

**APPLICATION CHECKLIST/ INFORMATION FORM**

DEVELOPER : Austin Habitat for Humanity	OWNER : Austin Habitat for Humanity
PROJECT : Montopolis Townhomes	FUNDING CYCLE DEADLINE : May 1, 2020
FEDERAL TAX ID NO: 74-2373217	DUNS NO: 603218900
PROJECT ADDRESS: 6301 Circulo de Amistad, 78741	PROGRAM : RHDA / OHDA / BOTH: OHDA
CONTACT NAME : Andy Alarcon, Dir. Real Estate Dev.	AMOUNT REQUESTED: \$277,610
CONTACT ADDRESS AND PHONE : 500 West Ben White Blvd., Austin TX 78704-7030, 512-472-8788 x247	

APPLICATION TABS		INITIALS
A 1	<a href="#">EXECUTIVE SUMMARY/PROJECT PROPOSAL</a>	AA
A 2	PROJECT SUMMARY FORM	AA
A 3	PROJECT TIMELINE	AA
A 4	DEVELOPMENT BUDGET	AA
A 5	OPERATING PRO FORMA	AA
A 6	SCORING SHEET	AA

ATTACHMENT TABS				
1	ENTITY INFORMATION	1.a.	<a href="#">Detailed listing of developer's experience</a>	AA
		1.b.	Certificate of Status	AA
		1.c.	<a href="#">Statement of Confidence</a>	Not Applicable
2	PRINCIPALS INFORMATION	2.a.	Resumes of principals	AA
		2.b.	Resumes of development team	AA
		2.c.	Resumes of property management team	Not Applicable
3	FINANCIAL INFORMATION	3.a.	Federal IRS Certification	AA
		3.b.	<a href="#">Certified Financial Audit</a>	AA
		3.c.	Board Resolution	AA
		3.d.	<a href="#">Financial Statements</a>	AA
		3.e.	<a href="#">Funding commitment letters</a>	See Note
4	PROJECT INFORMATION	4.a.	<a href="#">Market Study</a>	AA
		4.b.	<a href="#">Good Neighbor Policy</a>	AA
		4.c.	<a href="#">SMART Housing Letter</a>	AA
		4.d.	<a href="#">MOU with ECHO</a>	Not Applicable
		4.e.	<a href="#">Resident Services</a>	AA
5	PROPERTY INFORMATION	5.a.	<a href="#">Appraisal</a>	AA
		5.b.	<a href="#">Property Maps</a>	AA
		5.c.	Zoning Verification Letter	AA
		5.d.	Proof of Site control	AA
		5.e.	<a href="#">Phase I ESA</a>	AA
		5.f.	<a href="#">SHPO</a>	AA

The applicant/developer certifies that the data included in this application and the exhibits attached hereto are true and correct.  
*Unsigned/undated submissions will not be considered.*

SIGNATURE OF APPLICANT



PRINTED NAME

Phyllis Snodgrass

TITLE OF APPLICANT

Chief Executive Officer

DATE OF SUBMISSION

29-Apr-20

DATE AND TIME STAMP OF RECEIPT

*Received 5-1-2020 EM*

FOR AHFC USE ONLY

**Project Summary Form**

1) <b>Project Name</b> Montopolis/Circulo de Amistad	2) <b>Project Type</b> 100% Affordable	3) <b>New Construction or Rehabilitation?</b> New Construction
4) <b>Location Description</b> (Acreage, side of street, distance from intersection) Directly east of Montopolis Drive, between Montopolis and Vargas Ave.		5) <b>Mobility Bond Corridor</b>
6) <b>Census Tract</b> 23.12	7) <b>Council District</b> District 3	8) <b>Elementary School</b> ALLISON EL
9) <b>Affordability Period</b> 99 Years		
10) <b>Type of Structure</b> Multi-family	11) <b>Occupied?</b> No	12) <b>How will funds be used?</b> Pre-development Only

13) Summary of **Rental Units by MFI Level**

Income Level	Efficiency	One Bedroom	Two Bedroom	Three Bedroom	Four (+) Bedroom	Total
Up to 20% MFI						0
Up to 30% MFI						0
Up to 40% MFI						0
Up to 50% MFI						0
Up to 60% MFI						0
Up to 80% MFI						0
Up to 120% MFI						0
No Restrictions						0
<b>Total Units</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

14) Summary of **Units for Sale at MFI Level**

Income Level	Efficiency	One	Two	Three	Four (+)	Total
Up to 60% MFI						0
Up to 80% MFI			8	4		12
Up to 120% MFI						0
No Restrictions						0
<b>Total Units</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>4</b>	<b>0</b>	<b>12</b>

15) **Initiatives and Priorities** (of the Affordable Units)

Initiative	# of Units	Initiative	# of Units
Accessible Units for Mobility Impairments	1	Continuum of Care Units	0
Accessible Units for Sensory Impairments	1		

**Use the City of Austin GIS Map to Answer the questions below**

- 16) Is the property within 1/2 mile of an Imagine Austin Center or Corridor?  Yes
- 17) Is the property within 1/4 mile of a High-Frequency Transit Stop?  Yes
- 18) Is the property within 3/4 mile of Transit Service?  Yes
- 19) The property has Healthy Food Access?  No

20) **Estimated Sources and Uses of funds**

<b>Sources</b>	
Debt	
Third Party Equity	301,160
Grant	
Deferred Developer Fee	239,625
Other	1,831,500
<b>Previous AHFC Funding</b>	
<b>Current AHFC Request</b>	<b>277,610</b>

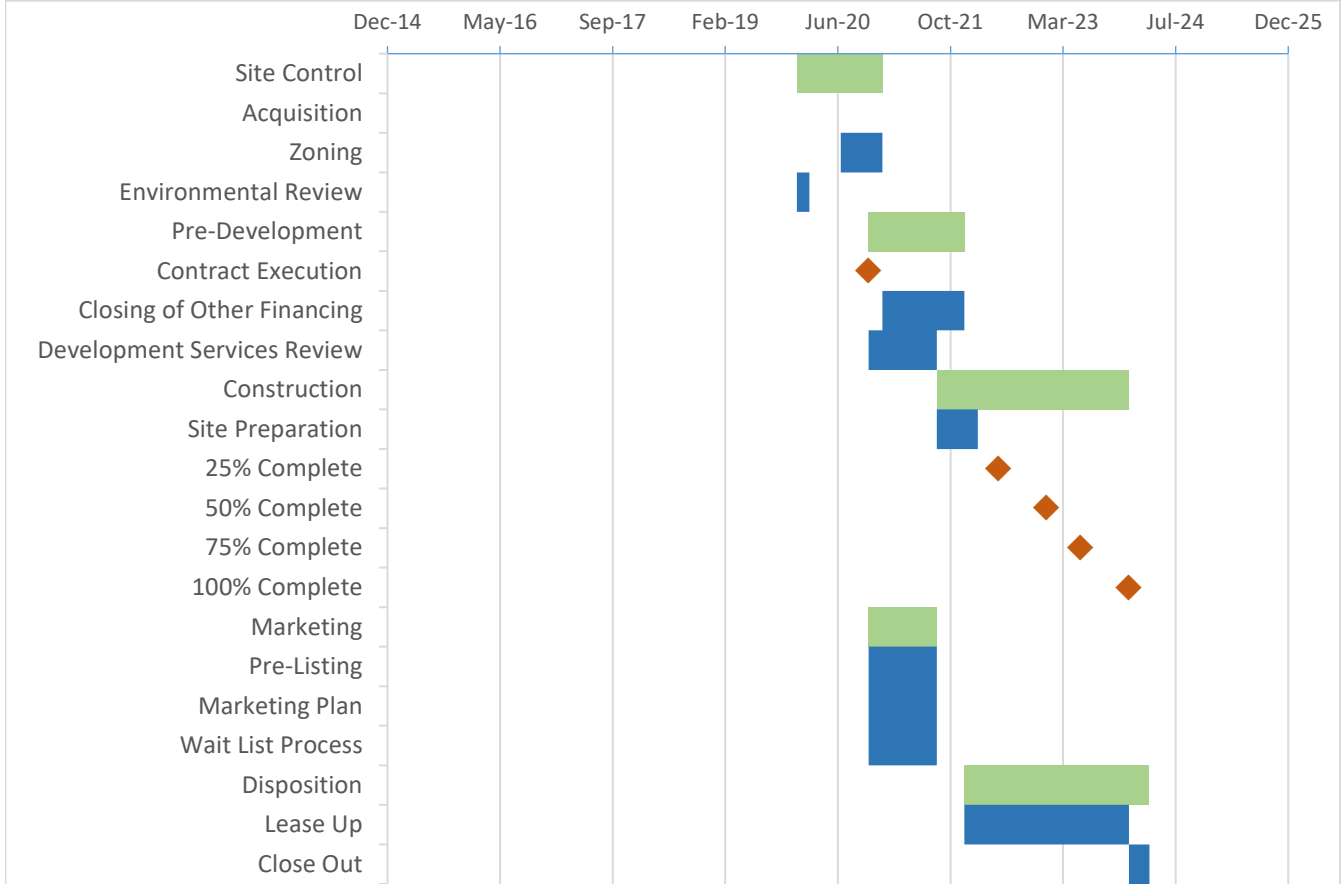
<b>Uses</b>	
Acquisition	301,160
Off-Site	
Site Work	360,000
Sit Amenities	
Building Costs	1,200,000
Contractor Fees	234,000
Soft Costs	278,900
Financing	
Developer Fees	275,835

**Total \$ 2,649,895**

**Total \$ 2,649,895**

## Development Schedule

	Start Date	End Date
<b>Site Control</b>	Dec-19	Dec-20
Acquisition	N/A	
Zoning	Jul-20	Dec-20
Environmental Review	Dec-19	Feb-20
<b>Pre-Development</b>	Oct-20	Dec-21
Contract Execution	Oct-20	
Closing of Other Financing	Jan-21	Dec-21
Development Services Review	Nov-20	Aug-21
<b>Construction</b>	Sep-21	Dec-23
Site Preparation	Sep-21	Feb-22
25% Complete	May-22	
50% Complete	Dec-22	
75% Complete	May-23	
100% Complete	Dec-23	
<b>Marketing</b>	Nov-20	Aug-21
Pre-Listing	Nov-20	Aug-21
Marketing Plan	Nov-20	Aug-21
Wait List Process	Nov-20	Aug-21
<b>Disposition</b>	Jan-22	Mar-24
Lease Up	Jan-22	Dec-23
Close Out	Jan-24	Mar-24



## Development Budget

	Total Project Cost	Requested AHFC Funds	Description
<b>Pre-Development</b>			
Appraisal	2,500	2,500	
Environmental Review	1,500		COA Brownfields Program
Engineering	66,900	66,900	
Survey	10,000	10,000	Plat
Architectural	110,000	110,000	Design and Related Services (Contracted and In-House)
<b>Subtotal Pre-Development Cost</b>	<b>\$190,900</b>	<b>\$189,400</b>	
<b>Acquisition</b>			
Site and/or Land	301,160		TCAD 2020 (AHFH Owns)
Structures	0		
Other (specify)	0		
<b>Subtotal Acquisition Cost</b>	<b>\$301,160</b>	<b>\$0</b>	
<b>Construction</b>			
Infrastructure	360,000		
Site Work			
Demolition			
Concrete			
Masonry			
Rough Carpentry			
Finish Carpentry			
Waterproofing and Insulation			
Roofing and Sheet Metal			
Plumbing/Hot Water			
HVAC/Mechanical			
Electrical			
Doors/Windows/Glass			
Lath and Plaster/Drywall and Acoustical			
Tiel Work			
Soft and Hard Floor			
Paint/Decorating/Blinds/Shades			
Specialties/Special Equipment			
Cabinetry/Appliances			
Carpet			
Other (specify)	1,200,000		House Construction
Construction Contingency	234,000		
<b>Subtotal Construction Cost</b>	<b>\$1,794,000</b>	<b>\$0</b>	
<b>Soft &amp; Carrying Costs</b>			
Legal	52,000	52,000	Condo/HOA/Zoning/Other
Audit/Accounting			
Title/Recordin			
Architectural (Inspections)	36,000		
Construction Interest			
Construction Period Insurance			
Construction Period Taxes			
Relocation			
Marketing			
Davis-Bacon Monitoring			
Other (specify)	275,835	36,210	Project Management/Developer Fee
<b>Subtotal Soft &amp; Carrying Costs</b>	<b>\$363,835</b>	<b>\$88,210</b>	
<b>TOTAL PROJECT BUDGET</b>	<b>\$2,649,895</b>	<b>\$277,610</b>	

## Projected Affordability Data for Home Sales (OHDA)

	Unit Model 1	Unit Model 2	Unit Model 3	Unit Model 4	Unit Model 5	Unit Model 6	Unit Model 7
Number of Units	8	4	0	0	0	0	0
Number of Bedrooms	2	3	0	0	0	0	0
Square Footage	1200	1300	0	0	0	0	0
Anticipated Sale Price	\$ 170,000.00	\$ 190,000.00	\$0	\$0	\$0	\$0	\$0
Borrower Contribution	\$ 3,000.00	\$ 3,000.00	\$0	\$0	\$0	\$0	\$0
Homebuyer Subsidy	\$ -	\$ -	\$0	\$0	\$0	\$0	\$0
Total Principal Amount of Mortgage	\$ 173,000.00	\$ 193,000.00	\$0	\$0	\$0	\$0	\$0
Anticipated Interest Rate	\$ -	\$ -	0.00%	0.00%	0.00%	0.00%	0.00%
Monthly Principal Amount	\$472	\$528	\$0	\$0	\$0	\$0	\$0
Monthly Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Monthly Taxes	\$326	\$364.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Estimated Monthly Insurance	\$35.00	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HOA/Other	\$72.00	\$78.00					
<b>TOTAL Estimated PITI</b>	<b>\$905</b>	<b>\$1,005</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Project Name</b>	topolis/Circulo de Amistad	
<b>Project Type</b>	100% Affordable	
<b>Council District</b>	District 3	
<b>Census Tract</b>	23.12	
<b>Prior AHFC Funding</b>	\$0	
<b>Current AHFC Funding Request Amount</b>	\$277,610	
<b>Estimated Total Project Cost</b>	\$2,649,895	
<b>High Opportunity</b>	No	
<b>High Displacement Risk</b>	YES	
<b>High Frequency Transit</b>	Yes	
<b>Imagine Austin</b>	Yes	
<b>Mobility Bond Corridor</b>	0	
<b>SCORING ELEMENTS</b>	Description	
<b>UNITS</b>		
<b>&lt; 20% MFI</b>	0	# of rental units at < 20% MFI
<b>&lt; 30% MFI</b>	0	# of rental units at < 30% MFI
<i>District Goal</i>	0.00%	% of annual goal reached with units
<i>High Opportunity</i>	0.00%	% of annual goal reached with units
<i>Displacement Risk</i>	0.00%	% of annual goal reached with units
<i>High Frequency Transit</i>	0.00%	% of annual goal reached with units
<i>Imagine Austin</i>	0.00%	% of annual goal reached with units
<i>Geographic Dispersion</i>	0.00%	% of annual goal reached with units
<i>Mobility Bond Corridor</i>	0.00%	% of annual goal reached with units
<b>SCORE</b>	<b>0</b>	<b>% of Goals * 20</b>
<b>&lt; 40% MFI</b>	0	# of rental units at < 40% MFI
<b>&lt; 50% MFI</b>	0	# of rental units at < 50% MFI
<i>District Goal</i>	0.00%	% of annual goal reached with units
<i>High Opportunity</i>	0.00%	% of annual goal reached with units
<i>Displacement Risk</i>	0.00%	% of annual goal reached with units
<i>High Frequency Transit</i>	0.00%	% of annual goal reached with units
<i>Imagine Austin</i>	0.00%	% of annual goal reached with units
<i>Geographic Dispersion</i>	0.00%	% of annual goal reached with units
<i>Mobility Bond Corridor</i>	0.00%	% of annual goal reached with units
<b>SCORE</b>	<b>0</b>	<b>% of Goals * 15</b>
<b>&lt; 60% MFI</b>	0	# of units for purchase at < 60% MFI
<b>&lt; 80% MFI</b>	12	# of units for purchase at < 80% MFI
<i>District Goal</i>	1.91%	% of annual goal reached with units
<i>High Opportunity</i>	0.00%	% of annual goal reached with units
<i>Displacement Risk</i>	2.41%	% of annual goal reached with units
<i>High Frequency Transit</i>	9.13%	% of annual goal reached with units
<i>Imagine Austin</i>	9.13%	% of annual goal reached with units
<i>Geographic Dispersion</i>	0.00%	% of annual goal reached with units
<i>Mobility Bond Corridor</i>	0.00%	% of annual goal reached with units
<b>SCORE</b>	<b>3</b>	<b>% of Goals * 15</b>
<b>Unit Score</b>	<b>3</b>	<b>MAXIMUM SCORE = 350</b>
<b>INITIATIVES AND PRIORITIES</b>		
<i>Continuum of Care</i>	0	Total # of units provided up to 100 per year
<b>Continuum of Care Score</b>	0	(total CoC Units/100 + HF Units/50)*20
<b>Access to Healthy Food</b>	No	Within 1 Mile of Healthy Food (City GIS)
<b>Continuum of Care Weighted Score</b>	0	Mobility, Access to Jobs, Community Institutions, Social Cohesion
<i>2 Bedroom Units</i>	8	Total Affordable 2 Bedroom units
<i>3 Bedroom Units</i>	4	Total Affordable 3 Bedroom units
<i>4 Bedroom Units</i>	0	Total Affordable 4+ Bedroom units
<b>Multi-Generational Housing Score</b>	20	Multi-bedroom Unit/Total Units * 20
<i>TEA Grade</i>	80	Elementary School Rating from TEA
<b>Multi-Generational Housing Weighted Score</b>	4	Educational Attainment, Environment, Community Institutions, Social Cohesion, Ec
<i>Accessible Units</i>	2	mobility and sensory units
<i>Non-PSH, Non-Voucher Under 20% MFI</i>	0	Total units under 20% MFI
<b>Accessibility Score</b>	3	Accessible Unit/Total Units * 20
<b>Metro Access Service</b>	Yes	Within 3/4 mile of fixed route transit
<b>Accessibility Weighted Score</b>	1	Housing Stability, Health, Mobility, Community Institutions
<b>Initiatives and Priorities Score</b>	<b>28</b>	<b>MAXIMUM SCORE = 200</b>
<b>UNDERWRITING</b>		
<i>AHFC Leverage</i>	10%	% of total project cost funded through AHFC request
<b>Leverage Score</b>	<b>22</b>	<b>25 - (% leverage * 25)</b>
<i>AHFC Per Unit Subsidy (including prior amounts)</i>	\$23,134	Amount of assistance per unit
<b>Subsidy per unit score</b>	<b>22</b>	<b>(\$200,000 - per unit subsidy)*25/\$200,000</b>
<i>AHFC Per Bedroom Subsidy</i>	\$9,915	Amount of assistance per bedroom
<b>Subsidy per Bedroom Score</b>	<b>24</b>	<b>(\$200,000 - per bedroom subsidy)*25/\$200,000</b>
<i>Debt Coverage Ratio (Year 5)</i>	0.00	Measured at the 5 Year mark
<b>Debt Coverage Ratio Score</b>	<b>0</b>	<b>Minimum = 1.0; Maximum = 1.5; 1.25 = best score</b>
<b>Underwriting Score</b>	<b>68</b>	<b>MAXIMUM SCORE = 100</b>
<b>APPLICANT</b>		
<b>FINAL QUANTITATIVE SCORE</b>	<b>100</b>	<b>THRESHOLD SCORE = 50</b>
<i>Previous Developments</i>		
<i>Compliance Score</i>		
<i>Proposal</i>		
<i>Supportive Services</i>		
<i>Development Team</i>		
<i>Management Team</i>		
<i>Notes</i>		

## AUSTIN HABITAT FOR HUMANITY

### APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2020

#### EXECUTIVE SUMMARY

Austin Habitat for Humanity is requesting support from the City of Austin to create 12 units of affordable housing at 6301 Círculo de Amistad, Austin, TX 78741 (Council District 3). Austin Habitat is the current owner of the land, and we plan to develop it into two-bedroom and three-bedroom condominium townhomes that will be sold at affordable rates to hardworking, low-to-moderate income community members.

As detailed in the attached spreadsheets and support documentation, Austin Habitat for Humanity is requesting funding support in the amount of \$277,610 through the City's Ownership Housing Development Assistance Program (OHDA) to support pre-development activities for the Montopolis/Círculo de Amistad homes, including the costs of architectural design; civil, mechanical, plumbing, electrical, and structural engineering; and the development of Homeowners' Association and condominium documents. This is the first request for AHFC funding for this development, although the City has generously supported many of our other local projects, including several recent and current developments detailed in our developer experience document (tab 1a).

The Montopolis/Círculo de Amistad property is located in East Austin directly behind Montopolis Drive, between Montopolis and Vargas Avenue, in an area currently experiencing Stage 1 gentrification according to maps provided by the City. The 78741 zip code ranks #41 of 44 zip codes in Austin with respect to annual median income, indicating a strong presence of low-to-moderate income individuals in the area, and Austin Habitat has previously worked in this area to assist families in obtaining and maintaining stable, affordable homes. Austin Habitat has owned this property since 1996 and began working in the area in the late 1990s, creating the Mary Vice Estates Planned Unit Development (PUD) and building 22 affordable homes in the area. Please see attached map detailing the boundaries and regulations relating to this PUD.

The current development encompasses the creation of eight two-bedroom townhome condominiums and four three-bedroom townhome condominiums, maximizing the number of high-quality affordable homes that can be built for partner families on a relatively small homesite. At present, we anticipate that the two-bedroom units (up to 1,200 square feet) will have a sale price of \$170,000; and the three-bedroom units (up to 1,300 square feet) will be sold for \$190,000. These pricing estimates may change slightly when the City of Austin releases new income limits based on the U.S. Department of Housing and Urban Development (HUD) 2020 limits.

All units will be sold to partner families whose annual household income is at or below 80% of the Median Family Income (MFI) for the Austin-Round Rock Metropolitan Statistical Area (MSA). Although we accept families earning up to 80% MFI, the vast majority of our Affordable Homeownership Program participants actually earn 60% MFI or less, despite many family members holding down multiple jobs.

The families who purchase homes at the Montopolis/Círculo de Amistad development, like all of Austin Habitat's partner families in the Affordable Homeownership Program, will be required to make a strong and ongoing investment in successful homeownership. All project participants receive financial education and one-on-one counseling through our in-house HUD-approved Housing Counseling Program and complete 300 "sweat equity" hours building their own home or other Habitat homes and/or providing additional volunteer services. The partner family then purchases the home with an affordable

mortgage (payments ≤30% of their monthly income), helping them to avoid housing cost burden and focus on building ongoing success and empowerment despite the rising cost of living in Central Texas.

Austin Habitat’s affordable home-building model is based on the inclusion of corporate sponsors, foundation grantors, faith-based groups and others interested in investing in our communities through financial support and volunteer time. Our team has consistently raised funds to support each home through the recruitment of sponsors that provide donations from \$5,000 to \$100,000 and receive volunteer opportunities and positive recognition, as well as a unique and meaningful teambuilding experience. More than 10,000 volunteers including those from corporate groups, congregations, as well as individuals who want to help us fulfill our mission work with us each year in building homes for families in need.

With respect to supportive services, the Affordable Homeownership Program includes intensive financial and housing counseling and education, and referrals as-needed to other organizations that can assist them in increasing readiness to attain their homeownership goals. Each family receives a wide-ranging, personalized assessment of their financial situation and a detailed action plan to eliminate financial barriers to successful homeownership. In addition, the Austin Habitat team works with Central Texas Food Bank provides food to stock the home when the family moves in as a demonstration of the Food Bank’s commitment to our communities. The Austin Habitat team remains in contact with partner families after they have moved into their homes, and reaches out over several years to determine the ongoing impact of owning a Habitat home. Please see attached Tab 4e for a more detailed description of the resident services to be provided.

Compliance with City Ordinances: All homes constructed by Austin Habitat for Humanity comply with the City of Austin Visitability Ordinance, City Code 25-12-243 §R320, as amended. Austin Habitat also complies with all accessibility requirements for S.M.A.R.T. housing. Austin Habitat builds to the specification of the client, and an accessibility upgrade package, including widened doors, a roll-in shower and grab bars, is available at the homeowner’s request. Finally, Austin Habitat complies with all City ordinances and plans and obtains all required inspections from City inspectors for all homes built within the City.

Sources		Uses	
Debt		Acquisition	\$301,160
Third Party Equity	\$301,160	Off-Site	
Grant		Site Work	\$360,000
Deferred Developer Fee	\$239,625	Site Amenities	
Other	\$1,831,500	Building Costs	\$1,200,000
Previous AHFC		Contractor Fees	\$234,000
Current AHFC	\$277,610	Soft Costs	\$278,900
		Financing	
		Developer Fees	\$275,835
<b>Total</b>	<b>\$2,649,895</b>	<b>Total</b>	<b>\$2,649,985</b>





Application for OHDA Funding – 2020

## Tab 1 – Entity Information



Application for OHDA Funding – 2020

## Tab 1a – Developer Experience

## AUSTIN HABITAT FOR HUMANITY

### APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2020

#### DEVELOPER EXPERIENCE

Austin Habitat for Humanity has been developing and constructing affordable homes in Austin and Central Texas for 35 years. Since our founding in 1985, we have built 475 homes for hardworking low-income families in the area, and have developed more than 20 properties into affordable housing communities. All families who become Habitat homeowners first complete an extensive series of prequalification activities, including financial education and ongoing one-on-one homeownership counseling. In addition, each family helps build their own home and contributes other forms of “sweat equity” to ensure strong buy-in and commitment. When these activities are complete and the home is ready to be occupied, each family receives an affordable mortgage  $\leq 30\%$  of their monthly income to avoid housing cost burden and allow families to build assets for education, health care, and ongoing success.

As Austin Habitat continues to grow, the team looks to expand the number and type of homes that we can develop and provide to the community, through the acquisition of larger land areas and the development of ambitious new projects including multifamily housing. Austin Habitat’s strong team – including real estate, architecture, construction, client service and community engagement professionals – ensures that each project is undertaken with compassion, a strong focus on quality, and an ongoing commitment to compliance with all requirements. We have worked frequently with the City of Austin and numerous other stakeholders to support our programs, including State and Federal funding supporters, foundations, corporate sponsors, and individual donors.

Please see below for a description of our expertise managing all aspects of an affordable housing development project. In addition, we have provided all required attachments: IRS tax-exempt statement; certified audit including opinion and management letters; and a Board approval for the project and the request for continued funding from the City.

- i. Project Management: With 475 affordable homes constructed, Austin Habitat for Humanity provides 35 years of project management experience and institutional knowledge about the most efficient and effective ways of creating affordable housing for hardworking families in Central Texas. Collectively, our staff brings experience that includes all phases of housing development including site acquisition, land development, design, and construction as well as marketing/outreach, finance, and other required areas.
- ii. Market Analysis: With a focus toward affordable housing, our staff has experience in identifying housing demand and capacity for low-income working families (those earning up to 80% of the Median Family Income for the area). The team reviews information researched and published by the City as well as information from other nonprofits and organizations dedicated to affordable housing. Austin Habitat has an established, detailed intake process for prospective families to enter our program. Many have been qualified through our housing counseling and have gone through underwriting to determine their ability to pay a mortgage, and remain on a waiting list. Please see attached market assessments.

- iii. Site Selection and Control: Over the years, Austin Habitat has acquired finished lots and raw land that were developed for housing, including in the Montopolis area. Our organization owns the property described as follows. Please also see attached maps and warranty deed.

Lot 27, Block A, Vice Mary Estates

- iv. Planning and Construction: AHFH has experience with the City's Land Development Code, and has the capacity to navigate a housing development project through the entitlement and permitting process, having successfully completed many affordable home development projects within the City of Austin over our history. We are a leading advocate for modernization of the code and have worked in partnership with the City's team to ensure that any code changes support the loosening of restrictions that have kept the affordable housing stock low in Aust. Our organization also employs full-time personnel dedicated to housing construction, including experienced full-time professionals who oversee and complete home construction as well as coordinating a core group of experienced contractors and volunteers that consistently work on the houses we build.
- v. Design, Architecture and Engineering: Austin Habitat for Humanity's approach to housing development begins with acquisition of finished vacant residential ready-to-build lots; we have experience developing subdivisions and we retain the services of a civil engineer to assist us with design. Austin Habitat and partners are experienced at designing home types including single-family detached homes, connected townhomes/condominiums, larger condominium buildings and other property structures to support a variety of family units, and is developing additional multifamily housing models to provide affordable housing more efficiently to families in need.

Our team has managed numerous projects in partnership with architectural and engineering teams over the past 35 years, and we continue to work with the highest-quality teams, including those who have built innovative structures around the world, and recipients of numerous design awards.

