHCA	Yes	
Cate Taylor	TDHCA	Yes	
Cathy Collingsworth	TDHCA	Yes	

2015			
Members	Organization	Present	Minutes
Kelly Franke	CCA	Yes	Yes
Albert Joseph	Ysleta del Sur Pueblo	Yes	
<i>Jonathon Robertson*</i>	<i>Ysleta del Sur Pueblo</i>	Yes	
Karen Swenson	GETCAP	Yes	
Heather Ball	TX Railroad Comm	Yes	
Toni Packard	DADS	Yes	
TDHCA Staff			
Sharon Gamble	TDHCA	Yes	
Marco Cruz	TDHCA	Yes	

* Replacing the retiring Al Joseph

**Weatherization Assistance Program Policy Advisory Council (WAP PAC)
Member Roster as of 1/22/2013**

<p>Kelly Franke Executive Director Combined Community Action, Inc. 165 West Austin Giddings, Texas 78942 (979) 540-2999 kjfranke@ccaction.com</p>	<p>Mr. Albert Joseph Ysleta del Sur Pueblo 332 Alton Griffin El Paso, Texas 79907 (915) 859-9196 ajoseph@ydsp-nsn.gov</p>
<p>Karen Swenson Executive Director Greater East Texas Community Action Program 114 W. Hospital Nacogdoches, Texas 75963 (936) 564-2491 kswenson@sbcglobal.net</p>	<p>Heather Ball Director, Marketing and Public Education Railroad Commission of Texas Alternative Fuels and Renewable Energy Division 1701 Congress Avenue Austin, Texas 78701 (512) 463-7359 heather.ball@rrc.state.tx.us</p>
<p>vacant</p>	<p>Winnie Rutledge State Unit on Aging Coordinator Department of Aging and Disabilities Services 701 W 51st Street Austin, Texas 78751 (512) 438-5891 Winnie.Rutledge@dads.state.tx.us</p>

Notes from staff meeting to appoint new members:

Add per public comment and staff recommendations:

1. Kelly Franke, Combined Community Action (to replace Karen Swenson)
2. Barb Schetter, Sheltering Arms
3. Daniel Ariza, Dallas County

Other proposed members based on experience, geography, population served, etc.

4. Deborah Thomas, Rolling Plains (ED and north TX)
5. Bradley Manning (non-network perspective)
6. Ann Awalt (South TX)

"Outside the box" proposed members:

7. Nick Bennett Mitchell (South TX nonprofit)
8. Maria Kourdouris (sp?; former ARRA WAP, San Antonio)
9. Ray Hinstles (sp?, inspections, technical experience)

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

WEATHERIZATION ASSISTANCE PROGRAM (WAP)
POLICY ADVISORY COUNCIL MEETING

Via teleconference

Tuesday,
January 22, 2013
10:05 a.m.

FACILITATOR: CATE TAYLOR, TDHCA, Senior
Planner, Community Affairs

COUNCIL MEMBERS:

HEATHER BALL - *Rail road Commission*
ALBERT JOSEPH - *Atsela de Pueblo*
WINNIE RUTLEDGE - *Dads*
KAREN SWENSON *Getcap*

TDHCA STAFF:

SHARON GAMBLE
MICHAEL DeYOUNG

I N D E X

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3. New Council Member Discussion	
4. Review of the Draft PY 2013 DOE WAP State Plan	5
5. Discussion of Comments Received from Public Hearing on Draft PY 2013 DOE Weatherization Assistance Program (WAP) State Plan/ Application	14
6. Open Discussion	23
7. Adjourn	26

1 also have Sharon Gamble with me.

2 Go ahead, Sharon.

3 MS. GAMBLE: Sharon Gamble, the project manager
4 for planning for the Community Affairs Division.

5 MS. TAYLOR: Okay. So that's all that we have
6 joining us. I'll move to the next item on the agenda, our
7 new council member discussion. We'll touch on this a
8 little bit more when we get to the public comments.

9 I did just want to say that Mark Bullard is no
10 longer going to be on our policy advisory council,
11 committee. They've had some staff changes up at the
12 Texoma Council of Governments, so we certainly thanked him
13 for his years of service and expertise.

14 And since this is a department-appointed
15 council, we're going to have a staff meeting here and talk
16 about some new members for this council that could
17 represent certainly Mark's experience that he had brought
18 and, you know, other geographically different areas of the
19 state.

20 So once we have that meeting, we'll go ahead
21 and update everyone on that as well.

22 And just joining us now is Michael DeYoung.
23 I'll let him have a seat and maybe make an introduction.

24 MR. DeYOUNG: Oh, no introduction.

25 MS. TAYLOR: Okay. Michael's the director of

P R O C E E D I N G S

1
2 MS. TAYLOR: We'll call the meeting to order
3 and then start with member introductions.

4 Karen, since you were first on the line, would
5 you like to start off?

6 MS. SWENSON: Certainly. Good morning,
7 everyone. I'm Karen Swenson; I'm the executive director
8 for Greater East Texas Community Action Program. We cover
9 12 counties in rural East Texas.

10 MS. TAYLOR: Winnie?

11 MS. RUTLEDGE: Sorry. I had the mute on.
12 Winnie Rutledge from DADS.

13 MS. TAYLOR: Okay. Heather?

14 MS. BALL: Heather Ball with the Railroad
15 Commission of Texas, and we assist propane marketers
16 throughout the state in helping low-income clients access
17 propane for their heating needs.

18 MS. TAYLOR: And Mr. Joseph?

19 MR. JOSEPH: I'm Al Joseph. I'm the Housing
20 Director for the Ysleta del Sur Pueblo, and we're very
21 much involved in all kinds of rehabilitation and
22 weatherization activities here.

23 MS. TAYLOR: Okay. And then staff members from
24 TDHCA: I'm Cate Taylor. I do the planning for the
25 weatherization and utility assistance programs, and then I

1 our Community Affairs Division.

2 So just to catch Michael up to speed, everyone
3 has been introduced. We thanked Mark for his years of
4 service, and I let the council know that he's no longer
5 with us. And then once we get down to the public comment
6 discussion, we'll discuss any other new members.

7 MR. DeYOUNG: Okay.

8 MS. TAYLOR: So next will be a review of the
9 plan. Has everyone had a chance to take a look at the
10 draft plan that I sent around?

11 VOICE: Yes.

12 VOICE: Yes, thank you.

13 MS. TAYLOR: Great. So just briefly, the
14 difference between last year's plan and this year's plan
15 is the amount of funding that the state is going to be
16 receiving from DOE, and that necessitated a change in the
17 subrecipients that we're providing this DOE funding to.

18 Last year we had 26 agencies, our full network,
19 that received their allocation of the DOE funding. This
20 year we took it down to four, and I sent you kind of the
21 explanation on why we did that and the board writeup, and
22 we had board approval on that.

23 So at this point I want to open it up to all of
24 the PAC members for a discussion on the plan. So if
25 there's any questions or comments, you know, please

1 introduce yourself, and I'll give you all the floor.

2 MS. RUTLEDGE: This is Winnie Rutledge from
3 DADS, and I just had a question. On page 4, where it
4 talks about the lead-based paint safe work practices -- I
5 guess it's the first sentence -- it says, will provide the
6 training to all the programs through the Training Academy
7 during Program Year 2011.

8 Is that a typo there?

9 MS. TAYLOR: Yes, that is.

10 MS. GAMBLE: That's something that we need to
11 update. I'm finding that.

12 MS. TAYLOR: It's just amazing, with so many
13 eyes that have looked over this plan in our legal
14 department and -- you know, little mistakes like that
15 still fall through the cracks, so we appreciate that.

16 MS. RUTLEDGE: Yeah, it happens to all of us.

17 MR. JOSEPH: This is Al Joseph. I've got a
18 question.

19 MS. TAYLOR: Okay.

20 MR. JOSEPH: On the budget information page for
21 nine consortium programs, it says at the top, in section
22 B, budget categories -- are you with me?

23 MS. TAYLOR: Yes.

24 MR. JOSEPH: -- it looks like most of those
25 lines add across left to right so that column 5 is the

1 total of columns 1 through 4. With the exception of three
2 columns, F, I, and K, I can't figure out where that extra
3 million is coming from.

4 MS. TAYLOR: Right. This is Cate Taylor again.
5 This is a tricky way that DOE sets this budget information
6 form for us. On the next page is the continuation of the
7 budget categories. You'll see the first page is grantee
8 administration, subgrantee administration, and then the
9 two T&TA columns.

10 You also add across the four columns on the
11 next page for program operations, health and safety,
12 liability assurance -- insurance, and financial audits.
13 And that gives the total column number 5, and that total
14 column sums up all eight of those category columns. Does
15 that make sense?

16 MR. JOSEPH: It does now. I could not figure
17 that out on my own, though. I don't know why.

18 MS. TAYLOR: Well, I'll certainly take a look
19 at this.

20 Sharon, did you have a comment?

21 MS. GAMBLE: No.

22 MS. TAYLOR: Okay. So the budget that you see
23 here, this is created by our fiscal department. It's
24 also, you know, approved by our accounting department
25 here, and then we -- so I enter it into DOE's reporting

1 and performance system.

2 So it would not have accepted these categories
3 if they added up correctly [sic], but I'll make sure that
4 there's not a typo in here.

5 MS. GAMBLE: I don't think there is. I think
6 that --

7 MS. TAYLOR: Okay.

8 MS. GAMBLE: Yeah, once you look at it all the
9 way through as 1, 2, 3, 4 and 1, 2, 3, 4 -- I guess --
10 this is Sharon Gamble.

11 Mr. Joseph, the thing that I'd say is that
12 probably for those rows that you spoke of, the total
13 column that -- column 5 isn't going to add up until you go
14 to the next four, and then it will add up. And that's,
15 again, just a quirk of how DOE puts this thing together.

16 MR. JOSEPH: Probably that first page --

17 MS. GAMBLE: It's odd.

18 MR. JOSEPH: Yeah. Should probably say, you
19 know, cumulative total to that point --

20 MS. GAMBLE: Yeah.

21 MR. JOSEPH: -- to the next page, and then I
22 would have been clear.

23 MS. GAMBLE: Yeah. But if we -- as Cate was
24 saying, if we enter it that way, it gives us an error. So
25 we have to just fill it in the way that the computer lets

1 us, basically.

2 MR. JOSEPH: Okay.

3 MS. SWENSON: This is Karen Swenson in
4 Nacogdoches. It's just such a small amount of money, and
5 there's so much need out there. 114 units statewide is
6 nothing. This is --

7 MR. JOSEPH: Right.

8 MS. SWENSON: So disappointing, but I know that
9 we are hopeful that perhaps there will be additional
10 funding, but that's not known at this point.

11 MR. DeYOUNG: Michael DeYoung. Al and Heather
12 and Winnie, do you all understand the mechanism we're
13 using to only fund the four? Does that bring questions?

14 MR. JOSEPH: Yeah. It wouldn't hurt to have a
15 little explanation of that.

16 MR. DeYOUNG: Sure. What we historically have
17 done in regular funding years is we have given each
18 agency -- right now there are 26 agencies in the state of
19 Texas that administer the Weatherization Assistance
20 Program. We give them both DOE and LIHEAP funds.

21 The LIHEAP funds have always been more than the
22 DOE funds, and the DOE funds tend to cover a lot of the
23 science and the regulation part of the weatherization
24 program.

25 So most states have a DOE program and a LIHEAP

1 program, and the LIHEAP program pretty much follows what
2 DOE rules are at the time.

3 In this instance, as Karen said -- and we have
4 just over, we think, about 1.3 million; we're dealing with
5 an estimated figure, still, until they actually send us a
6 letter -- as you do the math, you end up with about 17 of
7 the 26 agencies having five units or less.

8 For a lot of reasons this is a complicated
9 program to run and to keep trained staff -- you need about
10 12 to 15 units a year just to keep the skill level up at
11 the local subrecipient level.

12 MR. JOSEPH: Okay.

13 MR. DeYOUNG: So the state made a strategic
14 decision during this one year of low funding to say, Let's
15 go to the four largest and let's -- they're already
16 dealing with many of these rules and regulations in their
17 other programs.

18 For example, let's take Dallas County. They
19 already deal with lead-based paint; they deal with mold,
20 asbestos, they deal with ASHRAE 62.2 requirements for air
21 exchanges in the household and bringing fresh air in.

22 Let's go to the big four -- in this instance
23 you'll see them listed in the plan -- give them each about
24 25 homes and let them run the program.

25 Then we'll go over to the LIHEAP side and we'll

1 make up the difference, so Karen's agency, GETCAP -- I'm
2 going to pick some figures just for the sake of
3 discussion.

4 Out of this million-three, she was only going
5 to receive, say, 50,000. So what I'll do is I'll take her
6 50,000, and it'll end up in one of those four agencies,
7 and then in LIHEAP I'm going to give her \$50,000
8 additional dollars, so that there's no penalty to the
9 local agency or to the residents of that service area.

10 So in the end, everybody's going to get the
11 right amount of weatherization dollars throughout all 26
12 areas; no one's going to be shorted one penny. But four
13 of them, the big four, are going to have to run the DOE
14 program, which is more complicated. And that way --

15 MR. JOSEPH: Okay.

16 MR. DeYOUNG: -- what we do is, especially in
17 the smaller areas -- and, Mr. Joseph, you're out in the El
18 Paso area. You know, we have two agencies out there,
19 Project Bravo and Big Bend Community Action, who are going
20 to get the same amount of money, but they're going to be
21 running just the LIHEAP program.

22 Much of the rules are the same, save for two or
23 three extra steps that have to go on with DOE. So in
24 essence to them it's probably a little bit easier for
25 them, because they're only dealing with one funding

1 source, and they don't have to sit and go through this
2 matrix always of, well, what does DOE pay and what does
3 LIHEAP pay?

4 For the next year they're going to just say
5 it's all LIHEAP, and they work through the equation. And
6 to the client, there's no difference in the houses; it's
7 just a matter of where in the financial office back at Big
8 Bend or at Project Bravo do the charges reside. And for
9 the next year it'll be all LIHEAP.

10 So it is -- it's kind of a one-year period
11 where we're trying to figure out what's funding going to
12 be like down the road. If this continues to be a
13 \$1 million a year program, I think you'll see a similar
14 solution, funding four, five agencies.

15 There may be some advantage down the road to
16 rotating who that is so that they get all the technical
17 training they need but that you rotate it. So for the
18 next year we could say, Karen, GETCAP agency, and two or
19 three others, you're going to get the DOE money; we're
20 going to get you a lot of training over the next year.
21 And then you'll go back to being in that pool of LIHEAP-
22 only subrecipients while we train other parts of the
23 state.

24 And that would all be because of not wanting
25 just to have two or three houses -- literally, I think Big

1 Bend, Mr. Joseph, is the smallest subrecipient in
2 weatherization. They would have received, I think, two
3 houses. And it's just impractical for them to try and
4 keep someone qualified in all the federal requirements
5 when you're only going to earn about \$1000 in admin or
6 \$2000 in admin over the next year.

7 MR. JOSEPH: Sounds like you've given it a lot
8 of thought and you've come up with a solution, so I'm
9 comfortable.

10 MR. DeYOUNG: The best solution would be to get
11 about \$8 million from DOE so that everybody can get all
12 the training, but we're dealing with a program that
13 received a tsunami of money, and the aftereffect is that
14 the budget got cut and we're trying to make the best of a
15 bad situation.

16 We hope that the resolution is that the program
17 goes back to 6, 7, \$8 million, where it has historically
18 been, because that way we can keep all 26 agencies fully
19 trained up. They have enough volume that they are keeping
20 their skill level at a high level, and that's what's best
21 for the client.

22 We're trying to figure out what's best for the
23 client, given the current set of circumstances.

24 MR. JOSEPH: Very good. I understand.

25 MR. DeYOUNG: Okay.

1 Heather and Winnie, does that work for you,
2 too? Do you have any other questions on that?

3 MS. RUTLEDGE: That was very helpful. Thank
4 you.

5 MS. BALL: Yes. Thank you very much. My
6 sympathies for you guys.

7 MR. DeYOUNG: Well, you know, it's bittersweet,
8 because we had, you know, \$327 million, and we were able
9 to do 55,000 homes, and you can see this plan addresses
10 114.

11 So it's just a whole different scale, but it's
12 something that all federal programs are going to have to
13 go through in the future, over the next 10 years. So
14 we'll buy time this year and see what happens next year.

15 MS. TAYLOR: This is Cate Taylor again. Are
16 there any more questions or comments on the plan before we
17 move on to public comment?

18 (No response.)

19 MS. TAYLOR: Okay. So let's move next to the
20 public comment. So after we released the plan with board
21 approval, we had a public comment period and a public
22 hearing, and we received one comment from Stella
23 Rodriguez. She's executive director of the Texas
24 Association of Community Action Agencies.

25 And I had emailed around her comments -- or her

1 page of comments to the group before the call, so if we
2 can just go through the first three. So --

3 MS. GAMBLE: Do you want to read it into the
4 record?

5 MS. TAYLOR: Okay. Thank you, Sharon, for the
6 suggestion. I'm just going to read this into the record
7 to say that we do acknowledge these comments.

8 This is Stella's comments:

9 "A work group of the Texas Association of
10 Community Action Agencies, TACAA, with representation from
11 several subrecipients, met via conference call to review
12 the proposed draft state plan referenced above, as
13 published in the December 28, 2012, *Texas Register*. We
14 agree with the concept of maximizing limited funds as
15 referenced in the Texas Department of Housing and
16 Community Affairs 2013 DOE WAP State Plan. Consideration
17 of the following comments is appreciated.

18 "1. If the DOE Weatherization Assistance
19 Program experiences an increase of funds, similar to pre-
20 ARRA WAP, TDHCA should reinstate the pre-ARRA WAP service
21 providers to administer the program.

22 "2. Kelly Franke, from Combined Community
23 Action in Giddings, Texas, chair of TACAA's Weatherization
24 Committee, is recommended to the WAP Policy Advisory
25 Council to replace Johnette Hicks, who is no longer

1 employed with EOAC in Waco.

2 "3. WAP PAC meetings should be held in person,
3 in a public setting, and after the conclusion of the
4 public comment period.

5 "Thank you for the opportunity to comment."

6 I guess we should open it up to discussion on
7 the first comments from TACAA.

8 MR. DeYOUNG: Michael DeYoung, and I'll speak
9 for the State. The intent of this one-year action of
10 funding four agencies was merely to wait and see where
11 funding levels will settle.

12 And for the Policy Advisory Council, I guess
13 what we would say is that it is our full intent, if we are
14 fully funded, that the original network that basically
15 went through ARRA WAP, the 26 service providers that cover
16 all 254 counties -- should funding levels return, it is
17 our intent that it would return to all 26.

18 Now, that being said, we've had over the last
19 few years a few agencies who have consolidated. We've
20 also had agencies that have chosen to I guess dissolve --
21 is the legal term -- their incorporated status.

22 So bear in mind that there are changes in the
23 field that go on that could impact that number, but the
24 intent for this year was a one-year reduction to four
25 agencies, with a plan to readdress this issue when we get

1 a final funding figure for next year.

2 MS. TAYLOR: Okay. This is Cate again. Any
3 additional comments or questions on that? I think we have
4 covered it in our previous discussion.

5 MS. SWENSON: So if by some miraculous
6 action -- this is Karen Swenson; I'm sorry.

7 If by some miraculous action there is more
8 funding and we're back to similar to pre-ARRA, will we be
9 able to instigate this year without a new plan or without
10 the PAC meeting again?

11 MR. DeYOUNG: Yes. I don't think we would have
12 to have the PAC to meet again. If there were something
13 miraculous in weatherization -- if I got a letter tomorrow
14 that said \$6 million, I would probably post a hearing
15 right away and revise the plan and notify DOE that we
16 intend to reconfigure back to the original 26.

17 MS. SWENSON: Okay. That makes sense.

18 MR. DeYOUNG: We would have to have another
19 public hearing just because it is different than the
20 current plan we have proposed.

21 MS. SWENSON: I understand.

22 MR. DeYOUNG: And, Karen, I think you know this
23 very well, that that is very unlikely. We've been told
24 that the figure for the whole country is \$58 million, and
25 in order to get 228 million, which is the historical

1 funding figure for the whole country I think would be
2 difficult to envision at -- considering the current
3 climate in Washington, DC.

4 MS. SWENSON: Okay.

5 MS. TAYLOR: Okay. Let's move on to comment
6 two, and this deals with us, the WAP PAC, so just a little
7 bit of brief history.

8 Johnette, who was our previous chair, retired
9 last fall, and then came back to help some of the new
10 staff at EOAC come up to speed, and during that time we
11 had intended to have her as part of the PAC, but she
12 retired again in December.

13 So we certainly thank her for her time and her
14 assistance on the WAP PAC, but she's no longer with us.
15 And then I'll open it up to discussion for TACAA's
16 recommendation of Kelly Franke from Combined Community
17 Action in Giddings to replace Johnette.

18 MS. GAMBLE: Karen, would you like to say a
19 little bit about --

20 MS. SWENSON: Well, Kelly is a -- she has run
21 the weatherization program for a number of years. She's
22 very knowledgeable in the requirements. They did -- I was
23 very pleased to have her become an executive director, so
24 now she is looking at an even larger picture, but she does
25 have a good feel for the requirements of the Department of

1 Energy, as well as being well versed in the administration
2 of the program. So she would be a great asset to this
3 committee.

4 MS. TAYLOR: Okay.

5 MR. DeYOUNG: Then I think we will -- I'm
6 sorry; this is Michael DeYoung again.

7 We're going to be looking at reaching out to
8 some additional members of the Policy Advisory Council.
9 At one point I think we had nine total members; during
10 ARRA WAP, I'm sure.

11 We probably haven't given as much attention as
12 we should have -- most of our eyes were focused on
13 spending the 327-, and now that we've had the announcement
14 of Johnette moving on and also Mark Bullard, we'll be
15 reaching out to some individuals who can help the Policy
16 Advisory Council.

17 From the state perspective I think Kelly -- we
18 had a meeting with Kelly on Friday afternoon, and she
19 seemed interested in the prospect of joining the Policy
20 Advisory Council.

21 I would concur with Karen's assessment.
22 Kelly's administered this program for a number of years.
23 She's also got a smaller-agency perspective. She's one of
24 the smaller agencies and has dealt with many of the issues
25 that impact how this program's run, whether it be from

1 limited funding, complex federal requirements, rural
2 housing stock, so I think Kelly would make a great
3 addition to the Policy Advisory Council.

4 And we'll try and formalize our recommendations
5 and get the Policy Advisory Council numbers back to
6 hopefully in the area of nine. I won't commit to a hard
7 number.

8 There's no requirement by DOE that it has to be
9 a certain number. What we'd like to do is take a look at
10 the different perspectives, and I think we've got, you
11 know, a pretty good idea of what we want to do.

12 We want to have some large agencies; we want to
13 have some small agencies; we want to have Heather from the
14 Railroad Commission, because so much of rural Texas has
15 issues in weatherization and in their utilities that
16 involve much of their scope of the Railroad Commission
17 with the propane and gas industries.

18 Al, representing an area of the state that has
19 many different issues: It's a drier climate, the ability
20 to cool without an air conditioning unit by using an
21 evaporative cooler is very -- it's a different discussion
22 that we need to have folks in the room on, as well.

23 And, Winnie, you represent DADS, and we've had
24 a lot of work, not just in weatherization, over the last
25 few years in collaborating with DADS and the way our

1 programs interact with your programs.

2 We want to get back to having that robust
3 discussion in the Policy Advisory Council about all this
4 works together.

5 So you'll be hearing more from us in the next
6 few weeks. We probably want to have all this reshuffling
7 done by April when we have the new program year take
8 effect, so we'll be contacting some members who we think
9 can strengthen our hand in the discussion of
10 weatherization.

11 Now, I'm going to talk about the third bullet,
12 which was -- and I'll remind you, and I'll read it
13 verbatim: "WAP Policy Advisory Council meetings should be
14 held in person, in a public setting, and after the
15 conclusion of the public comment period."

16 So I'll address each of those three statements.
17 I would love to hold the meeting in person if we could get
18 everybody here, but unfortunately I'm not allowed to pay
19 for you all to come here, and so for many of you, while it
20 wouldn't be a big issue, for Al especially to come from El
21 Paso is an expensive proposition.

22 And we've checked with DOE to see if they
23 concur that we're okay in holding it as a conference call,
24 and they have agreed to that. We want to have the input;
25 we don't want to have it centered around Austin and Travis

1 County only. That's usually who can attend and who can be
2 here.

3 So I think we're going to continue to hold the
4 conference call. If we feel the need to have a meeting,
5 certainly if a meeting's requested in Austin, Texas, we
6 certainly can host that meeting, but unfortunately we
7 can't pay for it, ever. That's the problem.

8 In a public setting -- you know, these
9 meeting's are posted; they're open to the public if they
10 want to attend and comment.

11 Historically we've tried to do it right after
12 the public comment period for the plan, and that tended to
13 bring in more interested parties, but I also realize the
14 desire of the Policy Advisory Council to have time after
15 the public hearing to kind of digest what was said and
16 then recommend changes if they're germane to the plan.

17 So we'll look at the calendar to see what works
18 best. We may actually even do a Survey Monkey type
19 request to try and figure out if there's changes that you
20 would like to see.

21 The process we currently use is drafted by DOE;
22 they review it when they come. In fact, DOE will be here
23 in three weeks. And one of the first things we'll address
24 is how did your WAP Policy Advisory Council meeting go?
25 What were the issues identified? And were there any

1 changes to your plan?

2 So we do take serious any comments we receive
3 from the public for feedback on the Policy Advisory
4 Council and how it operates, as well as comments on the
5 WAP state plan.

6 So we appreciate Stella providing these
7 comments, and we will keep you all abreast of any changes
8 in the funding figure, and if we're going to have a need
9 to recraft the plan, you all will certainly be aware of it
10 and there will be another Policy Advisory Council if and
11 when we recraft this plan.

12 And then I'll turn it over to you for comment
13 or questions.

14 MS. TAYLOR: This is Cate Taylor again. I just
15 wanted to make sure we get everyone's comments and
16 questions in for the record. So please speak up if
17 there's anything that you'd like to address.

18 (No response.)

19 MS. TAYLOR: All right. Well, I think that
20 brings us to the --

21 MR. DeYOUNG: Go over real quick the calendar
22 for what we -- when we intend to submit and -- so they're
23 aware of where we go from here.

24 MS. TAYLOR: Okay. Yeah. Michael has
25 requested that I go over kind of our calendar going

1 forward, and I had sent this to you all in an email, but I
2 can just kind of reiterate it as well.

3 So we drafted our plan in late December, sent
4 it to the board -- to the TDHCA board to release to the
5 public for comment in January.

6 So our public comment period has now closed.
7 We've presented you all with the public comment. Our next
8 step is, following this meeting, to take any feedback on
9 the plan that you've provided to us and respond to the
10 public comment and present that back to our board as well.

11 And that board meeting -- I believe it's the
12 first week in February; I'm sorry I don't have the exact
13 date -- February 13.

14 And at that point the board can ask any
15 questions on our plan, and we hope that they would approve
16 it for submission to DOE.

17 The plan is due February 28 to DOE, so I'll
18 take everything from the board, from the public comment
19 with the final plan and submit that electronically to DOE,
20 and then our program year, pending approval of the plan,
21 would start on April 1 of 2013, and we would allocate the
22 funding that we had indicated to the four agencies in the
23 plan.

24 So are there any questions on our time line?

25 (No response.)

1 MS. TAYLOR: Are you all still there?

2 MS. SWENSON: Sounds reasonable. This is
3 Karen.

4 MS. TAYLOR: Okay. Thank you, Karen.

5 At this point I'd like to call for a vote of
6 the committee members to approve the plan. If one by one
7 you could say yes or no whether you accept and approve the
8 plan.

9 MS. RUTLEDGE: This is Winnie Rutledge. Yes.

10 MR. JOSEPH: Al Joseph. Yes, I approve it.

11 MS. BALL: This is Heather Ball. I approve.

12 MS. SWENSON: And this is Karen Swenson. I
13 approve.

14 MS. TAYLOR: Okay.

15 MR. DeYOUNG: We appreciate you all taking the
16 time to join us on the conference call today. We will
17 certainly be in touch if there's any changes requested by
18 our board or that are necessitated through a change in
19 funding.

20 As DOE releases the final funding figure, if it
21 comes in at 1,253,000, you know, slightly different, we'll
22 make adjustments in the plan as appropriate.

23 If the figure changes by a significant figure,
24 that's when we'll contact you to say we are reposting for
25 a revised plan, but right now what we're waiting on is

1 that final figure that arrives in a letter to the
2 department that this is the approved figure for your plan.
3 And as soon as we get that, we will make the changes with
4 dotting all the i's and crossing all the t's.

5 Thank you all for your time today.

6 MS. TAYLOR: Yes, thank you all again for
7 attending and fielding all of my emails on scheduling the
8 meeting. I really do appreciate you being a part of this
9 PAC.

10 So it is 10:40, and I'm going to adjourn the
11 meeting and thank you all for attending.

12 MS. SWENSON: Thank you, Cate, for all your
13 hard work. Thank you to Sharon and Michael as well.

14 (Whereupon, at 10:40 a.m., the meeting was
15 concluded.)


C E R T I F I C A T E

1
2
3 MEETING OF: Weatherization Assistance Program Policy
4 Advisory Council

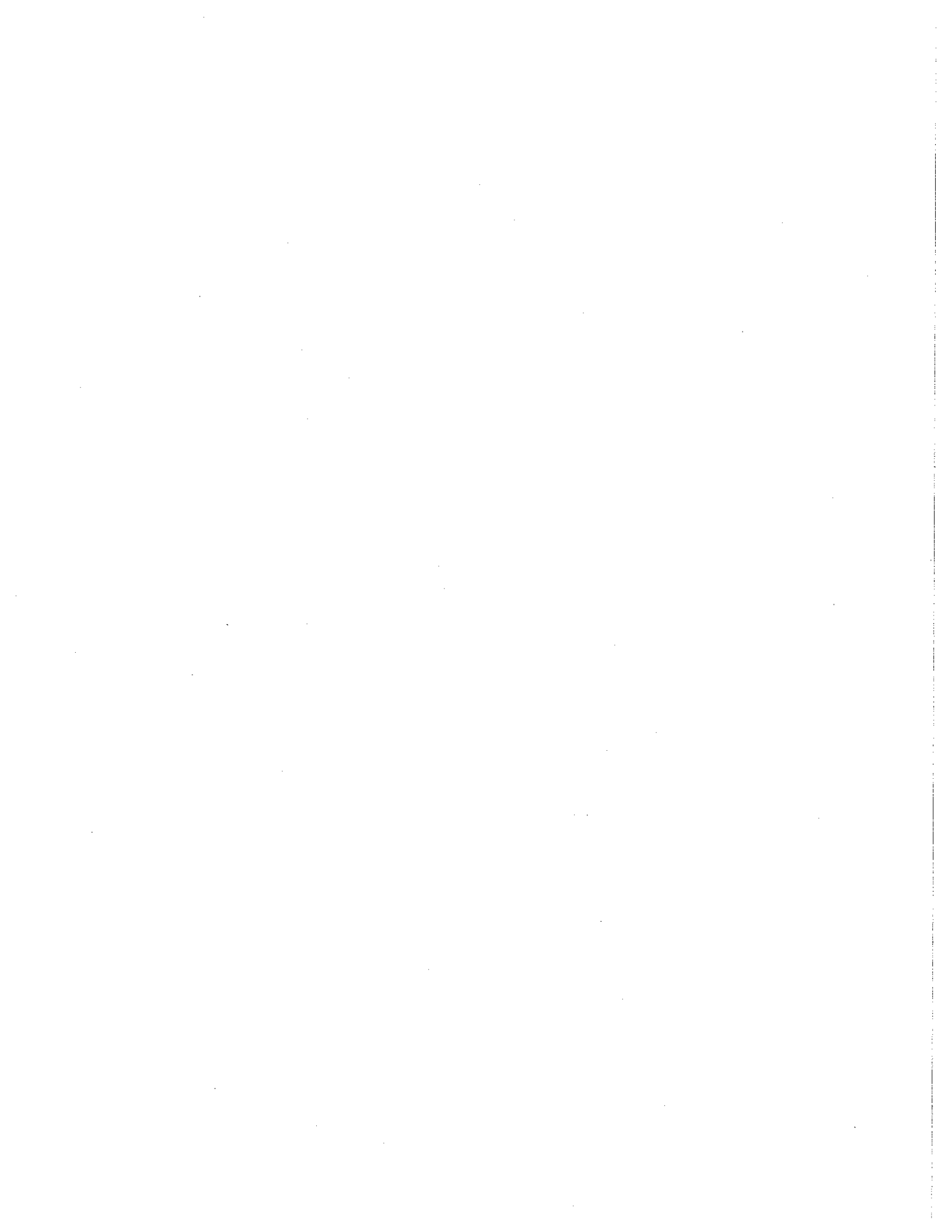
5 LOCATION: Telephonic

6 DATE: January 22, 2013

7 I do hereby certify that the foregoing pages,
8 numbers 1 through 27, inclusive, are the true, accurate,
9 and complete transcript prepared from the verbal recording
10 made by electronic recording by Elizabeth Stoddard before
the Texas Department of Housing and Community Affairs.

 01/23/2013
(Transcriber) (Date)

On the Record Reporting
3636 Executive Ctr Dr., G-22
Austin, Texas 78731



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

**Weatherization Assistance Program
Policy Advisory Council Meeting**

February 11, 2014
11:00 a.m. Central

Conference call in number: 877-226-9790
Access code: 8871392

AGENDA

1. Call to Order
2. Member Introductions:

<i>Organization</i>	<i>Member Name</i>
Combined Community Action	Kelly Franke
Greater East Texas Community Action Program	Karen Swenson
Railroad Commission of Texas	Heather Ball
Texas Department of Aging and Disability Services	Toni Packard
Ysleta del Sur Pueblo Housing Department	Al Joseph

3. Review of the Draft PY 2014 DOE WAP State Plan
4. Discussion of Comments Received from Public Hearing on Draft PY 2014 DOE Weatherization Assistance Program (WAP) State Plan/Application
5. Open Discussion
6. Adjourn

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Weatherization Assistance Program Policy Advisory Council Meeting

February 11, 2014, 11:00 a.m. Central

Conference call in number: 877-226-9790
Access code: 8871392

Minutes

Members present:

- Kelly Franke, Combined Community Action
- Karen Swenson, Greater East Texas Community Action Program
- Toni Packard, Texas Department of Aging and Disability Services
- Al Joseph, Ysleta del Sur Pueblo Housing Department

TDHCA staff present:

- Michael DeYoung, Director of Community Affairs
- Sharon Gamble, Manager, Planning & Training
- Cathy Collingsworth, Manager, Fiscal & Reporting
- Cate Taylor, Energy Program Administrator

Welcome and Introductions

Cate Taylor called the meeting to order at 11:06 a.m. Since the meeting was held via conference call, Ms. Taylor informed all attendees that the call was being recorded. Then, all members and TDHCA staff present introduced themselves.

Review of the Draft PY 2014 DOE WAP State Plan

Cate Taylor gave a brief overview of the Draft PY 2014 DOE WAP State Plan (the Plan) and indicated where minor technical corrections had been made to the draft version released for public comment.

Open Discussion and Questions from PAC Members

Al Joseph asked how the allocations and unit assignments for all WAP subrecipients in the Annual File were determined. Cathy Collingsworth explained that the allocations of DOE funds and unit assignments were based on the allocation formula, detailed on page four of the Master File. Michael DeYoung added an explanation of the factor weights and how this formula was run, assigning a factor percentage to each of Texas' 254 counties.

Al Joseph then asked if there was data available on the Native American population receiving weatherization services. Michael DeYoung responded that the requested data is available through monthly performance reports. Michael DeYoung also suggested that Al Joseph review the transcript of the January 23, 2014 TDHCA Board meeting for public comment given by Kathy

McDonald of the Dallas Inter Tribal Center. Cate Taylor will follow-up with Al Joseph after the meeting to provide both the data and board meeting transcript.

Kelly Franke noted that a hyperlink on page 6 of the Master File was not working and that the non-existent Training Academy is still noted on page 18. TDHCA staff will correct the hyperlink and remove the Training Academy language, prior to submission of the Plan to DOE.

Kelly Franke asked if there would be any changes to the monitoring staff listed on page 14 of the Master File. Michael DeYoung responded that, at this time, the four Department staff listed as monitors are assigned to the program. Staff may change at any time and will be reflected in future plans.

Karen Garber asked for clarification of citizenship requirements, listed on page one of the Master File. Sharon Gamble clarified that agencies required to perform a Systematic Alien Verification for Entitlements (SAVE) check for program applicants are already up and running. Agencies exempt from this check process do not need to perform this additional eligibility step when determining client eligibility.

At this time, PAC members had no further questions specifically related to the Plan. Michael DeYoung then offered to contact Toni Packard, the PAC's newest member, to give her a general overview of the Weatherization program after the call.

Toni Packard asked about the involvement of the Area Agencies on Aging (AAA's) with the WAP Subrecipient network. Kelly Franke and Karen Garber both responded that their agencies had excellent relationships with the AAA's and other senior programs within their respective service areas. Much of the initial senior involvement with Community Action Agencies (CAA) in the WAP network revolves around meals and transportation programs. Also, members of the AAA's serve as board members for many of the CAA's.

Review of Public Comment Received

With no further general questions from the PAC members on the Plan, Cate Taylor proceeded with a summary public comment. Comment was received from Mr. Lance Pearson of Travis County Health and Human Service, at the public hearing held at TDHCA headquarters on Monday, February 10, 2014. Mr. Pearson's provided comments related to multifamily weatherization projects, but not specifically related to the Plan.

A summary of these comments, along with staff's reasoned response, will be provided as an item in the Departments February 20, 2014 Board book. Cate Taylor will provide a copy of this Board write-up to all PAC members.

Approval of Plan

With the changes discussed, PAC members voted unanimously to approve the plan.

Adjourn

The meeting was adjourned at 11:40 a.m.

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

**Weatherization Assistance Program
Policy Advisory Council Meeting**

April 6, 2015
2:30 p.m. Central

Conference call in number: 877-226-9790
Access code: 8871392

AGENDA

1. Call to Order
2. Member Introductions:

<i>Organization</i>	<i>Member Name</i>
Combined Community Action	Kelly Franke
Greater East Texas Community Action Program	Karen Swenson
Railroad Commission of Texas	Heather Ball
Texas Department of Aging and Disability Services	Toni Packard
Ysleta del Sur Pueblo Housing Department	Al Joseph

3. Purpose
4. Review of the Draft PY 2015 DOE WAP State Plan
5. Discussion of Comments Received from Public Hearing on Draft PY 2015 DOE Weatherization Assistance Program (WAP) State Plan/Application
6. Open Discussion
7. Adjourn

Sharon Gamble: My name is Sharon Gamble and I am the Programs Manager at the Texas Department of Housing and Community Affairs the Community Affairs Division. And this is the April 6, 2015 conference call meeting of the Weatherization Assistance Program Policy Advisory Council. As stated I am Sharon Gamble, I have with me here in the room Marco Cruz who is one of our lead weatherization staff members; he's one of our trainers and one of our technical assistance providers. If each of you would please introduce yourselves and we can just go by the order of the names on the agenda so Kelly if you would start.

Kelly Franke: Kelly Franke, Executive Director Combined Community Action Giddings, Texas.

Karen Swenson: Karen Swenson, Executive Director, Greater East Texas Community Action Program based in Nacogdoches.

Heather Ball: Heather Ball, Railroad Commission of Texas.

Toni Packard: Toni Packard Texas Department of Aging and Disability Services.

Al Joseph: Al Joseph, Housing Director for the Ysleta del Sur Pueblo in El Paso, Texas. If I may, I'd like to say I am retiring very shortly here and my replacement is already here sitting beside me Jonathon Robertson and he is willing to take over this responsibility if you need him.

SG: Absolutely; we will discuss that with the committee here in just a bit. So with the member introductions done, the purpose of this meeting here today is to discuss the Program Year 2015 Department of Energy Weatherization Assistance Program Plan. I trust that you've all had a chance to review that plan. I can report that the Department

received no public comment on the plan, our public comment period closed today at noon. We did not receive any comment on the plan so the plan that you saw posted is the plan that is up for discussion here today. Before we start well actually I guess we will do discussions and then we can discuss the committee assignments after we do our discussion here, and AI if you would please as one of your last duties here be the participant in the discussion today and then we can talk about Jonathan's membership afterwards. So the DOE plan as posted on the website is not very different from the plan from last year. Different is the amount of funds awarded that did go up about \$400,000 this year. We have of course the same Subgrantee network that we've had in the past. One thing that I would point out is that you will notice on Section 4.1 Subgrantees which is the list of the Subgrantees for the program, we do have a space where the award recipient is to be determined and that's in Cameron and Willacy counties and that service area is in the Rio Grande Valley area the state. Cameron and Willacy Counties Community Projects Incorporated was not recommended for an award by our executive award committee here at the department and as a result of that we have released a Request for Applications for a provider to provide weatherization services in Cameron and Willacy counties. The applications for that RFA were due on Friday, April 3. We did receive two responses; we have not reviewed those responses yet. We expect to have those responses reviewed tomorrow and a recommendation for a replacement provider provided to our board for the board meeting of April 16, 2015 here in Austin. So that's one thing that I would point out to you in the plan. Other than that it's very much an update of what we've done in the past. There has been some updating of the monitoring and training sections of the plan in response to further DOE

guidance on training and monitoring. And the Health and Safety Plan has been updated to include more of the training and technical assistance and postings that we have on the website and some other date specific and program specific updates to that. The program itself though has not changed, so very little to report as far as the difference in the plan. With that I'd like to sort of open up the discussion of the plan if anybody has any questions or any comments that they would like to bring please do so at this time. Just identify yourself when you speak, thank you.

TP: I do. Toni Packard with DADS, I have several of them so. You mention that the awards were not granted to those particular counties. Are these awards reviewed every year? Is there a particular time period for each one of these Subgrantees?

SG: Yes, Toni, the funds are awarded every year.

TP: I'm talking about the determination of who receives the funds.

SG: That is not determined every year. The weatherization program is a highly technical program and it's not very easy to change the Subgrantees. And so we do generally use the same collection of Subgrantees every year. That coupled with federal requirements in this program and other programs, that are related to the act that ties all these funds together. Organizations that operate program such as the Community Services Block Grant and the Low Income Home Energy Assistance Program, the weatherization program, by federal guidance, is supposed to operate in line with those. And so organizations that operate CSBG that operate our LIHEAP programs are sort of the first choice to run the program and sort of take over when a service area comes open.

TP: And how does a service area come open?

SG: In this instance we have a provider that's been a provider for a very long time but they've had some difficulties in the last year to where they have some outstanding compliance findings that they haven't been able to clear up in time for this award cycle. So they were not recommended for an award which would have left Cameron and Willacy counties without a provider for DOE weatherization. And so in that instance we release request for applications and it states very clearly in the request for applications that preference is given to organizations that are already running those programs, CSBG, LIHEAP, and other poverty related programs that we operate here at the Department.

TP: Are all the counties in Texas covered?

SG: Yes they are and I should point out that the funds are allocated to the counties and not necessarily for the organization. That's why I can say that it says "TBD reserved for Cameron and Willacy counties" because the allocation is actually for the counties and then the service provider receives the contract. So all 254 counties are covered.

Do you get any funding from the state?

For weatherization we the state do not. There is however some of the utility providers are required by the PUC to provide funds to help their own customers get some sort of relief from their utilities and they do that through weatherization. That funding does not come to the state it's operated through another organization. A lot of the same organizations that operate our weatherization program though also operate those

weatherization programs. At this time though, other than that the state does not have set aside a fund for weatherization. They used to but not anymore.

TP: On page 12 it talks about Tier 1 training, that you had reached out to DOE for some technical assistance. Have you received any comment back from DOE on that?

SG: the plan is obviously a way for us to communicate with DOE in writing the things that we has a state need. And so while we have made that request and several different states have made that request. We have not yet received any specific technical assistance regarding that issue. Having it in our plan also reiterates that request from us and so just basically we put it there to keep it in the front of their minds that it is something that we are looking for you know. Sort of a little prompt.

TP: Then one last kind of multilevel one. It had to do with page 14 under Program Evaluation. I was reading about the online contracting but you are talking about capturing unit-level data. Do you collect that data now?

SG: We don't collect it on the statewide level. We don't have a statewide database that allows us to collect unit level data. Each individual Subgrantee however does have the ability to collect that kind of data and they do. So we have access to it we just don't have the ability to collect it on a on a statewide level yet.

TP: So if they collect at the Subgrantee level do they report it back up to you?

SG: They report to us in aggregate. If we have a need for it and we asked for it then they do report it up to us.

TP: And the online contract system; is that done in house or is it by a vendor?

SG: Its in-house, this is the system that was built by our internal IT division.

TP: And if you could educate me a little bit, given this unit level data, how does that improve the program.

SG; Well, here's the thing. It's one of the things that is sort of new with DOE where they are starting to ask more about unit level data. We are actually in talks with our national partners, not just DOE but also with the Department of Health and Human Services, about ways that we as such a large state (we are one of the larger states) and we have more sub grantees I think than most of the other states as well. We are at the point now where we are starting to feel the need for such a system. Right now we don't receive a lot of requests for the information. We don't do as much program evaluation as we could I think if we had a statewide system. And so it's not optimal right now, admittedly.

TP. Okay, thank you.

SG. You're welcome, thank you for your questions

KF: Sharon this is Kelly. I wanted to ask if there was a way that TDHCA could explore some options when it comes to the procurement for the QCI training. Specifically, is there any way that TDHCA can actually do the procurement and go with one group that does the training so we are all being trained the same way? The reason I ask is after talking with several agencies about some of the issues they have had getting their people passing the test and qualified that most of them that go to Santa Fe seem to get through it, whereas I've heard that in the other areas are not. So is there any way that the Department could procure just with Santa Fe so that everybody would go to the same place to do the QCI training?

KS: This is Karen Swenson. That's a good point, Kelly. My gentlemen went to Santa Fe and both of them passed. I don't know about the others but I have heard because of my association with Region Six we are not the only state that is having problems going to training in other places and their attendees not being successful. So that's my two cents. Thanks for bringing that up.

SG: We can certainly look into that. We thought about doing that at the beginning. The reason that we didn't do that quite frankly was that we wanted to sort of leave it open for people to be able to go where they could get in. I think that maybe at this point it won't be such a problem. But if we if we say that it's just Santa Fe then it also depends on does Santa Fe have room for them. And then if we say just Santa Fe, then they can't go somewhere else that might have room for them. So we can certainly look into that. We can poll the network and see if anyone would be interested in that route. Of course that would require a procurement for us. Since it's all out-of-state providers it would be an extensive process to get that kind of a procurement done. We could certainly do it. It would not be done in a couple of months though and we are looking at July 1 of hopefully having everyone have a QCI on board.

KF: I have a new person. He's not new to weatherization he is new to my agency. He has met with Doug and he has talked to Laura Saintey so we are working on getting his. Just from hearing everybody talking around the state, they seem to be the one that's getting them through it. And they seem to be better prepared for the testing.

TP: This is Toni. Could y'all work the procurement to where it is a requirement of that company to have an office here in Texas? We do customer satisfaction surveys with

DSHS as a part of that the company that was chosen had to have an office here in Texas. And they opened up one.

SG: We certainly could require that. That's certainly something we could put in there. There wouldn't be anything limiting us from that ability. Kelly in your comment you are just talking about the QCI training?

KF: Yes. That is my main thing right now is getting my person done.

KS: Overall I really thought the plan was a good plan. It covers all of the counties. Of course there is not enough money but, such as it is.

AJ: This is Al Joseph. All of my concerns have been addressed already. I think it's a good plan.

SG: Thank you Joseph. Okay, is there any more discussion about the state plan that we need to have before we talk about whether or not the committee would like to accept the plan for submittal to DOE? (silence) If not, if someone would like to make that motion.

TP: This is Toni. I move that we accept the plan to send to DOE.

KS: This is Karen in Nacogdoches and I will second that.

SG: Okay is there any discussion about the motion before we take a vote? (pause)

Okay I don't hear a discussion so will do a voice vote so that I can have a record of who voted. As I call your name if you would indicate aye or nay. Kelly: aye Karen: aye

Heather: aye Toni: aye and Al: aye. Okay and surveying the membership we have all ayes with no opposition so that the DOE WAP state plan as published will be submitted to DOE for the State of Texas. Thank so very much.

(at which point the committee discussed the selection of new member and the meeting was adjourned.)

ASSESSMENT OF ADVISORY COMMITTEES
March, 2016
Texas Dept of Housing and Community Affairs, #332

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Cmte1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name:	Rural Housing Workgroup		
Number of Members:	NA		
Committee Status (Ongoing or Inactive):	Inactive	Note: An Inactive committee is a committee that was created prior to the 2014-15 biennium but did not meet or supply advice to an agency during that time period.	
Date Created:	1/1/2010	Date to Be Abolished:	NA
Budget Strategy (Strategies) (e.g. 1-2-4)	NA	Strategy Title (e.g. Occupational Licensing)	
Budget Strategy (Strategies)		Strategy Title	

State / Federal Authority
 State Authority
 State Authority
 State Authority
 Federal Authority
 Federal Authority
 Federal Authority

Select Type	Identify Specific Citation
NA	
NA	

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff support.

Committee Members' <u>Direct</u> Expenses		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel		\$0	\$0	\$0
Personnel		\$0	\$0	\$0
Number of FTEs		0.0	0.0	0.0
Other Operating Costs		\$0	\$0	\$0
<i>Total, Committee Expenditures</i>		\$0	\$0	\$0
Committee Members' <u>Indirect</u> Expenses		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Travel		\$0	\$0	\$0
Personnel		\$0	\$0	\$0
Number of FTEs		0.0	0.0	0.0
Other Operating Costs		\$0	\$0	\$0
<i>Total, Committee Expenditures</i>		\$0	\$0	\$0
Method of Financing		Expended Exp 2015	Estimated Est 2016	Budgeted Bud 2017
Method of Finance				
1 - General Revenue Fund		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
Expenses / MOFs Difference:		\$0	\$0	\$0
Meetings Per Fiscal Year		0	0	0

Committee Description: The workgroup was originally established as an informal forum which enabled the Department to interact with community advocates, funding recipients, and potential applicants prior to formal public comment processes as TDHCA developed housing policy. Currently,

TDHCA effects this through roundtables specific to the program or initiative in question.

SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?
While the workgroup served as a forum for external stakeholders to share concerns and recommendations with TDHCA, the workgroup itself made no recommendations to the agency.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency ?

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.
While it was active, the workgroup provided external feedback used for policy development. However, the current practice of holding targeted roundtables for policy development allows for broader and more robust external engagement.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:
10a. Is there any functional benefit for having this committee codified in statute? No
10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.

4a

BOARD ACTION REQUEST

ASSET MANAGEMENT

JUNE 16, 2016

Presentation, Discussion, and Possible Action on Timely Filed Ownership Transfer Appeal for Sea Breeze Village Apartments (File No. 98119)

RECOMMENDED ACTION

WHEREAS, Sea Breeze Village Apartments (the “Development”) received an award of 9% Housing Tax Credits (“HTC”) in 1998 to construct 72 multifamily units in Port Lavaca encumbered by a Housing Tax Credit Land Use Restriction Agreement (“LURA”) through August 15, 2040;

WHEREAS, the current Development Owner, Sea Breeze Village Apartments, Ltd., has entered into a purchase and sale agreement with Hope Housing Foundation, Inc. to sell the property;

WHEREAS, the Previous Participation Review (“PPR”) required under 10 TAC §10.406(c) of Hope Housing Foundation’s (“HHF”) portfolio identified the portfolio as a Category 4 with reportable issues;

WHEREAS, HHF was given an opportunity to provide additional information and measurable conditions for The Executive Award and Review Advisory Committee (“EARAC”) to consider, pursuant to 10 TAC §1.301, in their determination of the approval of its previous participation record;

WHEREAS, the HHF did not provide the EARAC with sufficient documentation to mitigate the issues and concerns identified by the PPR, and EARAC recommended against approval of the PPR until such time as the PPR issues are sufficiently mitigated; and

WHEREAS, the Executive Director found good cause to withhold approval of the requested ownership transfer of Sea Breeze Apartments based on EARAC’s concerns and the Proposed Owner timely filed an appeal of the ownership transfer denial;

NOW, therefore, it is hereby

RESOLVED, that the ownership transfer appeal for Sea Breeze Village Apartments is denied and the Executive Director and his designees are hereby, authorized, empowered, and directed to take all necessary action to effectuate the foregoing.

BACKGROUND

Sea Breeze Village Apartments was approved in 1998 for the construction of 72 units in Port Lavaca. The Housing Tax Credit LURA for the Development has a 40-year Extended Use Period, including a 25-year

Compliance Period, which expires August 15, 2040. On February 1, 2016, the Department received a request for approval of the transfer of Sea Breeze Village Apartments in conjunction with a pending sale of the property between the current Development Owner and Hope Housing Foundation, Inc., a Texas nonprofit corporation.

As required under 10 TAC §10.406(c) a previous participation review of the Proposed Owner's portfolio with the Department was conducted and identified the portfolio as a Category 4 with reportable issues. The EARAC met on April 18, 2016, and considered Hope Housing Foundation, Inc.'s previous participation in Department programs along with information provided and voted to not recommend the approval of the PPR because EARAC was not provided with nor could it find any suitable conditions by which past issues of non-compliance could be prevented. The reportable past issues of non-compliance included completion of renovations at the Ridge at Trinity Apartments ("the Ridge"), formerly known as Trinity Trails Apartments located in Dallas, in order to resolve past UPCS inspection findings. The owner acquired the Ridge in early 2015 and twice committed improvements to be completed before the end of 2015, but has yet to complete those committed repairs. Prior to HHF's acquisition, the original investor/syndicator took over operations at the property and abandoned its attempt to claim/utilize the 4% tax credits that were anticipated in a determination notice provided many years earlier. The prior owner was unable to clear physical noncompliance issues which also lead to occupancy issues with the Development. HHF successfully bid to acquire the property with the LURA restrictions remaining intact.

On May 24, 2016, the Executive Director denied the Proposed Owner's request for approval to acquire Sea Breeze Village based on the significant previous participation issues and concerns reported to EARAC, and the resulting denial of the PPR by EARAC.

On June 1, 2016, the Proposed Owner submitted an appeal to the Executive Director's denial.

According to the letter HHF shall complete all rehabilitation activities at The Ridge by August 1, 2016, correcting all UPCS compliance findings, casualty loss, and units unavailable for rent. HHF proposes to submit weekly reports to TDHCA regarding the status of file correction, with a final report upon correction for any compliance item within three (3) days of completion of the correction. The letter also states that HHF will not submit another request for ownership transfer until all non-compliance events associated with The Ridge that are capable of correction have been corrected to the satisfaction of the Department.

The Appeal states that HHF is in the business of acquiring and preserving troubled properties. According to the Owner, The Ridge has had a history of criminal activity and the rehabilitation activities and tenant relocation procedures have significantly reduced these problems. Also, the scope of rehabilitation activities have provided challenges and resulted in delays. The general contractor is working unit to unit rather than building to building to accommodate existing qualified households and return the units to property management for leasing activities. According to HHF 60 households have been relocated to a renovated unit and 20 new households have become residents at this property, and all units will be available on August 1, 2016. However, this assertion was not supported with backup documentation (such as AIA contracts or draw forms or construction status reports) from the general contractor or other sources.

The Appeal also identifies mitigating factors in the consideration of the approval of the ownership transfer for Sea Breeze Apartments. HHF asserts that they will not seek any additional funding from the Department for this development and that no tax credits are at risk because the development is in the post 15-year compliance period. Therefore, no tax credit investor is at-risk, and the current investor seeks to consummate the transfer of ownership in pursuit of its exit strategy from Sea Breeze Village Apartments,

Ltd. According to the Appeal, Sea Breeze Village Apartments is not a “troubled” property and is in compliance with the tax credit program. HHF received approval and acquired Sea Green Apartments (HTC # 94052 / CMTS # 1232) on November 1, 2012. Sea Greens Apartments is located approximately two miles from Sea Breeze Apartments. HHF claims that the proximity of the two developments and the onsite property management staff will produce benefits and economies of scale for the ongoing operation of both properties and ongoing compliance with the tax credit LURAs.

The Appeal included the prior submissions to EARAC as attachments related to the PPR which were deemed to have not provided any responsive recommendations allowing for the approval of the ownership transfer according to the Department’s letter on May 24, 2016. Furthermore, the Appeal does not provide any substantive new information to mitigate the Department’s concerns. HHF has demonstrated a pattern of acquiring distressed properties and ability to address findings of non-compliance, but in the case of the Ridge, has not been able to accomplish this within self imposed deadlines. This pattern is well documented by the previous participation record of its portfolio. Staff has concerns related to whether or not HHF possesses the capacity to take on an additional property regulated by the tax credit program at this point in time.

Staff does not recommend approval of the transfer of the HUB managing general partnership interest to the proposed non-HUB general partner pursuant to the recommendation by EARAC and the determination of the Executive Director in accordance with to 10 TAC §1.304.

May 31, 2016

Via Electronic Mail and Hard Copy

Mr. J. Paul Oxer
Mr. Tim Irvine
Texas Department of Housing and Community Affairs
221 East 11th Street
Austin, Texas 78701

Re: Appeal
Ownership Transfer for Sea Breeze Apartments

Gentlemen:

We represent Port Lavaca Sea Breeze Partnership, Ltd. (the "**Applicant**"), which has applied to acquire the Sea Breeze Apartments in Port Lavaca, Texas (the "**Development**"). The Development was originally developed by Don Sowell in 1998 under the low-income housing tax credit program. The Applicant is controlled by Hope Housing Foundation ("**HHF**"), a non-profit organization.

The Applicant's request for approval to acquire the Development has not been recommended by EARAC because the Previous Participation Review for HHF placed the organization in Category 4. The Applicant disagrees with EARAC's conclusion, for the reasons set forth in this letter. This appeal provides essential information to conclude that the Applicant, as controlled by HHF, is an appropriate owner for the Development, and the requested transfer should be approved.

Background Information

HHF has been operating in Texas since 1998 and is dedicated to the creation and preservation of affordable housing. HHF currently owns and operates 696 single family and multifamily units across Texas and 452 single family and multifamily units in Louisiana. Of those units, 672 are regulated by TDHCA. In recent years, HHF has undertaken the task of identifying and resurrecting troubled properties that are non-compliant and a hazard to the residents and surrounding community. This mission can be difficult and unpredictable but highly rewarding when the transformation occurs.

On February 1, 2016, the Applicant, as controlled by HHF, submitted an ownership transfer package to acquire the Development. The Development is being offered for sale by Enterprise Community Partners, the investor limited partner, which took over the general partner position in 2005. As the Development is past its compliance period, the owner is anxious to dispose of this asset. HHF already owns and operates the Sea Greens Apartments in Port Lavaca, Texas, another LIHTC property. Sea Breeze Apartments is less than 2 miles from Sea Green Apartments, and the acquisition of this Development by HHF makes sense for synergies of operation.

Sea Breeze is in need of updated appliances, new HVAC systems for each unit, and flooring replacements. Utilizing Energy Rated appliances and high efficiency HVAC systems will greatly reduce the electrical cost for the residents and provide a modern look and feel for their homes. HHF is not seeking any additional funding from TDHCA to acquire and renovate the Development. Moreover, this acquisition does not pose any threat to the availability of tax credits or any risk to an investor, as the tax credit compliance period has already expired and the investor is pursuing its exit strategy.

On March 1, 2016, the Applicant receives a Previous Participation Review from TDHCA. HHF is a Small Portfolio owner, with 4 regulated properties: Sea Greens Apartments, Eban Village I Apartments, Eban Village II Apartments, and Ridge at Trinity Apartments. Of these properties, there are no uncorrected events associated with Sea Greens Apartments and the two phases of Eban Village Apartments. Both Sea Greens and Eban Village experienced compliance matters that were not fully addressed during the corrective action period. These events occurred early in HHF's ownership, before it had a full complement of systems in place. Compliance events on Sea Greens were not cured timely because CMTS did not contain proper contact information for HHF. This has been resolved by ensuring CMTS is regularly updated for all HHF properties. Compliance events on Eban Village were not cured timely as personnel were not properly trained. HHF now has a well-qualified Director of Property Management and ensures that all of its employees regularly attend TDHCA training. Systems of communication and oversight have been implemented and described to TDHCA staff in a personal meeting with Alvin Johnson, HHF's President.

HHF's most recent acquisition, the Ridge at Trinity Apartments, fka Trinity Trails Apartments (the "**Ridge**"), currently has uncorrected compliance items that merit additional discussion, below. These events of non-compliance were inherited by HHF when it acquired the Ridge, and HHF pledged to correct them all with a robust rehabilitation and re-tenanting. While the correction has not occurred as quickly as originally anticipated, it is all occurring and everything about the Ridge is heading in a positive direction under HHF's new ownership.

The Ridge – Background Information

When HHF proposed to acquire the Ridge in 2014, it knew it was undertaking a meaningful challenge. The property was riddled with non-compliance matters, infested with drug dealing and prostitution, and at risk of losing its Section 8 contracts. HHF carefully assessed the issues and made a plan for correction. As a condition to acquisition, TDHCA required the presentation of a corrective action plan. HHF prepared and submitted that plan in good faith, based on everything it knew at the time, with an intended deadline of completion of one year. One major feature of the renovation was to replace the existing underground wiring to allow the new HVAC systems to be adequately powered. Because this job was so comprehensive, the electrical contractor advised that it would be beneficial if individually meter the units, a task that would not take additional time and could be accommodated in the budget. Once the decision was made to proceed with individual metering, HUD approval was requested and received. The property was previously an "all bills paid" complex, and this renovation presented a great opportunity to implement a major energy conservation approach to management. Engineering associated with this change was a specialty item, and having the correct engineer to perform the work was very important. Scheduling of the engineer was difficult, as they are in high demand. This delayed completion and, thus, delayed corrective action. All of this is explained in a letter from HHF to TDHCA dated March 7, 2016, with exhibits, which is attached as Attachment 1. This letter was submitted for consideration by EARAC. On April 8, 2016, TDHCA requested additional information, which was submitted in a letter dated April 14, 2016, with exhibits, found attached as Attachment 2. These letters show that HHF has operated diligently to correct all non-compliant matters at the Ridge and is making great progress in doing so. HHF has kept TDHCA informed as to the status of construction and the reasons for the delays. These delays have been outside HHF's reasonable control. Unfortunately, despite this effort, the Executive Director determined that he would not approve the ownership transfer request for Sea Breeze Apartments, by letter dated May 24, 2016.

We understand TDHCA may be concerned for HHF to take on the ownership of Sea Breeze Apartments at the same time it is finishing the corrective action for the Ridge. With appreciation for that concern, we believe there are mitigations and conditions that should allow HHF to acquire the Development and continue its mission of preservation of troubled properties.

The Ridge – Current Status

Since EARAC first considered the proposed ownership transfer, much progress has been made for the Ridge. Specifically, the existing 60 residents have all moved in to newly renovated units with individual HVAC units and no plumbing issues, while 20 new families have been able to acquire decent, safe, and affordable housing. When HHF acquired the Ridge, it had significant issues with drugs and

prostitution that required four armed guards on 24-hour rotations. From January 1, 2014 to January 30, 2015, the property had 103 crime reports (an average of 8 per month). Since January 31, 2016, the property has had 13 crime reports (an average of 3.25 per month).

The property is on track to have the renovation completed by August 1, 2016. This will correct compliance findings related to UPCS violations, casualty loss, units unavailable for rent, and project not participating in program.

The owner corrected a number of file matters immediately prior to or soon after acquisition, including production of the affirmative marketing plan, conversion of a common space unit back into a residential unit, compliance with social services requirements, provision of fair housing disclosure, and correction of lease language. Some of the file matters could not be corrected, because residents had vacated the applicable units; correction can occur only upon leasing the unit to a new qualified resident (which in some cases cannot occur until the renovation is complete and the unit is available for occupancy).

TDHCA's most recent file audit at the Ridge was conducted on December 3, 2015. In a letter dated February 27, 2016, TDHCA identified certain matters related to fair housing disclosure, correction of lease language, data collection, and over-income tenants. Last week, HHF submitted corrective action for every item that could be corrected, prior to the corrective action deadline. We hope TDHCA will see that HHF does have systems in place to be able to respond accurately and timely. Those compliance events that are not corrected relate solely to the fact that correction requires the re-letting of the applicable unit to a qualified tenant, and certain units will not be available until the renovation is complete.

Because the property was at risk of losing its Section 8 contracts when HHF acquired it, HHF conducts monthly conference calls with HUD, advising the agency of the status of construction and tenancy. HHF is more than willing to do the same with TDHCA.

The Rules

TDHCA's previous participation rules allow for the approval of a request by a Category 4 participant if sufficient mitigations and conditions are imposed. In conjunction with granting this appeal, we suggest to the Board that the following mitigations and conditions are appropriate:

Conditions – The Ridge

- HHF shall complete all renovations by August 1, 2016, thus correcting the compliance findings with regard to violations of UPCS, casualty loss, and units not available for rent.
- HHF shall continue monthly calls with HUD to update them on the progress of construction and tenancy, until HUD decides to terminate such calls.
- Until August 1, 2016, HHF shall submit weekly reports to TDHCA as to the status of construction, with a final report upon completion.
- HHF shall submit weekly reports to TDHCA as to the status of file correction, with a final report upon correction of the last remaining non-compliance item.
- HHF shall submit corrective action for any compliance item within three (3) days of completion of the correction.

Conditions – Sea Breeze

- HHF will not submit another request for ownership transfer until all non-compliance events associated with the Ridge that are capable of correction have been corrected to TDHCA's satisfaction.

Applicant is willing to consider any other conditions TDHCA believes may be appropriate to ensure that corrective action is completed for the Ridge and that HHF maintains an appropriate focus on compliance matters.

Mitigations

- HHF is in the business of preserving the affordability of troubled properties and returning them to safe and decent housing. This mission should be encouraged and fulfills an important charitable purpose.
- As it relates to Sea Breeze Apartments, the Applicant is not seeking any additional TDHCA funding. No tax credits are at risk, as the property has passed its 15-year compliance period. No tax credit investor is at risk, as the investor is exiting the ownership.
- Unlike the Ridge, Sea Breeze is not a "troubled" property. It has approximately 96% occupancy and no required rehabilitation. Thus, Applicant's acquisition of this property will not require significant time or effort for transition.
- Because Sea Breeze is operating in a positive manner, management oversight with Sea Greens will generate efficiencies for both properties.
- HHF has expended approximately \$50,000 to date for acquisition of the Development, which includes PCNA, environmental study, survey, appraisal, and legal expense. For a non-profit organization, this would be a meaningful investment to lose, if HHF's acquisition is denied.

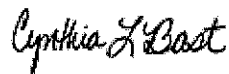
Mr. J. Paul Oxer
May 31, 2016
Page 6

Appeal

For all these reasons, we respectfully request that you allow the Applicant to acquire the Sea Breeze Apartments in Port Lavaca, Texas, approving the ownership transfer request.

Per 10 TAC § 1.304(b), a hard copy of this request is being delivered concurrently. Thank you.

Sincerely,



Cynthia L. Bast

cc: Hope Housing Foundation

Attachment 1
Attachment 2

Attachment 1

HOPE



HOUSING FOUNDATION

March 7, 2016

Ms. Jo En Taylor

Joen.taylor@tdhca.state.tx.us

Texas Department of Housing and Community Affairs

221 E. 11th Street

Austin, Texas 78711-3941

RE: Texas Department of Housing and Community Affairs Previous Participation Review

Dear Ms. Taylor;

Hope Housing Foundation (HOPE) and I, Alvin Johnson, are providing this response to an email received on Tuesday, March 1, 2016 that notified us that our Previous Participation Review (PPR) for the purchase of Sea Breeze Apartments is considered a category 4 under the Departments PPR rules. Hopefully this response will be sufficient in providing the EARAC ample justification for the approval of the transfer and purchase of this asset.

