

TRUE CASA CONSULTING, LLC

February 1, 2019

James May
City of Austin - NHCD
1000 East 11th Street
Austin, Texas 78702

RE: RHDA Application – Roosevelt Gardens

Dear Jamey:

I am pleased to submit this application for RHDA funding on behalf of Project Transitions, Inc. for the redevelopment and expansion of Roosevelt Gardens into 40 units of intensely, supportive and deeply affordable housing for persons living with HIV/AIDS in Austin. The application tells the story of a healthy, dedicated and innovative non-profit organization taking the critical step into housing development. This additional housing development capacity is desperately needed in Austin. With no uncertainty, I will say this is only the first step on Project Transitions bright path to delivering additional high-quality affordable housing units with the deepest impact.

I would like to point out the scoring threshold on this particular project. This becomes an education session to better inform future iterations of this application. From the data and narrative provided in this application, it is no question that Project Transitions is serving one of the most desperate populations in Austin's continuum. People who are extremely ill and/or near death and have absolutely nowhere else to go. This is the exact same population that ECHO serves with our community's CoC units and Coordinated Entry. However, due to the very specific, special needs population served by Project Transitions and the process by which people arrive at PT, the organization is not able to prioritize the CoC units and process over their hyper-focused and immediate population. To do so would clog the continuum of health and stability that PT has established. To do so would mean risk of death to PT's clients.

When I put this application together, it was assumed that all 40 units could be CoC units (as they are very much the same population.) This would have yielded a score of 62 points – far above threshold. Unfortunately, at this time, PT is not comfortable dedicating any units to the CoC due to the extreme commitment to their prioritization process and target population. Healthy conversations between ECHO and PT will continue to occur as both sides are sympathetic and compassionate about their shared goal of ending homelessness. However, no one at this table wants to make a decision in a scoring application that will jeopardize the health, safety or life of a client. This simple scoring item is a matter of that import!

Please see pertinent sections of the application for much more detail.

We are thankful for this opportunity and appreciate your guidance through this process.

Best,
Jenn Hicks



HOUSING DEVELOPMENT ASSISTANCE (RHDA/OHDA)

Application for Housing Development Financing

PLEASE NOTE: AHFC Reserves the right to fund projects at a lower amount than requested, and the right to deny applications that do not coincide with the Austin Strategic Housing Blueprint and policy direction from the Austin City Council.

Applicant Information

(If the developer involves multiple entities, is a partnership or joint venture, please provide the requisite information for each and identify the entity that will serve as the "lead" organization.)

Developer Name

Project Transitions, Inc.

Owner Name

Project Transitions, Inc.

Street Address

7101 Woodrow Avenue Unit B

City

Austin

State

TX

Zip

78757

Contact Name

Jennifer Hicks

Contact Telephone

512-203-4417

Contact Email

jennifer@truecasa.net

Federal Tax ID Number

74-2502171

D-U-N-S Number (visit www.dnb.com for free DUNS#.)

788375921

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.*

Legal Name of Developer/Entity

Project Transitions, Inc.

Title of Authorized Officer

Interim Executive Director


Signature of Authorized Officer

2-1-2019
Date

INSTRUCTIONS: Applications will be reviewed on a quarterly basis. All applications submitted in the review period that achieve the minimum threshold score will be reviewed by an internal panel of NHCD staff. All awards will be made by the AHFC Board of Directors. To be considered for an award, please complete this application electronically, print, sign, and deliver to:

Department of Neighborhood
Housing and Community
1000 East 11th Street
Austin, Texas 78702
Attn: James May
Community Development Manager

City of Austin

FEB 01 2019

NHCD / AHFC

Project Summary Form

1) Project Name Roosevelt Gardens	2) Project Type 100% Affordable	3) New Construction or Rehabilitation? New Construction
4) Location Description (Acreage, side of street, distance from intersection) 5606 Roosevelt Avenue		5) Mobility Bond Corridor North Lamar Blvd
6) Census Tract 2.05	7) Council District District 7	8) Elementary School BRENTWOOD EL
9) Affordability Period 99 Years		
10) Type of Structure Multi-family	11) Occupied? Yes	12) How will funds be used? re-development and Construction

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	4	4				8
Up to 40% MFI	4	4				8
Up to 50% MFI	12	12				24
Up to 60% MFI						0
Up to 80% MFI						0
Up to 120% MFI						0
No Restrictions						0
Total Units	20	20	0	0	0	40

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						0
Up to 120% MFI						0
No Restrictions						0
Total Units	0	0	0	0	0	0

15) Initiatives and Priorities

Initiative	# of Units	Initiative	# of Units
Accessible Units for Mobility Impairments	4	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?
- 17) Is the property within 1/4 mile of a High-Frequency Transit Stop?
- 18) Is the property within 3/4 mile of Transit Service?
- 19) The property has Healthy Food Access?