- vi. Legal and Accounting: Austin Habitat employs the services of legal counsel as needed and has an experienced attorney who serves as Legal Officer on the Board of Directors. Attorneys provide assistance in areas of land acquisition and coordinate title closings for our house selling transactions. Our accountants provide the necessary services essential to our operation and perform an annual audit that reflects the overall financial position of the organization. We also employ on staff a Chief Financial Officer (CFO) who is a Certified Public Accountant, as well as accounting/bookkeeping staff that monitor our operating transactions and construction spending activities.
- vii. Federal Funding Rules and Other Funding Rules: On staff we have several personnel that have experience in federal funding programs including CDBG, HOME, and NSP. Multiple staff members have significant federal program and contract administration experience, and all Austin Habitat projects are performed in accordance with the *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*, 2 C.F.R. § 200 et seq. as well as any state and local statutes and regulations. Austin Habitat receives funding from state, federal and local governments as well as from private individuals, foundations, corporations and other sources, and is experienced at leveraging funds from multiple sources for housing development and construction.

viii. **Awards and Competitive Funding:** Austin Habitat for Humanity has a 35-year history of attracting competitive funds to support our projects, including federal, state, local, private and individual supporters. Our organization has been fortunate to receive continued, significant support from the City of Austin for a number of our projects, including current support for our Mueller, Scenic Point, 4<sup>th</sup> & Onion and Persimmon/Meadow Lake developments. We are also currently supported by other government entities including the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Agriculture (USDA), the State of Texas, the City of Bastrop, and the City of San Marcos. Corporate supporters include Bank of America, Wells Fargo, Sailpoint, The Home Depot, Austin Board of Realtors, 3M and State Farm. Among private foundations, we receive support from the Moody Foundation, the Lola Wright Foundation, the Donald D. Hammill Foundation and a number of other private supporters. We also raise more than \$1 million annually through special events and individual contributions, evidencing our strong community recognition and reputation for excellent service. We have won several awards in recent years including Green Builder of the Year and Best Nonprofit CEO, both awarded by the Austin Business Journal.

Recent and ongoing projects include the following:

<b>Address</b>	<b>Number of Units</b>	<b>New or Rehab</b>	<b>Type of Property</b>	<b>Year Completed</b>
Devonshire Village	43	New	Single Fam.	2013
Meadow Lake	25	New	Single Fam.	2011
Sendero Hills	49	New	Single Fam.	2013
Gilbert Lane	31	New	Single Fam.	2015
Lee Meadows	11	New	Single Fam.	2016
Magin Meadow	16	New	Single Fam.	2017
Guadalupe-Saldaña	4	New	Single Fam.	2018
4 <sup>th</sup> & Onion – Saltillo	57	New	Multifamily	Ongoing
Mueller	11	New	Multifamily	Ongoing
Scenic Point	67	New	Single Fam.	Ongoing
Persimmon	126	New	Multifamily	Ongoing
Montopolis/Círculo de Amistad	12	New	Multifamily	Ongoing

**DEVELOPMENT TEAM**

	<b>Development Team Name(s) and Contact Information</b>	<b>MBE? (Mark X if Yes)</b>	<b>WBE? (Mark X if Yes)</b>	<b>Non-profit? (Mark X if yes)</b>
Owner	Austin Habitat for Humanity, Inc.			X
Developer	Austin Habitat for Humanity, Inc.			X
Architect	Selection process underway			
Engineer	Selection process underway			
Construction Lender	Austin Habitat for Humanity, Inc.			X
Other Lenders	None			
Attorney	Selection process underway			
Accountant	PMB Helin Donovan, LLP			
General Contractor	Austin Habitat for Humanity, Inc.			X
Consultant (if Applicable)	N/A			



Application for OHDA Funding – 2020

**Tab 1b – Certificate of Status**



## Office of the Secretary of State

### Certificate of Fact

The undersigned, as Secretary of State of Texas, does hereby certify that the document, Articles Of Incorporation for AUSTIN HABITAT FOR HUMANITY, INC. (file number 73651401), a Domestic Nonprofit Corporation, was filed in this office on January 23, 1985.

It is further certified that the entity status in Texas is in existence.

In testimony whereof, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in Austin, Texas on January 13, 2020.



A handwritten signature in black ink, appearing to read "Ruth R. Hughs".

Ruth R. Hughs  
Secretary of State





Application for OHDA Funding – 2020

**Tab 1c – Statement of Confidence**

**AUSTIN HABITAT FOR HUMANITY**

**APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2020**

**STATEMENT OF CONFIDENCE**

Please note that because Austin Habitat for Humanity has 35 years of experience working within the City of Austin, including with the support of City government, we have not provided a Statement of Confidence.



Application for OHDA Funding – 2020

## Tab 2 Principals Information



Application for OHDA Funding – 2020

**Tab 2a – Resumes of Principals**

# Phyllis Snodgrass

• [psnodgrass03@gmail.com](mailto:psnodgrass03@gmail.com)

## SUMMARY

Innovative executive with 20 years in non-profit management. Strong strategic thinker and team builder with a history of building winning programs with strong community support.

## AREAS OF EXPERTISE

- Community Collaborations • New Product Development • Fundraising • Strategic Planning
- Event Management • Market Analysis • Board Governance • Leadership Development
- Budgeting • Affordable Housing • Public Speaking • Goal Alignment

## EXPERIENCE

### **Austin Habitat for Humanity - CEO, Austin, TX November 2015 – Present**

Direct all aspects of Austin Habitat for Humanity's affordable homeownership programs, including new construction, home repair, housing counseling, and community development, neighborhood revitalization initiatives, affordable housing advocacy and income qualification services and ReStore retail operations.

Support and report to the Board of Directors, investors, donors, public entities, and community stakeholders.

Ensure adequate funding, staffing, and program planning for all divisions.

Manage staff of 55+ FTEs with an \$7 million annual budget.

### **Austin Chamber of Commerce - COO, Austin, TX January 2013 – October 2015**

#### **SVP - Member Relations September 2011 - January 2013**

Led Membership, Small Business, Special Events & Partnerships and Marketing Communications Departments

Reorganized Membership Sales Program, exceeding organizational sales goals 2012- 2014

Introduced new affinity programs to Chambers members providing non dues revenue for organization plus cost savings to member businesses

Organized 3 volunteer membership campaigns in 3 years, Spring 2015 Campaign brought in \$180,457 and 283 new members with 285 volunteers in 2 1/2 days (one of the top membership campaigns in the U.S.)

Implemented internal messaging strategy for staff and volunteers in 2014

Grew Austin Chamber LinkedIn Group from 300 members in 2011 to over 5000 members (followers) in 2015

Created new programs and strategies to meet member needs

### **Texas Association of Business - VP - Chamber Relations; Austin, TX September 2010 - September 2011**

Managed the operations of the Texas Chamber of Commerce Executives (TCCE) and serving as a primary contact with Texas Chambers of Commerce for TAB

Increased income for TCCE by 36% in one year

Enhanced social media presence of TCCE and connections to its member chambers throughout the state

Facilitated Chamber Board retreats across the state of Texas

Developed affinity program review and approval policies for TCCE

Successfully managed first association audit for TCCE in its history

Planned and executed first 5 year strategic planning effort for TCCE

**San Marcos Area Chamber of Commerce - *President*; San Marcos, TX January 2007 - September 2010**

Managed San Marcos Chamber operations as well as contractor with City of San Marcos for Economic Development and Convention and Visitor Bureau Programs

Suggested new programs and strategies for increasing income by 30% in first two years

Completely revamped economic development program, creating the Greater San Marcos Partnership (GSMP)- a regional economic development public-private organization in Hays and Caldwell Counties.

Grew GSMP budget from \$300,000 to over \$2MM with a campaign focused on economic diversification, workforce excellence and quality of place. In its first year, GSMP received the International Business Retention and Expansion Award and was recognized Economic Development Program of the Year by the Texas Chamber of Commerce Executives

Founded SOAR (Seeking Opportunities, Achieving Results), a P-16 collaborative effort of the San Marcos Chamber, Texas State University, San Marcos Independent School District and the City of San Marcos.

Established the Chamber as a leader in economic development, tourism, educational attainment and community development

**Victoria Chamber of Commerce - *President/CEO*; Victoria, TX May 2001 - December 2007**

Managed Chamber Operations and contracted with the City of Victoria for Convention and Visitor Bureau Program

Increased membership from 850-1100 sustained members

Merged Victoria Chamber of Commerce with the Victoria Hispanic Chamber of Commerce

Grew size and stature of Leadership Victoria Program in the community, making it the go-to source for leadership training for area executives

Founded Keep Victoria Beautiful Program as a program of the Victoria Chamber in partnership with the City of Victoria

Suggested additional programs and strategies, increasing income by 50% in 4 years

Successfully established the Victoria Chamber as a leader in innovation, growth strategies, leadership development, community development, business representation and educational accountability

**Athens Chamber of Commerce - *Executive Director*; Athens, TX 1998 - 2001**

Managed Chamber Operations and contracted with the City of Athens for Visitor Services Support

Increased membership from 350 to 800 sustained members

Suggested new programs and strategies, increasing income by 40% in 3 years

Worked with volunteers to enhance existing programs and infrastructure, increasing professionalism and financial success of each program

**Small Business Development Center - *Counselor*; Athens, TX 1997 - 1998**

Counseled numerous small and start-up businesses

Assisted with SBA loan proposals and business plans for small businesses

Successfully assisted target Welfare to Work client, filmed as a national success story for PBS on SBA's Welfare to Work Program in 1998.

**Phyllis A. Hunt, CPA - *Accountant*; Athens, TX 1997 - 1998**

Provided tax and business advice for start-up, small and mid-sized businesses

**Federal Deposit Insurance Corporation - Accounting Specialist; Dallas, TX 1989 - 1997**

Managed contract firms hired to review Southwest Plan quarterly payment requests and approved payment request for six Southwest Plan Institutions  
Named to FDIC National Performance Standards Task Force in 1994

**Redwood Property Company - Controller; Dallas, TX 1987 - 1989**

Provide accounting services and management advice for start-up real estate development company  
Assisted in successful negotiations and subsequent sale to Koll Company

**Kenneth Leventhal & Company (Later merged with Ernst & Young) - Senior Accountant; Dallas, TX 1984 - 1987**

Auditor for international real estate accounting firm headquartered in Los Angeles  
Performed management consulting services including loan workouts in 1986 and 1987  
Obtained CPA certification, May 1987

**EDUCATION**

The University of Texas at Arlington Bachelor of Business Administration May 1984  
Major: Accounting, Minor: Management  
Institute for Organization Management Certificate in Non Profit Management July 2004  
Georgetown University McDonough School of Business, New Strategies Program, September 2016

**PROFESSIONAL AFFILIATIONS**

Enactus Advisory Board, Texas State University  
Advisory Board, Habitat Texas

# RICARDO ANDRÉS (ANDY) ALARCÓN, AICP

. andyalarcon@hotmail.com

## SUMMARY OF QUALIFICATIONS

- Land Development: Entitlements, Project Management
- Land Studies: Due Diligence, Site Evaluation, Concept Plans, Surveys
- Land Acquisition: Real Estate Contracts, Title Reports, Appraisals, ESAs, Closing Coordination
- Entitlements: Land Use, Zoning, Annexations, Site Plan Review, Subdivision Plats
- Permitting: Applications, Coordination, Map Exhibits, Support Documents, Building Plan Review
- Project Coordination: Government, Consultants, Contractors
- Urban Planning: Community Plans, Downtown Master Plan, Citywide Rezoning, Vision Plans
- Design: Architectural Design, Construction Plans, Urban Design, Land/Site Planning
- Administration: Project Budget Oversight, Land Inventory, Appraisal District Exemptions
- Interface with Boards/Commissions, Government Staff, Consultants, General Public

## EDUCATION

- **Master of Architecture**, The University of Texas at San Antonio, May 2011  
UTSA Architecture Study Abroad, Barcelona, Spain, Spring 2010
- **Master of Urban Planning**, University of Illinois at Urbana-Champaign, May 1995
- **Bachelor of Business Administration- Finance**, The University of Texas-Pan American, Dec 1991

## PROFESSIONAL EXPERIENCE

- **Director of Real Estate Development**, Austin Habitat for Humanity, Feb 21, 2012-Present
- **Chief Planner**, City of San Marcos, Planning and Development Department, Dec 13, 2004-May 2008
- **Program Officer**, Local Initiatives Support Corporation, Houston, Texas, Feb 19, 2002-Nov 17, 2004
- **Principal Planner**, City of Houston Planning & Development, Aug 31, 1998-Feb 8, 2002
- **Planner IV**, City of Austin Planning & Environmental Services, Jun 1997-Aug 1998
- **Regional Coordinator/Planner**, Texas Dept of Housing & Com Affairs, Austin, Texas, Aug 1995-May 1997
- **Program Coordinator**, County of Hidalgo Urban County Program, Edinburg, Texas, Jul 1992-Aug 1993
- **Civil Engineering Technician**, S. A. Garza Engineers, Inc., Edinburg, Texas Jan 1988-Jul 1992
- **Civil Engineering Technician**, Espey, Huston & Associates, Inc., Austin, Texas, Aug 1984-Jun 1987

## CERTIFICATIONS AND LICENSES

- American Institute of Certified Planners (AICP)
- Texas Real Estate Broker
- Housing Development Finance Professional (HDFP) Certification, National Development Council
- OSHA 10-Hour Construction Training 2017

## MEMBERSHIPS AND AFFILIATIONS

- American Planning Association (APA)
- National Council of Architectural Registration Boards-Intern Development Program (NCARB IDP)
- National Association of Realtors (NAR)
- Texas Association of Realtors (TAR)
- Austin Board of Realtors (ABOR)



# Jessica Benitez

E-mail: [j\\_b\\_mms@yahoo.com](mailto:j_b_mms@yahoo.com)

## Education:

- Austin Community College- Working on Business admin degree
- Texas department of Housing and Community Affairs- Eligibility training for Affordable Housing Programs
- Neighborworks Training- Intro to housing counseling, credit counseling for maximum results, post-purchase education methods, foreclosure methods, and homeowner counseling certification- principles, practices, and techniques.
- NMLS
- High school- Austin Can Academy 2010

## Experience:

- **Austin Habitat for Humanity/ Homebase Oct 2015- Present**  
Program Coordinator/ Housing Counselor
  - Conduct one on one counseling with clients for 1st time homebuyer education
  - Create action plan for client that need guidance for mortgage pre-qualification
  - Pre- purchase homebuyer education classes
  - Manage homebuyer qualifications, home sales and closing process
  - Execute real estate sales contracts
  - Coordinate between developer, construction team and clients
  - Handle inquiries from realtors and potential clients
- **Austin Staffing- Feb 2015- Oct 2015**  
Austin Habitat for Humanity – April 2015- Oct 2015
  - Income certifications
  - Filing legal documents
  - Assisted filling out loan applications  
Kensington electronics- Feb 2015- March 2015
  - Assembled large orders
  - Shipped out orders
- **Call Center- Maximus- November 2015- February 2015**  
Customer services associate
  - Handle 50-70 calls a day
  - Enroll callers with the proper medical and dental insurance plan

- **Westbank Dry Cleaning- May 2012- February 2014**  
Manager
  - Handled all daily operations from open to close
  - Handled cash register and all transactions
  - Trained new managers
  - Completed inventory every week
  
- **Melrose- May 2010-2012**  
Shoe sales manager
  - Handled cash register
  - Market sales
  - Reached daily, weekly and monthly sales goals
  - Ordered new merchandise
  - Assist customer with sales

# MARY CAMPANA

mary.campana@yahoo.com

## CAREER SUMMARY

Accomplished nonprofit executive with 28 years experience in organizational development, management and fundraising in both the nonprofit and corporate arenas. Proven ability to build and sustain strong philanthropic cultures focusing on creating lasting partnerships with public and private organizations, local philanthropists, board members and tactical stakeholders.

### Areas of Expertise:

- Collaborative Leadership
- Fundraising & Financial Management
- Strategic Planning
- Program Development & Evaluation
- Community Relations / Marketing
- Board Recruitment and Engagement

## PROFESSIONAL EXPERIENCE

### AUSTIN HABITAT FOR HUMANITY

Jan. 2018 - Present

*Vice President of Development*

### EQUI-KIDS Therapeutic Riding Program

Sept. 2015 – Dec. 2017

*Executive Director*

#### Responsibilities:

- Mission-focused and outcomes-oriented leader implementing a long-term vision, strategic goals, fund development, and annual operations for a premier accredited therapeutic riding center serving special needs children, adults and veterans;
- Directing internal and external fundraising campaigns to increase awareness and fundraising success;
- Oversees the maintenance and operations of the 92-acre equestrian facility with 19 horses serving 135 weekly riders;
- Supports and maintains an organizational culture and environment in which staff and volunteers are inspired and motivated; maintaining a passion for the program to further the organization's short and long-term goals;

#### Achievements:

- Expanded program services and recognized a 19% growth in program services in less than two years;
- Developed a comprehensive annual fund development growth plan which resulted in an increase from \$750,000 to \$842,000;
- Developed Community Impact and Military Advisory Committees to enhance the agency's strategic community partnerships;
- Achieved national accreditation of premier status from Professional Association of Therapeutic Horseback Riding;

### COMMUNITIES IN SCHOOLS OF CENTRAL TEXAS

Aug. 2008 – Sept. 2015

*Chief Development Officer*

#### Responsibilities:

- Directed all development efforts for a large national nonprofit agency securing over \$4.3 million annually through special events, giving circles, corporate giving, foundation grants, major gifts and competitive public contracts;
- As member of the senior leadership team, developed and managed the agency's four year strategic growth plan in a process which engaged all stakeholders involved in this complex organization;
- Supervised the development and communication departments strengthening community awareness and stakeholder engagement;

#### Achievements:

- Developed a comprehensive fund development growth plan which resulted in increasing the annual fund from \$6.4 million to \$9 million over 7 years;
- Cultivated a strong partnership with the program team to secure major gifts and multi-year program grants to enhance programming;
- Appointed to prestigious CIS Fund Development Task Force and participate in intra-affiliate technical cooperation on best practice and collaboration;

### HELPING HAND HOME FOR CHILDREN

Aug. 2003 – Aug. 2008

*Director of Development*

#### Responsibilities:

- Member of executive leadership team managing all strategic planning, budgeting, staffing and resource allocation for the agency's \$3.4 million budget;
- Directed all fundraising activities including foundation grants, individual donations, events, corporate giving, and major gifts securing \$600,000 of private revenue annually;
- Coordinated all marketing, communications and community relations efforts;

#### Achievements:

- Created and instituted agency's publicity and donor cultivation strategies raising more than \$3 million over five years;

- Increased private revenue secured annually by 63% through foundation grants and individual donations;
- Designed and implemented new management systems including program evaluation and communication protocols;
- Developed and implemented the agency's three-year strategic plan for an on-site charter school;

## **SUICIDE & CRISIS CENTER**

**Feb. 1998 - Aug. 2003**

*Development Director*

### **Responsibilities:**

- Managed all development and stakeholder efforts including strategic planning, budgetary development, fund raising and financial oversight;

### **Achievements:**

- Initiated 3 new strategic partnerships with community and city organizations to enhance programmatic objectives;
- Strengthened agency's fundraising strategies, raising funds to cover annual budget of \$429,000;
- Developed the agency's first long-range plan;

## **BECKETT PUBLICATIONS**

**Oct. 1989 - Feb. 1998**

*Manager - Corporate Communications Department*

### **Responsibilities:**

- Managed internal & external public relations;
- Managed the Communications Department;
- Member of the strategic planning committee;
- Negotiated trade-outs / contracts with promoters;
- Designed and managed corporate giving program;
- Managed 17 annual events and 13 trade shows

## **EDUCATION AND CONTINUING EDUCATION:**

**Stephen F. Austin University, Nacogdoches, Texas**

*Bachelor's degree in Psychology with minor in Business Management*

- Dale Carnegie Leadership Training for Managers, 12-week course
- Stephen R. Covey – The 7 Habits of Highly Effective People, 8-week course
- RGK Center Executive Education – Strategic Management Program for Nonprofit Leaders, 3-day course
- Central Texas Education Funders' Association – Communication and Strategic planning, 3-day training

## **CITATIONS AND PUBLICATIONS:**

- Campana, M., Gibson, J., Bailey, B., & Lackey, J. (November). Suicidal Risk Among College Students. Paper presented at the annual meeting of the Texas Psychological Association, Austin, Texas. A summary of the paper is published in the Texas Psychologist, winter 1985 issue, vol. 37, number 1, page 4. The paper was published in its entirety by ERIC / CAPS, ED 252779.
- Campana, M., Suicide and Mental Health Population. Presented as part of the symposia Suicidal Ideation Across Populations at Southwestern Psychological Association New Orleans, Louisiana.
- Bailey, B., Schmidt, W., Lackey, J., Campana, M., Stulberg, T., Baumgartner, A., Bohn, K., & Fortson, M. (1985). Suicidal Ideation Across Populations. (ERIC Documentation reproduction Service No. ED
- Certificate of Recognition from Texas Psychological Association for Research, Suicidal Risk Among College Students;

## **HONORS AND COMMUNITY LEADERSHIP:**

- CENTER FOR NONPROFIT STUDIES, Austin Community College - Leadership Council;
- IMPACT AUSTIN – Board Member;
- IMPACT AUSTIN - Task Force to develop the strategy / secure funding to hire an Executive Director;
- AUSTIN JUNIOR FORUM MEMBER;
- ASSOCIATION OF FUNDRAISING PROFESSIONALS (AFP) - Board Member;
- AFP - Vice-President for Outreach & Access;
- AFP - Chair of Education Program Committee;
- AFP - Philanthropy Day Co-Chair;
- AFP - Philanthropy Day Planning Committee;
- EQUEST - Therapeutic Riding Program – Volunteer with therapeutic riding classes for 14 years;
- EQUEST - Dressage at Dusk Silent Auction Chair;
- EQUEST - Ridefest Chair of annual fundraiser;

# Wayne Gerami

NMLS #1436154

• wayne.gerami@gmail.com

## Education

### Masters of Public Affairs (2011)

**LBJ School of Public Affairs at UT Austin (TX)**  
Nonprofit Management specialization

### B.A. Psychology (2007)

**Framingham State University (Framingham, MA)**  
Human Service specialization

## Professional Experience

### Austin Habitat for Humanity | HomeBase Texas

August 2013 – Present

#### VP of Client Services

Nov 2015 – Present

**Austin, TX** - Supervise 6 FTE in the Client Services department in three separate programs: New Construction, HomeBase, and Housing Counseling. Function as the primary advocate within the agency for issues specific to family partners. Develop and implement policies and processes for all programs, including implementing resale restrictions to ensure permanent affordability of all homes sold. Oversee the departmental budget and ensure that all programs meet important deadlines and performance metrics. Licensed MLO #1436154.

#### Government Grants Manager

May 2015 – Nov 2015

Manage the identification of and application for all governmental funding sources. Responsible for post-award reporting and compliance at the federal, state, and local levels. Oversaw a grants portfolio in excess of \$2,000,000, including over \$750,000 in new money generated in less than 6 months. Reviewed contracts for partnerships with various funders and partner organizations. Prepared and adhered to budgets. Built and maintained outstanding relationships with funders.

#### Community Engagement Manager

January 2015 – May 2015

Helped to create Austin Habitat's Neighborhood Revitalization program to inspire change in communities from the ground up. Worked successfully with families, volunteers, and partners of various backgrounds to engage existing neighborhoods with service providers in the community.

#### Lending Coordinator

August 2013 – January 2015

Led the complete overhaul and modernization of all aspects of program delivery including loan servicing (moved to a 3rd-party servicer) and client database (transferred from MS Access to Salesforce). Changed agency policies surrounding family selection, resales, shared equity, and underwriting. Integral part of a team that educated hundreds of families, underwrote their loan applications, and set up all funding sources on a per-loan basis.

### Board Director – Austin Christian Church

August 2014 - Present

**Austin, TX** - Helped oversee the expansion to a second location. Responsible for setting staffing compensation policies and levels, managing a \$750k+ budget, and serving as an integral part of the establishment of our successful second location at the Zach Scott Theatre.

### Board Director – Evolve Austin

April 2017 - Present

**Austin, TX** – Advocate for the implementation of the Imagine Austin comprehensive plan through the CodeNEXT Land Development Code rewrite process. Serve on the 501(c)(3) board.

### Project Coordinator – Diana McIver & Associates

January 2012 - August 2013

**Austin, TX** - Worked on affordable rental developments across Texas, utilizing Low Income Housing Tax Credits, HUD 202/811 grants, HOME funds, and conventional funding. Completed complex grant packages, extensive work with HUD, TDHCA, and HACA.

# Wayne Gerami

• Austin, TX 78741

• wayne.gerami@gmail.com

## Policy Researcher – Greater Austin Chamber of Commerce

September 2010 - May 2011

**Austin, TX** - (Internship) Research position focusing on policy impacts at the local, state and federal levels.

## Site Supervisor – HOPE *worldwide* Gulf Coast

June 2010 - August 2010

**New Orleans, LA** - (Contract job) Hired, trained, and managed 8 full-time AmeriCorps employees. Responsible for 26 additional short-term AmeriCorps and all day-to-day operations at a summer day camp for children of low-income families in New Orleans.

## Home Repair Assistant – Austin Habitat for Humanity

August 2007 - July 2009

**Austin, TX** - Completed 30 home repair projects for low-income families in Austin. Managed over 1,500 volunteers on construction sites with an excellent safety record. Created policy for the then-new Home Repair program created in 2005-06. Participated in Austin Habitat-specific public speaking training, was an active participant on Family Selection Committee and was part of the founding of the Austin Housing Repair Coalition.

## Manager – First American Mortgage

August 2002 - June 2007

**Milford, MA** - Rose to a position of leadership in the sales department of a multi-million dollar mortgage company while I was a teenager and college student. Excellent sales, customer service, management and interpersonal skills. Ability to achieve results in a difficult environment.

## Additional Experience & Training

---

### Community Leadership Institute – NeighborWorks

2015

Training on community engagement, grassroots organizing, and project management with a project-specific emphasis.

### Emerging Leader Training – Austin Habitat for Humanity

2014-2015

Long-term training program with Up-A-Notch consulting about various issues related to management and leadership with specific emphasis on topics relevant to Austin Habitat.

### ED Lab – RGK Center for Philanthropy and Community Service

June 2015

Intensive course led by local executive directors with an emphasis on learning real world, on-the-ground nonprofit management techniques including budgeting, fundraising, board recruitment, and marketing/branding.

## LORI STEINER, MBA, CPA

Email: [lesteiner@yahoo.com](mailto:lesteiner@yahoo.com)

Phone: [REDACTED]

### PROFESSIONAL SUMMARY

Accomplished finance executive with an impressive array of skills and experiences in accounting, auditing, business development, financial analysis, strategic planning and operational roles. Ability to conceptualize and design innovative business and accounting solutions to raise expectations and achieve goals. Multi-disciplinary approach to problem solving with proven results. Excellent verbal and written communication skills. Effective in independent and team situations. Strong work ethic with high level of emotional intelligence and critical thinking skills.

### CERTIFICATION, EDUCATION AND SOFTWARE

- **Certified Public Accountant.** Oklahoma Certificate Number 8688.
- **Master of Business Administration,** Concentration in Accounting, Pittsburg State University, Pittsburg, KS,
- **Bachelor of Business Administration,** Majors in Human Resource Management and Economics, Pittsburg State University, Pittsburg, KS
- **Software Packages:** Microsoft Office Suite, Great Plains Dynamics, ABILA MIP, Sage PFW, Sage 300, MAS 90, Quickbooks, PeopleSoft, HUD REAC, CMS FIVS, CMS ARTS, Solomon, Paycom, ADP Workforce Now, ADP Enterprise E-time; Sage ABRA, Timesheet Pro, Toggl

### AFFILIATIONS

- **Current:** Texas Society of Certified Public Accountants; Austin Chapter of TSCPA; Member Financial Literacy Committee Austin Chapter TSCPA; Membership Chair Non Profit Financial Leadership Peer Group; Member C-12 Key Player Advisory Board, Impact Austin
- **Past:** Leadership Tulsa; Advisory Board and Chairman, T.U. Conference of Accountants; Member and Vice-Chairman Advisory Board, Pittsburg State University Kelce School of Business and Economic Development; OSCPA; Tulsa Chapter OSCPA; Camp Fire Boys and Girls Board of Directors, Treasurer; Town and Country School Board of Directors, Treasurer; Member Domestic Violence Intervention Services Board of Directors, Member Board of Directors and Finance Committee, Ten Thousand Villages

### PROFESSIONAL EXPERIENCE

**CHIEF FINANCIAL OFFICER, Austin Habitat for Humanity, Austin, TX Sept 2016 to present**  
**Home Construction, Mortgage Underwriting, Retail, Home Repair; Not for Profit**

**HIGHLIGHTS** include development of board reporting package, establish corporate policy structure, work agreement to leverage mortgages (sell receivables) with local banks, create process for cash flow forecasting, bring organization into compliance with 2CFR Part 200, re-engineered ineffective processes for efficiency and internal control, execution of merger with neighboring affiliate, reduce mortgage delinquency rate from 5+% to 2.5%

- Supervise monthly and annual accounting cycle, payroll, reconciliations between donor database and general ledger
- Responsible for risk management, I T and Human Resources functions
- Ownership of internal and external financial reporting, compliance, cash projections, budget variance reporting and dashboard data
- Manage all phases of corporate and departmental budgeting and accompanying forecasting; presentation of operating, cash and cap ex budgets to Board of Directors
- Manage portfolio of 335+ mortgages and take appropriate action with delinquent borrowers
- Manage organization's line of credit and debt portfolio, ensure loan covenants are met
- Manage organization's governance, contracts, legal issues and corporate compliance
- Participate in all phases of creating and executing corporate strategic plan
- Development and monitoring of internal control systems
- Manage business relationships with stakeholders

**CHIEF FINANCIAL OFFICER, Opportunities, Georgetown, TX 2014 to 2016**  
**Child Care, Affordable Housing, Food Prep and Delivery, Social Services; Not For Profit**

- Ownership of internal and external financial reporting, budget variance reporting and dashboard data □
- Monitor compliance mandated by contracts; including, but not limited to Head Start, DADS, HUD, TDHCA, CSBG, CDBG □
- Manage cash flow, general ledger, accounts receivable, accounts payable, payroll for 235 employees, month end close and employee expense reporting □
- Build, evaluate and mentor finance team □
- Develop and manage business partner relationships
- Respond to RFPs and develop grant application responses
- Responsible for risk management, IT function, building maintenance and operations for twenty-one sites □
- Prepare budgets, financial statements and program reports required by city, county, state, federal government grants and foundation funders □
- Initiate, develop and implement operating budgets of approximately \$14,000,000 □
- Develop and implement policies, standards, procedures, processes and practices to govern the financial, business and administrative functions of the agency □
- Monitor and assess the financial and operational functions of the agency in relation to the established plans and budgets; project and analyze cash flow □
- Develop RFPs for goods and services, evaluate responses, review and negotiate contracts □ □
- Coordinate all financial audits and monitoring visits □
- Oversee affordable housing program

**HIGHLIGHTS** include restructure of legal entity to mitigate risk and maximize unrestricted income potential; restructured chart of accounts; cut benefit costs 20% (approx. \$200,000); outsourced management of affordable housing including vetting property management companies and negotiating contract, refinance debt, strategize and execute corporate restructure, receive highest score in round for response to CAPCOG senior nutrition RFQ

#### **DIRECTOR OF FINANCE, TMF Health Quality Institute, Austin, TX 2008 to 2014**

##### **Healthcare Consulting, Government Contracting; Multiple Not For Profit and For Profit entities**

- Ownership of internal and external financial reporting, budget variance reporting and dashboard data
- Managed all phases of accounting cycle, cash management budgeting and forecasting and employee expense reporting
- Build, evaluate and mentor finance team
- Calculated and reported all taxes for multiple entities in multiple states, including corporate, payroll, sales and property
- Job costing, including cost pool development and allocation of multiple cost pools including corporate/home office and indirect/overhead expenses
- Develop, evaluate and improve accounting processes and procedures, reconfigure for maximum efficiency
- Managed payroll (in house and outsourced) for 600+ employees and multi state, multi EIN reporting
- Develop and maintain corporate policies including finance, administrative, IT, communications
- Coordinate annual independent, 401k, DCAA, GSA, state and other miscellaneous audits
- Monitor financial compliance mandated by contracts and provide reporting for federal (CMS) and state funded grants
- Research and apply knowledge to ensure compliance with GAAP, FASB, A-122, GSA, FAR, CAS and other relevant federal and state regulations (i.e., revenue recognition, and unallowables)
- Provide support for business development efforts by preparing business responses for RFPs
- Evaluate and negotiate contracts with vendors
- Member of Leadership Team and Key Contributor creating presentations for Executive Leadership and Board

**HIGHLIGHTS** include invoicing approximately 40 fixed price, cost plus and GSA contracts, monthly invoices varying from \$5,000 to \$1,500,000 per contract; research and recommend accounting software packages and payroll outsourcing options to executive management; managed subsequent conversion of accounting software and payroll systems; built and managed finance department as organization grew 5x in 5 years from \$12MM to \$65 MM annually.