As of today, March 7, 2016, there are no uncorrected items of non-compliance on Sea Greens Apartments, CMTS ID 1232, or Eban Village Apartments, CMTS ID 2087, however there are several outstanding issues on Ridge at Trinity Apartments \ fka Trinity Trails Apartments, CMTS ID 4198, that will be in the position to be cleared within 90 days of this response letter.

In an effort to transparently communicate about these deficiencies, on October 14, 2014, HOPE provided the Department with a Corrective Action Plan (CAP) outlining all of the items that needed to be cleared and how they would be handled, (a copy of the CAP is attached as Exhibit A). Then on September 12, 2015, in response to the 2014 Annual Compliance Report, HOPE submitted some additional correspondence about these deficiencies and the timeline in which they would be corrected, (a copy of the additional response is attached as Exhibit B).

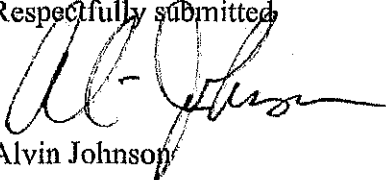
To date, the rehabilitation of Ridge at Trinity Apartments (the DEVELOPMENT) is progressing extremely well, although the progress is approximately 90 days behind schedule. This rehabilitation will clear all of the physical deficiencies that were noted earlier, and also allow the clearance of the deficiencies relating to Household Incomes on several units. The delay of the rehabilitation was due to unforeseen challenges in the engineering of the newly installed underground electrical components that power the units. As of todays date, these challenges have been overcome and 100 of the units that were deemed not available for rent have been completed. Within 90 days, the remaining units should be online, and we will begin to clear the aforementioned items.

Although the DEVELOPMENT experienced some delays in the beginning, our rehabilitation has come in below budget, so there were some additional items added to the scope of work to allow for some substantial energy consumption savings. We are now awaiting the approval of HUD for the Utility Conversion Request from an all bills paid community to a community in which the tenant pays their own electricity, (a copy of the request is attached as Exhibit C). Once this approval is granted, we will begin to transfer the existing tenants to the newly renovated units and complete the units they currently occupy. The relocation of the current tenants will allow the clearance of the outstanding occurrences. Also, the City of Dallas had prevented the previous owner of the DEVELOPMENT from leasing any additional units because of the physical condition of the DEVELOPMENT. Today, this restriction has been removed, (a copy of the email correspondence with the City of Dallas' Attorney handling this DEVELOPMENT is attached as Exhibit D).

Lastly, the outstanding fee due to the DEPARTMENT has been mailed on March 3, 2016, check number 1433. We were notified that the fee was passed due on February 16, 2016 by Sandra Molina. The invoice, (a copy of which is attached as Exhibit E), was mailed to the previous owner in Oregon. Although CMTS had been updated with the new owners' information, the invoice was not directed to us. A copy of the Owners Designation of Administrator of Accounts is attached along with this response letter as Exhibit F.

If any additional information is needed, please feel free to contact me by email at Alvin@372hope.org or by phone at 214-842-8075 X 203.

Respectfully submitted



Alvin Johnson

Exhibit A

HOPE

HOUSING FOUNDATION

October 21, 2014

Mr. Rosalio Banuelos
rosalio.banuelos@tdhca.state.tx.us
Texas Department of Housing and Community Affairs
221 East 11th Street
Austin, Texas 78711-3941

RE: Trinity Trails Apartments fka Grove Village
LIHTC File #: 04608
Bond File #: 04608B

Dear Mr. Banuelos;

On August 22, 2014, Loop 12 Trails Ltd. a Texas Limited Partnership entered into a Purchase and Sale Agreement with the owners of Trinity Trails Apartments. Hope Housing Foundation (HOPE) has formed HHF Trinity Trails, LLC, a Texas Limited Liability Company to serve as the General Partner. The agreement is contingent on several things, which include but not limited to; the approval of the Texas Department of Housing and Community Affairs (TDHCA), an amended Land Use Restriction Agreement and an amended Bond Regulatory agreement. On September 11, 2014, HOPE tendered the Transfer Request Application and applicable fee for consideration.

As a part of the amendment request, HOPE has been asked to provide TDHCA with a Corrective Action Plan and timeline for correcting all of the outstanding deficiencies that exist on the property today. As a part of the Public Information Act, HOPE has received what we believe to be a list of the deficiencies and will address them accordingly.

Please let this letter serve as our Corrective Action Plan and timeline to address the outstanding deficiencies. If you have any questions or need any additional information, please contact Alvin Johnson at (214) 842-8075 X 203.

Sincerely,



Digitally signed by Alvin Johnson on 9/30/2014

Alvin Johnson

Exhibit B

HOPE

HOUSING FOUNDATION

September 12, 2015

Mr. Rosalio Banuelos

Rosalio.banuelos@tdhca.state.tx.us

Texas Department of Housing and Community Affairs

221 East 11th Street

Austin, Texas 78711-3941

Ridge at Trinity Apartments (fka Trinity Trails Apartments)

Property ID: 4198

40608

LIHTC

04608B

BOND

RE: Texas Department of Housing and Community Affairs 2014 Annual Compliance Report

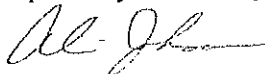
Dear Mr. Banuelos;

Loop 12 Trails, Ltd. (the PARTNERSHIP) received Notice of Non-Compliance from the Texas Department of Housing and Community Affairs (TDHCA) for questions answered on the 2014 Annual Compliance Report. Those questions specifically asked: "Has each unit and/or building been suitable for occupancy...?" And: "Has the state or local government unit (other than TDHCA) responsible for making building code inspections issued a report of a violation for any unit and /or building?" We answered NO to the units being suitable for occupancy and YES to any other governmental agency issuing code violations.

The PARTNERSHIP purchased this development in February, 2015, and these violations of Non-Compliance existed when the development was purchased. Upon submission of our Transfer Request to TDHCA, Loop 12 Trails, Ltd. submitted a letter of Corrective Actions with Timeline. This Corrective Actions and Timeline was approved, giving the PARTNERSHIP twelve (12) months from the time of acquisition to complete these violations. The PARTNERSHIP is progressing well, and foresees no problem completing the repairs with the requested and approved timeline. A copy of the Corrective Actions and Timeline letter is included with this letter of explanation.

If any additional information is needed, please feel free to contact to Alvin Johnson at 214-842-8075 X 203 or by email at alvin@372hope.org.

Respectfully submitted,



Alvin Johnson

President of Loop 12 Trails, Ltd.

To coincide with the Notice of Noncompliance dated February 25, 2014 the proposed corrective actions will be displayed below under the findings individually.

Finding: Household Income above income limit upon initial occupancy

Corrective Action: Loop 12 Trails, Ltd. anticipates that the current owner of the development along with their current managing agent will correct all of the findings pertaining to current resident status and income, prior to transfer.

Finding: Failure to provide Fair Housing Disclosure

Corrective Action: Loop 12 Trails, Ltd., through its managing agent, Assertive Management Group, LLC will supply the development with Fair Housing Disclosures and ensure that all marketing materials are labeled accordingly, upon transfer and purchase.

Finding: Units not available for rent

Corrective Action: The proposed rehabilitation of the development will address and correct all noncompliance relating to unavailable units. The rehabilitation will ensure that all 230 of the residential units are ready for occupancy upon completion, within 12 months of transfer. *(See attached rehab budget)*

Finding: Failure to provide Wireless Internet service to the development at zero Cost to the residents for 2 years.

Corrective Action: The development will install a Wireless Internet Network that will supply Residents of the community free internet access for a period of 2 years. The installation of the network will be completed within 6 months of the transfer.

Along with these corrective actions, Loop 12 Trails, Ltd. will have the managing agent prepare an Affirmative Marketing Plan that complies with the Affirmative Marketing requirements described in 10.617, will provide the required social service programs to all residents, put in place a data collection system that complies with sections 10.612(b)(1) and/or 10.612(b)(2) and 10.613.

Exhibit C



March 2, 2016

Master Metered Utility Conversion Request

To whom it may concern;

Loop 12 Trails, Ltd., (LOOP 12) the partnership in which Hope Housing Foundation (HHF) is the Single Member of the General Partner, has purchased Ridge at Trinity Apartments (the PROJECT), formerly Trinity Trails Apartments in February, 2015. The PROJECT has two Housing Assistance Payment (HAP) Contracts without any Utility Allowances and has historically been an All Bills Paid community. Today, in an effort to be more energy conscious and reduce the energy consumption, LOOP 12 is requesting HUD approval to convert the PROJECT from an All Bills Paid community to one in which the tenants pay their own electricity.

Attached along with this request are several documents which include but are not limited to;

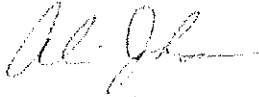
- a. Notice to tenants (described in paragraph 12-22);
- b. the type of utility to be converted is electric (cooking, lighting, heating and air conditioning);
- c. a breakdown of the number of units by unit type and size;
- d. monthly cost for the past year of paying for the utility on a project basis;
- e. a statement from the utility company addressing the average monthly level of energy consumption and the cost for each size and type unit, taking into consideration the type of building involved. This statement also includes any foreseeable rate increases for the next 12 months;
- f. a recommended utility allowance for each size unit, taking into consideration: the utility company's estimate; other data obtained; the impact of energy improvements; and increases in utility rates expected in the next 12 months. (We have included a Utility Allowance Report from Nelrod.
- g. the total conversion cost involved, as obtained from our General Contractor, the source and terms of financing the conversion;
- h. estimated effect of the conversion on the total housing cost of the tenants by unit type and size;
- i. the project's latest form of compliance documentation and time frames, annotated to indicate progress made towards the implementation of conservation measures in areas identified as needing improvement;
- j. Tenant comments received during the tenant review process.

Also included with this request is an update on all of the repairs that were slated to be done by LOOP 12 after closing. The repairs that have been done thus far have made this conversion more feasible and very cost effective.

After your review of the information submitted, it is our Hope that the request will be granted expeditiously, in an effort to continue moving forward with the renovation process.

If any additional information is needed, please feel free to contact me by email at Alvi@372hope.org, or by phone at 214-842-8075.

Respectfully submitted;

A handwritten signature in cursive script, appearing to read "Alvin Johnson", written in dark ink.

Alvin Johnson

Exhibit D

Alvin Johnson

From: Alvin Johnson
Sent: Thursday, March 03, 2016 3:11 PM
To: 'Watts, LaShonne'
Cc: Covyonne Edmonds; Ridge Community Director; Peggy Lawless
Subject: Ridge at Trinity Apts.

Importance: High

Tracking:	Recipient	Read
	'Watts, LaShonne'	
	Covyonne Edmonds	Read: 3/3/2016 3:47 PM
	Ridge Community Director	
	Peggy Lawless	Read: 3/3/2016 3:28 PM

Good afternoon Ms. Watts, it was a pleasure to speak with you today. As you know, prior to our acquisition of the property, your department and the City of Dallas had prevented the community from leasing any units to new tenants. Within the next couple of weeks, we should have close to 100 units delivered to us by the Contractor. These units have been fully renovated, exceeding everyone's expectations. Once Oncor, the electricity power line owner delivers power to the units, we will be prepared to relocate tenants from their current units to these newly renovated units. We are awaiting our approval from HUD to allow the property to be converted from an All Bills Paid community to a Tenant Paid electricity community, and this should be obtained by the time Oncor has delivered.

Thank you for the allowing the transfer of the residents and the new leasing to begin. When you have time to schedule inspections of the units with any departments within the City, please give me a call and I would like to meet you there. We are hopeful that our renovation will be completely done by June 2016. At that time, we will be prepared for any and all inspections.

Once all of the renovations are completed, in an on going effort to reduce crime in this Southern Sector of Dallas, we will need you to help us get DPD to do more patrols here to help our Security team.

Thanks again for ALL of you support.

Alvin Johnson

HOPE

HOUSING FOUNDATION

7290 Virginia Parkway, Suite 2300

McKinney, Texas 75071

214-842-8075 X 203

214-243-7714 Cell

214-842-8052 Fax

www.HOPEhousingfoundation.org

Exhibit E

Texas Department of Housing and Community Affairs

Low Income Housing Tax Credit Program

BILL TO: GROVE VILLAGE LP
ATTN: GERALD WALTERS JR.
973 FEATHERSTONE RD
SUITE 300
ROCKFORD, IL 61107

Invoice #: 26780
Date: 01/01/2016
Property #: 4608
Property Name: Grove Village
Description: Annual Compliance Fee
Period Beginning: 01/01/2016

Previous Balance: 0.00
Current Fee: 5,800.00
Balance Due: 5,800.00

Invoice for period covering (1) year

Payment Due upon Receipt

(To ensure proper credit please cut along line and return with payment)

PAYMENT COUPON
LIHTC Compliance Fee

Invoice #: 26780
Date: 01/01/2016
Property #: 4608
Property Name: Grove Village
Description: Annual Compliance Fee
Period Beginning: 01/01/2016

___ Check for change of address

Balance Due: 5,800.00

REMIT TO: TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS
P.O Box 13941-D1 AUSTIN, TEXAS 78711-3941 512-475-1051

Exhibit F

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
COMPLIANCE DIVISION/ ATTN: ELECTRONIC REPORTING**

PO Box 13941 Austin, Texas 78711-3941
(512) 475-3926 or Toll-free in Texas (800) 643-8204
www.tdhca.state.tx.us

OWNER'S DESIGNATION OF ADMINISTRATOR OF ACCOUNTS

To be completed by the Owner to designate the Administrator of Accounts for the property(ies) owned. This form must be used for both initial designation and ongoing changes.

I declare that I am authorized to make this Administrator of Accounts Designation and I entrust the Administrator of Accounts to: assign and control access rights to all property and tenant information entered to the Compliance Monitoring and Tracking System, and to allow access only to those select individuals who are responsible for the information required by the Compliance Division. I also entrust the Administrator of Accounts to establish security policy and procedure to protect those access rights and the integrity of the data, and to ensure compliance with the agreements/procedures specified in the Filing Agreement and the Owner Authorization Process & ID and Password Procedure documents, and any other requirements of the Compliance Division related to electronic reporting.

1. Check one: Initial Delegation Change

2. Complete the following--please print. *Note: Enter "myself" for the "Name of Administrator of Accounts," if applicable.*

I, Loop 12 Trails, Ltd. designate Alvin Johnson as
Name of Owner or Owner's Contact Name of Administrator of Accounts
 Administrator of Accounts for Ridge at Trinity Apartments as of 02/01/2015
Name of Property Effective Date

Designate File Number(s) as applicable for this property:

LIHTC # 4198 HOME # _____ AHDP # _____
 HTF # _____ BOND # _____

Note: For additional properties, complete the above information for each property and attach to this Agreement.

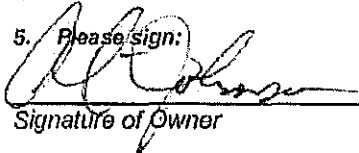
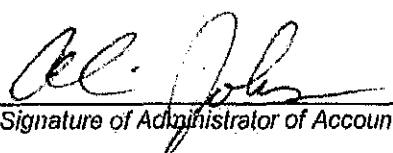
3. Complete the following for the Administrator of Accounts--please print:

Name:	<u>Alvin Johnson</u>	Social Security #	<u>451350734</u>
Organization	<u>Hope Housing Foundation</u>	Org. Taxpayer ID	<u>76-0580544</u>
Title or Role in Organization:	<u>President</u>	Phone:	<u>214-842-8075 X 203</u>
Address:	<u>7290 Virginia Parkway, Suite 2300</u>	E-Mail:	<u>alvin@372hope.org</u>
	<u>McKinney, TX. 75071</u>	Fax:	<u>214-842-8052</u>

4. Complete the directives below:

I would like the Administrator of Accounts ID and Password documentation: E-MAILED MAILED FAXED
 To: MYSELF as Owner or Owner Contact Administrator of Accounts

5. Please sign:

 3/9/15  3/9/15
 Signature of Owner Date Signature of Administrator of Accounts Date



DIVERSIFIED
IMPROVEMENT CONTRACTORS

The Ridge at Trinity
7203 S Great Trinity Forest Way
Dallas, TX 75217

Rehabilitation Scope of Work

Diversified Improvement Contractors has been contracted to do an extensive rehab project at the Ridge at Trinity. Below is a summation of the Scope of Work.

Electrical Upgrades

The existing boiler/chiller system is being replaced with individual HVAC units in each apartment. This required a complete upgrade to the electrical system throughout the property. A local engineering firm was engaged to design the layout and determine the load calculations. Thousands of feet of conduit were buried and new wiring was installed to all the buildings. In addition, two new transformers and secondary enclosures were installed to facilitate the electrical load. All new feeder cables were run from the new meter banks to each apartment individually. In an effort to reduce energy consumption, the residential units will now have the ability to be individually metered versus a master meter for the entire complex. All new exterior lighting and additional breezeway lighting has been installed and will enhance visibility and security throughout the complex. (All of this has been completed and we are awaiting Oncor to power the transformers).

HVAC

Each apartment will be equipped with a Split DX/Electric Heat System including new thermostats, wiring, refrigeration line sets, and condenser units located on metal stands elevated off the ground. This will provide each resident better comfort control for their apartment. The units are sized according to the apartment square footage. (Approximately 100 of these will be completely installed by March 10th).

Roofing

All 20 buildings have received new roofs, including deck replacement as needed. The shingles are a 30-year asphalt shingle over a synthetic underlayment for enhanced protection and longevity. In addition, rotten fascia board was replaced during the roofing installation. (All of this is completed).

1800 S Washington
Suite 100
Amarillo, TX 79102

Phone: 806.349.4621
Fax: 806.349.4635
www.dicontractors.com



DIVERSIFIED
IMPROVEMENT CONTRACTORS

Windows

New windows are being installed throughout the property. The new vinyl windows are Low E, double glazed with a safety vent latch. The windows meet current energy requirements as required by the City of Dallas. (All of the vacant units have been completed).

Siding

All new siding is being installed as the windows are replaced. In addition to new siding, the building sheathing is being replaced and a new moisture barrier is being installed prior to the new siding. The new siding is a Louisiana Pacific Smartside Panel Stucco. This is an engineered wood panel and carries a 50 year warranty.

Painting

The exterior of the buildings are getting a complete paint application to include all siding, trim, doors, and stairs. (About 85% of this is completed).

Interiors

The units are receiving necessary replacement and/or repairs to all the interior components. This includes plumbing (sinks, faucets, toilets, valves) and electrical fixtures (lights, ceiling fans), cabinets and countertops, doors and trim. New mini blinds are being installed. New appliances are being installed including dishwashers, refrigerators, and ranges. The units are receiving a new two tone paint scheme with beige walls and white trim. Finally, new vinyl plank wood flooring will be installed. (Approximately 100 of these will be completely installed by March 10th).

Fire Damage Restoration

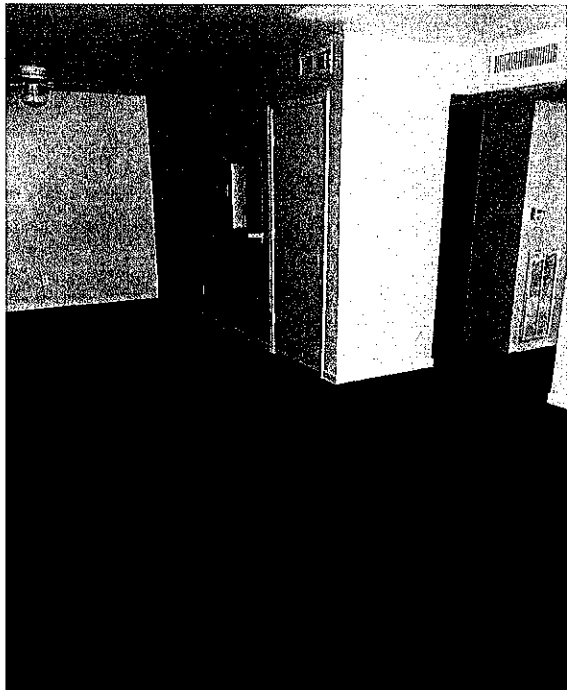
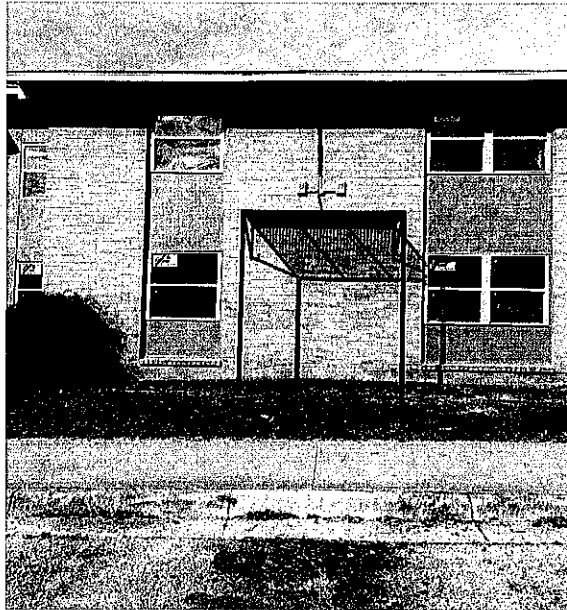
Building 7227 was damaged by fire. Four of the eight units were directly affected and the other four were indirectly damaged. All eight units were gutted down to the existing framing. New trusses were installed along with a new roof. The electrical was replaced in the four units directly impacted by the fire. All the units are being restored with new HVAC equipment, plumbing fixtures, electrical fixtures, doors, trim, shelving, cabinets, countertops, paint, mini blinds, appliances, and flooring. (This building is about 90% completed).

1800 S Washington
Suite 100
Amarillo, TX 79102

Phone: 806.349.4621
Fax: 806.349.4635
www.dicontractors.com



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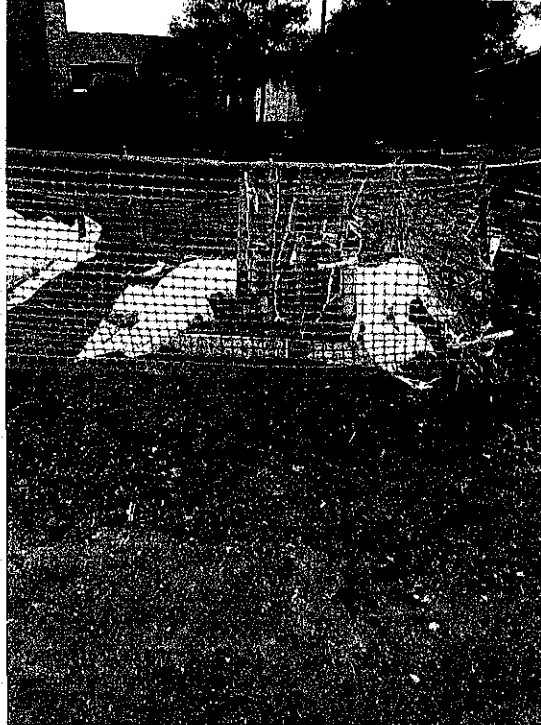


1800 S Washington
Suite 100
Amarillo, TX 79102

Phone: 806.349.4621
Fax: 806.349.4635
www.dicontractors.com



DIVERSIFIED
IMPROVEMENT CONTRACTORS



1800 S. Washington
Suite 100
Amarillo, TX 79102

Phone: 806.349.4621
Fax: 806.349.4635
www.dicontractors.com



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IMPROVEMENT CONTRACTORS



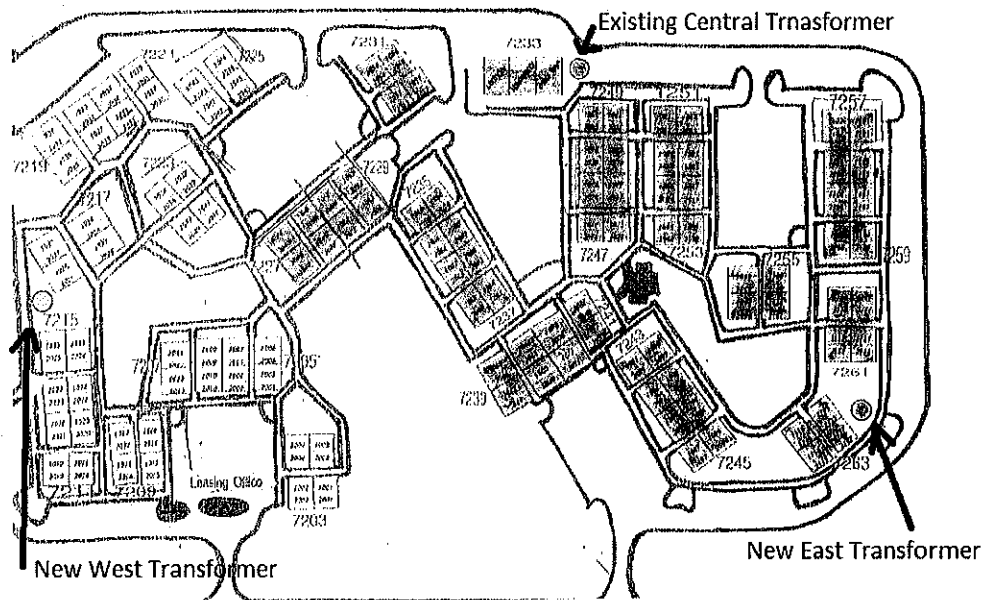
1800 S Washington
Suite 100
Amarillo, TX 79102

Phone: 806.349.4621
Fax: 806.349.4635
www.dicontractors.com



DIVERSIFIED
IMPROVEMENT CONTRACTORS

Trinity Trails Apartments



1800 S Washington
Suite 100
Amarillo, TX 79102

Phone: 806.349.4621
Fax: 806.349.4635
www.dicontractors.com

Attachment 2

HOPE



HOUSING FOUNDATION

April 14, 2016

Tom Gouris
Texas Department of Housing and Community Affairs
P.O. BOX 13941
Austin, TX. 78711-3941

RE: Previous Participation Review for Sea Breeze Apartments

Mr. Gouris;

Thank you for allowing me the opportunity to present you additional information that may assist your team in allowing Hope Housing Foundation the opportunity to purchase Sea Breeze Apartments. During the Previous Participation Review it was brought to your teams' attention that there were several matters of Non-Compliance (FINDINGS) that remained open on Ridge at Trinity Apartments, formerly Trinity Trails Apartments (the DEVELOPMENT) that caused the review to be heard by the Executive Award and Review Advisory Committee.

As you know, Loop 12 Trails, Ltd. purchased the DEVELOPMENT on January 29, 2015. At the time of purchase, there were several items that had not been addressed by the previous Owners that our transition plan included as repairs and or corrections. These repairs and corrections are approximately 120 days behind schedule because of an unforeseen delay in the initial phase of the rehabilitation due to some additional engineering required for the HVAC systems installation. Although there was a delay, it has yielded additional benefits to the DEVELOPMENT and the Tenants in the way of having each unit separately metered for electricity. It is now our plan to have the entire renovation process completed by July 30, 2016.

Included with this correspondence I have included a spreadsheet of all the units within the DEVELOPMENT. On this spreadsheet I have identified the units that are only awaiting the power company to energize the new meters so that they can be occupied by the first week of May, 2016 if not sooner (barring any other mishaps beyond our control). By having these units (84) occupied by the first week in May, any FINDINGS associated with these units will be cleared. I have also included a link (<https://app.box.com/s/gvle38oflpy62t0vevgqulojxxdr03r2>) with many pictures of the DEVELOPMENT to show how it has progressed from the time of acquisition. Our renovation as a whole is 70% complete, with the HVAC and Electrical systems being 90% complete. Our total renovation budget was \$4,657,000 and only \$2,800,000 has been drawn to date. I have also included correspondence from Oncor Electric as exhibits showing the power has been scheduled as of today's date.

It is our HOPE that the EARAC would allow Hope Housing Foundation the opportunity to proceed with the purchase of Sea Breeze Apartments before the renovation on Ridge is 100% completed. I have spoken with the Broker, ARA Realty Advisors, representing Enterprise and as of today, we have extended the purchase contract to April 30, 2016. The representative at ARA was doubtful that Enterprise would allow us the additional time (90-120 days) to close on Sea Breeze and may cancel the purchase agreement. This would cause Hope to lose an enormous amount of money spent on third party reports, legal expenses, travel time, personnel and etc.

If any additional information is needed, please do not hesitate to let me know. I really do appreciate this opportunity and look forward to communicating with you soon.

Respectfully submitted;

Alvin Johnson

Alvin Johnson

From: MDU Cust Care <MDUcustcare@directenergy.com>
Sent: Thursday, April 14, 2016 10:18 AM
To: Alvin Johnson; 'Jeff Folkes'
Cc: MDU Cust Care; Jordan Palmer; Peggy Lawless; minha@onyxpg.com; jackie.mcbeth@oncor.com
Subject: RE: New Service

Good afternoon,

The following are the house meter we submitted as priority for 4/14/2016:

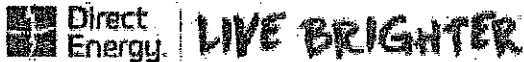
10443720000522019 D 7203 Great Trinity Forest Way Hlts
10443720000522298 D 7205 S Great Trinity Forest Way Hlts
10443720000522608 D 7207 S Great Trinity Forest Way Hlts
10443720000522856 D 7209 S Great Trinity Forest Way Hlts
10443720000523135 D 7211 S Great Trinity Forest Way Hlts
10443720000523414 D 7215 S Great Trinity Forest Way Hlts
10443720000523693 D 7217 S Great Trinity Forest Way Hlts
10443720000524003 D 7219 S Great Trinity Forest Way Hlts
10443720000524282 D 7221 S Great Trinity Forest Way Hlts
10443720000524561 D 7223 S Great Trinity Forest Way Hlts
10443720000526638 D 7239 S Great Trinity Forest Way Hlts
10443720000526917 D 7241 S Great Trinity Forest Way Hlts

10443720000527320 D 7243 S Great Trinity Forest Way Hlts
10443720000529583 D 7259 S Great Trinity Forest Way Hlts
10443720000529862 D 7261 S Great Trinity Forest Way Hlts
10443720000530141 D 7263 S Great Trinity Forest Way Hlts

If there is anything else we can do for you please let us know.

Thank you,

Jorge Gonzalez MDU Support
Phone: (888) 552-5596
Fax: (888) 999-2157
Email: MDUMoveRequest@directenergy.com



Thank you For choosing Direct Energy, we appreciate your business.

From: Alvin Johnson [mailto:alvin@372hope.org]
Sent: April-13-16 8:12 PM
To: 'Jeff Folkes'

Cc: MDU Cust Care; Jordan Palmer; Peggy Lawless; minha@onyxpg.com; jackie.mcbeth@oncor.com
Subject: RE: New Service

Minh and Jorge, did someone get this order request below? Please let us know.

Thank you.

Alvin Johnson

HOPE

HOUSING FOUNDATION

7290 Virginia Parkway, Suite 2300

McKinney, Texas 75071

214-842-8075 X 203

214-842-8052 Fax

www.HOPEhousingfoundation.org

Addendum

House meter request

7239/7241

We met with the Oncor installer at the property this morning.

Update:

1. Work orders are trickling in on the 48 apartment meters we requested on Friday. Currently 21 have been issued.

2. We still need work orders issued on the following house meters which have been installed. These should be requested again.

7203 House meter

7205/7207 House meter

7209 house meter

7211/7215 house meter

7217 house meter

7219/7221 house meter

7223 house meter.

3. We need work orders for the following locations that do not have work orders and a meter has not been installed. These should be requested again.

Apt 1066

Apt 1068

Building 7243

All apartments and house meter

Building 7259

All apartments and house meter

Building 7261

All apartments and house meter

Building 7263

All apartments and house meter

4. Jordan spoke with the inspector this morning and he is going to resubmit to Oncor the missing permits noted in a previous email.

Please let me know if you have any questions.

From: MDU Cust Care [<mailto:MDUcustcare@directenergy.com>]
Sent: Tuesday, April 12, 2016 5:22 PM
To: 'Jordan Palmer'; Jeff Folkes
Cc: Alvin Johnson; Peggy Lawless; MDU Cust Care; minha@onyxpg.com;
jackie.mcbeth@oncor.com
Subject: RE: New Service

Hello this is Jorge from the MDU department and I am contacting you today, Oncor emailed me today 4/12/2016, to inform me that Oncor corrected the address for building 7207 and 7215 and release the permits for those buildings. I don't work tomorrow, feel free to email c3ncmc@oncor.com.

Oncor Email : c3ncmc@oncor.com

Jorge,

Thank you for contacting Oncor regarding updating an address. Your request is being processed. We have correct address for building 7207 and 7215 and release the permits for those buildings. For additional assistance in regard this inquiry, please reply to this email.

Best Regards,

Jennifer M
Oncor
New Construction Management Center Team
c3ncmc@oncor.com

Delivering Excellence

Auto-Response 04/12/2016 11:00 AM

Thank you for contacting Oncor. This reply is confirmation that your request has been received and will be processed within 48 hours.

For immediate reporting of a power outage, please call (888) 313-4747. For your convenience we also offer two additional ways you can notify us of your outage. Sign up for our TEXT Program by texting the word REG to 6626, follow the prompts or you can report your outage and get status updates via our website at <http://stormcenter.oncor.com>

We appreciate your patience.

Oncor

Contact Center Correspondence Team
contactcenter@oncor.com

Customer By Email (Jorge Gonzalez)

04/12/2016 11

- Are you needing the addresses listed in the email corrected? Yes please
- Are you needing the addresses on the spreadsheet corrected? Yes please
- Are you just checking on the city inspection? Yes I need the status of the permits for this units,

10443720000522577 D 7207 Great Trinity Forest Way Apt 1009 Dallas 75217 permit required
10443720000522639 D 7207 Great Trinity Forest Way Apt 1010 Dallas 75217 permit required
10443720000522670 D 7207 Great Trinity Forest Way Apt 1011 Dallas 75217 permit required
10443720000522701 D 7207 Great Trinity Forest Way Apt 1012 Dallas 75217 permit required
10443720000523445 D 7215 Great Trinity Forest Way Apt 1022 Dallas 75217 permit required
10443720000523476 D 7215 Great Trinity Forest Way Apt 1023 Dallas 75217 permit required
10443720000523507 D 7215 Great Trinity Forest Way Apt 1024 Dallas 75217 permit required
10443720000523538 D 7215 Great Trinity Forest Way Apt 1025 Dallas 75217 permit required
10443720000522732 D 7207 Great Trinity Forest Way Apt 2009 Dallas 75217 permit required
10443720000522763 D 7207 Great Trinity Forest Way Apt 2010 Dallas 75217 permit required
10443720000522794 D 7207 Great Trinity Forest Way Apt 2011 Dallas 75217 permit required
10443720000522825 D 7207 Great Trinity Forest Way Apt 2012 Dallas 75217 permit required
10443720000523569 D 7215 Great Trinity Forest Way Apt 2022 Dallas 75217 permit required
10443720000523600 D 7215 Great Trinity Forest Way Apt 2023 Dallas 75217 permit required
10443720000523631 D 7215 Great Trinity Forest Way Apt 2024 Dallas 75217 permit required
10443720000523662 D 7215 Great Trinity Forest Way Apt 2025 Dallas 75217 permit required

Please find the incident summary below. Should you require additional information, please indicate in the reply space provided below. Thank you!

To update this question by email, please reply to this message. Because your reply will be automatically processed, it is necessary to enter your reply in the space below.

[====> Please enter your reply below this line <====]

[====> Please enter your reply above this line <====]

Subject

New Service

Discussion Thread

Response Via Email (Rosalyn)

04/12/2016 11

Jorge:

Thank you for contacting Oncor. I'm not sure which address the City of Dallas has. I'll be more than happy assist you in order to complete your request, reply to this email with the following information.

- Are you needing the addresses listed in the email corrected?

- Are you needing the addresses on the spreadsheet corrected?
- Are you just checking on the city inspection?

Best Regards,

Rosalyn
 Oncor
 New Construction Management Center Team
c3ncmc@oncor.com

Delivering Excellence

Auto-Response 04/12/2016 11

Thank you for contacting Oncor. This reply is confirmation that your request has been received and will be processed within 48 hours.

For immediate reporting of a power outage, please call (888) 313-4747. For your convenience we also offer two additional ways you can notify us of your outage. Sign up for our TEXT Program by texting the word REG to 6626 follow the prompts or you can report your outage and get status updates via our website at <http://stormcenter.oncor.com>

We appreciate your patience.

Oncor
 Contact Center Correspondence Team
contactcenter@oncor.com

Customer By Email (Jorge Gonzalez) 04/12/2016 11

Is there a specific reason every building has a 7203 address on Ercot esid numbers? This property has different numbers. Can Oncor update the correct address, the esid number is correct but the service address needs to be updated. This may be causing delay on the meters install. Please Help update the correct address. Also attach with all buildings with esid number and correct address.

Let us know if the city of Dallas permits have the correct address.

10443720000522360	D 7205 Great Trinity Forest Way Apt 1006	Dallas 75217 scheduled
10443720000522391	D 7205 Great Trinity Forest Way Apt 1007	Dallas 75217 scheduled
10443720000522422	D 7205 Great Trinity Forest Way Apt 1008	Dallas 75217 scheduled
10443720000522577	D 7207 Great Trinity Forest Way Apt 1009	Dallas 75217 permit required
10443720000522639	D 7207 Great Trinity Forest Way Apt 1010	Dallas 75217 permit required
10443720000522670	D 7207 Great Trinity Forest Way Apt 1011	Dallas 75217 permit required
10443720000522701	D 7207 Great Trinity Forest Way Apt 1012	Dallas 75217 permit required
10443720000522887	D 7209 Great Trinity Forest Way Apt 1014	Dallas 75217 scheduled
10443720000522918	D 7209 Great Trinity Forest Way Apt 1015	Dallas 75217 scheduled
10443720000522949	D 7209 Great Trinity Forest Way Apt 1016	Dallas 75217 scheduled
10443720000522980	D 7209 Great Trinity Forest Way Apt 1017	Dallas 75217 scheduled
10443720000523166	D 7211 Great Trinity Forest Way Apt 1018	Dallas 75217 scheduled
10443720000523197	D 7211 Great Trinity Forest Way Apt 1019	Dallas 75217 scheduled
10443720000523228	D 7211 Great Trinity Forest Way Apt 1020	Dallas 75217 scheduled
10443720000523259	D 7211 Great Trinity Forest Way Apt 1021	Dallas 75217 scheduled
10443720000523445	D 7215 Great Trinity Forest Way Apt 1022	Dallas 75217 permit required

10443720000523476 D 7215 Great Trinity Forest Way Apt 1023 Dallas 75217 permit required
10443720000523507 D 7215 Great Trinity Forest Way Apt 1024 Dallas 75217 permit required
10443720000523538 D 7215 Great Trinity Forest Way Apt 1025 Dallas 75217 permit required
10443720000523786 D 7217 Great Trinity Forest Way Apt 1028 Dallas 75217 scheduled
10443720000523817 D 7217 Great Trinity Forest Way Apt 1029 Dallas 75217 scheduled
10443720000524034 D 7219 Great Trinity Forest Way Apt 1030 Dallas 75217 scheduled

10443720000524065 D 7219 Great Trinity Forest Way Apt 1031 Dallas 75217 scheduled
10443720000524096 D 7219 Great Trinity Forest Way Apt 1032 Dallas 75217 scheduled
10443720000524127 D 7219 Great Trinity Forest Way Apt 1033 Dallas 75217 scheduled
10443720000524313 D 7221 Great Trinity Forest Way Apt 1034 Dallas 75217 scheduled
10443720000524344 D 7221 Great Trinity Forest Way Apt 1035 Dallas 75217 scheduled
10443720000524375 D 7221 Great Trinity Forest Way Apt 1036 Dallas 75217 scheduled
10443720000524406 D 7221 Great Trinity Forest Way Apt 1037 Dallas 75217 scheduled

10443720000522732 D 7207 Great Trinity Forest Way Apt 2009 Dallas 75217 permit required
10443720000522763 D 7207 Great Trinity Forest Way Apt 2010 Dallas 75217 permit required
10443720000522794 D 7207 Great Trinity Forest Way Apt 2011 Dallas 75217 permit required
10443720000522825 D 7207 Great Trinity Forest Way Apt 2012 Dallas 75217 permit required
10443720000523104 D 7209 Great Trinity Forest Way Apt 2017 Dallas 75217 re submitted for 4/11/2016.
10443720000523290 D 7211 Great Trinity Forest Way Apt 2018 Dallas 75217 re submitted for 4/11/2016.
10443720000523321 D 7211 Great Trinity Forest Way Apt 2019 Dallas 75217 scheduled
10443720000523352 D 7211 Great Trinity Forest Way Apt 2020 Dallas 75217 scheduled
10443720000523569 D 7215 Great Trinity Forest Way Apt 2022 Dallas 75217 permit required
10443720000523600 D 7215 Great Trinity Forest Way Apt 2023 Dallas 75217 permit required
10443720000523631 D 7215 Great Trinity Forest Way Apt 2024 Dallas 75217 permit required
10443720000523662 D 7215 Great Trinity Forest Way Apt 2025 Dallas 75217 permit required
10443720000523910 D 7217 Great Trinity Forest Way Apt 2028 Dallas 75217 scheduled
10443720000523941 D 7217 Great Trinity Forest Way Apt 2029 Dallas 75217 scheduled
10443720000524158 D 7219 Great Trinity Forest Way Apt 2030 Dallas 75217 scheduled
10443720000524189 D 7219 Great Trinity Forest Way Apt 2031 Dallas 75217 re submitted for 4/11/2016.

If there is anything else we can do for you please let us know.

Thank you,

Jorge Gonzalez MDU Support

Phone: (888) 552-5596

Fax: (888) 999-2157

Email: MDUMoveRequest@directenergy.com

<image002.jpg>

Thank you For choosing Direct Energy, we appreciate your business.


From: Minh Antoine [<mailto:minha@onyxpg.com>]

Sent: April-08-16 10:34 PM

To: MDU Cust Care
Cc: alvin@372hope.org; peggy@372hope.org; Jeff Folkes; peggy@372hope.org
Subject: FW: New Service
Importance: High

Hello Jorge,

Did you already put the request in again for all of these units? If not, can you please put the order in for these ur
Please see attached list. Thanks again for your help. You've been very good at responding and we truly appreciat
Please advise if anything else needs done on our end.

Minh Antoine Vice President of Sales
< >
Making Energy Make a Difference

Three Galleria Tower 13155 Noel Road Suite 900 Dallas, TX 75240
(972) 918-5137 ext.700 office (972) 897-3012 mobile (888) 447-7831 e-fax
minha@onyxpg.com <http://www.onyxpg.com>

AIM: minhgse

For outages/emergencies please contact your TDSP below with your ESID # or Address:

Oncor: 888-313-4747 (outage) /888-313-6862 (customer care)

Centerpoint: 800-332-7143

AEP/WTU: 866-223-8508 (outage) /877-373-4858 (customer care)

TNMP: 888-866-7456

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From: Alvin Johnson [<mailto:alvin@372hope.org>]

Sent: Friday, April 8, 2016 12:15 PM

To: Minh Antoine <minha@onyxpg.com>; Minhantoine@gmail.com

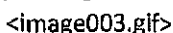
Cc: Jeff Folkes (jeff@dicontractors.com) <jeff@dicontractors.com>; Peggy Lawless <peggy@372hope.org>

Subject: New Service

Good afternoon Ms. Antoine. Attached is a list of units that have had the electric meters installed, but without a order. Jeff has asked that Direct Energy request the service be initiated with Oncor now that the meters have be installed.

Please let me know if you need anything.

Alvin Johnson

< >

7290 Virginia Parkway, Suite 2300

McKinney, Texas 75071

214-842-8075 X 203

214-842-8052 Fax

www.HOPEhousingfoundation.org

The Ridge at Trinity

7203 S Great Trinity Forest Way
Dallas, TX 75217

1 BR	2 BR	3 BR	Bldg	Style	Apartment		Status	Tenant Name Transfer	Available
			7203	CC	1001		Community		
			7203	OFF	1002		Office		
		1	7203	3 BR	1003	ADA	Vacant	D Thomas 2077	Yes 5/1
			7203	3 BR	1004	ADA	Vacant		
		1	7203	3 BR	2001		Vacant	Amos new	Yes 5/1
			7203	3 BR	2002		Vacant	Owens new	Yes 5/1
		1	7203	3 BR	2003		Vacant	Bush new	Yes 5/1
			7203	3 BR	2004		Occupied		
			7205	2 BR	1005		Occupied		
	1		7205	2 BR	1007		Vacant	Terry 1073	Yes 5/1
			7205	2 BR	1008		Occupied		
			7205	2 BR	2005		Occupied		
	1		7205	2 BR	2006		Vacant	B Wilson 1055	Yes 5/1
	1		7205	2 BR	2007		Vacant	Loving 2090	Yes 5/1
			7205	2 BR	2008		Occupied		
	1		7207	2 BR	1009		Vacant	Ross 2083	Yes 5/1
	1		7207	2 BR	1010		Vacant	Lacy-1107	Yes 5/1
			7207	2 BR	1011		Occupied		
	1		7207	2 BR	2009		Vacant	P Kelly 1076	Yes 5/1
	1		7207	2 BR	2010		Vacant	Turner-new	Yes 5/1
			7207	2 BR	2011		Vacant		
1			7209	1 BR	1014		Vacant	Anthony 2030	Yes 5/1
1			7209	1 BR	1015		Vacant	Brown 1014	Yes 5/1
			7209	1 BR	1016		Occupied		
			7209	1 BR	1017		Occupied		
1			7209	1 BR	2014		Vacant	Dixon 1016	Yes 5/1
1			7209	1 BR	2015		Vacant	Sample 2017	Yes 5/1
			7209	1 BR	2016		Vacant		
			7209	1 BR	2017		Occupied		
	1		7211	2 BR	1018		Vacant	Neal 1081	Yes 5/1
			7211	2 BR	1019	ADA	Vacant		
	1		7211	2 BR	1020		Vacant	*Sanders 1035	Yes 5/1
	1		7211	2 BR	1021	ADA	Vacant	*Garrett 1099	Yes 5/1
	1		7211	2 BR	2018		Vacant	Collins new	Yes 5/1
			7211	2 BR	2019		Occupied		
	1		7211	2 BR	2020		Vacant	Gray new	Yes 5/1
	1		7211	2 BR	2021		Vacant	Evans 1077	Yes 5/1
			7215	2 BR	1022		Occupied		
	1		7215	2 BR	1023	ADA	Vacant	* G Thomas 1102	Yes 5/1
	1		7215	2 BR	1024		Vacant	Crow new	Yes 5/1
	1		7215	2 BR	1025	ADA	Vacant	Thomas new	Yes 5/1
			7215	2 BR	2022		Vacant		

1 BR	2 BR	3 BR	Bldg	Style	Apartment		Status		Available
	1		7215	2 BR	2023		Vacant	Moore 2055	Yes 5/1
	1		7215	2 BR	2024		Vacant	Shannon Miller new	Yes 5/1
	1		7215	2 BR	2025		Vacant	Rucker new	Yes 5/1
			7217	3 BR	1026		Vacant	W. Wilson 2047	Yes 5/1
			7217	3 BR	1027	ADA	Vacant		
			7217	3 BR	1028		Vacant	Ranger 2061	Yes 5/1
	1		7217	3 BR	1029		Vacant	Hill new	Yes 5/1
	1		7217	3 BR	2026		Vacant	Bonner 1041	Yes 5/1
			7217	3 BR	2027		Occupied		
	1		7217	3 BR	2028		Vacant	Gilbert new	Yes 5/1
	1		7217	3 BR	2029		Vacant	Felder new	Yes 5/1
			7219	2 BR	1030		Vacant		
			7219	2 BR	1031	ADA	Occupied		
1			7219	2 BR	1032		Vacant	Hall new	Yes 5/1
1			7219	2 BR	1033	ADA	Vacant	Willis new	Yes 5/1
			7219	2 BR	2030		Occupied		
			7219	2 BR	2031		Vacant		
1			7219	2 BR	2032		Vacant	Q Wilson 1079	Yes 5/1
1			7219	2 BR	2033		Vacant	Gilmore new	Yes 5/1
1			7221	2 BR	1034		Vacant	R Jackson 2057	Yes 5/1
			7221	2 BR	1035	ADA	Occupied		
			7221	2 BR	1036		Vacant		
1			7221	2 BR	1037	ADA	Vacant	P Jackson 1058	Yes 5/1
1			7221	2 BR	2034		Vacant	Brown new	Yes 5/1
			7221	2 BR	2035		Vacant		
			7221	2 BR	2036		Occupied		
1			7221	2 BR	2037		Vacant	Johnson 2042	Yes 5/1
	1		7223	3 BR	1038		Vacant	Turner new	Yes 5/1
	1		7223	3 BR	1039		Vacant	L Kelley 2027	Yes 5/1
			7223	3 BR	1040		Vacant		
			7223	3 BR	1041		Occupied		
	1		7223	3 BR	2038		Vacant	Lockhart 2036	Yes 5/1
	1		7223	3 BR	2039		Vacant	Duncan 1098	Yes 5/1
			7223	3 BR	2040		Occupied		
			7223	3 BR	2041		Vacant		
			7225	1 BR	1042		Occupied		
			7225	1 BR	1043		Occupied		
			7225	1 BR	1044		Vacant		
			7225	1 BR	1045		Occupied		
			7225	1 BR	2042		Occupied		
			7225	1 BR	2043		Vacant		
			7225	1 BR	2044		Occupied		
			7225	1 BR	2045		Vacant		
			7227	2 BR	1046		Vacant		
			7227	2 BR	1047		Vacant		
			7227	2 BR	1048		Vacant		
			7227	2 BR	1049		Vacant		
			7227	2 BR	2046		Vacant		
			7227	2 BR	2047		Vacant		
			7227	2 BR	2048		Vacant		

1 BR	2 BR	3 BR	Bldg	Style	Apartment		Status		Available
			7227	2 BR	2049		Vacant		
			7229	2 BR	1050		Vacant		
			7229	2 BR	1051		Occupied		
			7229	2 BR	1052		Occupied		
			7229	2 BR	1053		Occupied		
			7229	2 BR	2050		Occupied		
			7229	2 BR	2051		Vacant		
			7229	2 BR	2052		Vacant		
			7229	2 BR	2053		Vacant		
			7231	1 BR	1054		Occupied		
			7231	1 BR	1055		Occupied		
			7231	1 BR	1056		Vacant		
			7231	1 BR	1057		Vacant		
			7231	1 BR	2054		Occupied		
			7231	1 BR	2055		Occupied		
			7231	1 BR	2056		Occupied		
			7231	1 BR	2057		Occupied		
			7235	2 BR	1058		Occupied		
			7235	2 BR	1059		Vacant		
			7235	2 BR	1060		Occupied		
			7235	2 BR	1061		Vacant		
			7235	2 BR	2058		Occupied		
			7235	2 BR	2059		Vacant		
			7235	2 BR	2060		Vacant		
			7235	2 BR	2061		Vacant		
			7237	2 BR	1062		Vacant		
			7237	2 BR	1063		Vacant		
			7237	2 BR	1064		Vacant		
			7237	2 BR	1065		Vacant		
			7237	2 BR	2062		Vacant		
			7237	2 BR	2063		Vacant		
			7237	2 BR	2064		Vacant		
			7237	2 BR	2065		Vacant		
			7239	2 BR	1066		Vacant		
	1		7239	2 BR	1068		Vacant	M Brown 2099	Yes 5/1
	1		7239	2 BR	1069		Vacant	D Thomas 2077	Yes 5/1
			7239	2 BR	2066		Occupied		
	1		7239	2 BR	2067		Vacant	LeBlanch 1060	Yes 5/1
	1		7239	2 BR	2068		Vacant	T Smith new	Yes 5/1
	1		7239	2 BR	2069		Vacant	Anderson 1103	Yes 5/1
	1		7241	2 BR	1070		Vacant	C Wright 2054	Yes 5/1
	1		7241	2 BR	1071		Vacant	Collins 2005	Yes 5/1
	1		7241	2 BR	1072		Vacant	Leffall 2084	Yes 5/1
			7241	2 BR	1073		Occupied		
			7241	2 BR	2070		Vacant		
	1		7241	2 BR	2071		Vacant	Wyatt 2105	Yes 5/1
	1		7241	2 BR	2072		Vacant	Johns 2019	Yes 5/1
			7241	2 BR	2073		Vacant		

1 BR	2 BR	3 BR	Bldg	Style	Apartment	Status	Available
			7255	3 BR	1098	Occupied	
			7255	3 BR	1099	Occupied	
			7255	3 BR	1100	Occupied	
			7255	3 BR	1101	Occupied	
			7255	3 BR	2098	Vacant	
			7255	3 BR	2099	Occupied	
			7255	3 BR	2100	Vacant	
			7255	3 BR	2101	Vacant	
			7257	2 BR	1102	Occupied	
			7257	2 BR	1103	Occupied	
	1		7257	2 BR	1104	Vacant	N Gibson 1052 Yes 5/1
			7257	2 BR	1105	Vacant	
			7257	2 BR	2102	Vacant	
			7257	2 BR	2103	Vacant	
			7257	2 BR	2104	Vacant	Yes 5/1
			7257	2 BR	2105	Occupied	
			7259	2 BR	1106	Occupied	
			7259	2 BR	1107	Occupied	
	1		7259	2 BR	1108	Vacant	
	1		7259	2 BR	1109	Vacant	
			7259	2 BR	2106	Vacant	
			7259	2 BR	2107	Vacant	
	1		7259	2 BR	2108	Vacant	Lofton 2074 Yes 5/1
	1		7259	2 BR	2109	Vacant	Thornton 1045 Yes 5/1
		1	7261	3 BR	1110	Vacant	Hodge 1101 Yes 5/1
		1	7261	3 BR	1111	Vacant	Lawson 1100 Yes 5/1
			7261	3 BR	1112	Vacant	
			7261	3 BR	1114	Occupied	
			7261	3 BR	2112	Occupied	
			7261	3 BR	2114	Vacant	
	1		7263	2 BR	1115	Vacant	Murrell 2058 Yes 5/1
			7263	2 BR	1116	Vacant	
	1		7263	2 BR	1118	Vacant	Chaffin 1114 Yes 5/1
			7263	2 BR	2116	Occupied	
	1		7263	2 BR	2118	Vacant	Newman 2050 Yes 5/1
4	64	18					86

[REDACTED]

Supporting documentation submitted
by the Owner related to the Appeal



June 7, 2016

Colton Sanders
TDHCA
PO Box 13941
Austin, TX 79711-3941

Mr. Sanders,

This letter is to report that we have consulted with Mr. Alvin Johnson with Hope Housing Foundation, in regards to the building unit turn schedule.

If you should have any further questions, please contact us.

Sincerely,

A handwritten signature in blue ink, which appears to read 'DJ Powers', is written over the word 'Sincerely,'.

DJ Powers
President

6208 Canyon Drive
Amarillo, TX 79109

Phone: 806.349.4621
Fax: 806.349.4635
www.dicontractors.com

Completed
 Available July 1
 Available August 1

1 BR
 2 BR
 3 BR

Subject to change with weather delays and unknown damage

7219		7221	
1031	1032	1034	1036
2031	2032	2034	2036
1030	1033	1035	1037
2030	2033	2035	2037

7225	
1043	1044
2043	2044
1042	1045
2042	2045

7231	
1054	1056
2054	2056
1055	1057
2055	2057

7233	
Laundry	Boiler
Maintenance	

7249	
1080	1081
2080	2081
1078	1079
2078	2079
1076	1077
2076	2077
1074	1075
2074	2075
7247	

7251	
1082	1083
2082	2083
1084	1085
2084	2085
1086	1087
2086	2087
1088	1089
2088	2089
7253	

7257	
1102	1103
2102	2103
1104	1105
2104	2105
1106	1107
2106	2107
1108	1109
2108	2109
7259	

7217	
1027	1028
2027	2028
1026	1029
2026	2029

7223	
1038	1039
2038	2039
1040	1041
2040	2041

7227		7229	
1046	1048	1050	1052
2046	2048	2050	2052
1047	1049	2051	2053
2047	2049	1051	1053

7235	
1059	1058
2059	2058
1061	1060
2061	2060
1063	1062
2063	2062
1065	1064
2065	2064
7237	

7255	
1099	1100
2099	2100
1098	1101
2098	2101

7261	
1110	1111
2110	2111
1112	1114
2112	2114

7215	
1025	1024
2025	2024
1023	1022
2023	2022
1021	1020
2021	2020
1019	1018
2019	2018
7211	

7207		7205	
1011	1009	1007	1006
2011	2009	2007	2006
1012	1010	1008	1005
2012	2010	2008	2005

7209	
1017	1014
2017	2014
1016	1015
2016	2015

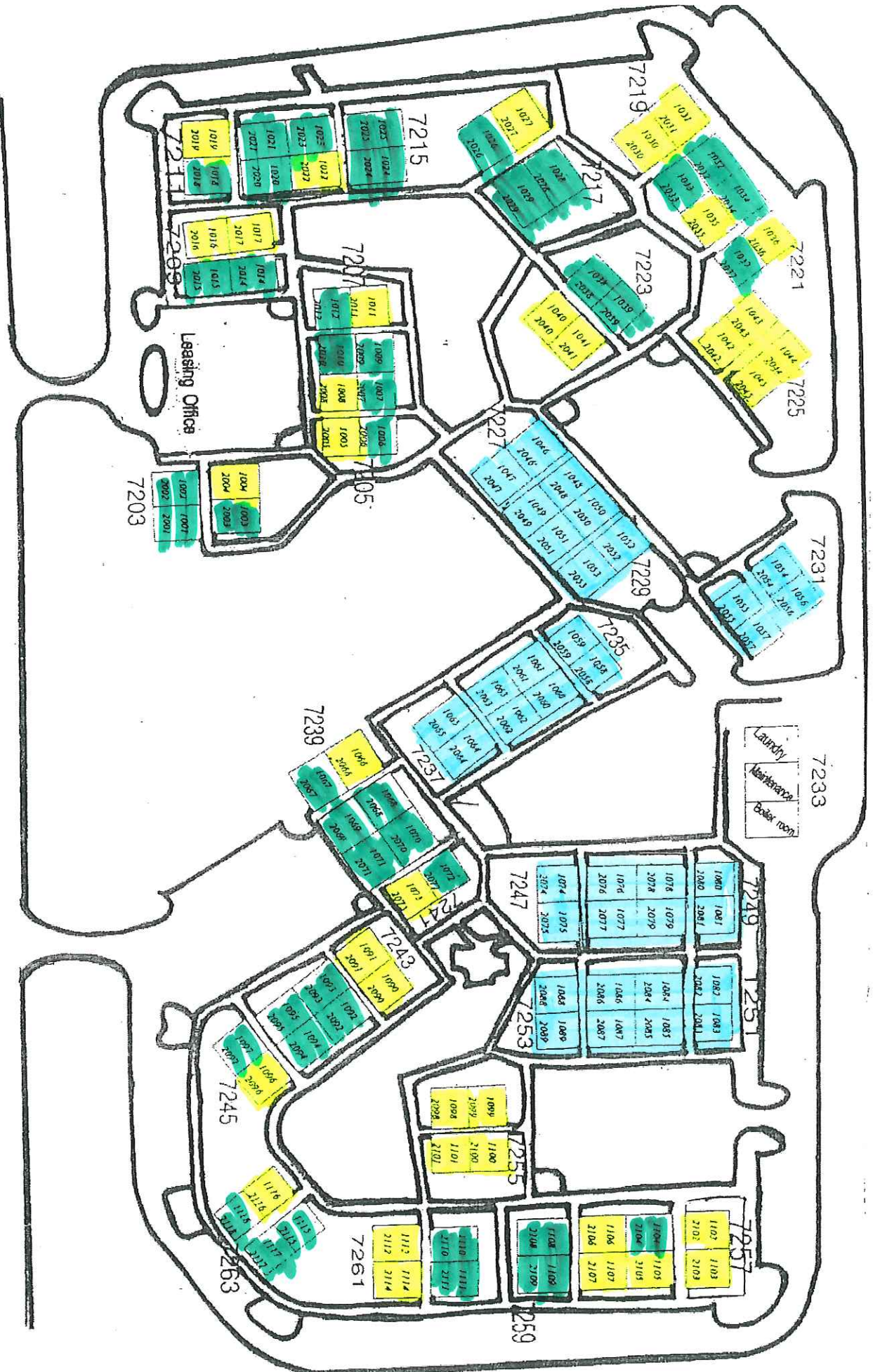
7203	
1004	1003
2004	2003
1002	1001
2002	2001

7239		7241	
1066	1068	1070	1072
2066	2068	2070	2072
1067	1069	1071	1073
2067	2069	2071	2073

7243	
1091	1090
2091	2090
1093	1092
2093	2092
1095	1094
2095	2094
1096	1097
2096	2097
7245	

7263	
1116	1115
2116	2115
1118	1117
2118	2117

7200 South Loop 12 Dallas, Texas 75217





Ridge at Trinity Apartments Marketing Plan

I. Signage

- A. A permanent 4' X 8' monument sign will replace the temporary sign at the entrance to the property along the frontage of Great Trinity Forest Way. The monument sign will include banners advertising "Now Leasing!".

A sign will be placed at the exit of the property to alert residents & prospects about our Referral Program. It will read, "Reward Yourself. Ask about our Resident Referral Program." This sign will be designed to coordinate with additional exterior signage.

- B. The following interior signs are in place to enhance leasing efforts:

1. Equal Housing Opportunity Desk Signs (2)
2. Photo I.D. Required to View an Apartment (2)
3. "We're out leasing an apartment home. We'll be right back to lease you yours. Thanks!"
*Signs will be ordered from Welcome Home America and will be Yellow with black lettering.

II. Curb Appeal

- A. Bandit Signs – bandit signs will enhance leasing efforts during the lease up of the property. Each double-sided sign is 24" x 18" surrounded by a steel frame. Twelve high quality signs will be placed on Great Trinity Forest Way highlighting amenities and apartment features. The bandit signs will read as follows:

1. Distinctive 1, 2, & 3 Bedroom Floor Plans
2. Gourmet Kitchens
3. Two Toned Paint
4. Upgraded Flooring
5. Energy Efficient Apartment Homes
6. Community Center with Computer usage



- B. A “Grand Opening” Banner will be purchased for the Grand Opening tentatively scheduled for August 27, 2016. This will be an opportunity for the residents to meet their new neighbors.
- C. Flags – Installation of flagpoles near the gated entry will be installed by June 30, 2016. Tastefully colored flags will draw attention to the property and enhance curb appeal.

III. Advertising Mediums

- A. Print Media
 - 1. The Greensheet – we will utilize this medium to place an ad for a minimum period of 6 months. Cost is \$350.00 per month. The paper distributed on a bi-monthly basis.
- B. Website
 - 1. The property’s website will be used for internet advertising. Pictures are posted, floor plans, amenities, questions & answers, wait list updates, classifieds, etc.
 - 2. Craigslist.org - Ads are use for marketing ready-to-move-in apartment homes. You can track a Craigslist ad by e-mail, phone number or website referral.

IV. Outreach Strategy

- A. Local PHA’s – Marketing material is being developed to distribute to the Garland, Mesquite, and Dallas Housing Authorities. The flyers and promotions will be distributed to these offices on or before June 20th, 2016. The South Dallas Urban League and Chambers of Commerce offices will also receive our marketing material to display.
- B. Resident Referral Program – Resident “testimonials” sell! Ridge at Trinity Apartments will implement a Resident Referral Program. Residents who refer an accepted applicant will receive a \$50.00 referral bonus.

V. Resident Retention

- A. Newsletter – a resident newsletter will be distributed on a monthly basis to each resident and will be available for prospective residents. Hughes Marketing Solutions will professionally print the newsletter.



- B. Resident Events such as Resident Appreciation Week, seasonal parties, football parties, picnics and etc., will be held on a monthly basis.
- C. Renewal Incentives - a renewal menu will be offered. Items will include accent wall paint, tea/coffee maker, paint touch up, movie tickets, dinner tickets, 16 piece dinner ware set will be offered.

VI. Collateral Material

- A. Property Brochures / Post Cards – Property brochures and post cards are elegant and tasteful. They are mailed to all telephone inquiries and distributed to all area businesses.

VII. Training

- A. Training Sessions – All site personnel are encouraged to take any seminar that will enhance the performance of the property. Assertive Management Group does provide the following training classes out of its corporate Office or through third party vendors. Those classes include, but are not limited to the following:
 - 1. Fair Housing
 - 2. Sexual Harassment
 - 3. Risk Management
 - 4. Interviewing Techniques
 - 5. Simply Superior Service
 - 6. Situational Leadership

VIII. Miscellaneous Items

- A. Nametags – All maintenance personnel are required to wear photo I. D. Badges and office personnel will wear brass nametags with the AMG logo.
- B. Golf Cart – A golf cart will be purchased to assist in leasing efforts.
- C. Hughes Marketing Solutions – Assertive Management Group has a national account with Hughes Marketing Solutions to provide a website for the property. This advertising medium is utilized to promote Ridge at Trinity Apartments.

IX. Leasing Plan

- A. Under the current renovation plan, there are 230 units to be brought on line for occupancy. To date, there are 60 units that are occupied by families that were here when the property was purchased. These residents have been transferred to 60 of the 86 renovated units that were delivered on May 15th, 2016.



Per the attached Unit Projection Schedule, there will be another 68 units completed and delivered on or before July 1, 2016. These units will be filled from the waitlist applicants. The remaining 72 units will be delivered on or before August 1, 2016. These units will be filled from the waitlist occupants as well.

The waitlist currently has approximately 35 pre-approved applicants and 30 applicants in the process of being approved. The waitlist is fully opened and the office is accepting applications on a daily basis.

4b

BOARD ACTION REQUEST

ASSET MANAGEMENT

JUNE 16, 2016

Presentation, Discussion, and Possible Action regarding forgiveness of the Department's Direct HOME loan for Country Villa (HOME #531102)

RECOMMENDED ACTION

WHEREAS, Country Villa received an award of HOME funds in 2001 in the amount of \$571,801 to rehabilitate 32 multifamily units in Freer;

WHEREAS, the HOME loan matured on January 1, 2009, and the maturity date was modified and extended to August 1, 2015;

WHEREAS, the effective date of the LURA was April 14, 2003, for a term of 10 years that concluded on April 14, 2013;

WHEREAS, the Development Owner has requested that the loan be forgiven;

WHEREAS, the Promissory Note requires that upon maturity the term of the Note will be reevaluated by the Department and restructured according to one of the following: (i) fully amortized loan, (ii) a "cash flow" loan; or (iii) a forgivable loan; and

WHEREAS, staff has reviewed the financials of the property and determined that no substantive cash flow above the cost of operations and reserves could reasonably be projected to be available for the foreseeable future;

NOW, therefore, it is hereby

RESOLVED, that the forgiveness of the HOME loan for Country Villa Apartments is approved, as presented to this meeting and the Executive Director and his designees are hereby, authorized, empowered, and directed to take all necessary action to effectuate the foregoing.

BACKGROUND

Freer Housing, Ltd. is the sole owner of Country Villa Apartments located in Freer, Duval County. The development received a HOME Loan (the "Note") from the Department in the amount of \$571,801 that closed in April 2003 for the rehabilitation of 32 multifamily units. The HOME loan is subordinate to the senior debt provided by USDA. The Note established terms for repayment as such:

Principal loan repayment is deferred during the term of this loan only in the event Maker has not defaulted under any terms of this Note, the Deed of Trust, Land Use Restriction Agreement and any and all

other documents evidencing, securing or executed in connection with this Note. Upon maturity, the terms of this Note will be reevaluated by Lender and restructured accordingly to one of the following: (i) fully amortized loan' (ii) a "cash flow" loan; or (iii) a forgivable loan.

The effective date of the Note was April 14, 2003, and the Note matured on January 1, 2009. On May 15, 2010, when this Note was first re-evaluated, staff recommended to the Department's Review Committee that the loan be extended for an additional five years with no interest or scheduled payments due and another evaluation required at the end of the five year period. On July 23, 2010, a Modification, Renewal, and Extension Agreement was executed between the Department and Freer Housing, Ltd. (the "Owner") to extend the maturity date of the Note to August 1, 2015, with no other terms of the original Note having been modified. The effective date of the Land Use Restriction Agreement ("LURA") was April 14, 2003, with a term of 10 years, which concluded on April 14, 2013; the Note remains in effect.