20) Estimated Sources and Uses of funds

<u>Sources</u>	
Debt	
Third Party Equity	
Grant	2000000
Deferred Developer Fee	405969
Other	
City of Austin	5300000

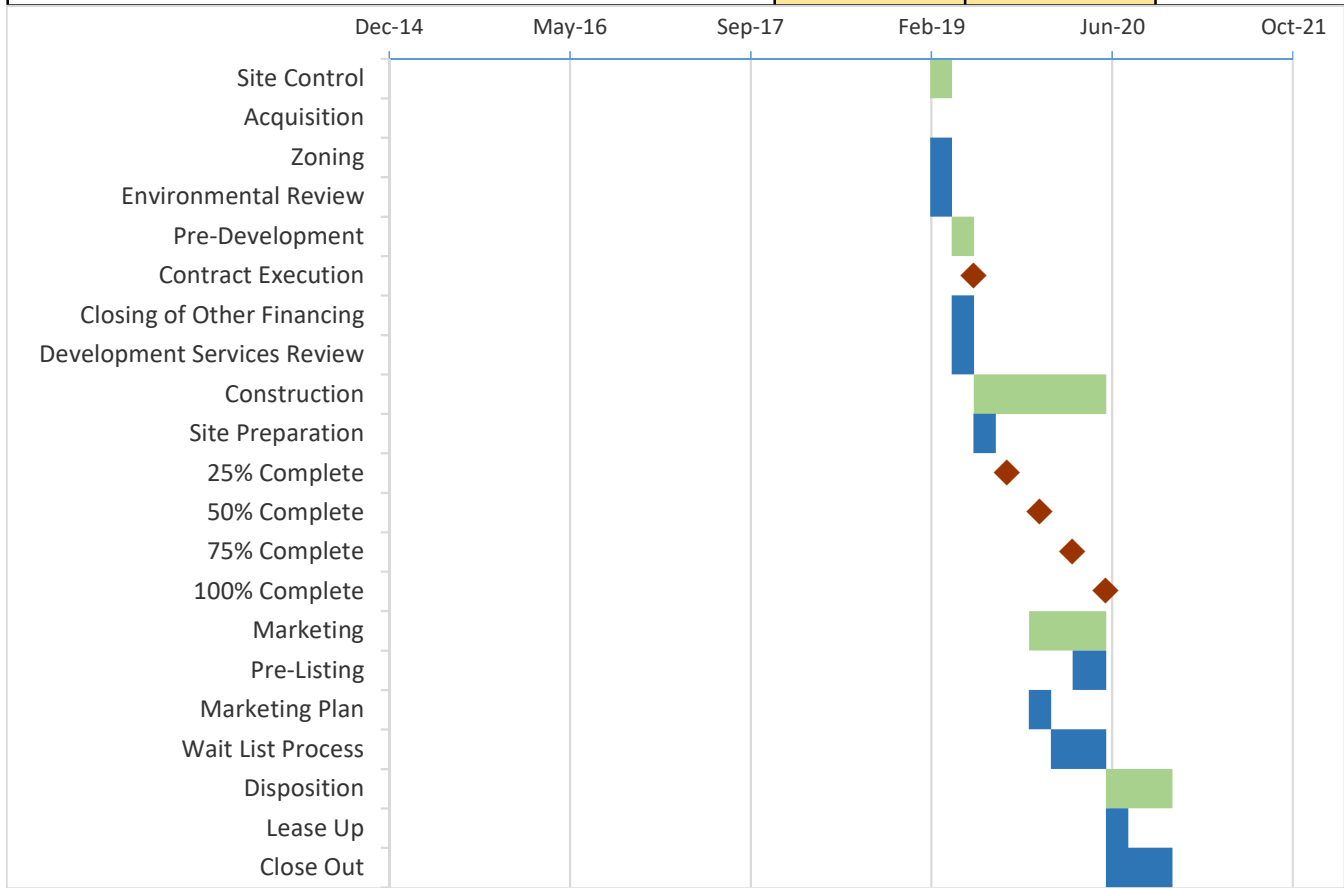
<u>Uses</u>	
Acquisition	0
Off-Site	0
Site Work	500000
Sit Amenities	150000
Building Costs	4305000
Contractor Fees	495500
Soft Costs	1202935
Financing	67500
Developer Fees	985034