#### **DIRECTOR OF FINANCIAL OPERATIONS, Legacy, Inc, Austin, TX 2006 to 2008**

##### **Back office operations for small organizations; For Profit**

- Responsible for all aspects of accounting cycle, cash forecasting and management, budgeting, payroll and financial statements and reporting for Legacy and its clients
- Monthly preparation of ad hoc, productivity and program reports for all entities.



- Manage accounts receivable and collections from governmental agencies, insurance companies and Medicaid in multiple states for Legacy and clients
- Ensure debt covenants are met
- Coordinate all external audits and prepare requested schedules for required audits
- Grant reporting and management
- Develop accounting related policies and procedures for Legacy and clients
- Interact with potential and new clients regarding accounting processes and transition planning and implementation, act as customer contact for all accounting and finance issues and reporting
- Develop and manage accounting team

**HIGHLIGHTS** include designing and building structure of department; re-engineering all processes and procedures; developing and implementing internal controls.

#### **PREVIOUS POSITIONS HELD**

##### **MANAGER BLUELINC'S FINANCE, Blue Cross Blue Shield of Oklahoma, Tulsa, OK 2004-2005**

###### **Insurance; For Profit**

**HIGHLIGHTS** include reorganization of department due to merger; redesigned work flow processes and job descriptions, selected to corporate communication team by new ownership, initiate investment changes as required by cash flow needs.

##### **CONTROLLER, Perma-Fix Treatment Services and Perma-Fix Government Services, Tulsa, OK**

###### **Waste Treatment; For Profit, publicly traded**

**HIGHLIGHTS** include participation in restructuring of division requiring dissolution of one entity, redesigning work flow to accommodate new structure, 10-K reporting and Sarbanes Oxley compliance

##### **CHIEF FINANCIAL OFFICER, LIFE Senior Services, Tulsa, OK**

###### **Case Management, Senior Day Care, Monthly Magazine, Senior Housing; Not for Profit**

**HIGHLIGHTS** include but not limited to development, installation and implementation of communications and information technology systems for three locations including two local area networks and wide area network; created internal career development training program for supervisors and managers; developed investment policies and procedures to maximize interest income of operating, capital and endowment funds.

##### **CHIEF FINANCIAL OFFICER, YMCA of Greater Tulsa, Tulsa, OK ; Not for Profit**

**HIGHLIGHTS** include but not limited to research, purchase and implementation of general ledger and membership system software and applicable hardware; established internet presence for association and e-commerce capabilities; successful protest of \$100,000 state sales tax audit assessment; execution of \$6 million tax exempt bond issue; revenue growth from \$1 million to \$7.5 million, oversight of endowment funds and investment portfolio.

#### **CONTRACT CONSULTING**

##### **CONTRACT CONSULTANT, Legacy, Inc, Austin, TX**

###### **Worked part time for Legacy while working full time at TMF**

- Review and consult on financial and other related reports provided to customers
- Reviewed expense reimbursements submitted by partners
- Advised owners on corporate structure and related matters

**HIGHLIGHTS** include discovery of fraud and embezzlement

##### **CONTRACT CONSULTANT, Arma Mobile Transit Company, Arma, KS**

###### **Transportation and Service; For Profit**

- Audit billing to date; prepare billing for completed jobs; review and monitor accounts payable
- Compute and prepare payroll
- Cash flow forecast, cash management, calculate break-even point and develop profit analysis
- Consult with owners on costing and operational issues and assist with reporting to various governmental agencies for taxes and motor carrier permits
- Investigate various options to sell company assets; develop and implement plan for closing business

**HIGHLIGHTS** include successful wind down of business and sale of assets

# CLAIRE M. U. WALPOLE

◦ cmuwalpole@gmail.com ◦ cmuwalpole.com

## WORK EXPERIENCE

---

October 2013 – present Austin Habitat for Humanity, Austin, TX  
*Staff Architect, Design for Special Projects, Permit Procurement, Construction Management, Converting office to Revit*

April 2007 – May 2008, November 2012 – Present Claire Marie U. Walpole, RA, Austin, TX  
*Self-Employed: Commercial Finish-out, Residential New Construction, Residential Renovation*

May 2008 – Feb 2012 BLGY, Inc., Austin, TX  
*Project Management, Project Architect, Design, Production: City of Austin Public Safety Training Facility, Round Rock Elementary Schools, Teague Jr/Sr. High Auditorium and Black Box*

June 2005 – January 2007 CG&S Design-Build, Austin, TX  
*Project Architect, Project Designer, Specifications Writer, Office Process Organization*

April 2003 – April 2005 Hanbury Evans Wright Vlattas + Co., Norfolk, VA  
*Design; Historic Preservation; Project Development; In-house Education Programs*

January 2002 – March 2003 MMM Design Group, Norfolk, VA  
*Discipline Coordination, Cost Estimating, Field Work, Construction Documents*

## EDUCATION

---

1997 – 2001 Louisiana State University Baton Rouge, LA  
*Bachelor of Architecture, May 2001*

1995 - 1997 University of Southern Mississippi Hattiesburg, MS  
*Honors College*

## CERTIFICATIONS, SKILLS, HONORS AND ACTIVITIES

---

Licensed Architect, Texas License Number 19903, Dec 2006

LEED Accredited Professional, May 2005

AutoDesk AutoCad and Revit, Adobe Creative Suite (Photoshop and Illustrator), Sketchup

BLGY 2010 Robert P. Landes Architecture Award

LSU Chancellor's Design Competition, First Place

AIA Austin, 2011 Honor Awards Committee

AIA Austin, Architecture in Elementary Schools program: 2007, 2008, 2011, 2012, 2013, 2014

AIA Hampton Roads, Director of Communication, Newsletter Editor

American Institute of Architecture Students, LSU Chapter President

All Saints Presbyterian Church, Building Executive Committee, Architect Search Committee

Lighting and Sound Director, *Birth: a Play* by Karen Brody, 2008

Austin Civic Chorus, 2006-2014

Conspirare Symphonic Chorus, 2010-2013

---

# BILLY WHIPPLE

---



---

## SKILLS SUMMARY

---

- ❖ Construction Management
- ❖ High Attention to Detail
- ❖ Contract Negotiation
- ❖ Bidding, Estimating, & Proposals
- ❖ Site Safety/ OSHA Compliance
- ❖ Budgeting & Cost Controls
- ❖ Microsoft Office Suite
- ❖ Material Management
- ❖ Energy Star

---

## PROFESSIONAL EXPERIENCE

---

AUSTIN HABITAT FOR HUMANITY – AUSTIN, TX  
**Vice President of Construction, 2016 to Present**

- ◆ Provide leadership to Home Repair, New Construction, & the Warehouse.
- ◆ Collaborate with Senior Leadership to develop cohesive strategies to achieve Habitat's mission.
- ◆ Generate build schedules from an annual overview down to day-to-day actions.
- ◆ Operational management of construction warehouse facility and truck fleet.
- ◆ Oversee all aspects of post-land development construction process.

HABITAT FOR HUMANITY WILLIAMSON-MAURY – FRANKLIN, TN  
**Director of Construction, 2014 to 2015**

- ◆ Manage staff, contractors, and volunteers to the completion 12 homes annually.
  - ◆ Generate build schedules from an annual overview down to day-to-day actions.
  - ◆ Maintain high quality building standards and hold contractors to the same standards.
  - ◆ Finish projects on time while meeting municipal codes and Energy Star standards.
  - ◆ Manage a \$1.1 million departmental budget.
  - ◆ Develop accurate budgets for all projects.
  - ◆ Work closely with clients to ensure they are happy and well informed during projects.
  - ◆ Solicit, review, and award project bids.
  - ◆ Consistently update vendor and sub-contractor data base
  - ◆ Research and negotiate prices on building materials.
-

---

# BILLY WHIPPLE

---

## PROFESSIONAL EXPERIENCE CONTINUED

---

---

HABITAT FOR HUMANITY WILLIAMSON-MAURY – FRANKLIN, TN

**Community Outreach Manager & Volunteer Coordinator, 2013 to 2014**

- ◆ Build, maintain, & strengthen relationships with community groups & local businesses.
- ◆ Procure & manage gift-in-kind donations for programs and home builds.
- ◆ Communicate with stakeholders about the organization through social media, video, and e-mail marketing tools.
- ◆ Research & implement community focused fundraising campaigns.
- ◆ Schedule and track 3,000 volunteers per year.
- ◆ Collaborate with all departments to help the team meet and exceed their goals.
- ◆ Coordinate volunteers, meals, and building logistics for each volunteer build day.

AUSTIN HABITAT FOR HUMANITY– Austin, TX

**Project Manager, 2010 to 2013**

- ◆ Manage logistics of 23 new single-family residential homes per year.
- ◆ Hire and train staff to become functional home builders and leaders.
- ◆ Delegated day-to-day build site responsibilities.
- ◆ Responsible for meeting all city, green building and third-party inspections.
- ◆ Created a new build schedule that increased efficiency by 25%.

AMERICORPS, AHFH – Austin, TX

**Construction Crew Leader, 2009 to 2010**

- ◆ Served over 1700 volunteer hours.
- ◆ Strengthened my construction skills and construction communication
- ◆ Lead and trained groups of volunteers on the construction site.
- ◆ Performed daily job site quality and safety inspections.
- ◆ Kept inventory and delivered building materials.
- ◆ Attended leadership and professional development seminars.

---

## EDUCATION & TRAINING

---

GRANITE STATE COLLEGE- CONCORD, NH

**Bachelor of Science in Business Management, 2012**

**UL OSHA 10-HOUR CERTIFICATION**

AMERICAN HEART ASSOCIATION

**Heartsaver CPR & AED Certified**

---



Application for OHDA Funding – 2020

**Tab 2b Resumes of Development Team**

**AUSTIN HABITAT FOR HUMANITY**

**APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2020**

**RESUMES OF DEVELOPMENT TEAM**

Please note that the principals and development team are currently the same individuals, so we have not attached additional resumes for this tab. If desired, we will send resumes, CV and/or bios for additional team members when they are selected.



Application for OHDA Funding – 2020

**Tab 2c Resumes of Property Management Team**

**AUSTIN HABITAT FOR HUMANITY**

**APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2020**

**RESUMES OF PROPERTY MANAGEMENT**

Please note that because the Montopolis/Círculo de Amistad development will not contain rental units, the Austin Habitat for Humanity team does not plan to employ property management.





Application for OHDA Funding – 2020

### Tab 3 Financial Information



Application for OHDA Funding – 2020

**Tab 3a IRS Certification**

CINCINNATI OH 45999-0038

In reply refer to: 0248164798  
Feb. 07, 2019 LTR 4168C 0  
74-2373217 000000 00  
00010005  
BODC: TE

AUSTIN HABITAT FOR HUMANITY INC  
500 W BEN WHITE BLVD  
AUSTIN TX 78704-7030



016930

Employer ID number: 74-2373217  
Form 990 required: YES

Dear Taxpayer:

We're responding to your request dated Jan. 29, 2019, about your tax-exempt status.

We issued you a determination letter in August 1985, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c) (3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

0248164798  
Feb. 07, 2019 LTR 4168C 0  
74-2373217 000000 00  
00010006

AUSTIN HABITAT FOR HUMANITY INC  
500 W BEN WHITE BLVD  
AUSTIN TX 78704-7030

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,



Kim A. Billups, Operations Manager  
Accounts Management Operations 1



Application for OHDA Funding – 2020

**Tab 3b Certified Financial Audit**



Application for OHDA Funding – 2020

**Tab 3c Board Resolution**

## CERTIFICATE OF CORPORATE RESOLUTION

We, Curtis Page, Chairman, and David Osborn, Secretary, of Austin Habitat for Humanity, Inc., a corporation, certify that:

1. Austin Habitat for Humanity, Inc. is organized and existing under the laws of the State of Texas;
2. All franchise and other taxes required to maintain its corporate existence have been paid and no franchise or other such taxes are delinquent;
3. No proceedings are pending for the forfeiture of its certificate of incorporation or for its dissolution, voluntarily or involuntarily;
4. It is organized under the laws of Texas or is a foreign corporation qualified to do business in the State of Texas and is in good standing with the State of Texas;
5. There are no provisions in the articles of incorporation or bylaws of the corporation limiting the power of its board of directors to pass the resolution set out below;
6. The secretary is the keeper of the records and minutes of the corporation and on May 8, 2018, a special called vote of the board of directors of the corporation was held, which was properly called and held in accordance with the law and the bylaws of the corporation;
7. A quorum of the Board of Directors have consented to the action proposed at this special called vote; and
8. As a result of the affirmative vote, the following resolution was adopted:

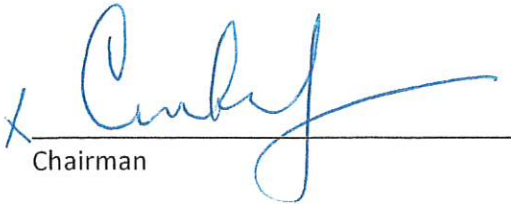
**BE IT RESOLVED** that the Austin Habitat for Humanity Board of Directors authorizes the Chief Executive Officer or whomever that person deems appropriate at their sole discretion, shall have the authority to apply for City of Austin grant funding, including federal and local sources, such as General Obligation Bonds or other funds as available for the Scenic Point Subdivision Phase 2, Mueller Row Houses, Persimmon/Meadow Lake and Montopolis Townhomes; and,

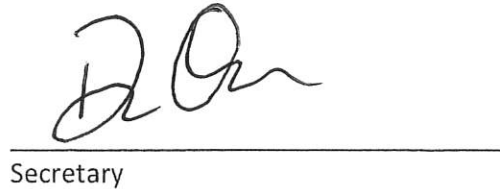
It is further **RESOLVED** that the Board of Directors authorizes the Chief Executive Officer to execute any agreements or other documents regarding the City of Austin grant funding, including federal and local sources, such as General Obligation Bonds or other funds as available for the Scenic Point Subdivision Phase 2, Mueller Row Houses, Persimmon/Meadow Lake and Montopolis Townhomes.

We certify that the above resolution has not been altered, amended, rescinded or repealed and is now in full force and effect.

We also certify that Curtis Page is the Chairman of the corporation and David Osborn is the Secretary.

Signed on Sept 26, 2018 by the Chairman and Secretary of the corporation.

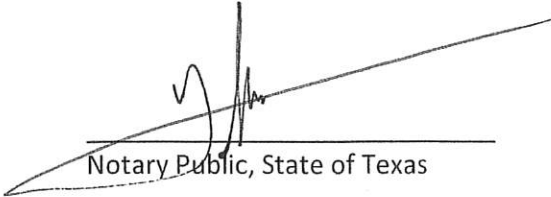
  
Chairman

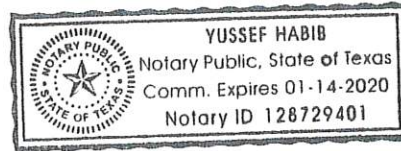
  
Secretary

State of Texas

County of Travis

This instrument was acknowledged before me on September 26<sup>th</sup>, 2018 by Curtis Page, Chairman of Austin Habitat for Humanity, Inc., a corporation, on behalf of said corporation.

  
Notary Public, State of Texas

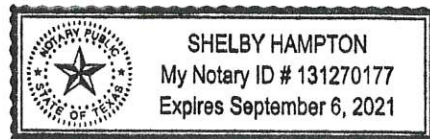


State of Texas

County of Travis

This instrument was acknowledged before me on October 1, 2018, 2018 by David Osborn, Secretary of Austin Habitat for Humanity, Inc., a corporation, on behalf of said corporation.

  
Notary Public, State of Texas







Application for OHDA Funding – 2020

**Tab 3d Financial Statements**

**AUSTIN HABITAT FOR HUMANITY**

**APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2020**

**FOR-PROFIT FINANCIAL STATEMENTS**

Please note that because Austin Habitat for Humanity is a non-profit organization, we have submitted Audited Financial Statements under tab 3b, and have not submitted additional financial statements.



Application for OHDA Funding – 2020

### Tab 3e Commitment Letters

**AUSTIN HABITAT FOR HUMANITY**

**APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2020**

**COMMITMENT LETTERS**

Please note that because Austin Habitat for Humanity has only recently started the process of developing the land located at 6301 Círculo de Amistad, we do not yet have funding commitment letters available from other supporters. We will provide notice of additional funds received as soon as we begin receiving other support for this development.



Application for OHDA Funding – 2020

## Tab 4 Project Information



Application for OHDA Funding – 2020

## Tab 4a Market Study



## Internal Market Assessment for Montopolis: 2020

We have attached a detailed market assessment prepared for the City in 2014 by BBC Research and Consulting and has been used by Austin Habitat to demonstrate citywide demand for affordable housing. In addition, we have also completed an informal assessment of the area as discussed below.

### Pricing and Absorption

All Habitat homes, including those at Montopolis, are priced to be affordable to homeowners who are low-income, with incomes at or below 80% of the Median Family Income (MFI) for the Austin-Round Rock Metropolitan Statistical Area (MSA). Based on current estimates, the sale prices for our partner families will be as follows:

- Eight two-bedroom units (approximately 1,200 square feet) to be sold for \$170,000, and four three-bedroom units (approximately 1,300 square feet) to be sold for \$190,000.

Although these prices are estimated, Austin Habitat plans to keep all units affordable and will continue to structure each mortgage to avoid cost burden and empower our hardworking clients to use their earnings to reach additional successes including wellness and education. Austin Habitat plans to break ground in 2021 to begin the construction of this 12-unit development. Austin Habitat maintains an extensive interest/waiting list of potential homebuyers, and makes property available to each potential homeowner as they complete their qualification requirements and as the homes are built. Although we have not yet begun qualifying homebuyers for the Montopolis development, we receive more than 1,500 calls each year from individuals and families interested in homeownership. We will begin offering this development as an option to interested potential partner families in 2020, timing this offering to align the qualification process with the construction timeline for the property.

### Community Conditions

**Target Population:** Although each development attracts a different mix of partner families, we still expect that our clients will fit the Habitat “profile” in several important ways:

- Income eligibility, with a household income at or below 80% of the Median Family Income (MFI) for the Austin-Round Rock Metropolitan Statistical Area (MSA).
- Ability to make a \$3,000 up-front contribution and continue to pay the mortgage on an ongoing basis. Austin Habitat’s HUD-certified housing counselors work extensively with each potential homebuyer to eliminate debt, credit issues, and other barriers to successful homeownership before qualifying them to purchase a Habitat home.
- Willingness to partner in Habitat activities. All potential Habitat homeowners must complete sweat equity which includes undergoing financial counseling as well as volunteering to support Habitat. Willingness to partner also includes an agreement to participate in ongoing Habitat activities, including appearing at the home dedication with sponsors and Habitat leadership, consenting to the use of their photo and story in Habitat’s outreach materials, and remaining in contact with Habitat for future partnership activities and impact evaluation.

Other than these requirements, Austin Habitat does not seek a specific target population or set any additional eligibility requirements for the Affordable Homeownership Program. All program guidelines comply with applicable laws, such as the Fair Housing Act.

### **Area Demographics**

Census Tract 23.12, which encompasses the Montopolis project, has a total population of 8,705.

- **Age:** 33.9% are young people age 19 or younger (13.2% are young children under age 5); 7% are seniors age 65 and older; the remaining 59.1% are adults age 20-64.
- **Gender:** 52.5% male; 47.5% female
- **Race/Ethnicity:** 78.1% Hispanic/Latino; 12.1% White (not Hispanic); 8.3% African-American; 1.5% Asian, Native American, Multiracial/Other.
- **Disability Status:** Approximately 13.9% of the population of this Census tract has a disability.
- **Poverty:** The poverty rate in Census Tract 23.12 is 28.9% for families, compared with 13.9% county-wide. For female-headed households with children, which make up a significant portion of our client population, the poverty rate is 34.2%.
- **Income:** The MFI in this census tract is \$31,875, approximately one-third of the newly-released MFI for the Austin-Round Rock Metropolitan Statistical area. Sixty-four percent of families in this Census tract have a family income of less than \$50,000 per year.
- **Employment:** 63.9% of individuals age 16 and older in this census tract are in the labor force. The unemployment rate for the Census tract is 12.4%; the Austin-Round Rock Metropolitan Area overall has an unemployment rate of 2.2%.
- **Healthcare:** Approximately 25.5% of residents of this Census tract are uninsured.
- **Educational Attainment:** Only 14.2% of the adult residents of this Census tract have a college degree; nearly 40% do not have a high school diploma.

All data is sourced from the United States Census, 2017 5-Year American Community Estimates, other than the unemployment rate (U.S. Department of Labor, Bureau of Labor Statistics).

### **Overall Local Housing Conditions and Trends**

Census Tract 23.12 contains 2,596 total housing units, of which 6.6% are vacant.

- Approximately 46% of the homes in this census tract are detached one-story properties. Only 3% of the properties in the tract are 2-4 unit properties of the type to be built by Austin Habitat.
- Much of the housing stock in this Census tract is older, with 56% built before 1999, suggesting a need for newer properties in the area.
- Approximately 41.5% of the housing units in this Census tract are owner-occupied; 58.5% are occupied by renters.
- More than 63% of the renters in this Census tract are considered cost-burdened, paying 30% or more of their monthly incomes for housing.
- The median home value in this Census tract was last measured by the Census in 2016, when it was \$88,600.

All data is sourced from the United States Census, 2017 5-Year American Community Estimates except as otherwise estimated.



## **General Community Housing Conditions**

The Austin area is in a period of major growth and is considered one of the most desirable areas to live in the United States, but thousands of families are being left behind. For example, the median family income in our area is \$86,000, but U.S. Census data shows that the median income is \$49,804 for a Hispanic family, \$47,220 for an African American family and \$30,268 for a family with children headed by a female householder. These populations' struggles are exacerbated by skyrocketing costs of living: housing costs increased by 98.5% between 2006 and 2017, while household income only rose 17%. According to the Community Advancement Network (CAN), approximately 35% of Travis County residents were cost-burdened by housing in 2016, spending 30% or more of their income on housing.

Most lower-income families in Austin are renting; without a permanent place to call home they may be subject to frequent moves, which can lead to unstable employment/education and other negative consequences for families. Many of our clients are women, including a large number of single mothers, who are more likely to face housing difficulties. Because women generally have lower incomes – women in Texas earn less than 75% of what men earn, and single mothers' pay is often even lower, particularly when they have young children – they may face additional difficulties that make homeownership seem even further out of reach for their families.

The benefits of homeownership, in addition to the home itself, are substantial: 74% of Habitat homeowners reached through our post-closing surveys self-report improved health after becoming a homeowner. Research from multiple affordable housing programs, including those offered by Habitat for Humanity affiliates, show that living in a stable home can positively impact physical and mental health and educational attainment, and stable housing is correlated with lower levels of dropout and unplanned pregnancy.

However, buying a home is out of reach for most low-to-moderate income families, as Austin has had the fastest-growing median home price in the nation for more than a decade, with the current median purchase price standing at more than \$400,000.

## **Geographic Area for Potential Homeowners**

Please note that while Austin Habitat is happy to welcome individuals and families already living in the area to apply for homeownership in the Persimmon/Meadow Lake development, particularly given the rapid gentrification of this area, we do not require potential homebuyers to live near the development in which they wind up purchasing. Austin Habitat works with potential homebuyers from throughout the Austin area, and all potential buyers are informed that they may need to move from their current neighborhood to Persimmon/Meadow Lake or one of our other developments if they are approved to purchase a home. We have reached out to local neighborhood associations and will continue to do so, and we will work with our partner affordable housing organizations to ensure that eligible neighborhood residents are informed about the availability of these units.

## **Eligible Homeowner Pool Demographics**

The potential homeowners qualified to purchase in Habitat developments – 39 families with a total of 123 members, as of January 2020 – have the following demographic profile:

- 100% low-income (80% or less of local MFI)
- 62% Hispanic/Latino

- 61% female-headed households
- 4% identified as having a disability

### **Competitive Properties**

Although this area is one of the more reasonably-priced parts of Austin, most of the homes in the immediate area would still be out of reach for our client population. As of January 2020, a search of Zillow.com shows 65 available properties listed for under \$300,000 in the 78741 zip code and the five most immediately contiguous zip codes (78702, 78704, 78742, 78744 and 78745), not counting plots of vacant land and properties yet to be built. Most of the lower-priced properties are very small townhomes or condominiums (800 square feet or less) that would not be appropriate for most Habitat partner families, or properties that clearly require significant renovation/remodeling that would considerably increase the cost to the buyer.

In addition, none of the properties have the Habitat for Humanity advantage, including intensive financial and housing education and counseling; in-house mortgage qualification using Habitat standards, which allow qualification of homebuyers who would not always qualify for traditional mortgages, after barriers to homeownership success are overcome; referral to additional services as needed, and ongoing post-purchase support to avoid mortgage delinquency.

### **Market Demand**

As discussed above, Austin Habitat maintains an interest/waiting list of eligible potential purchasers for all properties sold through the Affordable Homeownership Program, including ongoing builds at Scenic Point and Mueller, the upcoming 126-unit Persimmon development, and the Montopolis site. Currently, this interest list contains 36 qualified homebuyers and three who have begun the process of education and counseling. In addition, in the past year Habitat has been in contact with more than 1,500 community members who have contacted us to sign up for workshops or receive more information about affordable homeownership. For Habitat and its partner families, homeownership is preferable when compared to rental.

### **Demand and Capture**

Twelve units will be built to complete the Montopolis development, and the Austin Habitat Affordable Homeownership Program currently has approximately 40 potential homebuyers in the process of qualifying to purchase a home and/completing their sweat equity. Although some may not qualify, as discussed above, we are answering more than 1,500 contacts each year from interested community members and we expect that the demand for affordable homeownership will continue to rise as the costs of housing increase in the Austin area. As mentioned above, not all of the potential homebuyers for Montopolis, or for any of our developments, are currently living in close geographic proximity to the area, but all are committed to purchasing a Habitat home, including moving from their current neighborhood if necessary.

Austin Habitat is not yet able to calculate a capture rate for the Montopolis development because we have not yet begun to qualify clients for this property. We expect that through the extensive interest in affordable homeownership in Austin, our strong reputation as a compassionate nonprofit and as a builder of high-quality affordable homes, and our ongoing community outreach, we will generate sufficient demand for the units. Austin Habitat also continues to offer qualified individuals/families the

opportunity to purchase a home at several other developments that are currently being built or are in pre-development in Austin. Therefore, we are able to offer housing to individuals and families on the waiting list who do not wind up living in this development.

### **Absorption Period**

Austin Habitat expects to sell the 12 units to be created in the Montopolis development in 12-24 months. As our Affordable Homeownership Program is designed to produce completed properties and purchase-ready families concurrently, we expect to match families with these units by the time they are ready for occupancy. Our Client Services, Communications, and other teams are working together to identify the people and families who would be qualified to purchase and would benefit from the strong access to jobs and transit and develop strong outreach plans designed to attract these populations.