A request was submitted on behalf of the Owner to the Asset Management Division on October 10, 2015, to reevaluate the Note pursuant to a Previous Participation Review for another application for funding related to Hamilton Valley Management, Inc. and John W. Hoover, an affiliate of Freer Housing, Ltd. The Note, as modified and extended in 2010, has matured and is considered due and outstanding. Pursuant to the modification agreement, the Department is required to reevaluate the note and the potential for repayment.

Prior modifications of the maturity of the note were completed after an analysis of cash flow supported no capacity for regular repayment of this loan. The Owner provided audited financial statements which document that the property has been operating with negative cash flow since 2013 and has been supported by capital investments by the Owner totaling \$11,000 from January 2015 through April 2015. The audited financial statements report negative cash flow of \$2,829 for 2014. USDA rental assistance is provided for 10 of the units and is project-based for the life of the property. Other residents qualify and receive Housing Choice Voucher ("Section 8") rental assistance. While the property and certain residents qualify for rental assistance it is occupancy that provides financial assistance from either program. According to the Owner the rental market in Duval County has seen a steady decline over the last 18 months which is discussed in greater detail below. As of January 26, 2016, seven out of 32 units are vacant (78% occupancy). Eleven of the occupied units are currently receiving rental assistance from either USDA (project-based) or Section 8 (tenant-based).

The Owner provided supporting documentation showing that the USDA debt is current and financial statements showing that the Owner's capital investment has enabled the property to operate at or below breakeven. USDA annual debt service is \$21,228 and USDA requires transfers to the reserve of \$8,340 annually to maintain a balance of \$83,398. Deposits shall resume at any time as necessary to maintain the required balance. A reserve account bank statement dated July 31, 2015, reports a balance of \$41,934; therefore, reserve account deposits are required until the minimum balance is restored.

The property supervisor, an employee of HVM, reported that occupancy in the Freer rental housing market has been declining as a result of the downturn in the local economy which has been largely supported by the oil industry. Duval County has a population of 2,783 and census data reports that in 2013, 32% of males were employed in the oil and gas extraction industry. Census data also reports a decline in population of 14% from 2000 to 2010, and projections suggest that the population decline will continue through 2020. Property Management is not confident that the rental market will see increased occupancy in the foreseeable future. Therefore, forgiveness of the HOME loan is requested by the Owner pursuant to the provisions of the Note and Modification Agreement.

The Department monitors one other HOME funded property located in Freer known as Tomas H. Molina Homes (HOME 532329) which consists of five single family residences of which two are vacant. San Diego is the county seat and there are two multifamily properties monitored by the Department: Vaquero Apartments (HTC 06196) has a total of 28 units of which 10 are vacant, and Chula Vista Apartments (HTC 94180) has a total of 44 units of which two units are vacant. An internet search for available apartments in Duval County did not provide any other comparable units.

The Department's original underwriting report (the "Report") states that the HOME funds were requested as a grant or cash flow loan. Furthermore, the Report stated concerns about the ability of the development to repay these funds based on the operating proforma provided within the application for HOME funds. It was anticipated that the USDA basic rents could be raised to achieve cash flow sufficient to repay the HOME loan. The Owner has increased the basic rents on an annual basis as approved by USDA; however, declining occupancy has reduced the income received from tenant paid rent and rental assistance subsidies. While the exact economic factors leading to the current financial situation of the development could not have been reasonably anticipated it is obvious that the Department exercised caution according to the underwriting report and repayment provisions of the HOME Note at the time of award.

Compliance Staff conducted a physical inspection on May 20, 2013, and all repairs and corrections were completed according to the follow up letter dated November 5, 2013. The property has had findings of noncompliance during the affordability period; however all findings have been corrected in a timely manner and currently there are no outstanding findings of noncompliance except for this Note. The property is considered to have satisfied the required affordability period without default under any terms of the Note, Deed of Trust, and LURA.

The affordability period has concluded and no events of default have been documented pursuant to the requirements of the HOME Note. Staff recommends forgiveness of HOME Loan # 531102 pursuant to the reasons discussed above.

Country Villas - Freer Housing Ltd.

	2015 Annualized	2014 Audit	2013 Audit	2012 AOFR
INCOME				
Rental Income	\$192,269	\$180,898	\$181,468	\$177,792
Secondary Income	\$7,189	\$5,595	\$0	\$4,049
Miscellaneous Income	\$0	\$108	\$0	\$134
Potential Gross Rent	\$199,458	\$186,601	\$181,468	\$181,975
V/C Loss <small>22%</small>	-\$43,881	-\$12,624	\$0	-\$15,502
Rental Concessions	\$0	-\$6,816	\$0	\$0
EGI	\$155,577	\$167,161	\$181,468	\$166,473
EXPENSES				
G&A	\$10,683	\$11,602	\$11,460	\$9,081
Mgmt	\$17,624	\$19,140	\$19,745	\$19,690
Payroll	\$34,829	\$37,825	\$42,694	\$29,652
R&M	\$32,722	\$35,537	\$30,608	\$27,438
Electical & N.Gas	\$5,293	\$5,748	\$7,653	\$4,792
WST	\$17,907	\$19,448	\$17,420	\$14,674
Property Ins	\$8,657	\$9,402	\$7,491	\$14,892
Property Taxes	\$6,258	\$6,796	\$9,618	\$9,337
Replacement Reserves	\$8,340	\$8,443	\$8,340	\$8,453
Cable TV	\$0	\$0	\$0	\$0
Supp Services	\$0	\$0	\$0	\$0
Compliance Fees	\$0	\$0	\$0	\$0
Security Fees	\$0	\$0	\$0	\$0
Other	\$7,880	\$8,558	\$11,679	\$6,230
Other	\$0	\$0	\$0	\$0
TOTAL EXPENSES	\$150,193	\$162,499	\$166,708	\$144,239
NOI	\$5,385	\$4,662	\$14,760	\$22,234
EXP:Inc Ratio	96.54%	97.21%	91.87%	86.64%
DEBT				
USDA	\$21,228	\$21,230	\$21,230	\$21,230
HOME	\$0	\$0	\$0	\$0
CASH FLOW	-\$15,843	-\$16,568	-\$6,470	\$1,004
DCR	0.25	0.22	0.70	1.05



Hamilton Valley Management, Inc.

October 12, 2015

Colton Sanders
Asset Manager
Texas Department of Housing & Community Affairs
221 E. 11th Street
Austin, TX 78701

Re: **Freer Housing, Ltd – Country Villa Apartments**
Request to Amend HOME loan #531102

Dear Mr. Sanders,

In regards to the HOME loan for the above-referenced project, which matured in August, 2013 and was extended through August of 2015, and is now past due – I would like to take this opportunity to request an Amendment of the loan to extend deferment for an additional 5 years, per §10.405(c) of the 2015 Multifamily Rules, whereby an Amendment to Direct Loan Terms allows a request to be submitted and considered by the Department to further modify the terms of the HOME loan.

I am requesting an extended deferment of the loan because at this time the project is unable to afford the loan payment, as there is no cash flow from operations. The project is maintaining good occupancy; however the community where the project is located is small and is not growing, and therefore not one that permits the residents to afford any sort of rent increases. The project income is barely enough to cover the cost of operations. I have included, behind this letter, supporting documentation of the last 18 months of Profit and Loss statements in order to substantiate financial status of the property. I have also included the rent roll for August 2015 and the annual occupancy statement.

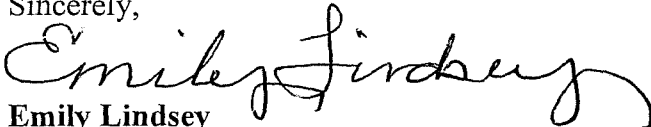
Furthermore, the project is 30 years old and is desperately in need of a major rehabilitation. The current capital needs of the property are such that more money is being spent out of the reserve account to make improvements, than is being put into it, which is also having a profound effect on the financial status of the property. I Have reviewed the property's financial records since the small rehab that was done back in 2003 with the \$571K from the HOME loan, and have concluded that the repairs only sustained the property for an additional 5 years, and since about 2008, the project has been physically declining at an increasingly rapid rate, and major capital expenditures have been made in an attempt to keep the property in compliance. I have included the

current Transition Plan, which outlines all of the major capital improvements that need to be made.

Additionally, please be advised that the existing USDA-RD Loan and Restrictions are part of a 1st lien loan agreement executed with USDA-RD for a term of 50 years, beginning on July 21st, 1986, and extending through July 21st, 2036. With the Interest Credit Subsidy and Rental Assistance in place for quite some time, the property is unlikely to change markets or financial status any time soon. Please find the associated promissory note and security agreement attached.

I hope you find the included information and supporting documentation suffices the needs for such an amendment as requested. Should you have any questions or concerns, please do not hesitate to contact me at your earliest convenience. I truly appreciate your time and consideration, and look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Emily Lindsey". The signature is written in a cursive style with a large, sweeping flourish at the end.

Emily Lindsey

Representative for John W. Hoover – General Partner

efarmer@hamiltonvalley.com

512-756-6809 Ext. 213

CC: Dennis Hoover – President – Hamilton Valley Management

4c

BOARD ACTION REQUEST
ASSET MANAGEMENT DIVISION
JUNE 16, 2016

Presentation, Discussion, and Possible Action regarding waiver of 10 TAC §11.5(3)(D) for Thomas Westfall Memorial (# 15267).

RECOMMENDED ACTION

WHEREAS, Thomas Westfall Memorial received an award of 9% Housing Tax Credits (“HTC”) in 2015 to demolish and re-construct 90 multifamily units in El Paso;

WHEREAS, qualification under the At-Risk Set Aside in the 2015 Qualified Allocation Plan (“QAP”) required Developments qualifying under §2306.6702(a)(5)(B) to retain no less than 25% public housing units supported by public housing operating subsidy;

WHEREAS, the Applicant previously received Department approval of a non-material amendment request to amend the application such that the Development would become fully financed by the HUD Rental Assistance Demonstration (“RAD”) program and would no longer be able to maintain 25% of units as public housing units as required by §11.5(3)(D) of the 2015 QAP;

WHEREAS, the Department’s approval of the non-material amendment request was subject to two conditions: 1) that the Housing Authority of the City of El Paso (“HACEP”) confirm to the Department in writing that the development would continue to receive operating subsidy under Section 9 of the Act following the completion of its rehabilitation, and 2) if the retained Section 9 of the Act operating subsidy was less than the 25% specified in the 2015 QAP, the Applicant would need to request and obtain a Board approved waiver of the 25% level; and

WHEREAS, although HACEP’s written confirmation does not clearly demonstrate that the retained Section 9 operating subsidy would meet the 25% level staff recommends the necessary waiver;

NOW, therefore, it is hereby

RESOLVED, that the requested waiver of the 25% Section 9 operating subsidy requirement is granted and the Executive Director and his designees are each authorized, empowered, and directed to take all necessary action to effectuate the foregoing.

BACKGROUND

Thomas Westfall Memorial was approved during the 2015 competitive 9% Housing Tax Credit cycle under the At-Risk set aside. Originally a public housing development of 90 units that was constructed in 1980, its application proposed the reconstruction of units on a one for one basis with the same unit mix. The Applicant received its award under the At-Risk set aside based on its status as a Development proposing to rehabilitate or reconstruct housing units that are owned by a public housing authority and receive assistance under Section 9, United States Housing Act of 1937, as allowed under §2306.6702 of Texas Government Code. The Applicant originally proposed, as required under the 2015 QAP §11.5(3)(D), that 75% of units would be financed with HTC and HUD RAD program funds and that 25% of units would remain supported by a public housing operating subsidy. However, the Applicant received notice dated June 30, 2015 that HUD would not approve a RAD application where less than 100 percent of the units were proposed for conversion. The Applicant (Gerald Cichon, CEO of Paisano Housing Redevelopment Corporation, an instrumentality of the Housing Authority of the City of El Paso and sole member of EP Westfall GP, LLC, the General Partner of El Paso Westfall, LP, the Owner) submitted an application amendment request on January 8, 2016, requesting to remove the 25% of units that would be supported by a public housing operating subsidy and replace them with RAD subsidy; this change would allow 100% of units to be converted to RAD and enable HACEP to include the Development in its RAD conversion portfolio, maintaining a long-term project-based rental subsidy under Section 8 of the National Housing Act of 1937.

The Applicant's request was approved conditionally as a non-material amendment on March 18, 2016. The letter issued required the two following conditions in order to issue full approval: 1) that the HACEP confirm to the Department in writing that the development would continue to receive operating subsidy under Section 9 of the Act following the completion of its rehabilitation, and 2) if the retained Section 9 of the Act operating subsidy was less than the 25% specified in the 2015 qualified allocation plan, the Applicant would need to request and obtain a Board approved waiver of the 25% level.

The Applicant issued a written confirmation to the Department on April 20, 2016, intending to meet the above listed conditions. The written confirmation stated that the Development would continue to receive assistance under Section 9 of the Housing Act of 1937 due to the \$1.55 Million of HACEP's Section 9 Capital Funds that would be used for construction/permanent financing and the operating budget of \$114,390 of HACEP's Section 9 Operating Funds that would fund the initial year of Project Based Rental Assistance ("PBRA"). The Owner stated that though at closing Section 9 funds are transferred to another account within HUD's accounting system, both the operating and capital funds derive from Section 9. While the 25% rule requirement was not specifically addressed in the written confirmation, staff determined that the \$114,390 in PBRA operating subsidies could be reviewed against the potential gross rent amount last underwritten (\$592,656), to determine the percentage of gross rent paid (19.30%) for by the initial Section 9 funds. However, this falls short of the 25% of units being supported by Section 9 public housing operating subsidy as required under the 2015 QAP. As a result, a waiver of the rule requirement under the 2015 QAP must be requested to allow for full approval of the initial amendment request.

Based on the fact that 2016 QAP rule provisions related to RAD have changed and no longer require the retention of 25% of public housing operating subsidy, and that HB 2926 became effective September 1, 2015, and amended the definition of at-risk developments in a manner that

expressly includes developments undergoing RAD conversions, staff recommends approval of the request to waive §11.5(3)(D) for this application.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Special Applications Center
77 W. Jackson Blvd., Room 2401
Chicago, Illinois 60604-3507
Phone: (312) 353-6236 Fax: (312) 886-6413

OFFICE OF PUBLIC HOUSING

Mr. Gerald Cichon
Executive Director
El Paso Housing Authority
5300 E. Paisano Drive
El Paso, TX 79905

JUN 30 2015

Dear Mr. Cichon:

The Department has reviewed the Housing Authority City of El Paso's (HACEP) application for the disposition of 1 non-dwelling and 13 dwelling buildings with 96 dwelling units and 10.12 acres of underlying land at Marmolejo/Alvarez/Truman/Anderson (Known as Krupp Apartments), TX003000012. The Special Applications Center (SAC) received this application on April 17, 2015, via the Public and Indian Housing Information Center (PIC), Application DDA0006212. Supplemental information was received through June 8, 2015.

Field Office and FHEO Certification

The Environmental Assessment was completed by the City of El Paso on April 15, 2015, in accordance with 24 CFR Part 58. The RROF form was approved by HUD June 26, 2015. The Fort Worth HUB provided a certification stating that the subject submission accurately describes the project proposed for disposition, and the reasons provided by the HACEP to support the proposed action are correct and factual.

Under 24 CFR § 970.7(a)(1), in order for a demolition or disposition application to be approved after November 24, 2006, the effective date of this regulation, a Public Housing Agency (PHA) must provide "a certification that the PHA has described the demolition or disposition in the PHA Annual Plan and timetable under 24 CFR Part 903, and that the description in the PHA Annual Plan is identical to the application submitted pursuant to this part and otherwise complies with Section 18 of the Act (42 U.S.C. 1437p) and this part." The Fort Worth HUB approved the HACEP's agency plan on May 5, 2015, including the subject action.

On June 29, 2015 the Fort Worth Fair Housing and Equal Opportunity Center (FHEO) recommended the disposition approval. The site and neighborhood standards review was completed on June 25, 2015.

The HACEP proposed the disposition of 1 non-dwelling and 13 dwelling buildings with 96 dwelling units and 10.12 acres of underlying land at Marmolejo/Alvarez/Truman /Anderson (Known as Krupp Apartments), TX003000012, as described in the application and identified below.

Marmolejo/Alvarez/Truman/Anderson (Portion Known as Krupp Apartments), TX003000012					
DOFA: 2/28/1976					
Bedroom Size	1-BR	2-BR	3-BR	4+BR	Total
Existing Units	96	77	127	18	318
Proposed Units	0	46	42	8	96
Existing Land of AMP					33.82
Proposed Land					10.12 Acres
Number of Dwelling Buildings Existing					124
Number of Dwelling Buildings Proposed					13
Number of Non-Dwelling Buildings Existing					5
Number of Non-Dwelling Buildings Proposed					1
Number of (Dwelling and Non-Dwelling) ACC Units in PHA's Total Housing Inventory for All Developments					4,515
Building Numbers Per PIC: (for a partial disposition): C1 to C13					

History of the Development

The HACEP has not received any approval from HUD for Marmolejo/Alvarez/Truman/Anderson, TX003000012.

Reason for Action (Justification)

The HACEP proposed the disposition based on 24 CFR § 970.17(b), which requires the PHA to certify that the retention of the property is not in the best interests of the residents or the PHA because disposition allows the acquisition, development, or rehabilitation of other properties that will be more efficiently or effectively operated as low-income housing developments.

The HACEP has been allocated \$8,000,000 in Low-Income Housing Tax Credits to help finance the new construction on-site of 96 units to replace the existing units. The existing units will be demolished subsequent to the disposition. The new units will include 24 public housing units and 72 units with project-based Section 8 assistance.

The approval is based upon the understanding that HACEP will use their existing Section 8 resources to finance the project-based vouchers for the 72 new units. This will result in a net loss of 72 subsidized housing units. Nevertheless, the application is being approved on this basis in order to enable HACEP to utilize the 9% tax credits allocated for this purpose.

The existing on-site community center, constructed in 2000 with CDBG funds, will be retained and will include new management offices, but it is not part of this disposition, because it is not on land under a public housing Declaration of Trust. The new units constructed will be in 12 8-unit buildings with 2 stories.

The project was originally submitted to, and approved by, HUD as a Rental Assistance Demonstration project. HACEP completed a RAD Physical Conditions Needs Assessment that was approved as part of its application. The PCNA identified the many physical needs at the property. However, the HACEP was unable to complete a RAD conversion because 25 percent of the units at Krupp Apartments must be kept as public housing under its tax credit reservation.

HUD was unable to approve a RAD application where less than 100 percent of the units are converted. Therefore, in order to retain its Low-Income Housing Tax Credit reservation the HACEP is pursuing disposition approval under Section 18 instead. The HACEP received a RAD portfolio award in December 2013, and is proceeding in converting its inventory under RAD in phases. The first tranche of the RAD conversions closed.

The Krupp Apartments modernization cost prepared by ECM International, Inc. estimated it would cost \$7,081,893 to renovate these 96 units, based upon the existing condition of the units.

TDC per Notice PIH-2011-38; Year: 2014			
Type of Structure: Row Houses Area: El Paso			
Bedroom Size	Number of Unit	TDC/Unit	Total Cost
2-BR	46	\$177,927	\$8,184,642
3-BR	42	\$216,436	\$9,090,312
4-BR	8	\$257,736	\$2,061,888
TOTAL			\$19,336,842

This estimate is included in the table on Exhibit - B at the end of this document. The rehabilitation cost estimate is 36.62 percent of the TDC limit.

The rehabilitation cost does not exceed the 57.14 percent of the Total Development Cost (TDC) threshold used to establish obsolescence.

HACEP will transfer the property, subject to a 75-year ground lease, to a new sole purpose entity, Haymon Krupp, LP, a Texas Limited Partnership (“the Partnership”). The Partnership’s general partner will be Paisano Haymon Krupp GP, LLC whose sole member is PHRC, an instrumentality of HACEP. HACEP will be responsible for resident communication and relocation as well as lease-up and long-term property operations.

HACEP will also provide a seller-financed note in connection with the lease in the amount of \$1,235,000, which is the appraised value of the raw land, at 2.3 percent deferred interest.

Additionally, the City of El Paso awarded \$500,000 in HOME funds to the project. The HOME funds will be used to offset costs associated with the non-public housing units as part of this disposition.

Pursuing a mixed-finance strategy for this property will enable the HACEP to access the funds needed to complete the demolition and redevelopment of this older property. The Department has determined that the HACEP’s certification under 970.17(b) is acceptable because this disposition will enable the construction of new public housing and project-based Section 8 units to be financed.

Appraisal

The HACEP submitted an estimate of the Fair Market Value (FMV) with the application. On February 6, 2015, the FMV of \$ 1,235,000 as the value of the raw land was estimated by Wilkinson, Pendergras, & Beard LP. HACEP provided the net book value after depreciation as a measure of the value of the existing buildings and units. The development cost depreciable basis was \$1,761,396, with another \$1,949,009 in modernization capital costs over the years since 1980. After depreciation, the net book value of the buildings and units is \$286,243.

Negotiated Sale

The HACEP proposed the disposition via a negotiated transfer of the buildings and land to the Haymon Krupp, LP via a ground lease of 75 years.

Commensurate Public Benefits

The Haymon Krupp, LP will develop a 96-unit low-income housing community on the Krupp Apartments site with the use of LIHTC and other funding. Therefore, although the negotiated sale price is less than FMV, because of the benefits arising from the negotiated sale, it is in the best interest of the public housing residents and the PHA, and will result in a commensurate public benefit, as required in 24 CFR § 970.19.

Net Proceeds and Existence of Debt

According to the HUD Chief Financial Officer, there is no debt for Marmolejo/Alvarez/Truman/Anderson, TX003000012. The HACEP is proposing to transfer the northeast corner of Krupp Apartments to Haymon Krupp, LP; a new owner entity. Upon transfer, 1 non-residential and 13 residential buildings located in the northeast corner of the current Krupp Apartments will be demolished. This includes 96 residential units. The property will be leased to the partnership for \$1,235,000, the value of the land as listed in the appraisal completed by Wilkinson, Pendergras & Beard on February 6, 2014.

The HACEP will provide a seller's note for \$1,235,000 for the acquisition cost of the property. This is needed in connection with the LIHTC tax credits that will provide the financing for the acquisition and redevelopment of the property. Ten percent of this amount, \$123,500, will be paid initially. The remaining \$1,111,500 will accrue deferred interest until a balloon payment due after 75 years. Lease payments are scheduled at \$1 per year until a payment \$1,111,500 in principal and \$5,006,882 in deferred interest due after 75 years.

Any construction savings will be applied first to reduce the amount of deferred fee and then to reduce the amount of the HACEP seller's note. In the event of proceeds from the initial payment of \$123,500, or any subsequent payments of amounts due on the seller's note, HACEP has proposed using these Section 18 disposition proceeds for the development or modernization of public housing or housing that will be reserved to be used exclusively with Section 8 assistance. These are eligible uses of disposition proceeds.

Relocation

When the application was developed and transmitted to the Department, 65 units proposed for disposition were occupied and 31 were vacant. All existing Haymon Krupp residents will be guaranteed the first right to return to the newly constructed development and will receive extensive relocation assistance. . Project-based Section 8 vouchers may be overlaid on the 72 LIHTC units so that the property can continue to serve any former Krupp Apartments tenants who want to return and otherwise could not afford the LIHTC rents. HACEP has submitted a certification regarding relocation as required by 24 CFR § 970.21(e) (f). The HACEP estimated the relocation cost for the remaining residents will be \$389,220, which includes counseling/advisory services and moving expenses. Tax credit equity funds will be used to cover the majority of soft and hard costs associated with the project. Relocation expenses are included in the project's budget and tax-credit basis. The housing resources offered will be other public housing units or project-based voucher units.

Resident Consultation

1. Project(s) Specific Resident Organization(s): None
2. PHA-wide Resident Organization: Jurisdiction Wide Resident Council
3. Resident Advisory Board (RAB) in accordance with 24 CFR § 903.13: RAB

24 CFR § 970.9(a) requires that an application for disposition be developed in consultation with the tenants of the project involved, any tenant organization at the project involved and any PHA-wide organizations that will be affected by the activity. The HACEP achieved consultation with residents and the RAB consultation through two meetings held on February 12, 2015. The meetings were conducted in English and Spanish. The HACEP provided an update on the Haymon Krupp disposition and redevelopment project to the jurisdiction-wide Resident Council on February 5, 2015. Over twenty Resident Council presidents were in attendance. The HACEP staff explained that the project was no longer being pursued using RAD and was proceeding as a HUD mixed-finance development. A total of 96 units will be redeveloped on the site. Staff explained the demolition and disposition application process and the timing for the project. The HACEP met with the RAB to discuss the disposition application. The copies of the draft disposition request and the relocation plan were provided at the meeting. The HACEP has provided the agenda, minutes and sign-in sheets in the application package. To date, the HACEP has not received any written comments from residents at Haymon Krupp, the Resident Council, or the PHA-wide Resident Council.

Offer of Sale to the Residents

24 CFR § 970.9(b) (1) of the regulation requires that a public housing agency offer the opportunity to purchase the property proposed for disposition to any eligible resident organization, eligible resident management corporation as defined in 24 CFR Part 964, or to a nonprofit organization acting on behalf of the residents, if the resident entity has expressed an

interest in purchasing the property for continued use as low-income housing. The HACEP has chosen not to provide an opportunity based on the exception found in 24 CFR § 970.9(b) (3) (ii) “A PHA seeks disposition outside the public housing program to privately finance or otherwise develop a facility to benefit low-income families (mixed-finance housing under 24 CFR Part 905 subpart F, or other types of low-income housing).”

Mayor/Local Government Consultation

The HACEP met and discussed the proposed disposition of the Krupp Apartments site with local government officials on February 25, 2014. As required by 24 CFR § 970.7(a) (14), the application package includes a letter of support from the Honorable Oscar Leeser, Mayor of the City of El Paso, dated February 25, 2014. City staff recommended that the City of El Paso support HACEP’s Haymon Krupp LIHTC application and provide \$100,000 in HOME funds. The City Council passed a “Resolution of Local Support and Commitment from the City of El Paso in Favor of Haymon Krupp Development” on January 7, 2014. In addition, the City Council reconfirmed its support and increased its funding commitment to \$500,000 to assist with the project through a second “Resolution of Local Support and Commitment” passed on February 25, 2014.

Board Resolution

As required by 24 CFR § 970.7(a) (13), the HACEP’s Board of Commissioners approved the submission of the disposition application for the proposed property on March 25, 2015, via Resolution Number 2015. The last resident consultation was on November 12, 2014. The consultation with the local government took place on February 24, 2014.

Other Requirements

Pursuant to 24 CFR § 970.21(c)(2), if any of the following types of federal financial assistance is used in connection with the disposition of public housing, the project is subject to section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. 5304(d) (as amended), including the relocation payment provisions and the anti-displacement provisions, which require that comparable replacement dwellings be provided within the community for the same number of occupants as could have been housed in the occupied and vacant, occupiable low- and moderate-income units converted to another use:

- Community Development Block Grant (CDBG) program, 42 U.S.C. 5301 et seq. (including loan guarantees under section 108 of the Housing and Community Development Act of 1974, 42 U.S.C. 5308 et seq.);
- HOME program, 42 U.S.C. 12701 et seq.

The HACEP is advised to contact the Fort Worth HUB for additional guidance, if applicable.

Approval

We have reviewed the application and find it to be consistent with Section 18 of the Act, and the implementing regulations, 24 CFR Part 970, including requirements related to resident

consultation, relocation and opportunity to purchase the property by the resident organization. Based upon our review, and finding that the requirements of 24 CFR Part 970 and Section 18 of the Act have been met, the proposed disposition, as described in the application and identified below, is hereby approved. The use of proceeds for the development or modernization of public housing or housing reserved for use exclusively with Section 8 assistance is also approved.

Marmolejo/Alvarez/Truman/Anderson (Portion Known as Krupp Apartments) TX003000012			
Dwelling Buildings: 13; Units: 96; Non-Dwelling Bldg. 1; Acres: 10.12			
Total Units to be Redeveloped 96	Less than 80% of Area Median Income		
	ACC	Non-ACC	Market Rate
Rental	24	72	0
Acquiring Entity (Rental Units)	Haymon Krupp, LP		
Method of Sale	Negotiated lease at \$1,235,000 based on Land Value		
Lease Price	\$1,235,000 initially and then \$100 annually for lease term		
Method of Payment Seller-financed note	Initial payment of \$123,500, then \$1 p/year for 75 years, then balloon payments of \$1,111,500 in principal and \$5,006,882 in deferred interest.		
Purpose	Development of public housing and Section 8 housing with 9% Tax Credits.		

The public housing units constructed will include 17 2-bedroom, 5 3-bedroom, and 2 4-bedroom units. The Section 8 units constructed will include 29 2-bedroom, 37 3-bedroom, and 6 4-bedroom units.

All of the evidentiary documents required to be submitted to HUD pursuant to 24 CFR 905, Subpart F must be reviewed and approved by HUD or the long-term ground lease will terminate and the property revert back to the HACEP, as if the lease had never been in effect. The HACEP should work with the Department's Office of Public Housing Investments (OPHI) and the HUD Fort Worth HUB to facilitate the completion of this process.

The HACEP must enter into any and all forms of mixed finance documents (e.g., Declaration of Restrictive Covenants (DORC), Mixed Finance ACC Amendment) required to ensure that the property will be used as 24 ACC public housing units for a period of not less than 40 years in accordance with 24 CFR 905 and the DORC.

In addition, HACEP shall ensure that 72 units of housing affordable under the terms of the Section 8 program are developed and operated on the property approved for disposition as reserved for families at or below 80 percent of AMI for a period of not less than 30 years.

These use restrictions requiring that Haymon Krupp Apartments, LP develop and operate the properties as 24 public housing units for 40 years and 72 project-based Section 8 units affordable at incomes at or below 80 percent of AMI for 30 years must be enforced by use

agreements, or other legal mechanisms as determined by the HUD Fort Worth HUB and OPHI. Such use restriction documents must be superior in lien priority to all financing documents and must provide for survival of the restrictions in the event of default or foreclosure on the properties.

- The Haymon Krupp, LP shall maintain ownership and operation of the property approved for disposition during the use restriction period. Heymon Krupp, LP shall not convey, lease or transfer the property approved for this disposition without prior approval from the HACEP and the Department at any point during the period of use restriction;
- Certain involuntary transfers of the property, such as to a secured lender upon default under security documents, or pursuant to foreclosure, may occur, with the use restrictions surviving the transfer. Any subsequent transfers shall require prior written approval from HACEP and HUD.
- The HACEP is responsible for monitoring and enforcing these use restrictions during the periods they are in effect.

Operating Subsidy

Please be aware that in accordance with 24 CFR § 990.114, the disposition of these units will affect the HACEP's operating subsidy eligibility significantly. Please contact your financial analyst at the HUD Fort Worth HUB for additional guidance about this.

Tenant Protection Vouchers

PIH Notice 2015-03 governs the award of tenant protection vouchers (TPVs). During the fiscal year, the total number of TPVs that a PHA may receive in connection with a Section 18 approval is capped at the number of the units that are occupied at the time the PHA submits an application for vouchers (HUD-52515) to HUD, after the date of the signed approval for disposition or demolition. This approval is based upon the understanding that HACEP will rely on its existing Section 8 resources to fund the 72 project-based Section 8 units.

Capital Fund Financing Program

As of January 16, 2015, the (HACEP) did not have HUD approval of a Capital Fund Financing Program (CFFP) proposal.

PIC and Monitoring

In accordance with 24 CFR § 970.35 of the regulation, your agency is required to inform the HUD Fort Worth HUB of the status of the project. When the disposition has taken place, please submit a report to the HUD Fort Worth HUB confirming the action and certifying compliance with all applicable requirements. Files must be maintained which are sufficient for audit purposes and must be made available upon request.

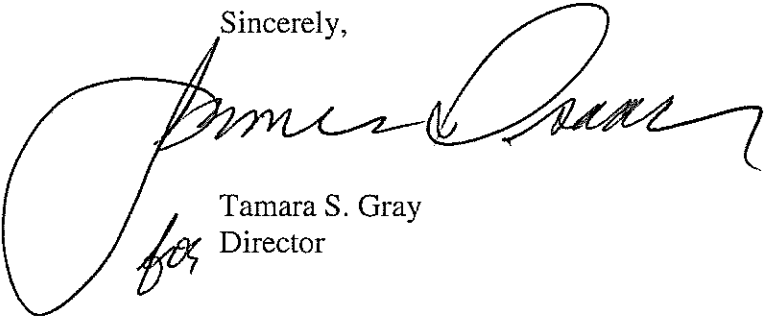
The HACEP must enter the “actual” date of disposition directly into the Inventory Removals sub-module in PIC, for the Fort Worth HUB approval so that the status of the units and acres of land in PIC is changed to “removed from inventory.”

It is the HUD Field Office’s responsibility to monitor this activity based on its latest risk assessment. The Fort Worth HUB must verify that the actual data is being entered in PIC by the HACEP as the actions occur to ensure the Department is not over paying in operating subsidy, and the Capital Fund formula data is correct.

The HUD Fort Worth HUB has been informed of this approval. Its staff is available to provide any technical assistance necessary for your agency to proceed with the disposition.

As the HACEP continues the process of implementation, I urge you to continue to maintain an open dialogue with your residents and local officials. If you have to modify your plans, the HUD Fort Worth HUB stands ready to assist you.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "Tamara S. Gray".

Tamara S. Gray
Director

Cc: Fort Worth HUB

EXHIBIT B:



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

www.tdhca.state.tx.us

Greg Abbott
GOVERNOR

BOARD MEMBERS
J. Paul Oser, *Chair*
Juan S. Muñoz, PhD, *Vice Chair*
Leslie Bingham-Escareño
T. Tolbert Chisum
Tom H. Gann
J.B. Goodwin

March 18, 2016

Writer's direct phone # 512-475-3296
Email: tim.irvine@tdhca.state.tx.us

Barry Palmer
Coats Rose
9 Greenway Plaza, Ste. 1100
Houston, TX 77046

RE: THOMAS WESTFALL MEMORIAL (THE "DEVELOPMENT"), EL PASO – TDHCA # 15267 –
EXECUTIVE DIRECTOR APPEAL OF APPLICATION AMENDMENT REQUEST

Dear Mr. Palmer:

You have appealed the denial by staff of the Texas Department of Housing and Community Affairs (the "Department") of a request to amend the application for Thomas Westfall (#15267) (this "Development"). Because of the requirement in HB 2926 (Tex. 84th Reg. Session, 2015) that this application be governed by the law in effect for the 2015 qualified application plan, we must look to the definition of an at risk development under TEX. GOV'T CODE §2306.6702 as in effect prior to HB 2926 and its expansion of the definition of "at-risk developments" to include a development that receives assistance through the Rental Assistance Demonstration ("RAD") program. The definition of at-risk development prior to HB 2926 read, as it still does, in relevant part:

(B) a development that proposes to rehabilitate or reconstruct (*emphasis supplied*) housing units that:

(i) are owned by a public housing authority and receive assistance under Section 9 (*emphasis supplied*), United States Housing Act of 1937 (42 U.S.C. Section 1437g);

Through an opinion of HUD counsel for the Housing Authority for the City of El Paso ("HACEP"), Reno & Cavanaugh, dated March 10, 2016, it has been related to the Department that this Development will be able to retain operating subsidy under §9 of the United States Housing Act of 1937 (the "Act") following the completion and placement in service of its rehabilitation.

I grant the appeal and approve the amendment with the following conditions:

- 1) This approval is conditioned upon HACEP's confirming to the Department in writing that the development will, in fact, continue to receive operating subsidy under §9 of the Act following the completion of its rehabilitation and

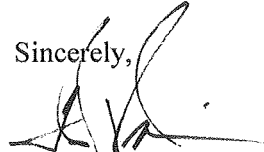


March 18, 2016

Page 2

- 2) If the retained §9 of the Act operating subsidy contemplated in TEX. GOV'T CODE §2306.6714(a-1)(1) is less than the 25% specified in the 2015 qualified allocation plan, you will need to request and obtain a board approved waiver of the 25% level. In light of the fact that as the Development transitions to a subsidy under §8 of the Act, a tenant of the Development will have the ability to move to another location with their voucher, I believe there is sufficient fair housing benefit to the new structure that I would recommend approval to the board, but as always, it is a board decision, not my decision.

Sincerely,



Timothy K. Irvine,
Executive Director

TKI/ld

cc: Gerald Cichon
Sarah Anderson



Housing Authority of the City of El Paso

April 20, 2016

Timothy K. Irvine
Executive Director
Texas Department of Housing and Community Affairs
221 East 11th Street
PO Box 13941
Austin, Texas. 78711-3941

Re: Thomas Westfall Memorial (the "Development"), El Paso – TDHCA # 15267-
Executive Director Appeal of Application Amendment Request

Dear Mr. Irvine:

I am responding your letter dated March 18, 2016, which, among other things, requests that the Housing Authority of the City of El Paso ("HACEP") "confirm in writing that the Development will continue to receive operating subsidy under Section 9 of the Act following the completion of its rehabilitation."

The Development will receive assistance under Section 9 of the Housing Act of 1937, as amended, ("Section 9"). For the Development, the development budget shows that \$ 1.55 Million of HACEP's Section 9 Capital Funds will be used for a construction/permanent financing, which will carry with it a long term use restriction recorded against the Development, the RAD Use Agreement, requiring the site to be operated as low income housing for up to forty years. In addition, the operating budget shows that \$114,390 of HACEP's Section 9 Operating Funds will fund the initial year of Project Based Rental Assistance ("PBRA").

At closing, the Section 9 funds are transferred to another account within HUD's accounting system. However, the funds, both operating and capital, derive from Section 9. A RAD Project, such as the Development, clearly "receives assistance under Section 9" when it deploys Capital Funds to cover a portion of the rehabilitation costs and when Operating Funds are converted to make PBRA payments. Therefore, this Development will continue to receive operating subsidy under Section 9 of the Act following the completion of rehabilitation. Please feel free to contact me with further questions about the relationship of Section 9 funding to the RAD Program.

Sincerely,

Satish Bhaskar
Chief Financial Officer

cc: Megan Glasheen
Barry Palmer

5a

BOARD ACTION ITEM
MULTIFAMILY FINANCE DIVISION
JUNE 16, 2016

Presentation, Discussion, and Possible Action on Timely Filed Scoring Notice Appeals under the Department's Multifamily Program Rules

RECOMMENDED ACTION

WHEREAS, a 9% Housing Tax Credit Application for Baxter Lofts was submitted to the Department by the Full Application Delivery Date;

WHEREAS, at the May, 29, 2016, meeting of the Executive Board, staff presented its determination that the Application was eligible for three (3) points under Educational Excellence instead of the five (5) points requested, and that a resolution from the Local Governing Body identifying the Development Site as contributing most significantly to the concerted revitalization efforts was not received, leaving the Application eligible for four (4) points instead of the six (6) points requested;

WHEREAS, staff has re-scored the Application and determined that pursuant to §11.9(e)(6) Historic Preservation, the Application scored 3 points under Educational Excellence and is therefore eligible for only three (3) points under this item, resulting in a loss of two (2) points;

WHEREAS, at the May, 29, 2016, meeting of the Executive Board, the Board tabled the appeal, requesting further information from the Applicant regarding the ability of students who will reside at Baxter Lofts to attend Early College High School in Harlingen;

NOW, therefore, it is hereby

RESOLVED, that the scoring appeal for Application 16029, Baxter Lofts is denied.

BACKGROUND

10 TAC §11.9 related to Competitive HTC Selection Criteria identifies the scoring criteria used in evaluating and ranking Applications. It includes those items required under Texas Government Code, Chapter 2306, §42 of the Internal Revenue Code ("the Code"), and other criteria established in a manner consistent with Chapter 2306 and §42 of the Code.

Pursuant to §10.201(7) Administrative Deficiency Process, staff sends the deficiency notice via e-mail to the Applicant requesting the Applicant provide clarification, correction, or non-material missing information to resolve inconsistencies in the original Application or to assist staff in evaluating the Application. After the Applicants response to the Administrative Deficiency is received and evaluated by staff, a scoring notice is issued to the Applicant. Applicants have the option of appealing the scoring notice if they believe staff has deducted points from an Application

without basis in Rule, Statute or Code. The Executive Director evaluates the merits of appeals timely received, and has the option to grant or deny the appeal, based on the information presented. If the Executive Director denies the appeal of the scoring notice, the Applicant has the option to present their appeal to the Governing Board. The Applicant is appealing the scoring result.

At the May, 29, 2016, meeting of the Executive Board, the appeal was tabled as the Board requested that the Applicant provide information from the Harlingen Consolidated Independent School District (“HCISD”) regarding the right of students that will reside in the proposed Development to attend the Early College High School in Harlingen, as opposed to the Harlingen High School, for which staff contends the proposed Development Site is zoned. Board members questioned the necessity of the resolution from the Local Government governing body identifying the Development as contributing most significantly to the revitalization effort versus having a letter from a city official stating the same.

Based on the findings of the Board at the May, 29, 2016, meeting, staff re-scored the Application and determined that it is not eligible to receive the points claimed under three categories; §11.9(c)(5) Educational Excellence, §11.9(d)(7)(A) Concerted Revitalization Plan, and §11.9(e)(6) Historic Preservation.

§11.9(c)(5) Educational Excellence

For points under §11.9(c)(5) of the 2016 Qualified Allocation Plan (“QAP”), Educational Excellence, the Applicant originally claimed points in the pre-application and in the self-score of the full Application using the very highly ranked Early College High School in Harlingen, a magnet school with an application process for enrollment. Students may not attend this high school by right.

A Third Party Request for Administrative Deficiency received by the Department addressed the schools listed this Application, including a map of the high school attendance zones for the HCISD. The map indicates that the proposed Development Site is located within the attendance zone of Harlingen High School. Harlingen High School has an "Improvement Required" rating from the Texas Education Agency.

The Applicant's appeal of this scoring item includes a letter from the HCISD Superintendent indicating that “residents of Baxter Lofts would ordinarily attend Harlingen High School”, but that since this school has an “Improvement Required” rating “a student assigned to that campus is eligible to attend any other school in the district.” While the HCISD has a policy allowing students zoned to Harlingen High School the option to attend another school, this does not negate the fact that the district does have attendance zones, and that residents of Baxter Lofts are zoned to attend Harlingen High School. The Applicant claims that due to this policy, it is appropriate to use the higher accountability rating for the application-only magnet high school.

Pursuant to §11.9(c)(5) [emphasis added]:

“Except for Supportive Housing Developments, an Application may qualify to receive up to five (5) points **for a Development Site located within the attendance zones of public schools** meeting the criteria as described in subparagraphs (A) - (C) of this paragraph, as determined by the Texas Education Agency. A Supportive Housing Development may qualify to receive no more than two (2) points for a Development Site located within the attendance zones of public schools meeting the criteria as described in subparagraphs (A) and (B) of this paragraph, as determined by the Texas

Education Agency. **An attendance zone does not include schools with district-wide possibility of enrollment or no defined attendance zones, sometimes known as magnet schools.** However, **in districts with district-wide enrollment** an Applicant may use the rating of the closest elementary, middle, or high schools, respectively, which may possibly be attended by the tenants. The applicable school rating will be the 2015 accountability rating assigned by the Texas Education Agency.”

It is staff’s interpretation that if a Development Site is located in a school district that has attendance zones, the schools to which the site is zoned must be used. Only in districts with district-wide enrollment could another school be identified as the school which may possibly be attended by the tenants.

Staff notes that per §10.101(a)(4) Undesirable Neighborhood Characteristics, if the Development Site has certain characteristics, the Applicant must disclose the presence of such characteristics to the Department at the time the Application is submitted to the Department. Per item (iv) of this subsection, if the Development Site is located within the attendance zones of an elementary school, a middle school and a high school that does not have a Met Standard rating by the Texas Education Agency, an Applicant **shall** (emphasis added) use the rating of the closest elementary, middle and high school, respectively, which may possibly be attended by the tenants in determining whether or not disclosure is required. That the Application did not provide such a disclosure will be discussed in a future item to be presented to this Board.

§11.9(d)(7)(A) Concerted Revitalization Plan

The Community Revitalization scoring item at §11.9(d)(7)(A) includes differentiation by providing two points for a resolution from the Local Government governing body identifying the Development as contributing most significantly to the revitalization effort. In this way, the local government is able to provide input to the Application scoring process, supporting the development that they believe best supports their revitalization efforts. The Rule does not require that the development be named in the original plan, allowing necessary flexibility as opportunities arise during the revitalization process.

The Applicant states in their appeal that they have followed the requirement for the two points by providing a copy of the original Resolution by the Harlingen City Commission, adopting the Downtown Improvement District ("DID"). Adoption of the DID plan is actually a threshold requirement found at §11.9(d)(7)(A)(i)(I) for Concerted Revitalization Plans, so that the resolution provided simply allows the DID plan to be considered under this category.

Section §11.9(d)(7)(A)(ii)(II) describes the requirements for a resolution specific to the development for the Application to receive 2 points

(II) Applications may receive (2) points in addition to those under subclause (I) of this clause **if the Development is explicitly identified by the city or county as contributing most significantly to the concerted revitalization efforts of the city or county (as applicable).** [emphasis added] A city or county may only identify one single Development during each Application Round for the additional points under this subclause. **A resolution from the Governing Body of the city or county that approved the plan is required to be submitted in the Application (this resolution is not required at pre-application).** [emphasis added] If multiple Applications submit resolutions under this subclause from the same Governing Body, none of the Applications shall be eligible for the additional points. A city or

county may, but is not required, to identify a particular Application as contributing most significantly to concerted revitalization efforts.

The Applicant's statement in their appeal that the original resolution adopting the plan would not have anticipated a certain future development is mitigated by the opportunity for an applicant to approach the governing body for a current resolution naming the application, as required in the rules. Ten active applications requested points for this part of the scoring item, and of those, only two failed to provide such a resolution. The Applicant failed to provide the resolution required to receive the two additional points under (II).

At this time, the Application qualifies for four (4) points under Concerted Revitalization Plan

§11.9(e)(3) Pre-application Participation

At this time, based on the Pre-application self score, the Application qualifies to receive six (6) points under this item as the Application final score (inclusive of only scoring items reflected on the form) does not vary by more than six (6) points from the pre-application self score.

§11.9(e)(6) Historic Preservation

Pursuant to §11.9(e)(6)[emphasis added]:

“Except for Developments that qualify for one (1) or three (3) points under Educational Excellence §11.9 (c)(5), an Application that has received a letter from the Texas Historical Commission determining preliminary eligibility for historic (rehabilitation) tax credits and is proposing the use of historic (rehabilitation) tax credits (whether federal or state credits) may qualify to receive five (5) points. **Developments that qualify for one (1) or three (3) points under Educational Excellence §11.9 (c)(5) that has received a letter from the Texas Historical Commission determining preliminary eligibility for historic (rehabilitation) tax credits and is proposing the use of historic (rehabilitation) tax credits (whether federal or state credits) may qualify to receive three (3) points.**”

At this time, the Application qualifies for three (3) points under Educational Excellence, and is only eligible for three (3) points under Historic preservation.

16029

Scoring Notice and
Documentation



MULTIFAMILY FINANCE PRODUCTION DIVISION
Housing Tax Credit Program - 2016 Application Round
Scoring Notice - Competitive Housing Tax Credit Application

Daniel Sailler III

Phone #:

Email: dsailer@mrecapital.com

Second Email: jmooney@mrecapital.com

Date: April 26, 2016

**THIS NOTICE WILL ONLY BE
TRANSMITTED VIA EMAIL**

RE: 2016 Competitive Housing Tax Credit (HTC) Application for Baxter Lofts, TDHCA Number: 16029

The Texas Department of Housing and Community Affairs has completed its program review of the Application referenced above as further described in the 2016 Qualified Allocation Plan ("QAP"). This scoring notice provides a summary of staff's assessment of the application's score. The notice is divided into several sections.

Section 1 of the scoring notice provides a summary of the score requested by the Applicant followed by the score staff has assessed based on the Application submitted. You should note that four scoring items are not reflected in this scoring comparison but are addressed separately.

Section 2 of the scoring notice includes each of the four scoring criteria for which points could not be requested by the Applicant in the application self-score form and include: §11.9(d)(1) Local Government Support, §11.9(d)(4) Quantifiable Community Participation, §11.9(d)(5) Community Support from State Representative, and §11.9(d)(6) Input from Community Organizations.

Section 3 provides information related to any point deductions assessed under §11.9(f) of the QAP or §10.201(7)(A) of the Uniform Multifamily Rules.

Section 4 provides the final cumulative score in bold.

Section 5 includes an explanation of any differences between the requested and awarded score as well as any penalty points assessed.

The scores provided herein are merely informational at this point in the process and may be subject to change. For example, points awarded under §11.9(e)(2) "Cost of Development per Square Foot" and §11.9(e)(4) "Leveraging of Private, State, and Federal Resources" may be adjusted should the underwriting review result in changes to the Application that would affect these scores. If a scoring adjustment is necessary, staff will provide the Applicant a revised scoring notice.

Be further advised that if the Applicant failed to properly disclose information in the Application that could have a material impact on the scoring information provided herein, the score included in this notice may require adjustment and/or the Applicant may be subject to other penalties as provided for in the Department's rules.

This preliminary scoring notice is provided by staff at this time to ensure that an Applicant has sufficient notice to exercise any appeal process provided under §10.902 of the Uniform Multifamily Rules. All information in this scoring notice is further subject to modification, acceptance, and/or approval by the Department's Governing Board.



MULTIFAMILY FINANCE PRODUCTION DIVISION
 Housing Tax Credit Program - 2016 Application Round
 Scoring Notice - Competitive Housing Tax Credit Application

Page 2 of Final Scoring Notice: 16029, Baxter Lofts

Section 1:

Score Requested by Applicant (Does not include points for §11.9(d)(1), (4), (5), or (6) of the 2016 QAP):	128
Score Awarded by Department staff (Does not include points for §11.9(d)(1), (4), (5), or (6) of the 2016 QAP):	115
Difference between Requested and Awarded:	13

Section 2:

Points Awarded for §11.9(d)(1) Local Government Support:	17
Points Awarded for §11.9(d)(4) Quantifiable Community Participation:	4
Points Awarded for §11.9(d)(5) Community Support from State Representative:	8
Points Awarded for §11.9(d)(6) Input from Community Organizations:	4

Section 3:

Points Deducted for §11.9(f) of the QAP or §10.201(7)(A) of the Uniform Multifamily Rules:	0
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Section 4:

Final Score Awarded to Application by Department staff:	148
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Section 5:

Explanation for Difference between Points Requested and Points Awarded by the Department as well as penalties assessed:

- §11.9(c)(5) Educational Excellence. The deficiency process revealed that the incorrect high school was named in the Application. (Requested 5, Awarded 0)
- §11.9(d)(7) Concerted Revitalization Plan. The resolution from the governing body does not identify the Development as contributing most significantly to the revitalization effort. (Requested 6, Awarded 4)
- §11.9(e)(3) Pre-Application Participation. The Application final score varied from the Pre-Application Score by more than 6 points. (Requested 6, Awarded 0)

Restrictions and requirements relating to the filing of an appeal can be found in §10.902 of the Uniform Multifamily Rules. If you wish to appeal this scoring notice, you must file your appeal with the Department no later than 5:00 p.m. Austin local time, Wednesday, May 4, 2016. If an appeal is denied by the Executive Director, an Applicant may appeal to the Department's Board.

In an effort to increase the likelihood that Board appeals related to scoring are heard at the Board meeting, the Department has provided an Appeal Election Form for all appeals submitted to the Executive Director. In the event an appeal is denied by the Executive Director, the Applicant is able to request that the appeal automatically be added to the Board agenda.

If you have any concerns regarding potential miscalculations or errors made by the Department, please contact Sharon Gamble at (512) 936-7834 or by email at <mailto:sharon.gamble@tdhca.state.tx.us>.

Sincerely,

Sharon Gamble

Sharon Gamble
 9% Competitive HTC Program Administrator

Site Information Form Part II

Self Score: 128

1. §11.9(c)(5) - Educational Excellence (Competitive HTC Applications Only)

Residents of the proposed development will attend:

School Name	Grades X through X	Accountability Rating	Index 1 Score (e.g. 78)	Overall Rating
<input checked="" type="checkbox"/> Zavala ES	K through 5	Met Standard	83	77+ (Met Standard)
				Elementary
<input checked="" type="checkbox"/> Memorial MS	6 through 8	Met Standard	70	70+ (Met Standard) - reg. 11 app
				Middle School
Early College HS	9 through 12	Met Standard	94	77+ (Met Standard)
				High School

Harlingen HS is closest for grades 9-12 - bps

District School Rating (if never rated by TEA):

School district has district-wide enrollment and closest school is identified in notes below.

Elementary has earned at least one TEA Distinction Designation. Distinction Earned:

Application is seeking points for Educational Excellence.



Total Points Claimed: 5

Notes:

2. §11.9(c)(4) - Opportunity Index (Competitive HTC Applications Only)

Development is Urban and:

Development is located in a census tract that has a poverty rate below 15% for individuals.

OR

Development is located in either Region 11 or 13 and has a poverty rate below 35% for individuals.

Development is Rural and:

Development is located in a census tract that has a poverty rate below 15% for individuals or in regions 11 or 13 and has a poverty rate below 35% for individuals.

OR

Development is located within a census tract with income in the top or 2nd quartile of median household income for the county or MSA as applicable.

OR

Development is located within the attendance zone of an elementary school that has a Met Standard rating and has achieved a 77 or greater on index 1 of the performance index.

AND

The development site is located in an area of open enrollment for grades 9 through 10. Grade 9 has 3 choices: Dr. Abraham P. Cano Freshman Academy, Early College High School, and Harlingen School of Health Professionals. Grades 10 – 12 have 3 options: Early College High School, Harlingen School of Health Professions, and Harlingen High School. Harlingen High School does not have a met standard rating.

bps



MGROUP

March 28, 2016

Sharon Gamble
Housing Tax Credit Program Administrator
Texas Department of Housing and Community Affairs
221 East 11th Street
Austin, Texas 78701-2410

RE: Request for Third Party Administrative Deficiency TDHCA # 16029 Baxter Lofts

Dear Sharon:

We are submitting herewith our request for staff to consider an Administrative Deficiency regarding 11.9 (c)(5)(A) Educational Excellence and 11.9(e)(6) Historic Preservation. The request is based upon the following:

Incorrect High School

The applicant doesn't provide any supporting evidence of any school boundary map and attempts to claim points for Early College High School. The site is not zoned to Early College High but is actually zoned to Harlingen High School. Harlingen HS does not have a Met Standard rating and has an index 1 score of 62. This school does not meet the criteria for Educational Excellence and pursuant to the §10.101(a)(4)(B)(iv) of the Rules, disclosure to the department would have been required for any school that does not have a Met Standard rating. We are unable to verify if proper disclosures were made.

Harlingen ISD has only two zoned high schools and neither one meets an index 1 score of at least 70. Pursuant to the QAP, an attendance zone does not include schools with district-wide possibility of enrollment or no defined attendance zones. Harlingen ISD considers Early College High to be an "open campus" with district wide enrollment. This campus doesn't even have structured sports or any athletic facilities which is fundamental for any high school.

Admission to Early College High is based on competitive applications open to students within the entire district. The admission process uses a defined selection criteria such as students' prior academic record, entrance essays, financial aid status, etc. thus this school has no zoned boundary and is not eligible for Educational Excellence schools.

Please see attached proper school boundary map, school rating for Harlingen HS and application information for Early College High School. The applicant claimed 5 points for Educational Excellence under §11.9(c)(5)(A) but only qualifieds for 3 points under §11.9(c)(5)(B).

Application does not qualify for full 5 points for Historic Preservation

Because the site location qualifies for 3 points under Educational Excellence, the application can only qualify for 3 points under Historic Preservation. Five points were erroneously claimed.

Thank you for your consideration of this request.

Sincerely,

MGROUP HOLDINGS, INC.

Mark Musemeche, Vice-President

/MM

TEXAS EDUCATION AGENCY
2015 Accountability Summary
 HARLINGEN H S (031903001) - HARLINGEN CISD

Accountability Rating

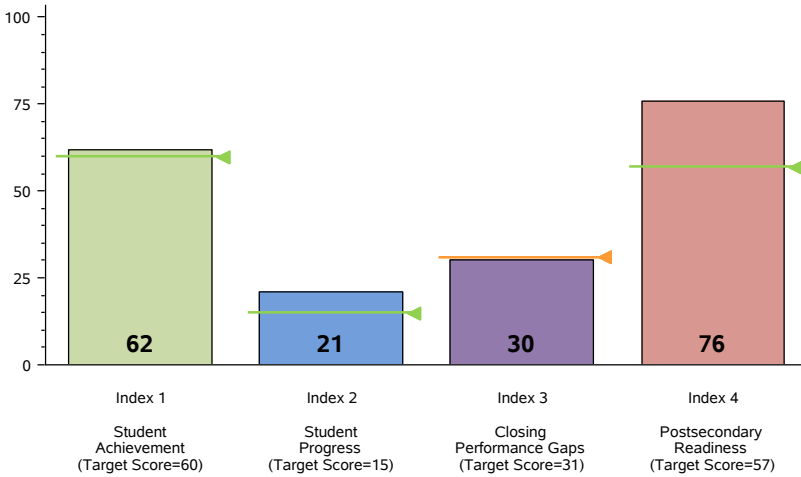
Improvement Required

Met Standards on - Student Achievement - Student Progress - Postsecondary Readiness	Did Not Meet Standards on - Closing Performance Gaps
In 2015, to receive a Met Standard or Met Alternative Standard rating, districts and campuses must meet targets on three indexes: Index 1 or Index 2 and Index 3 and Index 4.	

Distinction Designation

Academic Achievement in Reading/ELA NO DISTINCTION EARNED
Academic Achievement in Mathematics NO DISTINCTION EARNED
Academic Achievement in Science NO DISTINCTION EARNED
Academic Achievement in Social Studies NO DISTINCTION EARNED
Top 25 Percent Student Progress NO DISTINCTION EARNED
Top 25 Percent Closing Performance Gaps NO DISTINCTION EARNED
Postsecondary Readiness NO DISTINCTION EARNED

Performance Index Report



Campus Demographics

Campus Type	High School
Campus Size	2,013 Students
Grade Span	09 - 12
Percent Economically Disadvantaged	65.9
Percent English Language Learners	4.3
Mobility Rate	14.9

Performance Index Summary

Index	Points Earned	Maximum Points	Index Score
1 - Student Achievement	1,592	2,584	62
2 - Student Progress	208	1,000	21
3 - Closing Performance Gaps	237	800	30
4 - Postsecondary Readiness			
STAAR Score	10.6		
Graduation Rate Score	22.3		
Graduation Plan Score	22.6		
Postsecondary Component Score	20.2		76

State System Safeguards

Number and Percent of Indicators Met

Performance Rates	5 out of 21 = 24%
Participation Rates	11 out of 11 = 100%
Graduation Rates	4 out of 5 = 80%
Total	20 out of 37 = 54%

For further information about this report, please see the Performance Reporting Division website at <http://ritter.tea.state.tx.us/perfreport/account/2015/index.html>

cover page from Early College High application

ECHS Application Part I:

Section A: General Student Information & Parent/Guardian Information

Section B: Student Essay

Applicant's Name: _____

confirms Open Campus status by requesting information as to which existing zoned school student is currently enrolled _____

Current Middle School / High School Campus

Circle your current campus:

Coakley

Gutierrez

Memorial

Vela

Vernon

Harlingen High School

Harlingen South High School

Other: _____

NONDISCRIMINATION

"Harlingen Consolidated Independent School District does not discriminate on the basis of race, color, national origin, age, religion, sex, disability, or any other legally protected status in employment or provision of services, programs, or activities."

"El distrito escolar de Harlingen no discrimina en base a raza, color, origen de nacionalidad, edad, religión, sexo, discapacidad, o cualquier otro estado legalmente protegido en el empleo o en la prestación de servicios, programas o actividades."

STATE OF TEXAS
COUNTY OF CAMERON

WHEREAS, Chapter 372 of the Texas Local Government Code (the "Act") authorizes the creation of public improvement districts; and

WHEREAS, owners of real property located within Harlingen's downtown area delivered to the City of Harlingen (the "City") a petition (the "Petition") of property owners representing more than fifty percent (50%) of the appraised value of taxable real property liable for the assessment under the current roll of the Cameron County Appraisal District and the record owners of real property liable for assessment under the proposal who own real property constituting more than fifty percent (50%) of the geographic area request the City Commission create a Downtown Public Improvement District (the "DID"), as shown on the map attached hereto and made part hereof and marked Exhibit "A"; and

WHEREAS, after providing the notices required by the Act, the City Commission on August 19, 2015, has conducted a public hearing on the advisability of the improvements and services; and

WHEREAS, the City Commission finds that the preservation, development, and improvement of the DID, its estimated costs, the method of assessment, and the apportionment of cost between the DID and the City as set out in the Petition and service plan is advisable, and will improve the quality of life throughout the downtown area and the entire City and is hereby approved; therefore

BE IT RESOLVED BY THE CITY OF HARLINGEN:

Section 1. Pursuant to the requirements of the Act, the City Commission, after considering the Petition for the proposed DID and the evidence and testimony presented at the public hearing on August 19, 2015, hereby finds and declares:

- (a) The Advisability of the Services and Improvements. Since the 1980s, the DID has provided services and coordinated improvements and promotions to foster economic growth and redevelopment in the downtown area, in partnership with various public and private individuals and groups. There has been a great deal of progress in revitalization of historic city center, and it is advisable that redevelopment efforts continue to achieve the goal of a fully revitalized, thriving, and vibrant downtown.
- (b) The Nature of the Services and Improvements. The general nature of the proposed improvements described in detail in the service plan, attached hereto and made part hereof and marked Exhibit "B" include, but are not limited to: landscaping, improving streets and sidewalks, erection of signs, drainage, administration, and special supplemental services for improvement and promotion of the DID including advertising, promotion, safety, security, business recruitment, development and cultural

enhancement. A full-time DID manager (the “Manager”) funded out of the annual cost will provide district management. The services and improvements to be provided are not intended to replace or supplant existing City services provided within the DID.

- (c) Estimated Cost of the Services and Improvements and Apportionment of Costs. Of the estimated \$249,000 annual cost, approximately \$29,000 annually will be funded through these assessments. The City and/or the Development Corporation of Harlingen, Inc., will fund the remainder.
- (d) The Boundaries of the District. The boundaries of the DID are as displayed on the map marked as Exhibit “A” and described as follows: from Fourth Street at the alley immediately north of Harrison Avenue, west to the railroad tracks, then south along the railroad tracks to the centerline of Harrison Avenue, then west on Harrison Avenue to the centerline of West Street, then north to the centerline of Jackson Avenue, then east to the railroad tracks, then north along the railroad tracks to the alley immediately north of Monroe Avenue, then east to the centerline of Commerce Street, then north to the centerline of Madison Avenue, then east to the centerline of First Street, then south 130 feet, then east 60 feet, then south 50 feet to the alley immediately north of Monroe Avenue, then east along the alley to the centerline of Fourth Street, then south to the alley immediately north of Harrison Avenue.
- (e) Assessment Roll, Setting of Rate, and Method of Assessment. The DID will assess commercial properties at a rate of \$.15 per \$100 in valuation based on the 2014-2015 Cameron County Appraisal District Certified Tax Roll, with a maximum annual assessment of \$5,000 per property. Assessments will be collected by the Harlingen Tax Office, will normally be billed in October of each year, and will be included in the regular property tax statement, beginning October 2015. A lien is effective on each property subject to the assessment until said assessment is paid and shall be enforced by the City in the same manner that the City may enforce an ad valorem tax lien against property.

Section 2. The Downtown Improvement District is hereby authorized and created as a Public Improvement District under the Act in accordance with the findings, conditions, and limitations set forth in this Resolution. The City Secretary is directed to give notice of said authorization of establishment of the DID by publishing a copy of this Resolution once in a newspaper of general circulation in the City of Harlingen. Such authorization shall take effect and the DID shall be deemed to be established effective upon the publication of said notice. The DID shall automatically dissolve at the end of fiscal year 2020 (September 30, 2020) unless the DID is renewed through the petition and approval process provided for in the Act, or the DID is sooner terminated in accordance with the Act.

Section 3. The DID Board of Directors (the "Board") is created with seven (7) members, of which no less than six (6) members shall be record owners of taxable real property within the DID liable for the assessment under the current roll of the Cameron County Appraisal District. Members of said Board are appointed by the Mayor and City Commission, with the Mayor having two (2) appointments and each City Commissioner having one (1) appointment. Of the two (2) appointments authorized to the Mayor, at least one (1) appointment shall be an owner and/or general manager of a business located on real property subject to the assessment in the DID. The terms of all appointees to the Board shall be concurrent with the term of the Mayor or City Commissioner making said appointment. Any member of the Board who fails to attend three (3) consecutive regular meetings automatically shall forfeit such position. The Board must have a quorum consisting of a majority of the current members for official action. The Chairperson shall vote only to break a tie vote. The Board shall have the following duties:

- (a) Elect a Chairperson and Vice-chairperson for one-year terms; and
- (b) Recommend the annual budget and approve expenditures of DID assessment funds; and
- (c) Implement and annually revise the five-year service plan (Exhibit "B"); and
- (d) Elect an Executive Committee to include the Chairperson, Vice-chairperson, and one additional Board member. The Executive Committee shall provide general direction to the Manager necessary for the benefit of the DID, but shall not approve expenditures of DID funds or conduct any other business that may violate the Texas Open Meetings Act.

Section 4. The DID is considered a department of the City with the Manager accountable to the City Manager, in accordance with the City's organizational chart. The Manager shall serve at will and be subject to termination by action of the City Manager. The Board shall meet no less than once monthly to give direction to the Manager as to the day-to-day implementation of the Service Plan, and to approve the expenditure of DID assessment funds.

CONSIDERED AND ADOPTED THIS 19th day of August, 2015 at a regular meeting of the Elective Commission of the City of Harlingen, Texas at which a quorum was present and which was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551, as amended.