Application for OHDA Funding – 2020

**Tab 4b Good Neighbor Policy**

*City of Austin Good Neighbor Checklist*

The Neighborhood Housing and Community Development Office (NHCD) offers a Good Neighbor Policy to standardize process and identify expectations for all projects funded through the City of Austin's Rental Housing Development Assistance (RHDA) and Acquisition and Development (A&D) programs. Applicants of these programs are required to prepare and begin implementing a community engagement plan, including neighborhood notification activities. The community engagement plan is required whether the application is for funding for new construction or renovation of an existing building, regardless of whether there is a change in ownership.

A successful community engagement plan leads to open, ongoing two-way communication between developers and neighbors. This requires good-faith efforts and cooperation by developers, City officials and residents. A positive, open dialogue between housing developers and neighbors can prevent misunderstandings, facilitate prompt resolution of any inadvertent misunderstandings, and provide a fair, thoughtful, dependable means of resolving differences.

The following checklist of items is required of all applicants for funding:

**(1) Preliminary Research**

- Review the Neighborhood Plan (if applicable)

**(2) Neighborhood Notification**

- Notify property owners within at least 500 feet of the site and registered neighborhood organizations with boundaries included in the proposed development site, using a written notice, letter or flyer.

**(3) Pre-Application Engagement**

- Contact neighborhood organizations to provide current information about the project, including any neighborhood association whose boundaries are included in the proposed development site and Neighborhood Planning Contact Team (if applicable). *(see full City of Austin Good Neighbor Guidelines for more detailed information on what kind of information may be appropriate to share)*
- Appoint a Single-Point-of-Contact (SPOC) to serve as the liaison for exchanging information. See application cover sheet and name below.

**(4) Application requirements**

- Provide communications plan Example of Communications Plan attached.
- Provide documentation showing the content of the notice, and proof of delivery
- Provide signed copy of this checklist.

I have reviewed and completed all of the above checklist items required by the City of Austin's Good Neighbor Guidelines.

  
Signed

  
Printed Name



**SATURDAY, 6/17/2017, 9:00 AM**  
**OPEN AREA NEAR MAILBOXES**  
**MARY VICE ESTATES**  
**NEIGHBORHOOD MEETING**

**New Austin Habitat for Humanity Community**

Austin Habitat for Humanity is excited to finally be developing the property located at the corner of Montopolis Drive and Circulo de Amistad. We are interested in building around a dozen affordable townhomes. Please attend this neighborhood meeting to learn more and share your thoughts. We will meet at the open space near the mailboxes and enjoy breakfast tacos!



**Join us!**

**Affordable Homes**

**Montopolis**

**Come hear about  
what we are  
planning to build!**

**AUSTIN HABITAT FOR  
HUMANITY**

512-472-8788

[www.austinhabitat.org](http://www.austinhabitat.org)

Saturday, June 17, 2017  
9:00 AM



**SÁBADO, 17/6/2017, 9:00 AM**  
**ÁREA ABIERTA CERCA DE BUZONES**  
**MARY VICE ESTATE**  
**REUNIÓN DE VECINDARIO**

**Nueva Comunidad de Austin Habitat for Humanity**

Austin Habitat for Humanity está feliz por finalmente desarrollar la propiedad ubicada en la esquina de Montopolis Drive y Círculo de Amistad. Estamos interesados en la construcción de una docena de viviendas asequibles. Por favor, asista a esta reunión de vecindario para aprender más y compartir sus criterios. ¡Nos reuniremos en el espacio abierto cerca de los buzones y disfrutaremos de un desayuno de tacos!



**¡Únete a nosotros!**

**Viviendas  
Económicamente  
Accesibles**

**Montopolis**

**¡Ven a escuchar lo  
que estamos  
planeando  
construir!**

**AUSTIN HABITAT FOR  
HUMANITY**

512-472-8788

[www.austinhabitat.org](http://www.austinhabitat.org)

Sábado, 17 Junio 2017  
9:00 AM



# COMMUNITY MEETING NOTICE

August 28, 2018

The City of Austin, Planning and Zoning Department, has received an application for a neighborhood plan amendment and zoning change for property located within the **Montopolis Neighborhood Planning Area**. See enclosed maps for location. You received this notice because you live or own property within 500 feet of the property, or are a member of the planning contact team or a member of a registered neighborhood organization or environmental group who requested notification for the area.

**Plan Amendment Case #: NPA-2018-0005.02**  
**Address: 6301/ 6307 1/2 Circulo de Amistad**  
**Zoning Case #: C814-97-0002.01**

For more information on this case, you can go to the city's website at <https://abc.austintexas.gov/web/permit/public-search-other>.

**Si necesita más información en español sobre esta reunión del vecindario de Montopolis Neighborhood Planning Area, favor de llamar a Debbie Valero a (512) 974-3531 or at [Debbie.valero@austintexas.gov](mailto:Debbie.valero@austintexas.gov).**

**Thursday, September 13, 2018**  
**6:30 p.m.—8:00 p.m.**  
**Ruiz Public Library, Room 1**  
**1600 Grove Blvd.**

## PURPOSE OF MEETING:

The City of Austin is sponsoring this community meeting to provide an opportunity for the applicants, neighborhood planning contact team, nearby residents/property owners and any other interested parties to discuss the proposed plan amendment and zoning change requests.

## CASE SUMMARIES:

**NPA-2018-0005.02**—The applicant proposes to change the land use on the Future Land Use Map (FLUM) map from **Commercial** to **Mixed Use**.

**C814-97-0002.01**— The applicant proposes to amend the Planned United Development (PUD) to increase the allowable maximum building square footage from 6,000 sq. ft. to 30,000 sq. ft. To reduce the building setback from 25' to 15' along Montopolis Drive and Circulo de Amistad and to 10 ft. along the rear and side property lines; and to add residential uses Townhomes/Condos/Duplex on Area 1 within the PUD. See details on back of notice.

## STAFF CONTACT

Please contact Maureen Meredith at 512-974-2695 or by e-mail at [Maureen.Meredith@austintexas.gov](mailto:Maureen.Meredith@austintexas.gov) with any questions.  
Office hours are Monday-Friday 8:00 am-5:00 pm.

The **NEIGHBORHOOD PLAN** and **Future Land Use Map** can be viewed at:  
<http://austintexas.gov/page/neighborhood-planning-areas>.



**APPLICATION PROCESS**

After the community meeting is held, the proposed cases will be reviewed and acted upon at two public hearings, first by the Planning Commission and then by the City Council. The Planning Commission will make a recommendation and the City Council will make the final decision to approve or deny the request, or to approve an alternative to the changes requested. The public will be provided an opportunity to comment on the proposed plan amendment and zoning case at both public hearings. You will receive public hearing notice(s) in the mail stating the date, time, and location of these public hearings.

**LAND USE DESCRIPTIONS**

**Existing Land Use: Commercial**—Lots or parcels containing retail sales, services, hotel/motels and all recreational services that are predominantly privately owned and operated for profit (for example, theaters and bowling alleys). Included are private institutional uses (convalescent homes and rest homes in which medical or surgical services are not a main function of the institution), but not hospitals services that are predominantly privately owned and operated for profit (for example, theaters and bowling alleys). Included are private institutional uses (convalescent homes and rest homes in which medical or surgical services are not a main function of the institution), but not hospitals.

**Proposed Land Use: Mixed Use**—An area that is appropriate for a mix of residential and non-residential uses.

**C814-97-0002.01 Planned Unit Development**

**EXISTING:**

Max. Sq. Ft. Bldg—6,000 sq. ft.  
 Min. Setback—25 ft.  
 Max. Height—40 ft.  
Residential Uses: Accessory Dwelling Unit, Multifamily Low Density  
Commercial Uses: Administrative and Business Uses, Art and Craft Studio (General), Art and Craft Studio (Limited), Business Support Services, Communications Services, Financial Services, Medical Offices, Personal Services, Professional Office, Software Development  
Civic Uses: Administrative Services, Club or Lodge, Day Care Services (Commercial), Day Care Services (General), Day Care Services (Limited)  
Industrial Uses: None.  
Agricultural Uses: None.

**C814-97-0002.01 Planned Unit Development**

**PROPOSED:**

Max. Sq. Ft. Bldg—30,000 sq. ft.  
 Min. Setback—15 ft. along Montopolis Dr. and Circulo de Amistad and 10 ft. along the rear and side property lines  
 Max. Height—40 ft.  
Residential Uses: Accessory Dwelling Unit, Multifamily Low Density and Townhome/Condo/Duplex  
Commercial Uses: Administrative and Business Uses, Art and Craft Studio (General), Art and Craft Studio (Limited), Business Support Services, Communications Services, Financial Services, Medical Offices, Personal Services, Professional Office, Software Development  
Civic Uses: Administrative Services, Club or Lodge, Day Care Services (Commercial), Day Care Services (General), Day Care Services (Limited)  
Industrial Uses: None.  
Agricultural Uses: None.

*The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call (512) 974-2210 or TDD/TTY users route through 711. For Sign Language Interpreter or Braille requests, please call at least 4-5 days in advance of the meeting.*

*La Ciudad de Austin se compromete a cumplir con el Decreto de los Americanos Incapacitados. Con solo solicitarlo se proveerán modificaciones e igual acceso a comunicaciones. Para informacion favor de llamar a (512) 974-2210 o TDD 711. Para un intérprete del lenguaje de señales o solicitudes de Braille, por favor, nos llame 4 a 5 días antes de la reunión.*





# COMMUNITY MEETING NOTICE

August 28, 2018

The City of Austin, Planning and Zoning Department, has received an application for a neighborhood plan amendment and zoning change for property located within the **Montopolis Neighborhood Planning Area**. See enclosed maps for location. You received this notice because you live or own property within 500 feet of the property, or are a member of the planning contact team or a member of a registered neighborhood organization or environmental group who requested notification for the area.

**Plan Amendment Case #: NPA-2018-0005.02**  
**Address: 6301/ 6307 1/2 Circulo de Amistad**  
**Zoning Case #: C814-97-0002.01**

For more information on this case, you can go to the city's website at <https://abc.austintexas.gov/web/permit/public-search-other>.

**Si necesita más información en español sobre esta reunión del vecindario de Montopolis Neighborhood Planning Area, favor de llamar a Debbie Valero a (512) 974-3531 or at [Debbie.valero@austintexas.gov](mailto:Debbie.valero@austintexas.gov).**

**Thursday, September 13, 2018**  
**6:30 p.m.—8:00 p.m.**  
**Ruiz Public Library, Room 1**  
**1600 Grove Blvd.**

## PURPOSE OF MEETING:

The City of Austin is sponsoring this community meeting to provide an opportunity for the applicants, neighborhood planning contact team, nearby residents/property owners and any other interested parties to discuss the proposed plan amendment and zoning change requests.

## CASE SUMMARIES:

**NPA-2018-0005.02**—The applicant proposes to change the land use on the Future Land Use Map (FLUM) map from **Commercial** to **Mixed Use**.

**C814-97-0002.01**— The applicant proposes to amend the Planned United Development (PUD) to increase the allowable maximum building square footage from 6,000 sq. ft. to 30,000 sq. ft. To reduce the building setback from 25' to 15' along Montopolis Drive and Circulo de Amistad and to 10 ft. along the rear and side property lines; and to add residential uses Townhomes/Condos/Duplex on Area 1 within the PUD. See details on back of notice.

## STAFF CONTACT

Please contact Maureen Meredith at 512-974-2695 or by e-mail at [Maureen.Meredith@austintexas.gov](mailto:Maureen.Meredith@austintexas.gov) with any questions.  
Office hours are Monday-Friday 8:00 am-5:00 pm.

The **NEIGHBORHOOD PLAN** and **Future Land Use Map** can be viewed at:  
<http://austintexas.gov/page/neighborhood-planning-areas>.

**APPLICATION PROCESS**

After the community meeting is held, the proposed cases will be reviewed and acted upon at two public hearings, first by the Planning Commission and then by the City Council. The Planning Commission will make a recommendation and the City Council will make the final decision to approve or deny the request, or to approve an alternative to the changes requested. The public will be provided an opportunity to comment on the proposed plan amendment and zoning case at both public hearings. You will receive public hearing notice(s) in the mail stating the date, time, and location of these public hearings.

**LAND USE DESCRIPTIONS**

**Existing Land Use: Commercial**—Lots or parcels containing retail sales, services, hotel/motels and all recreational services that are predominantly privately owned and operated for profit (for example, theaters and bowling alleys). Included are private institutional uses (convalescent homes and rest homes in which medical or surgical services are not a main function of the institution), but not hospitals services that are predominantly privately owned and operated for profit (for example, theaters and bowling alleys). Included are private institutional uses (convalescent homes and rest homes in which medical or surgical services are not a main function of the institution), but not hospitals.

**Proposed Land Use: Mixed Use**—An area that is appropriate for a mix of residential and non-residential uses.

**C814-97-0002.01 Planned Unit Development**

**EXISTING:**

Max. Sq. Ft. Bldg—6,000 sq. ft.  
 Min. Setback—25 ft.  
 Max. Height—40 ft.  
Residential Uses: Accessory Dwelling Unit, Multifamily Low Density  
Commercial Uses: Administrative and Business Uses, Art and Craft Studio (General), Art and Craft Studio (Limited), Business Support Services, Communications Services, Financial Services, Medical Offices, Personal Services, Professional Office, Software Development  
Civic Uses: Administrative Services, Club or Lodge, Day Care Services (Commercial), Day Care Services (General), Day Care Services (Limited)  
Industrial Uses: None.  
Agricultural Uses: None.

**C814-97-0002.01 Planned Unit Development**

**PROPOSED:**

Max. Sq. Ft. Bldg—30,000 sq. ft.  
 Min. Setback—15 ft. along Montopolis Dr. and Circulo de Amistad and 10 ft. along the rear and side property lines  
 Max. Height—40 ft.  
Residential Uses: Accessory Dwelling Unit, Multifamily Low Density and Townhome/Condo/Duplex  
Commercial Uses: Administrative and Business Uses, Art and Craft Studio (General), Art and Craft Studio (Limited), Business Support Services, Communications Services, Financial Services, Medical Offices, Personal Services, Professional Office, Software Development  
Civic Uses: Administrative Services, Club or Lodge, Day Care Services (Commercial), Day Care Services (General), Day Care Services (Limited)  
Industrial Uses: None.  
Agricultural Uses: None.

*The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call (512) 974-2210 or TDD/TTY users route through 711. For Sign Language Interpreter or Braille requests, please call at least 4-5 days in advance of the meeting.*

*La Ciudad de Austin se compromete a cumplir con el Decreto de los Americanos Incapacitados. Con solo solicitarlo se proveerán modificaciones e igual acceso a comunicaciones. Para informacion favor de llamar a (512) 974-2210 o TDD 711. Para un intérprete del lenguaje de señales o solicitudes de Braille, por favor, nos llame 4 a 5 días antes de la reunión.*





## NOTICE OF FILING OF APPLICATION FOR A NEIGHBORHOOD PLAN AMENDMENT

**Mailing Date: August 15, 2018**

**Case Number: NPA-2018-0005.02**

**Este aviso es para informarle que hemos recibido una solicitud tocante a un cambio en el uso de la tierra indicado así abajo. Si usted desea recibir información en español por favor llame al (512) 974-3531.**

The City of Austin has sent this letter to inform you that we have received an application for a neighborhood plan amendment. We are notifying you because City Ordinance requires that all property owners within 500 feet, residents who have a City utility service address within 500 feet, and registered environmental or neighborhood organizations whose declared boundaries are within 500 feet be notified when the City receives an application.

If you have any questions concerning this application, please contact the case manager, Maureen Meredith at 512-974-2695, or [Maureen.Meredith@austintexas.gov](mailto:Maureen.Meredith@austintexas.gov), please reference the Case Number at the top right of this notice. You may also find information on this case at our web site: <https://abc.austintexas.gov/web/permit/public-search-other>.

<b>AGENT:</b>	<b>Husch Blackwell LLP, Stacey L Milazzo, (512) 370-3441</b>
<b>OWNER/APPLICANT:</b>	<b>Habitat for Humanity, Andy Alarcon, Director of Real Estate Development, (512) 472-8788 ext. 247</b>
<b>LOCATION:</b>	<b>6301 CIRCULO DE AMISTAD</b>

**AMENDMENT REQUEST:** To change the future land use designation for the specified properties within the Montopolis Neighborhood Plan from **Commercial** to **Mixed Use**.

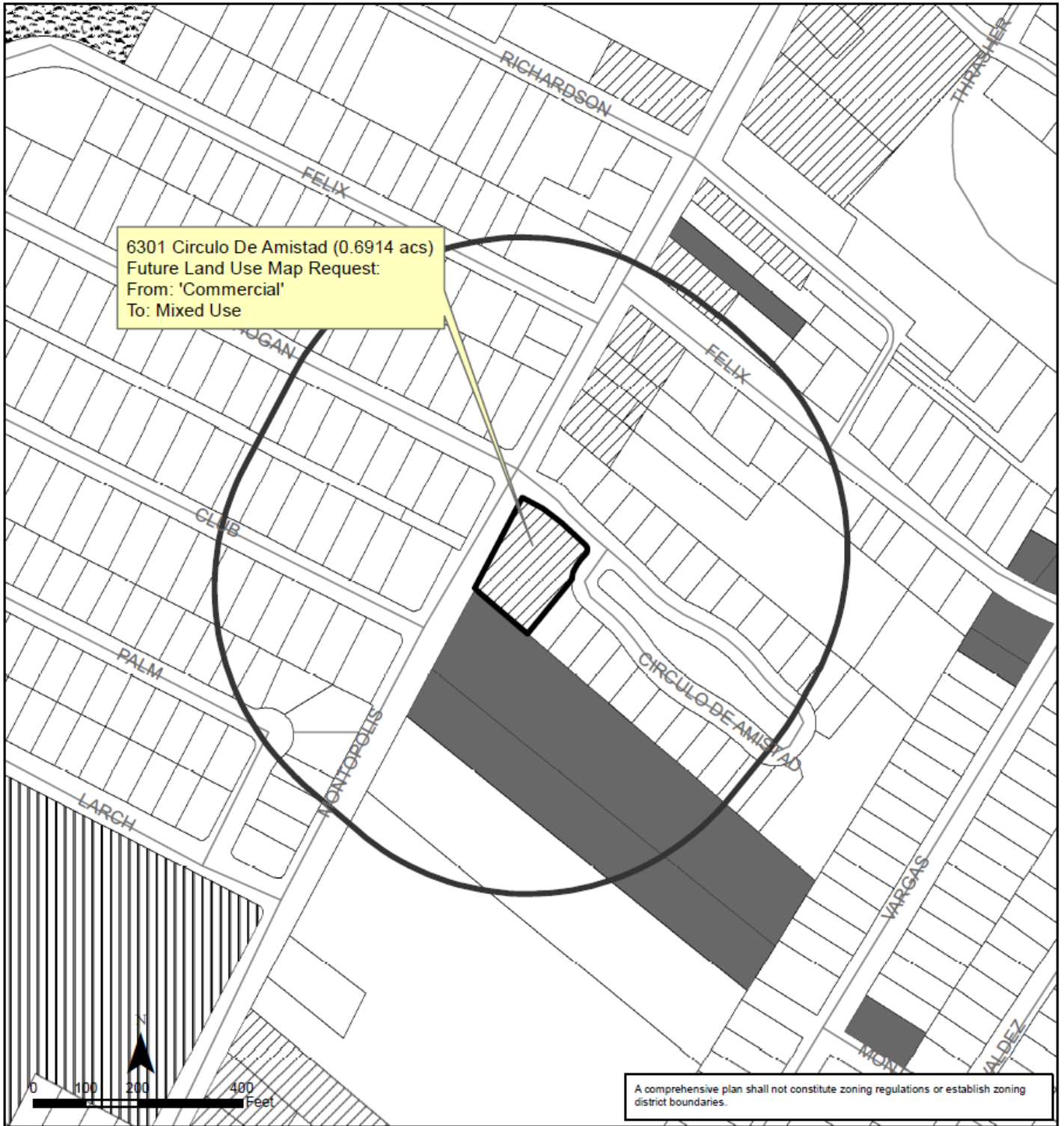
#### **LAND USE DEFINITIONS:**

**Commercial-** Lots or parcels containing retail sales, services, hotel/motels and all recreational services that are predominantly privately owned and operated for profit (for example, theaters and bowling alleys). Included are private institutional uses (convalescent homes and rest homes in which medical or surgical services are not a main function of the institution), but not hospitals.

**Mixed Use -** An area that is appropriate for a mix of residential and non-residential uses.

The amendment of a neighborhood plan requires a recommendation by the Planning Commission and final approval by the City Council. When scheduled, you will receive a notice for each public hearing which will provide the date, time, and location of the public hearing. You are encouraged to participate in this process.

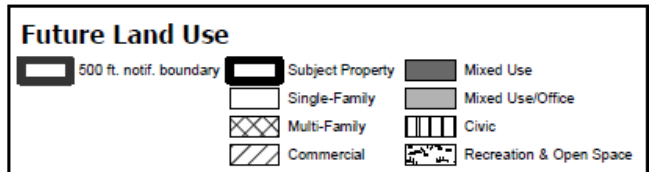
For additional information on the City of Austin's land development process, please visit our web site <http://www.austintexas.gov/development>.



## Montopolis Neighborhood Planning Area NPA-2018-0005.02

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

This product has been produced by the Planning and Zoning Department for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.



Name	eMail
MARY SEDAY	maryseday@yahoo.com
Judy Villalpando	Judy Villalpando@gmail.com
Sanjuana Pruneda	
Carol Mendez De la Cruz	CJM560@yahoo.com
JOHNNIE CASSITY	CASSITY717@gmail.com
Alex Duarte	alduartejr@gmail.com <sup>Sta. 826-6708</sup>
Jesse Mendietz	JSMendietz@gmail.com
Adele Hauser	adele.hauser@gmail.com
Maggie Fonseca	magfon75@aol.com
Ana & Zelaida Figueroa	
Linda C. Curry	Lccurry16@gmail.com
Emelisa Jimenez	
Nemoria Jimenez	
Melissa Mendoza	meli_728@hotmail.com

Pull sidewalk on Mont "not enough homes for light

A/D visit - need light

HOA possibilities?

PPM yelling up + down Mont.

Green space / vegetation

"Y'all give us an opportunity to have a home, we should give them an opp. I'm all for it"

Taxes increasing!

Traffic concerns!

Mary L. Sedqy

---

6616 Círculo De Amistad, Austin, TX 78741  
Cell: (512) 809-9456 – marysedqy@yahoo.com

July 24, 2017

Susana Almanza and the Montopolis Neighborhood Plan Contact Team

Dear Susana and Contact Team Members,

I am pleased to let you know that we, the neighbors of Mary Vice Estates neighborhood, support the plan of Austin Habitat for Humanity of developing the property located at the corner of Montopolis Drive and Círculo de Amistad. AHFH engaged in outreach to our community in person and through the mail inviting all our neighbors to a breakfast meeting at Círculo de Amistad on June 17 to share their vision of building around a dozen affordable townhomes.

We appreciate the fact that Habitat involved us with the possible new plans for the front lot, as well as listened to all our considerations, specifically with respect to the growing traffic and the impact on property taxes. Habitat will be talking to the City Transportation Department about how best to manage the traffic at busy times given that our neighborhood is locked to that one entry onto Montopolis. Property taxes are addressed already through Habitat deed restriction. While Habitat will take into account our feedback into their design, we approve Habitat's requests for smaller setbacks and increased buildable area.

We strongly believe that our community as a whole is made better by the works of AHFH, which has a deep and committed history in Montopolis. As I said before, we happily back the needed request to get more desperately needed affordable homes on Habitat's well-located parcel of land along Montopolis. Certainly, this will be very positive for our neighborhood.

Sincerely,

Mary L. Sedqy  
Coordinator of Mary Vice Estates Neighborhood



Application for OHDA Funding – 2020

**Tab 4c SMART Housing Letter**



# City of Austin

P.O. Box 1088, Austin, TX 78767  
[www.cityofaustin.org/housing](http://www.cityofaustin.org/housing)



## Neighborhood Housing and Community Development Department

December 18, 2019 (Revision to letter dated November 19, 2015)

**S.M.A.R.T. Housing Certification**  
**Austin Habitat for Humanity**  
**6301 Circulo de Amistad (ID#286)**

TO WHOM IT MAY CONCERN:

Austin Habitat for Humanity - (development contact: Andy Alarcón: 512.472.8788x247 (o); [aalarcon@ahfh.org](mailto:aalarcon@ahfh.org)) is planning to develop **6 duplexes, 12-units**, ownership development at 6301 Circulo de Amistad, Mary Vice Estates P.U.D, Commercial Site Area 1. The project will be subject to a 99-year affordability period.

This revision increased the unit count from 4-6 units to **6 duplexes, 12-units**.

NHCD certifies that the proposed construction meets the S.M.A.R.T. Housing standards at the pre-submittal stage. Since that 100% of the units of this project will serve households at 80% MFI, the development will be eligible for a **100%** waiver of the fees listed in Exhibit A of the S.M.A.R.T. Housing Resolution adopted by the City Council.

AWU Capital Recovery Fees  
Building Permit  
Concrete Permit  
Electrical Permit  
Mechanical Permit  
Plumbing Permit

Site Plan Review  
Misc. Site Plan Fee  
Construction  
Inspection  
Subdivision Plan Review  
Misc. Subdivision Fee

Zoning Verification  
Land Status Determination  
Building Plan Review  
Parkland Dedication  
(*by separate ordinance*)

**Prior to issuance of building permits and starting construction, the developer must:**

- ◆ Obtain a signed Conditional Approval from the Austin Energy Green Building Program stating that the plans and specifications for the proposed development meet the criteria for a Green Building Rating. (Contact Austin Energy Green Building: 512-482-5300 or [greenbuilding@austinenergy.com](mailto:greenbuilding@austinenergy.com)).
- ◆ Submit plans demonstrating compliance with the required accessibility or visitability standards.

**Before a Certificate of Occupancy will be granted, the development must:**

- ◆ Pass a final inspection and obtain a signed Final Approval from the Green Building Program. (Separate from any other inspections required by the City of Austin or Austin Energy).
- ◆ Pass a final inspection to certify that accessibility standards have been met.
- ◆ An administrative hold will be placed on the building permit, until the following items have been completed: 1) the number of affordable units have been finalized and evidenced through a sealed letter from project architect and/or engineer, 2) a Restrictive Covenant stating the affordability requirements and terms has been filed for record at the Travis County Clerk Office

The applicant must demonstrate compliance with the reasonably-priced standard after the completion of the units, or repay the City of Austin in full the fees waived for this S.M.A.R.T. Housing certification.

Please contact me by phone 512.974.3128 or by email at [Sandra.harkins@austintexas.gov](mailto:Sandra.harkins@austintexas.gov) if you need additional information.

Sincerely,



Sandra Harkins, Project Coordinator  
Neighborhood Housing and Community Development

Cc: Kristin Martinez, AE Jonathan Orenstein, AWU Mashell Smith, ORS



Application for OHDA Funding – 2020

Tab 4d MOU with ECHO

**AUSTIN HABITAT FOR HUMANITY**

**APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2020**

**MOU WITH ECHO**

Please note that because Austin Habitat for Humanity does not plan to provide Continuum of Care (CoC) units as part of the Montopolis/Círculo de Amistad development, we have not attached a Memorandum of Understanding with ECHO.



Application for OHDA Funding – 2020

## Tab 4e Resident Services

## AUSTIN HABITAT FOR HUMANITY

### APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2020

#### RESIDENT SERVICES

Habitat for Humanity provides supportive services to all potential homebuyers in the Affordable Homeownership Program, including those purchasing homes in the Montopolis/Círculo de Amistad development, as well as members of the general public. These services will include financial and housing counseling, offered in group workshops and one-on-one sessions, to ensure that all families are financially ready to qualify for a home and begin the Habitat homebuying process. Austin Habitat has been a HUD-approved housing counseling agency since 2010.

Austin Habitat's Housing Counseling Program is designed to assist participants in obtaining and maintaining stable housing. Our two HUD-certified Housing Counselors meet one-on-one with partner families and facilitate workshops for financial capability and housing education. Each family receives a personalized assessment of their financial situation, discussion of options, and development of plans designed to fit each family's unique needs. This solid educational foundation positively impacts financial capability skills including credit improvement, debt management, budget maintenance, and avoidance of predatory lenders. Once families qualify for the program, they work a counselor to reach a solid financial standing that will qualify them to become Habitat homeowners, they receive more intensive housing education including five required classes. All services are provided with no cost or with a nominal cost for credit reports as needed, to Habitat clients and the public, in English and Spanish.

Austin Habitat offers an extensive array of financial and housing workshops as well as one-on-one support for potential Habitat homeowners and the public. As discussed above, one responsibility of partner families for the Affordable Homeownership Program is confirmed attendance at seven Housing Counseling classes that count towards their 300 required hours of sweat equity. Approximately 800 households receive these supportive services annually, including all potential buyers for Montopolis/Círculo de Amistad. We have attached the resumes for Wayne Gerami, Vice President of Client Services, as well as Bertie Flores-Samilpa and Jessica Benitez, our housing counselors.

In addition to supporting our partner families before they purchase their home, the Austin Habitat team holds the mortgages for most of our partner families, and we stay in contact to ensure that the families are current on their payments and able to continue paying into the future, while also handling their other costs of living. We are pleased to report that our delinquency rate is lower than the average for Habitat affiliates and other low-to-moderate income purchasers.

The total cost of providing the Housing Counseling Program to all participants, including potential Austin Habitat partner families and other members of the community, is approximately \$127,000 annually. Austin Habitat continues to build the funding base for Housing Counseling services, receiving its first Housing Counseling grant from HUD in 2018. We have recently been funded by HUD for 2019-20, and additional current sources of funding include Wells Fargo Bank, the City of San Marcos, and State Farm. A number of funding applications are pending, including proposals to the Texas Financial Education Endowment and Impact Austin. In addition, the program is supported by unrestricted organizational funds, including those garnered by our two ReStores, which gross approximately \$1 million annually and support all forms of service provision.