CITY OF HARLINGEN


Chris Boswell, Mayor

ATTEST:


Amanda Elizondo, City Secretary

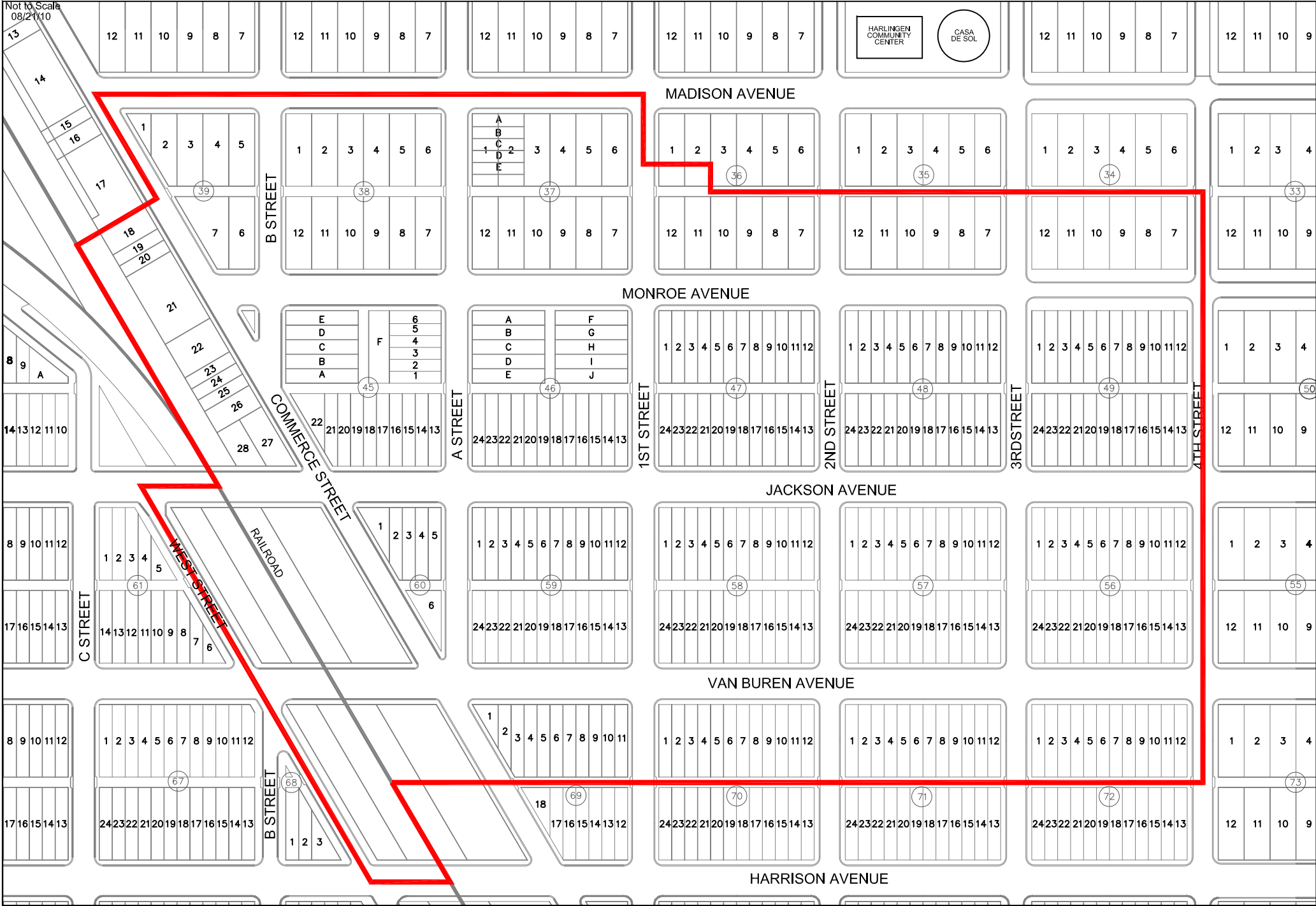
DOWNTOWN DISTRICT

(Effective October 1, 2015)

Exhibit "A"



Not to Scale
08/21/10





Downtown Harlingen Service Plan 2015 - 2020

SHORT RANGE

- Maintain corner landscape beds and Gordon Hill Park; address issues w/electric, irrigation, insects
- Regularly paint/maintain distinctive vintage light poles and trash receptacles provided for visitors
- Regularly pick up and dispose of litter, trash, and debris on sidewalks and in streets and alleys
- Clean drains to facilitate water flow/deter flooding
- Regularly trim trees in district & remove debris
- Address graffiti and other forms of vandalism
- Work with city departments and property owners to maintain alleys and discourage illegal dumping
- Maintain existing public parking lots in the district
- Develop ways to help property owners upgrade and improve off-street parking lots, to encourage usage and enhance their appearance & security
- Coordinate promotions and marketing initiatives to enhance the image of the district and help drive traffic to activities, attractions, businesses
- Market and promote the district to attract new investors, businesses, and residents
- Produce maps and guides to promote the district
- Partner with businesses & volunteers to develop programs, tours, and events that attract visitors
- Develop and implement financial incentives for both new and expanding businesses
- Encourage property owner compliance with city codes with regard to structural and appearance issues, to enhance safety and discourage blight
- Develop strategies, designs, and incentives to help property owners improve the appearance of downtown buildings & enhance the public realm
- Develop activities to enhance public awareness of local history and encourage historic preservation
- Continue to promote murals as an attraction
- Develop a strategy for creation of new murals
- Develop a plan for regular maintenance of murals
- Develop a plan to enhance and identify "A" Street as an art corridor, with public art installations and activities that enhance the visitor experience

MEDIUM RANGE

- Identify locations where trees and plants might be added; develop plans to install and maintain
- Create/install better signage to attract visitors, welcome them, direct them to off-street parking
- Partner with property owners and businesses to improve the quality of signage in the district to reduce clutter, be more effective, and enhance the overall appearance of the area
- Assess need for additional handicapped ramps and parking spaces and develop plans to address
- Develop a parking plan to address long-term needs of downtown businesses and residents
- Develop strategies to promote downtown living and incentives to encourage property upgrades
- Partner with property owners to develop "pocket park" opportunities in the district
- Identify possible locations and plan for bike racks
- Work with city officials to upgrade downtown design standards and associated ordinances to facilitate redevelopment of existing buildings in ways that preserve distinctive historic features, enhance the pedestrian streetscape, and create quality places that will attract visitors and investors
- Partner with local business resource groups to offer trainings that help foster business growth
- Develop plan for public restrooms, from possible locations and costs to property acquisition and construction, operation, maintenance, and security
- Identify a location and develop a plan for an off-street public space for the weekly farmers market
- Develop plans and secure funding to repair and/or replace deteriorated sidewalks and alleys

LONG RANGE

- Consider ways to improve lighting in the district to enhance security and develop a plan for regular maintenance of distinctive lights outlining buildings
- Develop plans to periodically clean sidewalks in the district to remove gum and other residue
- Work with partners to acquire property for future off-street parking facility; develop plan for funding, construction, maintenance of multi-story facility
- Consider upgrading public trash containers and implementing a more frequent trash collection plan
- Consider ways to enhance existing parks and open spaces to better serve the public and assess the possibilities for developing more places to gather
- Work with partners to improve mass transportation facilities to enhance safety and encourage usage

AREAS OF EMPHASIS

Enhance downtown's physical appearance through building rehabilitation, storefront improvements, signs, landscaping, and murals. Partner with public and private groups on beautification and improvement projects. Educate about the importance of adaptive reuse, historic preservation, and quality design.

Strengthen and diversify downtown's economic base by helping businesses grow, property owners convert underutilized buildings into productive commercial and residential space, and downtown businesspeople sharpen their competitiveness and marketing skills.

Market and promote the commercial district through public relations, advertising, print materials, social media, and events to attract customers, visitors, potential investors, new businesses, and residents.

Build consensus and cooperation among public and private groups and individuals through partnerships, ongoing management, and advocacy for downtown.



Downtown Harlingen is a nationally accredited Main Street Program affiliated with the Texas Historical Commission and the National Main Street Center, a subsidiary of the National Trust for Historic Preservation. The Main Street Approach that guides Harlingen's downtown revitalization involves staff and volunteers working to implement projects in four areas.





CAPITAL OF THE LOWER RIO GRANDE VALLEY

Mission Statement:

“Ensure a business-friendly climate focused on economic growth, quality of life and efficient delivery of excellent services to our community.”

February 24, 2016

Ms. Sharon Gamble
9% Competitive Housing Tax Credit Program Administrator
Texas Department of Housing and Community Affairs
221 East 11th Street
Austin, TX 78701

Re: Baxter Lofts 16029 Concerted Revitalization Plan
City of Harlingen Downtown Revitalization Plan

Dear Ms. Gamble:

I am writing on behalf of the City of Harlingen to inform you about our downtown revitalization and specifically the Downtown Revitalization Plan. The City of Harlingen has, over the past several years, been active in revitalizing downtown, including restoring the historic Baxter Building to its former glory as one of the centerpieces of our community and a shining example of our ongoing revitalization efforts.

The Downtown Public Improvement District is the dedicated financing mechanism for the City of Harlingen Downtown Revitalization Plan. Funds collected through an annual assessment are poured directly back into the Downtown District. Recent public projects that are outlined in the plan include investments in parking lots, streets, sidewalks, alleys, drainage; benches, public art, and landscaping; upgrades to electrical infrastructure, creation of parks and green space, and more. We have also allocated funds to improve the safety of downtown Harlingen with surveillance systems and a more visible police presence. Specifically, since adoption August 19, 2015, the City has spent approximately \$119,956.54 implementing projects outlined in the Downtown Revitalization Plan.

Harlingen has a dedicated staff of three professionals (Downtown Manager, Redevelopment Specialist, and Maintenance Coordinator) who are responsible for implementing the Downtown Revitalization Plan. This year's total annual budget for Downtown Revitalization is \$253,906, which includes assessment revenue and allocations from the City's hotel/motel fund and general fund.

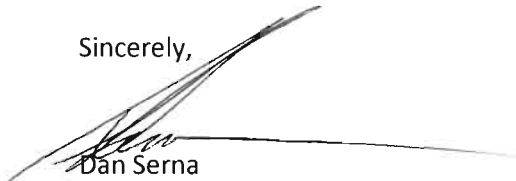
“Recipient of Keep Texas Beautiful Governor’s Achievement Award”

118 E. Tyler ★ P.O. Box 2207 ★ Harlingen, Texas 78551

The City of Harlingen and the Harlingen Community Improvement Board have invested approximately \$500,000.00 toward saving the Baxter Building and bringing it back to life. The City of Harlingen considers the Baxter Lofts as contributing most significantly to its concerted revitalization efforts. We know that the Baxter Lofts will become a shining symbol for the City of Harlingen and serve as a catalyst for many more redevelopment projects in Downtown Harlingen.

Please feel free to contact me or the Downtown Manager, Cheryl LaBerge, if you have any questions about the City of Harlingen Downtown Revitalization Plan.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Serna', with a long horizontal flourish extending to the right.

Dan Serna
City Manager

16029

Applicant Appeal to
Executive Director



May 3, 2016

Tim Irvine, Executive Director
Texas Department of Housing and Community Affairs
221 E 11th Street
Austin, TX 78701

RE: Application 16029, Baxter Lofts, Harlingen, Texas Scoring Notice Appeal

Dear Mr. Irvine.

On behalf of Baxter Housing Partners, LP, please accept this appeal of the scoring notice issued to Application 16029, Baxter Lofts. We are appealing educational excellence points and CRP points and the associated pre-application points.

Educational Excellence

The scoring notice awarded zero points for educational excellence. This appeal has two components: 1) High School Attendance Zone and 2) Educational Excellence Thresholds for Region 11.

High School Attendance Zone

The deficiency process provided documentation from Harlingen Consolidated Independent School District that a student residing at the Baxter Lofts can attend Early College High School. The Applicant followed the QAP literally in a situation with district-wide enrollment where the Applicant may choose the closest school, but it is not required to choose the closest school. We contend as demonstrated in the deficiency process that students who reside at the Baxter Lofts may freely attend Early College High School and the project should yield 5 educational excellence points. See attached deficiency response dated April 13, 2016.

Educational Excellence Thresholds for Region 11

Even if you do not agree with our documentation of the High School score, the other schools in Harlingen do warrant educational excellence points. Sharon Gamble stated via email that zero points were awarded in the scoring notice because Harlingen High School does not have an index score of at least 70, thereby using the index score as a threshold for additional points for other schools. We believe this is a misinterpretation of the scores as written in the QAP.

The QAP states the following:

*(B) The Development Site is within the attendance zone of any two of the following three schools (an elementary school, a middle school, and a high school) with a Met Standard rating and an Index 1 score of at least 77. For Developments in Region 11, the middle school **and** high school must achieve an Index 1 score of at least 70 to be eligible for these points; (3 points, or 2 points for a Supportive Housing Development); or*

Ms. Gamble appears to interpret this section to mean that in Region 11 an elementary school must meet the standard of 77 as well as have both a middle AND high school that meet 70 in order to obtain three points. However, this would mean that all three schools meet a specified standard. This is the exact same standard for five points under educational excellence. The purpose of paragraph B is to allow a lower point score for sites with *two out of three* schools that meet the specified standard. In Ms. Gamble's

interpretation a site could never obtain three points, it would either receive 5 points because all three schools were above a 77/70 or yield 0 points if the middle or high school did not score at least a 70.

We offer the following examples to demonstrate that Ms. Gamble’s methodology would preclude a Region 11 school from ever earning any educational excellence points if a middle or high school scored less than 70 as permitted by paragraph B under Educational Excellence in the QAP.

Number of Schools Scoring	Region	Elementary 77 required	Middle 77 & 70 (Region 11)	High 77 & 70 (Region 11)	Total Educational Excellence Points
All	3	77	77	77	5
	11	77	70	70	5
Any 2	3	77	77	60	3
	11	77	70	60	0
Any 1	3	77	60	60	1
	11	77	60	60	0
None	3	60	60	60	0
	11	60	60	60	0

We contend that the language “For Developments in Region 11, the middle and high school must achieve an Index 1 score of at least 70 to be eligible for these points” applies only to the schools meeting said score and contributing to the 1, 3, or 5 educational excellence points and does not mean that BOTH the middle and high school must achieve the score. We are requesting that the Department analyze Ms. Gamble’s interpretation of the Educational Excellence requirements for Region 11 and provide a written response to this inquiry.

Concerted Revitalization Plan

The scoring notice states that the resolution from the governing body does not identify the Development as contributing most significantly to the revitalization effort. We dispute that that the QAP requires this declaration in the form of a resolution. See the QAP excerpt below:

Applications may receive (2) points in addition to those under subclause (1) of this clause if the Development is explicitly identified by the city or county as contributing most significantly to the concerted revitalization efforts of the city or county (as applicable). A city or county may only identify one single Development during each Application Round for the additional points under this subclause.

The Applicant included a letter from the Chief Administrative Officer, Dan Serna, City Manager, making this declaration. Furthermore, the term city or county is not capitalized. Nor is there a reference that the Government Body make the statement of significant contribution. Thus, the city explicitly identified the Development as contributing most significantly to the concerted revitalization efforts.

The Section does require a resolution regarding plan approval. The resolution that approved the plan was submitted with the application. See the following QAP language.

A resolution from the Governing Body of the city or county that approved the plan is required to be submitted in the Application (this resolution is not required at preapplication). If multiple Applications submit resolutions under this subclause from the same Governing Body, none of the Applications shall be eligible for the additional points. A city or county may, but is not required, to identify a particular Application as contributing most significantly to concerted revitalization efforts.

The Applicant understood the text literally that the resolution is for the plan, not the explicit identification that the development contributed most significantly. This understanding is underscored because nowhere else in the QAP is the inclusion of a resolution adopting the plan required.

Moreover, a revitalization plan would not necessarily be developed with a specific tax credit project in mind. Therefore, a resolution that approves a plan would not contemplate or mention a LIHTC property if it was enacted in the months or years prior to the proposed project. A letter would provide the necessary confirmation from a city that the proposed project contributes most significantly to the plan in any given year.

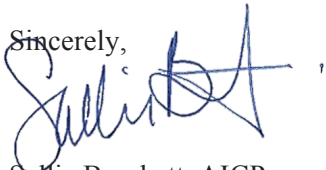
The Baxter Building is the tallest building in downtown Harlingen at 9 stories, over twice the size of its neighbors. It has been vacant for more than 30 years. A site visit to downtown Harlingen reveals that the restoration of the Baxter Building - without a doubt - would be the most significant contribution to the revitalization of downtown Harlingen. We respectfully request that you restore the 2 points since the documentation provided meets the written QAP requirements to earn the concerted revitalization points.

Conclusion

We respectfully request that the Department restore the 5 educational excellence points, the 2 concerted revitalization points, and associated 6 pre-application points. It is evident in the written documentation above that the Development meets the requirements of the QAP and merits the full score as provided in the Application.

As always, please feel free to contact me if you have any questions.

Sincerely,



Sallie Burchett, AICP
Consultant to the Project



600 Congress, Suite 2200
Austin, TX 78701
Telephone: 512-305-4700
Fax: 512-305-4800
www.lockelord.com

Cynthia L. Bast
Direct Telephone: 512-305-4707
Direct Fax: 512-391-4707
cbast@lockelord.com

April 13, 2016

Ms. Sharon Gamble
Texas Department of Housing and Community Affairs
221 East 11th Street
Austin, Texas 78701

Re: Baxter Lofts in Harlingen – Response to Third Party Request for Administrative
Deficiency
TDHCA No. 16029

Dear Sharon:

This response is provided to a third party request for administrative deficiency as follows:

1. *The requester questions whether Early College High School should be listed as the high school that residents of the proposed Development will attend on the Site Information Form II, Section 1 Educational Excellence. The provided information appears to indicate that:*

a. *The Harlingen ISD does have district boundaries, and those boundaries name Harlingen High School as the high school that residents of the proposed Development will attend.*

b. *Early College High School is what §11.9(c)(5) of the QAP describes as “schools with district-wide possibility of enrollment or no defined attendance zones, sometimes known as magnet schools”. The QAP further states that an attendance zone does not include such schools, and in districts with district-wide enrollment an Applicant may use the rating of the closest elementary, middle, or high schools, respectively, which may possibly be attended by the tenants.*

The item offers two options for responding:

- *If the development site is located within the attendance zone of qualifying public schools, then the application may qualify to receive up to 5 points...*

or

- *If the development site is not located within the attendance zone of qualifying public schools, then the application may use the closest school that may be possibly attended...*

There is no provision in the rules that gives the Applicant any other option; the form must either list the school in the attendance zone or the closest school.

The Department notes that the original selection was made based on a letter provided by the Superintendent of Schools stating that the students "have an opportunity to attend" Early College High School. To preserve the 5 points requested for this item, provide evidence from the Superintendent of Schools that the district boundary map provided by the requester is not in effect, and that Early College High School is not what the QAP describes as a magnet school.

Response

Please find attached a letter from the Superintendent of the Harlingen Consolidated Independent School District. He confirms that, by rule, HCISD has "district-wide" enrollment for its high schools. Thus, the QAP states that ". . . in districts with district-wide enrollment an Applicant may use the rating of the closest elementary, middle, or high schools, respectively, which may possibly be attended by the tenants." The Superintendent's letter confirms that Harlingen School of Health Professions is the closest to the proposed development. When the Application was submitted, it read the QAP literally that, in situations with district-wide enrollment, the Applicant may choose the closest school but is not required to choose the closest school. (If TDHCA had wanted the Applicants to choose the closest school, it should have used the word "shall" or "must".) Thus, the Applicant provided the information with regard to Early College High School in the Application. Regardless, both Harlingen School of Health Professions and Early College High School have Met Standard ratings, as evidenced by the enclosed information.

TDHCA asked for the following response:

To preserve the 5 points requested for this item, provide evidence from the Superintendent of Schools that the district boundary map provided by the requester is not in effect, and that Early College High School is not what the QAP describes as a magnet school.

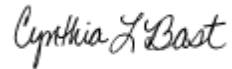
The attached letter from the Superintendent does confirm that the boundary map is not in effect, and that a student can freely attend Early College High School or Harlingen School for Health Professions. The Applicant believes this is responsive to TDHCA's request and

Ms. Sharon Gamble
April 13, 2016
Page 3

compliant with the QAP for 5 points under Section 11.9(c)(5)(A) and 5 points under Section 11.9(e)(6).

If additional information is required, we are happy to respond.

Sincerely,

A handwritten signature in cursive script that reads "Cynthia L. Bast".

Cynthia L. Bast

enclosure

cc: Dan Sailler
Sarah Andre
Sallie Burchett

HARLINGEN

Consolidated Independent School District



April 12, 2016

Texas Department of Housing
and Community Affairs
221 East 11th Street
Austin, Texas 78701

Re: Baxter Lofts, #16029

Ladies and Gentlemen:

With regard to the application for low-income housing tax credits for Baxter Lofts in Harlingen, I understand TDHCA has questions regarding the high school(s) that could be attended by residents of this proposed development. Harlingen has two high schools – Harlingen High School and Harlingen High School South. Residents of Baxter Lofts would ordinarily attend Harlingen High School.

However, both of these high schools have an "Improvement Required" (IR) rating with the Texas Education Agency for 2015. According to rules adopted by HCISD, when a campus is deemed IR, a student assigned to that campus is eligible to attend *any other school in the district*. Therefore, consistent with my letter dated January 27, 2016, students who would be assigned to Harlingen High School may attend Early College High School or Harlingen School of Health Professions, at their discretion. This essentially gives our high school students district-wide enrollment. We use an application process to administer the transfers for Early College High School and Harlingen School of Health Professions, but the process is not competitive. The school closest to the proposed development site is the Harlingen School of Health Professions, which provides students from 8th – 12th grade an opportunity to receive a rigorous instruction and an opportunity to learn in an environment simulating real world experiences. In addition, Early College High School was recently ranked as one of the top high schools in the nation according to the U.S. News and World Report national ranking and provides students with an opportunity to earn college credit and/or an Associate Degree prior to high school graduation.

If you need additional information, please let me know.

Respectfully,

A handwritten signature in black ink that reads "Dr. Art Cavazos".

Arturo J. Cavazos, Ed.D.
Superintendent of Schools

Office of the Superintendent of Schools

407 N. 77 Sunshine Strip Harlingen, Texas 78550 Telephone: (956) 430-9500 Fax (956) 430-9514

TEXAS EDUCATION AGENCY
2015 Accountability Summary
HARLINGEN SCHOOL OF HEALTH PROFESS (031903008) - HARLINGEN CISD

Accountability Rating

Met Standard

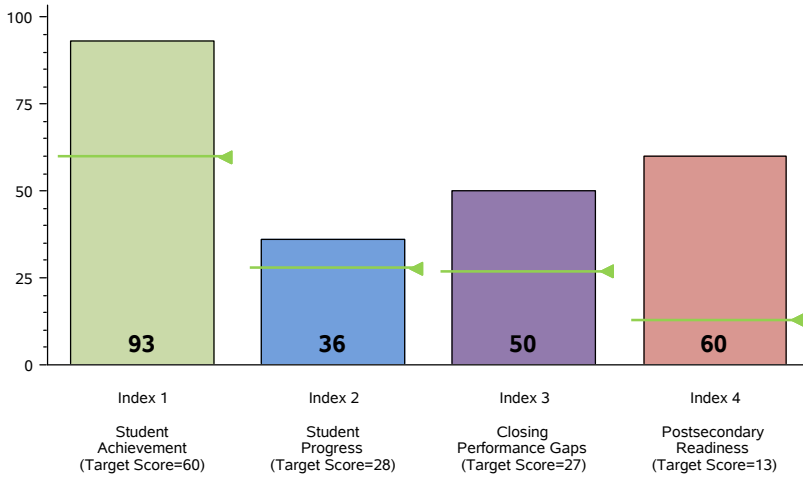
Met Standards on - Student Achievement - Student Progress - Closing Performance Gaps - Postsecondary Readiness	Did Not Meet Standards on - NONE
In 2015, to receive a Met Standard or Met Alternative Standard rating, districts and campuses must meet targets on three indexes: Index 1 or Index 2 and Index 3 and Index 4.	

Distinction Designation



Academic Achievement in Reading/ELA DISTINCTION EARNED
Academic Achievement in Mathematics NO DISTINCTION EARNED
Academic Achievement in Science NOT ELIGIBLE
Academic Achievement in Social Studies DISTINCTION EARNED
Top 25 Percent Student Progress NO DISTINCTION EARNED
Top 25 Percent Closing Performance Gaps DISTINCTION EARNED
Postsecondary Readiness DISTINCTION EARNED

Performance Index Report



Campus Demographics

Campus Type	Middle School
Campus Size	205 Students
Grade Span	08 - 09
Percent Economically Disadvantaged	52.2
Percent English Language Learners	2.0
Mobility Rate **	N/A

Performance Index Summary

Index	Points Earned	Maximum Points	Index Score
1 - Student Achievement	603	650	93
2 - Student Progress	217	600	36
3 - Closing Performance Gaps	399	800	50
4 - Postsecondary Readiness			
STAAR Score	59.5		
Graduation Rate Score	N/A		
Graduation Plan Score	N/A		
Postsecondary Component Score	N/A		60

State System Safeguards

Number and Percent of Indicators Met

Performance Rates	12 out of 12 = 100%
Participation Rates	6 out of 6 = 100%
Graduation Rates	N/A
Total	18 out of 18 = 100%

** District Mobility Rate was used when the mobility rate was not available for a campus.

For further information about this report, please see the Performance Reporting Division website at <http://ritter.tea.state.tx.us/perfreport/account/2015/index.html>

TEXAS EDUCATION AGENCY
2015 Accountability Summary
 EARLY COLLEGE H S (031903005) - HARLINGEN CISD

Accountability Rating

Met Standard

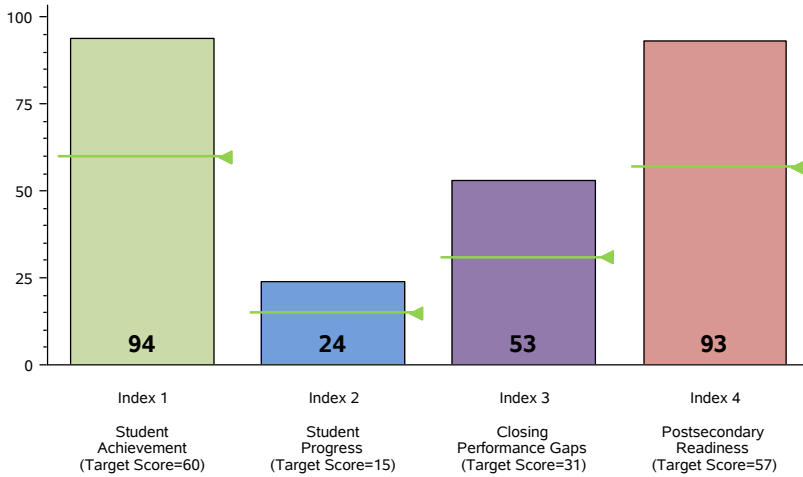
Met Standards on	Did Not Meet Standards on
- Student Achievement - Student Progress - Closing Performance Gaps - Postsecondary Readiness	- NONE
In 2015, to receive a Met Standard or Met Alternative Standard rating, districts and campuses must meet targets on three indexes: Index 1 or Index 2 and Index 3 and Index 4.	

Distinction Designation



Academic Achievement in Reading/ELA	DISTINCTION EARNED
Academic Achievement in Mathematics	DISTINCTION EARNED
Academic Achievement in Science	DISTINCTION EARNED
Academic Achievement in Social Studies	DISTINCTION EARNED
Top 25 Percent Student Progress	NO DISTINCTION EARNED
Top 25 Percent Closing Performance Gaps	DISTINCTION EARNED
Postsecondary Readiness	DISTINCTION EARNED

Performance Index Report



Campus Demographics

Campus Type	High School
Campus Size	320 Students
Grade Span	09 - 12
Percent Economically Disadvantaged	52.5
Percent English Language Learners	0.9
Mobility Rate	3.2

Performance Index Summary

Index	Points Earned	Maximum Points	Index Score
1 - Student Achievement	358	382	94
2 - Student Progress	97	400	24
3 - Closing Performance Gaps	423	800	53
4 - Postsecondary Readiness			
STAAR Score	19.3		
Graduation Rate Score	25.0		
Graduation Plan Score	25.0		
Postsecondary Component Score	23.7		93

State System Safeguards

Number and Percent of Indicators Met

Performance Rates	11 out of 11 = 100%
Participation Rates	5 out of 5 = 100%
Graduation Rates	3 out of 3 = 100%
Total	19 out of 19 = 100%

For further information about this report, please see the Performance Reporting Division website at <http://ritter.tea.state.tx.us/perfreport/account/2015/index.html>



**MULTIFAMILY FINANCE PRODUCTION DIVISION
Housing Tax Credit Program - 2016 Application Round
Scoring Notice - Competitive Housing Tax Credit Application**

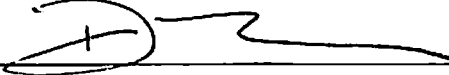
Appeal Election Form: 16029, Baxter Lofts

Note: If you do not wish to appeal this notice, you do not need to submit this form.

I am in receipt of my 2016 scoring notice and am filing a formal appeal to the Executive Director on or before Wednesday, May 4, 2016.

If my appeal is denied by the Executive Director:

- I do wish to appeal to the Board of Directors and request that my application be added to the Department Board of Directors meeting agenda. My appeal documentation, which identifies my specific grounds for appeal, is attached. If no additional documentation is submitted, the appeal documentation to the Executive Director will be utilized.
- I do not wish to appeal to the Board of Directors.

Signed 
Title Authorized Signer
Date May 2, 2016

**Please email to Sharon Gamble:
<mailto:sharon.gamble@tdhca.state.tx.us>**

16029

Executive Director's
Response



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

www.tdhca.state.tx.us

Greg Abbott
GOVERNOR

BOARD MEMBERS
J. Paul Oxer, *Chair*
Juan S. Muñoz, PhD, *Vice Chair*
Leslie Bingham-Escareño
T. Tolbert Chisum
Tom H. Gann
J.B. Goodwin

May 18, 2016

*Writer's direct phone # (512) 475-3296
Email: tim.irvine@tdhca.state.tx.us*

Ms. Sallie Burchett, AICP
Structure Development
702 San Antonio Street
Austin, Texas 78702

RE: APPEAL OF SCORING NOTICE: 16029 BAXTER LOFTS, HARLINGEN, TEXAS

Dear Ms. Burchett:

The Texas Department of Housing and Community Affairs (the "Department") is in receipt of your appeal, dated May 3, 2016, of the scoring notice for the above referenced Application. This Application was denied points under §11.9(c)(5) of the 2016 Qualified Allocation Plan ("QAP"), related to Educational Excellence, because the Development Site is not within the attendance zone of schools with the appropriate school rating. The subject site is within the attendance zone of Zavala Elementary School, which has an Index 1 score of 83 and Memorial Middle School, with an Index 1 score of 70, both of which have a Met Standard rating and distinction designations. It is also in the attendance zone of Harlingen High School, which has an Index 1 score of 59 and an Improvement Required accountability rating.

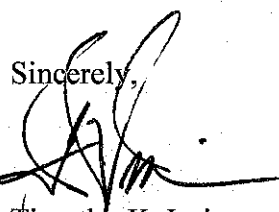
The appeal asserts that the Applicant followed the QAP literally in a situation with district-wide enrollment where the Applicant may choose the closest school, but it is not required to choose the closest school. The appeal included a letter from the Harlingen Consolidated Independent School District ("HCISD") indicating that "residents of Baxter Lofts would ordinarily attend Harlingen High School . . ." but that since this school has an "Improvement Required" rating "a student assigned to that campus is eligible to attend any other school in the district." In a Third Party Request for Administrative Deficiency received by the Department regarding this same issue for this Application, the requestor included a map of the high school attendance zones for the HCISD which indeed showed that the proposed Development is located within the attendance zone of Harlingen High School. While the HCISD may have a supplemental policy of allowing students the choice to apply to attend another school, this does not negate the fact that the district does have attendance zones, and that residents of Baxter Lofts would ordinarily attend Harlingen High School. Therefore, per §11.9(c)(5) of the 2016 QAP, "an attendance zone does not include schools with district-wide possibility of enrollment." To find otherwise would contradict the very idea of purposeful placement of affordable housing developments in the attendance zones of highly rated schools.



The appeal further asserts that staff misinterpreted the rule when reviewing the scoring criteria for this item to determine if this Application is eligible for points under §11.9(c)(5) Educational Excellence. Per the description of the rule presented in the appeal, in order for applications in Region 11 to qualify for 3 points, the requirement is that the middle or high school achieves an Index 1 score of at least 70. The appeal does not address the requirement that any two of the three schools must have a Met Standard rating. If this description were accurate, then as long as either the middle or high school achieves an Index 1 score of at least 70, the application would qualify for 1, 3, or 5 points. Taking both parts of the rule – the Met Standard rating requirements and the Index 1 score requirements – differentiates the point thresholds. If the middle and high schools achieve an Index 1 score of at least 70 and one of the two has a Met Standard rating, the application would score three points. As written, the rule provides a lesser threshold in the form of a lower Index 1 score requirement for schools in Region 11. The middle and high schools applicable to this Application do not meet the requirements of the rule, and therefore the Application is not eligible for points under this item.

Regarding the appeal for points under §11.9(d)(7) Community Revitalization Plan, by allowing for additional points for a resolution from the governing body identifying the Development as contributing most significantly to the revitalization effort, this section differentiates between what is to be included in a letter for four points and what is to be included in a resolution for an additional two points. That the original resolution adopting the plan cannot have anticipated a certain future development is mitigated by the opportunity for an Applicant to approach the governing body for a current resolution naming the Application as required in the rules. Ten active applications requested points for this part of the scoring item, and of those, only two failed to provide such a resolution.

I do not find that the points raised in your appeal clearly demonstrate that the documentation submitted for §11.9(c)(5) Educational Excellence and §11.9(d)(7) Community Revitalization Plan are sufficient to award the requested points; accordingly I must deny the appeal. You have indicated that you wish to appeal this decision directly to the Governing Board. Therefore, this appeal has been placed on the agenda for the next meeting scheduled for May 26, 2016. Should you have any questions, please contact Sharon Gamble, Competitive Tax Credit Program Administrator, at sharon.gamble@tdhca.state.tx.us or by phone at 512-936-7834.

Sincerely,

Timothy K. Irvine
Executive Director

TKI

cc: Dan Sailler

16029

Applicant Appeal
to Board

THE SENATE OF TEXAS

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SENATOR
EDDIE LUCIO, JR.

May 23, 2016

Mr. J. Paul Oxer, Chairman
Texas Department of Housing and Community Affairs (TDHCA)
221 E. 11th St.
Austin, TX 78711

RE: Letter of Support for Harlingen, Texas' Baxter Lofts Property

Dear Chairman Oxer and Members of the TDHCA Board:

It has come to my attention that one of the cities that I represent in District 27, the City of Harlingen, has an appeal before you on a critical tax credit revitalization project that is important to its community. It is my understanding that the appeal pertains to Educational Excellence and Revitalization scoring items.

As your agency staff leadership is keenly aware, I have always been (and will continue to be) a proponent of Fair Housing. Every individual should have the ability to live where they choose without confronting any discrimination. I wholeheartedly believe that our children should be able to live in communities with first-class schools and should have a second-to-none school system in our state. These are notable goals that guide my public service as Vice Chairman of the Senate Committee on Education.

I also understand that clear disparities exist in our state in terms of available resources (e.g., differences in tax base) that make providing opportunities found in other regions of the state a difficult task to achieve in areas that are economically challenged, such as those that I represent in Region 11. As the Board may agree, students who live in affluent communities like Plano East, Westlake, and Cypress Fairbanks have resources available to them due to their vibrant local tax base and property rich school districts that are few and far between in regions with low per capita income that have high unemployment and high poverty. While I am optimistic that in the years to come reforms that we are implementing at the state level will help transform the socio-economic realities of the district that I represent, Region 11 currently does not have the abundant resources, tax base, and related schools that are found in property rich regions of our state.

While I wholeheartedly agree in the Fair Housing goal that the Board is striving to achieve, I respectfully ask that the Board continue to carefully refine the Educational Excellence elements of the tax credit program in areas like Region 11, especially when considering revitalization projects. As you may have seen through the tax credit program, more affluent areas of our state may more easily meet an Education Excellence criterion for



new projects and new developments than may an economically challenged region. Because this is part of the reality in trying to address the increasing housing needs in distressed areas of our state, I implore the Board to carefully consider the position that will be conveyed to you by those representing Harlingen. While meeting an Education Excellence criterion may be challenging while undertaking new projects, it is even more difficult while trying to revitalize existing property. By definition, our communities do not have the schools that are supported by property rich communities. As Harlingen and its team make their case in this appeal, I ask that the Board try to see their application through the eyes of someone who is trying to meet the affordable housing needs of a community in an economically strained region of our state. After hearing their unique situation, I implore the Board to consider the arguments in a favorable light and assist this community address their affordable housing needs.

It is my understanding that the application is also being denied "revitalization points." I am informed that the project is supported by a general resolution of support (Resolution No. R16 - 3, Passed and Approved February 3, 2016) and a letter outlining revitalization goals of the City from the city manager.

The property in question has been vacant for some time and is owned by the City. City officials report that it is a historical site and needs to be preserved. The City considers this project necessary to accomplish all of the City's goals regarding this property. Since the City has told me it now and always has deemed this project of highest importance to the revitalization of Harlingen -- due to the importance of this project to the community -- I respectfully ask you to consider allowing the City to rectify this deficiency. If the City of Harlingen failed to pass the proper resolution, I respectfully ask the Board to afford them an opportunity to do so, especially considering that they have previously submitted to the Board a letter from the city manager to address this requirement.

I thank the Board in advance for your consideration of this appeal, and I appreciate any assistance that you may be able to provide my constituents in Harlingen.

Sincerely,



Eddie Lucio, Jr.
State Senator

ELJ/de





Office of the Mayor

P.O. Box 2207, Harlingen, TX 78551-2207

(Office at 118 East Tyler)

(956) 216-5008 phone; (956) 430-8526 (fax)

May 20, 2016

Honorable J. Paul Ozer, Chair
Texas Department of Housing and Community Affairs
221 East 11th Street
Austin, Texas 78711

RE: APPEAL OF SCORING NOTICE: 16029 BAXTER LOFTS, HARLINGEN, TEXAS

Dear Mr. Chairman and Members of the Board of the Texas Department of Housing and Community Affairs:

Improving the appearance of the community, revitalizing our downtown core, enhancing economic vitality and improving opportunities for housing for the residents of Harlingen have been among my top goals since becoming Mayor of Harlingen in 2007. Restoring the nine-story Baxter Building to its historic role as a premier address in Harlingen is critical to all of these efforts. This restoration was identified as a goal in the Harlingen 100 Strategic Plan adopted by the City Commission in 2008.

Since its construction in 1927, the Baxter building has been the tallest in Harlingen; it was the tallest building in the entire Rio Grande Valley for more than 50 years. The Baxter Building is the only building in Harlingen eligible for listing on the national Register of historic properties deemed worthy of preservation. "The building is an important local landmark, and reveals much about the pre-Depression aspirations for both the City of Harlingen and the developer," said Greg Smith, national Register Coordinator for the Texas Historical Commission. He said it would make an excellent candidate for rehabilitation and federal tax credits. This revitalization is important to our Comprehensive Plan and is in line with the "Twelve Steps to Revitalization" set forth in a 2005 Brookings Institution white paper on Downtown Revitalization.

I don't mind telling you that attracting a developer with the vision, knowledge and skillset to tackle a structure of this kind has been one of the most difficult things I have tried to accomplish in my nine years as Mayor of this great City. The current applicant for this project can finally help our City achieve one of its most important goals and, significantly, provide affordable housing to an area of our City which deserves it.

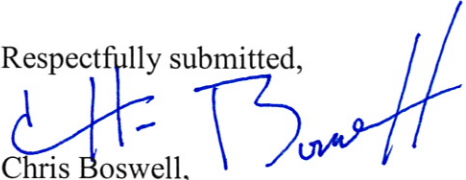
However, I have been troubled to learn that over the last 15 years Harlingen has received Housing Tax Credit allocations for only 55 families. And now I am told that because neither of our High Schools meet the required standards for "Educational Excellence", the applicant may not be awarded the tax credits which would enable this project to move forward and achieve the important

goals of revitalizing a nine story eyesore and magnet for delinquent activity into a beautifully restored apartment building for deserving families.

I appeal to the Board's broadest interpretation of the rules and their purpose and intent taken as a whole. The Rio Grande Valley has made great strides in the last few decades to strengthen public education, higher education and provide higher paying jobs to its residents and particularly young people. While we are on the right track, we still have some distance to go. Many of our residents have children that may be the first generation of their family to complete a high school education. In the meantime, TDHCA seems to be punishing the entirety of Harlingen, even with the high scoring high school alternatives open to all students. It seems unfair to foreclose opportunities for affordable housing in areas where affordable housing is needed the most because our high schools are facing the myriad challenges which accompany public education in the Border Region.

I urge you to reconcile this inconsistency with the legislature's direction to give priority to rehabilitative and adaptive reuse of historic structures. In doing so, you will help my community and its residents achieve some long sought-after dreams of restoring the historic Baxter building and providing quality housing to those most in need.

Respectfully submitted,


Chris Boswell,
Mayor



LANGLEY & BANACK
INCORPORATED

Attorneys and Counselors at Law

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warmstrong@langleybanack.com
ERICA E. VALLADARES
evalladares@langleybanack.com

May 23, 2016

Ms. Sharon Gamble
Texas Department of Housing and Community Affairs
221 East 11th Street
Austin, Texas 78701

Re: Baxter Lofts in Harlingen – Appeal to Governing Board of Scoring Notice;
TDHCA No. 16029

Dear Ms. Gamble:

The City of Harlingen, Texas has requested the undersigned to submit the following response and supplementary materials in support of the appeal to the Board of the Texas Department of Housing and Community Affairs (“TDHCA”) regarding the scoring notice granted to the application for the Baxter Lofts in Harlingen, Texas, TDHCA No. 16029 (the “Application”).

Following the receipt of a third-party request for administrative deficiency, the TDHCA denied the Application points under § 11.9(c)(5) of the 2016 Qualified Allocation Plan (“QAP”), related to Educational Excellence. Specifically, the TDHCA determined the subject site of the Application is in an attendance zone with schools that do not meet the criteria for scoring points under § 11.9(c)(5). The Superintendent of the Harlingen Consolidated Independent School District (“HCISD”), Mr. Arturo J. Cavazos, has supported with letters the Application explaining why HCISD should be viewed as a school district with “district-wide enrollment” with respect to students attending high school (grades 9-12). To further elaborate on this point, we hereby submit the following:

The introductory paragraph to § 11.9(c)(5) of the 2016 QAP, “Educational Excellence” states:

(5) Educational Excellence. Except for Supportive Housing Developments, an Application may qualify to receive up to five (5) points for a Development Site located within the attendance zones of public schools meeting the criteria as described in subparagraphs (A) - (C) of this paragraph, as determined by the Texas Education Agency. A Supportive Housing Development may qualify to receive no more than two (2) points for a Development Site located within the attendance zones of public schools meeting the criteria as described in subparagraphs (A) and (B) of this paragraph, as determined by the Texas Education Agency. *An attendance zone does not include schools with district-wide possibility of enrollment or no defined attendance zones,*

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sometimes known as magnet schools. However, in districts with district-wide enrollment an Applicant may use the rating of the closest elementary, middle, or high schools, respectively, which may possibly be attended by the tenants. The applicable school rating will be the 2015 accountability rating assigned by the Texas Education Agency....

Thereafter, subparts (A) – (C) of § 11.9(c)(5) sets out the points an application may be awarded:

(A) The Development Site is within the attendance zone of an elementary school, a middle school and a high school with a Met Standard rating and an Index 1 score of at least 77. For Developments in Region 11, the middle school and high school must achieve an Index 1 score of at least 70 to be eligible for these points (5 points, or 2 points for a Supportive Housing Development);

(B) The Development Site is within the attendance zone of any two of the following three schools (an elementary school, a middle school, and a high school) with a Met Standard rating and an Index 1 score of at least 77. For Developments in Region 11, the middle school and high school must achieve an Index 1 score of at least 70 to be eligible for these points; (3 points, or 2 points for a Supportive Housing Development);
or

(C) The Development Site is within the attendance zone of an elementary school, a middle school and a high school either all with a Met Standard rating or any one of the three schools with Met Standard rating and an Index 1 score of at least 77. For Developments in Region 11, the middle school and high school must achieve an Index 1 score of at least 70 to be eligible for these points. (1 point)

Originally, the Application was for 5 points under § 11.9(c)(5). However, upon receipt of a Request for Third-Party Administrative Deficiency from MGROUP on March 28, 2016, and responses from Ms. Sallie Burchett, AICP on behalf of Baxter Housing Partners, LP and Ms. Cynthia L. Bast of Locke Lord LLP, the TDHCA denied the Application any points under §11.9(c)(5) of the 2016 QAP. The denial of points was based on the TDHCA's conclusion that HCISD does not have district-wide enrollment and the Application's inclusion of Early College High School as the designated high school for students residing in the subject site was erroneous since Harlingen High School is the designated high school in that "attendance zone." Although an appeal in support of the Application was filed, on May 18, 2016, the TDHCA Executive Director denied the appeal finding the documentation submitted in support of the application to be insufficient for awarding points under § 11.9(c)(5).

HCISD does not dispute it utilizes attendance zones to determine what schools students residing in the City of Harlingen will attend; however, with respect to high school students, the practical effect is that HCISD is a district with district-wide enrollment.

Chapter 39 of the Texas Education Code governs Public School System Accountability and establishes the criteria for assessing the performance of state public schools. Pursuant to these provisions, independent school districts and each public school within the district is rated on performance and accountability. A public school's overall performance index is derived from

four distinct indices: (1) Student Achievement, (2) Student Progress, (3) Closing Performance Gaps and (4) Postsecondary Readiness as those indices are defined and described by the Texas Education Agency (“TEA”). These indices are measured on a scale of 0 to 100. *See* 2015 Accountability Manual of the Texas Education Agency, Chapter 4 – Performance Index Indicators, attached hereto at Exhibit “A.” For purposes of awarding points for Educational Excellence under § 11.9(c)(a) of the QAP, only the score for Index 1 – “Student Achievement” is relevant.

As for accountability, the TEA assigns ratings to public schools with the following designations: “Met Standard;” “Met Alternative Standard;” or “Improvement Required.” The accountability standard is tied to a public school’s acceptable or unacceptable performance in meeting the targets outlined in the four indices discussed above – student achievement; student progress; closing performance gaps; and postsecondary readiness. *See* 2015 Accountability Manual of the Texas Education Agency, Chapter 2 – Ratings Criteria and Index Targets, attached hereto at Exhibit “B.”

The subject site of the Application falls within the attendance zone for the following HCISD schools: Zavala Elementary; Memorial Middle School; and Harlingen High School. The corresponding TEA report card for each campus for the 2014-2015 school year is attached at Exhibits “C” “D” and “E,” respectively.

Based on the scoring criteria in subparts (A) – (C) of § 11.9(c)(5) of the QAP, both Zavala Elementary and Memorial Middle School have an accountability rating of “Met Standard” and an Index 1 score of at least 77 (for elementary schools) and 70 (for middle schools). Thus, per the language in §11.9 (c)(5)(B), since two out of the three designated schools within the attendance zone of the subject site meet the criteria for Educational Excellence, the TDHCA should have at least awarded the Application three (3) points.

Going further, however, the City of Harlingen, in agreement with the letter of the Superintendent of HCISD, believes the Application should be awarded the initial five (5) points under § 11.9 (c)(5) since HCISD operates as a district with “district-wide enrollment” at the high school level. Currently, HCISD operates seven high schools – Harlingen High School, Harlingen South High School, Early College High School, Harlingen School of Health Professions, Keys Academy, Dr. Abraham P. Cano Freshman Academy and the Secondary Alternative Center. The Early College High School, Harlingen School of Health Professions and Keys Academy have open enrollment and any student in the District in grades 9-12 may apply to attend these campuses. Under § 11.9 (c)(5), these schools would be excluded from the “attendance zone” as they are considered magnet schools. All ninth-grade students that choose not to attend the Early College High School, Harlingen School of Health Professions, or Keys Academy attend the Dr. Abraham P. Cano Freshmen Academy, after which they attend either Harlingen High School or Harlingen South High School based on their place of residence.

However, since both Harlingen High School and Harlingen South High School have accountability ratings of “Improvement Required,” any student attending either of these high schools has the right to transfer to another high school in the District, so long as space is available for the student. This is so because Section 29.202 (a) of the Texas Education Code provides:

ELIGIBILITY. (a) A student is eligible to receive a public education grant or to attend another public school in the district in which the student resides under this subchapter if the student is assigned to attend a public school campus:

- (1) at which 50 percent or more of the students did not perform satisfactorily on an assessment instrument administered under Section 39.023(a) or (c) in any two of the preceding three years; or
- (2) that, at any time in the preceding three years, failed to satisfy any standard under Section 39.054(e).¹

This statutory right is embodied in HCISD's Board Policy FDB (LEGAL) regarding "Students in Unacceptable Schools." Thus, because the "Improvement Required" accountability rating for Harlingen High School and Harlingen South High School entitles students "assigned" to those schools to attend any other high school in the District, HCISD essentially operates under a "district-wide enrollment" policy with respect to students attending high school.

With respect to students in grades 10-12 who may reside at the subject site of the Application, those students would be entitled to attend any other high school in HCISD, subject to available space, given the current accountability rating for Harlingen High School. Given this legal right and the reality that in practice, HCISD has district-wide enrollment for high school students, the alternative rule in § 11.9 (c)(5) should have applied such that the Application correctly identified the Early College High School as the closest high school that could possibly be attended by the tenants at the subject site.² Based on Early College High School's 2015 performance index of 94 and 2015 "Met Standard" accountability rating (attached hereto at Exhibit "G"), the criteria in § 11.9 (c)(5)(A) of the 2016 QAP are met and the Application is entitled to an award of five (5) points for Educational Excellence.

Although the third-party request for Administrative Deficiency argues HCISD utilizes "attendance zones" and may not include a campus with open enrollment such as the Early College High School to determine whether the criteria in subparts (A) – (C) are met, the unique circumstances of HCISD and the practical reality that both high schools in designated "attendance zones" have current accountability ratings of "Improvement Required" result in the District operating under "district-wide enrollment" for high school students. When the rule for these districts is applied, the Application correctly identified the Early College High School as the closest high school the tenants of the subject site would be able to attend, per the legal rights granted them under the Texas Education Code and HCISD's local Board policies.

¹ Section 39.054 (e) of the Texas Education Code states: "Each annual performance review under this section shall include an analysis of the achievement indicators adopted under Sections 39.053(c)(1)-(4) to determine school district and campus performance in relation to standards established for each indicator." Section 39.053 of the Texas Education Code is attached for reference at Exhibit "F."

² It is noted that the closest high school that tenants of the subject site could attend under the standard for district-wide enrollment is still Harlingen High School but based on the "Improvement Required" rating and the ability of these students to attend any high school in HCISD (subject to available space), the next closest high school is the Early College High School.

Alternatively, if the TDHCA Board were to disagree with the conclusion of the HCISD Superintendent, City of Harlingen and other parties who have offered their support for the Application, under the language in § 11.9 (c)(5)(B), the Application was entitled to an award of at least three (3) points since two of the three schools within the “attendance zone” of the subject site meet the criteria for Educational Excellence.

We strongly encourage the Board to reconsider the arguments that have presented by the various parties in support of the initial scoring of the Application with respect to § 11.9(c)(5) for Educational Excellence. The availability of affordable housing to citizens of the City of Harlingen is vitally important and strict readings of the 2016 QAP that ignore the practical reality of a school district’s operations only serves to exacerbate the problems faced by the poorest and most vulnerable members of our communities.

Very truly yours,

By: William T. Armstrong
William T. Armstrong
Erica E. Valladares

EEV/lj

cc: Mr. Dan Serna, City Manager
City of Harlingen

Chapter 4 – Performance Index Indicators

The accountability system uses a performance index framework to combine a broad range of indicators into a comprehensive measure of campus and district performance. The previous chapter described index construction and how index scores are calculated. The indicators used to determine performance and calculate index scores are based on STAAR results, PEIMS data, or other assessment results.

This chapter discusses the three broad types of indicators and details how these indicators are used in each performance indexes.

STAAR-Based Indicators

Exclusion of Assessments for Grade 3–8 Mathematics, STAAR A, and STAAR Alternate 2

As announced by the commissioner of education on April 8, 2015, results of the following are excluded from all four performance indexes:

- STAAR assessments in mathematics for grades 3–8
- STAAR A and STAAR Alternate 2 assessments for all subjects and grade levels including EOC tests

Accountability Subset Rule

A subset of test results from both campuses and districts is used to calculate each performance index. The calculation includes only test results for students enrolled in the campus or district in the previous fall, as reported on the Public Education Information Management System (PEIMS) October snapshot. Three test administration periods are considered for accountability purposes:

STAAR results included in the subset of campus/district accountability	If a student was enrolled in the campus/district on this date:
EOC summer 2014 administration	Fall 2013 enrollment snapshot
EOC fall 2014 administration	Fall 2014 enrollment snapshot
EOC spring 2015 administration	
Grades 3–8 spring 2015 administration	

The 2015 accountability subset rules apply to the STAAR performance results evaluated across all four indexes.

- Grades 3–8 – districts and campuses are responsible for students reported as enrolled in the fall (referred to as October snapshot) in the spring assessment results.
- End-of-Course (EOC) – districts and campuses are responsible for
 - summer 2014 results for students reported as enrolled in fall 2013 snapshot;
 - fall results for students reported as enrolled in the fall 2014 snapshot; and
 - spring 2015 results for students reported as enrolled in the fall 2014 snapshot.

STAAR Retest Performance

Due to the transition to revised statewide curriculum standards in mathematics, STAAR assessments for grades 5 and 8 mathematics will be administered only once in the 2014–15 school year. As a result, the Student Success Initiative (SSI) requirement that students in grades 5 and 8 must pass the STAAR mathematics assessment in order to move onto the next grade level is suspended for the 2014–15 school year.

The opportunity to retest is available to students who have taken grades 5 and 8 STAAR reading or EOC tests in any subject.

- Student Success Initiative (SSI) – For students in grades 5 and 8, performance indexes will include test results for reading from the first administration and first re-test administration of all STAAR test versions. The second re-test administration in June 2015 is not used.

The best result in each subject is selected and only assessments evaluated in 2015 are included for accountability and applied to campus and district performance. The best result is based on the highest student performance level or progress measure. The calculation for campus and district performance includes only test results for students enrolled in the campus or district in the previous fall, as reported on the Public Education Information Management System (PEIMS) October snapshot.

- EOC – Districts and campuses are accountable for three EOC administrations: 1) summer results for students enrolled on the prior-year fall snapshot, 2) fall results for students enrolled on the current-year fall snapshot, and 3) spring results for students enrolled on the fall snapshot (current school year). For students who are enrolled and tested on the same campus or district during the 2015 accountability cycle, calculation of the performance indexes will include the best EOC results among tests administered in summer 2014, fall 2014, or spring 2015. The following chart illustrates this process.

Fall 2013 Snapshot	Summer 2014	Fall 2014 Snapshot	Fall 2014	Spring 2015
Campus A	CAMPUS A	Campus A	CAMPUS A	CAMPUS A
The best test result is selected. Each test meets the accountability subset rule.				

For students who enrolled and tested at a different campus or district during the 2014–15 school year, the student’s single best result for each course is selected. If all test results have the same level of performance, then the most recent test result is selected in calculating the index. The selected test is applied to the campus and district that administered the test, if the student meets the accountability subset rule (discussed above).

Fall 2013 Snapshot	Summer 2014	Fall 2014 Snapshot	Fall 2014	Spring 2015
Campus A	CAMPUS A	Campus A	CAMPUS B	CAMPUS B
The best test result is selected. However, only the Summer 2014 test meets the accountability subset rule.				

PEIMS-Based Indicators

One of the primary sources for data used in the accountability system is the Public Education Information Management System (PEIMS) data collection. The PEIMS data collection has a prescribed process and timeline that offer school districts the opportunity to correct data submission errors or data omissions discovered following the initial data submission. PEIMS data provided by school districts used to create specific indicators for Index 4 are listed below.

PEIMS data used for indicators of campus/district accountability in Index 4	Data for
4-year Longitudinal Graduation Rate	Class of 2014
5-year Longitudinal Graduation Rate	Class of 2013
6-year Longitudinal Graduation, Continuer, and GED Rate (AEA Provisions Only)	Class of 2012
Longitudinal Recommended High School Program or Distinguished Achievement Program (RHSP/DAP) Rate	Class of 2014
Annual Dropout Rate	2013–14 School Year
Annual RHSP/DAP Rate	
Career and Technical Education (CTE) Coherent Sequence of Courses	
Advanced/Dual Enrollment Course Completion	2013–14 and 2012–13 School Years

Other Assessment Indicators

Index 4 includes an identification of College-Ready Graduates that contribute to the College and Career Readiness indicator. The statewide Texas Assessment of Knowledge and Skills (TAKS) exit-level test plus SAT or ACT test results are used for this indicator.

Other assessment data used for campus/district accountability indicator Index 4: College & Career Readiness	Data Reported for:
TAKS grade 11 exit-level	Spring 2013
SAT college admissions test	Tests as of June 2014 administration
ACT college admissions test	Tests as of June 2014 administration

Index 1: Student Achievement

Index 1 is a snapshot of performance across subjects at the satisfactory performance standard.

Index 1 Targets for Districts and Campuses

Please refer to *Chapter 2 – Ratings Criteria and Index Targets* for a detailed discussion of 2015 Index Targets.

Index 1 Student Performance Standards

Index 1 credits students who meet the Phase-in 1 Level II performance standard. ELL students in their second, third, and fourth year of enrollment in U.S. schools are credited for meeting or exceeding expectations on the ELL Progress Measure. Students meeting the student equivalency standard on substitute assessments are also credited in the Index 1 calculation.

The Index 1 **Phase-in Satisfactory Standard** refers to any of the following: meeting the Phase-in 1 Level II standard, meeting or exceeding expectations on the ELL Progress Measure, or meeting the equivalency standard on substitute assessments as a measure of overall student achievement.

Assessments Evaluated in 2015 Accountability Cycle			
	Summer 2014	Fall 2014	Spring 2015
Index 1: Student Achievement	STAAR End-of-Course		
	<i>Assessments</i>		
		STAAR and STAAR L*: Algebra I English I English II Biology U.S. History	
	<i>Student Performance Standards</i>		
		STAAR and STAAR L*: Phase-in 1 Level II or above <i>or</i> ELL Progress Measures*: Meets or Exceeds Expectation <i>or</i> Substitute Assessments**: Meets Equivalency Standard	
	<i>Retests</i>		
		Performance standards can be met by: End-of-Course (EOC) tests taken for the first time within the 2015 accountability cycle (summer 2014, fall 2014, or spring 2015); or, EOC tests that were retaken within the 2015 accountability cycle following a first attempt in a prior accountability cycle.	
	STAAR Grades 3 – 8		
	<i>Assessments</i>		
		n/a	STAAR and STAAR L*: Grades 3 – 8 English (excluding mathematics) Grades 3 – 5 Spanish (excluding mathematics)
	<i>Student Performance Standards</i>		
		n/a	STAAR and STAAR L*: Phase-in 1 Level II or above <i>or</i> ELL Progress Measures*: Meets or Exceeds Expectation
	<i>Retests</i>		
	For grades 5 and 8 reading only, performance standards can be met by tests taken in either the first administration or the May retest.		

* See following table for inclusion of ELL students based on ELL Progress Measure.

** For more information about the equivalency standard, please see <http://ritter.tea.state.tx.us/rules/tac/chapter101/ch101dd.html>.

Assessments for English Language Learners

Index 1: Student Achievement	ELL Students tested on STAAR			
	TELPAS Reported Years in U.S. Schools	Served by BE/ESL Instructional Services		Parental Denials for Instructional Services and ELLs not eligible for ELL progress measure due to Years in U.S. Schools exceeding ELL Plan Year
		English test version	Spanish test version	Any test version
	<i>First year</i>	Not included		
	<i>Second year</i>	STAAR ELL Progress Measure	STAAR Phase-in 1 Level II	STAAR Phase-in 1 Level II
	<i>Third year</i>			
	<i>Fourth year</i>			
<i>Fifth year</i>	STAAR Phase-in 1 Level II			
<i>Sixth year or more*</i>				

* Asylees/refugees are not included in state accountability until their sixth year of enrollment in U.S. schools.

See Appendix I – Inclusion of ELL Students in 2015 and Beyond for more information.

Subjects Evaluated

Test results for all subject areas (reading/English language arts [ELA], mathematics [Algebra I only], writing, science, and social studies) are combined.

Student Groups Evaluated

All students, including ELLs described above, are evaluated as one group.

Minimum Size Criteria and Small Numbers Analysis

- All students are evaluated; small numbers analysis applies only if STAAR tests consist of fewer than 10 tests, combined across all subjects.
- A three-year average is calculated using three years of Index 1 student achievement data for all students. The Index 1 calculation is based on an aggregated three-year uniform average.
- The All Students group is evaluated if the three-year average has at least 10 tests. For very small campuses with fewer than ten *students* tested across the three years, small numbers analysis may include additional analyses to ensure there are sufficient test results to assign a rating.
- The prior year 2013 and 2014 data used for small numbers analysis are the same Index 1 results previously reported for those school years.

Accountability Subset

Please see accountability subset rules described earlier in this chapter.

Methodology

Assessment results are summed across all grade levels and subject areas. The number of assessments meeting the Index 1 Phase-in Satisfactory performance standard is divided by the number of assessments taken as described here:

$$\frac{\text{Number of Reading + Mathematics (Algebra I only) + Writing + Science + Social Studies Tests Meeting Phase-In Satisfactory Standard}}{\text{Number of Reading + Mathematics (Algebra I only) + Writing + Science + Social Studies Tests Taken}}$$

Rounding

The Index 1 Phase-in Satisfactory Standard calculation is expressed as a percent, rounded to whole numbers. For example, 59.87% is rounded to 60%; 79.49% is rounded to 79%; and 89.5% is rounded to 90%.

Index Score

Index 1 has one indicator; therefore, the total index points and index score are equivalent:
Index Score = Total Points.

Index 2: Student Progress

Index 2 measures student progress and provides an opportunity for districts and campuses to receive credit for improving student performance independent of the student's pass/fail status on STAAR.

Index 2 Targets for Districts and Campuses

Please refer to *Chapter 2 – Ratings Criteria and Index Targets* for a detailed discussion of 2015 Index Targets.

Index 2 Student Progress Standards

Index 2 credits students who meet the student-level criteria for progress in either the STAAR Progress Measure or the ELL Progress Measure. Points for progress in each subject are weighted by the students' level of performance: one point for each percentage of tests that Met or Exceeded progress; one additional point for each percentage of tests that Exceeded progress.

The Index 2 **Student Progress Standards** refers to the combination of these results as a measure of overall student progress.

STAAR Progress Measure: Progress is measured at the student-level by the difference between the STAAR scores a student achieved in the prior and current years. A student's progress is then designated as *Did Not Meet*, *Met*, or *Exceeded*, depending upon the degree of difference in the scores.

Information on how to calculate a STAAR Progress Measure can be found at the Student Assessment website in the STAAR® General Resources section. See: <http://tea.texas.gov/student.assessment/staar/>. A Questions and Answers document on the progress measure is posted at the same location.

ELL Progress Measure: The English Language Learner (ELL) Progress Measure is reported for ELL students. The ELL Progress Measure accounts for the time needed to acquire the English language and to fully demonstrate grade-level academic competency in English. Year-to-year performance expectations for the STAAR content-area tests identify ELL student progress as meeting or exceeding an individual year-to-year expectation plan. An ELL student's plan is determined by the number of years the student has been enrolled in U.S. schools and the student's Texas English Language Proficiency Assessment System (TELPAS) composite proficiency level.

Information on how to calculate an ELL Progress Measure can be found at the Student Assessment/State Assessments for English Language Learners website in the General Resources section. See: <http://tea.texas.gov/student.assessment/ell/>. A Questions and Answers document on the ELL Progress Measure is posted at the same location.

Spanish to English Transition proxy calculation. For students who take the STAAR reading Spanish-version in 2014, transition in 2015 to the STAAR reading English version, and do not have a STAAR progress measure or ELL progress measure, Index 2 is calculated as follows:

- Phase-in 1 Level II (English-version): One point for each percent of tests meeting phase-in 1 Level II or above; and
- Final Level II (English-version): One additional point for each percent of tests meeting the Final Level II standard.

Assessments Evaluated in 2015 Accountability Cycle				
	Summer 2014	Fall 2014	Spring 2015	
Index 2: Student Progress	STAAR End-of-Course			
	<i>Assessments</i>			
		STAAR and STAAR L*: Algebra I English I (ELL Progress Measure only) English II		
	<i>Student Progress Standards</i>			
		STAAR Progress Measures: Meets or Exceeds Progress <i>or</i> ELL Progress Measures*: Meets or Exceeds Expectation		
	<i>Retests</i>			
		Progress standards can be met by EOC tests taken for the first time within the 2015 accountability cycle (summer 2014, fall 2014, or spring 2015).		
	STAAR Grades 3 – 8			
	<i>Assessments</i>			
		n/a	STAAR and STAAR L*: Grades 3 – 8 English (excluding mathematics) Grades 3 – 5 Spanish (excluding mathematics)	
	<i>Student Progress Standards</i>			
		n/a	STAAR Progress Measures: Meets or Exceeds Progress <i>or</i> ELL Progress Measures*: Meets or Exceeds Expectation <i>or</i> Spanish to English Transition Proxy*	
<i>Retests</i>				
	For grades 5 and 8 reading, progress standards can be met by tests taken in either the first administration or the May retest.			

* Either the ELL Progress Measure or the Spanish to English Transition proxy calculation is applied if a STAAR progress measure is not reported. See following table for inclusion of ELL students.

Assessments for English Language Learners

Index 2: Student Progress	ELL Students	
	Years in U.S. Schools	
	<i>First year</i>	Not included
	<i>Second year</i>	ELL Progress Measure or STAAR Progress Measure or Spanish to English Transition Proxy
	<i>Third year</i>	
	<i>Fourth year</i>	
	<i>Fifth year</i>	
<i>Sixth year or more*</i>		

* Asylees/refugees are not included in state accountability until their sixth year of enrollment in U.S. schools.

See *Appendix I – Inclusion of ELL Students in 2015 and Beyond* for more information.

Subjects Evaluated

Reading/ELA, mathematics (Algebra I only), and writing are evaluated for applicable grades. All subjects are combined. New for 2015, STAAR progress measures are reported for grade 7 writing.

Student Groups Evaluated

Ten student groups are evaluated.

- All students
- Students served by special education
- ELL students identified as having limited English proficiency during the reported school year or are in their first or second years of monitoring after exiting ELL status
- Seven racial/ethnic groups: African American, American Indian, Asian, Hispanic, Pacific Islander, White, and Two or More Races

Minimum Size Criteria and Small Numbers Analysis

- All students are evaluated.
- Student groups are evaluated if there are at least 25 test results attributable to the group.
- The minimum size for the ELL student group is determined using the testers' current ELL status only. Rates will be reported for current and monitored ELL testers.
- Small numbers analysis applies only if the All Students group consists of fewer than 10 tests.
- A three-year average is calculated for combined subjects using three years of student progress data for the all students group. The Index 2 calculation is based on an aggregated three-year uniform average.
- The *All Students* group is evaluated if the three-year average has at least 10 tests.
- The prior year 2013 and 2014 data used for small numbers analysis are the combination of all subject areas for the same Index 2 results previously reported for that school year, including the 2014 progress measure results that were reported only for high schools, K–12 campuses, and charter districts and AECs evaluated under AEA provisions.

Accountability Subset

Please see accountability subset rules described earlier in this chapter.

Methodology

Points are weighted according to performance.

- Met or Exceeded Progress – one point for each percentage of tests at the Met or Exceeded progress level.
- Exceeded Progress – one additional point for each percentage of tests at the Exceeded progress level.

Rounding

The total weighted progress calculation is expressed as a percent: total points divided by maximum points, rounded to a whole number. For example, 479 total points divided by 800 maximum points is 59.87%, which is rounded to 60%; 79.49% is rounded to 79%; and 89.5% is rounded to 90%.

Index Score

The Index 2 score is the rounded result of total points divided by the maximum points.

Index 3: Closing Performance Gaps

Index 3 emphasizes advanced academic achievement of the economically disadvantaged student group and the lowest performing racial/ethnic student groups at each campus and district.

Index 3 Targets for Districts and Campuses

Please refer to *Chapter 2 – Ratings Criteria and Index Targets* for a detailed discussion of 2015 Index Targets.

Index 3 Student Performance Standards

Evaluation of Index 3 is based on students who meet the **Phase-in Satisfactory** and **Advanced** performance standards. The Phase-in Satisfactory standard for Index 3 refers to the combination of Phase-in 1 Level II performance, and ELL Progress Measure results. *Note that the Phase-in Satisfactory performance results used in Index 3 do not include substitute assessments.*

The Index 3 Advanced standards are based on Level III Advanced performance and given twice the weight of the Phase-in Satisfactory standard. ELL students in their second, third, and fourth year of enrollment in U.S. schools are also credited two points in Index 3 when the Final Level II performance standard is met.

Advanced standards are the highest assessment level, where student performance gaps are the greatest, and likely to be a strong indicator of student preparedness for the next grade or course with little to no academic intervention required. Advanced standards are also tied to statutory and accountability goals stating Texas will be among the top 10 states in postsecondary readiness by 2020, with no significant achievement gaps by race, ethnicity, or socioeconomic status.

Assessments Evaluated in 2015 Accountability Cycle			
	Summer 2014	Fall 2014	Spring 2015
Index 3: Closing Performance Gaps	STAAR End-of-Course		
	<i>Assessments</i>		
		STAAR and STAAR L*: Algebra I English I English II Biology U.S. History	
	<i>Student Performance Standards</i>		
		STAAR and STAAR L*: Phase-in 1 Level II or above and Level III Advanced <i>or</i> ELL Progress Measures*: Meets or Exceeds Expectation and STAAR Final Level II or above	
	<i>Retests</i>		
		Performance standards can be met by: EOC tests taken for the first time within the 2015 accountability cycle (summer 2014, fall 2014, or spring 2015); or, EOC tests that were retaken within the 2015 accountability cycle following a first attempt in a prior accountability cycle.	
	STAAR Grades 3 – 8		
	<i>Assessments</i>		
		n/a	STAAR and STAAR L*: Grades 3 – 8 English (excluding mathematics) Grades 3 – 5 Spanish (excluding mathematics)
<i>Student Performance Standards</i>			
	n/a	STAAR and STAAR L*:Phase-in 1 Level II or above and Level III Advanced <i>or</i> ELL Progress Measures*: Meets or Exceeds Expectation and STAAR Final Level II or above	
<i>Retests</i>			
	For grades 5 and 8 reading, performance standards can be met by tests taken in either the first administration or the May retest.		

* See following table for inclusion of ELL students based on ELL Progress Measure.

Assessments for English Language Learners

ELL Students tested on STAAR				
Index 3: Closing Performance Gaps	TELPAS Reported Years in U.S. Schools	Served by BE/ESL Instructional Services		Parental Denials for Instructional Services and ELLs not eligible for ELL progress measure due to Years in U.S. Schools exceeding ELL Plan Year
		English test version	Spanish test version	Any test version
	<i>First year</i>	Not included		
	<i>Second year</i>	One Point: ELL Progress Measure Two Points: STAAR Final Level II	One Point: STAAR Phase-in 1 Level II	One Point: STAAR Phase-in 1 Level II
	<i>Third year</i>			
	<i>Fourth year</i>	One Point: STAAR Phase-in 1 Level II Two Points: STAAR Advanced Level III	Two Points: STAAR Advanced Level III	Two Points: STAAR Advanced Level III
	<i>Fifth year</i>			
<i>Sixth year or more*</i>				

* Asylees/refugees are not included in state accountability until their sixth year of enrollment in U.S. schools.

See Appendix I – Inclusion of ELL Students in 2015 and Beyond for more information.

Student Groups Evaluated

- Economically Disadvantaged
- Two Lowest Performing Racial/Ethnic groups determined by comparing performance of racial/ethnic groups on the Index 1 student achievement indicator from the prior year (2013–14). (Racial/ethnic groups are not included in Index 1, but the disaggregated student group rates are reported on the Index 1 data table. In the event that two or more of the lowest performing groups [meeting minimum size] have the same performance rate, the lowest performing groups with the largest denominator will be selected.)

Prior Year Minimum Size Criteria

The following criteria are used to identify the racial/ethnic student groups based on the prior-year (2013–14) performance results.

- 1) Identify the racial/ethnic student groups that have 25 or more tests in reading/ELA and 25 or more tests in mathematics in the prior year.
- 2) Select the lowest performance student group(s) that meet the minimum size above based on all subjects results in the prior year.
 - o If the campus or district has three or more racial/ethnic student groups that meet prior year minimum size criteria, performance of the two lowest performing racial/ethnic groups is included in the index if the current year minimum size criteria are met, as described below.
 - o If the campus or district has two racial/ethnic student groups that meet minimum size criteria above, performance of the lowest performing racial/ethnic group is included in the index if the current year minimum size criteria are met, as described below.
 - o If the campus or district has only one racial/ethnic student group that meets the prior year minimum size criteria, then the racial/ethnic group is not included in the index.

Current-Year Minimum Size Criteria

The current year (2014–15) subject area performance results for the identified racial/ethnic student group(s) are included in the Index 3 evaluation if there are at least 25 test results in the subject area.

Campuses and districts that do not meet minimum size criteria in any subject area for the racial/ethnic student groups are evaluated on the economically disadvantaged student group alone.

Small Numbers Analysis

- Small numbers analysis applies to the Economically Disadvantaged student group by subject:
 - *Reading, writing, science, and social studies.*
If the number of STAAR results by subject is fewer than 10 in the accountability subset, a three-year average is calculated for the Economically Disadvantaged student group. The Index 3 calculation is based on the aggregated three-year uniform average.
 - *Mathematics (Algebra I only).*
Due to the exclusion of grade 3–8 mathematics from 2015 accountability, small numbers analysis will not be performed for mathematics in Index 3. Campuses and districts that have less than ten Algebra I EOC tests in 2014–15 school year will not be evaluated for mathematics.
- The prior year 2013 and 2014 data used for small numbers analysis are the same Index 3 results previously reported for that school year.
- Small numbers analysis is not applied to racial/ethnic student groups. If there are fewer than 25 test results in a subject area for the identified lowest performing racial/ethnic student groups, that group's performance on that subject area is excluded from Index 3 calculations.

Accountability Subset

See the accountability subset rules described earlier in this chapter.

Methodology

Index 3 results are based on points reflecting STAAR performance.

- Phase-in Satisfactory – one point for each percentage of tests meeting the phase-in Satisfactory standard or the Advanced Standard
- Advanced – one additional point for each percentage of tests meeting the Advanced standard

Rounding

The total performance rate calculation is expressed as a percent, total points divided by maximum points, rounded to a whole number. For example, 800 total points divided by 1,500 maximum points is 53.33% is rounded to 53%; 79.49% is rounded to 79%; and 89.5% is rounded to 90%.

Index Score

The Index 3 score is the rounded result of total points divided by the maximum points.

Index 4: Postsecondary Readiness

Index 4 emphasizes the role of elementary and middle schools in preparing students for the rigors of high school and the importance of earning a high school diploma that prepares students for success in college, the workforce, job training programs, or the military. The index includes test performance for high schools and grades 3–8 at the postsecondary readiness standard.

Index 4 Targets for Districts and Campuses

Please refer to *Chapter 2 – Ratings Criteria and Index Targets* for a detailed discussion of 2015 Index Targets.

Index 4 Student Performance Standards

Index 4 credits campuses and districts for students who meet postsecondary readiness standards on two or more STAAR subject area tests. Students tested in only one subject area are required to meet the postsecondary readiness standard on that test for credit in Index 4. The postsecondary readiness standards are based on the combined results of students achieving the Final Level II performance or above and students meeting the student equivalency standard on substitute assessments.

Evaluation of Index 4 components

Index 4 is based on all four of the following components **or** solely on the STAAR postsecondary readiness standard component when any of the three non-STAAR components are unavailable. For districts, high school campuses, and campuses serving grades K–12, the four components of Index 4 are equally weighted.

Index 4 Components for Non-AEA Districts and Campuses		Weight
1.	STAAR Postsecondary Readiness Standard	25%
2.	Graduation Rate	25%
3.	Graduation Plan (Recommended High School Program or Distinguished Achievement Program (RHSP/DAP) Rate	25%
4.	Postsecondary Component: College and Career Readiness	25%

Elementary and middle school campuses report only STAAR results, therefore, the Index 4 evaluation of these campuses is based solely on this component.

1. STAAR Component: Postsecondary Readiness Standard

The STAAR component is defined as the percentage of students who met the STAAR Final Level II standard on two or more subject-area STAAR tests. This component is reported for all students combined and for each racial/ethnic group. If a student takes only one subject-area STAAR test, the result for that test is included. For example, a student in grade 3 or grade 6 who takes only the STAAR reading test in 2015 will be included in the calculation of the STAAR postsecondary readiness component of Index 4.

For the STAAR component of Index 4, the STAAR EOC results are evaluated for students who tested for the first time during the 2015 accountability cycle (summer 2014, fall 2014, or spring 2015). Only the EOC results for the students' first and subsequent retests during the 2015 accountability cycle are used to evaluate Index 4. Therefore, retest results for students who tested for the first time prior to the 2015 accountability cycle are not included in Index 4.

STAAR Postsecondary Readiness Standard—Student Groups Evaluated

Eight student groups are evaluated.

- All students
- Seven racial/ethnic groups: African American, American Indian, Asian, Hispanic, Pacific Islander, White, and Two or More Races

Assessments Evaluated in 2015 Accountability Cycle				
	Summer 2014	Fall 2014	Spring 2015	
Index 4: Postsecondary Readiness	STAAR End-of-Course*			
	<i>Assessments</i>			
		STAAR: Algebra I English I English II Biology U.S. History		
	<i>Student Performance Standards</i>			
		STAAR: Final Level II or above <i>or</i> Substitute Assessments: Meets Equivalency Standard**		
	<i>Retests</i>			
		Performance standards can be met by EOC tests taken for the first time or any subsequent retests in the 2015 accountability cycle (summer 2014, fall 2014, or spring 2015).		
	STAAR Grades 3 – 8*			
	<i>Assessments</i>			
		n/a	STAAR: Grades 3 – 8 English (excluding mathematics) Grades 3 – 5 Spanish (excluding mathematics)	
<i>Student Performance Standards</i>				
	n/a	STAAR: Final Level II or above		
<i>Retests</i>				
	For grades 5 and 8 reading, performance standards can be met by tests taken in either the first administration or the May retest.			

* See following table for inclusion of ELL students.

** For more information about the equivalency standard, please see <http://ritter.tea.state.tx.us/rules/tac/chapter101/ch101dd.html>.

Assessments for English Language Learners

Index 4: Postsecondary Readiness	ELL Students tested on STAAR		
	TELPAS reported Years in U.S. Schools	English test version	Spanish test version *
	<i>First year</i>	Not included	Not included
	<i>Second year</i>		STAAR Final Level II
	<i>Third year</i>		
	<i>Fourth year</i>		
	<i>Fifth year</i>	STAAR Final Level II	
<i>Sixth year or more**</i>			

* ELL students in grades 3 – 5 tested on Spanish versions in *any* subject.

** Asylees/refugees are not included in state accountability until their sixth year of enrollment in U.S. schools.

See *Appendix I – Inclusion of ELL Students in 2015 and Beyond* for more information.

STAAR Postsecondary Readiness Standard—Minimum Size Criteria and Small Numbers Analysis

- All Students – the group comprising of All Students is evaluated if there are at least 10 students in the STAAR component.
- Student groups are evaluated if there are at least 25 students in the STAAR component.
- Small numbers analysis applies only if the *All Students* group consists of fewer than 10 students.
- A two-year average is calculated using two years of STAAR postsecondary readiness data for the all students group. The Index 4 STAAR postsecondary readiness standard calculation is based on an aggregated two-year uniform average.
- The *All Students* group is evaluated if the two-year average has at least 10 students.
- The prior year 2014 data used for small numbers analysis are the same Index 4 results previously reported for that school year.

Accountability Subset

Please see the accountability subset rules described earlier in this chapter.

STAAR Postsecondary Readiness Standard—Methodology

The percent of students meeting the Final Level II performance standard in two or more subject areas **or** one subject area, if only one subject area test is taken. This component is defined as:

$$\frac{\begin{array}{l} \text{Number of students meeting the} \\ \text{STAAR postsecondary readiness standard} \\ \text{on at least two subject area tests} \end{array} + \begin{array}{l} \text{Number of students meeting the} \\ \text{STAAR postsecondary readiness standard} \\ \text{on the subject area test} \end{array}}{\begin{array}{l} \text{Number of students with test results in} \\ \text{two or more subject areas} \end{array} + \begin{array}{l} \text{Number of students with test results in} \\ \text{only one subject area} \end{array}}$$

STAAR Postsecondary Readiness Standard—Rounding

The percent *Met* STAAR Postsecondary Readiness Standard calculation is expressed as a percent, rounded to whole numbers. For example, 59.87% is rounded to 60%; 79.49% is rounded to 79%; and 89.5% is rounded to 90%.

2. Graduation Rate (or Annual Dropout Rate) Component

High school graduation rates include the four-year and five-year graduation rates or annual dropout rate, if no graduation rate is available.

- Class of 2014 four-year graduation rate is calculated for campuses and districts with students in grade 9 and either grade 11 or 12 in both years one and five of the cohort. Alternatively, the rate can be based on campuses and districts with grade 12 in both years one and five of the cohort.
- Class of 2013 five-year graduation rate follows the same cohort of students for one additional year.
- Annual Dropout Rate for school year 2013–14 for grades 9–12. If a campus has students enrolled in grade 9, 10, 11, or 12 but does not have a four-year or five-year graduation rate, a proxy for the graduation rate is calculated by converting the grade 9–12 annual dropout rate into a positive measure. Please see *Annual Dropout Rate—Conversion* on the following pages.

Graduation Rate—Student Groups Evaluated

Ten student groups are evaluated.

- All students
- Students served by special education
- ELL student group: Students who were ever identified as limited English proficient since entering grade 9 in the Texas public school system
- Seven racial/ethnic groups: African American, American Indian, Asian, Hispanic, Pacific Islander, White, and Two or More Races

Graduation Rate—Minimum Size Criteria and Small Numbers Analysis

- All students – the group comprising of All Students is evaluated there are at least 10 students in the class.
- Student groups are evaluated if there are at least 25 students in the class.
- Small numbers analysis applies to all students, if the number of students in the class of 2014 cohort (4-year) or class of 2013 cohort (5-year) is fewer than 10. The total number of students in the class cohort consists of graduates, continuing students, General Educational Development (GED) recipients, and dropouts.
- A three-year-average graduation rate is calculated for all students. The calculation is based on an aggregated three-year uniform average.
- The *All Students* group is evaluated if the three-year average has at least 10 students.

Graduation Rate—Methodology

The four-year graduation rate follows a cohort of first-time students in grade 9 through their expected graduation three years later. The five-year graduation rate follows the same cohort of students for one additional year. A cohort is defined as the group of students who begin grade 9 in Texas public schools for the first time in the same school year plus students who, in the next three school years, enter the Texas public school system in the grade level expected for the cohort. Students who transfer out of the Texas public school system over the four or five years for non-graduate reasons are removed from the class.

The four-year and five-year graduation rate measures the percent of graduates in a class.

$$\frac{\text{Number of Graduates in the Class}}{\text{Number of Students in the Class}} \\ (\text{Graduates} + \text{Continuers} + \text{GED Recipients} + \text{Dropouts})$$

Graduation Rate—Rounding

Four-year and five-year graduation rates used in Index 4 calculations are expressed as a percent rounded to one decimal place. For example, 74.875% rounds to 74.9%, not 75%.

Annual Dropout Rate Component

For districts and campuses that serve students enrolled in grades 9–12, the grade 9–12 annual dropout rate is used if a four- or five-year graduation rate is not available.

Annual Dropout Rate—Student Groups Evaluated

Ten student groups are evaluated.

- All students
- Students served by special education
- ELL student group: students identified as limited English proficient during the reported school year
- Seven racial/ethnic groups: African American, American Indian, Asian, Hispanic, Pacific Islander, White, and Two or More Races

Annual Dropout Rate—Minimum Size Criteria and Small Numbers Analysis

- All students – the group comprising of all students is evaluated there are at least 10 students enrolled during the school year.
- Student groups are evaluated if there are at least 25 students enrolled during the school year.
- Small numbers analysis applies to the group of all students if the number of students enrolled in grades 9–12 during the 2013–14 school year is less than 10.
- A three-year-average annual dropout rate is calculated for all students. The calculation is based on an aggregated three-year uniform average.
- The All Students group is evaluated if the three-year average has at least 10 students.

Annual Dropout Rate—Methodology

The annual dropout rate is calculated by dividing the number of students in grades 9–12 designated as having dropped out by the number of students enrolled in grades 9–12 at any time during the 2013–14 school year.

$$\frac{\text{Number of students who dropped out during the school year}}{\text{Number of students enrolled during the school year}}$$

Annual Dropout Rate—Conversion

Because the annual dropout rate is a measure of negative performance—the rate rises as performance declines—it must be transformed into a positive measure in order to be used as a component of the Index 4 score. The following calculation converts the annual dropout rate for a non-AEA district or campus into a positive measure that is a proxy for the graduation rate.

$$100 - (\text{Grade 9–12 Annual Dropout Rate} \times 10) \text{ with a floor of zero}$$

The multiplier of 10 allows the non-AEA district or campus to accumulate points towards the Index 4 score only if its annual dropout rate is less than 10%.

Annual Dropout Rate—Rounding

Grade 9–12 Annual Dropout Rates used in Index 4 calculations are expressed as a percent rounded to one decimal place. For example, 24 dropouts divided by 2,190 students enrolled in grades 9–12 is 1.095% which rounds to 1.1% annual dropout rate.

3. Graduation Plan (RHSP/DAP Rate) Component

- The graduation plan component is based on a four-year longitudinal cohort and represents the percent of students in the class of 2014 who graduated under the RHSP or DAP.
- Alternatively, the annual percent of RHSP/DAP graduates for the 2013–14 school year applies to districts or campuses that do not have a four-year longitudinal graduation cohort or do not meet the minimum size requirement. The annual RHSP/DAP graduate rate also applies to new campuses until sufficient data to calculate a longitudinal graduation rate is available.

RHSP/DAP Rate—Student Groups Evaluated

Eight student groups are evaluated.

- All students
- Seven racial/ethnic groups: African American, American Indian, Asian, Hispanic, Pacific Islander, White, and Two or More Races

RHSP/DAP Rate—Minimum Size Criteria and Small Numbers Analysis

- All Students – the group comprising of all students is evaluated if there are at least 10 graduates.
- Student groups are evaluated if there are at least 25 graduates.
- Small numbers analysis applies to all students if the total count of graduates is less than 10.
- A three-year average RHSP/DAP rate is calculated for all students. The calculation is based on an aggregated three-year uniform average. The annual RHSP/DAP rate will have a similar three-year uniform average.
- The *All Students* group is evaluated if the uniform average has at least 10 graduates.

RHSP/DAP Rate—Methodology

The RHSP/DAP longitudinal rate applies to high schools and districts with adequate enrollment data. The rate requires tracking the status of a cohort of students from the time they enter grade 9 in 2010–11 through their expected graduation with the class of 2014. A class consists of all members of a cohort, minus students who leave the Texas public school system for reasons other than graduation, earning a GED certificate, or dropping out. The class of 2014 RHSP/DAP longitudinal rates exclude Foundation High School Plan (FHSP) graduates. The rate is calculated as:

$$\frac{\text{Number of RHSP/DAP graduates in the Class}}{\text{Number of graduates in the Class excluding FHSP graduates}}$$

When applicable, the RHSP/DAP graduates annual rate is calculated as the percent of prior year graduates reported as having satisfied the course requirements for the RHSP or DAP. Like the longitudinal rate, the annual RHSP/DAP graduates annual rate excludes FHSP graduates.

$$\frac{\text{Number of RHSP/DAP annual graduates}}{\text{Number of annual graduates excluding FHSP graduates}}$$

RHSP/DAP Rate—Rounding

RHSP/DAP rates are expressed as a percent rounded to one decimal place. For example, 540 RHSP/DAP graduates divided by 570 total graduates is 94.737%, which rounds to 94.7%.

4. Postsecondary Component - College and Career Readiness

The aim of the postsecondary component of Index 4 is to measure high school students' preparedness for college, the workforce, job training programs, or the military. New for 2015, the College and Career Readiness indicator measures the percent of annual graduates for the 2013–14 school year who demonstrated postsecondary readiness in any one of three ways:

- 1) *College-Ready Graduate*. A graduate meeting the Texas Success Initiative (TSI) college readiness standards in both reading/ELA and mathematics; specifically, the college-ready criteria on the Texas Assessment of Knowledge and Skills (TAKS) exit-level test, or the SAT test, or the ACT test, in both English language arts and mathematics. Students reported as graduates in the 2013–14 school year were required to test on the grade 11 TAKS exit-level test administered in the spring of 2013. The college admissions test results included in this measure include tests through the June 2014 administration of SAT and ACT. See *Appendix K – Data Sources* for a more detailed explanation.
- 2) *Advanced/Dual Enrollment Completion*. A graduate who completed and earned credit for at least two advanced/dual credit enrollment courses in either the 2013–14 or 2012–13 school year. See *Appendix K – Data Sources* for a more detailed explanation and list of courses.
- 3) *Career and Technical Education (CTE) Coherent Sequence of Courses*. A graduate enrolled and reported in a coherent sequence of CTE courses as part of a four-year plan of study to take two or more CTE courses for three or more credits during the 2013–14 school year. For 2015, a graduate reported as enrolled in the secondary education component of a Tech Prep program are included in the College and Career Readiness indicator. See *Appendix K – Data Sources* for a more detailed explanation.

Postsecondary Component—Student Groups Evaluated

Eight student groups are evaluated.

- All students
- Seven racial/ethnic groups: African American, American Indian, Asian, Hispanic, Pacific Islander, White, and Two or More Races

Postsecondary Component —Minimum Size Criteria

- All Students – the group comprising of all students is evaluated if there are at least 10 graduates.
- Student groups are evaluated if there are at least 25 graduates.
- Small numbers analysis is not applied to this component.

Postsecondary Component —Methodology

The percent of annual graduates is defined in this component is:

graduates meeting TSI criteria in both reading/ELA and mathematics (TAKS, SAT, or ACT)	or	graduates who completed and earned credit for at least two advanced/dual enrollment course in the current or prior school year	or	graduates who were enrolled in a coherent sequence of CTE courses as part of a four-year plan of study to take two or more CTE courses for three or more credits*
Number of annual graduates				

* Includes graduates reported as enrolled in the secondary education component of a Tech Prep program.

Postsecondary Component —Rounding

The percent meeting college and career readiness criteria calculation is expressed as a percent rounded to one decimal place. For example 597 annual graduates meeting the college and career readiness criteria divided by 1100 annual graduates is 54.27%, which rounds to 54.3%.

Index 4 Score

The Index 4 overall score is the sum of the weighted four component scores: STAAR, graduation rate, graduation plan, and postsecondary component rounded to a whole number.

Index 4: Postsecondary Readiness for AEA Campuses and Charter Districts

Alternative procedures applicable to the Index 4 calculation are provided for approved campuses and charter districts serving at-risk students in alternative education programs. For more information on the alternative education accountability (AEA) eligibility criteria, please see *Chapter 6 – Other Accountability System Processes*.

Index 4 Targets for AEA Campuses and Charters

Please refer to *Chapter 2 – Ratings Criteria and Index Targets* for a detailed discussion of 2015 Index Targets.

Index 4 Student Performance Standards

Index 4 credits campuses and districts for students who meet postsecondary readiness standards on assessments in two or more subject areas. Students tested in only one subject area are required to meet the postsecondary readiness standard on that test for credit in Index 4. The postsecondary readiness standards are based on the combined results of students achieving the Final Level II performance or above and students meeting the student equivalency standard on substitute assessments.

For a charter district or alternative education campus (AEC) evaluated by AEA provisions, Index 4 is based on two components, weighted as follows.

	Index 4 Components for AEA Campuses and Charters	Weight
1.	STAAR Postsecondary Readiness Standard	25%
2.	Graduation/Annual Dropout Rate Component: Four-, Five-, or Six-year Graduation, Continuer, and GED Rate or Annual Dropout Rate	75%

To reach the absolute targets established for Index 4 in 2015, AEA campuses and charters apply a weighted evaluation of two components necessary for postsecondary readiness.

Bonus points, described later in this section, are earned according to either the longitudinal or annual rate of RHSP/DAP graduates, excluded students credit, and the postsecondary indicator. A maximum of 30 bonus points is added to the final index score.

1. STAAR Postsecondary Readiness Standard

The STAAR component, described above, is calculated in the same manner for AEA campuses and charters.

STAAR Postsecondary Readiness Standard—Minimum Size Criteria and Small Numbers Analysis

- All Students – the group comprising all students is evaluated if there are at least 10 students in the STAAR component.
- Student groups are evaluated if there are at least 25 students in the STAAR component. Small numbers analysis applies only if the *All Students* group consists of fewer than 10 students.
- A two-year average is calculated using two years of STAAR Postsecondary Readiness data for the all students group. The Index 4 STAAR postsecondary readiness standard calculation is based on an aggregated two-year uniform average.
- The *All Students* group is evaluated if the two-year average has at least 10 students.
- The prior year 2014 data used for small numbers analysis are the same results previously reported for that school year.

Accountability Subset

Please see the accountability subset rules described earlier in this chapter.

STAAR Postsecondary Readiness Standard—Methodology

The percent of students meeting the postsecondary readiness standard in two or more subject areas **or** one subject area, if only one subject area test is taken.

STAAR Postsecondary Readiness Standard—Rounding

The calculation of students who meet the postsecondary readiness standard is expressed as a percent, rounded to whole numbers. For example, 59.87% rounds to 60%; 79.49% rounds to 79%; and 89.5% rounds to 90%.

2. Graduation/Annual Dropout Rate Component

The graduation rate calculation is modified to credit AEA campuses and charters for graduates, continuing students (continuers), and GED recipients. Four-year, five-year, and six-year graduation, continuer, and GED rates are calculated for AEA campuses and charters. The grade 9–12 annual dropout rate is used if no combined graduation, continuer, and GED rate is available.

- Class of 2014 four-year graduation, continuer, and GED rates are calculated for AEA campuses and charters with students in grade 9 and either grade 11 or 12 in both years one and year five, or with grade 12 in both years one and year five.
- Class of 2013 five-year graduation, continuer, and GED rates follow the same cohort of students for one additional year; therefore, most AEA campuses and charters that have a four-year graduation, continuer, and GED rate in one year will have a five-year graduation, continuer, and GED rate for that cohort in the following year. The five-year graduation, continuer, and GED rate lags behind the four-year graduation, continuer, and GED rate by one year.
- Class of 2012 six-year graduation, continuer, and GED rates continue to follow the same cohort of students for one additional year; therefore, most AEA campuses and charters that have a five-year graduation, continuer, and GED rate in one year will have a six-year graduation, continuer, and GED rate for that cohort in the following year. The six year graduation, continuer, and GED rate lags behind the four-year graduation, continuer, and GED rate by two years.
- Annual Dropout Rate for school year 2013–14 for grades 9–12. If an AEA charter or campus has students enrolled in grade 9, 10, 11, or 12 but does not have a four-year, five-year, or six-year graduation, continuer, and GED rate, a proxy for the graduation rate is calculated by converting the grade 9–12 annual dropout rate into a positive measure.

Graduation, Continuer, and GED Rates—Student Groups Evaluated

Ten student groups are evaluated.

- All students
- Students served by special education
- ELL student group: Students who were ever identified as limited English proficient since entering grade 9 in the Texas public school system
- Seven racial/ethnic groups: African American, American Indian, Asian, Hispanic, Pacific Islander, White, and Two or More Races.

Graduation, Continuer, and GED Rates—Minimum Size Criteria

- All Students – All students are evaluated; small numbers analysis applies if fewer than 10 students in the class.
- Student groups are evaluated if there are at least 25 students in the class.

Graduation, Continuer, and GED Rates—Small Numbers Analysis

- Small numbers analysis applies if there are fewer than 10 students in the Class of 2014 (4-year), Class of 2013 (5-year) or Class of 2012 (6-year). The total number of students in the class cohort consists of graduates, continuers, GED recipients, and dropouts.
- A three-year-average graduation, continuer, and GED rate is calculated for all students. The calculation is based on an aggregated three-year uniform average.
- The *All Students* group is evaluated if the three-year average has at least 10 students.

Graduation, Continuer, and GED Rates—Methodology

The four-year graduation, continuer, and GED rate follows a cohort of first-time students in grade 9 through their expected graduation three years later. The five-year graduation rate follows the same cohort of students for one additional year. The six-year graduation rate continues to follow the same cohort of students for one additional year. A cohort is defined as the group of students who begin grade 9 in Texas public schools for the first time in the same school year plus students who, in the next three school years, enter the Texas public school system in the grade level expected for the cohort. Students who transfer out of the Texas public school system over the four, five, or six years due to non-graduate, non-dropout reasons are removed from the class. The graduation, continuer, and GED rate measures the percent of graduates, continuers, and GED recipients in a cohort.

$$\frac{\text{Number of Graduates + Continuers + GED Recipients in the Class}}{\text{Number of Students in the Class}} \\ (\text{Graduates + Continuers + GED Recipients + Dropouts})$$

Graduation, Continuer, and GED Rates—Rounding

Four-year, five-year, and six-year graduation rates used in Index 4 calculations are expressed as a percent rounded to one decimal place. For example, 74.875% is rounded to 74.9%, not 75%.

Annual Dropout Rates Included

If an AEA charter or campus has students enrolled in grade 9, 10, 11, or 12 but does not have a four-year, five-year, or six-year graduation, continuer, and GED rate, a proxy for the graduation rate is calculated by converting the grade 9–12 annual dropout rate into a positive measure. Please see the explanation of converting annual dropout rates on the next page.

Annual Dropout Rates—Student Groups Evaluated

Ten student groups are evaluated.

- All Students
- Students served by Special Education
- ELL students identified as students with limited English proficiency during the reported school year
- Seven racial/ethnic groups: African American, American Indian, Asian, Hispanic, Pacific Islander, White, and Two or More Races

Annual Dropout Rates—Minimum Size Criteria and Small Numbers Analysis

Please refer to the previous section for information on the minimum size criteria and small numbers analysis for this indicator.

Annual Dropout Rates—Methodology

The annual dropout rate is calculated by dividing the number of students in grades 9–12 designated as dropouts by the number of students enrolled in grades 9–12 at any time during the 2013–14 school year.

$$\frac{\text{Number of students who dropped out during the school year}}{\text{Number of students enrolled at any time during the school year}}$$

Annual Dropout Rates—Conversion

Because the annual dropout rate is a measure of negative performance—the rate rises as performance declines—it must be transformed into a positive measure in order to be used as a component of the Index 4 score. The following calculation converts the annual dropout rate for an AEA charter or campus into a positive measure that is a proxy for the graduation, continuer, and GED rate.

$$100 - (\text{Grade 9–12 Annual Dropout Rate} \times 5) \text{ with a floor of zero}$$

By using the multiplier of 5, an AEA charter or campus accumulates points towards the Index 4 score as long as its annual dropout rate is less than 20%. The formula for the proxy for dropout rates for non-AEA districts and campuses uses a multiplier of 10; non-AEA districts and campuses accumulate points towards the Index 4 score only if their annual dropout rates are less than 10%.

Annual Dropout Rates—Rounding

Grade 9–12 annual dropout rates used in Index 4 calculations are expressed as a percent rounded to one decimal place. For example, 24 grade 9–12 students reported as dropouts divided by 2,190 students enrolled in grades 9–12 is 1.096% which is rounded to 1.1% annual dropout rate.

Bonus Point Indicators for AEA Campuses and Charters

A maximum of 30 bonus points are added to the Index 4 score for the following indicators.

- RHSP/DAP rates based on the four-year longitudinal cohort. For AEA campuses and districts that use the Annual Dropout Rate, an annual RHSP/DAP rate is calculated for bonus points. The annual rate is also used if the longitudinal RHSP/DAP data does not meet the minimum size requirement.
- The new College and Career Readiness indicator measures the percent of annual graduates who either 1) met the Texas Success Initiative (TSI) college readiness standards in both reading/ELA and mathematics; or 2) completed and earned credit for at least two advanced/dual credit enrollment courses; or 3) were reported enrolled in a CTE-Coherent Sequence of courses as part of a four-year plan of study to take two or more CTE courses for three or more credits.
- Excluded Students Credit will give AEA campuses and districts bonus points for serving recovered dropouts and other students who graduate or earn a GED, but are statutorily excluded from the graduation and dropout rate calculations.

RHSP/DAP Rate (longitudinal or annual)

- Student Groups: *All Students* only
- Please refer to the previous section for information on the minimum size criteria, small numbers analysis, and methodology for this indicator.

For AEA campuses and districts that use the Annual Dropout Rate, the RHSP/DAP annual rate is calculated as the percent of prior year graduates reported as having satisfied the course requirements for the RHSP or DAP.

Postsecondary Component—College and Career Readiness

- Student Groups: *All Students* only
- Please refer to the previous section for information on the minimum size criteria, small numbers analysis, and methodology for this indicator.

Excluded Students Credit

- Student Groups: *All Students* only.
- Minimum Size: None; the AEA excluded students credit is based on the four-year graduation, continuer, and GED rate with exclusions which may be subject to small numbers analysis.
- Methodology: Number of graduates, continuers, and GED recipients in the 4-year graduation cohort without exclusions (federal rate) minus the number of graduates, continuers, and GED recipients in the 4-year graduation cohort with exclusions (state rate).

$$\begin{array}{r} \text{Graduates, continuers, and GED} \\ \text{recipients from 4-year graduation} \\ \text{cohort *without* exclusions (federal rate)} \\ \text{of most recent cohort (Class of 2014)} \end{array} - \begin{array}{r} \text{Graduates, continuers, and GED} \\ \text{recipients from 4-year graduation} \\ \text{cohort *with* exclusions (state rate) of} \\ \text{same cohort (Class of 2014)} \end{array} \quad \begin{array}{l} \text{With a floor} \\ \text{of zero} \end{array}$$

The number of students derived from this calculation is added as bonus points to the overall Index 4 score.

Index 4 Score for AEA Campuses and Charters

The STAAR postsecondary readiness standard component contributes 25 percent of the points. The graduation/annual dropout rate component contributes 75 percent of the points. A maximum of 30 bonus points are added to the Index 4 score. The Index 4 score for AEA campuses and charters is the sum of the STAAR postsecondary readiness standard component score, graduation/annual dropout rate score, and bonus points rounded to a whole number.

As noted, the RHSP/DAP rate along with the college-ready graduates rate and excluded students credit contribute bonus points, which are added to the STAAR postsecondary readiness standard component and the graduation rate component to determine the overall Index 4 score.

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Chapter 2 – Ratings Criteria and Index Targets

The *2015 Accountability Manual* describes the 2015 accountability system and explains how information from different sources is used to calculate and assign accountability ratings and award distinction designations. The manual attempts to address all possible scenarios; however, because of the number and diversity of districts and campuses in Texas, there could be some unforeseen circumstances that are not anticipated in the manual. Should such circumstances arise, the commissioner of education will interpret the manual as needed to assign the appropriate ratings and/or award distinction designations that preserve both the intent and the integrity of the accountability system.

2015 Ratings

To meet state statutory requirements, the accountability system must assign ratings that designate acceptable and unacceptable performance for districts and campuses. In 2015, one of the following ratings is assigned to each district and campus based on its performance on the required indexes. Unless otherwise noted, the term districts includes open-enrollment charters.

Met Standard indicates acceptable performance and is assigned to districts and campuses that meet the targets on all required indexes for which they have performance data.

Met Alternative Standard indicates acceptable performance and is assigned to eligible CHARTER DISTRICTS AND ALTERNATIVE EDUCATION CAMPUSES (AECs) that are evaluated by ALTERNATIVE EDUCATION ACCOUNTABILITY (AEA) provisions. To receive this rating, eligible charter districts and AECs must meet modified targets on all required indexes for which they have performance data.

Improvement Required indicates unacceptable performance and is assigned to districts and campuses, including charter districts and AECs evaluated under AEA provisions, that do not meet the targets on all required indexes for which they have performance data.

In a few specific circumstances, a district or campus does not receive a rating. When this occurs, a district or campus is given one of the following two labels.

Not Rated indicates that a district or campus did not receive a rating for one or more of the following reasons:

- The district or campus serves only students enrolled in early education (EE).
- The district or campus has no data in the ACCOUNTABILITY SUBSET.
- The district or campus has insufficient data to assign a rating after SMALL NUMBERS ANALYSIS has been conducted.
- The district operates only residential facilities.
- The campus is a Juvenile Justice Alternative Education Program (JJAEP).
- The campus is a Disciplinary Alternative Education Program (DAEP).
- The campus is a residential facility.
- The test documents for either the district or campus were lost in transit between the district and the test contractor.

Not Rated: Data Integrity Issues indicates that data accuracy and/or integrity have compromised performance results, making it impossible to assign a rating. The assignment of a *Not Rated: Data Integrity Issues* label may be permanent or temporary pending further investigation.

2015 Index Targets

For each index, a specific target is determined, and districts and campuses must meet an index's target in order to demonstrate acceptable performance for that index. Districts and non-AEA campuses (campuses not evaluated under alternative education accountability provisions) have separate targets from charter districts and AECs evaluated under alternative education accountability provisions. In addition, for non-AEA campuses only, separate targets are identified for each SCHOOL TYPE for Index 2, Index 3, and Index 4. (Please see the explanation of school type later in this chapter).

The 2015 targets for Index 1, Index 3, and Index 4 are provided in the table below. The 2015 Index 2 targets for campuses are set at about the fifth percentile of 2015 campus performance by campus type and will be identified prior to the release of the 2015 accountability ratings. The 2015 Index 2 target for non-AEA districts is set at about the fifth percentile of 2015 campus performance across all non-AEA campuses and will be identified prior to the release of the 2015 accountability ratings.

For non-AEA districts and campuses, Index 4 is comprised of four components: STAAR results, graduation rate, graduation diploma plan rate, and postsecondary indicator. Because not all districts and campuses have data for each of these components, Index 4 has two separate and distinct targets: one based on the four components and one based on STAAR results only. The target that a district, campus, or charter is required to meet is determined by whether it has data for each of the four components. For a district, high school campus, or campus serving grades K–12, the target for Index 4 is based on all four components. For elementary campuses, middle school campuses, and any other district or campus that does not have data for each of the four components of Index 4, the target is based on the STAAR component only.

For AEA charter districts and campuses, Index 4 evaluates two components **or** the graduation rate/annual dropout rate component only. For AEA charters and campuses, the components of Index 4 are 1) STAAR results and 2) graduation rate/annual dropout rate. If both components are available, then Index 4 evaluates both components with a target of **33**. Otherwise, the Index 4 evaluation is based only on the graduation rate/annual dropout rate with a target of **45**. In either case, bonus points are added as described in *Chapter 4 – Performance Index Indicators*.

2015 Accountability Performance Index Targets for Non-AEA Districts and Campuses

Target	Index 1	Index 2	Index 3	Index 4	
				All Components	STAAR Component Only
Districts	60	5 th Percentile*	28	57	13
Campuses					
Elementary	60	5 th Percentile*	28	n/a	12
Middle		5 th Percentile*	27	n/a	13
High School/K-12		5 th Percentile*	31	57	21

* Targets for non-AEA campuses are set at about the fifth percentile of non-AEA 2015 campus performance by campus type. Targets for non-AEA districts correspond to about the fifth percentile of non-AEA 2015 campus performance across all campus types.

2015 Accountability Performance Index Targets – AEA Charter Districts and Campuses

Target	Index 1	Index 2	Index 3	Index 4	
				Both Components	Graduation/ Dropout Rate Component Only
AEA Charter Districts and Campuses	35	5 th Percentile*	11	33	45

* Targets for both AEA charter districts and campuses are set at about the fifth percentile of AEA 2015 campus performance.

Index Targets for Certain Districts or Charters

A district or charter comprised of only one campus that shares the same 2015 performance data with that campus must meet the index target required for the campus in order to demonstrate acceptable performance. For these single-campus districts and charters, the 2015 index targets applied to the campus will also be applied to the district, ensuring that both the district and campus receive identical ratings. Certain districts or charters that meet the definition above are considered single-campus districts or charters in any criteria outlined in this manual.

2015 Ratings Criteria

Unlike in previous years, districts and campuses will not be required to meet the target on all four indexes for 2015 accountability. To receive a *Met Standard* or *Met Alternative Standard* rating, districts and campuses must meet the performance index target on the following indexes if they have performance data for evaluation:

Index 1 **OR** Index 2 **AND** Index 3 **AND** Index 4

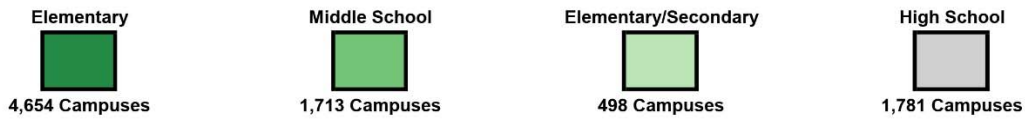
For example, a campus with performance data for all four indexes must meet the target on either Index 1 or Index 2 and the targets on Index 3 and Index 4. A campus with performance data for Index 1, Index 3, and Index 4 must meet the target on all three of those. A campus with performance data for only Index 1 and Index 3 must meet the target on both indexes. A campus with performance data for only Index 1 and Index 2 needs only to meet the target on either of those indexes.

2015 Accountability System School Types

Every campus is labeled as one of four school types according to its grade span based on 2014–15 fall enrollment data. The four types—elementary, middle school, elementary/secondary, and high school—are illustrated by the table on the following page. The table shows every combination of grade levels served by campuses in Texas and the number of campuses that serve each of those combinations. The shading indicates the school type to which each grade span corresponds.

To find out how a campus that serves a certain grade span is labeled, find the lowest grade level served by that campus along the left column and the highest grade level along the top row. The shading of the cell where the two grade levels intersect indicates which of the four school types that campus is considered. The number inside the cell indicates how many campuses in Texas serve that grade span. For example, a campus that serves early elementary (EE) through fourth grade only is labeled elementary; there are 171 campuses that serve only that grade span. A campus that serves grades five and six only is labeled middle school, and there are 145 such campuses statewide.

2015 Accountability System School Types
(8,646 Total Campuses)



		Highest Grade Level Served →														
		EE	PK	KG	1	2	3	4	5	6	7	8	9	10	11	12
Lowest Grade Level Served ↓	EE	7	71	52	48	66	53	171	1005	123	0	8	1	1	0	35
	PK		29	15	7	27	27	176	1128	187	7	68	5	2	1	135
	KG			1	4	18	18	135	624	127	8	55	5	6	5	64
	1				3	15	22	6	36	18	0	1	1	2	2	6
	2					1	21	12	20	6	0	0	0	1	3	13
	3						0	15	90	8	0	7	3	0	0	6
	4							2	57	38	0	8	1	0	3	9
	5								11	145	2	82	4	3	6	9
	6									36	9	1097	16	7	23	140
	7										5	261	19	16	25	130
	8											14	15	11	16	39
	9												60	33	22	1306
	10													14	6	38
11														20	26	
12															19	

Who is Rated?

Districts and campuses that have students enrolled in the fall of the 2014–15 school year are assigned a state accountability rating.

Districts

Beginning the first year they report fall enrollment, districts and charter operators are rated based on the aggregate results of their campuses. Districts without any students enrolled in the grades for which STAAR assessments are administered (3–12) are assigned the rating label of *Not Rated*.

State-administered school districts, including Texas School for the Blind and Visually Impaired, Texas School for the Deaf, Texas Juvenile Justice Department, and Windham School District are not assigned a state accountability rating.

Campuses

Beginning the first year they report fall enrollment, campuses, including AECs and open-enrollment charter schools, are rated based on the performance of their students. For the purposes of assigning accountability ratings, campuses that do not serve any of the grade levels for which the STAAR assessments are given are PAIRED with campuses in their district that serve students who take STAAR. (Please See *Chapter 6 – Other Accountability System Processes* for information on pairing.)

The following campuses are assigned the rating label of *Not Rated* in 2015:

- **Residential facilities:** For AECs identified as residential facilities, and AEA charter districts that operate only residential facilities, performance index results are reported, but a rating label is not assigned. Students enrolled in AECs and charter districts operating as residential facilities are excluded from accountability only if the student attribution codes are entered and submitted accurately during the fall 2014 Public Education Information Management System (PEIMS) submission. (Please see *Appendix G – Inclusion or Exclusion of Performance Data*.)
- **Campuses that close mid-year:** If data for an accountability index exists for a campus that closes mid-year, the data are included in the district's accountability rating. A campus that closes after the end of the school year is assigned a rating for that school year.
- **JJAEPs and DAEPs:** Attendance and performance data for students served in JJAEPs and DAEPs are reported to the students' home campuses, and the HOME CAMPUS is evaluated based on the results.
- **Campuses that have no students in the accountability subset:** Campuses that serve students in grades 3–12, but have no test results due to the accountability subset are not rated. This includes AECs with short-term student placements.
- **Charter campuses with no students in grades tested:** Open-enrollment charter schools without any students enrolled in the grades for which STAAR assessments are administered (3–12) are not rated.

Timeline for Ratings Release

Thursday, July 30, 2015: Data used to calculate the 2015 accountability ratings are released to districts and campuses through the TEA Secure Environment (TEASE) website. (Please see *Appendix E – TEASE Accountability*.)

Thursday, August 6, 2015: Accountability ratings are released to districts and campuses through the TEASE website.

Friday, August 7, 2015: Accountability ratings and distinction designations are released to the public on the TEA website.

Early November 2015: Final accountability ratings that reflect the outcome of any ratings appeals are released to the public on the TEA website.

TEA Data Integrity Activities

Accurate data is fundamental to accountability ratings. The system depends on the responsible collection and submission of assessment and PEIMS information by school districts and charter operators. Responsibility for the accuracy and quality of data used to determine campus and district ratings, therefore, rests with local authorities. Any appeal of an *Improvement Required* rating that are based on a district's submission of inaccurate data will be denied.

Because accurate and reliable data are the foundation of the accountability system, TEA has established several steps to protect the quality and integrity of the data and the accountability ratings that are based on that data.

- **Campus Number Tracking** Requests for campus number changes are approved in light of prior state accountability ratings. An *Improvement Required* rating for the same campus assigned two different campus numbers may be considered to be consecutive years of low ratings for accountability interventions and sanctions.
- **Data Validation Monitoring** The Performance-Based Monitoring (PBM) system is a comprehensive system designed to improve student performance and program effectiveness. The PBM system, like the state accountability system, is a data-driven system based on data submitted by districts; therefore, the integrity of districts' data is critical. The PBM system includes annual data validation analyses that examine districts' leaver and dropout data, student assessment data, and discipline data. Districts identified with potential data integrity concerns engage in a process to either validate the accuracy of its data or determine that erroneous data were submitted. This process is fundamental to the integrity of all the agency's evaluation systems. For more information, see the Data Validation Manuals on the PBM website at <http://tea.texas.gov/pbm/DVManuals.aspx>.
- **Test Security** As part of ongoing efforts to improve security measures surrounding the assessment program, TEA uses a comprehensive set of test security procedures designed to assure parents, students, and the public that test results are meaningful and valid. Among other measures, districts are required to implement seating charts during all administrations, conduct annual training for all testing personnel, and maintain test security materials for five years. Detailed information about test security policies for the state assessment program is available online at <http://tea.texas.gov/student.assessment/security/>.
- **Not Rated: Data Integrity Issues** This rating is used when the accuracy and/or integrity of performance results have been compromised, preventing the assignment of a rating. This label may be assigned temporarily pending an on-site investigation or may be the final rating for the year. It is not equivalent to an *Improvement Required* rating, though the commissioner of education has the authority to lower a rating, assign an *Improvement*

Required rating due to data quality issues, or consider the rating of *Improvement Required* for purposes of determining consecutive years of low ratings for accountability interventions and sanctions. All districts and campuses with a final rating label of *Not Rated: Data Integrity Issues* are automatically subject to desk audits the following year.

These steps can occur either before or after the ratings release, and sanctions can be imposed at any time. To the extent possible, ratings for the year are finalized when updated ratings are released following the resolution of appeals. A rating change resulting from an imposed sanction will stand as the final rating for the year.

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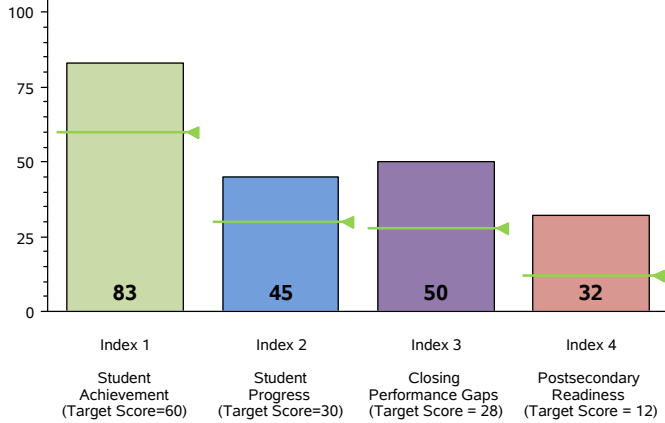
**Texas Education Agency
2014-15 School Report Card
ZAVALAEL (031903114)**

District Name: **HARLINGEN CISD**
Campus Type: **Elementary**

Total Students: **380**
Grade Span: **PK - 05**

2015 Performance Index

State accountability ratings are based on four performance indexes: Student Achievement, Student Progress, Closing Performance Gaps, and Postsecondary Readiness. The bar chart below illustrates the index scores for this campus. The target score required to meet each index's standard is indicated below the index description and as a line on each bar. In 2015, to receive the Met Standard or Met Alternative Standard accountability rating, districts and campuses must meet targets on three indexes: Index 1 or Index 2 and Index 3 and Index 4.



2015 Accountability Rating

Met Standard

For 2015 state accountability, campuses are rated as **Met Standard**, **Improvement Required** or **Not Rated**. The rating, **Met Alternative Standard**, is assigned to charters and alternative education campuses evaluated under alternative education accountability (AEA) provisions.

Distinction Designations

Reading/ELA	Science
Top 25% Student Progress	Top 25% Closing Perform Gaps
Postsecondary Readiness	

Campuses that receive a rating of **Met Standard** are eligible for seven distinction designations: **Academic Achievement in Reading/English Language Arts (ELA)**, **Academic Achievement in Mathematics**, **Academic Achievement in Science**, **Academic Achievement in Social Studies**, **Top 25%: Student Progress**, **Top 25%: Closing Performance Gaps**, and **Postsecondary Readiness**.

School and Student Information

This section provides demographic information about the campus, including attendance rates; enrollment percentages for various student groups; student mobility rates; and class size averages at the campus, district, and state level, where applicable.

	Campus	District	State
Attendance Rate (2013-14)	96.9%	95.9%	95.9%
Enrollment by Race/Ethnicity			
African American	0.0%	0.5%	12.6%
Hispanic	97.9%	91.5%	52.0%
White	2.1%	7.2%	28.9%
American Indian	0.0%	0.1%	0.4%
Asian	0.0%	0.5%	3.9%
Pacific Islander	0.0%	0.0%	0.1%
Two or More Races	0.0%	0.2%	2.0%
Enrollment by Student Group			
Economically Disadvantaged	95.0%	73.7%	58.8%
English Language Learners	29.7%	14.4%	18.2%
Special Education	8.4%	8.6%	8.5%
Mobility Rate (2013-14)	24.1%	21.7%	16.9%

	Campus	District	State
Class Size Averages by Grade or Subject			
Elementary			
Grade 1	19.0	19.2	19.3
Grade 3	13.0	17.9	19.1
Grade 4	18.5	18.2	19.1

School Financial Information (2013-14)

Various financial indicators are reported for the campus, district, and state, where applicable, based on actual data from the prior year. For more information, see <http://tea.texas.gov/financialstandardreports/>.

	Campus	District	State
Instructional Staff Percent	n/a	60.3%	64.6%
Instructional Expenditure Ratio	n/a	62.2%	63.7%

	Campus	District	State
Expenditures per Student			
Total Operating Expenditures	\$7,355	\$9,057	\$8,692
Instruction	\$4,822	\$5,076	\$4,956
Instructional Leadership	\$164	\$222	\$129
School Leadership	\$671	\$555	\$503

		State	District	All Students	African American	Hispanic	White	American Indian	Asian	Pacific Islander	Two or More Races	Econ Disadv
STAAR Percent at Phase-in Satisfactory Standard or Above (Sum of All Grades Tested)												
All Subjects	2015	77%	73%	83%	-	84%	*	-	-	-	-	83%
Reading	2015	77%	73%	83%	-	85%	*	-	-	-	-	83%
Writing	2015	72%	72%	75%	-	75%	-	-	-	-	-	76%
Science	2015	78%	75%	91%	-	91%	-	-	-	-	-	91%
STAAR Percent at Postsecondary Readiness Standard (Sum of All Grades Tested)												
Two or More Subjects	2015	41%	33%	31%	-	32%	*	-	-	-	-	31%
Reading	2015	46%	38%	40%	-	41%	*	-	-	-	-	39%
Writing	2015	34%	29%	38%	-	38%	-	-	-	-	-	35%
Science	2015	44%	37%	47%	-	47%	-	-	-	-	-	48%
STAAR Percent at Advanced Standard (Sum of All Grades Tested)												
All Subjects	2015	16%	11%	17%	-	17%	*	-	-	-	-	17%
Reading	2015	17%	12%	20%	-	20%	*	-	-	-	-	20%
Writing	2015	9%	5%	14%	-	14%	-	-	-	-	-	15%
Science	2015	16%	10%	13%	-	13%	-	-	-	-	-	14%
STAAR Percent Met or Exceeded Progress												
All Subjects	2015	57%	52%	66%	-	66%	-	-	-	-	-	66%
Reading	2015	59%	56%	63%	-	63%	-	-	-	-	-	63%
Writing	2015	56%	49%	*	-	*	-	-	-	-	-	*
STAAR Percent Exceeded Progress												
All Subjects	2015	15%	13%	19%	-	19%	-	-	-	-	-	18%
Reading	2015	16%	15%	19%	-	19%	-	-	-	-	-	18%
Writing	2015	7%	4%	*	-	*	-	-	-	-	-	*
Progress of Prior Year STAAR Failers: Percent of Failers Passing STAAR (Sum of Grades 4-8)												
Reading	2015	39%	42%	52%	-	52%	-	-	-	-	-	52%
	2014	45%	47%	63%	-	63%	-	-	-	-	-	62%
Students Success Initiative												
Grade 5												
Students Meeting Phase-in 1 Level II Standard on First STAAR Administration												
Reading	2015	75%	74%	78%	-	78%	-	-	-	-	-	77%
Students Requiring Accelerated Instruction												
Reading	2015	25%	26%	22%	-	22%	-	-	-	-	-	23%
STAAR Cumulative Met Standard												
Reading	2015	84%	83%	84%	-	84%	-	-	-	-	-	83%
STAAR Failers Promoted by Grade Placement Committee												
Reading	2014	92%	95%	*	-	*	-	-	-	-	-	*

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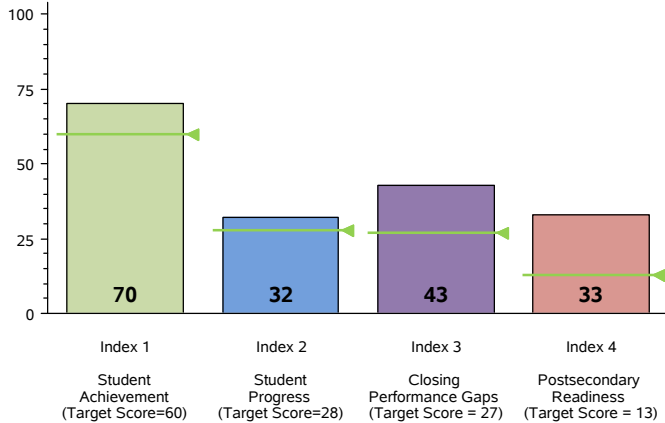
**Texas Education Agency
2014-15 School Report Card
MEMORIAL MIDDLE (031903042)**

District Name: **HARLINGEN CISD**
Campus Type: **Middle School**

Total Students: **856**
Grade Span: **06 - 08**

2015 Performance Index

State accountability ratings are based on four performance indexes: Student Achievement, Student Progress, Closing Performance Gaps, and Postsecondary Readiness. The bar chart below illustrates the index scores for this campus. The target score required to meet each index's standard is indicated below the index description and as a line on each bar. In 2015, to receive the Met Standard or Met Alternative Standard accountability rating, districts and campuses must meet targets on three indexes: Index 1 **or** Index 2 **and** Index 3 **and** Index 4.



2015 Accountability Rating

Met Standard

For 2015 state accountability, campuses are rated as **Met Standard**, **Improvement Required** or **Not Rated**. The rating, **Met Alternative Standard**, is assigned to charters and alternative education campuses evaluated under alternative education accountability (AEA) provisions.

Distinction Designations

Science

Top 25% Closing Perform Gaps

Campuses that receive a rating of **Met Standard** are eligible for seven distinction designations: **Academic Achievement in Reading/English Language Arts (ELA)**, **Academic Achievement in Mathematics**, **Academic Achievement in Science**, **Academic Achievement in Social Studies**, **Top 25%: Student Progress**, **Top 25%: Closing Performance Gaps**, and **Postsecondary Readiness**.

School and Student Information

This section provides demographic information about the campus, including attendance rates; enrollment percentages for various student groups; student mobility rates; and class size averages at the campus, district, and state level, where applicable.

	Campus	District	State
Attendance Rate (2013-14)	95.3%	95.9%	95.9%

Enrollment by Race/Ethnicity

	Campus	District	State
African American	0.5%	0.5%	12.6%
Hispanic	93.5%	91.5%	52.0%
White	5.5%	7.2%	28.9%
American Indian	0.2%	0.1%	0.4%
Asian	0.2%	0.5%	3.9%
Pacific Islander	0.0%	0.0%	0.1%
Two or More Races	0.1%	0.2%	2.0%

Enrollment by Student Group

	Campus	District	State
Economically Disadvantaged	79.9%	73.7%	58.8%
English Language Learners	4.4%	14.4%	18.2%
Special Education	12.0%	8.6%	8.5%

	Campus	District	State
Mobility Rate (2013-14)	14.0%	21.7%	16.9%

	Campus	District	State
Class Size Averages by Grade or Subject			

Elementary

Grade 6	23.8	21.4	20.3
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Secondary

English/Language Arts	19.3	16.4	17.2
Foreign Languages	22.8	17.8	18.9
Mathematics	22.0	18.8	18.1
Science	22.8	18.1	19.1
Social Studies	22.8	20.0	19.6

School Financial Information (2013-14)

Various financial indicators are reported for the campus, district, and state, where applicable, based on actual data from the prior year. For more information, see <http://tea.texas.gov/financialstandardreports/>.

	Campus	District	State
Instructional Staff Percent	n/a	60.3%	64.6%
Instructional Expenditure Ratio	n/a	62.2%	63.7%

	Campus	District	State
Expenditures per Student			
Total Operating Expenditures	\$7,624	\$9,057	\$8,692
Instruction	\$5,025	\$5,076	\$4,956
Instructional Leadership	\$230	\$222	\$129
School Leadership	\$526	\$555	\$503

		State	District	All Students	African American	Hispanic	White	American Indian	Asian	Pacific Islander	Two or More Races	Econ Disadv
STAAR Percent at Phase-in Satisfactory Standard or Above (Sum of All Grades Tested)												
All Subjects	2015	77%	73%	70%	*	69%	87%	*	*	-	-	66%
Reading	2015	77%	73%	73%	*	72%	90%	*	*	-	-	69%
Mathematics	2015	81%	70%	98%	-	97%	100%	-	-	-	-	98%
Writing	2015	72%	72%	71%	-	71%	69%	*	-	-	-	67%
Science	2015	78%	75%	67%	*	65%	100%	-	-	-	-	60%
Social Studies	2015	78%	72%	57%	*	56%	73%	-	-	-	-	51%
STAAR Percent at Postsecondary Readiness Standard (Sum of All Grades Tested)												
Two or More Subjects	2015	41%	33%	28%	*	27%	45%	*	*	-	-	23%
Reading	2015	46%	38%	29%	*	28%	48%	*	*	-	-	25%
Mathematics	2015	48%	38%	85%	-	85%	89%	-	-	-	-	86%
Writing	2015	34%	29%	33%	-	33%	*	*	-	-	-	29%
Science	2015	44%	37%	35%	*	35%	47%	-	-	-	-	30%
Social Studies	2015	44%	34%	18%	*	16%	40%	-	-	-	-	14%
STAAR Percent at Advanced Standard (Sum of All Grades Tested)												
All Subjects	2015	16%	11%	11%	*	11%	15%	*	*	-	-	8%
Reading	2015	17%	12%	11%	*	10%	18%	*	*	-	-	9%
Mathematics	2015	20%	13%	44%	-	47%	*	-	-	-	-	43%
Writing	2015	9%	5%	4%	-	5%	*	*	-	-	-	*
Science	2015	16%	10%	13%	*	12%	*	-	-	-	-	9%
Social Studies	2015	19%	12%	5%	*	5%	*	-	-	-	-	5%
STAAR Percent Met or Exceeded Progress												
All Subjects	2015	57%	52%	55%	*	55%	50%	*	*	-	-	53%
Reading	2015	59%	56%	52%	*	52%	55%	*	*	-	-	52%
Mathematics	2015	47%	35%	78%	-	81%	*	-	-	-	-	78%
Writing	2015	56%	49%	55%	-	56%	*	*	-	-	-	53%
STAAR Percent Exceeded Progress												
All Subjects	2015	15%	13%	13%	*	13%	16%	*	*	-	-	13%
Reading	2015	16%	15%	14%	*	13%	21%	*	*	-	-	14%
Mathematics	2015	19%	13%	34%	-	36%	*	-	-	-	-	30%
Writing	2015	7%	4%	5%	-	5%	*	*	-	-	-	5%
Progress of Prior Year STAAR Failers: Percent of Failers Passing STAAR (Sum of Grades 4-8)												
Reading	2015	39%	42%	37%	*	36%	*	-	-	-	-	35%
	2014	45%	47%	42%	-	41%	*	-	-	-	*	40%

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'n/a' Indicates data reporting is not applicable for this group.

		State	District	All Students	African American	Hispanic	White	American Indian	Asian	Pacific Islander	Two or More Races	Econ Disadv
Students Success Initiative												
Grade 5												
STAAR Met Standard (Failed in Previous Year) Promoted to Grade 6												
Reading	2015	14%	16%	20%	-	20%	-	-	-	-	-	*
Grade 8												
Students Meeting Phase-in 1 Level II Standard on First STAAR Administration												
Reading	2015	76%	73%	65%	*	63%	93%	-	-	-	-	59%
Students Requiring Accelerated Instruction												
Reading	2015	24%	27%	35%	*	37%	*	-	-	-	-	41%
STAAR Cumulative Met Standard												
Reading	2015	85%	81%	78%	*	77%	93%	-	-	-	-	74%
STAAR Failers Promoted by Grade Placement Committee												
Reading	2014	95%	98%	96%	-	96%	-	-	-	-	-	95%

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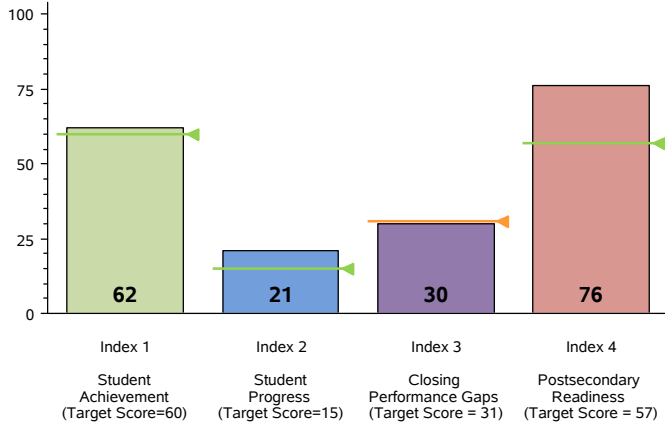
**Texas Education Agency
2014-15 School Report Card
HARLINGEN H S (031903001)**

District Name: **HARLINGEN CISD**
Campus Type: **High School**

Total Students: **2,013**
Grade Span: **09 - 12**

2015 Performance Index

State accountability ratings are based on four performance indexes: Student Achievement, Student Progress, Closing Performance Gaps, and Postsecondary Readiness. The bar chart below illustrates the index scores for this campus. The target score required to meet each index's standard is indicated below the index description and as a line on each bar. In 2015, to receive the Met Standard or Met Alternative Standard accountability rating, districts and campuses must meet targets on three indexes: Index 1 **or** Index 2 **and** Index 3 **and** Index 4.



2015 Accountability Rating

Improvement Required

For 2015 state accountability, campuses are rated as **Met Standard**, **Improvement Required** or **Not Rated**. The rating, **Met Alternative Standard**, is assigned to charters and alternative education campuses evaluated under alternative education accountability (AEA) provisions.

School and Student Information

This section provides demographic information about the campus, including attendance rates; enrollment percentages for various student groups; student mobility rates; and class size averages at the campus, district, and state level, where applicable.

	Campus	District	State
Attendance Rate (2013-14)	94.5%	95.9%	95.9%
Enrollment by Race/Ethnicity			
African American	0.7%	0.5%	12.6%
Hispanic	91.5%	91.5%	52.0%
White	7.0%	7.2%	28.9%
American Indian	0.1%	0.1%	0.4%
Asian	0.5%	0.5%	3.9%
Pacific Islander	0.0%	0.0%	0.1%
Two or More Races	0.1%	0.2%	2.0%
Enrollment by Student Group			
Economically Disadvantaged	65.9%	73.7%	58.8%
English Language Learners	4.3%	14.4%	18.2%
Special Education	9.5%	8.6%	8.5%
Mobility Rate (2013-14)	14.9%	21.7%	16.9%

	Campus	District	State
Class Size Averages by Grade or Subject			
Secondary			
English/Language Arts	18.7	16.4	17.2
Foreign Languages	20.3	17.8	18.9
Mathematics	21.0	18.8	18.1
Science	21.0	18.1	19.1
Social Studies	22.7	20.0	19.6

School Financial Information (2013-14)

Various financial indicators are reported for the campus, district, and state, where applicable, based on actual data from the prior year. For more information, see <http://tea.texas.gov/financialstandardreports/>.

	Campus	District	State
Instructional Staff Percent	n/a	60.3%	64.6%
Instructional Expenditure Ratio	n/a	62.2%	63.7%

	Campus	District	State
Expenditures per Student			
Total Operating Expenditures	\$8,624	\$9,057	\$8,692
Instruction	\$5,208	\$5,076	\$4,956
Instructional Leadership	\$187	\$222	\$129
School Leadership	\$557	\$555	\$503

		State	District	All Students	African American	Hispanic	White	American Indian	Asian	Pacific Islander	Two or More Races	Econ Disadv
STAAR Percent at Phase-in Satisfactory Standard or Above (Sum of All Grades Tested)												
All Subjects	2015	77%	73%	62%	70%	61%	75%	*	80%	-	-	58%
Reading	2015	77%	73%	57%	60%	56%	68%	-	86%	-	-	54%
Mathematics	2015	81%	70%	43%	*	42%	*	-	-	-	-	43%
Science	2015	78%	75%	54%	*	53%	*	-	-	-	-	50%
Social Studies	2015	78%	72%	82%	100%	81%	92%	*	*	-	-	80%
STAAR Percent at Postsecondary Readiness Standard (Sum of All Grades Tested)												
Two or More Subjects	2015	41%	33%	36%	*	35%	56%	*	71%	-	-	30%
Reading	2015	46%	38%	29%	*	28%	46%	-	*	-	-	23%
Mathematics	2015	48%	38%	*	-	*	-	-	-	-	-	*
Science	2015	44%	37%	*	*	*	*	-	-	-	-	*
Social Studies	2015	44%	34%	44%	*	43%	66%	*	*	-	-	39%
STAAR Percent at Advanced Standard (Sum of All Grades Tested)												
All Subjects	2015	16%	11%	4%	*	3%	14%	*	*	-	-	2%
Reading	2015	17%	12%	1%	*	1%	*	-	*	-	-	*
Mathematics	2015	20%	13%	*	*	*	*	-	-	-	-	*
Science	2015	16%	10%	*	*	*	*	-	-	-	-	*
Social Studies	2015	19%	12%	12%	*	11%	34%	*	*	-	-	9%
STAAR Percent Met or Exceeded Progress												
All Subjects	2015	57%	52%	*	*	*	*	-	*	-	-	*
Reading	2015	59%	56%	*	*	*	*	-	*	-	-	*
Mathematics	2015	47%	35%	*	-	*	*	-	-	-	-	*
STAAR Percent Exceeded Progress												
All Subjects	2015	15%	13%	*	*	*	*	-	*	-	-	*
Reading	2015	16%	15%	*	*	*	*	-	*	-	-	*
Mathematics	2015	19%	13%	*	-	*	*	-	-	-	-	*

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'-' Indicates zero observations reported for this group.

'*' Indicates results are masked due to small numbers to protect student confidentiality.

'n/a' Indicates data reporting is not applicable for this group.