Application for OHDA Funding – 2020

## Tab 5 Property Information



Application for OHDA Funding – 2020

## Tab 5a Appraisal



**AUSTIN HABITAT FOR HUMANITY**

**APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2020**

**APPRAISAL**

Please note that Austin Habitat for Humanity will request an updated appraisal for the Montopolis/Círculo de Amistad homesites, as the property has not been appraised sufficiently recently to conform with the City's requirements for OHDA. The cost for the appraisal has been included in the pre-development budget submitted to the City as part of this application.



Application for OHDA Funding – 2020

## Tab 5b Property Maps



Scott Ginder - Texas Architect  
Registration # 21234

This document is incomplete and  
may not be used for regulatory  
approval, permitting or construction

SITE AREA - 30,593 SF

6 DUPLEXES - 12 2-STORY UNITS

4 units @ 1,216 sf GFA

8 units @ 1024 sf GFA

13,056 SF TOTAL GFA - .43 FAR

7,488 SF BUILDING COVERAGE - 24.5%

17,370 SF IMP COVER - 56%

24 PARKING SPACES PROVIDED



**Habitat for Humanity Montopolis**

6301 Circulo De Amistad  
Austin, TX 78741

REV DATE DESCRIPTION

ISSUE:  
Feasibility

DATE:  
12/02/19

PROJECT NUMBER:  
2019-###

SHEET TITLE:  
Site Plan

1

**SITE PLAN**

SCALE: 1/32" = 1'-0"

**SD1.00**

©2020 (your company)

# BOUNDARY, TOPOGRAPHIC, TREE, & UTILITY SURVEY

Address 6301 CIRCULO DE AMISTAD Reference Austin Habitat for Humanity, Inc.  
 Lot 27\*, Block A, MARY VICE ESTATES, a Subdivision in TRAVIS County, Texas,  
 of record in Volume 101, Page 321, Plat Records of TRAVIS County, Texas.



SCALE  
1"=40'

### LEGEND

- △ Calculated Point
- 1/2" Iron Rod Found With Yellow Cap Stamped "GARON"
- 1/2" Uncapped Iron Rod Found
- 1/2" Iron Rod Found With Yellow Cap Stamped "TLS"
- 1/2" Iron Rod Set With Yellow Cap Stamped "Landmark Surveying"
- 100x Critical Root Zone, Trunk, & Tag Number
- Overhead Electric Line & Power Pole With Guy Wire And Anchor
- [---] Record Adjoiner Information
- (---) Record Information Per Plat
- TBM▲ Temporary Benchmark Set
- B.S.L. Building Setback Line
- Concrete Improvements
- Line Break (Not to scale)
- O.P.R.T.C.T. Official Public Records, Travis County, Texas
- R.P.R.T.C.T. Real Property Records, Travis County, Texas
- D.R.T.C.T. Deed Records, Travis County, Texas
- EMH Electrical Man Hole
- Chainlink Fence
- F Fiber Optic Riser
- W Water Meter
- TSP Traffic Signal Pole
- Edge of Asphalt
- Street/Traffic Sign
- b WV Water Valve
- R.O.W. Right Of Way
- FH Fire Hydrant
- Disc Found
- Clean Out
- Gas Riser

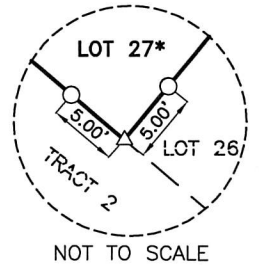
**\* NOTE**  
 "LOT 27", AS REFERENCED IN ADJOINER DOCUMENT NO. 2015189337, O.P.R.T.C.T.

**TREE LIST**  
 MS = MULTI-STEM  
 AE = AMERICAN ELM LD = LIVE OAK  
 P = PALM M = MULBERRY  
 SD = SHINGLE OAK  
 H = HERITAGE

**CRITICAL ROOT ZONE TREE TAG & TRUNK DIAMETER**

TREE TAG NO.	DESCRIPTION
176	10' P
177	18' P
178	16' P
179	16' P
180	12' P
181	9' AE
182	8' AE
183	14' M
184	MS 21' 15' M
185	12' SD
186	14' LD
187	MS 7' 7" LD
188	H 44' LD

**DETAIL**  
 REFERENCE POINTS SET TO PROPERTY CORNER INSIDE 44" LIVE OAK



### CURVE TABLE

CURVE BEARING	CHORD DISTANCE	ARC LENGTH	RADIUS
① S54°49'51"E	65.26'	65.46'	245.31'
(S52°26'34"E	64.99'	65.19'	236.00'
② S02°52'43"E	18.16'	20.07'	13.08'
(--- NO RECORD INFORMATION ---)			
③ S23°10'12"W	39.36'	40.03'	63.05'
(S25°39'10"W	39.47'	40.14'	63.00'

### LINE TABLE

①	S63°10'37"E 24.34'	(S60°17'24"E 24.15')
②	S41°20'04"W 17.97'	(S43°52'31"W)

### NOTES

- ONLY THOSE BUILDING SETBACK LINES SHOWN OR REFERENCED ON THE RECORD SUBDIVISION PLAT ARE SHOWN HEREON. THEREFORE, OTHER BUILDING SETBACK LINES THAT MAY AFFECT THIS LOT ARE NOT SHOWN HEREON.
- A TITLE COMMITMENT WAS NOT AVAILABLE AT THE TIME OF THIS SURVEY; THEREFORE, ONLY EASEMENTS SHOWN OR REFERENCED ON THE RECORD SUBDIVISION PLAT ARE SHOWN HEREON.
- BUILDING SETBACK LINES MAY ALSO BE AFFECTED BY LOCAL ZONING ORDINANCES, RESTRICTIVE COVENANTS, ETC. THAT ARE NOT SHOWN HEREON.

A TITLE COMMITMENT WAS NOT AVAILABLE AT THE TIME OF THIS SURVEY. ALL EASEMENTS OF WHICH I HAVE KNOWLEDGE ARE SHOWN OR DEPICTED HEREON. OTHER THAN VISIBLE EASEMENTS, NO UNRECORDED OR UNWRITTEN EASEMENTS WHICH MAY EXIST ARE SHOWN HEREON. NO ADDITIONAL RESEARCH OF EASEMENTS WAS PERFORMED BY LANDMARK SURVEYING, LP. FOR THIS SURVEY.

I HEREBY STATE THAT A SURVEY WAS MADE ON THE GROUND OF THE PROPERTY SHOWN HEREON; THAT THERE ARE NO VISIBLE DISCREPANCIES, CONFLICTS, SHORTAGES IN AREA, BOUNDARY LINE CONFLICTS, OVERLAPPING OF IMPROVEMENTS, EASEMENTS OR RIGHT-OF-WAY, EXCEPT AS SHOWN; THAT SAID PROPERTY ADJOINS A PUBLIC ROADWAY; AND THAT THIS PLAT IS AN ACCURATE REPRESENTATION OF THE PROPERTY TO THE BEST OF MY KNOWLEDGE.

AS SURVEYED BY:  
 LANDMARK SURVEYING, LP  
 TEXAS FIRM REGISTRATION NO. 100727-00

*Juan M. Canales, Jr.*

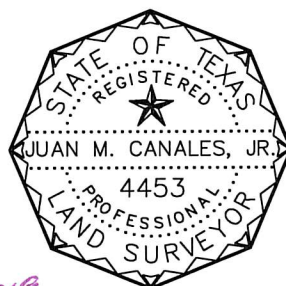
JUAN M. CANALES, JR.  
 Registered Professional Land Surveyor No. 4453  
 Surveyed: May 21 & 31, 2018; JUNE 5, 2018

THIS SKETCH IS VALID ONLY IF IT BEARS THE ORIGINAL SIGNATURE OF THE ABOVE SURVEYOR.

CLIENT: HABITAT  
 DATE: JUNE 14, 2018  
 OFFICE: K. KAWAZOE  
 CREW: BONDS, VALDEZ  
 F.B.: 1634/21  
 JOB #: 0008-359-01  
 DISK: T:habitat\6301 Circulo de Amistad - Boundary/Topo/Tree/Utility

REVIEWED BY

*Imc* *6-24-2019*  
 Initials Date



SHEET 1 OF 2

### FLOOD PLAIN NOTE

THE PROPERTY DESCRIBED HEREON IS CONTAINED WITHIN ZONE "X", ACCORDING TO FIRM MAP NUMBER 48453C0605J, EFFECTIVE JANUARY 6, 2016, AS PUBLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, THE PURPOSE OF WHICH IS FOR FLOOD INSURANCE ONLY.

### BASIS OF BEARING

TEXAS COORDINATE SYSTEM OF 1983 (CENTRAL ZONE-4203) NAD 83, (CORS) U.S. SURVEY FEET GEOID MODEL 12A. ALL DISTANCES SHOWN HEREON ARE GRID DISTANCES.

REPRODUCTION OF THIS SURVEY IS EXPRESSLY FORBIDDEN. COPIES WITHOUT ORIGINAL SIGNATURES ARE VOID.

**Landmark**  
 SURVEYING, LP  
 TEXAS FIRM REGISTRATION NO. 100727-00  
 2205 E. 5TH STREET  
 AUSTIN, TEXAS 78702  
 PH: (512)328-7411 FAX: (512)328-7413



**GENERAL NOTES**

- The owner shall bear full responsibility for all costs and provisions of improvements to the City of Austin Water and Wastewater systems required as a result of this development.
- Tree survey information shall be provided as required at the time of site plan and site development permitting.
- Any required easements shall be provided at the time of site development permitting and will be dedicated by separate instrument.
- Prior to construction, drainage plans will be submitted to the City of Austin for review.
- Prior to construction, site plan approval by the City of Austin staff is required.
- Water and wastewater systems will connect to the City of Austin systems.
- Cut and fill information will be provided at the time of site development permitting.
- Off street parking and loading requirements will be provided in accordance with Sections 13-5-95 through 13-5-107 of the Land Development Code. Residential Lots (Area 2) shall conform to 13-5-107, Part I for Single Family Residential and require "2 spaces per dwelling unit" minimum off-street parking, and "None" for off-street loading requirements.
- The responsibility for maintenance of storm water drainage facilities lies with the owner, or successor in title, of the land.
- Fire hydrants will be installed in accordance with guidance and standards furnished by the Austin Fire Department at the time of site development permitting.
- All signs will comply with the Sign Ordinance of the City of Austin Land Development Code Chapter 13-2 Article VII. Area 1 will comply with the ordinance based on the Neighborhood Commercial Sign District, Area 2 will comply with the ordinance as defined for Low Density Residential Sign District.
- The home owners association shall be responsible for all maintenance and taxes relating to common areas, including Area 3.
- The required parkland dedication for the proposed P.U.D. is a maximum of .336 acres based on the following calculation:  
SINGLE FAMILY  
Proposed max. 24 units X 2.8 X 5/1000 = .336 acres (actual dedicated parkland of P.U.D. = approx. 1.0 acre)
- Prior to final plat approval, a parkland dedication fee equivalent to the required parkland acreage or actual dedication of the required land will occur. Any land within this P.U.D. dedicated to the City of Austin may continue to be counted as gross and net site area for site development purposes.
- The proposed landscape on the P.U.D. will meet or exceed the landscape ordinance of the City of Austin.
- No Critical Environmental Features such as point recharge features, canyon rimrock, caves, springs, sinkholes or bluffs are on or within 150 feet from the project. A certification that no CEF's are present will be submitted at the time of site development permitting.
- No wetlands are on or within 150 feet from the project. A certification that no wetlands are present will be submitted at the time of site development permitting.
- Access to Montopolis Drive will be limited to the public loop road and as required for access to the commercial lot.
- The design concept for the Single Family Residential Housing will be a modification of the Austin Land Development Code Chapter 13-2 Article IV Subdivision Regulations. The criteria for minimum lot area, minimum lot widths and frontage, minimum setbacks, minimum street width, and other standards are varied from the subdivision regulations and are in keeping with the design standards of the Traditional Neighborhood Development (TND) Code.
- A pedestrian and bicycle path connection is intended from the P.U.D. to Vargas Street should the owner obtain and purchase the adjoining lot. Only emergency vehicular access will be allowed from Vargas Street to the P.U.D.
- Compatibility Standards shall be amended from the City of Austin Land Development Code 13-2-734 (Area 1 to Area 2):  
A.) No structure shall be erected within 25 feet of a property used or zoned for SF-5 or more restrictive (Single Family Residential, Area 2).  
B.) No structure shall exceed 40 feet in height within 25 feet of a property used or zoned SF-5 or more restrictive (Single Family Residential, Area 2).

- Area 1, the "Commercial Site" will be included for water quality and detention calculations for the entire site assuming topographical surveys allow.
- Pedestrian sidewalks will comply with A.D.A. requirements and will be constructed in accordance with the City of Austin standard specifications. Curb ramps will be provided wherever an accessible route crosses a curb. Minimum width of the accessible route is 36 in. These sidewalks shall be in place prior to the lot being occupied. Failure to construct the required sidewalks may result in withholding of Certificates of Occupancy or utility connections by the governing body or utility company.
- Water quality pond and detention must be contained within a water quality easement. Operation and maintenance of the ponds shall be conducted by the owner of the commercial lot. Until the commercial lot is purchased by another owner, Habitat for Humanity will take responsibility for and maintain all ponds.
- If public sidewalks on Montopolis Drive enter the P.U.D., city easements will be required at the time of site plan and site development permitting.
- Construction is limited to Areas 1, 2, and 3 with the exception of water control features.
- In the event that lot No. 8, Chernosky Subdivision No. 15, Book 1, Page 41 is obtained by the owner, an emergency access/ pedestrian path shall be provided to connect with Vargas Street.
- A declaration of covenants, easements, and restrictions will be recorded to address site development restrictions and provide for maintenance and use easements required by the P.U.D. land use plan for the residential properties.

**MARY VICE ESTATES SITE DEVELOPMENT REGULATIONS**

**COMMERCIAL SITE**

AREA 1	Gross Site Area	Net Site Area	Max. Sq. Ft. Bldg.	Min. Setback	Max. Height
	0.81 AC.	0.81 AC.	6000 SF	25FT.	40FT.

- TYPES OF USES:**
- RESIDENTIAL USES:** ACCESSORY DWELLING UNIT, MULTI-FAMILY LOW DENSITY
  - COMMERCIAL USES:** ADMINISTRATIVE AND BUSINESS OFFICES, ART AND CRAFT STUDIO (GENERAL), ART AND CRAFT STUDIO (LIMITED), BUSINESS SUPPORT SERVICES, COMMUNICATIONS SERVICES, FINANCIAL SERVICES, MEDICAL OFFICES, PERSONAL SERVICES, PROFESSIONAL OFFICE, SOFTWARE DEVELOPMENT
  - CIVIC USES:** ADMINISTRATIVE SERVICES, CLUB OR LODGE, DAY CARE SERVICES (COMMERCIAL), DAY CARE SERVICES (GENERAL), DAY CARE SERVICES (LIMITED)
  - INDUSTRIAL USES:** NONE
  - AGRICULTURAL:** NONE

**SINGLE FAMILY RESIDENTIAL**

AREA 2	Gross Site Area	Net Site Area	Number of Units	Density	Min. Setback	Max. Height
	4.37 AC.	4.37 AC.	24 units	5.5 U/AC.	Front 10FT. Side 5FT. Rear 5FT.	35 FT.

- TYPES OF USES:** RESIDENTIAL USES: SINGLE FAMILY RESIDENTIAL

**COMMON AREA**

AREA 3	Gross Site Area	Net Site Area
	.77 AC.	.77 AC.

- TYPES OF USES:** COMMUNITY RECREATION (PUBLIC), COMMUNITY RECREATION (PRIVATE)

**WATER QUALITY AND DETENTION**

AREA 4	Gross Site Area	Net Site Area
	1.26 AC.	1.26 AC.

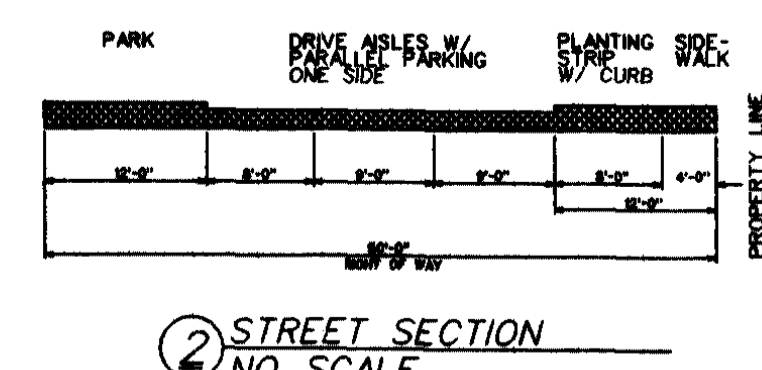
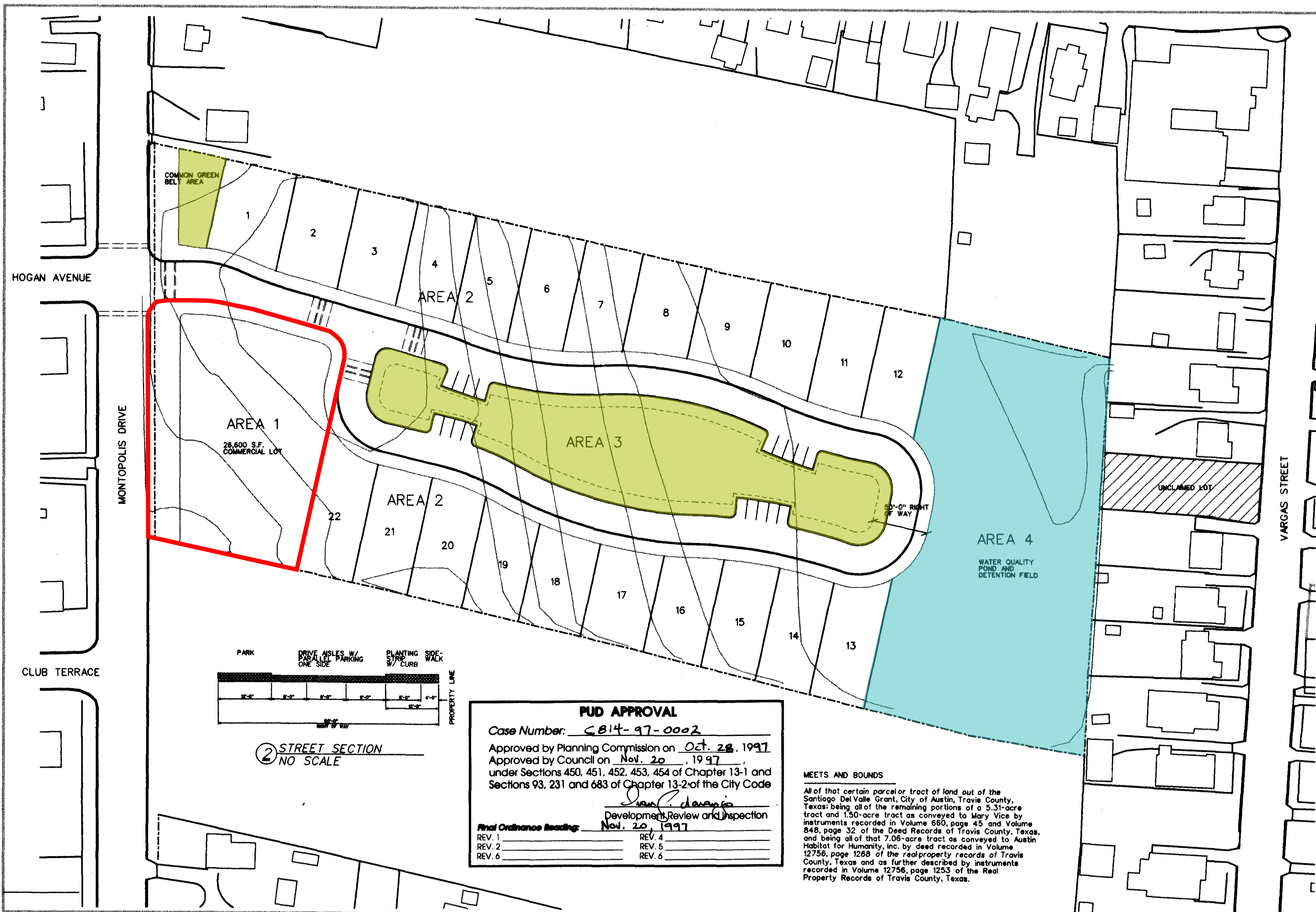
- TYPES OF USES:** WATER QUALITY CONTROL FEATURES

**IMPERVIOUS COVER**

AREA 1:	80%
AREAS 2, 3, 4:	55%

**ADDITIONAL SITE REGULATIONS**

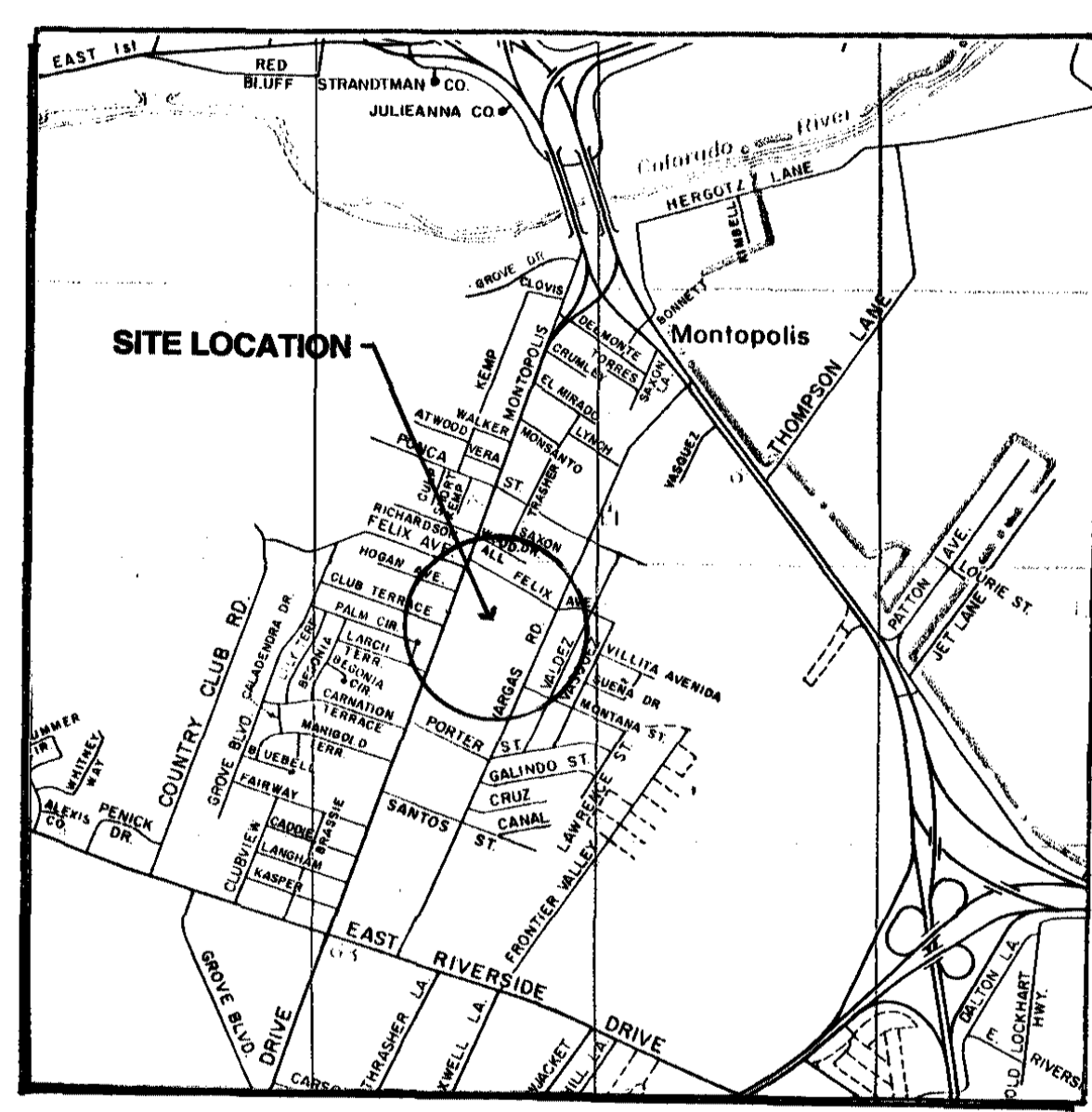
- The minimum area for single family residential lots shall be 5000 SQ. FT.
- The minimum width for single family lots shall be 50 FT. fronting dimension, and the minimum depth shall be 85 FT. The small lot single family use is permitted under standards which maintain single family neighborhood characteristics.
- The minimum front yard setback for any single family residential lot shall be 10 FT. from property line.
- The minimum side yard setback for single family residential lots shall be 5 FT.
- The minimum distance between dwellings on adjoining lots shall not be less than 10 FT.
- No single family residential lot shall have more than one dwelling unit.
- The maximum height of any residential building shall be 35 FT.
- Two off-street parking spaces will be required for each dwelling unit.
- Public utility easements may be established along the rear, front, or side lot lines, and underground utility service to all lots is required.
- The minimum street width for all two-way vehicular streets is 26 FT., including one parallel parking lane 8 FT. in width, in keeping with the Traditional Neighborhood Development (TND) Code.
- The maintenance of all common areas and access easements shall be the responsibility of the abutting property owners or homeowners association, as such responsibility is established in the declaration of covenants, easements, and restrictions.



**PUD APPROVAL**  
 Case Number: C814-97-0002  
 Approved by Planning Commission on Oct. 28, 1997  
 Approved by Council on Nov. 20, 1997  
 under Sections 450, 451, 452, 453, 454 of Chapter 13-1 and Sections 93, 231 and 683 of Chapter 13-2 of the City Code  
 Development Review and Inspection  
 Final Ordinance Reading: Nov. 20, 1997

REV. 1	REV. 4
REV. 2	REV. 5
REV. 3	REV. 6

**MEETS AND BOUNDS**  
 All of that certain parcel or tract of land out of the Santiago Del Valle Grant, City of Austin, Travis County, Texas; being all of the remaining portions of a 5.31-acre tract and 1.50-acre tract as conveyed to Mary Vice by instruments recorded in Volume 680, page 45 and Volume 848, page 32 of the Deed Records of Travis County, Texas; and being all of that 7.06-acre tract as conveyed to Austin Habitat for Humanity, Inc. by deed recorded in Volume 12756, page 1268 of the real property records of Travis County, Texas and as further described by instruments recorded in Volume 12756, page 1253 of the Real Property Records of Travis County, Texas.



1 P.U.D. SITE PLAN  
 SCALE: 1" = 60'-0"

**MARY VICE ESTATES  
 AUSTIN HABITAT FOR HUMANITY  
 P.U.D. LAND USE PLAN**

23 NOVEMBER, 1997

**CLOVIS HEIMSATH ARCHITECTS**  
 605 BRAZOS AUSTIN, TEXAS 78701 (612) 478-1621 477-7269 FAX

**CIVCON ENGINEERS**  
 702 SPOFFORD AUSTIN, TEXAS 78703 (612) 448-1400

**CFX ENGINEERS**  
 3901 SOUTH LAMAR, SUITE 450 AUSTIN, TEXAS 78704 (612) 448-9888

**JAMES E. GARON & ASSOCIATES**  
 2312 WESTERN TRAILS BOULEVARD, BUILDING D, SUITE 404  
 AUSTIN, TEXAS 78745 (612) 707-8087

**LAND DESIGN STUDIO**  
 8711 BURNET ROAD, SUITE F-70  
 AUSTIN, TEXAS 78757 (612) 467-7767

# Mary Vice Estates PUD Land Use Plan

## PUD Amendment Request for Commercial Site-Area 1

**REQUEST:** To increase the allowable maximum building square footage from 6,000 SF to 30,000 SF, and reduce the building setbacks from 25' to 15' along Montopolis Drive and Circulo de Amistad and to 10' along the rear and side property line. Request to also allow townhouse, condominium, and duplex residential uses. This request will allow to increase the number of housing units all of which will be 100% affordable at 80% of AMFI or below.

### SITE DEVELOPMENT REGULATIONS FOR AREA 1

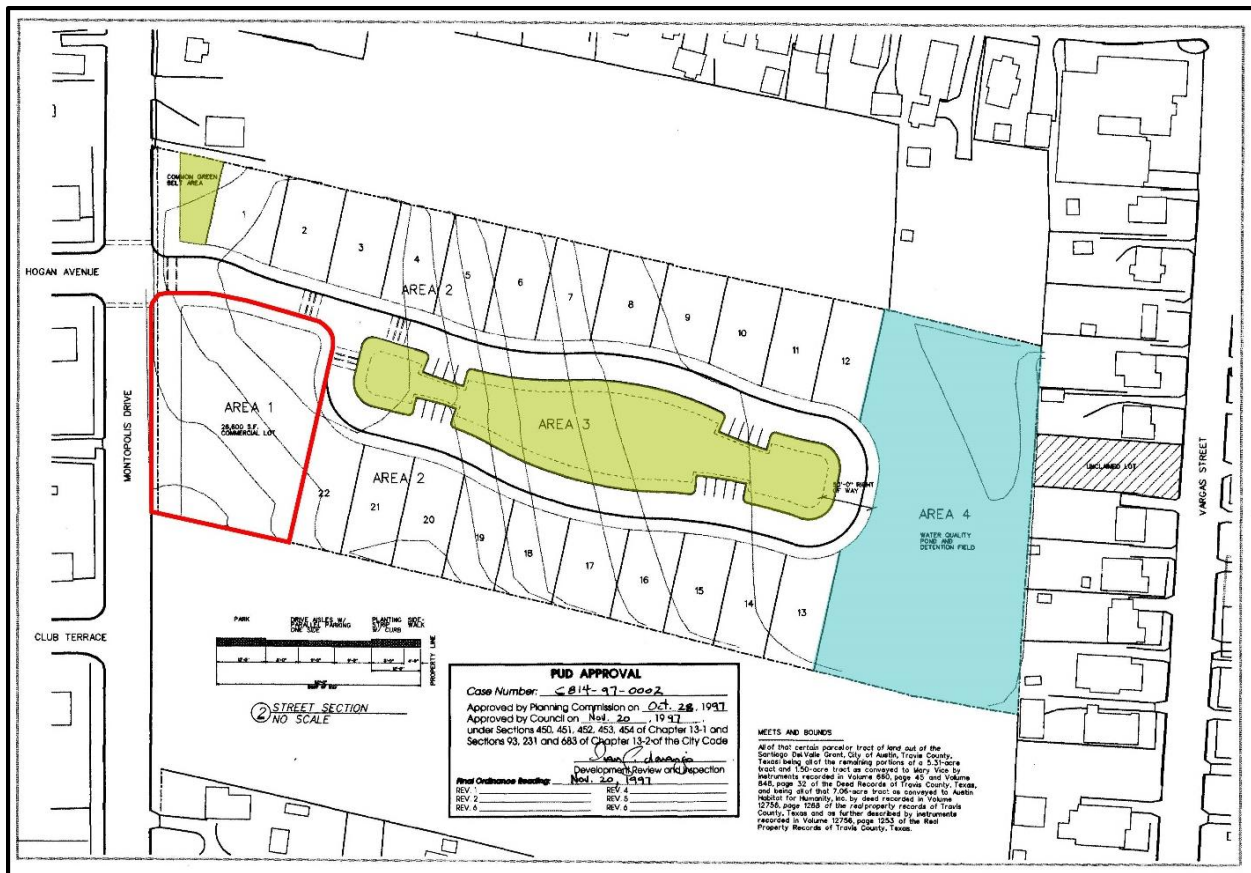
	Gross Site Area	Net Site Area	Max SF Bldg	Min Setback	Max Height	Residential Uses
<b>Current Regulations</b>	.61 Acres	.61 Acres	6,000	25'	40'	MF Low Den/ADU
<b>PUD Amendment Request</b>	No Change	No Change	30,000	15' @ St/10'	No Change	TH/Condo/Duplex

### PROPERTY DESCRIPTION

**Name:** Mary Vice Estates  
**Address:** 6301 CIRCULO DE AMISTAD TX 78741  
**Brief Legal Description:** LOT 27 BLK A VICE MARY ESTATES  
**Land Area:** 26,600 SF 0.61 Acres  
**Current Zoning:** PUD (Planned Unit Development)  
**Future Land Use Map Designation:** Commercial  
**PUD Subject Tract:** Commercial Site-Area 1  
**PUD Approval Date by City Council:** November 20, 1997  
**Plat Book:** 101 Page(s): 321 Document # (Film Code): 00009827709

### OWNER INFORMATION

**Owner:** Austin Habitat for Humanity  
**Address:** 500 W Ben White Blvd  
**City/State/Zip:** Austin, Texas 78704  
**Phone:** (512) 472-8788

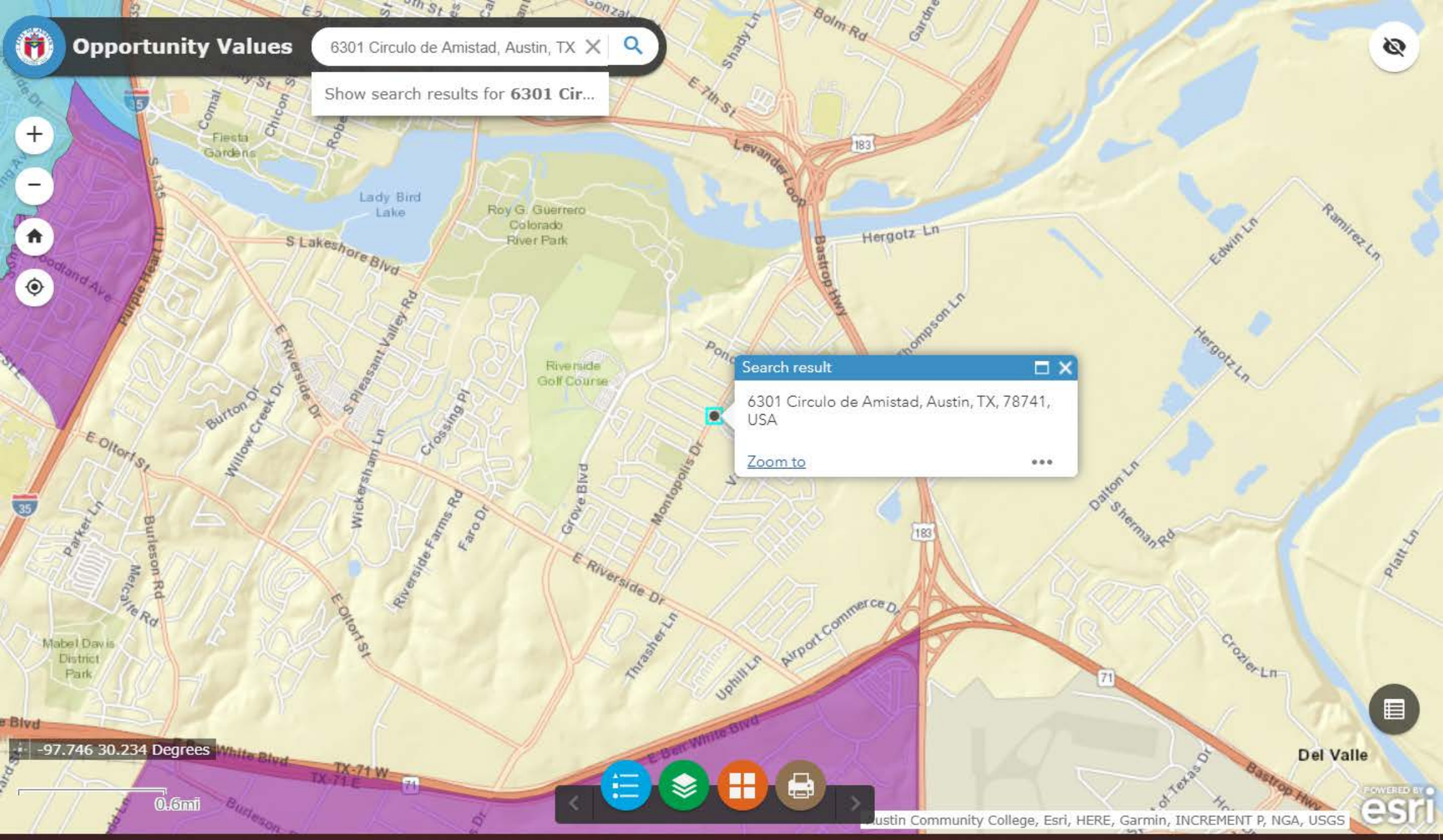




# Opportunity Values

6301 Circulo de Amistad, Austin, TX X

Show search results for 6301 Cir...



Search result

6301 Circulo de Amistad, Austin, TX, 78741, USA

[Zoom to](#)

-97.746 30.234 Degrees

0.6mi







6301 Circulo de Amistad, Austin, TX

Show search results for 6301 Cir...



**Legend** - X

**Gentrification\_RHDAHODA\_view**

- Susceptible
- Early: Type 1
- Dynamic
- Late
- Continued Loss
- Missing Home Value Data
- Not Gentrifying

**Search result** □ X

6301 Circulo de Amistad, Austin, TX, 78741, USA

[Zoom to](#) ⋮

-97

200ft





Show search results for 6301 Cir...



## Legend

### 2016 Mobility Bond Corridor Projects

— Construction Eligible Corridor

- - - Preliminary Engineering and Design

### Mobility Bond Corridor: 1/2-Mile Buffer



### Imagine Austin Center: 1/2-Mile Buffer



### Imagine Austin Corridor: 1/2-Mile Buffer



### Search result

6301 Circulo de Amistad, Austin, TX, 78741, USA

[Zoom to](#)

-97

200ft





6301 Circulo de Amistad



Show search results for 6301 Cir...



Legend

High Frequency Bus Routes: 1/4-Mile Buffer



Bus Routes: 3/4-Mile Buffer



Search result

6301 Circulo de Amistad, Austin, TX, 78741, USA

[Zoom to](#)



-97

600ft





# Healthy Food

6301 Circulo de Amistad, Austin, TX X



Show search results for 6301 Cir...



-97.710 30.240 Degrees

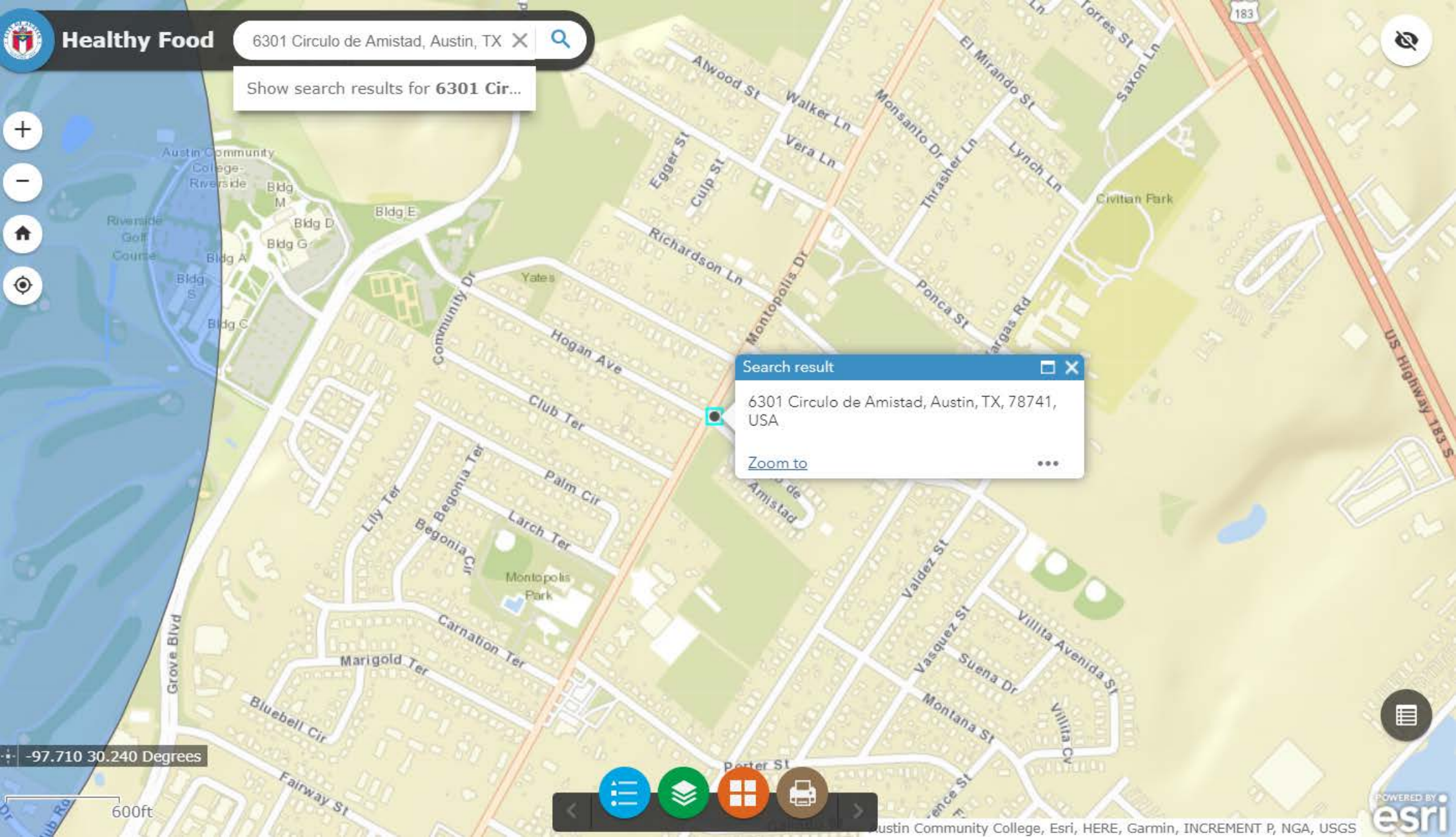
600ft



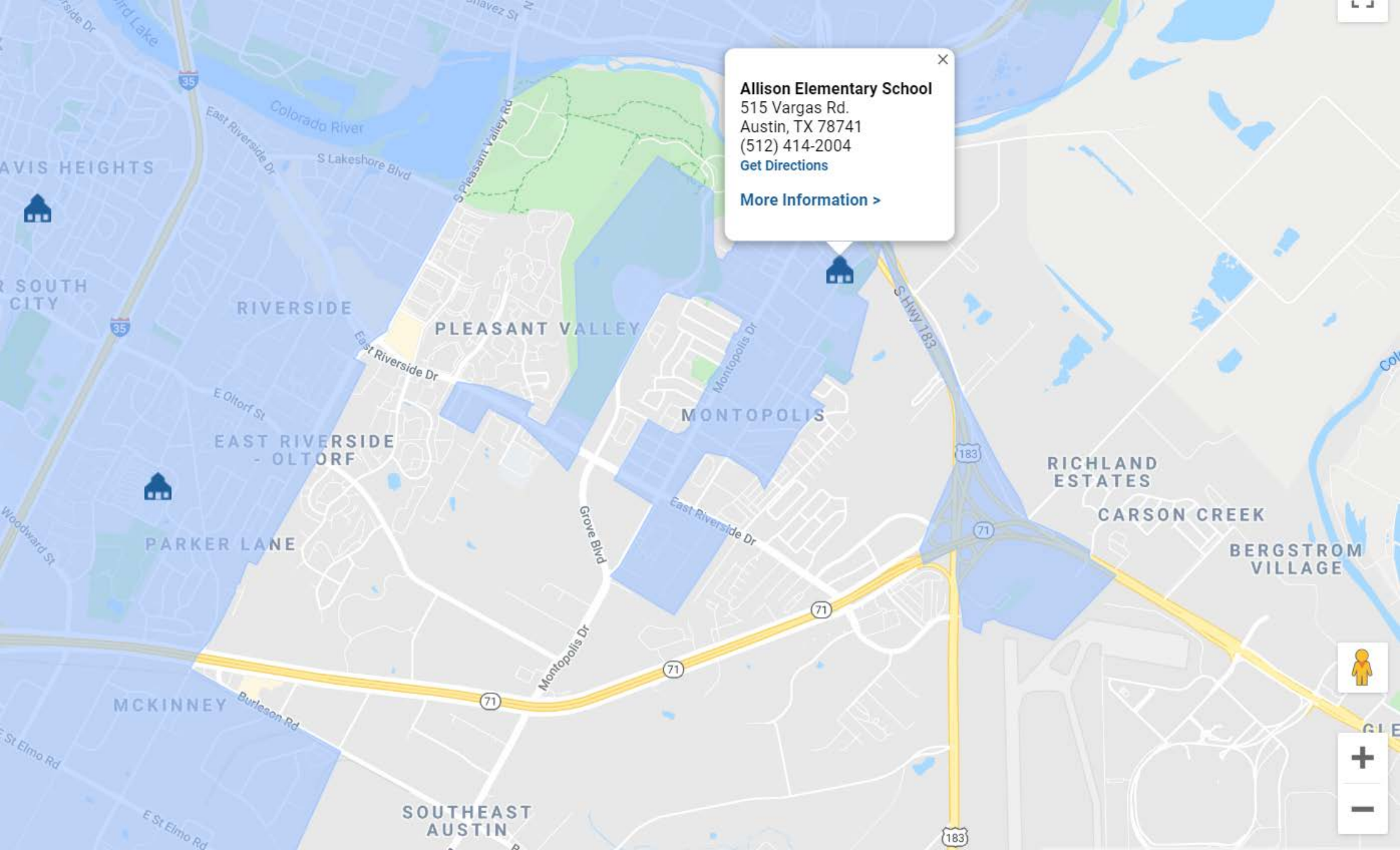
**Search result** [Close] [Refresh]

6301 Circulo de Amistad, Austin, TX, 78741, USA

[Zoom to](#) [More]



**Allison Elementary School**  
515 Vargas Rd.  
Austin, TX 78741  
(512) 414-2004  
[Get Directions](#)  
[More Information >](#)





# FloodPro

Find Floodplain Information

### General Information

Address:  
Tax ID: 0305160423  
Appraisal District: Travis

### FEMA Floodplain

Flood Zone: X  
Community Number: 480624  
Panel Number: 48453C0605J  
Effective Date: 1/6/2016  
100-Year Flood Elevation: N/A  
500-Year Flood Elevation: N/A

### City of Austin Floodplain

25-Year Flood Elevation: N/A  
100-Year Flood Elevation: N/A

[Print Floodplain Report](#)





## FLOODPLAIN INFORMATION REQUEST FORM

Tax Parcel ID: 0305160423	Date Processed: 11/19/2019
Property Address:	
<b>FEMA Flood Insurance Information:</b>	<b>City of Austin Regulatory Information:</b>
Flood Zone*: X	25-Year Flood Elevation**: N/A
Community Number: 480624	100-Year Flood Elevation**: N/A
Panel Number: 48453C0605J	All elevations are in feet above mean sea level; Datum for all elevations is NAVD88.
Effective Date: 1/6/2016	
FEMA 100-Year Elevation*: N/A	
FEMA 500-Year Elevation*: N/A	

*Additional Questions? Please contact the Floodplain Office*

**Phone Hotline:** 512-974-2843

**Fax:** 512-974-3584

**E-mail:** [floodpro@austintexas.gov](mailto:floodpro@austintexas.gov)

**Mailing Address:** Attention: Floodplain Office, Watershed Protection Department-12th Floor, PO BOX 1088  
Austin, TX 78767-1088

- \* The flood zone determination is based solely on a graphical interpretation of the FEMA Flood Insurance Rate Map (FIRM). Parcels with flood zones **A, AE, AO, or AH** are located or partially located within the FEMA Special Flood Hazard Area designated 1% annual chance flood hazard (100-year floodplain). Parcels with flood zone **0.2% annual chance flood hazard** (500-year floodplain) are located or partially located within the shaded zone X portion of the FIRM. Parcels with flood zone **X Protected by Levee** are located within in an area protected by a levee from the 1% annual chance flood hazard. Parcels with flood zone **X** are located outside the 0.2% annual chance flood hazard. The 1% annual chance flood hazard is the base flood and is used to determine the base flood elevation (BFE) for flood insurance purposes. BFEs must be determined using the flood profiles contained in the effective Flood Insurance Study (FIS). The FEMA 1% annual chance floodplains *may differ* from the City of Austin regulatory floodplains.
- \* \* The City of Austin uses the fully developed 25-year and 100-year floodplains to regulate development within the full purpose and extra territorial jurisdiction (ETJ) as established in the Land Development Code. The City of Austin regulatory floodplains *may differ* from the FEMA 1% annual chance floodplains.

The City provides the information on this form using the best available engineering and topographic data. Floodplain elevations to be used for development applications must be determined by a Texas Registered Professional Engineer. The official determination of a parcel's floodplain status may necessitate a comparison of the floodplain elevations to an on-the-ground topographic survey by a registered design professional.

**DISCLAIMER:** The City of Austin provides this information on request as a courtesy to our citizens. Any use of this information is at the sole discretion of the user. The City of Austin makes no warranty, expressed or implied, for the accuracy, completeness, or applicability of the information provided in this form.

THIS FORM IS NOT A PERMIT FOR DEVELOPMENT. For information about development permitting, call the City of Austin Development Assistance Center at 512-974-6370. THIS FORM IS NOT A SUBSTITUTE FOR FEMA FORM 81-93, STANDARD FLOOD HAZARD DETERMINATION. Private flood hazard determination companies may provide Form 81-93. For more information on the National Flood Insurance Program and how to find a flood insurance agent, please visit <http://www.floodsmart.gov/floodsmart/>



Application for OHDA Funding – 2020

## Tab 5c Zoning Verification





# CITY OF AUSTIN - ZONING VERIFICATION LETTER

For questions concerning zoning compliance or any development criteria contact the Development Assistance Center of the City of Austin at (512) 974-6370.

This letter is to verify that the parcel listed is covered by the listed zoning classification on the date the letter was created.

## Party Requesting Verification

Name: Andy Alarcon, Austin Habit for humanity  
Mailing Address:  
500 W Ben White Boulevard,  
Austin, TX 78704

## Tax Parcel Identification Number

Agency: TCAD  
Parcel ID: 0305160423

## Zoning Classification(s)

Find definitions at <http://www.austintexas.gov/page/zoning-districts>

PUD-NP

## Zoning Case Number(s)

Look up case info at [https://www.austintexas.gov/devreview/a\\_queryfolder\\_permits.jsp](https://www.austintexas.gov/devreview/a_queryfolder_permits.jsp)

C14-01-0060

## Zoning Ordinance Number(s)

Look up ordinances at <http://austintexas.gov/edims/search.cfm>

010927-28

For Address Verification visit:

<http://austintexas.gov/addressverification>

To access zoning ordinance documentation visit:

<http://austintexas.gov/edims/search.cfm>

To access zoning overlay documentation (Land Development Code Chapter 25-2 Division 6) visit:

<http://austintexas.gov/department/austin-city-code-land-development-code>

<http://austintexas.gov/department/zoning>

This letter was produced by the City of Austin Communication Technology Management Department on behalf of the Planning and Development Review Department.

I, RoxAnne Parker, of the Communications and Technology Management Department for the City of Austin, do hereby certify that the above information reflects the data and records on file in this office.



Application for OHDA Funding – 2020

**Tab 5d Proof of Site Control**

RECORDED BY  
TEXAS PROFESSIONAL TITLE, INC.

FILM CODE

3100  
gp

WARRANTY DEED

00005476183

14  
THE STATE OF TEXAS  
COUNTY OF TRAVIS

§  
§  
§

KNOW ALL MEN BY THESE PRESENTS:

That **FAMILY ELDERCARE, INC.**, Guardian of the Person and Estate of ~~Mary Vice~~, by and through its agent **VICTORIA TOUCHET**, and **FLORENCE VICE**, a single woman, both of Travis County, Texas, for and in consideration of the sum of TEN DOLLARS and other good and valuable consideration to the undersigned paid by Grantee herein named, the receipt and sufficiency of which is hereby acknowledged, have GRANTED, SOLD AND CONVEYED, and by these presents do GRANT, SELL AND CONVEY unto **AUSTIN HABITAT FOR HUMANITY, INC.**, a Texas non-profit corporation having its principal place of business in Travis County, Texas, all of their right, title and interest in and to the following described real property (the Property) in Travis County, Texas, to-wit,

All of that certain parcel, or tract of land out of the Santiago Del Valle Grant, City of Austin, Travis County Texas; being all of the remaining portions of a 5.310-acre tract and 1.50-acre tract as conveyed to R.B. Vice by instruments recorded in Volume 660, Page 45 and Volume 848, Page 32 of the Deed Records of Travis County, Texas. 7.06 acres more or less and more particularly described in Exhibit "A" attached hereto.

TO HAVE AND HOLD the Property, together with all and singular the rights and appurtenances belonging in anyway to the Property to Grantee and assigns forever; and they do hereby bind themself, their heirs, executors and administrators to WARRANT AND FOREVER DEFEND all and singular the Property to Grantee and against every person whomsoever lawfully claiming or to claim all or any part of the Property.

*Victoria Touchet*  
FAMILY ELDERCARE, INC. GUARDIAN  
OF THE PERSON AND ESTATE OF MARY  
VICE  
by: VICTORIA TOUCHET, its agent

*Florence Vice*  
FLORENCE VICE

142462

3-0516-0421 REAL PROPERTY RECORDS  
TRAVIS COUNTY, TEXAS.

12756 1268

STATE OF TEXAS

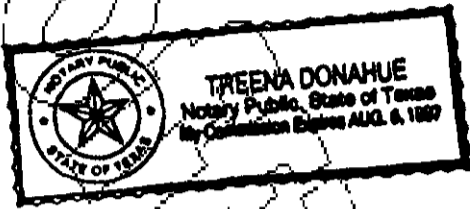
§

ACKNOWLEDGMENT

COUNTY OF TRAVIS

§

This instrument was acknowledged before me on the 15 day of October, 1996 by **VICTORIA TOUCHET**, Agent for **FAMILY ELDERCARE, INC.**, Guardian of the Person and Estate of Mary Vice, Grantor.



*Treena Donahue*  
Notary Public, In and for the State of Texas

STATE OF TEXAS

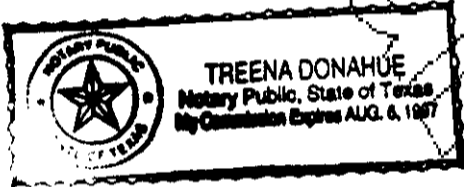
§

ACKNOWLEDGMENT

COUNTY OF TRAVIS

§

This instrument was acknowledged before me on the 15 day of October, 1996 by **FLORENCE VICE**, Grantor.



*Treena Donahue*  
Notary Public, In and for the State of Texas

PREPARED IN THE LAW OFFICE OF

KUHN, DOYLE & KUHN, P.C.  
603 West Eighth Street  
Austin, Texas 78701

AFTER RECORDING PLEASE RETURN TO:

~~Austin Habitat for Humanity, Inc.  
310 Comal Street  
Austin, Texas 78702~~

RETURN TO:  
TEXAS PROFESSIONAL TITLE INC.  
221 W. 6th, Suite 650  
Austin, TX 78701

REAL PROPERTY RECORDS  
TRAVIS COUNTY, TEXAS

12756 1269

FIELD NOTES

ALL OF THAT CERTAIN PARCEL OR TRACT OF LAND OUT OF THE SANTIAGO DEL VALLE GRANT, CITY OF AUSTIN, TRAVIS COUNTY, TEXAS; BEING ALL OF THE REMAINING PORTIONS OF A 5.31-ACRE TRACT AND 1.50-ACRE TRACT AS CONVEYED TO MARY VICE BY INSTRUMENTS RECORDED IN VOLUME 660, PAGE 45 AND VOLUME 848, PAGE 32 OF THE DEED RECORDS OF TRAVIS COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

**COMMENCING** at a 1/2" iron pipe found on the south right-of-way line of Felix Avenue at the northwest corner of Lot 1, Chernosky Subdivision No. 15, as recorded in Book 1, Page 41 of the Plat Records of Travis County, Texas; Thence, with the west line of Chernosky Subdivision No. 15, S33°31'40"W 81.55 feet, S33°42'25"W 150.56 feet and S34°30'40"W a distance of 58.37 feet to a 1/2" iron rod set at the most southerly corner of a 0.63 acre tract of land as conveyed to Felix R. Galabiz by deed recorded in Volume 3773, Page 937 of the Deed Records of Travis County, Texas, for the most easterly corner and **POINT OF BEGINNING** of the herein described tract of land;

**THENCE**, with the northwest line of Chernosky Subdivision No. 15, S34°19'08"W a distance of 364.07 feet to a 1/2" iron rod found at the most easterly corner of a 2.882-acre tract of land as conveyed to Herby's Joint Venture by deed recorded in Volume 11569, Page 8 of the Deed Records of Travis County, Texas, for the most southerly corner of this tract;

**THENCE**, with the northeast line of Herby's Joint Venture 2.882-acre tract, N46°49'42"W a distance of 861.00 feet to a 1/2" iron rod found at the most northerly corner of Herby's Joint Venture 2.882-acre tract at an angle point of this tract;

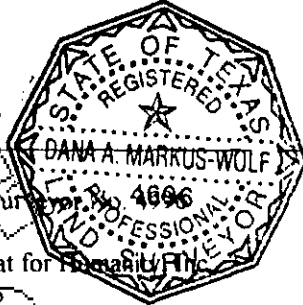
**THENCE**, N22°58'05"W a distance of 1.90 feet to a 1/2" iron rod found on the southeast right-of-way line of Montopolis Drive, at the most southerly corner of a 0.019 acre tract as conveyed to the City of Austin by deed recorded in Volume 3951, Page 1922 of the Deed Records of Travis County, Texas;

**THENCE**, with the southeast right-of-way line of Montopolis Drive, N30°24'00"E a distance of 351.21 feet to a 1/2" iron rod found at the most westerly corner of a 2.08-acre tract as conveyed to Richard L. Mathias and Kevin F. Weinrich by deed recorded in Volume 12474, Page 1763 of the Deed Records of Travis County, Texas, for the most northerly corner of this tract;

THENCE, S47°53'37"E pass at 730.97 feet a 1" iron pipe found at the most westerly corner of the above described Galabiz 0.63-acre tract, and continuing on for a total distance of 884.50 feet to the POINT OF BEGINNING and containing 7.06 acres of land, more or less

I HEREBY CERTIFY that these notes were prepared by Landmark Surveying, Inc. from a survey made on the ground on January 5, 1996 under my supervision and are true and correct to the best of my knowledge.