	State	District	All Students	African American	Hispanic	White	American Indian	Asian	Pacific Islander	Two or More Races	Econ Disadv
Annual Dropout Rate (Gr 9-12)											
2013-14	2.2%	1.8%	2.0%	0.0%	2.0%	1.3%	*	0.0%	*	*	2.3%
2012-13	2.2%	2.6%	1.8%	0.0%	1.8%	1.5%	*	0.0%	*	0.0%	1.7%
4-Year Longitudinal Rate (Gr 9-12)											
Class of 2014											
Graduated	88.3%	86.3%	89.5%	80.0%	89.1%	95.8%	-	*	*	-	87.3%
Received GED	0.8%	0.9%	0.7%	0.0%	0.8%	0.0%	-	*	*	-	1.0%
Continued HS	4.3%	6.5%	4.3%	20.0%	4.3%	2.1%	-	*	*	-	5.0%
Dropped Out	6.6%	6.3%	5.6%	0.0%	5.8%	2.1%	-	*	*	-	6.7%
Graduates and GED	89.1%	87.2%	90.1%	80.0%	89.8%	95.8%	-	*	*	-	88.2%
Grads, GED, & Cont	93.4%	93.7%	94.4%	100.0%	94.2%	97.9%	-	*	*	-	93.3%
Class of 2013											
Graduated	88.0%	88.3%	90.6%	*	91.1%	85.7%	*	*	-	*	90.6%
Received GED	0.8%	1.6%	1.2%	*	1.3%	0.0%	*	*	-	*	1.4%
Continued HS	4.6%	4.6%	3.0%	*	2.8%	5.4%	*	*	-	*	2.7%
Dropped Out	6.6%	5.6%	5.3%	*	4.8%	8.9%	*	*	-	*	5.3%
Graduates and GED	88.9%	89.9%	91.7%	*	92.4%	85.7%	*	*	-	*	92.0%
Grads, GED, & Cont	93.4%	94.4%	94.7%	*	95.2%	91.1%	*	*	-	*	94.7%
5-Year Extended Longitudinal Rate (Gr 9-12)											
Class of 2013											
Graduated	90.4%	89.8%	91.4%	*	91.9%	87.5%	*	*	-	*	91.5%
Received GED	1.1%	2.2%	1.8%	*	2.0%	0.0%	*	*	-	*	1.9%
Continued HS	1.3%	2.1%	1.5%	*	1.3%	3.6%	*	*	-	*	1.0%
Dropped Out	7.2%	5.9%	5.3%	*	4.8%	8.9%	*	*	-	*	5.6%
Graduates and GED	91.5%	92.0%	93.2%	*	93.9%	87.5%	*	*	-	*	93.5%
Grads, GED, & Cont	92.8%	94.1%	94.7%	*	95.2%	91.1%	*	*	-	*	94.4%
Class of 2012											
Graduated	90.4%	90.3%	91.3%	*	91.2%	92.2%	*	*	-	-	92.4%
Received GED	1.2%	2.5%	2.6%	*	2.5%	3.9%	*	*	-	-	1.7%
Continued HS	1.3%	0.9%	0.4%	*	0.4%	0.0%	*	*	-	-	0.3%
Dropped Out	7.1%	6.3%	5.7%	*	6.0%	3.9%	*	*	-	-	5.6%
Graduates and GED	91.6%	92.8%	93.9%	*	93.6%	96.1%	*	*	-	-	94.1%
Grads, GED, & Cont	92.9%	93.7%	94.3%	*	94.0%	96.1%	*	*	-	-	94.4%
RHSP/DAP Graduates (Longitudinal Rate)											
Class of 2014	85.5%	88.0%	88.0%	*	87.3%	95.7%	-	*	-	-	85.2%
Class of 2013	83.5%	89.2%	89.8%	*	89.0%	97.9%	*	*	-	*	86.9%
SAT/ACT Results											
Tested											
Class of 2014	66.3%	61.1%	58.8%	80.0%	55.2%	91.7%	-	*	-	-	49.6%
Class of 2013	63.8%	58.8%	61.5%	*	58.2%	95.8%	*	*	-	*	56.6%
At/Above Criterion											
Class of 2014	25.1%	14.4%	14.0%	*	9.9%	38.6%	-	*	-	-	8.6%
Class of 2013	25.4%	11.9%	8.6%	*	7.1%	15.2%	*	*	-	*	4.6%
Average SAT Score											
Class of 2014	1417	1334	1333	*	1303	1502	-	*	-	-	1279
Class of 2013	1422	1338	1304	*	1290	1376	*	*	-	*	1257
Average ACT Score											
Class of 2014	20.6	18.7	18.1	*	17.9	20.3	-	*	-	-	17.2
Class of 2013	20.6	18.1	17.7	-	17.3	19.5	*	*	-	*	16.9

'?' Indicates that the data for this item were statistically improbable, or were reported outside a reasonable range.

'-' Indicates zero observations reported for this group.

'*' Indicates results are masked due to small numbers to protect student confidentiality.

'n/a' Indicates data reporting is not applicable for this group.

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[Vernon's Texas Statutes and Codes Annotated](#)

[Education Code \(Refs & Annos\)](#)

[Title 2. Public Education \(Refs & Annos\)](#)

[Subtitle H. Public School System Accountability](#)

[Chapter 39. Public School System Accountability \(Refs & Annos\)](#)

[Subchapter C. Accreditation \(Refs & Annos\)](#)

V.T.C.A., Education Code § 39.053

§ 39.053. Performance Indicators: Achievement

Effective: June 19, 2015

[Currentness](#)

(a) The commissioner shall adopt a set of indicators of the quality of learning and achievement. The commissioner biennially shall review the indicators for the consideration of appropriate revisions.

(a-1) The indicators adopted by the commissioner under Subsection (a), including the indicators identified under Subsection (c), must measure and evaluate school districts and campuses with respect to:

(1) improving student preparedness for success in:

(A) subsequent grade levels; and

(B) entering the workforce, the military, or postsecondary education;

(2) reducing, with the goal of eliminating, student academic achievement differentials among students from different racial and ethnic groups and socioeconomic backgrounds; and

(3) informing parents and the community regarding campus and district performance in the domains described by Subsection (c) and, for the domain described by Subsection (c)(5), in accordance with local priorities and preferences.

(b) Performance on the achievement indicators adopted under Subsections (c)(1)-(4) shall be compared to state-established standards. The indicators must be based on information that is disaggregated by race, ethnicity, and socioeconomic status.

(c) School districts and campuses must be evaluated based on five domains of indicators of achievement adopted under this section that include:

(1) in the first domain, the results of:

(A) assessment instruments required under [Sections 39.023\(a\), \(c\), and \(l\)](#), including the results of assessment instruments required for graduation retaken by a student, aggregated across grade levels by subject area, including:

(i) for the performance standard determined by the commissioner under [Section 39.0241\(a\)](#), the percentage of students who performed satisfactorily on the assessment instruments, aggregated across grade levels by subject area; and

(ii) for the college readiness performance standard as determined under [Section 39.0241](#), the percentage of students who performed satisfactorily on the assessment instruments, aggregated across grade levels by subject area; and

(B) assessment instruments required under [Section 39.023\(b\)](#), aggregated across grade levels by subject area, including the percentage of students who performed satisfactorily on the assessment instruments, as determined by the performance standard adopted by the agency, aggregated across grade levels by subject area;

(2) in the second domain:

(A) for assessment instruments under Subdivision (1)(A):

(i) for the performance standard determined by the commissioner under [Section 39.0241\(a\)](#), the percentage of students who met the standard for annual improvement on the assessment instruments, as determined by the commissioner by rule or by the method for measuring annual improvement under [Section 39.034](#), aggregated across grade levels by subject area; and

(ii) for the college readiness performance standard as determined under [Section 39.0241](#), the percentage of students who met the standard for annual improvement on the assessment instruments, as determined by the commissioner by rule or by the method for measuring annual improvement under [Section 39.034](#), aggregated across grade levels by subject area; and

(B) for assessment instruments under Subdivision (1)(B), the percentage of students who met the standard for annual

improvement on the assessment instruments, as determined by the commissioner by rule or by the method for measuring annual improvement under [Section 39.034](#), aggregated across grade levels by subject area;

(3) in the third domain, the student academic achievement differentials among students from different racial and ethnic groups and socioeconomic backgrounds;

(4) in the fourth domain:

(A) for evaluating the performance of high school campuses and districts that include high school campuses:

(i) dropout rates, including dropout rates and district completion rates for grade levels 9 through 12, computed in accordance with standards and definitions adopted by the National Center for Education Statistics of the United States Department of Education;

(ii) high school graduation rates, computed in accordance with standards and definitions adopted in compliance with the No Child Left Behind Act of 2001 ([20 U.S.C. Section 6301 et seq.](#));

(iii) the percentage of students who successfully completed the curriculum requirements for the distinguished level of achievement under the foundation high school program;

(iv) the percentage of students who successfully completed the curriculum requirements for an endorsement under [Section 28.025\(c-1\)](#);

(v) the percentage of students who completed a coherent sequence of career and technical courses;

(vi) the percentage of students who satisfy the Texas Success Initiative (TSI) college readiness benchmarks prescribed by the Texas Higher Education Coordinating Board under [Section 51.3062\(f\)](#) on an assessment instrument in reading, writing, or mathematics designated by the Texas Higher Education Coordinating Board under [Section 51.3062\(c\)](#);

(vii) the percentage of students who earn at least 12 hours of postsecondary credit required for the foundation high school program under [Section 28.025](#) or to earn an endorsement under [Section 28.025\(c-1\)](#);

(viii) the percentage of students who have completed an advanced placement course;

(ix) the percentage of students who enlist in the armed forces of the United States; and

(x) the percentage of students who earn an industry certification;

(B) for evaluating the performance of middle and junior high school and elementary school campuses and districts that include those campuses:

(i) student attendance; and

(ii) for middle and junior high school campuses:

(a) dropout rates, computed in the manner described by Paragraph (A)(i); and

(b) the percentage of students in grades seven and eight who receive instruction in preparing for high school, college, and a career that includes information regarding the creation of a high school personal graduation plan under [Section 28.02121](#), the distinguished level of achievement described by [Section 28.025\(b-15\)](#), each endorsement described by [Section 28.025\(c-1\)](#), college readiness standards, and potential career choices and the education needed to enter those careers; and

(C) any additional indicators of student achievement not associated with performance on standardized assessment instruments determined appropriate for consideration by the commissioner in consultation with educators, parents, business and industry representatives, and employers; and

(5) in the fifth domain, three programs or specific categories of performance related to community and student engagement locally selected and evaluated as provided by [Section 39.0546](#).

(c-1) An indicator adopted under Subsection (c) that would measure improvements in student achievement cannot negatively affect the commissioner's review of a school district or campus if that district or campus is already achieving at the highest level for that indicator.

(c-2) The commissioner by rule shall determine a method by which a student's performance may be included in determining the performance rating of a school district or campus under [Section 39.054](#) if, before the student graduates, the student:

(1) satisfies the Texas Success Initiative (TSI) college readiness benchmarks prescribed by the Texas Higher Education Coordinating Board under [Section 51.3062\(f\)](#) on an assessment instrument designated by the Texas Higher Education Coordinating Board under [Section 51.3062\(c\)](#); or

(2) performs satisfactorily on an assessment instrument under [Section 39.023\(c\)](#), notwithstanding Subsection (d).

(d) For purposes of Subsection (c), the commissioner by rule shall determine the period within which a student must retake an assessment instrument for that assessment instrument to be considered in determining the performance rating of the district under [Section 39.054](#).

(d-1) In aggregating results of assessment instruments across grade levels by subject in accordance with Subsection (c)(1), the performance of a student enrolled below the high school level on an assessment instrument required under [Section 39.023\(c\)](#) is included with results relating to other students enrolled at the same grade level.

(e) Repealed by [Acts 2015, 84th Leg., ch. 1094](#) (H.B. 2804), § 22.

(f) Annually, the commissioner shall define the state standard for the current school year for each achievement indicator described by Subsections (c)(1)-(4) and shall project the state standards for each indicator for the following two school years. The commissioner shall periodically raise the state standards for the college readiness achievement indicator described by Subsection (c)(1)(A)(ii) for accreditation as necessary to reach the goals of achieving, by not later than the 2019-2020 school year:

(1) student performance in this state, disaggregated by race, ethnicity, and socioeconomic status, that ranks nationally in the top 10 states in terms of college readiness; and

(2) student performance with no significant achievement gaps by race, ethnicity, and socioeconomic status.

(g) In defining the required state standard for the dropout rate indicator described by Subsections (c)(4)(A)(i) and (B)(ii)(a), the commissioner may not consider as a dropout a student whose failure to attend school results from:

(1) the student's expulsion under [Section 37.007](#); and

(2) as applicable:

(A) adjudication as having engaged in delinquent conduct or conduct indicating a need for supervision, as defined by [Section 51.03, Family Code](#); or

(B) conviction of and sentencing for an offense under the Penal Code.

(g-1) In computing dropout and completion rates under Subsections (c)(4)(A)(i) and (B)(ii)(a) , the commissioner shall exclude:

(1) students who are ordered by a court to attend a high school equivalency certificate program but who have not yet earned a high school equivalency certificate;

(2) students who were previously reported to the state as dropouts, including a student who is reported as a dropout, reenrolls, and drops out again, regardless of the number of times of reenrollment and dropping out;

(3) students in attendance who are not in membership for purposes of average daily attendance;

(4) students whose initial enrollment in a school in the United States in grades 7 through 12 was as unschooled refugees or asylees as defined by [Section 39.027\(a-1\)](#);

(5) students who are in the district exclusively as a function of having been detained at a county detention facility but are otherwise not students of the district in which the facility is located; and

(6) students who are incarcerated in state jails and federal penitentiaries as adults and as persons certified to stand trial as adults.

(g-2) In computing completion rates under Subsection (c)(2), the commissioner shall exclude students who:

(1) are at least 18 years of age as of September 1 of the school year as reported for the fall semester Public Education Information Management System (PEIMS) submission and have satisfied the credit requirements for high school graduation;

(2) have not completed their individualized education program under [19 T.A.C. Section 89.1070\(b\)\(2\)](#) and the Individuals with Disabilities Education Act ([20 U.S.C. Section 1400 et seq.](#)); and

(3) are enrolled and receiving individualized education program services.

(h) Each school district shall cooperate with the agency in determining whether a student is a dropout for purposes of accreditation and evaluating performance by school districts and campuses under this chapter.

(i) The commissioner by rule shall adopt accountability measures to be used in assessing the progress of students who have failed to perform satisfactorily as determined by the commissioner under [Section 39.0241\(a\)](#) or under the college readiness standard as determined under Section 39.0241 in the preceding school year on an assessment instrument required under [Section 39.023\(a\), \(c\), or \(l\)](#).

Credits

Added by [Acts 1995, 74th Leg., ch. 260, § 1, eff. May 30, 1995](#). Amended by [Acts 1997, 75th Leg., ch. 767, § 6, eff. Sept. 1, 1997](#); [Acts 1999, 76th Leg., ch. 396, § 2.20, eff. Sept. 1, 1999](#); [Acts 1999, 76th Leg., ch. 397, § 7, eff. Sept. 1, 1999](#); [Acts 1999, 76th Leg., ch. 1422, § 3, eff. Sept. 1, 1999](#); [Acts 2001, 77th Leg., ch. 8, § 3, eff. April 11, 2001](#); [Acts 2001, 77th Leg., ch. 725, §§ 4, 5, eff. June 13, 2001](#); [Acts 2001, 77th Leg., ch. 834, § 10, eff. Sept. 1, 2001](#); [Acts 2001, 77th Leg., ch. 1420, §§ 4.007, 4.008, eff. Sept. 1, 2001](#); [Acts 2003, 78th Leg., ch. 201, § 26, eff. Sept. 1, 2003](#); [Acts 2003, 78th Leg., ch. 433, § 2, eff. June 20, 2003](#); [Acts 2003, 78th Leg., ch. 805, § 1, eff. Sept. 1, 2003](#); [Acts 2006, 79th Leg., 3rd C.S., ch. 5, §§ 3.10, 3.11, eff. May 26, 2006](#); [Acts 2007, 80th Leg., ch. 1312, § 15, eff. Sept. 1, 2007](#); [Acts 2007, 80th Leg., ch. 1340, § 5, eff. June 15, 2007](#). Redesignated from V.T.C.A., Education Code § 39.051 and amended by [Acts 2009, 81st Leg., ch. 895, § 59, eff. June 19, 2009](#). Amended by [Acts 2011, 82nd Leg., ch. 307 \(H.B. 2135\), § 5, eff. June 17, 2011](#); [Acts 2013, 83rd Leg., ch. 211 \(H.B. 5\), §§ 42\(a\), 43\(a\), eff. June 10, 2013](#); [Acts 2015, 84th Leg., ch. 1094 \(H.B. 2804\), §§ 1, 2, 22, eff. June 19, 2015](#); [Acts 2015, 84th Leg., ch. 1222 \(S.B. 1867\), § 1, eff. June 19, 2015](#).

Notes of Decisions (3)

V. T. C. A., Education Code § 39.053, TX EDUC § 39.053
Current through the end of the 2015 Regular Session of the 84th Legislature

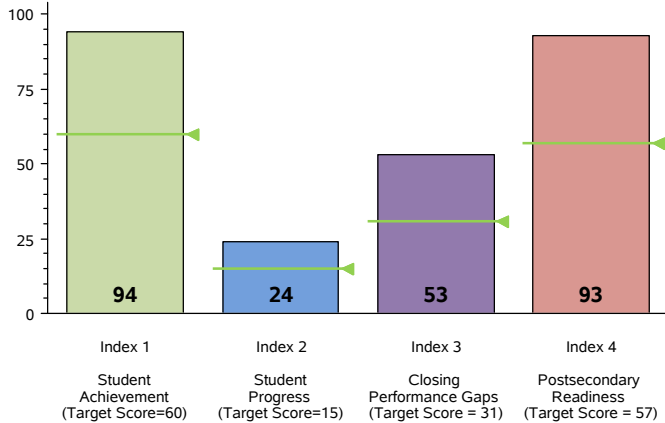
**Texas Education Agency
2014-15 School Report Card
EARLY COLLEGE H S (031903005)**

District Name: **HARLINGEN CISD**
Campus Type: **High School**

Total Students: **320**
Grade Span: **09 - 12**

2015 Performance Index

State accountability ratings are based on four performance indexes: Student Achievement, Student Progress, Closing Performance Gaps, and Postsecondary Readiness. The bar chart below illustrates the index scores for this campus. The target score required to meet each index's standard is indicated below the index description and as a line on each bar. In 2015, to receive the Met Standard or Met Alternative Standard accountability rating, districts and campuses must meet targets on three indexes: Index 1 **or** Index 2 **and** Index 3 **and** Index 4.



2015 Accountability Rating

Met Standard

For 2015 state accountability, campuses are rated as **Met Standard**, **Improvement Required** or **Not Rated**. The rating, **Met Alternative Standard**, is assigned to charters and alternative education campuses evaluated under alternative education accountability (AEA) provisions.

Distinction Designations

Reading/ELA	Mathematics
Science	Social Studies
Top 25% Closing Perform Gaps	Postsecondary Readiness

Campuses that receive a rating of **Met Standard** are eligible for seven distinction designations: **Academic Achievement in Reading/English Language Arts (ELA)**, **Academic Achievement in Mathematics**, **Academic Achievement in Science**, **Academic Achievement in Social Studies**, **Top 25%: Student Progress**, **Top 25%: Closing Performance Gaps**, and **Postsecondary Readiness**.

School and Student Information

This section provides demographic information about the campus, including attendance rates; enrollment percentages for various student groups; student mobility rates; and class size averages at the campus, district, and state level, where applicable.

	Campus	District	State
Attendance Rate (2013-14)	97.3%	95.9%	95.9%

Enrollment by Race/Ethnicity

	Campus	District	State
African American	0.9%	0.5%	12.6%
Hispanic	85.6%	91.5%	52.0%
White	12.2%	7.2%	28.9%
American Indian	0.0%	0.1%	0.4%
Asian	0.3%	0.5%	3.9%
Pacific Islander	0.0%	0.0%	0.1%
Two or More Races	0.9%	0.2%	2.0%

Enrollment by Student Group

	Campus	District	State
Economically Disadvantaged	52.5%	73.7%	58.8%
English Language Learners	0.9%	14.4%	18.2%
Special Education	1.6%	8.6%	8.5%

	Campus	District	State
Mobility Rate (2013-14)	3.2%	21.7%	16.9%

	Campus	District	State
Class Size Averages by Grade or Subject			

Secondary

English/Language Arts	18.6	16.4	17.2
Foreign Languages	12.2	17.8	18.9
Mathematics	17.0	18.8	18.1
Science	18.3	18.1	19.1
Social Studies	18.6	20.0	19.6

School Financial Information (2013-14)

Various financial indicators are reported for the campus, district, and state, where applicable, based on actual data from the prior year. For more information, see <http://tea.texas.gov/financialstandardreports/>.

	Campus	District	State
Instructional Staff Percent	n/a	60.3%	64.6%
Instructional Expenditure Ratio	n/a	62.2%	63.7%

	Campus	District	State
Expenditures per Student			
Total Operating Expenditures	\$4,867	\$9,057	\$8,692
Instruction	\$2,879	\$5,076	\$4,956
Instructional Leadership	\$47	\$222	\$129
School Leadership	\$994	\$555	\$503

		State	District	All Students	African American	Hispanic	White	American Indian	Asian	Pacific Islander	Two or More Races	Econ Disadv
STAAR Percent at Phase-in Satisfactory Standard or Above (Sum of All Grades Tested)												
All Subjects	2015	77%	73%	94%	100%	94%	94%	-	*	-	-	91%
Reading	2015	77%	73%	89%	*	88%	91%	-	*	-	-	84%
Mathematics	2015	81%	70%	92%	*	90%	100%	-	-	-	-	90%
Science	2015	78%	75%	100%	*	100%	100%	-	-	-	-	100%
Social Studies	2015	78%	72%	99%	*	100%	90%	-	-	-	-	98%
STAAR Percent at Postsecondary Readiness Standard (Sum of All Grades Tested)												
Two or More Subjects	2015	41%	33%	72%	*	69%	91%	-	*	-	-	64%
Reading	2015	46%	38%	77%	*	76%	91%	-	*	-	-	72%
Mathematics	2015	48%	38%	47%	*	41%	*	-	-	-	-	33%
Science	2015	44%	37%	71%	*	67%	100%	-	-	-	-	59%
Social Studies	2015	44%	34%	73%	*	69%	90%	-	-	-	-	70%
STAAR Percent at Advanced Standard (Sum of All Grades Tested)												
All Subjects	2015	16%	11%	16%	*	14%	24%	-	*	-	-	12%
Reading	2015	17%	12%	9%	*	9%	*	-	*	-	-	8%
Mathematics	2015	20%	13%	*	*	*	*	-	-	-	-	*
Science	2015	16%	10%	16%	*	12%	*	-	-	-	-	*
Social Studies	2015	19%	12%	33%	*	29%	60%	-	-	-	-	28%
STAAR Percent Met or Exceeded Progress												
All Subjects	2015	57%	52%	*	-	*	*	-	*	-	-	*
Reading	2015	59%	56%	*	-	*	*	-	*	-	-	*
Mathematics	2015	47%	35%	*	-	*	*	-	-	-	-	*
STAAR Percent Exceeded Progress												
All Subjects	2015	15%	13%	*	-	*	*	-	*	-	-	*
Reading	2015	16%	15%	*	-	*	*	-	*	-	-	*
Mathematics	2015	19%	13%	*	-	*	*	-	-	-	-	*

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'-' Indicates zero observations reported for this group.

'*' Indicates results are masked due to small numbers to protect student confidentiality.

'n/a' Indicates data reporting is not applicable for this group.

	State	District	All Students	African American	Hispanic	White	American Indian	Asian	Pacific Islander	Two or More Races	Econ Disadv
Annual Dropout Rate (Gr 9-12)											
2013-14	2.2%	1.8%	0.3%	*	0.4%	0.0%	-	-	-	*	0.6%
2012-13	2.2%	2.6%	0.0%	*	0.0%	0.0%	-	-	-	*	0.0%
4-Year Longitudinal Rate (Gr 9-12)											
Class of 2014											
Graduated	88.3%	86.3%	100.0%	*	100.0%	*	-	-	-	-	100.0%
Received GED	0.8%	0.9%	0.0%	*	0.0%	*	-	-	-	-	0.0%
Continued HS	4.3%	6.5%	0.0%	*	0.0%	*	-	-	-	-	0.0%
Dropped Out	6.6%	6.3%	0.0%	*	0.0%	*	-	-	-	-	0.0%
Graduates and GED	89.1%	87.2%	100.0%	*	100.0%	*	-	-	-	-	100.0%
Grads, GED, & Cont	93.4%	93.7%	100.0%	*	100.0%	*	-	-	-	-	100.0%
Class of 2013											
Graduated	88.0%	88.3%	100.0%	-	100.0%	100.0%	-	-	-	-	100.0%
Received GED	0.8%	1.6%	0.0%	-	0.0%	0.0%	-	-	-	-	0.0%
Continued HS	4.6%	4.6%	0.0%	-	0.0%	0.0%	-	-	-	-	0.0%
Dropped Out	6.6%	5.6%	0.0%	-	0.0%	0.0%	-	-	-	-	0.0%
Graduates and GED	88.9%	89.9%	100.0%	-	100.0%	100.0%	-	-	-	-	100.0%
Grads, GED, & Cont	93.4%	94.4%	100.0%	-	100.0%	100.0%	-	-	-	-	100.0%
5-Year Extended Longitudinal Rate (Gr 9-12)											
Class of 2013											
Graduated	90.4%	89.8%	100.0%	-	100.0%	100.0%	-	-	-	-	100.0%
Received GED	1.1%	2.2%	0.0%	-	0.0%	0.0%	-	-	-	-	0.0%
Continued HS	1.3%	2.1%	0.0%	-	0.0%	0.0%	-	-	-	-	0.0%
Dropped Out	7.2%	5.9%	0.0%	-	0.0%	0.0%	-	-	-	-	0.0%
Graduates and GED	91.5%	92.0%	100.0%	-	100.0%	100.0%	-	-	-	-	100.0%
Grads, GED, & Cont	92.8%	94.1%	100.0%	-	100.0%	100.0%	-	-	-	-	100.0%
RHSP/DAP Graduates (Longitudinal Rate)											
Class of 2014	85.5%	88.0%	100.0%	*	100.0%	*	-	-	-	-	100.0%
Class of 2013	83.5%	89.2%	100.0%	-	100.0%	100.0%	-	-	-	-	100.0%
SAT/ACT Results											
Tested											
Class of 2014	66.3%	61.1%	95.0%	*	90.9%	*	-	-	-	-	90.6%
Class of 2013	63.8%	58.8%	89.9%	-	89.1%	92.9%	-	-	-	-	93.9%
At/Above Criterion											
Class of 2014	25.1%	14.4%	19.3%	*	14.0%	80.0%	-	-	-	-	6.9%
Class of 2013	25.4%	11.9%	17.7%	-	14.3%	30.8%	-	-	-	-	19.4%
Average SAT Score											
Class of 2014	1417	1334	1371	*	1338	1648	-	-	-	-	1304
Class of 2013	1422	1338	1405	-	1362	1568	-	-	-	-	1376
Average ACT Score											
Class of 2014	20.6	18.7	19.0	*	18.6	*	-	-	-	-	19.0
Class of 2013	20.6	18.1	18.9	-	17.9	23.5	-	-	-	-	18.3

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'n/a' Indicates data reporting is not applicable for this group.

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16029

Second Applicant Appeal Letter



June 7, 2016

Tim Irvine, Executive Director
Texas Department of Housing and Community Affairs
221 E 11th Street
Austin, TX 78701

RE: Application 16029, Baxter Lofts, Harlingen, Texas Scoring Notice Appeal

Dear Mr. Irvine.

On behalf of Baxter Housing Partners, LP, please accept this appeal of the revised scoring notice issued to Application 16029, Baxter Lofts. We are appealing educational excellence points, historic points, and CRP points.

Educational Excellence

The revised scoring notice awarded three points for educational excellence. We contend that the development site qualifies for 5 educational excellence points. See attached documentation from the Harlingen Consolidated Independent School District evidencing the fact that students who reside at the Baxter Lofts may attend Early College High School or Harlingen School of Health Professions, at their discretion. See Exhibit A. The application process is administrative in nature and not competitive. The TEA scores for both these schools are 93 and 94 and warrant the 5 educational excellence points.

At the last Board meeting there was discussion about the practical aspects are attending either school. Attached is evidence from the Superintendent of Schools that there is guaranteed capacity and free bus transportation for the students. See Exhibit B. Additionally, the School of Health Professions and Early College are located within 2.5 miles of the site and only 1-mile farther than Harlingen High School.

Historic

Per the QAP, eligible Historic Preservation sites that warrant 5 Educational Excellence points yield 5 Historic Points. The Applicant is requesting that 5 Historic Points be awarded to correspond with the 5 Educational Excellence points.

Concerted Revitalization Plan

The scoring notice states that the resolution from the governing body does not identify the Development as contributing most significantly to the revitalization effort. We dispute that that the QAP requires this declaration in the form of a resolution. The QAP excerpt states that Applications may receive (2) points if the Development is explicitly identified by the as

contributing most significantly to the concerted revitalization efforts of the city. The City Manager provided this declaration. See Exhibit C. The only reference in the QAP to a resolution speaks to the approved plan, not the declaration itself. The Applicant understood the text literally that the resolution is for the plan, not the explicit identification that the development contributed most significantly. This understanding is underscored because nowhere else in the QAP is the inclusion of a resolution adopting the plan required.

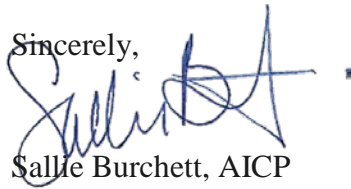
The Baxter Building is the tallest building in downtown Harlingen at 9 stories, over twice the size of its neighbors. It has sat vacant for over 30 years. A site visit to downtown Harlingen reveals that the restoration of the Baxter Building - without a doubt - would be the most significant contribution to the revitalization of downtown Harlingen. We respectfully request that you restore the 2 points since the documentation provided meets the written QAP requirements to earn the concerted revitalization points.

Conclusion

We respectfully request that the Department award the Baxter Lofts 5 educational excellence points, 5 historic preservation points, and 2 concerted revitalization points. It is evident in the written documentation above that the Development meets the requirements of the QAP and merits the full score as provided in the Application.

As always, please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sallie Burchett', with a stylized flourish extending to the right.

Sallie Burchett, AICP
Consultant to the Project



HARLINGEN

Consolidated Independent School District

April 12, 2016

Texas Department of Housing
and Community Affairs
221 East 11th Street
Austin, Texas 78701

Re: Baxter Lofts, #16029

Ladies and Gentlemen:

With regard to the application for low-income housing tax credits for Baxter Lofts in Harlingen, I understand TDHCA has questions regarding the high school(s) that could be attended by residents of this proposed development. Harlingen has two high schools – Harlingen High School and Harlingen High School South. Residents of Baxter Lofts would ordinarily attend Harlingen High School.

However, both of these high schools have an "Improvement Required" (IR) rating with the Texas Education Agency for 2015. According to rules adopted by HCISD, when a campus is deemed IR, a student assigned to that campus is eligible to attend *any other school in the district*. Therefore, consistent with my letter dated January 27, 2016, **students who would be assigned to Harlingen High School may attend Early College High School or Harlingen School of Health Professions, at their discretion**. This essentially gives our high school students district-wide enrollment. We use an application process to administer the transfers for Early College High School and Harlingen School of Health Professions, but **the process is not competitive**. The school closest to the proposed development site is the Harlingen School of Health Professions, which provides students from 8th – 12th grade an opportunity to receive a rigorous instruction and an opportunity to learn in an environment simulating real world experiences. In addition, Early College High School was recently ranked as one of the top high schools in the nation according to the U.S. News and World Report national ranking and provides students with an opportunity to earn college credit and/or an Associate Degree prior to high school graduation.

If you need additional information, please let me know.

Respectfully,

A handwritten signature in black ink that reads "Dr. Art Cavazos".

Arturo J. Cavazos, Ed.D.
Superintendent of Schools

Office of the Superintendent of Schools

407 N. 77 Sunshine Strip Harlingen, Texas 78550 Telephone: (956) 430-9500 Fax (956) 430-9514

TEXAS EDUCATION AGENCY
2015 Accountability Summary
HARLINGEN SCHOOL OF HEALTH PROFESS (031903008) - HARLINGEN CISD

Accountability Rating

Met Standard

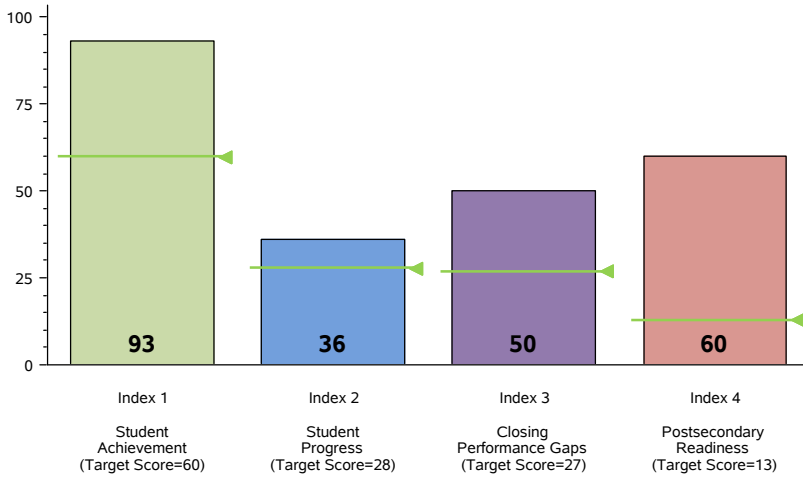
Met Standards on	Did Not Meet Standards on
<ul style="list-style-type: none"> - Student Achievement - Student Progress - Closing Performance Gaps - Postsecondary Readiness 	<ul style="list-style-type: none"> - NONE
In 2015, to receive a Met Standard or Met Alternative Standard rating, districts and campuses must meet targets on three indexes: Index 1 or Index 2 and Index 3 and Index 4.	

Distinction Designation



Academic Achievement in Reading/ELA DISTINCTION EARNED
Academic Achievement in Mathematics NO DISTINCTION EARNED
Academic Achievement in Science NOT ELIGIBLE
Academic Achievement in Social Studies DISTINCTION EARNED
Top 25 Percent Student Progress NO DISTINCTION EARNED
Top 25 Percent Closing Performance Gaps DISTINCTION EARNED
Postsecondary Readiness DISTINCTION EARNED

Performance Index Report



Campus Demographics

Campus Type	Middle School
Campus Size	205 Students
Grade Span	08 - 09
Percent Economically Disadvantaged	52.2
Percent English Language Learners	2.0
Mobility Rate **	N/A

Performance Index Summary

Index	Points Earned	Maximum Points	Index Score
1 - Student Achievement	603	650	93
2 - Student Progress	217	600	36
3 - Closing Performance Gaps	399	800	50
4 - Postsecondary Readiness			
STAAR Score	59.5		
Graduation Rate Score	N/A		
Graduation Plan Score	N/A		
Postsecondary Component Score	N/A		60

State System Safeguards

Number and Percent of Indicators Met

Performance Rates	12 out of 12 = 100%
Participation Rates	6 out of 6 = 100%
Graduation Rates	N/A
Total	18 out of 18 = 100%

** District Mobility Rate was used when the mobility rate was not available for a campus.

For further information about this report, please see the Performance Reporting Division website at <http://ritter.tea.state.tx.us/perfreport/account/2015/index.html>

TEXAS EDUCATION AGENCY
2015 Accountability Summary
 EARLY COLLEGE H S (031903005) - HARLINGEN CISD

Accountability Rating

Met Standard

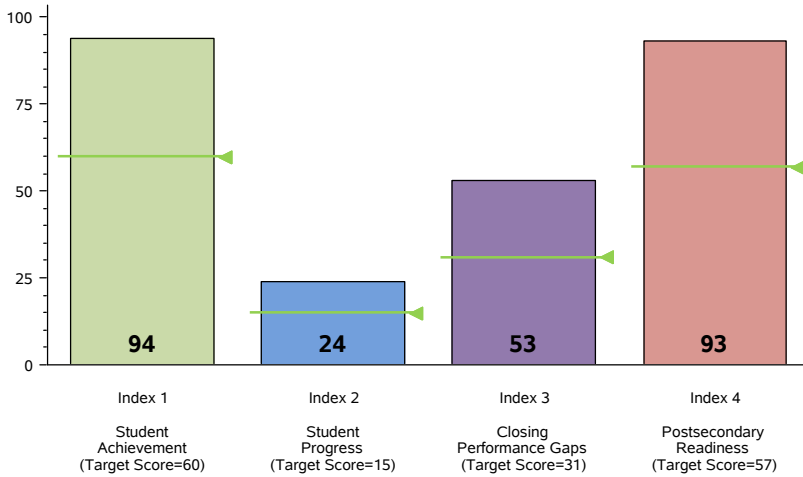
Met Standards on	Did Not Meet Standards on
- Student Achievement - Student Progress - Closing Performance Gaps - Postsecondary Readiness	- NONE
In 2015, to receive a Met Standard or Met Alternative Standard rating, districts and campuses must meet targets on three indexes: Index 1 or Index 2 and Index 3 and Index 4.	

Distinction Designation



Academic Achievement in Reading/ELA	DISTINCTION EARNED
Academic Achievement in Mathematics	DISTINCTION EARNED
Academic Achievement in Science	DISTINCTION EARNED
Academic Achievement in Social Studies	DISTINCTION EARNED
Top 25 Percent Student Progress	NO DISTINCTION EARNED
Top 25 Percent Closing Performance Gaps	DISTINCTION EARNED
Postsecondary Readiness	DISTINCTION EARNED

Performance Index Report



Performance Index Summary

Index	Points Earned	Maximum Points	Index Score
1 - Student Achievement	358	382	94
2 - Student Progress	97	400	24
3 - Closing Performance Gaps	423	800	53
4 - Postsecondary Readiness			
STAAR Score	19.3		
Graduation Rate Score	25.0		
Graduation Plan Score	25.0		
Postsecondary Component Score	23.7		93

Campus Demographics

Campus Type	High School
Campus Size	320 Students
Grade Span	09 - 12
Percent Economically Disadvantaged	52.5
Percent English Language Learners	0.9
Mobility Rate	3.2

State System Safeguards

Number and Percent of Indicators Met

Performance Rates	11 out of 11 = 100%
Participation Rates	5 out of 5 = 100%
Graduation Rates	3 out of 3 = 100%
Total	19 out of 19 = 100%

For further information about this report, please see the Performance Reporting Division website at <http://ritter.tea.state.tx.us/perfreport/account/2015/index.html>



HARLINGEN

Consolidated Independent School District

June 7, 2016

Texas Department of Housing
and Community Affairs
221 East 11th Street
Austin, Texas 78701

Re: Baxter Lofts, #16029

Ladies and Gentlemen:

It is my understanding that TDHCA has further questions regarding the high school(s) that could be attended by residents of the proposed Baxter Lofts development in Harlingen.

As provided in my correspondence dated April 12, 2016 (attached), when a high school such as Harlingen High has an "Improvement Required" rating with the Texas Education Agency, HCISD grants students assigned to that campus eligibility to attend *any other school in the district*. This essentially gives our high school students district-wide open enrollment. **Therefore, students who would be assigned to Harlingen High may attend Early College High School or Harlingen School of Health Professions, at their discretion. We use an application process to administer the transfers for Early College High School and Harlingen School of Health Professions, but the process is not competitive.**

The Vice Chair of the Governing Board, Dr. Juan Sanchez Muñoz, raised two specific questions regarding the practicality of attending these 2 schools: geographic proximity and capacity. First, geography is not a barrier for attendance. Harlingen HS is approximately 1.5 miles away from the Baxter Building and the School of Health Professions and Early College are approximately 2.25 and 2.5 miles away from the development site. See the attached map Exhibit A. This close geographic proximity affords HCISD the ability **to provide transportation, free of charge, to students interested in attending these campuses.** Secondly, Early College High School and Harlingen School of Health Professions, like all schools in the HCISD, have an open enrollment policy. We have a professional staff that does an excellent job of projecting enrollment and facility demands. **Should there be more students enrolled than originally projected, the District responds accordingly with appropriate staffing and modular classroom space.** Thus, geography and capacity constraints are not barriers to entry to either high school.

I plan to attend the next Board meeting to personally answer any further questions. If an unforeseen event occurs and I cannot be present, I will send an authorized HCISD representative to speak on my behalf. In the meantime, please feel free to contact me at (956) 430-9500 should have any questions.

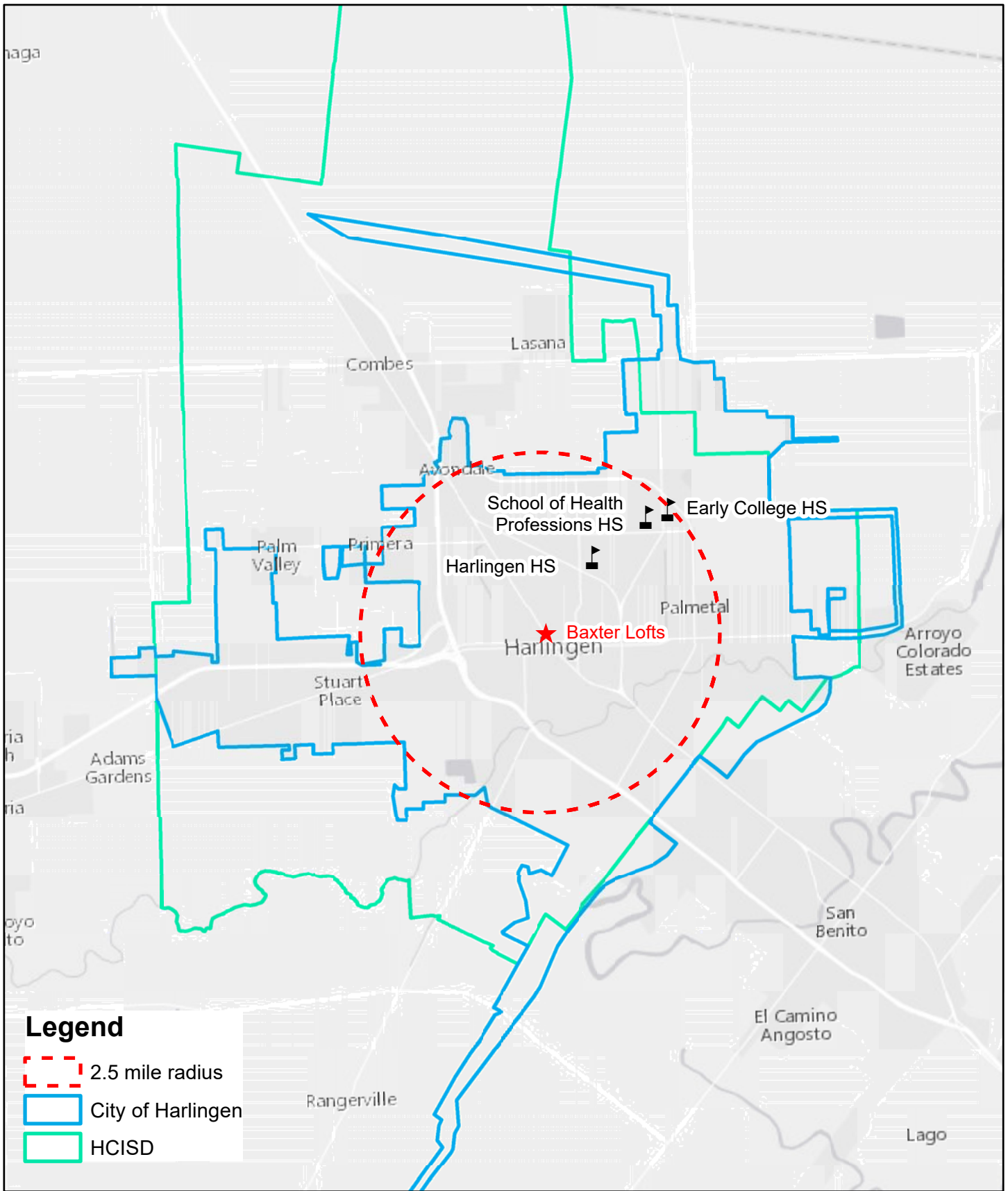
Respectfully,

A handwritten signature in black ink, appearing to read "Arturo J. Cavazos".

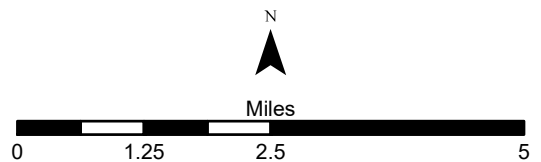
Arturo J. Cavazos, Ed.D.
Superintendent of Schools.

Office of the Superintendent of Schools

407 N. 77 Sunshine Strip Harlingen, Texas 78550 Telephone: (956) 430-9500 Fax (956) 430-9514



Harlingen Consolidated ISD
High School Map





CAPITAL OF THE LOWER RIO GRANDE VALLEY

Mission Statement:

“Ensure a business-friendly climate focused on economic growth, quality of life and efficient delivery of excellent services to our community.”

February 24, 2016

Ms. Sharon Gamble
9% Competitive Housing Tax Credit Program Administrator
Texas Department of Housing and Community Affairs
221 East 11th Street
Austin, TX 78701

Re: Baxter Lofts 16029 Concerted Revitalization Plan
City of Harlingen Downtown Revitalization Plan

Dear Ms. Gamble:

I am writing on behalf of the City of Harlingen to inform you about our downtown revitalization and specifically the Downtown Revitalization Plan. The City of Harlingen has, over the past several years, been active in revitalizing downtown, including restoring the historic Baxter Building to its former glory as one of the centerpieces of our community and a shining example of our ongoing revitalization efforts.

The Downtown Public Improvement District is the dedicated financing mechanism for the City of Harlingen Downtown Revitalization Plan. Funds collected through an annual assessment are poured directly back into the Downtown District. Recent public projects that are outlined in the plan include investments in parking lots, streets, sidewalks, alleys, drainage; benches, public art, and landscaping; upgrades to electrical infrastructure, creation of parks and green space, and more. We have also allocated funds to improve the safety of downtown Harlingen with surveillance systems and a more visible police presence. Specifically, since adoption August 19, 2015, the City has spent approximately \$119,956.54 implementing projects outlined in the Downtown Revitalization Plan.

Harlingen has a dedicated staff of three professionals (Downtown Manager, Redevelopment Specialist, and Maintenance Coordinator) who are responsible for implementing the Downtown Revitalization Plan. This year's total annual budget for Downtown Revitalization is \$253,906, which includes assessment revenue and allocations from the City's hotel/motel fund and general fund.

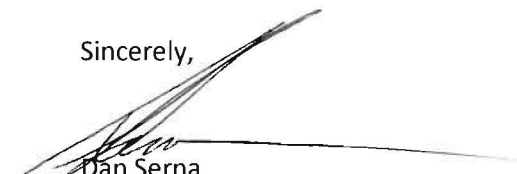
“Recipient of Keep Texas Beautiful Governor's Achievement Award”

118 E. Tyler ★ P.O. Box 2207 ★ Harlingen, Texas 78551

The City of Harlingen and the Harlingen Community Improvement Board have invested approximately \$500,000.00 toward saving the Baxter Building and bringing it back to life. The City of Harlingen considers the Baxter Lofts as contributing most significantly to its concerted revitalization efforts. We know that the Baxter Lofts will become a shining symbol for the City of Harlingen and serve as a catalyst for many more redevelopment projects in Downtown Harlingen.

Please feel free to contact me or the Downtown Manager, Cheryl LaBerge, if you have any questions about the City of Harlingen Downtown Revitalization Plan.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Serna', with a long horizontal flourish extending to the right.

Dan Serna
City Manager

THE SENATE OF TEXAS

P.O. BOX 12068
CAPITOL BUILDING, 3S.5
AUSTIN, TEXAS 78711
(512) 463-0127

1210 W. INTERSTATE 2, STE. 10
PHARR, TEXAS 78577
(956) 787-5227



7 NORTH PARK PLAZA
BROWNSVILLE, TEXAS 78521
(956) 548-0227

700 EAST KLEBERG AVENUE
KINGSVILLE, TX 78363
(361) 592-3252

SENATOR
EDDIE LUCIO, JR.

May 23, 2016

Mr. J. Paul Oxer, Chairman
Texas Department of Housing and Community Affairs (TDHCA)
221 E. 11th St.
Austin, TX 78711

RE: Letter of Support for Harlingen, Texas' Baxter Lofts Property

Dear Chairman Oxer and Members of the TDHCA Board:

It has come to my attention that one of the cities that I represent in District 27, the City of Harlingen, has an appeal before you on a critical tax credit revitalization project that is important to its community. It is my understanding that the appeal pertains to Educational Excellence and Revitalization scoring items.

As your agency staff leadership is keenly aware, I have always been (and will continue to be) a proponent of Fair Housing. Every individual should have the ability to live where they choose without confronting any discrimination. I wholeheartedly believe that our children should be able to live in communities with first-class schools and should have a second-to-none school system in our state. These are notable goals that guide my public service as Vice Chairman of the Senate Committee on Education.

I also understand that clear disparities exist in our state in terms of available resources (e.g., differences in tax base) that make providing opportunities found in other regions of the state a difficult task to achieve in areas that are economically challenged, such as those that I represent in Region 11. As the Board may agree, students who live in affluent communities like Plano East, Westlake, and Cypress Fairbanks have resources available to them due to their vibrant local tax base and property rich school districts that are few and far between in regions with low per capita income that have high unemployment and high poverty. While I am optimistic that in the years to come reforms that we are implementing at the state level will help transform the socio-economic realities of the district that I represent, Region 11 currently does not have the abundant resources, tax base, and related schools that are found in property rich regions of our state.

While I wholeheartedly agree in the Fair Housing goal that the Board is striving to achieve, I respectfully ask that the Board continue to carefully refine the Educational Excellence elements of the tax credit program in areas like Region 11, especially when considering revitalization projects. As you may have seen through the tax credit program, more affluent areas of our state may more easily meet an Education Excellence criterion for



new projects and new developments than may an economically challenged region. Because this is part of the reality in trying to address the increasing housing needs in distressed areas of our state, I implore the Board to carefully consider the position that will be conveyed to you by those representing Harlingen. While meeting an Education Excellence criterion may be challenging while undertaking new projects, it is even more difficult while trying to revitalize existing property. By definition, our communities do not have the schools that are supported by property rich communities. As Harlingen and its team make their case in this appeal, I ask that the Board try to see their application through the eyes of someone who is trying to meet the affordable housing needs of a community in an economically strained region of our state. After hearing their unique situation, I implore the Board to consider the arguments in a favorable light and assist this community address their affordable housing needs.

It is my understanding that the application is also being denied "revitalization points." I am informed that the project is supported by a general resolution of support (Resolution No. R16 - 3, Passed and Approved February 3, 2016) and a letter outlining revitalization goals of the City from the city manager.

The property in question has been vacant for some time and is owned by the City. City officials report that it is a historical site and needs to be preserved. The City considers this project necessary to accomplish all of the City's goals regarding this property. Since the City has told me it now and always has deemed this project of highest importance to the revitalization of Harlingen -- due to the importance of this project to the community -- I respectfully ask you to consider allowing the City to rectify this deficiency. If the City of Harlingen failed to pass the proper resolution, I respectfully ask the Board to afford them an opportunity to do so, especially considering that they have previously submitted to the Board a letter from the city manager to address this requirement.

I thank the Board in advance for your consideration of this appeal, and I appreciate any assistance that you may be able to provide my constituents in Harlingen.

Sincerely,



Eddie Lucio, Jr.
State Senator

ELJ/de





Office of the Mayor

P.O. Box 2207, Harlingen, TX 78551-2207

(Office at 118 East Tyler)

(956) 216-5008 phone; (956) 430-8526 (fax)

May 20, 2016

Honorable J. Paul Ozer, Chair
Texas Department of Housing and Community Affairs
221 East 11th Street
Austin, Texas 78711

RE: APPEAL OF SCORING NOTICE: 16029 BAXTER LOFTS, HARLINGEN, TEXAS

Dear Mr. Chairman and Members of the Board of the Texas Department of Housing and Community Affairs:

Improving the appearance of the community, revitalizing our downtown core, enhancing economic vitality and improving opportunities for housing for the residents of Harlingen have been among my top goals since becoming Mayor of Harlingen in 2007. Restoring the nine-story Baxter Building to its historic role as a premier address in Harlingen is critical to all of these efforts. This restoration was identified as a goal in the Harlingen 100 Strategic Plan adopted by the City Commission in 2008.

Since its construction in 1927, the Baxter building has been the tallest in Harlingen; it was the tallest building in the entire Rio Grande Valley for more than 50 years. The Baxter Building is the only building in Harlingen eligible for listing on the national Register of historic properties deemed worthy of preservation. "The building is an important local landmark, and reveals much about the pre-Depression aspirations for both the City of Harlingen and the developer," said Greg Smith, national Register Coordinator for the Texas Historical Commission. He said it would make an excellent candidate for rehabilitation and federal tax credits. This revitalization is important to our Comprehensive Plan and is in line with the "Twelve Steps to Revitalization" set forth in a 2005 Brookings Institution white paper on Downtown Revitalization.

I don't mind telling you that attracting a developer with the vision, knowledge and skillset to tackle a structure of this kind has been one of the most difficult things I have tried to accomplish in my nine years as Mayor of this great City. The current applicant for this project can finally help our City achieve one of its most important goals and, significantly, provide affordable housing to an area of our City which deserves it.

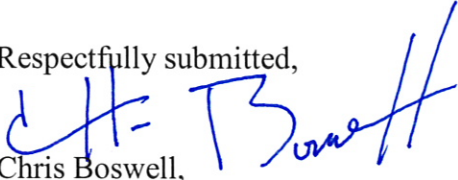
However, I have been troubled to learn that over the last 15 years Harlingen has received Housing Tax Credit allocations for only 55 families. And now I am told that because neither of our High Schools meet the required standards for "Educational Excellence", the applicant may not be awarded the tax credits which would enable this project to move forward and achieve the important

goals of revitalizing a nine story eyesore and magnet for delinquent activity into a beautifully restored apartment building for deserving families.

I appeal to the Board's broadest interpretation of the rules and their purpose and intent taken as a whole. The Rio Grande Valley has made great strides in the last few decades to strengthen public education, higher education and provide higher paying jobs to its residents and particularly young people. While we are on the right track, we still have some distance to go. Many of our residents have children that may be the first generation of their family to complete a high school education. In the meantime, TDHCA seems to be punishing the entirety of Harlingen, even with the high scoring high school alternatives open to all students. It seems unfair to foreclose opportunities for affordable housing in areas where affordable housing is needed the most because our high schools are facing the myriad challenges which accompany public education in the Border Region.

I urge you to reconcile this inconsistency with the legislature's direction to give priority to rehabilitative and adaptive reuse of historic structures. In doing so, you will help my community and its residents achieve some long sought-after dreams of restoring the historic Baxter building and providing quality housing to those most in need.

Respectfully submitted,


Chris Boswell,
Mayor

16029

Additional Information

5. **§11.9(d)(7) - Concerted Revitalization Plan (Competitive HTC Applications Only)**

Region: 11 Urban No points were claimed for Opportunity Index.

Mark the box that identifies the type of Concerted Revitalization Plan that will be submitted.

Concerted Revitalization Plan that has been adopted by the municipality or county is attached behind this tab.

Letter from appropriate local official, Target Area map, and supporting documentation are provided behind this tab.

OR

Development is in a Rural Area, and supporting documentation meeting requirements of §11.9(d)(7)(B) is provided behind this tab.

For an additional 2 points under §11.9(d)(7)(A)(ii)(II):

Development is explicitly identified by the city or county as contributing most significantly to the concerted revitalization efforts of the city or county; resolution stating such is provided behind this tab.

Application is seeking Concerted Revitalization Points.



Total Points Claimed:

6. **§11.9(d)(3) - Declared Disaster Area Scoring (Competitive HTC Applications ONLY)**

Development is located in an area that qualifies as a Declared Disaster Area as defined in §11.9(d)(3).

Total Points Claimed:

ECHS Application Part I:

Section A: General Student Information & Parent/Guardian Information

Section B: Student Essay

Applicant's Name:

Current Middle School / High School Campus

Circle your current campus:

Coakley

Gutierrez

Memorial

Vela

Vernon

Harlingen High School

Harlingen South High School

Other: _____

NONDISCRIMINATION

"Harlingen Consolidated Independent School District does not discriminate on the basis of race, color, national origin, age, religion, sex, disability, or any other legally protected status in employment or provision of services, programs, or activities."

"El distrito escolar de Harlingen no discrimina en base a raza, color, origen de nacionalidad, edad, religión, sexo, discapacidad, o cualquier otro estado legalmente protegido en el empleo o en la prestación de servicios, programas o actividades."

Harlingen Consolidated Independent School District Early College High School

Early Deadline January 15, 2016

Late Deadline April 15, 2016

Section A – General Student and Parent Information

Responses must be either typed or printed clearly in black ink. This portion of the application is to be completed and submitted to your middle/high school counselor or other designated person. Please write legibly in all areas.

Student's name: _____

Date of birth: _____

School ID Number: _____ Gender (circle one) : Male Female

Student's e-mail address: _____

Current Address: _____

City: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Parent/Guardian 1: _____

E-mail address: _____ Cell Phone: _____

Parent/Guardian 2: _____

E-mail address: _____ Cell Phone: _____

Who does student reside with: _____ Primary language spoken at home: _____

Place an "X" next to the highest level of education completed by parent/guardian:

Parent/Guardian 1

Parent/Guardian 2

Elementary _____	Middle	School _____
Elementary _____ Middle School _____		
High School _____	College	Hours _____
High School _____ College Hours _____		
Associate's _____	Bachelor's	_____
Associate's _____ Bachelor's _____		
Master's _____	Doctoral	_____
Master's _____ Doctoral _____		

iens

Section B – Student Essay

Read and answer question #1. **Next** read questions #2 and #3, and respond to only **one** of your choice. The essays must be your original product.

Guidelines for completing the student essays:

1. Responses may be typed or neatly printed in black ink.
2. Responses must be at least one page in length.
3. Proofread and do your best to have well written responses.

Question #1: Why are you a good student for ECHS? What do you know about ECHS? What do you know about the Pillars of Good Character and the Character Values and how do you exemplify (demonstrate) those values?

Question #2: What is a challenge that you have had to face in your life and what did you do to overcome this challenge? What did you learn through this experience? How did this impact your life? What advice would you give to someone going through this same challenge?

Question #3: What do you think it takes to be a successful student? How do you exemplify (demonstrate) your image of a successful student? Consider 4 characteristics that make a student successful. What are two strong characteristics you have and give examples.

This is your opportunity to express yourself and demonstrate your writing skills.

Essay Response:

Harlingen Consolidated Independent School District Early College High School

Early Deadline January 15, 2016

Late Deadline April 15, 2016



Essay Response:

Harlingen Consolidated Independent School District Early College High School

Early Deadline January 15, 2016

Late Deadline April 15, 2016



Harlingen Consolidated Independent School District Early College High School

Early Deadline January 15, 2016

Late Deadline April 15, 2016

Part II

(Note: Students are not responsible for this portion of the application. **Middle/High School counselors assist with this portion.** Submit to your school counselor. The entire packet is due complete, one week from the day you receive it.) Date received: _____

Section C: Counselor Input Form

Applicant's Name:

Current Middle/High School Campus:

Circle your current campus:

Coakley

Gutierrez

Memorial

Vela

Vernon

Harlingen High School

Harlingen South High School

Other: _____

NONDISCRIMINATION

"Harlingen Consolidated Independent School District does not discriminate on the basis of race, color, national origin, age, religion, sex, disability, or any other legally protected status in employment or provision of services, programs, or activities."

"El distrito escolar de Harlingen no discrimina en base a raza, color, origen de nacionalidad, edad, religión, sexo, discapacidad, o cualquier otro estado legalmente protegido en el empleo o en la prestación de servicios, programas o actividades."

Harlingen Consolidated Independent School District Early College High School

Early Deadline January 15, 2016

Late Deadline April 15, 2016

Applicant's name: _____

Section C – Counselor Input Form – Page 1:

The student named above is applying for admission to the HCISD Early College High School at Texas State Technical College. Students who are enrolled in this program have the opportunity to complete a high school diploma as well as a two year Associate's Degree, Academic Core and/or Career Certification within four years of entering the ninth grade. Your evaluation of this student will be extremely helpful in identifying which students will benefit from and succeed in this program.

Middle School Applicant's

7th Grade STAAR Information:

Math Score/Rating: _____ Reading Score/Rating _____ Writing Score/Rating _____

Social Studies Score/Rating _____ Science Score/Rating _____

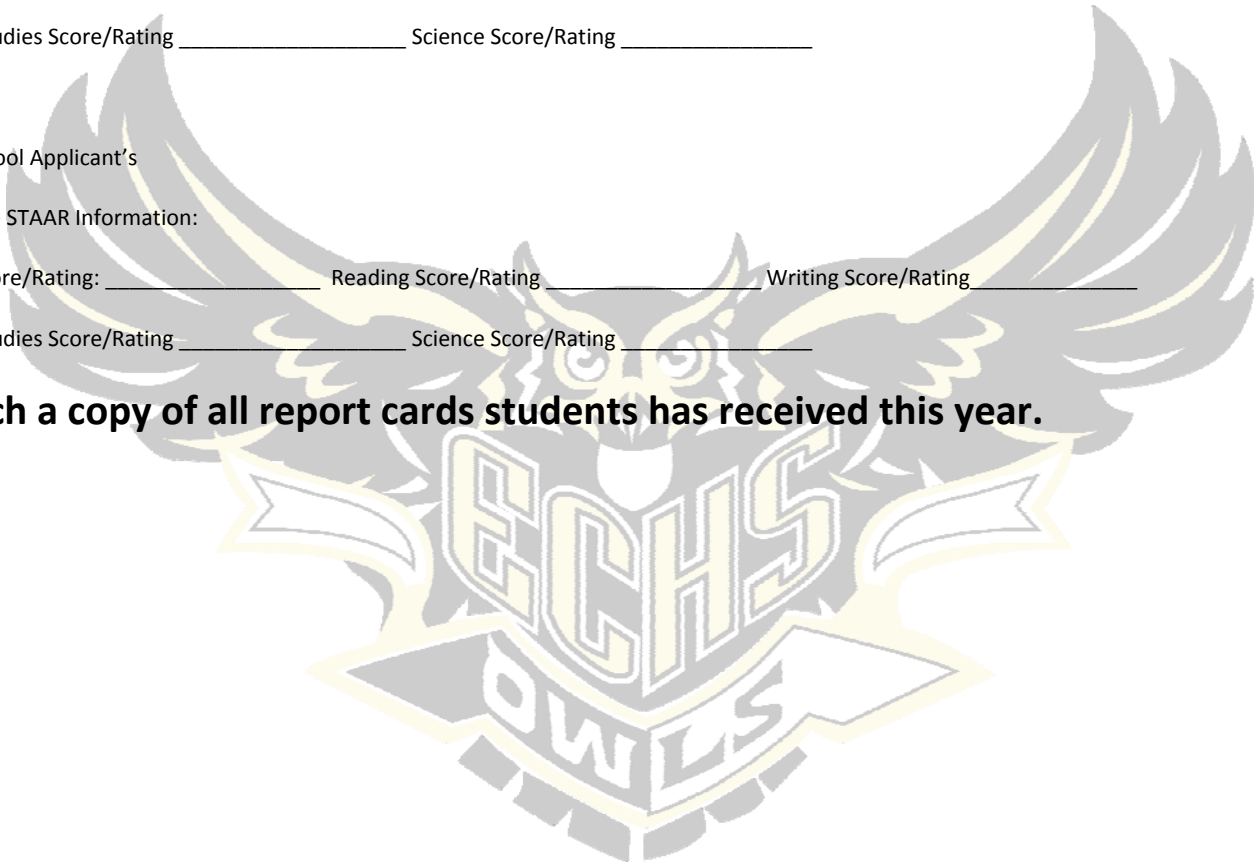
High School Applicant's

8th Grade STAAR Information:

Math Score/Rating: _____ Reading Score/Rating _____ Writing Score/Rating _____

Social Studies Score/Rating _____ Science Score/Rating _____

Attach a copy of all report cards students has received this year.



Harlingen Consolidated Independent School District Early College High School

Early Deadline January 15, 2016

Late Deadline April 15, 2016

REQUIRED: Provide a copy of the student's academic record for elementary and middle school. If student is applying midyear, also include first quarter report card.

Counselor's Checklist for ECHS Applications:

Counselor's Name: _____

Please use the checklist provided below to assure all parts of the application are completed. Once the student has the application completed, ECHS personnel will collect all applications from the campus.

Middle/High School Counselor Verification

ECHS Counselor Verification

_____ Section A

_____ Section A

_____ Section B

_____ Section B

_____ Section C

_____ Section C

_____ Section D

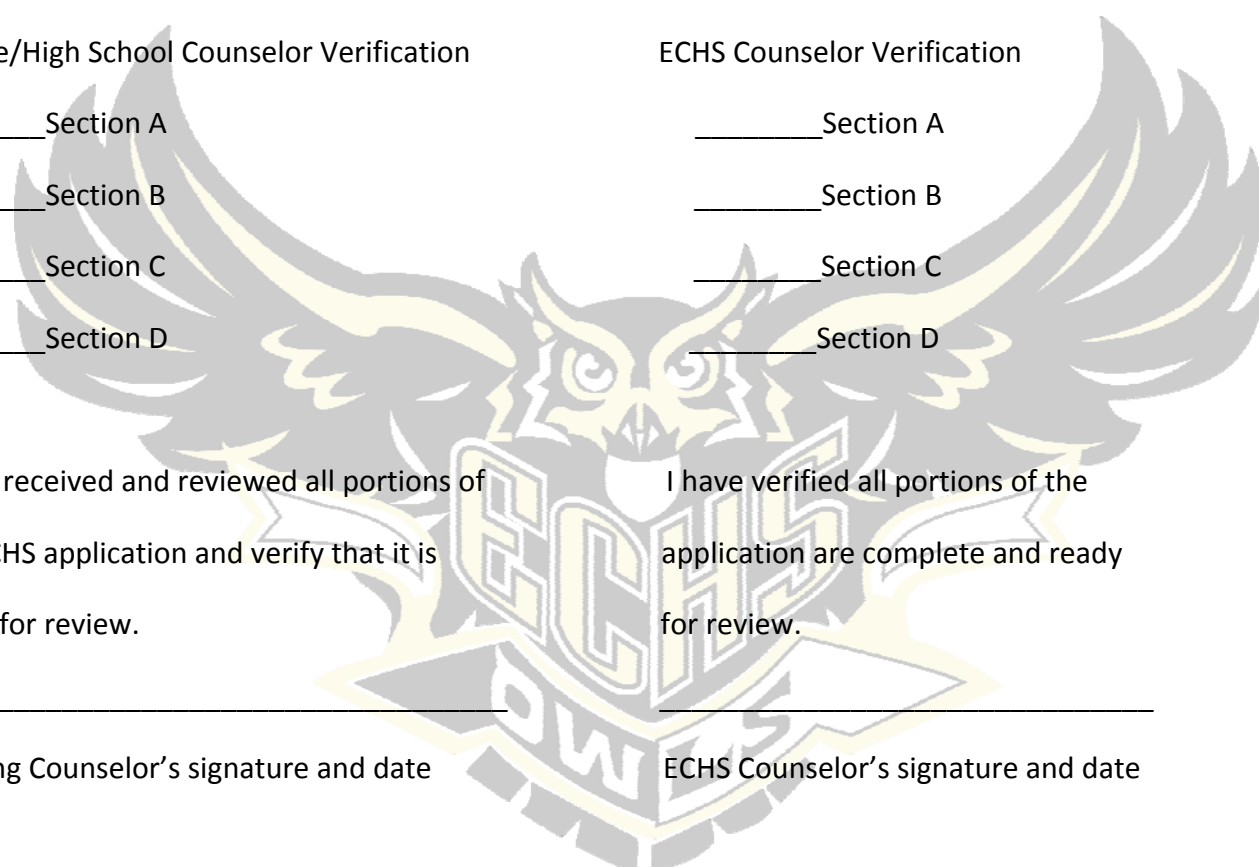
_____ Section D

I have received and reviewed all portions of the ECHS application and verify that it is ready for review.