*Dana A. Markus-Wolf*  
Dana A. Markus-Wolf  
Registered Professional Land Surveyor No. 4696



*7/12/96*  
Date

Client: Austin Habitat for Humanity, Inc.  
Date: July 12, 1996  
WO No.: 95-0008-18-01  
FB No.: 40/2  
Disk: Habitat.007/vice.doc

FILED

96 AUG 22 PM 4:29

DANA A. MARKUS-WOLF  
COUNTY CLERK  
TRAVIS COUNTY, TEXAS

STATE OF TEXAS COUNTY OF TRAVIS  
I hereby certify that this instrument was FILED on  
the date and at the time stamped herein by me, and  
was duly RECORDED, in the Volume and Page of the  
named RECORDS of Travis County, Texas, on

AUG 22 1996



*Dana A. Markus-Wolf*  
COUNTY CLERK  
TRAVIS COUNTY, TEXAS

REAL PROPERTY RECORDS  
TRAVIS COUNTY, TEXAS

12756 1271

SEARCHED INDEXED SERIALIZED FILED  
AUG 22 1996  
TRAVIS COUNTY, TEXAS



Application for OHDA Funding – 2020

**Tab 5e Phase I ESA**



## Consent for Access to Property

NAME OF PROPERTY OWNER: Austin Habitat for Humanity

PROPERTY ADDRESS: 6301 Circulo de Amistad, Austin, Texas 78741

LOT 27 BLK A VICE MARY ESTATES

TYPE OF PROPERTY: Residential

I hereby consent to officers, employees, authorized representatives of the City of Austin and their contractors, subcontractors and consultants the right to enter the property and continued access and use of by, through, and on the property for the following purposes related to Brownfields Site Assessments:

1. The taking of samples, surface and subsurface, including but not limited to soil, sediments, water, and air, and other solids or liquids stored or disposed of at the property as may be determined to be necessary;
2. The documenting of scientific and engineering observations, including, but not limited to taking notes, recordings, photographs and surveying;
3. The drilling and finishing of boreholes for the purposes of collecting soil and groundwater samples without limitation;
4. Other investigation actions at the property that may be necessary to determine nature and extent of contaminants or potential threat to human health and the environment; and

**I am the property owner or an individual having the authority or the authorization of the property owner to sign this access agreement. I give this written permission voluntarily with the full knowledge of my right to refuse and without threats or promises of any kind.**

By signing this document, I am granting access to the property. I can be notified by email or telephone regarding the planned date of access to the property, and to provide access to the site, if the site or a portion thereof, is in a locked or secured area.

ACCESS GRANTED:  YES  NO

Name (Printed): Andy Alarcón Date: 12/19/2019

Name (Signature): \_\_\_\_\_

Address: 500 W Ben White Blvd, Austin, Texas Zip: 78704

Telephone Number(s): Work: 512-472-8788 x247 Cell: \_\_\_\_\_

Email: aalarcon@austinhabitat.org





# **Phase I Environmental Site Assessment of 0.6914 Acre Tract of Land - 6301 Circulo de Amistad Austin, Texas**

CONTRACT NO. MA PA 170000058



*Prepared for*  
**City of Austin  
Austin Resource Recovery  
Austin, Texas**

Project No: 60625316  
February 12, 2020



**AECOM Technical Services, Inc.**  
9400 Amberglen Blvd  
Austin, Texas 78729  
Tel: (512) 454-4797  
Fax: (512) 454-8807

## Table of Contents

<b>1.0 Introduction.....</b>	<b>1-1</b>
1.1 Purpose.....	1-1
1.2 Scope of Work.....	1-1
1.3 Study Limitations.....	1-2
1.4 Site-Related Limiting Conditions.....	1-3
1.5 Data Gaps/Data Failure.....	1-3
<b>2.0 Site Description.....</b>	<b>2-1</b>
2.1 Site Location and Parcel Description.....	2-1
2.2 Site Ownership.....	2-1
2.3 Site Visit.....	2-1
2.3.1 Site and Facility Description.....	2-2
2.3.2 Surrounding Properties.....	2-2
2.3.3 Petroleum Products and Hazardous Materials.....	2-2
2.3.4 Polychlorinated Biphenyls.....	2-3
2.3.5 Aboveground Storage Tanks.....	2-3
2.3.6 Underground Storage Tanks.....	2-3
2.3.7 Solid Waste.....	2-3
2.3.8 Hazardous Waste.....	2-3
2.3.9 Water.....	2-4
2.3.10 Wastewater.....	2-4
2.3.11 Stormwater.....	2-4
2.3.12 Heating and Cooling.....	2-4
<b>3.0 Environmental Setting.....</b>	<b>3-1</b>
3.1 Topography.....	3-1
3.2 Soil/Geology.....	3-1
3.3 Groundwater/Hydrology.....	3-1
<b>4.0 Site and Area History.....</b>	<b>4-1</b>
4.1 Subject Property.....	4-1
4.2 Off-site Properties.....	4-1
4.3 Previously Prepared Environmental Reports.....	4-2
<b>5.0 Database and Records Review.....</b>	<b>5-1</b>

5.1	User Provided Information.....	5-1
5.2	Title Records/Environmental Liens.....	5-1
5.3	Database Information.....	5-1
5.3.1	Subject Property.....	5-1
5.3.2	Surrounding Sites.....	5-2
5.4	Vapor Encroachment Screening.....	5-3
5.4.1	Subject Property.....	5-3
5.4.2	Off-Site.....	5-3
5.5	Agency File Review.....	5-4
<b>6.0</b>	<b>Findings and Opinions.....</b>	<b>6-1</b>
6.1	Recognized Environmental Conditions.....	6-1
6.2	Controlled Recognized Environmental Conditions.....	6-1
6.3	Historical Recognized Environmental Conditions.....	6-1
6.4	De Minimis Conditions.....	6-1
<b>7.0</b>	<b>Conclusions.....</b>	<b>7-1</b>
<b>8.0</b>	<b>Quality Control/Quality Assurance.....</b>	<b>8-1</b>
8.1	Site Visit, Research, and Report Preparation.....	8-1
8.2	Quality Control Review.....	8-1
8.3	Environmental Professional Statement.....	8-1
<b>9.0</b>	<b>References.....</b>	<b>9-1</b>
9.1	Persons Interviewed.....	9-1
9.2	Agencies Contacted.....	9-1
9.3	Documents Reviewed.....	9-2

## List of Appendices

Appendix A Representative Site Photographs

Appendix B Environmental Database Report

Appendix C User Questionnaire

Appendix D Qualifications of Environmental Professional

## List of Figures

Figure 1 – Site Location

Figure 2 – Site Plan

## Executive Summary

AECOM Technical Services, Inc. (AECOM) was retained by the City of Austin (CoA) to perform a Phase I Environmental Site Assessment (ESA) of a 0.6914-acre tract of land located at 6301 Circulo de Amistad, in Austin, Travis County, Texas (subject property). The subject property is a vacant lot located approximately three miles southeast of downtown Austin. The Phase I ESA was performed under the 2017 Brownfields Environmental Services Rotation List Contract (CoA Contract No. MA PA 170000058) dated August 7, 2017, and the scope of work for a Phase I ESA as described in Work Order DO 6100 19052410761-1 effective January 30, 2020 (Assignment No. 22.1). This Phase I ESA was performed in strict conformance with the scope and limitations of ASTM Standard Practice Designation E 1527-13 for ESAs. Exceptions to, or deletions from, this practice are described in this report.

The site reconnaissance of the subject property was conducted on Tuesday February 4, 2020 by Mr. Mackenzie Hirt with AECOM. According to the Travis County Central Appraisal District, the subject property is owned by Austin Habitat for Humanity, Inc. Consent to access the subject property through the current owner was coordinated through Ms. Roslyn Kygar, Brownfields Project Manager with the City of Austin. No improvements were noted on the subject property. AECOM interviewed Mr. Andy Alarcon, a representative with Austin Habitat for Humanity, who provided information on the subject property's current conditions and confirmed the boundary locations for the subject property. Mr. Alarcon confirmed that the subject property consists of one tract of undeveloped land that was purchased by Austin Habitat for Humanity in 1996. Mr. Alarcon reported that the property was purchased from a private individual and that it has remained undeveloped since it was purchased. Single family homes located to the immediate east of the subject property were developed by Austin Habitat for Humanity in the late 1990s/early 2000s.

The subject property is located at 6301 Circulo de Amistad and is surrounded primarily by residential homes along Montopolis Street. Gasoline service stations and dry cleaners were not observed in the immediate vicinity (approximately 500 feet) of the subject property. No offsite sources of concern were identified during AECOM's reconnaissance of the surrounding area. No visual evidence of underground storage tanks (e.g., vent pipes, fill ports), potable water wells, monitoring wells, clarifiers, or dry wells were observed on the subject property.

The purpose of the Phase I ESA was to identify, to the extent feasible pursuant to the process described in *ASTM Standard: E 1527-13*, recognized environmental conditions (RECs) in connection with the subject property. Elements of the Phase I ESA include a site visit, review of historical information, interviews with people familiar with the subject property including local government inquiries to obtain relevant information regarding the environmental conditions, and a review of regulatory agency databases that may provide an indication of environmental risk on or near the subject property. The following summarizes AECOM's findings based upon the assessment activities completed.

The following summarizes AECOM's findings based upon the assessment activities completed.

### Historical Review

Historical research indicates that the subject property consisted of undeveloped land from at least 1940 (earliest available aerial photograph) through present day. No improvements are evident on the subject property in the aerial photographs reviewed. Review of the historical topographic maps do not indicate or reveal buildings or improvements on the subject property. No individual or business listings for the subject property address were noted in the city directories referenced. The subject property appears unchanged through the 2018 Google Earth aerial photograph. Mr. Alarcon stated

that the subject property was purchased from a private individual as undeveloped land and that the past use of the subject property was limited to agricultural use. No historical on-site sources of environmental concern were identified during this assessment.

Review of the city directories indicates that the surrounding area was primarily residential, with multiple single-name entries. Ajax Auto and Tire Center was listed at 807 Montopolis Drive in the 2007 through 2014 directories. Montopolis Tire is listed at this same address in the 1996 directory. This address is also listed as Liras Auto Repair and Auto Quest (1990) and Montopolis Trading Post and Used Furniture (1962 through 1975). Liras Auto Repair was listed in the Texas Commission on Environmental Quality (TCEQ) Central Registry. The facility has an inactive solid waste registration for non-industrial waste, and an expired stormwater permit associated with a No Exposure Certification from 2002. No violations were noted. The Guest Washateria is listed in the 1953 city directory at 911 Montopolis Drive, but not in any other years. The 911 Montopolis Drive address and site name does not appear on any other EDR databases, nor does it appear in the TCEQ's Central Registry Query or Records Online search. AECOM drove by this address during the area reconnaissance and observed a private, single family residence at this location. No evidence of a commercial dry cleaners or other business of environmental concern was evident at the time of the area reconnaissance. On the basis of the above information, it is AECOM's opinion that the historical Guest Washateria is not considered a REC.

No obvious off-site sources of environmental concern were noted during AECOM's review of available historical information.

### **Regulatory Review**

AECOM has reviewed selected federal and state environmental regulatory lists. Regulatory information reviewed to date does not indicate RECs at the subject property.

### **On-Site Concerns**

Based on the above-described activities, no RECs, no controlled RECs (CRECs), or historical RECs (HRECs) were identified in connection with the subject property.

### **Off-Site Concerns**

No off-site RECS, CRECs, or HRECs were identified in connection with the subject property based upon the assessment activities conducted to date.

### **De Minimis Conditions**

Based on the above-described activities, no De Minimis Conditions were identified on the subject property.

### **Opinions and Conclusions**

AECOM has performed a Phase I ESA in strict conformance with the scope and limitations of ASTM E1527-13 of 0.6914 acre tract of land located at 6301 Circulo de Armistad. in Austin, Travis County, Texas (subject property). Any exceptions to, or deletions from, the ASTM E1527-13 scope are described in Sections 1.3 through 1.5 of this report. This assessment has revealed no evidence of RECs or CRECs in connection with the subject property.

Based on the scope of services, limitations, and findings of this environmental assessment, AECOM did not identify RECs or CRECs which, in our opinion, warrant additional investigation at this time.

This executive summary is presented for convenience only. While the executive summary is an integral part of the report, it should not be used in lieu of reading the entire report including the appendices.

## 1.0 Introduction

### 1.1 Purpose

This Phase I Environmental Site Assessment (ESA) was performed pursuant to AECOM Technical Services, Inc.'s (AECOM's) written scope of work described in the City of Austin (CoA) Work Order No. DO 6100 20013005670-1 effective January 30, 2020 (Assignment No. 22.1). The purpose of this Phase I ESA is to provide the client with information for use in evaluating recognized environmental conditions (RECs) associated with a 0.6914-acre tract of land, located at 6301 Circulo de Amistad in Austin, Travis County, Texas (subject property).

Per the ASTM standard, potential findings can include RECs, including historical RECs (HRECs), controlled RECs (CRECs), and *de minimis* conditions. A REC is defined by the ASTM standard as "the presence or likely presence of any hazardous substances or petroleum products in, on, or at a property: (1) due to any release to the environment; (2) under conditions indicative of a release to the environment; or (3) under conditions that pose a material threat of a future release to the environment." The term includes hazardous substances or petroleum products even under conditions in compliance with laws. HRECs are a past release of any hazardous substances or petroleum products that has occurred in connection with the property and has been addressed to the satisfaction of the applicable regulatory authority or meeting unrestricted use criteria established by a regulatory authority, without subjecting the property to any required controls. CRECs are a recognized environmental condition resulting from a past release of hazardous substances or petroleum products that has been addressed to the satisfaction of the applicable regulatory authority, with hazardous substances or petroleum products allowed to remain in place subject to the implementation of required controls. *De minimis* conditions are those situations that do not present a material risk of harm to public health or the environment and generally would not be subject to enforcement action if brought to the attention of the regulating authority.

This assessment is based on a review of existing conditions, reported pre-existing conditions, and observed operations at the subject property and adjacent properties.

### 1.2 Scope of Work

The Phase I ESA included a site visit, regulatory search, historical review, and a review of an environmental database analysis of the subject property. In conducting the Phase I ESA, AECOM assessed the subject property for visible signs of possible contamination, searched public records for the subject property and adjacent properties (as applicable), and conducted interviews with persons knowledgeable about the subject property.

This project was performed in strict accordance with ASTM Standard Practice Designation E 1527-13 and AECOM's written scope of work described in CoA Work Order No. DO 6100 20013005670-1 dated January 30, 2020. Conclusions reached in this report are based upon the assessment performed and are subject to limitations set forth in Sections 1.3, 1.4, and 1.5 below.

### 1.3 Study Limitations

This report describes the results of AECOM's Phase I ESA to identify the presence of contamination-related liabilities materially affecting the subject facility and/or property. In the conduct of this assessment, AECOM assessed the presence of such problems within the limits of the established scope of work as described in our proposal.

As with any due diligence assessment, there is a certain degree of dependence upon oral information provided by facility or site representatives, which is not readily verifiable through visual observations or supported by any available written documentation. AECOM shall not be held responsible for conditions or consequences arising from relevant facts that were concealed, withheld, or not fully disclosed by facility or site representatives at the time this assessment was performed. In addition, the findings in this report are subject to certain conditions and assumptions, which are noted in the report. Any party reviewing the findings of the report must carefully review and consider all such conditions and assumptions.

This report and all field data and notes were gathered and/or prepared by AECOM in accordance with the agreed upon scope of work and accepted engineering and scientific practice in effect at the time of AECOM's assessment of the subject property. The statements, conclusions, and opinions contained in this report are only intended to give approximations of the environmental conditions at the subject property.

As specified in the ASTM standard (referred to below as "this practice"), it is incumbent that the client and any other parties who review and rely upon this report understand the following inherent conditions surrounding any Phase I ESA:

- **Uncertainty Not Eliminated** – No ESA can wholly eliminate uncertainty regarding the potential for RECs in connection with a property. Performance of this practice is intended to reduce, but not eliminate, uncertainty regarding the potential for RECs in connection with a property, and this practice recognizes reasonable limits of time and costs. (Section 4.5.1 of the ASTM standard)
- **Not Exhaustive** – "All appropriate inquiry" does not mean an exhaustive assessment of a clean property. There is a point at which the cost of information obtained outweighs the usefulness of the information and, in fact, may be a material detriment to the orderly completion of transactions. One of the purposes of this practice is to identify a balance between the competing goals of limiting the costs and time demands inherent in performing an ESA and the reduction of uncertainty about unknown conditions resulting from additional information. (Section 4.5.2 of the ASTM Standard)
- **Comparison with Subsequent Inquiry** – It should not be concluded or assumed that an inquiry was not an "all appropriate inquiry" merely because the inquiry did not identify RECs in connection with a property. ESAs must be evaluated based on the reasonableness of judgments made at the time and under the circumstances in which they were made. Subsequent ESAs should not be considered valid standards to judge the appropriateness of any prior assessment based on hindsight, new information, use of developing technology or analytical techniques, or other factors. (Section 4.5.4 of the ASTM Standard)

A similar set of inherent limitations exist in cases where the Phase I ESA included a screening-level assessment of vapor migration or vapor encroachment; such an assessment is a required part of a

Phase I ESA when the ASTM E1527-13 standard is employed. According to the ASTM E2600-10 Standard Guide for Vapor Encroachment Screening on Property Involved in Real Estate Transactions, the following limitations apply:

- Uncertainty Not Eliminated in Screening - No vapor encroachment screen (VES) can wholly eliminate uncertainty regarding the identifications of vapor encroachment conditions (VECs) in connection with the target property (Section 4.5.1).
- Not Exhaustive - The guide is not meant to be an exhaustive screening. There is a point at which the cost of information obtained outweighs the usefulness of the information and, in fact, may be a material detriment to the orderly completion of real estate transactions. One of the purposes of this guide is to identify a balance between the competing goals of limiting the costs and time demands inherent in performing a VES and the reduction of uncertainty about unknown conditions resulting from additional information. (Section 4.5.2).
- Comparison with Subsequent Investigations - It should not be concluded or assumed that an investigation was not adequate because the investigation did not identify any VECs in connection with a property. The VES must be evaluated based on the reasonableness of judgments made at the time and under the circumstances in which they were made. Subsequent VESs should not be considered valid bases to judge the appropriateness of any prior screening if based on hindsight, new information, use of developing technology or analytical techniques, or similar factors (Section 4.5.4).

This report was prepared pursuant to an agreement between CoA (Client) and AECOM and is for the exclusive use of the Client. No other party is entitled to rely on the conclusions, observations, specifications, or data contained herein without first obtaining AECOM's written consent and provided any such party signs an AECOM-generated Reliance Letter. A third party's signing of the AECOM Reliance Letter and AECOM's written consent are conditions precedent to any additional use or reliance on this report.

The passage of time may result in changes in technology, economic conditions, site variations, or regulatory provisions, which would render the report inaccurate. Reliance on this report after the date of issuance as an accurate representation of current site conditions shall be at the user's sole risk.

#### **1.4 Site-Related Limiting Conditions**

The following site-specific limitations were encountered during the course of this assessment:

- No constraints or site-related limiting conditions were encountered at the time of the site reconnaissance.

#### **1.5 Data Gaps/Data Failure**

The following data failure/data gaps were encountered during the course of this assessment:

- As specified in the agreed upon scope of work, a title search and environmental lien search were not conducted as part of this ESA. However, based upon historical data collected from other sources, this data gap does not represent a data failure and as a result is not expected to impact the results of this assessment.



- Per ASTM, interviews with past owners, operators, and occupants of the subject property, who are likely to have material information regarding the potential for contamination at the subject property, shall be contacted to the extent that they can be identified and that the information likely to be obtained is not duplicative of information already obtained from other sources. Taking into account the extent of information on site history and site operations, AECOM believes that even if such past owners and/or operators might be identified and interviewed, they would not likely provide additional information that would materially assist in meeting the purposes of this assessment. No past owner, operator, and/or occupant contact information was provided to AECOM for assessment (AECOM attempted to interview the owner of the northern tract of the subject property but he declined to be interviewed). However, this data gap is not expected to represent a data failure and as a result is not expected to impact the results of this assessment.
- A limitation was encountered in determining the historical use of the subject property. The earliest source of historical information reasonably ascertainable within the time frame of this report in which usage could be determined was an aerial photograph from 1940. At the time of the photograph, the subject property appeared to be agricultural pasture land (a developed use per the ASTM Standard). Therefore, the ASTM E1527 requirement to determine all obvious uses of the property from the present back to the property's first obvious developed use, or back to 1940, whichever is earlier, could not be achieved. However, based upon the agricultural land use, it is unlikely that there had been significant prior development before this time; therefore, this data failure is not expected to impact the results of this assessment.
- A Freedom of Information Act (FIOA) request was sent to the Texas Commission on Environmental Quality (TCEQ) and the CoA regarding the subject property and a former landfill (Grove) located at 420 Kemp Street, mapped in the vicinity of the subject property. The CoA Open Data Portal locates the landfill boundary approximately 2,000 feet north-northwest of the subject property. At this time, a response has not been received from either agency regarding the former Grove Landfill. Therefore, AECOM was not able to assess current site conditions at this nearby property. However, based upon the review of available information on the U.S. Environmental Protection Agency's (EPA's) Brownfields database regarding cleanup activities and other sources of information from the CoA for the former landfill, this data failure is not expected to impact the results of this assessment.
- Per the agreed scope-of-work and the ASTM Standard, information related to certain site-specific items should be provided by the ESA report user to AECOM. To assist the user in gathering information that may be material to identifying RECs, AECOM provided the Client (the users) with the User Questionnaire from the ASTM Standard; at this time the completed form has not been returned for inclusion in this report. However, this data gap is not expected to represent a significant limitation to this investigation given the historical use of the subject property.

## 2.0 Site Description

### 2.1 Site Location and Parcel Description

The subject property lies within one parcel of land located at 6301 Circulo de Amistad in Austin, Travis County, Texas. The subject property is located at the intersection of Circulo De Amistad and Montopolis Drive in Austin, approximately three miles southeast of downtown Austin. The approximate location of the subject property is illustrated on **Figure 1 - Site Location Map**.

### 2.2 Site Ownership

According to the Travis County Central Appraisal District (TCAD) records, the subject property is owned by Austin Habitat for Humanity, Inc. According to the TCAD website, the subject property consists of an undeveloped tract of land that comprises approximately 0.6914 acres. A summary of the tax parcel information that comprises the subject property (as provided by the TCAD website) is presented in the Table below.

**Summary of Parcel Information**

Travis County Account Number	Address	Current Owner	Tax No./Legal Description	Acreage
463864	6301 CIRCULO DE AMISTAD	AUSTIN HABITAT FOR HUMANITY INC, Austin, TX	LOT 27 BLK A VICE MARY ESTATES	0.6914

Note – Based on parcel information provided by TCAD, the property ownership is reported to be Austin Habitat for Humanity INC. Acreages and legal description were obtained from TCAD website.

AECOM interviewed Mr. Andy Alarcon, a representative of Austin Habitat for Humanity, the current owner. Mr. Alarcon confirmed that the subject property consists of one tract of undeveloped land that was purchased by Austin Habitat for Humanity in 1996. Mr. Alarcon reported that the property was purchased from a private individual and that it has remained undeveloped since it was purchased. Single family homes located to the immediate east of the subject property were developed by Austin Habitat for Humanity in the late 1990s/early 2000s.

### 2.3 Site Visit

Mr. Mackenzie Hirt from AECOM's Austin, Texas office visited the subject property on February 4, 2020. Mr. Alarcon provided information on the subject property's current conditions and confirmed the boundary locations for the subject property. Ms. Roslyn Kygar, Brownfields Project Manager with the CoA also provided information on the boundary locations and history of the property. Site-related limiting conditions encountered during this assessment were previously summarized in Section 1.4.

The site visit methodology consisted of walking over accessible areas of the subject property, including the property perimeter, the property interior and publicly accessible portions of the

surrounding area. Boundary maps showing tax parcel data on aerial base maps were used for walking the site interior and perimeter. The site walk across the interior of the subject property was conducted by walking transects across the site. The following sections summarize the results of the site visit.

### 2.3.1 Site and Facility Description

The subject property comprises 0.6914 acres of undeveloped land located at 6301 Circulo de Amistad, in Southeast Austin. Single-family homes are located to the north, south, east and west of the subject property.

No visual evidence of discolored soil, discolored water, or unusual vegetative conditions or odors was observed within the limits of the subject property during the site visit. The general layout of the subject property and surrounding area is illustrated on **Figure 2 - Site Plan**. Representative photographs of the subject property are provided in **Appendix A**.

### 2.3.2 Surrounding Properties

The following table provides a description of the current properties adjacent to the boundaries of the subject property.

**Current Uses of Adjacent Properties**

Direction from subject property	Adjacent land use description
North	Bordered by Circulo De Amistad followed by Mary Vice Estates and single-family residential homes.
East	Bordered partly by Circulo De Amistad and a neighborhood of single-family residential homes, including a small neighborhood park.
South	Bordered by single-family residential homes and a vacant lot with remnants of parking structures.
West	Bordered by Montopolis Drive, followed by single-family residential homes.

Further discussion regarding the observations of the adjacent properties, as well as cross-reference with the historical and regulatory database information obtained for this study is presented in subsequent sections of this document. AECOM did not observe gasoline service stations or dry cleaners in the immediate vicinity (approximately 500 feet) of the subject property. Based on the site reconnaissance of the surrounding area, no obvious off-site sources of environmental concern were identified.

### 2.3.3 Petroleum Products and Hazardous Materials

No evidence of leakage, staining, spillage, unsafe storage or other release of or mismanagement of petroleum products or hazardous materials at the subject property were observed during AECOM's site reconnaissance. The Environmental Data Resources, Inc. (EDR) database report prepared in conjunction with this site assessment did not report any incidents of reportable spills of oil or hazardous substances at the subject property.

According to available Railroad Commission of Texas (RRC) website records and AECOM's site reconnaissance, there are no oil and/or gas wells or pipelines located on the subject property.

#### **2.3.4 Polychlorinated Biphenyls**

Polychlorinated biphenyls (PCB)-containing dielectric fluids have been widely and historically used as coolants and lubricants in transformers, capacitors, and other electric equipment due to their insulating and nonflammable properties. Transformer oil with concentrations of less than 50 parts per million (ppm) are classified as "non-PCB." Equipment with transformer oil concentrations ranging from 50 ppm to 500 ppm are classified as "PCB-Contaminated." Transformers with oil concentrations greater than 500 ppm are classified as "PCB Transformers."

AECOM did not observe transformers on or near the subject property.

#### **2.3.5 Aboveground Storage Tanks**

AECOM did not observe aboveground storage tanks (ASTs) on the subject property during the site visit. Additionally, Mr. Alarcon stated that he was not aware of any ASTs currently or historically located on the subject property. In addition, no ASTs were listed for the subject property in the site-specific environmental database report reviewed by AECOM.

#### **2.3.6 Underground Storage Tanks**

Based on AECOM's site visit and interview with Mr. Alarcon, it appears that no underground storage tanks (USTs) are currently located on the subject property. No evidence of USTs, such as fill caps or vent pipes, was observed on the subject property during the site visit. In addition, no USTs were listed for the subject property in the site-specific environmental database report, or otherwise identified during AECOM's review of available online information/reports reviewed as part of this assessment.

#### **2.3.7 Solid Waste**

The subject property is currently vacant and no solid waste is generated. No dumpsters were observed in the vicinity of the subject property.

No landfills were observed during our on-site reconnaissance, and no evidence of previous landfills or dumping activities was discovered or reported to be located on the site during our review of historical and regulatory data of the site and the CoA's open data portal for landfills (buffered). Evidence of an offsite historic landfill, however, has been documented approximately 0.5 miles north-northeast of the subject property (former Grove Landfill). Further information regarding the former Grove offsite landfill is provided in *Section 5.0* of this report. No other indications that solid or liquid waste is received, generated, stored or disposed on the site were noted during our site reconnaissance.

#### **2.3.8 Hazardous Waste**

No evidence of hazardous waste generation was observed on the subject property. Resource Conservation and Recovery Act (RCRA) regulations provide for "cradle to grave" management and tracking of hazardous wastes. Hazardous wastes include specific lists of wastes found in the federal and state regulations and wastes that have the hazardous characteristics of ignitability, corrosivity, reactivity, and toxicity. Generators, transporters, and facilities that treat, store, or dispose of hazardous wastes must meet stringent requirements. The extent that a facility is regulated is dependent upon the quantity of hazardous waste generated on a monthly basis. Review of the

regulatory data prepared for this project and our interview with Mr. Alarcon, indicates that the subject property does not generate hazardous waste as part of its normal operations.

### **2.3.9 Water**

Mr. Alarcon indicated that city water is available and that the site receives its potable water supply from City of Austin. No potable water wells were observed at the subject property. A review of the Texas Water Development Board's Groundwater Data Reviewer did not report water wells being present on the subject property.

### **2.3.10 Wastewater**

There is currently no sanitary discharge associated with the subject property since it is currently undeveloped.. No wastewater is generated on-site. No evidence of sanitary sewer easements or manways was noted.

### **2.3.11 Stormwater**

Stormwater from the subject property appears to drain via sheet flow to the municipal stormwater drains located along Montopolis Drive. No staining was observed in the vicinity of the storm drains.

No storm water drains or inlets were observed on the subject property. On the basis of our site observations and interpretation of the topographic map, most of the surface water run-off from the property would be expected to flow in a northerly direction toward the storm drains along Montopolis Drive and eventually towards the Colorado River, north of the subject property.

### **2.3.12 Heating and Cooling**

There are currently no occupied buildings or other structures on the subject property, thus no heat or electricity is currently supplied to the subject property.

## **3.0 Environmental Setting**

### **3.1 Topography**

According to the United States Geological Survey (USGS) topographic maps of the subject property area (Montopolis and Austin East quadrangles) and a review of the Google Earth website, the elevation of the subject property is approximately 490 feet above mean sea level (msl). Based on a review of these technical resources and AECOM's site visit, the subject property and surrounding area appears to slope and drain towards the east-northeast.