I have verified all portions of the application are complete and ready for review.

Sending Counselor's signature and date

ECHS Counselor's signature and date



Part III

(Student note: you are to submit this to your teacher's to be completed and returned to your counselor.)

ECHS Application:

Section D: Teacher Recommendation Form to be completed by student's core area teachers.

Applicant's name:

Current Middle/High School Campus:

Circle your current campus:

Coakley

Gutierrez

Memorial

Vela

Vernon

Harlingen High School

Harlingen South High School

Other:

NONDISCRIMINATION

"Harlingen Consolidated Independent School District does not discriminate on the basis of race, color, national origin, age, religion, sex, disability, or any other legally protected status in employment or provision of services, programs, or activities."

"El distrito escolar de Harlingen no discrimina en base a raza, color, origen de nacionalidad, edad, religión, sexo, discapacidad, o cualquier otro estado legalmente protegido en el empleo o en la prestación de servicios, programas o actividades."

Harlingen Consolidated Independent School District Early College High School

Early Deadline January 15, 2016

Late Deadline April 15, 2016

Applicant's Name: _____

Section D – Teacher Recommendations

Current 8th grade applicant 8th grade Team Recommendation

Circle the class level student is currently enrolled:

Advanced Math Algebra Advanced Language Arts Pre-AP Language Arts

Advanced American History Pre-AP American History Advanced Science Pre-AP Science

8th grade team: Please keep in mind the rigor, dedication and self-discipline needed to be a high school/college student.

Academic

Social

___ Self Initiated and motivated

___ Shows leadership capabilities

___ Capable of performing at a higher level

___ Interacts positively with peers/adults

___ Shows potential, but does not seek academic challenges

___ Needs frequent feedback & personal attention/encouragement

___ other: _____

___ Other: _____

Behavior

Work

___ Positive role model for other students

___ Completes work on time and is motivated to learn

___ Discipline problem; lacks self-control

___ Issues with work completion

Current High School Applicant You must have one of your CORE teachers complete this evaluation.

Teacher: Please keep in mind the rigor, dedication and self-discipline needed to be a high school/college student.

Academic

Social

___ Self Initiated and motivated

___ Shows leadership capabilities

___ Capable of performing at a higher level

___ Interacts positively with peers/adults

___ Shows potential, but does not seek academic challenges

___ Takes others' feelings into consideration

___ Has significant academic issues (ie. Focus, concentration)

___ Needs frequent feedback & personal attention/encouragement

___ other: _____

___ Other: _____

Behavior

Work

___ Positive role model for other students

___ Completes work on time and is motivated to learn

___ Discipline problem; lacks self-control

___ Participates in classroom activities, but does not follow

Teacher completing evaluation: _____ Subject _____



Early College High School

Dr. Flores - Principal

Mrs. Thompson - Assist. Principal

Mrs. Chamberlain - Counselor



Unique to ECHS

- Fall and Spring Semester celebrations
- School begins at 8:25 a.m. and ends at 3:35 p.m. M-TH
- Early release every Friday at 12:40 p.m.
- Opportunity to earn an associates degree, academic core and/or career certification before graduating from high school
- Level of academic rigor second to none
- Campus max. 400 students
- Grades 9-12 grade
- Campus staff 25 – 15 teachers/6 support staff/3 administration
- Family setting, strong student bonding and teacher support
- Student led clubs and activities

Freshmen

- Alternating Block scheduling
- ALL students must be TSI compliant in order to take any course at TSTC.
- TSTC Course - Speech or Art in the Spring
- ECHS: PE, HOUSE, AVID, B.I.M., Spanish I or II, TSI preparation, and RTI for EOC
- Must earn 200 volunteer hours
- College trip

Sophomore

- Alternating block schedule
- TSTC: Speech, College Algebra, Art Appreciation
- ECHS: PE, Spanish II, AVID II, HOUSE, College Algebra Support
- Continue to earn 200 volunteer hours
- College trip

Senior

- Full TSTC schedule
- Option to eat lunch at TSTC
- Option to have a FLEX schedule (attend school 240 minutes per day)
- Must continue earning required volunteer hours
- Senior trip
- Senior volunteer week in Fall and Spring
- College trips
- Mentorships/Internships

Scholarship

- By completing the academic core student will have earned approx \$20,880 scholarship
- By completing the associates degree student will have earned approx a \$29,580 scholarship
- By completing a certification student will have earned a scholarship worth approx. \$ 9,500 to \$14,000 dollars!!!
- Saving the student time in college and parents lots of money\$\$\$\$\$\$\$\$

Guidelines

- Students must take mandatory support classes for particular courses
- Students must attend all classes with no less than 98% attendance (100% is our personal goal)
- Students must attend mandatory tutoring as assigned
- Students must commit to academic excellence and maintain a GPA of no less than 2.5 (3.0 to FLEX out)
- Freshmen must meet with their campus Mentor
- Students must be committed to TSTC classes and dropping courses is not an option.
- Students must be TSI compliant by the end of your sophomore year to continue at ECHS

Application process

- Apply on line at ECHS web site or from campus counselor
- Make sure all forms are complete
- Write your essays carefully
- Submit application to counselor for submission to ECHS
- You will be notified of your acceptance or decline
- You may be called in for an interview if deemed necessary

Good luck!!!!

<https://prezi.com/y4nxo2qlygiz/copy-of-recruitment/> accessed June 6, 2016

BOARD ACTION ITEM
MULTIFAMILY FINANCE DIVISION
JUNE 16, 2016

Presentation, Discussion, and Possible Action on Timely Filed Scoring Notice Appeals under the Department's Multifamily Program Rules

RECOMMENDED ACTION

WHEREAS, a 9% Housing Tax Credit Application for Stonebridge of Whitehouse was submitted to the Department by the Full Application Delivery Date;

WHEREAS, the Application requested twelve points under 10 TAC §11.9(e)(1) related to Cost of Development per Square Foot, but staff determined the Application is only eligible for eleven points;

WHEREAS, on April 27, 2016, a scoring notice was provided to the Applicant identifying points that the Applicant elected but did not qualify to receive under 10 TAC §11.9 related to Competitive HTC Selection Criteria;

WHEREAS, on June 3, 2016, a revised scoring notice was provided to the Applicant, at which time the Applicant confirmed with staff that the Applicant timely filed an appeal of the April 27, 2016 scoring notice to the Executive Director;

WHEREAS, the Executive Director denied the appeal;

NOW, therefore, it is hereby

RESOLVED, that the scoring appeal for Application 16168, Stonebridge of Whitehouse is hereby denied.

BACKGROUND

The Stonebridge of Whitehouse Application (#16168) proposes new construction of 80 units to serve the general population in Whitehouse, Texas. Initial review of the Application indicated that the Application was not eligible to receive the full points claimed under two sections of the Qualified Allocation Plan; §11.9(d)(2) Commitment of Funding by Local Political Subdivision and §11.9(e)(2) Cost of Development per Square Foot.

After the initial scoring notice was issued, staff determined it was appropriate to send a Notice of Administrative Deficiency seeking to resolve what appeared to be an inconsistency in the Application. The Applicant's response to the notice was sufficient to support the requested point for §11.9(d)(2), Commitment of Funding by Local Political Subdivision, and a revised deficiency notice was issued.

The May 4, 2016, appeal letter from the Applicant is being applied to the revised scoring notice, which upheld the loss of one point under §11.9(e)(2) Cost of Development per Square Foot, as the outstanding scoring issue remaining. The Executive Director denied the appeal for this Application, and the Applicant is appealing to the Board.

This appeal brings forth two separate but important issues regarding this Application. The first is the scoring item, which is discussed first below. The second issue is the requirement under §10.101(b)(4)(M), Mandatory Development Amenities, which may be impacted by the resolution of the scoring appeal.

§11.9(e)(2) Cost of Development per Square Foot

To qualify for points under §11.9(e)(2) of the 2016 Qualified Allocation Plan (“QAP”), an Application must meet a multi-tiered requirement. Per the rules (emphasis added):

An Application may qualify to receive up to twelve (12) points based on either the Building Cost or the Hard Costs per square foot of the proposed Development, as originally submitted in the Application. For purposes of this paragraph, **Building Costs will exclude structured parking or commercial space that is not included in Eligible Basis**, and Hard Costs will include general contractor overhead, profit, and general requirements. **Structured parking or commercial space costs must be supported by a cost estimate from a Third Party General Contractor or subcontractor with experience in structured parking or commercial construction, as applicable.** The square footage used will be the Net Rentable Area (NRA). The calculations will be based on the cost listed in the Development Cost Schedule and NRA shown in the Rent Schedule. If the proposed Development is a Supportive Housing Development, the NRA will include common area up to 50 square feet per Unit.

In their appeal, the Applicant claims that the garages "...are to be rented and as such [the cost] has been removed from eligible basis. Rented garages are not considered an amenity. They are commercial space to be rented." The Development Cost Schedule submitted with the Application includes a cost of \$50,000 for carports and/or garages, and indicates “none” for structured parking and for commercial space costs. Further, the Application did not include a cost estimate from a Third Party General Contractor or subcontractor with experience in structured parking or commercial construction, as required by the rule quoted above. Staff has used the Development Cost Schedule as presented to review scoring for this item

§11.9(e)(2) Cost of Development per Square Foot provides for scoring based on the cost per square foot, with a graduated approach as costs increase. Applicants may receive twelve points if the costs do not exceed \$70 per square foot, or eleven points if the costs are less than \$75 per square foot. Staff scored the Application as it was presented and the scoring showed that the Application was not eligible for twelve points, as the cost is greater than \$70 per square foot.

The appeal asserts that the difference in calculations is due to the inclusion of the \$50,000.00 for garages that are to be rented and as such must be removed from eligible basis. As discussed above, the Application does not support treating the garages as commercial space to be rented; therefore the costs cannot be excluded from the calculation under §11.9(e)(2)(B).

(B) Applications proposing New Construction or Reconstruction will be eligible for twelve (12) points if one of the following conditions is met:

(i) The Building Cost per square foot is less than \$70 per square foot;

(ii) The Building Cost per square foot is less than \$75 per square foot, and the Development meets the definition of a high cost development;

(iii) The Hard Cost per square foot is less than \$90 per square foot; or

(iv) The Hard Cost per square foot is less than \$100 per square foot, and the Development meets the definition of high cost development.

(C) Applications proposing New Construction or Reconstruction will be eligible for eleven (11) points if one of the following conditions is met:

(i) The Building Cost per square foot is less than \$75 per square foot;

(ii) The Building Cost per square foot is less than \$80 per square foot, and the Development meets the definition of a high cost development;

(iii) The Hard Cost per square foot is less than \$95 per square foot; or

(iv) The Hard Cost per square foot is less than \$105 per square foot, and the Development meets the definition of high cost development.

The calculation for determining the cost in this Application has been performed by staff as follows:

Building Cost in DCS is: Subtotal Building Costs - Structured Parking if not in eligible basis - Commercial Space if not in eligible basis = $\$5,225,000 \div \text{Net Rentable Area (from the Rent Schedule)}$ $74,520 = \$70.11$ Cost/SF

The appeal argues that if \$50,000 for structured parking and commercial space were removed from the cost, the cost per square foot based on building cost would be less than \$70.00, and the Application would qualify for twelve points:

Building Cost in DCS is: Subtotal Building Costs - Structured Parking if not in eligible basis - Commercial Space if not in eligible basis = $\$5,175,000 \div \text{Net Rentable Area (from the Rent Schedule)}$ $74,520 = \$69.44$ Cost/SF

The garages are neither Structured Parking because they are not a multi-level garage, or commercial space to be rented, because the parking spaces are required to meet the minimum requirements for Mandatory Development Amenities.

§10.101(b)(4)(M), Mandatory Development Amenities

Pursuant to §11.9(e)(2), rented garages are not considered an amenity. The Rent Schedule, included as Exhibit B, indicates that the garages will be rented. Staff has reviewed the

Application with respect to this issue. Page 8 of the Site Design and Feasibility Study submitted for the Application, included here as Exhibit C, indicates the number of parking spaces required for the Development:

“Regulations require 2 parking spaces per dwelling unit. In addition, the clubhouse will require 1 parking space per 300 square feet. With 80 units planned, they will require 160 parking spaces and the 2,083 square foot clubhouse will require 7 spaces for a total of 167 parking spaces. Plans are to have 167 parking spaces.”

Review of the Development Site Plan, included here as Exhibit D, indicates that the site has 167 total parking spaces, which includes the 10 garage spaces the Applicant proposes to rent as commercial space. §10.101(b)(M), Mandatory Community Amenities, requires “Adequate parking spaces consistent with local code, unless there is no local code, in which case the requirement would be one and a half (1.5) spaces per Unit for non- Elderly Developments and one (1) space per Unit for Elderly Developments. **The minimum number of required spaces must be available to the tenants at no cost.**” (emphasis added)

The Development does not include enough parking spaces to set aside 10 garage spaces for rental as commercial space, in order to deduct their cost from the scoring calculation above. For the site to meet the threshold requirement for the number of spaces that must be provided at no cost to the tenants, the garages must be available free of charge. To grant the full points for this item by removing the costs as the result of a determination that the garages are a commercial space to be rented would then lead staff to terminate the Application for failure to meet a threshold requirement for minimum required parking spaces available to tenants at no cost.

In their second appeal letter, dated June 9, 2016, the Applicant requests that this matter be treated as an Administrative Deficiency, and states, "if we can't rent the garages then we will not build them." They request the opportunity to effectively remove the garages from the Development Cost Schedule and the Site Plan, so that they are able to claim twelve points under §11.9(e)(2) Cost of Development per Square Foot.

This request far exceeds the opportunity to make corrections as afforded by the Administrative Deficiency process. If the requested change was presented after an award, it would be considered a Material Amendment under §10.405(a)(3)(A) because it is a "significant modification of the site plan." Further, the request may be denied under §10.405(a)(4) because it "would have changed the scoring of an Application in the competitive process" and was "reasonably foreseeable."

16168

Scoring Notice and
Documentation



MULTIFAMILY FINANCE PRODUCTION DIVISION
Housing Tax Credit Program - 2016 Application Round
Scoring Notice - Competitive Housing Tax Credit Application

Chaz Garrett

Phone #: (903) 450-1520

Email: cgarrett@gs-hc.com

Second Email: kgarrett@statestreethousing.com

Date: April 27, 2016

**THIS NOTICE WILL ONLY BE
TRANSMITTED VIA EMAIL**

**RE: 2016 Competitive Housing Tax Credit (HTC) Application for Stonebridge of Whitehouse, TDHCA
Number: 16168**

The Texas Department of Housing and Community Affairs has completed its program review of the Application referenced above as further described in the 2016 Qualified Allocation Plan ("QAP"). This scoring notice provides a summary of staff's assessment of the application's score. The notice is divided into several sections.

Section 1 of the scoring notice provides a summary of the score requested by the Applicant followed by the score staff has assessed based on the Application submitted. You should note that four scoring items are not reflected in this scoring comparison but are addressed separately.

Section 2 of the scoring notice includes each of the four scoring criteria for which points could not be requested by the Applicant in the application self-score form and include: §11.9(d)(1) Local Government Support, §11.9(d)(4) Quantifiable Community Participation, §11.9(d)(5) Community Support from State Representative, and §11.9(d)(6) Input from Community Organizations.

Section 3 provides information related to any point deductions assessed under §11.9(f) of the QAP or §10.201(7)(A) of the Uniform Multifamily Rules.

Section 4 provides the final cumulative score in bold.

Section 5 includes an explanation of any differences between the requested and awarded score as well as any penalty points assessed.

The scores provided herein are merely informational at this point in the process and may be subject to change. For example, points awarded under §11.9(e)(2) "Cost of Development per Square Foot" and §11.9(e)(4) "Leveraging of Private, State, and Federal Resources" may be adjusted should the underwriting review result in changes to the Application that would affect these scores. If a scoring adjustment is necessary, staff will provide the Applicant a revised scoring notice.

Be further advised that if the Applicant failed to properly disclose information in the Application that could have a material impact on the scoring information provided herein, the score included in this notice may require adjustment and/or the Applicant may be subject to other penalties as provided for in the Department's rules.

This preliminary scoring notice is provided by staff at this time to ensure that an Applicant has sufficient notice to exercise any appeal process provided under §10.902 of the Uniform Multifamily Rules. All information in this scoring notice is further subject to modification, acceptance, and/or approval by the Department's Governing Board.



MULTIFAMILY FINANCE PRODUCTION DIVISION
Housing Tax Credit Program - 2016 Application Round
Scoring Notice - Competitive Housing Tax Credit Application

Page 2 of Final Scoring Notice: 16168, Stonebridge of Whitehouse

Section 1:

Score Requested by Applicant (Does not include points for §11.9(d)(1), (4), (5), or (6) of the 2016 QAP):	125
Score Awarded by Department staff (Does not include points for §11.9(d)(1), (4), (5), or (6) of the 2016 QAP):	123
Difference between Requested and Awarded:	2

Section 2:

Points Awarded for §11.9(d)(1) Local Government Support:	17
Points Awarded for §11.9(d)(4) Quantifiable Community Participation:	4
Points Awarded for §11.9(d)(5) Community Support from State Representative:	8
Points Awarded for §11.9(d)(6) Input from Community Organizations:	4

Section 3:

Points Deducted for §11.9(f) of the QAP or §10.201(7)(A) of the Uniform Multifamily Rules:	0
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Section 4:

Final Score Awarded to Application by Department staff:	156
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Section 5:

Explanation for Difference between Points Requested and Points Awarded by the Department as well as penalties assessed:

§11.9(d)(2) Commitment of Development Funding by Local Political Subdivision. The letter provided by the City of Whitehouse does not specify a de minimis amount of funding. (Requested 1, Awarded 0)

§11.9(e)(2) Cost of Development per Square Foot. The Application requested 12 points but is only eligible for 11 points for cost per square foot that is less than \$75. (Requested 12, Awarded 11)

Restrictions and requirements relating to the filing of an appeal can be found in §10.902 of the Uniform Multifamily Rules. If you wish to appeal this scoring notice, you must file your appeal with the Department no later than 5:00 p.m. Austin local time, Wednesday, May 4, 2016. If an appeal is denied by the Executive Director, an Applicant may appeal to the Department's Board.

In an effort to increase the likelihood that Board appeals related to scoring are heard at the Board meeting, the Department has provided an Appeal Election Form for all appeals submitted to the Executive Director. In the event an appeal is denied by the Executive Director, the Applicant is able to request that the appeal automatically be added to the Board agenda.

If you have any concerns regarding potential miscalculations or errors made by the Department, please contact Sharon Gamble at (512) 936-7834 or by email at <mailto:sharon.gamble@tdhca.state.tx.us>.

Sincerely,

Sharon Gamble

Sharon Gamble
9% Competitive HTC Program Administrator

Exhibit A Development Cost Schedule

BUILDING COSTS*:

Concrete	552,000		552,000
Masonry	152,000		152,000
Metals	110,000		110,000
Woods and Plastics	1,255,000		1,255,000
Thermal and Moisture Protection	80,000		80,000
Roof Covering	115,000		115,000
Doors and Windows	49,000		49,000

BUILDING COSTS (Continued):

Finishes	1,200,000		1,200,000
Specialties	100,000		100,000
Equipment	180,000		180,000
Furnishings			0
Special Construction			0
Conveying Systems (Elevators)			0
Mechanical (HVAC; Plumbing)	792,000		792,000
Electrical	590,000		590,000

Individually itemize costs below:

Detached Community Facilities/Building			
Carports and/or Garages	50,000		
Lead-Based Paint Abatement			
Asbestos Abatement (Rehabilitation Only)			
Structured Parking			
Commercial Space Costs			
Other (specify) - see footnote 1			
Subtotal Building Costs	\$5,225,000	\$0	\$5,175,000

**TOTAL BUILDING COSTS & SITE WORK
(including site amenities)**

Contingency	5.00%	\$350,545		350,545
TOTAL HARD COSTS		\$7,361,445	\$0	\$7,109,445

OTHER CONSTRUCTION COSTS

General requirements (<6%)	6.00%	441,687		426,567
Field supervision (within GR limit)				
Contractor overhead (<2%)	2.00%	147,229		142,189
G & A Field (within overhead limit)				
Contractor profit (<6%)	6.00%	441,687		426,567
TOTAL CONTRACTOR FEES		\$1,030,602	\$0	\$995,322

TOTAL CONSTRUCTION CONTRACT

TOTAL CONSTRUCTION CONTRACT	\$8,392,047	\$0	\$8,104,767
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included above

none

none

none

none

none

Exhibit B
Parking space requirements per local code

c. What is the number of parking spaces required for the proposed use?
Regulations require 2 parking spaces per dwelling unit. In addition, the clubhouse will require 1 parking space per 300 square feet. With 80 units planned, they will require 160 parking spaces and the 2,083 square foot clubhouse will require 7 spaces for a total of 167 parking spaces. Plans are to have 167 parking spaces.

d. How many of these spaces must be handicap accessible?
The number of accessible spaces is regulated by the Texas Accessibility Standards. In this particular case, 167 parking spaces are planned, which will require that a minimum of 6 spaces be accessible. Plans are to provide a total of 7 handicap accessible spaces.

e. What is the required size for a parking space?
9' x 18'

f. What are the fire lane requirements?
Fire lanes must meet the 2013 International Fire Code. The fire chief must review and approve the plans.

5. Landscaping

a. Is there a minimum required open space percentage?
Yes, 10% of the total lot must be open landscaped areas.

b. What are the landscape requirements?
At least 75% of the landscaping must be within the "street yard" with the remainder distributed throughout the remainder of the site. The "street yard" is the area between the building face nearest a street right-of-way and the right-of-way.

c. Is an irrigation plan required?
Yes

6. Signage, Lighting and Building Restrictions

a. Are there any zoning or master plan restrictions for site lighting?
No

b. What is the maximum building height?
60 feet

d. Are there any architectural standards for this site?
No

e. What are the acceptable sign requirements and limitations?
Monument signage can be up to 25 square feet in size, at a 10 feet maximum height. It must be located on private property. Only one sign per street front is allowed.

K. ENTITLEMENT/SITE DEVELOPMENT/BUILDING PERMITTING PROCESS SUMMARY AND TIMING

1. What are the required approvals needed to begin construction, review process timing and estimated time periods for obtaining permits and other relevant information?

UNIT TABULATION

UNIT TYPE	#UNITS	UNIT S.F.	TOTAL S.F.
A1 - ONE BEDROOM, ONE BATH	24	686 S.F.	16,464 S.F.
B1 - TWO BEDROOM, TWO BATH	48	1,014 S.F.	48,672 S.F.
C1 - THREE BEDROOM, TWO BATH	8	1,173 S.F.	9,384 S.F.

TOTAL	80		74,520 S.F.
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BUILDING TABULATION

TYPE	#BLDGS	UNITS/BLDG.	UNIT TYPES.	BLDG. S.F.	TOTAL S.F.
A	2	24	A1-4, B1-4	20,400 S.F.	40,800 S.F.
B	2	16	B1-6, C1-2	16,860 S.F.	33,720 S.F.

TOTAL	4				74,520 S.F.
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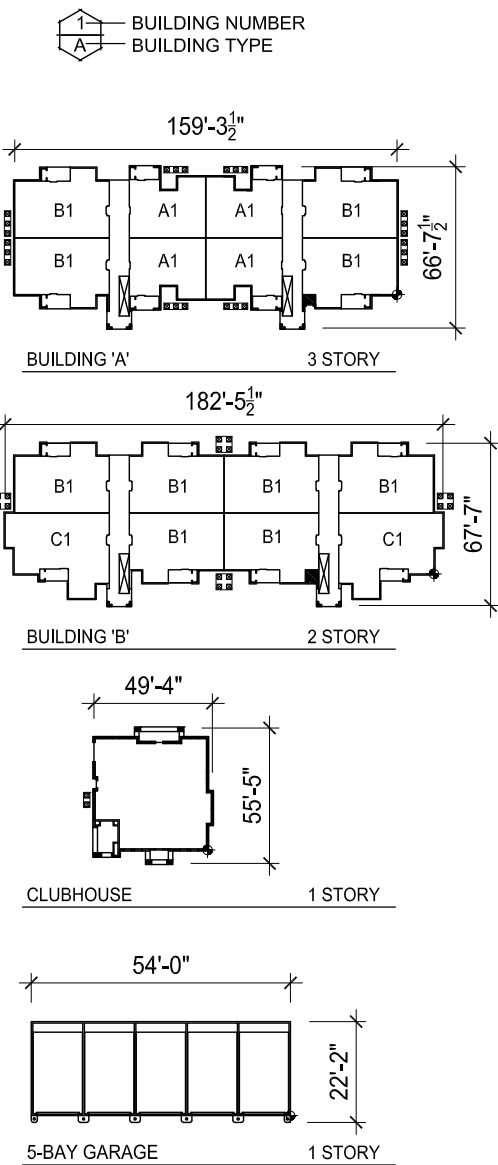
SITE DATA

5.799 ACRES
 13.84 UNITS PER ACRE
 KNOWN EASEMENTS SHOWN
 DETENTION SHOWN
 KNOWN FLOOD ZONE SHOWN

SITE AMENITIES

- 1,668 S.F. CLUBHOUSE
- GAZEBO
- POOL
- FURNISHED COMMUNITY ROOM
- ENCLOSED COMMUNITY SUN PORCH
- SERVICE COORDINATOR OFFICE
- DOG PARK
- COMMON AREA WI-FI

BUILDING KEY



PARKING TABULATION

PARKING REQUIRED:		
ALL UNITS	2.0/UNIT	160
CLUBHOUSE	1.0/300 S.F.	7

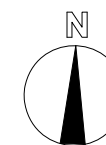
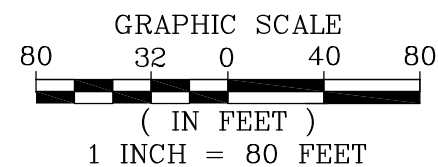
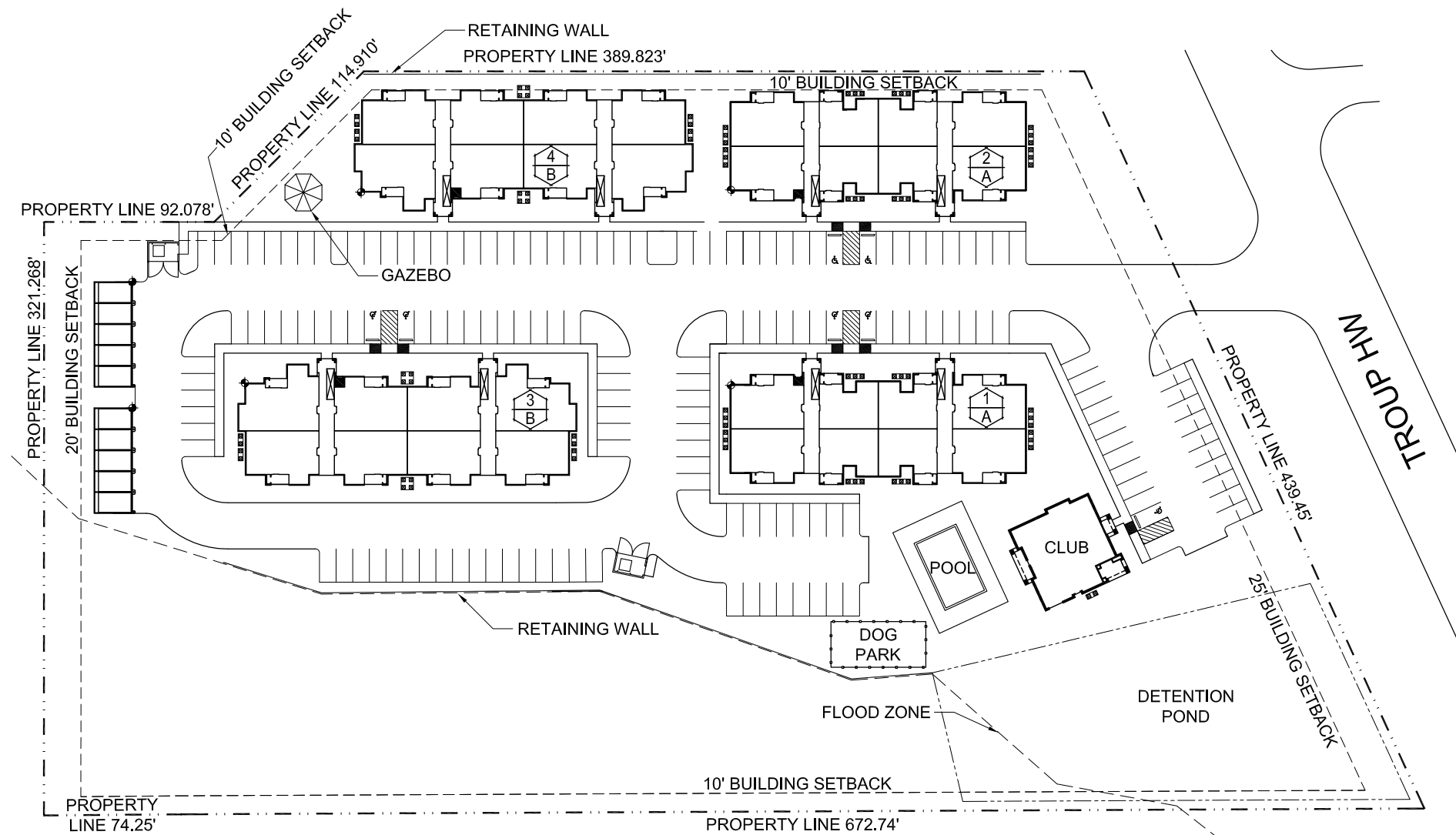
TOTAL SPACES		167
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PARKING PROVIDED:

GARAGES		10
UNCOVERED		150
CLUBHOUSE		7

TOTAL SPACES		167
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Exhibit D Site Plan



SITE PLAN

16168

Applicant Appeal to
Executive Director



May 4, 2016

VIA Email to: Sharon.Gamble@tdhca.state.tx.us

Ms. Sharon Gamble
Texas Department of Housing and Community Affairs
221 E. 11th Street
Austin, TX 78701

Re: #16168 Stonebridge of Whitehouse 9% HTC Scoring Appeal

Dear Sharon:

We wish to appeal the staff determination detailed in the scoring notice resulting in the loss of two points for application #16168 Stonebridge of Whitehouse. Our reasoning for appeal of each item is detailed below.

Issue 1

§ 11.9(d)(2) Commitment of Development Funding by Local Political Subdivision. The letter provided by the City of Whitehouse does not specify a de minimis amount of funding. (Requested 1, Awarded 0)

Response:

The 2016 QAP reads as follows:

Commitment of Development Funding by Local Political Subdivision.
(§2306.6725(a)(5)) An Application may receive one (1) point for a commitment of Development funding from the city (if located in a city) or county in which the Development Site is located. Documentation must include a letter from an official of the municipality, county, or other instrumentality with jurisdiction over the proposed Development stating they will provide a loan, grant, reduced fees or contribution of other value for the benefit of the Development. Once a letter is submitted to the Department it may not be changed or withdrawn.

This section of the QAP is a direct result of SB 1316 which states

In establishing the scoring criterion in the 2016 and 2017 qualified allocation plans related to the commitment of development funding by local political subdivisions, the department shall significantly reduce for each place regardless of population the amount in funding per low income unit required for a proposed project to receive the applicable number of points for that criterion. After the reduction, the amount of required funding may be a de minimis amount.

In following this specific requirement of the QAP and SB 1316 we received a letter from the city of Whitehouse ("Exhibit 1") stating:

Pursuant to TDHCA Multifamily Rule §2306.6725(a)(5) the City of Whitehouse has agreed to reduce/waive fees by a de minimis amount for related to the Stonebridge of Whitehouse development being constructed by GS Whitehouse Family LP.

The text of the attached letter specifically cites the applicable TDHCA multifamily rule and the City of Whitehouse's intent to follow **the letter of that rule**. There is no stated requirement of a specific dollar amount in the QAP nor is there a qualifying dollar amount in SB 1316 which changed the dollar amount required to a de minimis amount.

There are myriad reasons why we did not ask the City of Whitehouse to commit to a specific amount of funding the first and foremost being that we were concerned about what would qualify as a de minimis amount under the TDHCA rule.

Second, we did not want to ask more of the city or their city council members many of whom were already supporting our deal politically to commit to a burdensome financial contribution that could spark local criticism. Our main priority as developers working with a city and representing the program is making the process as painless and honest as possible. With no specific amount to cite we did not wish to ask for more funding than necessary or tell the city that more money was needed to qualify than another developer might state which would lead to confusion and distrust. In that vein we wished to minimize the amount of funding requested. With no specific minimum set by the QAP or the legislature and no concrete number to tell the city we needed to qualify we chose to quote Senate Bill 1316 and allow Whitehouse to decide their de minimis contribution at a later time. As this is a new addition to the QAP for this application cycle we also wished to wait and see what would be acceptable as a de minimis amount and then inform the City Manager of what contribution would be acceptable pursuant to TDHCA Multifamily Rule §2306.6725(a)(5).

Another reason for not requesting a specific amount of funding from Whitehouse is that the fees Whitehouse will collect for the construction of our project are not finalized. Whitehouse, like many smaller cities in Texas, counts on fee revenue from development to help fund its operations and we did not want to request an overly burdensome fee reduction and take counted on revenue from Whitehouse.

As you can see in the letters from other applications in Whitehouse ("Exhibit 2") the city provided for funding ranging from \$100-\$500, a very minimal amount that Whitehouse will be obliged to meet for Stonebridge of Whitehouse. These differing requests also show the lack of understanding by our fellow developers of what will qualify as de minimis. With these applications requesting different amounts of funding and not knowing what would qualify as de minimis with respect to a multimillion dollar real estate development we erred on the side of caution and the desire to request the minimum allowable contribution from Whitehouse.

Issue 2

§ 11.9(e)(2) Cost of Development per Square Foot. The Application requested 12 points but is only eligible for 11 points for cost per square foot that is less than \$75. (Requested 12, Awarded 11)

Response:

The TDHCA spreadsheet has calculated the cost per square foot as \$70.12. However, this calculation includes \$50,000.00 for garages that are to be rented and as such has been removed

from eligible basis. Rented garages are not considered an amenity. They are commercial space to be rented. Section §11.9(e)(2) of the QAP states:

*(2) Cost of Development per Square Foot. (§2306.6710(b)(1)(F); §42(m)(1)(C)(iii)) An Application may qualify to receive up to twelve (12) points based on either the Building Cost or the Hard Costs per square foot of the proposed Development, as originally submitted in the Application. For purposes of this paragraph, **Building Costs will exclude structured parking or commercial space that is not included in Eligible Basis**, and Hard Costs will include general contractor overhead, profit, and general requirements. Structured parking or commercial space costs must be supported by a cost estimate from a Third Party General Contractor or subcontractor with experience in structured parking or commercial construction, as applicable. The square footage used will be the Net Rentable Area (NRA). The calculations will be based on the cost listed in the Development Cost Schedule and NRA shown in the Rent Schedule. If the proposed Development is a Supportive Housing Development, the NRA will include common area up to 50 square feet per Unit.*

The site plan also shows the garages. (See exhibit 3) The garages are stand alone structures and not attached to the clubhouse or any residential structures. The costs for garages are clearly removed from eligible basis in the development cost schedule. (See exhibit 4) The rent schedule clearly details that the garages will be rented. (See exhibit 5)

Once this \$50,000 in commercial costs are removed, the resulting calculation of \$5,175,000/74,520 sq. ft = \$69.45 per square foot qualifies the development for the full 12 points in the scoring category.

Please advise if any further action is required on our part.

Thank you,

Victoria W. Spicer
State Street Housing Advisors, L.P.

cc: Kelly Garrett
John Shackelford

EXHIBIT 1

EXHIBIT 1



City of Whitehouse

P.O. Box 776

Whitehouse, Texas 75791-0776

Office (903) 839-4914
Fax (903) 839-4915

February 24, 2016

To Whom It May Concern:

Pursuant to TDHCA Multifamily Rule §2306.6725(a)(5)) the City of Whitehouse has agreed to reduce/waive fees by a de minimis amount for related to the Stonebridge of Whitehouse development being constructed by GS Whitehouse Family LP.

A handwritten signature in blue ink that reads "Madison Johnson". The signature is written in a cursive, flowing style.

Madison Johnson
Interim City Manager
Fire Chief

EXHIBIT 2



City of Whitehouse

Exhibit 2

P.O. Box 776

Whitehouse, Texas 75791-0776

Office (903) 839-4914
Fax (903) 839-4915

January 26, 2016

LHA Whitehouse Senior Village, Ltd.
Attn: Mr. Jeremy Mears
404 E. Worth Street
Grapevine, Texas 76051

Re: Whitehouse Senior Village – Commitment of Development Funding

To Whom It May Concern:

The City of Whitehouse hereby agrees to provide LHA Whitehouse Senior Village, Ltd. a loan, grant, reduced fees or contribution of other value in the amount of \$100.00 for the benefit of Whitehouse Senior Village.

Sincerely,

Charles Parker
Mayor



City of Whitehouse

P.O. Box 776

Whitehouse, Texas 75791-0776

Office (903) 839-4914

Fax (903) 839-4915

February 22, 2016

Tim Irvine
Executive Director
Texas Department of Housing and Community Affairs
221 East 11th Street
Austin, Texas 78701

Re: Commitment of Development Funding by Local Political Subdivision
Reserve at Hagan (TDHCA#16184)

Dear Mr. Irvine:

Please let this letter serve to acknowledge that the City of Whitehouse has approved a contribution of \$500.00 to be used for the development of Reserve at Hagan (TDHCA Application # 16184), a proposed multifamily affordable housing community located west of Highway 110 and north of Dews Drive, in the City of Whitehouse, Smith County, Texas.

Additionally, the City of Whitehouse certifies that it is not an affiliated party of the Applicant, Reserve at Hagan, LLC.

Should you require any additional information or have questions, please feel free to contact me. Thank you for your kind attention. We look forward to hearing a positive outcome of this application process for Reserve at Hagan.

Sincerely,

Madison Johnson
Interim City Manager
Fire Chief

pc: Reserve at Hagan, LLC.



City of Whitehouse

RESOLUTION NO. #R15-1208-01

WHEREAS, Rea Ventures Group has proposed a development for affordable rental housing located on Highway 110 at Sherry Drive, Whitehouse, Texas 75791 named Abbington Place of Whitehouse in the City of Whitehouse; and

WHEREAS, Rea Ventures Group intends to submit an application to the Texas Department of Housing and Community Affairs (TDHCA) for 2016 Housing Tax Credits for Abbington Place; and

WHEREAS, in accordance with Section 11.9(d)(1)(A) of the 2016 Qualified Allocation Plan, an application may qualify for points for a resolution voted on and adopted from the governing body expressly setting forth that the City of Whitehouse supports the Application or Development; and

WHEREAS, Rea Ventures Group has requested a partial waiver of City development fees in the amount of \$500.00 for Abbington Place as a commitment of Development funding from the City of Whitehouse, Texas; and

WHEREAS, the City Council of the City of Whitehouse, Texas has the authority to defer City development fees on property located within the City limits of Whitehouse; and

WHEREAS, the property located on Highway 110 at Sherry Drive, Whitehouse, Texas 75791 is located within the City limits of the City of Whitehouse, Texas;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Whitehouse, Texas that:

Section 1. The City Council of the City of Whitehouse, Texas hereby supports the proposed development of Abbington Place and confirms that its governing body has voted specifically to approved the development and authorize an allocation of Housing Tax Credits for the development pursuant to Texas Government Code 2306.6710(b)(1)(B).

Section 2. The City Council of the City of Whitehouse, Texas hereby grants the Rea Ventures Group's request for a partial waiver of City development fees due and arising from the proposed development of the Abbington Place in the amount of \$500.00.

PASSED AND APPROVED this the 8th day of December, 2015.

Charles Parker, Mayor

Stefani Wright, City Secretary

EXHIBIT 3

UNIT TABULATION

UNIT TYPE	#UNITS	UNIT S.F.	TOTAL S.F.
A1 - ONE BEDROOM, ONE BATH	24	686 S.F.	16,464 S.F.
B1 - TWO BEDROOM, TWO BATH	48	1,014 S.F.	48,672 S.F.
C1 - THREE BEDROOM, TWO BATH	8	1,173 S.F.	9,384 S.F.
TOTAL	80		74,520 S.F.

BUILDING TABULATION

TYPE	#BLDGS	UNITS/BLDG.	UNIT TYPES.	BLDG. S.F.	TOTAL S.F.
A	2	24	A1-4, B1-4	20,400 S.F.	40,800 S.F.
B	2	16	B1-6, C1-2	16,860 S.F.	33,720 S.F.
TOTAL	4				74,520 S.F.

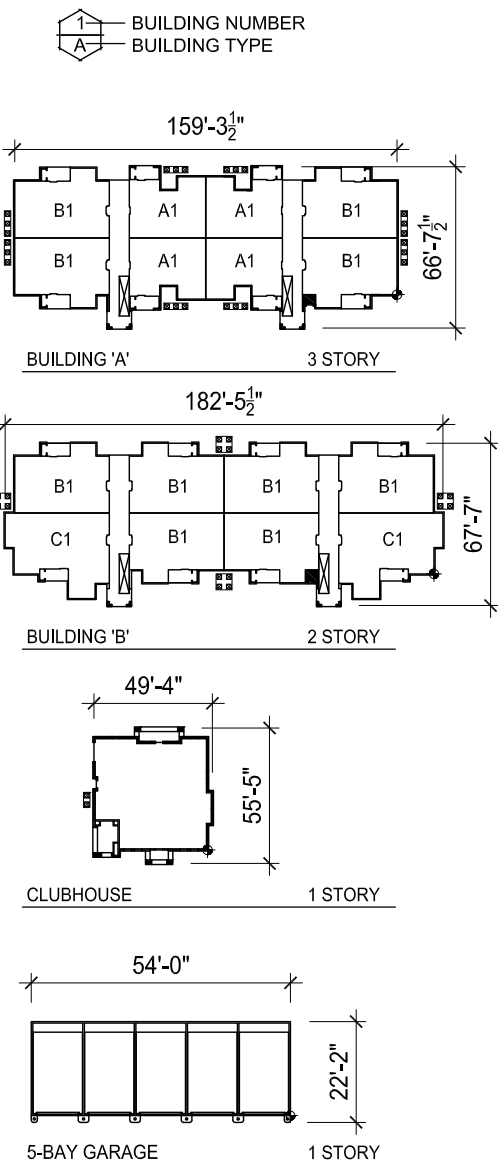
SITE DATA

5.799 ACRES
 13.84 UNITS PER ACRE
 KNOWN EASEMENTS SHOWN
 DETENTION SHOWN
 KNOWN FLOOD ZONE SHOWN

SITE AMENITIES

- 1,668 S.F. CLUBHOUSE
- GAZEBO
- POOL
- FURNISHED COMMUNITY ROOM
- ENCLOSED COMMUNITY SUN PORCH
- SERVICE COORDINATOR OFFICE
- DOG PARK
- COMMON AREA WI-FI

BUILDING KEY



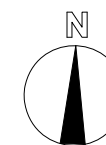
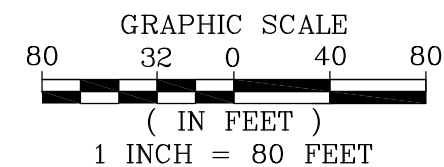
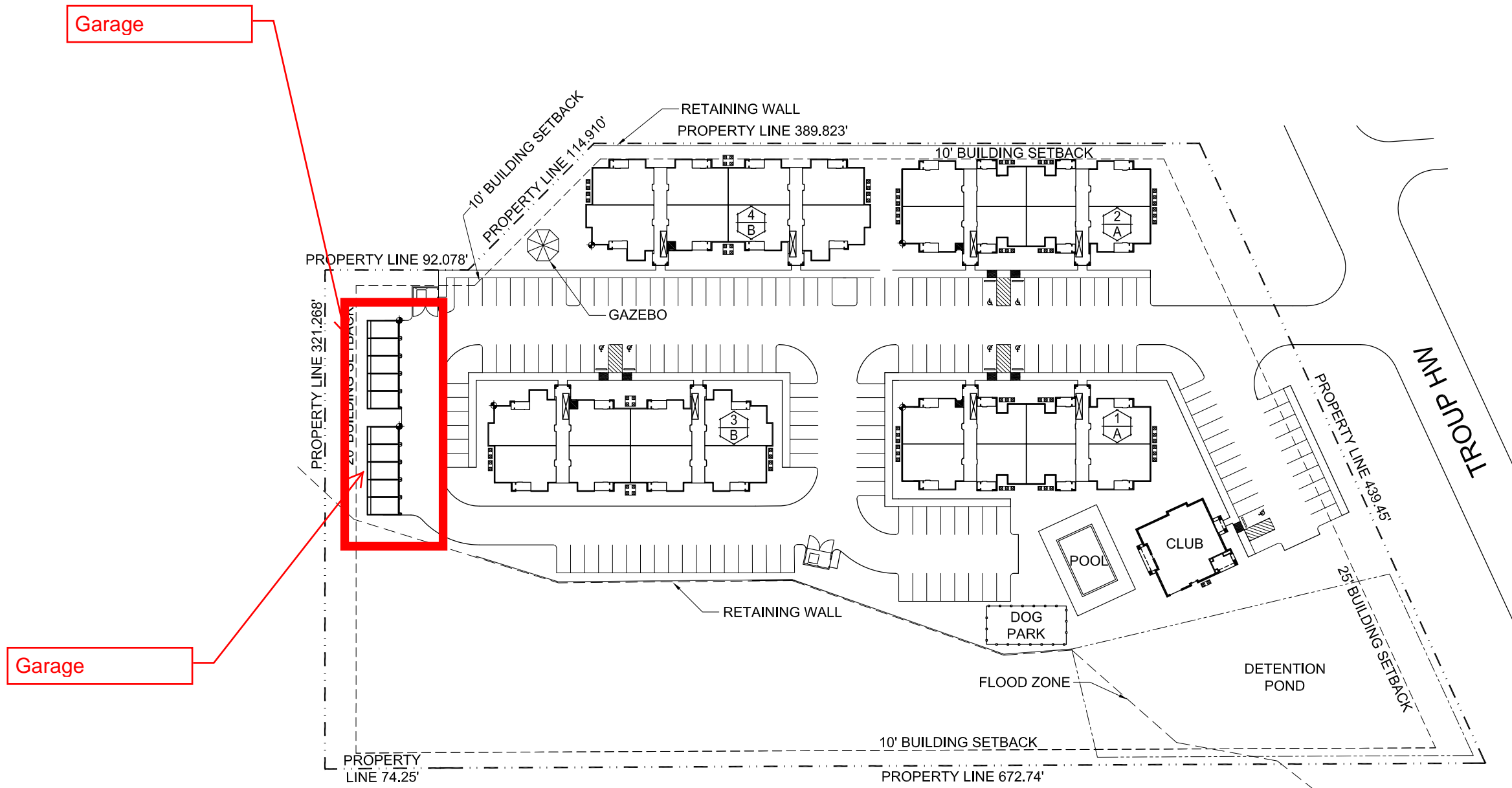
PARKING TABULATION

PARKING REQUIRED:		
ALL UNITS	2.0/UNIT	160
CLUBHOUSE	1.0/300 S.F.	7
TOTAL SPACES		167

PARKING PROVIDED:

GARAGES		10
UNCOVERED		150
CLUBHOUSE		7
TOTAL SPACES		167

Exhibit 3



SITE PLAN

EXHIBIT 4

EXHIBIT 4

BONNER CARRINGTON

May 4, 2016

Mrs. Victoria Spicer
State Street Housing Development, LP
7110 Baxtershire Drive
Dallas, Texas 75230

Re: Cost Estimate for Garage Buildings

Dear Mrs. Spicer,

Pursuant to your request, please accept this estimate from Bonner Carrington Construction LLC for building a garage building is approximately \$5,450 per parking bay. If a garage building had five bays for vehicles, the estimated cost to construction the building would be \$27,250. We estimate that two five-bay garage structures would be approximately \$54,500.00.

If you have any questions or need additional information, please let me know.

Sincerely,


Casey Bump
President

EXHIBIT 5



MULTIFAMILY FINANCE PRODUCTION DIVISION
Housing Tax Credit Program - 2016 Application Round
Scoring Notice - Competitive Housing Tax Credit Application

Appeal Election Form: 16168, Stonebridge of Whitehouse

Note: If you do not wish to appeal this notice, you do not need to submit this form.

I am in receipt of my 2016 scoring notice and am filing a formal appeal to the Executive Director on or before Wednesday, May 4, 2016.

If my appeal is denied by the Executive Director:

I do wish to appeal to the Board of Directors and request that my application be added to the Department Board of Directors meeting agenda. My appeal documentation, which identifies my specific grounds for appeal, is attached. If no additional documentation is submitted, the appeal documentation to the Executive Director will be utilized.

I do not wish to appeal to the Board of Directors.

Signed

Title Managing member of the GP

Date 5/4/2016

Please email to Sharon Gamble:
<mailto:sharon.gamble@tdhca.state.tx.us>



MULTIFAMILY FINANCE PRODUCTION DIVISION
Housing Tax Credit Program - 2016 Application Round
Scoring Notice - Competitive Housing Tax Credit Application

Chaz Garrett

Phone #: (903) 450-1520

Email: cgarrett@gs-hc.com

Second Email: kgarrett@statestreethousing.com

Date: June 03, 2016

**THIS NOTICE WILL ONLY BE
TRANSMITTED VIA EMAIL**

**RE: 2016 Competitive Housing Tax Credit (HTC) Application for Stonebridge of Whitehouse, TDHCA
Number: 16168**

The Texas Department of Housing and Community Affairs has completed its program review of the Application referenced above as further described in the 2016 Qualified Allocation Plan ("QAP"). This scoring notice provides a summary of staff's assessment of the application's score. The notice is divided into several sections.

Section 1 of the scoring notice provides a summary of the score requested by the Applicant followed by the score staff has assessed based on the Application submitted. You should note that four scoring items are not reflected in this scoring comparison but are addressed separately.

Section 2 of the scoring notice includes each of the four scoring criteria for which points could not be requested by the Applicant in the application self-score form and include: §11.9(d)(1) Local Government Support, §11.9(d)(4) Quantifiable Community Participation, §11.9(d)(5) Community Support from State Representative, and §11.9(d)(6) Input from Community Organizations.

Section 3 provides information related to any point deductions assessed under §11.9(f) of the QAP or §10.201(7)(A) of the Uniform Multifamily Rules.

Section 4 provides the final cumulative score in bold.

Section 5 includes an explanation of any differences between the requested and awarded score as well as any penalty points assessed.

The scores provided herein are merely informational at this point in the process and may be subject to change. For example, points awarded under §11.9(e)(2) "Cost of Development per Square Foot" and §11.9(e)(4) "Leveraging of Private, State, and Federal Resources" may be adjusted should the underwriting review result in changes to the Application that would affect these scores. If a scoring adjustment is necessary, staff will provide the Applicant a revised scoring notice.

Be further advised that if the Applicant failed to properly disclose information in the Application that could have a material impact on the scoring information provided herein, the score included in this notice may require adjustment and/or the Applicant may be subject to other penalties as provided for in the Department's rules.

This preliminary scoring notice is provided by staff at this time to ensure that an Applicant has sufficient notice to exercise any appeal process provided under §10.902 of the Uniform Multifamily Rules. All information in this scoring notice is further subject to modification, acceptance, and/or approval by the Department's Governing Board.



MULTIFAMILY FINANCE PRODUCTION DIVISION
 Housing Tax Credit Program - 2016 Application Round
 Scoring Notice - Competitive Housing Tax Credit Application

Page 2 of Final Scoring Notice: 16168, Stonebridge of Whitehouse

Section 1:

Score Requested by Applicant (Does not include points for §11.9(d)(1), (4), (5), or (6) of the 2016 QAP):	125
Score Awarded by Department staff (Does not include points for §11.9(d)(1), (4), (5), or (6) of the 2016 QAP):	124
Difference between Requested and Awarded:	1

Section 2:

Points Awarded for §11.9(d)(1) Local Government Support:	17
Points Awarded for §11.9(d)(4) Quantifiable Community Participation:	4
Points Awarded for §11.9(d)(5) Community Support from State Representative:	8
Points Awarded for §11.9(d)(6) Input from Community Organizations:	4

Section 3:

Points Deducted for §11.9(f) of the QAP or §10.201(7)(A) of the Uniform Multifamily Rules:	0
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Section 4:

Final Score Awarded to Application by Department staff:	157
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Section 5:

Explanation for Difference between Points Requested and Points Awarded by the Department as well as penalties assessed:

§11.9(e)(2) Cost of Development per Square Foot. The Application requested 12 points but is only eligible for 11 points for cost per square foot that is less than \$75. (Requested 12, Awarded 11)

Note: The score for this item did not change since the original notice was issued on April 27, 2016. The time period for the Applicant to appeal the assigned score has passed.

Restrictions and requirements relating to the filing of an appeal can be found in §10.902 of the Uniform Multifamily Rules. If you wish to appeal this scoring notice, you must file your appeal with the Department no later than 5:00 p.m. Austin local time, Friday, June 10, 2016. If an appeal is denied by the Executive Director, an Applicant may appeal to the Department's Board.

In an effort to increase the likelihood that Board appeals related to scoring are heard at the Board meeting, the Department has provided an Appeal Election Form for all appeals submitted to the Executive Director. In the event an appeal is denied by the Executive Director, the Applicant is able to request that the appeal automatically be added to the Board agenda.

If you have any concerns regarding potential miscalculations or errors made by the Department, please contact Sharon Gamble at (512) 936-7834 or by email at <mailto:sharon.gamble@tdhca.state.tx.us>.

Sincerely,

Sharon Gamble

Sharon Gamble
 9% Competitive HTC Program Administrator

16168

Executive Director's
Response



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

www.tdhca.state.tx.us

Greg Abbott
GOVERNOR

BOARD MEMBERS

J. Paul Oxer, *Chair*
Juan S. Muñoz, PhD, *Vice Chair*
Leslie Bingham-Escareño
T. Tolbert Chisum
Tom H. Gann
J.B. Goodwin

June 8, 2016

Writer's direct phone # (512) 475-3296
Email: tim.irvine@tdhca.state.tx.us

Ms. Victoria W. Spicer
State Street Housing Advisors, L.P.
7801 Jack Finney Blvd., #101
Greenville TX 75402

RE: APPEAL OF SCORING NOTICE: 16168 STONEBRIDGE AT WHITEHOUSE, WHITEHOUSE, TEXAS

Dear Ms. Spicer:

The Texas Department of Housing and Community Affairs (the "Department") is in receipt of your appeal, dated May 4, 2016, of the scoring notice for the above-referenced Application. The Application requested one point under 10 TAC §11.9(d)(2) of the 2016 Qualified Allocation Plan, related to Commitment of Development Funding by Local Political Subdivision but was awarded zero points and requested 12 points under §11.9(e)(2) related to Cost of Development per Square Foot but was awarded 11 points.

Regarding the appeal of the one point lost under §11.9(d)(2), Commitment of Development Funding by Local Political Subdivision, after further legal guidance, staff released a Notice of Administrative Deficiency regarding this item. The Applicant responded to the notice and the deficiency was cured to the satisfaction of the Department. The Application was awarded one point and a revised scoring notice was issued.

Regarding the appeal of the one point lost under §11.9(e)(2), Cost of Development per Square Foot, the appeal asserts that the difference in calculations is due to the inclusion of \$50,000.00 for garages that are to be rented and as such should be removed from eligible basis. Pursuant to §11.9(e)(2), rented garages are not considered an amenity. The appeal further contends that garages are commercial space to be rented and therefore should not be included in the Cost of the Development.

Staff has reviewed the Application with respect to this issue. Page 8 of the Site Design and Feasibility Study submitted for the Application indicates the number of parking spaces required for the Development:

"Regulations require 2 parking spaces per dwelling unit. In addition, the clubhouse will require 1 parking space per 300 square feet. With 80 units planned, they will require 160 parking spaces and the 2,083 square foot clubhouse will require 7 spaces for a total of 167 parking spaces. Plans are to have 167 parking spaces."



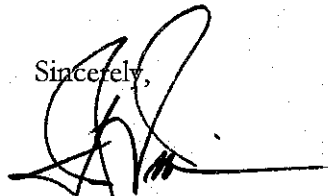
JUNE 8, 2016

Page 2

Review of the Development Site Plan indicates that the site has 167 parking spaces if the 10 spaces available for rental are included. Pursuant to the requirement for the number of parking spaces found at §10.101(b)(1)(4)(M): "Adequate parking spaces consistent with local code, unless there is no local code, in which case the requirement would be one and a half (1.5) spaces per Unit for non- Elderly Developments and one (1) space per Unit for Elderly Developments. **The minimum number of required spaces must be available to the tenants at no cost.**" (emphasis added) Thus, since local code, in this instance, requires two parking spaces per unit, the minimum number of required spaces that must be available to the tenants at no cost would be 167. The Development does not include enough parking spaces to meet the threshold requirement and to set aside 10 spaces for tenant rental. To grant the full points for this item would then lead staff to terminate the Application for failure to meet a threshold requirement.

I do not find that the points raised in your appeal clearly demonstrate that the Application qualifies for full points under §11.9(e)(2). Accordingly I must deny the appeal. You have indicated that you wish to appeal this decision directly to the Governing Board. Therefore, this appeal has been placed on the agenda for the next meeting scheduled for June 16, 2016. Should you have any questions, please contact Sharon Gamble, Competitive Tax Credit Program Administrator, at sharon.gamble@tdhca.state.tx.us or by phone at 512-936-7834.

Sincerely,

A handwritten signature in black ink, appearing to read 'TKI', with a horizontal line extending to the right.

Timothy K. Irvine
Executive Director

TKI

16168

Applicant Appeal
to Board



June 9, 2016

VIA Email to: Sharon.Gamble@tdhca.state.tx.us

Ms. Sharon Gamble
Texas Department of Housing and Community Affairs
221 E. 11th Street
Austin, TX 78701

Re: #16168 Stonebridge of Whitehouse 9% HTC Scoring Appeal

Dear Sharon:

We wish to appeal to the board the determination of the Executive Director regarding the loss of one point in the scoring notice for application #16168 Stonebridge of Whitehouse. Our reasoning for appeal is detailed below.

In his response to our initial appeal Executive Director Irvine does not refute our argument that the cost of the garages should be removed from total development cost since they are being developed for rental and considered commercial space but rather that we are not eligible to rent the garages because we lack the required number of free parking spaces. To follow this line of thinking to its logical conclusion, if we can't rent the garages then we will not build them. We will provide open parking spaces. This also results in the same \$50,000 reduction in development cost and brings the cost per square foot again below the \$70 per square foot threshold for award of the point.

Additionally, according to the 2016 multifamily rules **§10.201(7) Administrative Deficiency Process** "the purpose of the Administrative Deficiency process is to allow staff to request that an Applicant provide clarification, correction, or non-material missing information to resolve inconsistencies in the original Application or to assist staff in evaluating the Application."

There is clearly an unintentional inconsistency related to the number of parking spaces and the rental of the garages. We do not intend to build garages we cannot rent. What is detailed by Director Irvine as reason for denial of the appeal should be resolved as an administrative deficiency before a final determination is made on the matter of scoring for this item.

Should the deficiency be issued, we are prepared to respond quickly (within two business days) to facilitate the review and underwriting process.

As such we respectfully request that the board either grant the appeal and reinstate the point or request staff to issue an administrative deficiency regarding the conflict between parking and rental garages on the site.

Thank you,



Victoria W. Spicer
State Street Housing Advisors, L.P.

cc: Kelly Garrett
John Shackelford

5b

BOARD ACTION REQUEST
MULTIFAMILY FINANCE DIVISION
JUNE 16, 2016

Presentation, Discussion, and Possible Action Regarding the Issuance of Multifamily Housing Revenue Bonds (Fifty Oaks Apartments and Edinburg Village) Series 2016 Resolution No. 16-017 and Determination Notices of Housing Tax Credits

RECOMMENDED ACTION

WHEREAS, the Board adopted the inducement resolution for Fifty Oaks Apartments and Edinburg Village at the July 30, 2015, Board meeting;

WHEREAS, two Certificates of Reservation were issued, in the amount of \$3,000,000 for Fifty Oaks Apartments and \$4,900,000 for Edinburg Village, on May 26, 2016, with a bond delivery deadline of October 23, 2016;

WHEREAS, in accordance with 10 TAC §1.301(d)(1), the compliance history is designated as a Small Portfolio Category 3 and deemed acceptable, subject to conditions, by the Executive Award and Review Advisory Committee (“EARAC”) after review and discussion; and

WHEREAS, EARAC recommends the issuance of Multifamily Housing Revenue Bonds (Fifty Oaks Apartments and Edinburg Village) Series 2016, subject to underwriting conditions, and the issuance of a Determination Notice;

NOW, therefore, it is hereby

RESOLVED, that the issuance of up to \$7,400,000 in tax-exempt Multifamily Housing Revenue Bonds (Fifty Oaks Apartments and Edinburg Village) Series 2016, Resolution No. 16-017 is hereby approved in the form presented to this meeting;

FURTHER RESOLVED, the issuance of a Determination Notice of \$157,787 in 4% Housing Tax Credits for Fifty Oaks Apartments, subject to EARAC and underwriting conditions that may be applicable as found in the Real Estate Analysis report posted to the Department’s website is hereby approved in the form presented to this meeting;

FURTHER RESOLVED, the issuance of a Determination Notice of \$263,065 in 4% Housing Tax Credits for Edinburg Village, subject to EARAC and underwriting conditions that may be applicable as found in the Real Estate Analysis report posted to the Department’s website is hereby approved in the form presented to this meeting; and

FURTHER RESOLVED, that if approved, staff is authorized, empowered, and directed, for and on behalf of the Department to execute such documents, instruments and writings and perform such acts and deeds as may be necessary to effectuate the foregoing.

BACKGROUND

General Information: The Bonds will be issued in accordance with Chapter 1371, Texas Government Code, as amended, and under Chapter 2306, Texas Government Code, as amended, the Department's Enabling Statute (the "Statute"), which authorizes the Department to issue revenue bonds for its public purposes, as defined therein. *(The Statute provides that the Department's revenue bonds are solely obligations of the Department, and do not create an obligation, debt or liability of the State of Texas or a pledge or loan of faith, credit or taxing power of the State of Texas.)*

Fifty Oaks Apartments involves the acquisition and rehabilitation of 50 existing units serving the general population in Rockport, Aransas County, and is currently zoned appropriately. The Certificate of Reservation from the Bond Review Board was issued under the Priority 3 designation, which does not have a prescribed restriction on the percentage of Area Median Family Income ("AMFI") that must be served; however, 49 of the 50 units will be rent and income restricted at 60% AMFI and the remaining unit will be an employee occupied unit. The census tract (9504.00) has a median household income of \$33,063, is in the fourth quartile, and has a poverty rate of 27%.

Edinburg Village involves the acquisition and rehabilitation of 100 existing units serving the general population in Edinburg, Hidalgo County, and is currently zoned appropriately. The Certificate of Reservation from the Bond Review Board was issued under the Priority 3 designation, which does not have a prescribed restriction on the percentage of AMFI that must be served; however, all of the units will be rent and income restricted at 60% AMFI. The census tract (0239.03) has a median household income of \$30,688, is in the second quartile, and has a poverty rate of 34%.

Both of the properties currently have a U.S. Department of Housing and Urban Development ("HUD") Section 8 project-based contract covering all of the units. The existing contract for Fifty Oaks expires November 2025 and the existing contract for Edinburg expires July 2026; however, the Borrower is requesting a 20-year renewal of both contracts, the maximum period allowed by HUD, concurrent with closing.

Organizational Structure and Previous Participation: The organizational structure is similar for both properties as illustrated in Exhibit A. The applicant is considered a Small Category 3 portfolio and the previous participation was deemed acceptable subject to conditions by EARAC after review and discussion. EARAC recommended that both developments be re-evaluated for conformance with current ADA standards, and that the Department receive confirmation prior to closing that HUD has approved the relocation plan for current residents at both properties. EARAC also reviewed the proposed financing and underwriting reports and recommends issuance of Multifamily Housing Revenue Bonds and a Determination Notice, subject to conditions.

Public Hearing/Public Comment: A public hearing, conducted by staff, for Fifty Oaks was held on February 10, 2016, and a public hearing for Edinburg was held on February 11, 2016. There was no one in attendance at either hearing and copies of the transcripts are included herein. The Department has not received any letters of support or opposition for either of the properties.

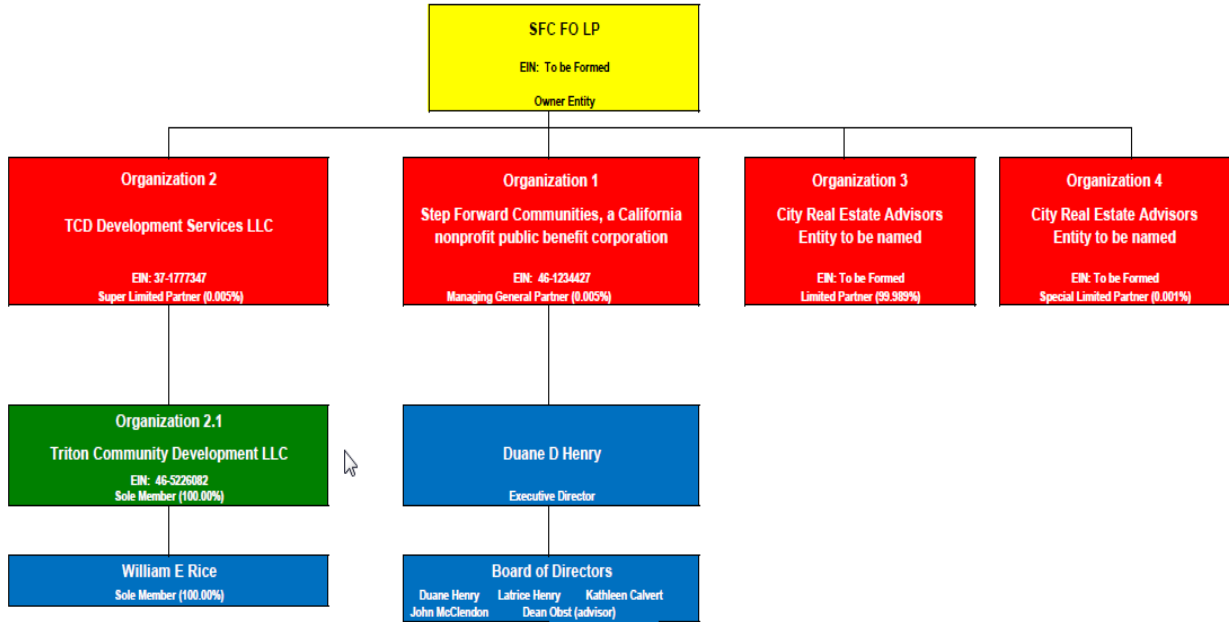
Summary of Financial Structure

This transaction involves an FHA 221(d)(4) loan originated by Bonneville Multifamily Capital, LLC and underwritten by Citigroup Global Markets, Inc., and mirrors the financing structure used by several bond transactions previously approved by the Board. Under the proposed structure, the Department will issue a single series of short-term, tax-exempt fixed rate bonds in an amount not to exceed \$7,400,000 that will be collateralized with the proceeds of the taxable FHA mortgage loan for each property. The bond proceeds will be utilized for project costs and as bond proceeds are drawn down, the proceeds from the FHA loan are simultaneously drawn and placed in an escrow account for the benefit of the bondholders. Given the cash collateralization, the transaction minimizes risk to the Department. The mortgage loan will be secured by eligible investments including obligations of the United States or money market mutual funds rated "A-1+" at all times which offers protection to the bondholder. While there will be one master Trust Indenture, there will be separate Loan Agreements, Bond Regulatory and Land Use Restriction Agreements, Deeds of Trust, etc. specific to each property.