### **3.2 Soil/Geology**

Site-specific geologic information was not identified during the course of this assessment. According to the environmental database report, the subject property is underlain by Heaton Soil. Heaton soils are hydrologically described as Class A soils, which have high infiltration rates. In general, the soil consists of well-drained silts and clays with fine textures and layers that impede downward movement of water. According to geologic information provided in the environmental database report, the bedrock geology of the subject property is of the Mesozoic era, Cretaceous system, Taylor Group series.

### **3.3 Groundwater/Hydrology**

Site-specific hydrologic information was not identified during the course of this assessment. The groundwater flow direction at the subject property was not measured during our assessment, as it was beyond the scope of our services. As previously mentioned, we assume that shallow groundwater flow mimics surface topography. It should be noted that surface topography does not always reflect the actual hydraulic gradient and that fluctuations are sometimes encountered. Groundwater flow direction measurements would be necessary to determine the actual on-site direction and gradient.

## 4.0 Site and Area History

Historical information for the subject property and surrounding properties is based on AECOM's review and analysis of the following historical sources:

- Aerial photographs dated 1940, 1951, 1966, 1973, 1981, 1988, 1995, 2005, 2008, 2012, and 2016;
- Topographic maps dated 1896, 1897, 1910, 1954, 1955, 1966, 1973, 1988 and 2013;
- City directories for the years 1896, 1901, 1906, 1911, 1916, 1922, 1929, 1935, 1940, 1947, 1953, 1958, 1962, 1965, 1970, 1975, 1980, 1984, 1990, 1996, 2002, 2007, 2010, and 2014.

In addition, an interview was conducted with Mr. Andy Alarcon with Austin Habitat for Humanity, the current owner of the subject property. According to Environmental Data Resources (EDR), Sanborn® Fire Insurance map coverage is not available for the subject property. A copy of the EDR database report and selected historical documents are presented in **Appendix B**.

### 4.1 Subject Property

Historical research indicates that the subject property consisted of undeveloped land from at least 1940 (earliest available aerial photograph) through present day. No improvements are evident on the subject property in the aerial photographs reviewed. Review of the historical topographic maps do not indicate or reveal buildings or improvements on the subject property. No individual or business listings for the subject property address were noted in the city directories referenced. The subject property appears unchanged through the 2018 Google Earth aerial photograph. Mr. Alarcon stated that the subject property was purchased from a private individual as undeveloped land and that the past use of the subject property was limited to agricultural use. No historical on-site sources of environmental concern were identified during this assessment.

### 4.2 Off-site Properties

Montopolis Drive is shown in the 1896 topographic map and the 1940 aerial photograph. Review of the 1940 aerial photograph shows the adjacent properties to the immediate north, east, south and west as undeveloped land. Development of single-family residential homes is evident in the general area beginning in the 1951 aerial photograph and the 1954 topographic map. The immediately adjacent parcels located to the immediate northeast of the subject property consist of single family homes; these homes first appear adjacent to the subject property in the 1951 aerial photograph. The single family development across Montopolis Drive to the west first appears in the 1966 aerial photograph. The recreation center at Montopolis Park and Dolores Catholic Church are also first observed in the 1966 photograph. Activities at the Grove Landfill to the north are apparent in the 1966 through 1981 photographs, after which the area becomes forested. By the 1973 photograph, the entire area surrounding the subject property has been developed with residential homes and the current Shell service station (listed as 1211 Montopolis Grocery) is also visible. The adjacent Circulo de Armistad first appears in the 2005 aerial photograph, developed with residential homes. Mr. Alarcon reported these residences were constructed in the late 1990s. The tract immediately south and southeast of the subject property remained undeveloped until the 2005 photograph, when a surface parking lot can be observed.

Review of the city directories indicates that the surrounding area was primarily residential, with multiple single-name entries. Ajax Auto and Tire Center was listed at 807 Montopolis Drive in the 2007 through 2014 directories. Montopolis Tire is listed at this same address in the 1996 directory. This address is also listed as Liras Auto Repair and Auto Quest (1990) and Montopolis Trading Post and Used Furniture (1962 through 1975). Liras Auto Repair was listed in the TCEQ Central Registry (CN 600284442, RN100573989). The facility has an inactive solid waste registration (61236) for non-industrial waste, and an expired stormwater permit (TXRNEQ461) associated with a No Exposure Certification from 2002. No violations were noted. The Guest Washateria is listed in the 1953 directory at 911 Montopolis Drive, but not in any other years. The 911 Montopolis Drive address and site name does not appear on any other EDR databases, nor does it appear in the TCEQ's Central Registry Query or Records Online search. AECOM drove by this address during the area reconnaissance and observed a private, single family residence at this location. No evidence of a commercial dry cleaners or other business of environmental concern was evident at the time of the area reconnaissance. On the basis of the above information, it is AECOM's opinion that the historical Guest Washateria is not considered a recognized environmental condition.

No obvious off-site sources of environmental concern were noted during AECOM's review of available historical information.

### **4.3 Previously Prepared Environmental Reports**

Previous environmental reports were not made available for review during the Phase I ESA process.



## 5.0 Database and Records Review

### 5.1 User Provided Information

According to *ASTM Standard E 1527-13*, certain tasks that will help identify the possibility of RECs associated with the subject property, are generally conducted by the Phase I ESA Report User (Client). This includes the following: reviewing title records for environmental liens or activity and land use limitations and considering awareness of any specialized knowledge (e.g., information about previous ownership or environmental litigation), experience related to recognized environmental conditions at the subject property, or significant reduction in the purchase price of the subject property. Per the agreed scope of services, information related to these items should be provided by the Phase I ESA report User to AECOM. To assist the User in gathering information that may be material to identifying RECs, AECOM provided the User with a copy of the Questionnaire from the ASTM Standard. On January 30, 2020, Ms. Roslyn Kygar with CoA Resource Recovery provided AECOM with a completed ASTM E1527-13 User Questionnaire which summarized the COA's knowledge of title records, environmental liens, specialized knowledge, and/or real estate value reduction issues associated with the subject property. Ms. Kygar indicated that the COA was not aware of any environmental liens or activity use limitations having been placed on the subject property. Ms. Kygar indicated that the COA did not have specialized knowledge or experience that is material to RECs in connection with the subject property. Copies are provided in **Appendix C**.

### 5.2 Title Records/Environmental Liens

Per the agreed upon scope of work, a chain-of-title and environmental lien search was not conducted.

### 5.3 Database Information

In accordance with the scope of work and ASTM Standard E-1527-13, a search of various governmental databases was conducted by EDR. The site-specific environmental database report was reviewed to evaluate if soil and/or groundwater from an on-site and/or off-site source of concern has the potential to impact the subject property. The database abbreviations are provided in the site-specific environmental database report.

The database report includes various reports detailing database information for each of the sites identified/geocoded within the specified radius. A summary of AECOM's review and analysis of the site-specific environmental database report is presented in Section 5.3.2 below. A copy of the database report is provided in **Appendix B**.

Based on AECOM's search, the subject property is not located on or within a 1-mile radius of tribal lands.

#### 5.3.1 Subject Property

The subject property was not identified in the EDR database report.

### 5.3.2 Surrounding Sites

According to the environmental database report, there are two (2) Closed and abandoned Landfill (CLI) sites, one (1) underground storage tank (UST) site, one (1) leaking petroleum storage tank (LPST) site, one (1) Brownfield site, three (3) US Brownfields sites, one (1) historical auto service station, and one (1) historical cleaner within their respective ASTM search distances from the subject property. Based on AECOM's review of these database listings, none of these sites are expected to present a REC to the subject property based on their distance from the subject property, regulatory status (i.e. closed, no violations found), media impacted (i.e. soil only), and/or topographical position from the subject property (i.e. hydraulically separate, down-gradient or cross-gradient).

Due to their proximity to the subject property, the following sites are discussed in additional detail.

- Montopolis Park is plotted within 800 feet of the subject property, it is listed as a US Brownfield site. According to the EDR report, the site received a grant for hazardous materials and petroleum investigation. The existing recreation center was constructed in the mid 1960's prior to which it was undeveloped land. It is currently owned by the COA. Additional information provided by the COA indicated that a Limited Phase II ESA was performed in 2017 that consisted of installing a monitoring well related to an off-site service station (Montopolis Grocery at 1211 Montopolis Drive). No Protective Concentration Limits (PCLs) exceedances were detected. Based on the review of this information, it is AECOM's opinion that the Montopolis facility is not considered a REC in connection with the subject property.
- Grove Brownfield and Grove Landfill facility are plotted within 2,000 feet of the subject property; it is one facility or site listed as a US Brownfields site (twice) and as a CLI site (twice). According to the EDR report, a quarry and landfill operated at this property which was closed and capped in 1970. Since then construction and other debris had been illegally dumped on this property. The property was leased to the CoA for a landfill from 1967-1970. The property was then donated to the Rhizome Collective in August 2004 for park land. Contaminants included construction debris, PCBs, antifreeze, and lead in soils. No information was available regarding possible groundwater impacts in the EDR report. However, additional review of other publicly available information for the Grove Landfill, as discussed further in Section 5.5 below, reveal that a past subsurface investigation detected 1,4 dichlorobenzene, chlorobenzene, naphthalene, and barium in the groundwater at concentrations less than the TCEQ's Texas Risk Reduction Program (TRRP) Residential Tier 1 Groundwater PCLs. Based on the review of this information, and the fact that the site is situated in a topographically downgradient position from the subject property, it is AECOM's opinion that the former Grove landfill facility is not considered a REC in connection with the subject property.
- Review of EDR's database also includes a category of information that EDR classifies as "High Risk Historical Records" which presents unique and proprietary data about past sites and operations that may create environmental concerns but do not show up in current government record searches. As discussed in *Section 4.0* of this report, one site, listed as Guest Washateria, is plotted within 500 feet to the subject property at 911 Montopolis Drive and is listed on EDR's historical cleaner database. No additional information was contained in the EDR report. The 911 Montopolis Drive address and site name does not appear on any other EDR databases, nor does it appear in the TCEQ's Central Registry Query or Records Online search. AECOM drove by this address during the area reconnaissance and observed a private, single family residence at this location. No evidence of a cleaners or other business of environmental concern was evident at the time of the area reconnaissance. On the basis of

the above information, it is AECOM's opinion that the historical Guest Washateria is not considered a REC.

Liras Auto Repair is plotted within 800 feet of the subject property in an estimated downgradient position from the subject property. The facility is listed as a historical auto service station. No additional information was contained in the EDR report. On the basis of the above information, it is AECOM's opinion that the historical Liras Auto Repair is not considered a REC.

A file review of the TCEQ's central records for Liras Auto Repair, Guest Washateria, Montopolis Park, and the Grove Landfill was conducted by AECOM on February 5, 2020. Records for the Guest Washateria, Montopolis Park, and the Grove Landfill were not located.

AECOM submitted Freedom of Information Act (FOIA) requests to the TCEQ and the City of Austin on February 5, 2020. Further information regarding Liras Auto Repair and the Grove Landfill is provided in Section 5.5.

## 5.4 Vapor Encroachment Screening

AECOM conducted a Tier 1 vapor encroachment screening (VES) as part of this assessment. This screening was conducted in strict accordance with the ASTM E2600 *Standard Guide for Vapor Encroachment Screening on Property Involved in Real Estate Transactions* dated October 2015. The objective of the VES was to evaluate if a vapor encroachment condition (VEC) exists or if a VEC does not exist.

### 5.4.1 Subject Property

No on-site sources of vapor encroachment (e.g. UST, contaminated soil, groundwater plume, etc.) were identified during this assessment. Based on this information, a VEC due to an on-site source does not appear to exist.

### 5.4.2 Off-Site

To conduct the VES of the nearby area, AECOM conducted a detailed review and analysis of the site-specific environmental database report with particular focus on the follow two types of sites:

1. Off-site properties that are impacted by chlorinated volatile organic compounds (VOCs) and/or semi-volatile-organic compounds (SVOCs) and are located within approximately 1,750 feet of the subject property, and
2. Off-site properties that are impacted by petroleum hydrocarbons and are located within approximately 525 feet of the subject property.

A review of the site-specific environmental database indicates that there are no off-site VOC or SVOC properties and no petroleum hydrocarbon impacted sites located within the above-mentioned radii of the subject property. One site, listed as Guest Washateria discussed above, is listed on EDR's historical cleaner database. No evidence of a cleaners operation was evident at the time of the area reconnaissance. The site address does not appear on any other EDR databases and is not of environmental concern. Another site, Montopolis Park is listed as a US Brownfield site. As previously discussed above, the site is currently owned by the COA. Additional information provided by the COA indicated that a Limited Phase II ESA was performed in 2017 that consisted of installing a monitoring well related to an off-site service station (Montopolis Grocery at 1211

Montopolis Drive). No PCL exceedances were detected. Based on the above information, it is AECOM's opinion that a VEC at the subject property can be ruled out.

## 5.5 Agency File Review

AECOM submitted a Freedom of Information Act (FOIA) request to the CoA, including the Austin Fire Department, to determine if they have files related to a historical hazardous materials release that may have occurred at the subject property. As of the date of this report, a response to AECOM's request for information has not been received. Based on AECOM's research to date, AECOM does not anticipate the response (if any) from the CoA to our request will significantly alter the conclusions or recommendations of this report. However, if information is received from this request that significantly impacts the conclusions of this report, this information will be forwarded upon receipt.

On February 5, 2020, AECOM conducted an online review of the CoA Open Data Portal which provides a dataset for landfills (buffered). The dataset was created in 2007 and represents the buffered geography around the known landfills in and around the Austin area. The subject property and adjacent properties were located within 2,000 feet of a former landfill. The closest landfill buffer to the subject property, "Grove Landfill", is mapped approximately 2,000 feet to the north-northwest of the subject property boundary in an estimated downgradient position. Review of available information indicates the landfill operated officially from 1967-1970 but illegal dumping of construction materials and other unidentified debris occurred since the landfill was closed. AECOM submitted FOIA requests to the CoA and the TCEQ regarding this landfill. As of the date of issuance of this report, a response to this request has not been received. Based on AECOM's research to date and the downgradient position of the former landfill, AECOM does not anticipate the response (if any) from the CoA or the TCEQ will significantly alter our findings or conclusions of this report. However, if information is received from this FOIA request that significantly impacts the conclusions of this report, this information will be forwarded upon receipt.

A review of the publicly available CoA factsheet for the former Grove Landfill indicated that the Grove landfill is owned by a non-profit agency, and is located in southeast Austin, in the 500 block of Kemp Street. The map attached shows the buffer boundary approximately 2,000 feet north-northwest of the subject property. The site description states that the landfill surface is hummocky, indicative of differential settlement typical of landfills. The landfill surface is grass covered with a few small trees. The land immediately surrounding the landfill is heavily wooded. The land on the east side of the landfill slopes steeply upward, 15 to 20 feet, to residential properties. This slope between the residences and the landfill is covered with construction debris, tires, appliances, house hold trash, etc. that appear to be long term and on-going illegal dumping. The land on the west side of the landfill slopes steeply downward to East Country Club Creek. The slopes and heavily wooded nature of the creek channel make the creek bottom inaccessible to vehicles. Large blocks of concrete rubble lie half buried in the creek bottom below the landfill. Large sections of concrete pipe lie half buried in the southwestern end of the landfill. Soil borings advanced in 1984 indicated the depth of landfill material to be as much as 16.5 feet, and groundwater ranged in depth from 6 feet to approximately 25 feet below ground surface. Three monitoring wells installed in 2001 detected 1,4 dichlorobenzene, chlorobenzene, naphthalene, and barium in the groundwater at concentrations less than the TRRP Residential Tier 1 Groundwater PCLs. According to the CoA Grove factsheet, current conditions associated with this site may pose a current or future material concern to human health or the environment, based on the following factors: proximity of structures adjacent to the landfill; presence of surface water bodies within the landfill; presence of exposed landfill materials in streambed below the landfill; presence of seeps/ leachate from the landfill, and, unrestricted public access. Additional detail regarding this facility is provided below and above in *Section 5.3.2*. Based on the review of this information, and because the site is situated in a topographically downgradient position from the

subject property, it is AECOM's opinion that the former Grove landfill facility is not considered a REC in connection with the subject property.

On February 5, 2020, AECOM conducted a search of the Austin Parks and Recreation Department website for Montopolis Park. According to the website, the Montopolis Recreation and Community Center will jointly replace two aging facilities and be co-operated by the Austin Parks and Recreation Department and Austin Public Health Department. Prior to demolition, lead and asbestos had to be removed from the former buildings. Construction for the Montopolis Recreation and Community Center began September 5, 2018. On August 17, 2019, at 4:00 p.m., the former Montopolis Recreation Center closed its doors, allowing construction to begin for the new recreation and community center, scheduled to open at the end of 2020.

As stated above, a file review of the TCEQ's central records for Montopolis Park and the Grove Landfill was conducted by AECOM on February 5, 2020. Review of the CoA's Grove Landfill factsheet indicates that the site was entered into the VCP program (VCP Site No. 20) and was eligible for a Certificate of Completion (COC) in 2001. However, AECOM could not find any records regarding the COC for the landfill on the TCEQ VCP database. Regardless of this data gap, based on other information reviewed and obtained during the preparation of this assessment, it is AECOM's opinion that this facility is not considered a REC in connection with the subject property. The central records contained no other information regarding Montopolis Park.

On February 5, 2020 AECOM conducted a database review of the TCEQ's Central Registry Query database to search general environmental information regarding the subject property and immediately surrounding vicinity. The database consists of industrial hazardous waste sites, petroleum storage tank sites, leaking petroleum storage tank sites and voluntary cleanup sites. The subject property address was not listed on this database. Liras Auto Repair was listed in the Central Registry (CN 600284442, RN100573989). The facility has an inactive solid waste registration (61236) for non-industrial waste, and an expired stormwater permit (TXRNEQ461) associated with a No Exposure certification from 2002. No violations were noted. AECOM could not submit a FOIA to the TCEQ for the subject property and the adjacent Guest Washateria because there were no registry numbers associated with these properties. The Central Registry contained no information regarding Montopolis Park located further away to the south. Due to the lack of violations and the types of registration, AECOM did not submit a FIOA to the TCEQ for Liras Auto Repair.

On February 5, 2020 AECOM conducted a database review of the TCEQ's Records Online search to search general environmental information regarding the subject property and immediately surrounding vicinity. No electronic files for the subject property address or immediately adjacent addresses were available for review.

On February 5, 2020, AECOM researched the subject property location on the Texas Railroad Commission GIS mapper. One refined liquid product transmission pipeline runs north-south approximately 2,000 feet east of the subject property. One natural gas transmission pipeline runs southwest to northeast approximately 200 feet southeast of the subject property. No oil or gas wells were located within one mile of the subject property.

On February 5, 2020, AECOM searched the US Environmental Protection Agency (EPA) Enforcement and Compliance History Online (ECHO) database. The subject property was not listed on the database.

On February 5, 2020, AECOM searched the U.S. EPA's Envirofacts and Superfund Enterprise Management System (SEMS) online databases. The SEMS database replaced the Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS) which has since been retired. SEMS includes the same data fields and content as CERCLIS. The Envirofacts database retrieves information obtained from 17 national systems, including the CERCLIS, Superfund program (NPL sites), hazardous waste sites, and potential hazardous waste sites. The subject

property was not listed on the Envirofacts or SEMS databases. No CERCLIS facilities adjacent to the subject property were found in the EDR database.

On February 5, 2020, AECOM searched the U.S. EPA's Brownfields database. Information was located regarding the Grove Brownfield Site (ID# 125412). On January 31, 2011 the TCEQ received \$4,125 in funding from the U.S. EPA for a Phase I ESA. Additional information was retrieved regarding the Groves Landfill (ID# 16146). Between the years of 2000 and 2001, the City of Austin received a total of \$52,944 in funding from the U.S. EPA for Phase I and Phase II ESA projects. Additionally, Rhizome Collective Inc. received \$192,144 in funding from the U.S. EPA for cleanup activities. According to the database, cleanup activities are complete at this site. Contaminated media included soil and surface water; contaminants included lead, PCBs, other metals, and other contaminants. Cleanup activities included soil remediation only. Additional detail regarding this facility is provided above in *Section 5.3.2*. Based on this review of the EPA's Brownfields database (stating cleanup activities are complete), the CoA factsheet statement that the site is eligible for a COC, and the topographically downgradient position with respect to the subject property, it is AECOM's opinion that the former Grove landfill facility is not considered a REC in connection with the subject property.

On February 5, 2020, AECOM searched the U.S. EPA's Brownfields database. Information was located regarding the Montopolis Park Site (ID# 220002). According to the database, contaminants identified included lead and asbestos and no media (soil or groundwater) were affected. Institutional controls are not in place and redevelopment is currently in progress. Due to the nature of the contaminants and the distance from the subject property, Montopolis Park is not considered a REC with respect to the subject property.

## 6.0 Findings and Opinions

AECOM performed a Phase I ESA of the subject property in strict conformance with the scope and limitations of ASTM Practice E 1527-13, which meets the requirements of Title 40, Code of Federal Regulations Part 312 and is intended to constitute *all appropriate inquiry* for purposes of the landowner liability protections. Any exceptions to, or deletions from, this practice are described in Section 1.3 through 1.5 of this report.

The following sections summarize the findings and opinions of this Phase I ESA of the subject property.

### 6.1 Recognized Environmental Conditions

Based on the scope of services, limitations, and findings of this environmental assessment, AECOM did not identify RECs which, in our opinion, warrant additional investigation at this time.

### 6.2 Controlled Recognized Environmental Conditions

Based on the scope of services, limitations, and findings of this environmental assessment, AECOM did not identify CRECs which, in our opinion, warrant additional investigation at this time.

### 6.3 Historical Recognized Environmental Conditions

Based on the above-described activities, no HRECs were identified in connection with the subject property.

### 6.4 De Minimis Conditions

Based on the above-described activities, no De Minimis Conditions were identified on the subject property.

## 7.0 Conclusions

AECOM has performed a Phase I ESA in strict conformance with the scope and limitations of ASTM E1527-13 of a 0.6914-acre tract at 6301 Circulo de Amistad in Austin, Travis County, Texas (subject property). Any exceptions to, or deletions from, the ASTM E1527-13 scope are described in Sections 1.3 through 1.5 of this report. This assessment has revealed no evidence of RECs or CRECs in connection with the subject property.


Based on the scope of services, limitations, and findings of this environmental assessment, AECOM did not identify RECs or CRECs which, in our opinion, warrant additional investigation at this time.



## 8.0 Quality Control/Quality Assurance

### 8.1 Site Visit, Research, and Report Preparation

The site visit, research, and report preparation were conducted by Mr. Mackenzie Hirt with AECOM. Research and report preparation was also performed by Ms. Zoe Knesl with AECOM.


Signature:  \_\_\_\_\_

### 8.2 Quality Control Review

A first level review of this report was conducted by Ms. Zoe Knesl with AECOM.

Signature:  \_\_\_\_\_


A second level review of this report was conducted by Mr. Doug Zarker with AECOM.

Signature:  \_\_\_\_\_

### 8.3 Environmental Professional Statement

Mr. Doug Zarker was the Environmental Professional (EP) for this project. Mr. Zarker's EP statement is below and his resume is provided in **Appendix D**.

*I declare that, to the best of my professional knowledge and belief, I meet the definition of an EP as defined in §312.10 of 40 Code of Federal Regulations (CFR) and that I have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. I have developed and performed all the appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.*

Signature:  \_\_\_\_\_

Date: February 12, 2020

## 9.0 References

### 9.1 Persons Interviewed

Alarcon, Andy, Austin Habitat for Humanity, (512) 472-8788. Mr. Alarcon provided information regarding background and site ownership information for the subject property.

Kygar, Roslyn, Austin Resource Recovery, (512) 974-3533. Ms. Kygar provided information regarding background and site ownership information for the subject property and other information regarding the Montopolis Recreation Center.

### 9.2 Agencies Contacted

Assessor parcel information, reviewed for Travis County, Texas at [http://propaccess.traviscad.org/clientdb/Property.aspx?prop\\_id=463864&year=2020](http://propaccess.traviscad.org/clientdb/Property.aspx?prop_id=463864&year=2020). This information was reviewed online by Ms. Knesl with AECOM on February 5, 2020.

City of Austin Public Records Center including fire reports, site assessments, code violations and code next documents, 4210 Ed Bluestein Blvd, Austin, Texas 78721, Freedom of Information Inquiry (FOIA) sent via online records request to the City of Austin, including the Austin Fire Department; [https://cty-austintx.govqa.us/WEBAPP/rs/\(S\(5z3qkbsmrh2zxnqxifb5gha\)\)/supporthome.aspx?LP=2](https://cty-austintx.govqa.us/WEBAPP/rs/(S(5z3qkbsmrh2zxnqxifb5gha))/supporthome.aspx?LP=2) on February 5, 2020.

City of Austin Open Data Portal; <https://data.austintexas.gov/Environmental/Landfills-Buffered/mf8i-bqzs>. This information was reviewed online by Ms. Knesl with AECOM on February 5, 2020.

City of Austin Parks and Recreation Department website. Viewed on February 5, 2020, by Ms. Knesl of AECOM at: <http://www.austintexas.gov/department/montopolis-recreation-and-community-center-project>

Railroad Commission of Texas (RRC). "Public GIS Map Viewer for Oil, Gas, and Pipeline Data". February 5, 2020. Available online at: <http://gis.rrc.texas.gov/GISViewer/>.

Texas Commission on Environmental Quality (TCEQ) - Central Registry Query online database search conducted at <http://www15.tceq.texas.gov/crpub/index.cfm>. This information was reviewed online by Ms. Knesl with AECOM on February 5, 2020.

TCEQ – Records Online search conducted at <https://records.tceq.texas.gov/>. This information was reviewed online by Ms. Knesl on February 5, 2020.

USEPA – Cleanups in my Community search conducted at [https://ofmpub.epa.gov/apex/cimc/f?p=CIMC:MAP::::P71\\_GEOSEARCH:](https://ofmpub.epa.gov/apex/cimc/f?p=CIMC:MAP::::P71_GEOSEARCH:). This information was reviewed online by Ms. Knesl with AECOM on February 5, 2020.

USEPA - Envirofacts Website, Facility Registry System (FRS) Facility Detail Report; <https://iaspub.epa.gov/enviro/find.html?zipcode=78704&x=6&y=10>. This information was reviewed online by Ms. Knesl with AECOM on February 5, 2020.

USEPA – Enforcement and Compliance History Online (ECHO) database online search at <https://echo.epa.gov/facilities/facility-search/results>. This information was reviewed online by Ms. Knesl with AECOM on February 5, 2020.

### 9.3 Documents Reviewed

EDR Aerial Photos Decade Package prepared for 6301 Circulo de Amistad, Austin, Texas 78741, dated February 3, 2020. Inquiry number 5957201.8. Aerial photographs dated 1940, 1951, 1966, 1973, 1981, 1988, 1995, 2005, 2008, 2012 and 2016. Report prepared by Environmental Data Resources Inc., 6 Armstrong Road, Shelton, Connecticut 06484, (800) 352-0050, [www.edrnet.com](http://www.edrnet.com).

EDR Certified Sanborn® Map Report prepared 6301 Circulo de Amistad, Austin, Texas 78741, dated February 5, 2020. Inquiry number 5957201.3. Report prepared by Environmental Data Resources Inc., 6 Armstrong Road, Shelton, Connecticut 06484, (800) 352-0050, [www.edrnet.com](http://www.edrnet.com).

EDR City Directory Image Report prepared for 6301 Circulo de Amistad, Austin, Texas 78741, dated February 3, 2020. Inquiry number 5957201.5. City directories reviewed included the years 1896, 1901, 1906, 1911, 1916, 1922, 1929, 1935, 1940, 1947, 1953, 1958, 1962, 1965, 1970, 1975, 1980, 1984, 1990, 1996, 2002, 2007, 2010, and 2014. Report prepared by Environmental Data Resources Inc., 6 Armstrong Road, Shelton, Connecticut 06484, (800) 352-0050, [www.edrnet.com](http://www.edrnet.com).

EDR Historical Topo Map Report, prepared for 6301 Circulo de Amistad, Austin, Texas 78741, dated February 3, 2020. Inquiry number 5957201.4. Topographic Maps 1896, 1897, 1910, 1954, 1955, 1966, 1973, 1988 and 2013. Report prepared by Environmental Data Resources Inc., 6 Armstrong Road, Shelton, Connecticut 06484, (800) 352-0050, [www.edrnet.com](http://www.edrnet.com).

EDR Radius Map with GeoCheck®, prepared for 6301 Circulo de Amistad, Austin, Texas 78741, dated February 3, 2020. Inquiry number 5957201.2s. Report prepared by Environmental Data Resources Inc., 6 Armstrong Road, Shelton, Connecticut 06484, (800) 352-0050, [www.edrnet.com](http://www.edrnet.com).

EDR Vapor Encroachment Screen, prepared for 6301 Circulo de Amistad, Austin, Texas 78741, dated February 11, 2020. Inquiry number 5957201.2S. Report prepared by Environmental Data Resources Inc., 6 Armstrong Road, Shelton, Connecticut 06484, (800) 352-0050, [www.edrnet.com](http://www.edrnet.com).

Google Earth website, [www.google.earth.com](http://www.google.earth.com). This information was reviewed online by Ms. Knesl and Mr. Hirt with AECOM in February 2020.

Intera, Inc. March 16, 2017. Limited Phase II Environmental Site Assessment at 1200 Montopolis Drive, Austin, Travis County, Texas.



Application for OHDA Funding – 2020

Tab 5f: SHPO



## REVIEW REQUEST CONFIRMATION

**Your request for consultation has been successfully submitted to the Texas Historical Commission.**

**Project Name**

Montopolis Homes

**Track Number**

202012307

**Date Received**

4/29/2020 10:08:08 AM

**Thank you!**

---

© 2020 - Texas Historical Commission