The bond mortgage will be subordinate in lien position to the FHA mortgage but as previously indicated, the bond proceeds will also be cash collateralized as long as the bonds are outstanding. The bonds will remain outstanding through the rehabilitation period, estimated to be no greater than 13 months, and will then be retired. The bonds will have a maximum interest rate of 2% and an initial mandatory tender date of August 1, 2017, at which time the bonds can be redeemed or remarketed until the final maturity date of August 1, 2020. Upon redemption of the bonds, the FHA mortgage loan will remain and carry approximately a 4.35% interest rate with a 40-year term and amortization.

Exhibit A

Fifty Oak Apartments



Guarantors:

Managing General Partner:
Super Limited Partner:

Developer:

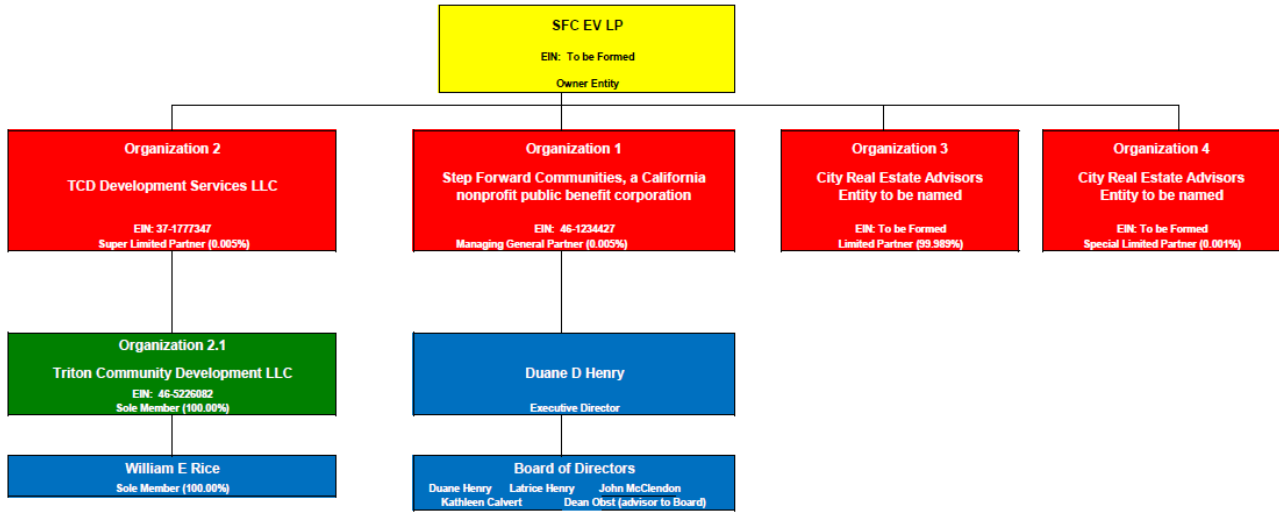
Individual:

Step Forward Communities
TCD Development Services LLC

Triton Community Development LLC and Step Forward Communities

William Rice, only through issuance of 8609

Edinburg Village



Guarantors:

Managing General Partner:
 Super Limited Partner:
 Developer:
 Individual:

Step Forward Communities
 TCD Development Services LLC
 Triton Community Development LLC and Step Forward Communities
 William Rice, only through issuance of 8609

RESOLUTION NO. 16-017

RESOLUTION AUTHORIZING AND APPROVING THE ISSUANCE, SALE AND DELIVERY OF TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS MULTIFAMILY HOUSING REVENUE BONDS (FIFTY OAKS AND EDINBURG VILLAGE APARTMENTS), SERIES 2016; APPROVING THE FORM AND SUBSTANCE AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS PERTAINING THERETO; AUTHORIZING AND RATIFYING OTHER ACTIONS AND DOCUMENTS; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

WHEREAS, the Texas Department of Housing and Community Affairs (the "Department") has been duly created and organized pursuant to and in accordance with the provisions of Chapter 2306, Texas Government Code, as amended (the "Act"), for the purpose, among others, of providing a means of financing the costs of residential ownership, development, construction and rehabilitation that will provide decent, safe, and affordable living environments for individuals and families of low, very low and extremely low income (as defined in the Act) and families of moderate income (as described in the Act and determined by the Governing Board of the Department (the "Board") from time to time); and

WHEREAS, the Act authorizes the Department: (a) to make mortgage loans to housing sponsors to provide financing for multifamily residential rental housing in the State of Texas (the "State") intended to be occupied by individuals and families of low, very low and extremely low income and families of moderate income, as determined by the Department; (b) to issue its revenue bonds, for the purpose, among others, of obtaining funds to make such loans and provide financing, to establish necessary reserve funds and to pay administrative and other costs incurred in connection with the issuance of such bonds; and (c) to pledge all or any part of the revenues, receipts or resources of the Department, including the revenues and receipts to be received by the Department from such multifamily residential rental development loans, and to mortgage, pledge or grant security interests in such loans or other property of the Department in order to secure the payment of the principal or redemption price of and interest on such bonds; and

WHEREAS, the Board has determined to authorize the issuance of its Texas Department of Housing and Community Affairs Multifamily Housing Revenue Bonds (Fifty Oaks and Edinburg Village Apartments), Series 2016 (the "Bonds") pursuant to and in accordance with the terms of a Trust Indenture (the "Indenture") between the Department and Wilmington Trust, National Association, as trustee (the "Trustee"), for the purpose of obtaining funds to finance the Development (defined below), all under and in accordance with the Constitution and laws of the State; and

WHEREAS, the Department desires to use the proceeds of the Bonds to fund mortgage loans to SFC FO LP, a Texas limited partnership, and SFC EV LP, a Texas limited partnership (each a "Borrower" and collectively, the "Borrowers"), in order to finance the cost of acquisition, equipping and rehabilitation of the qualified residential rental developments described in Exhibit A attached hereto (each a "Development" and collectively, the "Developments") located within the State and required by the Act to be occupied by individuals and families of low and very low income and families of moderate income, as determined by the Department; and

WHEREAS, the Board, by resolution adopted on July 30, 2015 declared its intent to issue its revenue bonds to provide financing for the Developments; and

WHEREAS, the Borrowers have requested and received reservations of private activity bond allocation from the State of Texas;

WHEREAS, it is anticipated that the Department and each Borrower will execute and deliver a Loan Agreement (each a "Loan Agreement" and collectively, the "Loan Agreements") pursuant to which (i) the

Department will agree to make a mortgage loan funded with the proceeds of the Bonds (each a “Loan” and collectively, the “Loans”) to each Borrower to enable the Borrower to finance the cost of acquisition, equipping and rehabilitation of the applicable Development and related costs, and (ii) each Borrower will execute and deliver to the Department a promissory note (each a “Note” and collectively, the “Notes”) in a combined original principal amount equal to the original aggregate principal amount of the Bonds, and providing for payment of interest on such combined principal amount equal to the interest on the Bonds and to pay other costs described in the Loan Agreements; and

WHEREAS, it is anticipated that each Note will be secured by a subordinate Multifamily Deed of Trust, Security Agreement and Fixture Filing (each a “Bond Mortgage” and collectively, the “Bond Mortgages”) from the applicable Borrower for the benefit of the Department and the Trustee; and

WHEREAS, each Borrower will obtain a first lien mortgage loan from Bonneville Multifamily Capital, LLC (the “HUD Lender”), and the Board has determined that the HUD Lender, the Trustee, the Department and each Borrower will execute and deliver a Bond Funding and Loan Disbursement Procedures Agreement (each a “Disbursement Agreement” and collectively, the “Disbursement Agreements”) pursuant to which the HUD Lender will deposit the proceeds of the applicable first lien mortgage loan with the Trustee, to be held by the Trustee as security for the Bonds in accordance with the Indenture; and

WHEREAS, the Board has determined that the Department, the Trustee, and each Borrower will execute a Regulatory and Land Use Restriction Agreement (each a “Regulatory Agreement” and collectively, the “Regulatory Agreements”) with respect to the applicable Development, which will be filed of record in the real property records of Aransas County, Texas for the Fifty Oaks Apartments and Hidalgo County, Texas for the Edinburg Village Apartments; and

WHEREAS, the Board has been presented with a draft of, has considered and desires to ratify, approve, confirm and authorize the use and distribution in the public offering of the Bonds of an Official Statement (the “Official Statement”) and to authorize the Authorized Representatives of the Department to deem the Official Statement “final” for purposes of Rule 15c2-12 of the Securities and Exchange Commission and to approve the making of such changes in the Official Statement as may be required to provide a final Official Statement for use in the public offering and sale of the Bonds; and

WHEREAS, the Board has further determined that the Department will enter into a Bond Purchase Agreement (the “Bond Purchase Agreement”) with Citigroup Global Markets Inc. (the “Underwriter”), and the Borrowers, setting forth certain terms and conditions upon which the Underwriter will purchase all of the Bonds from the Department and the Department will sell the Bonds to the Underwriter; and

WHEREAS, the Board has examined proposed forms of (a) the Indenture, the Loan Agreements, the Regulatory Agreements, the Disbursement Agreements, the Official Statement and the Bond Purchase Agreement (collectively, the “Issuer Documents”), all of which are attached to and comprise a part of this Resolution and (b) the Bond Mortgages and the Notes; has found the form and substance of such documents to be satisfactory and proper and the recitals contained therein to be true, correct and complete; and has determined, subject to the conditions set forth in Article I, to authorize the issuance of the Bonds, the execution and delivery of the Issuer Documents, the acceptance of the Bond Mortgages and the Notes and the taking of such other actions as may be necessary or convenient in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS:

ARTICLE 1

ISSUANCE OF BONDS; APPROVAL OF DOCUMENTS

Section 1.1 Issuance, Execution and Delivery of the Bonds. That the issuance of the Bonds is hereby authorized pursuant to the Act, including particularly Section 2306.353 thereof, and Chapter 1371, Texas Government Code, all under and in accordance with the conditions set forth herein and in the Indenture, and that, upon execution and delivery of the Indenture, the Authorized Representatives of the Department named in this Resolution are each hereby authorized to execute, attest and affix the Department's seal to the Bonds and to deliver the Bonds to the Attorney General of the State (the "Attorney General") for approval, the Comptroller of Public Accounts of the State for registration and the Trustee for authentication (to the extent required in the Indenture), and thereafter to deliver the Bonds to or upon the order of the initial purchaser thereof pursuant to the Bond Purchase Agreement.

Section 1.2 Interest Rate, Principal Amount, Maturity and Price. That the Chair or Vice Chair of the Board or the Executive Director of the Department are hereby authorized and empowered, in accordance with Chapter 1371, Texas Government Code, to fix and determine the interest rate, principal amount and maturity of, the redemption and tender provisions related to, and the price at which the Department will sell to the Underwriter, the Bonds, all of which determinations shall be conclusively evidenced by the execution and delivery by the Chair or Vice Chair of the Board or the Executive Director of the Department of the Indenture and the Bond Purchase Agreement; provided that the initial interest rate on the Bonds shall not exceed 2% subject to adjustment or provided in the Indenture; (ii) the aggregate principal amount of the Bonds shall not exceed \$7,400,000; (iii) the final maturity of the Bonds shall occur not later than August 1, 2020; and (iv) the price at which the Bonds are sold to the initial purchaser thereof under the Bond Purchase Agreement shall not exceed 100% of the principal amount thereof.

Section 1.3 Approval, Execution and Delivery of the Indenture. That the form and substance of the Indenture are hereby approved, and that the Authorized Representatives each are hereby authorized to execute the Indenture, and to deliver the Indenture to the Trustee.

Section 1.4 Approval, Execution and Delivery of the Loan Agreements. That the form and substance of the Loan Agreements are hereby approved, and that the Authorized Representatives each are hereby authorized to execute the Loan Agreements, and to deliver the Loan Agreements to the Borrowers.

Section 1.5 Approval, Execution and Delivery of the Regulatory Agreements. That the form and substance of the Regulatory Agreements are hereby approved, and that the Authorized Representatives each are hereby authorized to execute, attest and affix the Department's seal to the Regulatory Agreements, and to deliver the Regulatory Agreements to the applicable Borrower and the Trustee and to cause the Regulatory Agreements to be filed of record in the real property records of Aransas County, Texas and Hidalgo County, Texas, as applicable.

Section 1.6 Approval, Execution and Delivery of the Bond Purchase Agreement. That the sale of the Bonds to the Underwriter pursuant to the Bond Purchase Agreement is hereby approved, that the form and substance of the Bond Purchase Agreement are hereby approved, and that the Authorized Representatives each are hereby authorized to execute the Bond Purchase Agreement and to deliver the Bond Purchase Agreement to the Borrowers and the Underwriter, as appropriate.

Section 1.7 Approval, Execution and Delivery of the Disbursement Agreements. That the form and substance of the Disbursement Agreements are hereby approved, and that the Authorized Representatives each are hereby authorized to execute the Disbursement Agreements, and to deliver the Disbursement Agreements to the HUD Lender, the Trustee and the applicable Borrower.

Section 1.8 Acceptance of the Notes and the Bond Mortgages. That the form and substance of the Notes and the Bond Mortgages are hereby accepted by the Department and that the Authorized Representatives each are hereby authorized to endorse and deliver the Notes to the order of the Trustee without recourse.

Section 1.9 Approval, Execution, Use and Distribution of the Official Statement. That the form and substance of the Official Statement and its use and distribution by the Underwriter in accordance with the terms, conditions and limitations contained therein are hereby approved, ratified, confirmed and authorized; that the Chair and Vice Chair of the Board and the Executive Director of the Department are hereby severally authorized to deem the Official Statement “final” for purposes of Rule 15c2-12 under the Securities and Exchange Act of 1934; that the Authorized Representatives named in this Resolution each are authorized hereby to make or approve such changes in the Official Statement as may be required to provide a final Official Statement for the Bonds; that the Authorized Representatives named in this Resolution each are authorized hereby to accept the Official Statement, as required; and that the use and distribution of the Official Statement by the Underwriter hereby is authorized and approved, subject to the terms, conditions and limitations contained therein, and further subject to such amendments or additions thereto as may be required by the Bond Purchase Agreement and as may be approved by the Executive Director of the Department and the Department’s counsel.

Section 1.10 Taking of Any Action; Execution and Delivery of Other Documents. That the Authorized Representatives are each hereby authorized to take any actions and to execute, attest and affix the Department’s seal to, and to deliver to the appropriate parties, all such other agreements, commitments, assignments, bonds, certificates, contracts, documents, instruments, releases, financing statements, letters of instruction, notices of acceptance, written requests and other papers, whether or not mentioned herein, as they or any of them consider to be necessary or convenient to carry out or assist in carrying out the purposes of this Resolution.

Section 1.11 Power to Revise Form of Documents. That, notwithstanding any other provision of this Resolution, the Authorized Representatives are each hereby authorized to make or approve such revisions in the form of the documents attached hereto as exhibits as, in the judgment of such Authorized Representative, and in the opinion of Bracewell LLP, may be necessary or convenient to carry out or assist in carrying out the purposes of this Resolution, such approval to be evidenced by the execution of such documents by the Authorized Representatives.

Section 1.12 Exhibits Incorporated Herein. That all of the terms and provisions of each of the documents listed below as an exhibit shall be and are hereby incorporated into and made a part of this Resolution for all purposes:

- Exhibit B - Indenture
- Exhibit C - Loan Agreements
- Exhibit D - Regulatory Agreements
- Exhibit E - Bond Purchase Agreement
- Exhibit F - Notes
- Exhibit G - Bond Mortgages
- Exhibit H - Official Statement
- Exhibit I - Disbursement Agreements

Section 1.13 Authorized Representatives. The following persons are hereby named as Authorized Representatives of the Department for purposes of executing, attesting, affixing the Department’s seal to, and delivering the documents and instruments and taking the other actions referred to in this Article 1: the Chair or Vice Chair of the Board, the Executive Director of the Department, the Deputy Executive Director of Asset Analysis and Management of the Department, the Director of Bond Finance of the Department, the Director of Texas Homeownership of the Department, the Director of Multifamily Finance of the Department, and the

Secretary or any Assistant Secretary to the Board. Such persons are referred to herein collectively as the "Authorized Representatives." Any one of the Authorized Representatives is authorized to act individually as set forth in this Resolution.

ARTICLE 2

APPROVAL AND RATIFICATION OF CERTAIN ACTIONS

Section 2.1 Approval and Ratification of Application to Texas Bond Review Board. That the Board hereby ratifies and approves the submission of the application for approval of state bonds to the Texas Bond Review Board on behalf of the Department in connection with the issuance of the Bonds in accordance with Chapter 1231, Texas Government Code.

Section 2.2 Approval of Submission to the Attorney General. That the Board hereby authorizes and approves the submission by the Department's bond counsel to the Attorney General, for his approval, of a transcript of legal proceedings relating to the issuance, sale and delivery of the Bonds.

Section 2.3 Certification of the Minutes and Records. That the Secretary or Assistant Secretary to the Board hereby is authorized to certify and authenticate minutes and other records on behalf of the Department for the Bonds and all other Department activities.

Section 2.4 Approval of Requests for Rating from Rating Agency. That the action of the Executive Director of the Department or any successor and the Department's consultants in seeking a rating is approved, ratified and confirmed hereby.

Section 2.5 Authority to Invest Proceeds. That the Department is authorized to invest and reinvest the proceeds of the Bonds and the fees and revenues to be received in connection with the financing of the Development in accordance with the Indenture and to enter into any agreements relating thereto only to the extent permitted by the Indenture.

Section 2.6 Underwriter. That the underwriter with respect to the issuance of the Bonds will be Citigroup Global Markets Inc., or any other party identified in the Bond Purchase Agreement.

Section 2.7 Engagement of Other Professionals. That the Executive Director of the Department or any successor is authorized to engage auditors to perform such functions, audits, yield calculations and subsequent investigations as necessary or appropriate to comply with the Bond Purchase Agreement, provided such engagement is done in accordance with applicable law of the State.

Section 2.8 Ratifying Other Actions. That all other actions taken by the Executive Director of the Department and the Department staff in connection with the issuance of the Bonds and the financing of the Development are hereby ratified and confirmed.

ARTICLE 3

CERTAIN FINDINGS AND DETERMINATIONS

Section 3.1 Findings of the Board. That in accordance with Section 2306.223 of the Act and after the Department's consideration of the information with respect to the Developments and the information with respect to the proposed financing of the Developments by the Department, including but not limited to the information submitted by the Borrowers, independent studies commissioned by the Department, recommendations of the Department staff and such other information as it deems relevant, the Board hereby finds:

(a) Need for Housing Developments.

(i) that the Developments are necessary to provide needed decent, safe, and sanitary housing at rentals or prices that individuals or families of low and very low income or families of moderate income can afford,

(ii) that the financing of the Developments is a public purpose and will provide a public benefit, and

(iii) that the Developments will be undertaken within the authority granted by the Act to the housing finance division and the Borrowers.

(b) Findings with Respect to the Borrowers.

(i) that each Borrower, by operating the applicable Development in accordance with the requirements of the applicable Loan Agreement and the applicable Regulatory Agreement, will supply well-planned and well-designed housing for individuals or families of low and very low income or families of moderate income,

(ii) that each Borrower is financially responsible, and

(iii) that each Borrower is not, and will not enter into a contract for the applicable Development with, a housing developer that (A) is on the Department's debarred list, including any parts of that list that are derived from the debarred list of the United States Department of Housing and Urban Development; (B) breached a contract with a public agency; or (C) misrepresented to a subcontractor the extent to which the developer has benefited from contracts or financial assistance that has been awarded by a public agency, including the scope of the developer's participation in contracts with the agency and the amount of financial assistance awarded to the developer by the Department.

(c) Public Purpose and Benefits.

(i) that each Borrower has agreed to operate the applicable Development in accordance with the applicable Loan Agreement and Regulatory Agreement, which require, among other things, that the applicable Development be occupied by individuals and families of low and very low income and families of moderate income, and

(ii) that the issuance of the Bonds to finance the Developments is undertaken within the authority conferred by the Act and will accomplish a valid public purpose and will provide a public benefit by assisting individuals and families of low and very low income and families of moderate income in the State to obtain decent, safe, and sanitary housing by financing the costs of the Developments, thereby helping to maintain a fully adequate supply of sanitary and safe dwelling accommodations at rents that such individuals and families can afford.

Section 3.2 Determination of Eligible Tenants. That the Board has determined, to the extent permitted by law and after consideration of such evidence and factors as it deems relevant, the findings of the staff of the Department, the laws applicable to the Department and the provisions of the Act, that eligible tenants for the Developments shall be (1) individuals and families of low and very low income, (2) persons with special needs, and (3) families of moderate income, with the income limits as set forth in the Regulatory Agreement.

Section 3.3 Sufficiency of Loan Interest Rate. That the Board hereby finds and determines that the interest rate on each Loan established pursuant to the applicable Loan Agreement will produce the amounts

required, together with other available funds, to pay for the Department's costs of operation with respect to the Bonds and the Developments and enable the Department to meet its covenants with and responsibilities to the holders of the Bonds.

Section 3.4 No Gain Allowed. That, in accordance with Section 2306.498 of the Act, no member of the Board or employee of the Department may purchase any Bond in the secondary open market for municipal securities.

ARTICLE 4

GENERAL PROVISIONS

Section 4.1 Limited Obligations. That the Bonds and the interest thereon shall be special limited obligations of the Department payable solely from the trust estate created under the Indenture, including the revenues and funds of the Department pledged under the Indenture to secure payment of the Bonds, and under no circumstances shall the Bonds be payable from any other revenues, funds, assets or income of the Department.

Section 4.2 Non-Governmental Obligations. That the Bonds shall not be and do not create or constitute in any way an obligation, a debt or a liability of the State or create or constitute a pledge, giving or lending of the faith or credit or taxing power of the State. Each Bond shall contain on its face a statement to the effect that the State is not obligated to pay the principal thereof or interest thereon and that neither the faith or credit nor the taxing power of the State is pledged, given or loaned to such payment.

Section 4.3 Effective Date. That this Resolution shall be in full force and effect from and upon its adoption.

Section 4.4 Notice of Meeting. This Resolution was considered and adopted at a meeting of the Governing Board that was noticed, convened, and conducted in full compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, and with §2306.032 of the Texas Government Code, regarding meetings of the Governing Board.

[Execution page follows]

PASSED AND APPROVED this 16th day of June, 2016.

[SEAL]

J. Paul Oxer, Chair

ATTEST:

Secretary

EXHIBIT A

Description of Developments

Borrower: SFC FO LP

Development: The Development is a 50-unit affordable multifamily community known as Fifty Oaks Apartments, at 501 East 2nd Street, Rockport, Texas 78382. It consists of 8 residential apartment buildings with approximately 37,508 net rentable square feet. The unit mix will consist of:

8	one-bedroom/one-bath units
30	two-bedroom/one-bath units
12	three-bedroom/one-bath units
<hr/>	
50	Total Units

Unit sizes will range from approximately 601 square feet to approximately 895 square feet.

Borrower: SFC EV LP

Development: The Development is a 100-unit affordable multifamily community known as Edinburg Village Apartments, at 701 South Fourth Avenue, Edinburg, Texas 78539. It consists of 11 residential apartment buildings with approximately 89,884 net rentable square feet. The unit mix will consist of:

16	one-bedroom/one-bath units
34	two-bedroom/one-bath units
34	three-bedroom/one and one-half-bath units
16	Four-bedroom/two-bath units
<hr/>	
100	Total Units

Unit sizes will range from approximately 568 square feet to approximately 1,178 square feet.

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

PUBLIC HEARING
ON
ISSUANCE OF TAX-EXEMPT MULTIFAMILY REVENUE BONDS
RELATING TO
EDINBURG VILLAGE APARTMENTS

Dustin Michael Sekula Memorial Library
1906 South Closner Boulevard
Edinburg, Texas

Thursday,
February 11, 2016
1:02 p.m.

BEFORE: SHANNON ROTH, TDHCA Housing Specialist

P R O C E E D I N G S

1
2 Good evening. My name is Shannon Roth. I
3 would like to proceed with the public hearing. Let the
4 record show that it is 1:02 p.m., Thursday, February 11,
5 2016. We are at the Dustin Michael Sekula Memorial
6 Library located at 1906 South Closner Boulevard, Edinburg,
7 Texas.

8 I'm here to conduct the public hearing on
9 behalf of the Texas Department of Housing and Community
10 Affairs with respect to an issue of tax-exempt multifamily
11 revenue bonds for a residential rental community.

12 This hearing is required by the Internal
13 Revenue Code. The sole purpose of this hearing is to
14 provide a reasonable opportunity for interested
15 individuals to express their views regarding the
16 development and the proposed bond issue.

17 No decisions regarding the development will be
18 made at this hearing. The Department's board is scheduled
19 to meet to consider this transaction on March 31, 2016.
20 In addition to providing your comments at the hearing, the
21 public is also invited to provide comment directly to the
22 board at any of their meetings. The Department staff will
23 also accept written comments from the public up to 5:00
24 p.m. on March 22, 2016.

25 The bonds for the Edinburg Village Apartments

1 will be issued as tax-exempt multifamily revenue bonds in
2 the aggregate principal amount not to exceed 6,300,000 and
3 taxable bonds, if necessary, in an amount to be determined
4 and issued in one or more series by the Texas Department
5 of Housing and Community Affairs, the Issuer.

6 The proceeds of the bonds will be loaned to the
7 SFC EV, LP, or a related person or affiliate thereof, to
8 finance the acquisition and rehabilitation of a
9 multifamily housing development described as follows: a
10 100-unit multifamily residential rental development to be
11 constructed on approximately 6.6 acres of land located at
12 701 South Fourth Avenue, Edinburg, Texas. The proposed
13 multifamily rental housing community will be initially
14 owned and operated by the borrower or a related person or
15 affiliate thereof.

16 I'd now like to open the floor for public
17 comment.

18 Let the record show that there are no
19 attendees; therefore, the meeting is now adjourned, and
20 the time is 1:04 p.m.

21 (Whereupon, at 1:04 p.m., the public hearing
22 was concluded.)

C E R T I F I C A T E

1
2
3 IN RE: Edinburg Village Apartments
4 LOCATION: Edinburg, Texas
5 DATE: February 11, 2016

6 I do hereby certify that the foregoing pages,
7 numbers 1 through 4, inclusive, are the true, accurate,
8 and complete transcript prepared from the verbal recording
9 made by electronic recording by Joseph M. Schafer before
10 the Texas Department of Housing and Community Affairs.
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Samuel H. Stoddard 02/17/2016
(Transcriber) (Date)

On the Record Reporting
3636 Executive Ctr Dr., G-22
Austin, Texas 78731

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

PUBLIC HEARING
ON
ISSUANCE OF TAX-EXEMPT MULTIFAMILY REVENUE BONDS
RELATING TO
FIFTY OAKS APARTMENTS

Aransas County Public Library
701 East Mimosa Street
Rockport, Texas

Wednesday,
February 10, 2016
4:03 p.m.

BEFORE: SHANNON ROTH, TDHCA Housing Specialist

ON THE RECORD REPORTING
(512) 450-0342

P R O C E E D I N G S

1
2 Good evening. My name is Shannon Roth. I
3 would like to proceed with the public hearing. Let the
4 record show that it is 4:03 p.m., Wednesday, February 10,
5 2016. We are at the Aransas County Public Library located
6 at 701 East Mimosa Street, Rockport, Texas.

7 I'm here to conduct the public hearing on
8 behalf of the Texas Department of Housing and Community
9 Affairs with respect to an issue of tax-exempt multifamily
10 revenue bonds for a residential rental community.

11 This hearing is required by the Internal
12 Revenue Code. The sole purpose of this hearing is to
13 provide a reasonable opportunity for interested
14 individuals to express their views regarding the
15 development and the proposed bond issue.

16 No decision regarding the development will be
17 made at this hearing. The Department's board is scheduled
18 to meet to consider this transaction on March 31, 2016.
19 In addition to providing your comments at this hearing,
20 the public is also invited to provide comment directly to
21 the board at any of their meetings. Department staff will
22 also accept written comments from the public up to 5:00
23 p.m. on March 22, 2016.

24 The bonds for the Fifty Oaks Apartments will be
25 ~~issued as tax-exempt multifamily revenue bonds in the~~

1 aggregate principal amount not to exceed 4.6 million and
2 taxable bonds, if necessary, in an amount to be determined
3 and issued in one or more series by the Texas Department
4 of Housing and Community Affairs, the Issuer.

5 The proceeds of the bonds will be loaned to the
6 SFC FO, LP, or a related person or affiliate entity
7 thereof, to finance the acquisition and rehabilitation of
8 a multifamily housing development described as follows: a
9 50-unit multifamily residential rental development to be
10 constructed on approximately 3.97 acres of land located at
11 501 East 2nd Street, Rockport, Texas. The proposed
12 multifamily rental housing community will be initially
13 owned and operated by the borrower or a related person or
14 affiliate thereof.

15 I'd now like to open the floor for public
16 comment.

17 Let the record show that there are no
18 attendees; therefore, the meeting is now adjourned, and it
19 is 4:05 p.m.

20 (Whereupon, at 4:05 p.m., the public hearing
21 was concluded.)

C E R T I F I C A T E

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2
3 IN RE: Fifty Oaks Apartments

4 LOCATION: Rockport, Texas

5 DATE: February 10, 2016

6 I do hereby certify that the foregoing pages,
7 numbers 1 through 4, inclusive, are the true, accurate,
8 and complete transcript prepared from the verbal recording
9 made by electronic recording by Joseph M. Schafer before
10 the Texas Department of Housing and Community Affairs.

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16
17 Laurel H. Stoddard 2/17/2016
18 (Transcriber) (Date)

19 On the Record Reporting
20 3636 Executive Ctr Dr., G-22
21 Austin, Texas 78731
22
23

5c

**TO BE POSTED NOT LATER THAN THE
THIRD DAY BEFORE THE DATE OF
THE MEETING**

5d

BOARD ACTION REQUEST
MULTIFAMILY FINANCE DIVISION
JUNE 16, 2016

Presentation, Discussion, and Possible Action regarding approval for publication in the *Texas Register* of Revisions to the 2016-1 Multifamily Direct Loan Notice of Funding Availability

RECOMMENDED ACTION

WHEREAS, at the Board Meeting of November 12, 2015, the 2016-1 Multifamily Direct Loan Notice of Funding Availability (“2016-1 NOFA”), which listed May 31, 2016 as the application deadline, was approved for publication in the *Texas Register*;

WHEREAS, the Department has received a total of 26 applications for Multifamily Direct Loan funds under the 2016-1 NOFA, requesting a total of \$30,427,698, which was more than the \$23,109,096 available;

WHEREAS, it is anticipated that all eligible developments will be awarded on or before the Board Meeting of July 28, 2016, but there is the potential that \$2.5 million or more to remain available; and

WHEREAS, in the event that funds remain available after the Board Meeting of July 28, 2016, staff believes it prudent to continue to accept applications under the 2016-1 NOFA, and extend the application deadline to 5pm Austin local time on August 31, 2016;

NOW, therefore, it is hereby

RESOLVED, the Executive Director and staff as designated by the Executive Director are authorized, empowered, and directed, for and on behalf of the Department to extend the application deadline for the 2016-1 NOFA to August 31, 2016, execute such documents, instruments and writings, place notice in the *Texas Register*, and perform such acts and deeds as may be necessary to effectuate the foregoing.

BACKGROUND

The application acceptance period for the 2016-1 Multifamily Direct Loan Notice of Funding Availability, which included the availability of \$23,109,096 in HOME and TCAP Repayment Funds (“TCAP RF”), began on January 4, 2016, and was scheduled to end at 5:00 pm Austin local time on May 31, 2016. In that time, the Department has received a total of 26 applications and recommended three – all under the Deferred Forgivable Loan Set-Aside – for approval. The three applications approved by the Board totaled \$2,197,698, leaving \$20,911,938 available to award. Of that amount, it is anticipated that approximately \$17 million will be recommended for award on or before July 28, 2016, among the applications that are currently under review. Eligible developments that are currently also scoring high enough in the 9% cycle to receive tax credit allocations total \$10,671,436 in Direct Loan requests, while 4%-layered and Direct Loan only developments that are currently under review total \$9,690,000 in Direct Loan requests. Preliminary adjustments to Direct Loan requests by Real Estate Analysis staff indicate that approximately \$2 million

could be reduced from those requested amounts. This potentially will leave at least \$2,550,000 in funds available under the 2016-1 NOFA. In the event that these funds remain available after the Board Meeting on July 28, 2016, staff believes that there are several applicants that could reconfigure their applications to become eligible for funding under the 2016-1 NOFA. Continuation of the application acceptance period until 5:00 pm Austin local time on August 31, 2016, should provide sufficient time to allow these developments to consider revising their application to be eligible under this NOFA. Staff is continuing to evaluate ways in which the Uniform Multifamily Rules and/or Qualified Allocation Plan can provide incentives for applicants to apply for Direct Loan funds and subsequently close on all financing in an accelerated manner.

The Application and Award Recommendations log and a blackline of the changes to the original NOFA are attached.



2016-1 Multifamily Direct Loan Program - Application Log - June 9, 2016
Applications submitted under 2016-1 Multifamily Direct Loan Notice of Funding Availability published in the Texas Register on 12/25/2015

The following data was compiled using information submitted by each applicant. While this data has been reviewed or verified by the Department, errors may still be present. Those reviewing the log are advised to use caution in reaching any definitive conclusions based on this information alone. Applicants are encouraged to review 10 TAC §11.1(b) and 10.2(b) concerning Due Diligence and Applicant Responsibility. This log will be updated periodically as staff completes application reviews and as more applications are received. Applicants that identify an error in the log should contact Andrew Sinnott at andrew.sinnott@tdhca.state.tx.us as soon as possible. Identification of an error early does not guarantee that the error can be addressed administratively.

Applications sorted by date received.

Deferred Forgivable Loan													Total Set Aside Funding Level: \$3,000,000
TDHCA Application #	Property Name	Property City	Property County	Region	Housing Activity ¹	Multifamily Direct Loan Request	Underwritten/Recommended Amount	Target Population	Total Units	MF Direct Loan Units	Layering ²	Date Received ³	Comments
16500	Bluebonnett Studios	Austin	Travis	7	NC	\$ 590,000	\$ 590,000	Supportive Housing	107	11	9%	1/4/2016	Recommended for award 4/28/16
16501	Garden Terrace Phase III	Austin	Travis	7	NC	\$ 1,000,000	\$ 1,000,000	Supportive Housing	20	20		1/4/2016	Recommended for award 5/26/16
16405	New Hope Housing at Harrisburg	Houston	Harris	6	NC	\$ 607,698	\$ 607,698	Supportive Housing	175	11	4%	1/4/2016	Recommended for award 2/25/16
16406	New Hope Housing at Reed	Houston	Harris	6	NC	\$ 660,000		Supportive Housing	187	11	4%	1/4/2016	Under Review
16503	Works at Pleasant Valley Phase II	Austin	Travis	7	NC	\$ 850,000		Supportive Housing	29	29		1/5/2016	Under Review
Total Deferred Forgivable Loan Amount Requested / Recommended						\$ 3,707,698	\$ 2,197,698	Total Units	518	82			

CHDO (HOME funds only)													Total Set Aside Funding Level: \$3,236,344
TDHCA#	Property Name	Property City	Property County	Region	Housing Activity ¹	Multifamily Direct Loan Request	Underwritten/Recommended Amount	Target Population	Total Units	MF Direct Loan Units	Layering ²	Date Received ³	Comments
16196	Merritt Starlight	Wimberley	Hays	7	NC	\$ 2,000,000		Elderly Limitation	80	34	9%	4/1/2016	Under Review
16185	Merritt Heritage	Georgetown	Williamson	7	NC	\$ 2,000,000		Elderly Limitation	244	34	9%	4/1/2016	Under Review
16210	Merritt Monument	Midland	Midland	12	NC	\$ 2,000,000		General	104	34	9%	4/1/2016	Under Review
16505	Blakemoor Manor	Kaufman	Kaufman	3	NC	\$ 2,000,000		Elderly Limitation	80	34		4/4/2016	Under Review
Total CHDO Amount Requested / Recommended						\$ 8,000,000		Total Units	508	136			

4% HTC Layered New Construction													Total Set Aside Funding Level: \$4,000,000
TDHCA#	Property Name	Property City	Property County	Region	Housing Activity ¹	Multifamily Direct Loan Request	Underwritten/Recommended Amount	Target Population	Total Units	MF Direct Loan Units	Layering ²	Date Received ³	Comments
16400	Acme Road Apartments	San Antonio	Bexar	9	NC	\$ 2,000,000		General	324	28	4%	1/19/2016	Under Review
16408	Broadmoor Apartments	Fort Worth	Tarrant	3	NC	\$ 2,000,000		General	324	35	4%	2/4/2016	Under Review
Total 4% HTC Layered New Construction Amount Requested / Recommended						\$ 4,000,000		Total Units	648	63			

General													Total Set Aside Funding Level: \$12,872,752
TDHCA#	Property Name	Property City	Property County	Region	Housing Activity ¹	Multifamily Direct Loan Request	Underwritten/Recommended Amount	Target Population	Total Units	MF Direct Loan Units	Layering ²	Date Received ³	Comments
16403	Cross Creek Apartments	Austin	Travis	7	R	\$ 1,000,000		General	200	20	4%	2/9/2016	Under Review
16502	Freedoms Path at Kerrville	Kerrville	Kerr	9	NC	\$ 980,000		Supportive Housing	49	13	9%	3/4/2016	Under Review
16108	Timber Ridge Apartments	Chandler	Henderson	4	R	\$ 500,000	\$ 500,000	Elderly Preference	44	13	9%	4/1/2016	Review Complete
16113	The Village at Main	Bullard	Smith	4	R	\$ 500,000	\$ 227,400	General	24	7	9%	4/1/2016	Review Complete
16116	The Cottages at Main	Bullard	Smith	4	R	\$ 500,000	\$ 229,036	Elderly Preference	24	7	9%	4/1/2016	Review Complete
16322	The Residence at Autumn Sage	Abilene	Taylor	2	NC	\$ 1,025,000		Elderly Limitation	35	11	9%	4/1/2016	Under Review
16011	Homestead Prairie Senior Apartments	Ponder	Denton	3	NC	\$ 1,000,000		Elderly Limitation	53	14	9%	4/1/2016	Under Review
16169	Havens of Hutto	Hutto	Williamson	7	NC	\$ 1,550,000		Elderly Limitation	70	16	9%	4/1/2016	Under Review
16115	The Reserve at Dry Creek	Hewitt	McLennan	8	NC	\$ 1,000,000		Elderly Limitation	113	18	9%	4/1/2016	Under Review
16260	Churchill at Golden Triangle Community	Fort Worth	Tarrant	3	NC	\$ 1,500,000		General	118	15	9%	4/1/2016	Not Prioritized for Review
16184	Reserve at Hagan	Whitehouse	Smith	4	NC	\$ 1,000,000		General	72	9	9%	4/1/2016	Not Prioritized for Review
16213	Villas on Flint	Wolfthorpe	Lubbock	1	NC	\$ 1,000,000		Elderly Limitation	60	17	9%	4/1/2016	Not Prioritized for Review
16319	The Residence at Coulter	Amarillo	Randall	1	NC	\$ 975,000		Elderly Limitation	119	11	9%	4/1/2016	Not Prioritized for Review
16164	Saralita Senior Village	Kerrville	Kerr	9	NC	\$ 1,140,000		Elderly Limitation	36	16	9%	4/14/2016	Under Review
16504	Gaston Place Accessible Apartments	Austin	Travis	7	NC	\$ 1,050,000		General	27	27		5/23/2016	Under Review
Total General Amount Requested / Recommended						\$ 14,720,000	\$ 956,436	Total Units	1,044	214			

1 = Housing Activity: New Construction=NC, Rehabilitation=R

2 = Layering of Other Department Funds: 9%=9% Competitive Tax Credits, 4%=4% Tax Credit Program

3 = Date Received: The date that the application, all required 3rd Party Reports, Application Fees (if applicable), and Certificate of Reservation (if applicable) were received.



**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
MULTIFAMILY DIRECT LOAN
2016-1 NOTICE OF FUNDING AVAILABILITY (NOFA)**

- 1) Summary.** The Texas Department of Housing and Community Affairs (the “Department”) announces the availability of up to **\$23,109,096** in Multifamily Direct Loan funding for the development of affordable multifamily rental housing for low-income Texans. The availability and use of these funds are subject to 10 TAC Chapters 1 (“Administration”), 2 (“Enforcement”), and 10 (“Uniform Multifamily Rules”), and Chapter 2306 of the Texas Government Code. Applications will be subject to the Department of Housing and Urban Development (“HUD”) HOME regulations governing the HOME program found at 24 CFR Part 92 (“HOME Final Rule”). Other Federal regulations that apply to HOME funds include, but are not limited to fair housing (42 U.S.C. 3601-3619), environmental requirements (42 U.S.C. 4321; and 24 CFR part 50 or part 58 depending on the type of activity), Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and HUD Handbook 1378, Section 104(d) of Housing and Community Development Act of 1974, and Davis-Bacon and Related Labor Acts for labor standards (40 U.S.C. §3141-3144 and 3146-3148, 24 CFR §92.354, and HUD Handbook Federal Labor Standards Compliance in Housing and Community Development Programs). HOME-funded developments must comply with HUD Section 3 requirements (24 CFR Part 135). Section 3 requires HOME funded housing and community development activities to give, to the greatest extent feasible (and consistent with existing Federal, State and local laws and regulations) job training, employment, contracting and other economic opportunities to Section 3 residents and business concerns.

All Applicants, but particularly Applicants with Development Sites located outside Participating Jurisdictions, should assume that HOME funds will be awarded and should likewise be prepared to comply with the applicable regulations. Applicants are encouraged to familiarize themselves with all of the applicable state and federal rules that govern the program. If HOME funds are used and Federal regulations or subsequent guidance imposes additional requirements, such Federal regulations or guidance shall govern.

- 2) Sources of Multifamily Direct Loan Funds.** Multifamily Direct Loan funds are made available through program income generated from prior year HOME allocations, de-obligated funds from prior HOME allocations, the 2015 Grant Year HOME allocation, and loan repayments from the Tax Credit Assistance Program (“TCAP Repayment funds” or “TCAP RF”). The Department may amend this NOFA or the Department may release a new

NOFA upon receiving its 2016 HOME allocation from HUD or additional TCAP loan repayments. These funds have been programmed for multifamily activities including acquisition and/or refinance of affordable housing involving new construction or rehabilitation.

- 3) **Set-Asides.** All funds will be subject to the Regional Allocation Formula (“RAF”, located in Attachment A) until January 29, 2016, and then available on a statewide basis within each set-aside until June 1, 2016, at which time any remaining funds which have not been requested in the form of an application responsive to this NOFA will be available on a statewide basis regardless of set-aside. Applications under any and all set-asides may or may not be layered with 9% or 4% Housing Tax Credits (“HTC”). The funds made available under this NOFA are available under four set-asides:

Set-Aside	Amount
CHDO	\$3,236,344
Deferred Forgivable Loan	\$3,000,000
4% HTC Layered New Construction	\$4,000,000
General	\$12,872,752

- a. **CHDO Set-Aside.** At least **\$3,236,344** in HOME funds are set aside for eligible Community Housing Development Organizations (“CHDO”) meeting the requirements of the definition of Community Housing Development Organization found in 24 CFR §92.2 and the requirements of this NOFA. Applicants under the CHDO Set-Aside must be proposing to develop housing in Development Sites located outside Participating Jurisdictions.
- b. **Deferred Forgivable Loan Set-Aside.** Funds under this set-aside are intended to increase the number of 30% rent-restricted units and occupy them with households with an annual income of 30% Area Median Income (“AMI”) or less who are not currently receiving any type of rental assistance. To achieve that goal, up to **\$3,000,000** in TCAP Repayment and/or HOME funds are set aside for applications that meet the underwriting requirements in Subchapter D of the 2016 Uniform Multifamily Rules (the “Underwriting and Loan Policy”) and:
- i. The definition of Supportive Housing in 10 TAC §10.3(a) in the 2016 Uniform Multifamily Rules including the other underwriting consideration for Supportive Housing developments Section 10.302(g)(3) of the Underwriting and Loan Policy, *or*
 - ii. The requirements below in A-D:
 - A) All units assisted with HOME/TCAP RF must be leased to households earning 30% AMI or less as defined in 10 TAC §10.1005 and have rents no higher than the 30% rent limits published by the Department.
 - B) No units assisted with HOME/TCAP RF may also be receiving project-based rental assistance.
 - C) All floating units assisted with HOME/TCAP RF may not have tenants with tenant-based voucher or rental assistance except if there are no available units within the development that the voucher-holder may occupy. This criteria does not apply for fixed HOME/TCAP units.

- D) All units assisted with HOME/TCAP RF may not have any other income or rent restrictions as a result of another income or rent restricting source of funds to the 30% level or below (e.g., 9% HTC units restricted to households earning and with rents not exceeding 30% of the AMI).
- c. **4% HTC Layered Set-Aside.** At least **\$4,000,000** in TCAP RF and/or HOME funds are set aside for applications layered with 4% HTC that are proposing new construction and do not qualify under the CHDO or Deferred Forgivable Loan Set-Asides. This set-aside will be available under at least \$4,000,000 in funds under this set-aside are awarded or until May 31, 2016, whichever occurs first.
- d. **General Set-Aside.** All remaining TCAP Repayment and HOME funds available (currently anticipated to be approximately \$12,872,752).

4) Priorities for Awards

Awards will be made subject to hard closing deadlines established at the time of award by the Department's Governing Board and which can only be extended by additional Board action on the basis of evidence of delays caused by circumstances outside the control of the applicant or non-HUD or non-USDA lender. When determining the date an application is received, staff will only assign a date that corresponds with a business day and will not assign a time. Applications received after 5pm Austin Local Time will be determined to have been received on the following business day. Applications will be determined to have been received at the time all required third party reports and application fee(s), in addition to the application, are submitted to the Department. Applications that are unable to progress on the timelines described herein due to incomplete information or lack of responsiveness will be given notice and a five day period to cure the incomplete information or non-responsiveness. Failure to cure the notice will result in a reestablishment of the application submission date to the date at which the cure to the notice was provided. As such, an applicant could be de-prioritized in favor of another application received prior to the new application submission date. **All Applications layered with 2016 Competitive (9%) HTCs will be considered to have been received not earlier than April 1, 2016, but must be provided to the Department as part of their 2016 Competitive (9%) HTC application.** Applications will be prioritized for an award as described below to the extent that funds remain available.

- a. Any complete applications received during the period of the RAF will be prioritized to the extent that funds are available both in the region and in the set-aside under which the application is received. If multiple applications are received in a region, then score will be used as the determining factor affecting the priority of the application. If insufficient funds exist in a region to fund all applications then the oversubscribed applications will wait for the collapse of funds by region be combined with other applications received by the deadlines and as described by the additional priority levels below.
- b. **Priority 1:** Applications not layered with 2016 9% HTC that are received by March 31, 2016. Priority 1 applications will be prioritized on a first come first served basis. Awards of Priority 1 applications are anticipated to be recommended for approval by or before the Board meeting on May 26, 2016.
- c. **Priority 2:** Applications layered with 2016 9% HTC will be further prioritized based on being recommended for a 2016 HTC allocation. All Priority 2 applications will receive an April 1, 2016, received date. Awards of Priority 2 applications are anticipated to be

recommended for approval at the Board meeting on July 28, 2016. Applications that will be recommended for HTC and remain tied for HOME/TCAP RF under the scoring criteria below will be further prioritized for funding based upon the scoring and award criteria in 10 TAC Chapter 11 (the “QAP”).

- d. **Priority 3:** Applications that are received between April 2, 2016 and ~~May-August~~ 31, 2016. Awards of Priority 3 applications are anticipated to be recommended for approval no later than the Board meeting on ~~September 8~~October 13, 2016.

5) Scoring Criteria. Applications will be scored based on the scoring criteria below to the extent that other applications were received on the same date *and* within the same set-aside and prioritization based on information as of the Application submission date.

- a. All applications will have the opportunity to score points in i. through iv., below:
 - i. Eligibility for points under 10 TAC §11.9(c)(4) related to the Opportunity Index based on the scale provided in 10 TAC §11.9(c)(4), for a maximum of seven points.
 - ii. Owners that have committed to providing at least ten 811 units under the 2015 811 Request for Proposals (“RFP”) to be published November 2015 (committed units may not count for points under any other program) or applicants whose proposed Development site is not within the targeted areas of the 2015 811 NOFA, but is willing to set aside at least 5 percent of the total Units for Persons with Special Needs in accordance with §11.9(c)(7)(C) of the 2016 Qualified Allocation Plan (committed units may not count for points under any other program) (1 point).
 - iii. An application that caps the per unit subsidy limit for all unit sizes at:
 - A) \$100,000 per HOME/TCAP RF unit (1 point).
 - B) \$80,000 per HOME/TCAP RF unit (2 points).
 - C) \$60,000 per HOME/TCAP RF unit (4 points).
 - iv. An application that provides Match in the amount of:
 - A) 5.1% to 9.0% of the HOME/TCAP RF requested (3 points).
 - B) 9.1% or more of the HOME/TCAP RF requested (5 points).
 - C) Match provided in an area where HUD has waived match requirements (5 points).
- b. Only applications proposing rehabilitation will have the opportunity to score points in i. through vi., for a maximum of six points:
 - i. An existing USDA 515 loan that matures January 4, 2021 or earlier (1 point).
 - ii. At least 80% of the units are Rental Assistance units (1 point).
 - iii. The Capital Needs Assessment estimates at least \$30,000 per unit in rehabilitation costs (1 point).
 - iv. The past six months’ rent rolls indicate at least 95% occupancy in all of the last 6 months for all in-service units (1 point).
 - v. The development is composed of 36 units or less (2 points).

- vi. The development will not be acquired by another entity as part of the transaction and the developer fee is capped at:
 - A) 10% of total development cost (1 points).
 - B) 5% of total development cost (2 points).

6) Maximum Funding Requests

- a. The maximum funding request for all applications proposing new construction in all set-asides except the Deferred Forgivable Loan Set-Aside, regardless of HOME or TCAP Repayment funds and regardless of layering, shall be \$2,000,000.
- b. The maximum funding request for all applications proposing rehabilitation or applications in the Deferred Forgivable Loan Set-Aside proposing either rehabilitation or new construction, regardless of HOME or TCAP Repayment Funds and regardless of layering, shall be \$1,000,000.

7) Maximum Per Unit Subsidy Limits. The following are the maximum per unit subsidy limits that an applicant may use to determine the amount of HOME/TCAP funds they may request. Stricter per unit subsidy limits are allowable and incentivized as point scoring items in the Scoring Criteria section of this NOFA. Per unit subsidy limits as well as subsidy layering analysis – ensuring that the amount of HOME/TCAP units as a percentage of total units is greater than the percentage of HOME/TCAP funds requested as a percentage of total development costs – will determine the amount of HOME/TCAP units required.

- a. 0 bedroom (efficiency): \$75,000
- b. 1 bedroom: \$90,000
- c. 2 bedrooms: \$110,000
- d. 3 bedrooms or more: \$135,000

8) Loan Structure

- a. Except for deferred forgivable loans, all Multifamily Direct Loans awarded under this NOFA will be structured as fully repayable (must pay) at not less than a 3.0% interest rate and 30 year amortization with a term that matches the term of any superior loans (within 6 months) and an ultimate interest rate that when underwritten by the Department meets a 1.15 to 1.35 debt coverage ratio. The Board may amend this NOFA to adjust the minimum rate as market conditions change.
- b. Any material changes to the total development cost and/or other sources of funds from the publication of the Underwriting Report to the time of loan closing must be reevaluated by Real Estate Analysis staff and may cause changes to principal amount and/or repayment structure for the Multifamily Direct Loan such that the Department is able to mitigate any increased risk.

9) Application Submission Requirements

- a. Applications under this NOFA will be accepted starting January 4, 2016.
- b. All Application materials including manuals, NOFAs, program guidelines, and HOME rules, will be available on the Department’s website at www.tdhca.state.tx.us. Applications will be required to adhere to the requirements in effect at the time of the Application submission including any requirements of the HOME Final Rule and subsequent guidance provided by HUD.

- c. An Applicant may have only one active Application per Development at a time and may only apply under one set-aside at a time.
- d. All applicants will be subject to the 2016 Uniform Multifamily Rules, except as it relates to interest rate and amortization in 10 TAC §10.307, and must use the 2016 Uniform Multifamily Application and Certifications as applicable.
- e. Applications must be on forms provided by the Department, and cannot be altered or modified and must be in final form before submitting them to the Department. Applicants must submit the Application materials as detailed in the Multifamily Programs Procedures Manual (“MPPM”) in effect at the time the Application is submitted. All scanned copies must be scanned in accordance with the guidance provided in the MPPM in effect at the time the Application is submitted.
- f. Applicants must complete the 2016 CHDO Certification Packet for Applicants applying under the CHDO Set-Aside.
- g. All 4% HTC-layered applications must have a certificate of reservation at the time of Multifamily Direct Loan application submission.
- h. Applications for funds on developments that received an award of Department assistance – not including HOME or TCAP Repayment funds – within the past three years may be submitted but may be terminated if it is determined that federal regulations would prohibit the Department to invest HOME or TCAP Repayment funds in the Development.
- i. Based on the availability of funds, Applications may be accepted until 5pm Austin Local Time on ~~May-August~~ 31, 2016.
- j. The request for project funds may not be less than \$500,000, regardless of the set-aside under which an application is being submitted.
- k. Each CHDO that is awarded HOME funds may also be eligible to receive a grant of up to \$50,000 for CHDO Operating Expenses, which are defined in 24 CFR §92.208 as including salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; and equipment, materials, and supplies.
- l. Applicants are required to remit a non-refundable Application fee payable to the Texas Department of Housing and Community Affairs in the amount of \$1,000.00 per Application. Payment must be in the form of a check, cashier’s check or money order. Do not send cash. Section 2306.147(b) of the Texas Government Code requires the Department to waive Application fees for private nonprofit organizations that offer expanded services such as child care, nutrition programs, job training assistance, health services, or human services. These organizations must include proof of their exempt status and a description of their supportive services in lieu of the Application fee. The Application fee is not a reimbursable cost under the Multifamily Direct Loan Program.
- m. Applications must be sent via overnight delivery, or delivered by hand to:

Multifamily Finance Division
Texas Department of Housing and Community Affairs
Attn: Andrew Sinnott
221 East 11th Street
Austin, TX 78701-2410

or via the U.S. Postal Service to:

Multifamily Finance Division
Texas Department of Housing and Community Affairs
Attn: Andrew Sinnott
Post Office Box 13941
Austin, TX 78711-3941

10) Post Award Requirements. Applicants are strongly encouraged to review the applicable Post Award requirements in 10 TAC §10, Subchapter E, as well as the Compliance Monitoring requirements in 10 TAC §10, Subchapter F.

- a. Applicants who receive an award of HOME funds must submit all required environmental clearance documentation to environmental@tdhca.state.tx.us within 30 days of approval by TDHCA's Governing Board.
- b. Awarded applicants may, at the Department's discretion, be charged fees for underwriting, asset management, and ongoing monitoring.
- c. All Applicants will be required to record a Land Use Restriction Agreement limiting residents' income and rent for the amount of units required by the HOME/TCAP RF Unit Calculation Tool for the term of the loan.
- d. Applicants must provide documentation of compliance with the Affirmative Marketing requirements in the Fair Housing Act and will be required to comply with 10 TAC §10.617.
- e. All Developments awarded HOME funds will be required to meet applicable Property Standards in 24 CFR §92.251. Applicants will also be required to submit written cost estimates and construction documents at closing in order that TDHCA can determine if costs are reasonable and if state and local codes will be met. In addition, progress inspections will be conducted to ensure that work is done in accordance with applicable codes and construction documents. Owners of Rehabilitation projects will also be required to meet the requirements in 10 TAC §10.101 (b)(3)(D)(i-iv).
- f. The HOME/TCAP RF units must be occupied by eligible tenants within six months following completion of construction. For any housing unit that has not been rented to eligible tenants within 18 months after completion of construction, repayment of the HOME/TCAP funds is required.
- g. All applicants must be registered in the federal System for Award Management (SAM) prior to execution of a HOME/TCAP RF contract and have a current Data Universal Numbering System (DUNS) number. Applicants may apply for a [DUNS number \(duns.com\)](https://duns.com). Once you have the DUNS number, you can [register with the SAM](#).

11) Miscellaneous

- a. This NOFA does not include text of the various applicable regulatory provisions pertinent to the HOME Program. For proper completion of the application, the Department strongly encourages potential applicants to review the State and Federal regulations, and contact the HOME Division for guidance and assistance.
- b. All Applicants must comply with public notification requirements in 10 TAC §10.203.
- c. Applicants proposing developments located outside Participating Jurisdictions, must include language in the Purchase Contract or Site Control Agreement to address choice

limiting activities prior to completing the environmental review process such as the following: “Notwithstanding any other provision of this Contract, Purchaser shall have no obligation to purchase the Property, and no transfer of title to the Purchaser may occur, unless and until TDHCA has provided Purchaser and/or Seller with a written notification that: (1) it has completed a federally required environmental review and its request for release of federal funds has been approved and, subject to any other Contingencies in this Contract, (a) the purchase may proceed, or (b) the purchase may proceed only if certain conditions to address issues in the environmental review shall be satisfied before or after the purchase of the property; or (2) it has determined that the purchase is exempt from federal environmental review and a request for release of funds is not required. TDHCA shall use its best efforts to conclude the environmental review of the property expeditiously.”

- d. The Board may on a case by case basis, or in whole, waive provisions of this NOFA where such waiver or exception to the provision(s) are warranted and documented and where such exception is not in violation with any state or federal requirement(s).
- e. For questions regarding this NOFA, please contact Andrew Sinnott, Multifamily Loan Program Administrator, at andrew.sinnott@tdhca.state.tx.us.

Attachment A

**Regional Allocation Formula Amounts
Available Until 5pm Austin Local Time on January 29, 2016**

Urban Sub-Regions	HOME	TCAP RF	Total Sub-Region Amounts
Region 1	\$150,862	\$261,458	\$412,320
Region 2	\$55,426	\$94,737	\$150,163
Region 3	\$1,890,442	\$2,530,723	\$4,421,165
Region 4	\$463,781	\$223,693	\$687,474
Region 5	\$208,253	\$154,846	\$363,099
Region 6	\$472,833	\$2,215,570	\$2,688,403
Region 7	\$1,194,119	\$854,882	\$2,049,001
Region 8	\$170,076	\$274,786	\$444,862
Region 9	\$376,561	\$925,767	\$1,302,328
Region 10	\$280,388	\$258,411	\$538,799
Region 11	\$415,831	\$1,135,707	\$1,551,538
Region 12	\$258,944	\$180,156	\$439,100
Region 13	\$444,922	\$538,105	\$983,027
TOTAL URBAN	\$6,382,436	\$9,648,838	\$16,031,274

Rural Sub-Regions	HOME	TCAP RF	Total Sub-Region Amounts
Region 1	\$489,226	\$143,811	\$633,037
Region 2	\$375,590	\$112,693	\$488,283
Region 3	\$414,969	\$120,514	\$535,483
Region 4	\$1,074,373	\$310,681	\$1,385,054
Region 5	\$637,247	\$187,753	\$825,000
Region 6	\$261,967	\$80,532	\$342,499
Region 7	\$128,692	\$40,419	\$169,111
Region 8	\$377,855	\$115,020	\$492,875
Region 9	\$334,590	\$95,837	\$430,427
Region 10	\$396,212	\$115,230	\$511,442
Region 11	\$658,933	\$186,234	\$845,167
Region 12	\$282,688	\$79,544	\$362,232
Region 13	\$44,318	\$12,894	\$57,212
TOTAL RURAL	\$5,476,660	\$1,601,162	\$7,077,822

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BOARD REPORT ITEM
MULTIFAMILY PROGRAMS
June 16, 2016

Report and discussion regarding a number of specific policy objectives that will be used for the development of the proposed draft of the 2017 qualified allocation plan (“QAP”) and the proposed draft of the related rules governing the administration of multifamily programs.

DISCUSSION POINTS

Where multifamily rental housing is located, how it is configured to operate, where proposals to locate it in certain sites present concerns that require additional assessment and, in some instances, a decision not to develop there are broad areas of policy concern. Because Texas is a very large and diverse state, the sheer size and diversity may present material factors which militate in favor of differing approaches in differing locales. Rural Texas, urban Texas, and the areas in between, which are often in transition as they become increasingly urban, present different patterns to be taken into account.

Three closely related groupings of rule based provisions are prominent in the development of these policies and are the focus of this discussion. Board members’ questions and comments, along with questions and comments by the general public, will be taken into account by staff as they develop an initial draft of the 2017 QAP and multifamily rules. It is anticipated there will be similar discussions at future meetings on other policy aspects of special relevance to the development of these rules. The three areas to be treated today are:

Opportunity and Choice

There is tremendous value in giving Texans choice as to where they live and offering within the range of choices areas that present greater opportunity. The preponderance of persons served by multifamily housing receiving development assistance from the Department have a source of income and use a portion of it to pay their rent. Sometimes they choose to live in neighborhoods in which they grew up, places where they have connections and an established network of friends and support. Other times they may wish to live where they can pursue other opportunities such as getting their children into high quality schools, being near to important services or community amenities, or having access to things like a mass transit system.

In recent years the description of a high opportunity area has focused on three primary elements; high income, low levels of poverty, and high quality schools. For a variety of reasons issues attendant to schools are framed as a separate discussion item. Based on a wide array of discussions, both internal among staff and external with stakeholders, there is a growing sentiment that “opportunity” presents in many ways. The notion of a dichotomy between “high opportunity” and areas where development is undesirable is overly simplistic and may not support building the best possible menu of choices.

In recent years a focused effort to strengthen the characteristics of aspects of a site or neighborhood that are undesirable has created a situation where virtually any site found to be acceptable would be an appropriate candidate in a list of meaningful choices.

So a policy question presented is whether to move away from the three pronged concept of opportunity to a larger menu where developments that do not present unmitigated undesirable features can be pursued in areas offering other indicia of opportunity such as significant community assets typical of higher income areas and atypical in areas of poverty, areas undergoing gentrification, areas undergoing strong population and/or job growth.

A second policy question presented is the appropriate area of measurement. For the last few years high opportunity areas have focused on census tract characteristics. At least in urban areas a larger area, such as clusters of census tracts, Public Use Microdata Areas, or radius measurements might be more appropriate. Given that an eligible site will not have unmitigated undesirable features at the site or in the neighborhood, looking at the characteristics of a larger area may be warranted given, for example, that people are unlikely to work in their immediate census tract or confine their use of services or amenities to their immediate neighborhoods. In fact, many higher income neighborhoods are predominantly “bedroom” communities unlikely to have significant commercial activity within or adjacent to residential areas.

Attached to promote discussion is a draft of a possible list of menu items.

Dispersion

As noted above, choice is a high value element, certainly central to fair housing. Dispersion, however, has an important dimension besides promoting choice. Concentrating any given element in a small areas will eventually define the characteristics of that area, whether it is the “motor mile” or “restaurant row.” The same is true for the development of multifamily housing, including affordable housing. Developing communities that are diverse may have intrinsic merit, and dispersing multifamily affordable housing serves that policy. Should a scoring item be developed to promote dispersion as a separate policy objective?

Educational acceptability and educational excellence

Acceptability

This is an especially challenging area for staff for several reasons:

- The tools used to measure school performance are both complex and evolving.
- When a school fails to achieve a “met standard” rating, how does one conclude there is a reasonable likelihood it will soon be restored to “met standard” status?
- What constitutes educational excellence, and does it differ from region to region or even subregion to subregion?

“Met standard” is a simple enough basic benchmark. You either achieve it or you do not. Staff believes the basic premise ought to be that development occurs where the development will be in primary attendance zones for elementary, middle, and high schools that have achieved this. However, we have yet to see how schools will be designated under the Texas Education Agency's evolving ratings system. Regardless of how it is defined, how do you go about satisfying yourself that there is a reasonable probability a school that does not meet basic benchmark requirements will, within the next two or three years, be meeting those standards? There are (at least) several ways this might, conceivably, be handled:

- Trend data: If a school has not been failing for long and the failure did not show an insurmountably large gap, does a consistent improving trend get you there and, if so, what data point(s) should the trend data be based on? For example if “acceptable is 70 on a scale of 1-100, do you need to start above 60? 50? Some other number? If you set 60 as the floor and three year trend is 60-61-62 is that adequate? Or would it need to play out to 70 within a period of two or three years (estimated placement in service)? What about inconsistent data, say 63-62-68?
- Demonstrable success employing specific proven strategies: In a larger district there may be a body of experience in turnaround situations where it can be shown that some specific strategy achieved a measurable level of success. If so, how much success is needed? Better than 50%? 66%? 75%?
- Reliance on professionals: Are there qualified professionals who could express opinions as to the likelihood of a successful turnaround?

Excellence

Often in a community with multiple schools or a discrete area of nearby communities with separate schools, people make residential choices based on the perception of the best possible school choices. There are usually some limitations on many households’ mobility (for example they cannot relocate 50 miles based on schools, for they are constrained by other factors, such as jobs, family members providing child care, etc.). However, siting affordable housing in areas served by clearly high quality schools is a material indicator of opportunity. So far these schools have been designated based on a statewide median.

- Is a statewide median the right approach?
- Should it be the median of all schools or the median for those schools that achieved “met standard?”

For example, would it be appropriate to provide that a school is entitled for inclusion in an educational excellence point item if it exceeds the median for all schools that achieved “met standard” in a given region? Hypotheticals illustrate this concept:

- In one region there are 100 schools and 10 did not meet standard. The median of the remaining 90 schools is 83. A schools needs to score 83 or better on index one (if that is the right index) to be eligible under an educational excellence point item.
- In another region there are 200 schools and 30 did not meet standard. The median of the remaining 170 was 78. So a school needs 78 or better to be eligible under an educational excellence scoring item.

High Opportunity

Which of the below listed items would it be appropriate to include in a menu of factors that indicate opportunity? What other ideas are offered?

- 1) being located in a census tract with a first quartile income for the county or MSA in which the site is located and less than ___% poverty
- 2) being located in a census tract with a second quartile income for the county or MSA in which the site is located and less than ___ % poverty
- 3) being in primary attendance zones for elementary, middle, and high schools each and all of which are rated [] or better
- 4) being in primary attendance zones for elementary, middle, and high schools each and all of which meet standards and any two of which are rated [] or better
- 5) being in primary attendance zones for elementary, middle, and high schools each and all of which meet standards and any one of which is rated [] or better
- 6) being an census tract group (defined a census tracts and all contiguous census tracts) in which population growth over the past ____ years, as measured by _____, has been positive and has exceeded 120% of the population growth rate for the county or MSA, as applicable
- 7) being in a census tract group in which job growth for the three preceding years has been positive and has exceeded 120% of the job growth rate for the county, as measured by _____
- 8) being in a census tract group with a full service in patient hospital with emergency room
- 9) having an accessible route of not more than ___ feet to a transit stop for light rail or buses
- 10) having public sidewalks with accessible curb cuts at any points of transition to road or parking lot that extend beyond the boundaries of the proposed site
- 11) having lighted streets
- 12) being within 3 miles of three or more of the following:
 - a. A covered shopping mall;
 - b. A theatre;
 - c. A major store (___ s.f. or greater) offering a wide array of clothing, household goods, sporting goods, and appliances, and home furnishings;
 - d. A public basketball court;
 - e. Public tennis courts;
 - f. A public golf course;
 - g. A park;
 - h. An accessible public playground with accessible equipment; or
 - i. An accessible public pool operated with a lifeguard.
- 13) being within 1 mile of all of the following:
 - a. Full service grocery store;
 - b. A full service pharmacy;
 - c. A public library;
 - d. A store serving espresso based drinks prepared by baristas (no self serve machines) coffee and providing seating and Wi-Fi; and
 - e. A licensed child care facility open to the general public and capable of serving ___ or more children.