Total \$ 7,705,969

Total \$ 7,705,969

Development Schedule

	Start Date	End Date
Site Control	Feb-19	Apr-19
Acquisition		
Zoning	Feb-19	Apr-19
Environmental Review	Feb-19	Apr-19
Pre-Development	Apr-19	Jun-19
Contract Execution	Jun-19	
Closing of Other Financing	Apr-19	Jun-19
Development Services Review	Apr-19	Jun-19
Construction	Jun-19	Jun-20
Site Preparation	Jun-19	Aug-19
25% Complete	Sep-19	
50% Complete	Dec-19	
75% Complete	Mar-20	
100% Complete	Jun-20	
Marketing	Nov-19	Jun-20
Pre-Listing	Mar-20	Jun-20
Marketing Plan	Nov-19	Jan-20
Wait List Process	Jan-20	Jun-20
Disposition	Jun-20	Dec-20
Lease Up	Jun-20	Aug-20
Close Out	Jun-20	Dec-20



Development Budget

	Total Project Cost	Requested AHFC Funds	Description
Pre-Development			
Appraisal	7,500		
Environmental Review	30,000		Phase I ESA, EA, geotech and soils reports
Engineering	115,000	86,250	Engineering, Green Consultant and Civil Feasibility Report
Survey	25,000	25,000	
Architectural	317,500	238,125	
Subtotal Pre-Development Cost	\$495,000	\$349,375	
Acquisition			
Site and/or Land	0		
Structures	0		
Other (specify)	0		
Subtotal Acquisition Cost	\$0	\$0	
Construction			
Infrastructure			
Site Work	400,000	320,000	
Demolition	250,000		
Concrete	675,000	675,000	
Masonry	50,250	50,250	
Rough Carpentry	128,000	128,000	
Finish Carpentry			
Waterproofing and Insulation	157,000	157,000	
Roofing and Sheet Metal	185,000	185,000	
Plumbing/Hot Water	456,000	450,000	
HVAC/Mechanical	395,000	311,090	
Electrical	455,000	364,000	
Doors/Windows/Glass	225,000	180,000	
Lath and Plaster/Drywall and Acoustical	875,000	700,000	
Tiel Work	30,000	24,000	
Soft and Hard Floor			
Paint/Decorating/Blinds/Shades	285,000	228,000	
Specialties/Special Equipment	45,000	36,000	
Cabinetry/Appliances	96,000	76,800	
Carpet			
Other (specify)	645,500	247,750	FFE & Contractor Fees/GR
Construction Contingency	247,750		
Subtotal Construction Cost	\$5,600,500	\$4,132,890	
Soft & Carrying Costs			
Legal	55,000	55,000	
Audit/Accounting	25,000	25,000	Accounting plus Application Fee
Title/Recordin	50,000	50,000	
Architectural (Inspections)	17,500	17,500	
Construction Interest			
Construction Period Insurance	35,000	35,000	
Construction Period Taxes	0		
Relocation	150,000		
Marketing	5,000	5,000	Market Study
Davis-Bacon Monitoring	12,500		
Other (specify)	1,260,469	630,235	Reserves, Developer Fee, Soft Cost Contingency, Consultant F
Subtotal Soft & Carrying Costs	\$1,610,469	\$817,735	
TOTAL PROJECT BUDGET	\$7,705,969	\$5,300,000	

Projected Affordability Data for Home Sales (OHDA)									
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	Unit Model 1	Unit Model 2	Unit Model 3	Unit Model 4	Unit Model 5	Unit Model 6	Unit Model 7
Number of Units	0	0	0	0	0	0	0
Number of Bedrooms	0	0	0	0	0	0	0
Square Footage	0	0	0	0	0	0	0
Anticipated Sale Price	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Borrower Contribution	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Homebuyer Subsidy	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Principal Amount of Mortgage	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Anticipated Interest Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Monthly Principal Amount	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Monthy Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Monthly Taxes	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Estimated Monthly Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL Estimated PITI	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project Name	Roosevelt Gardens	
Project Type	100% Affordable	
Council District	District 7	
Census Tract	2.05	
AHFC Funding Request Amount	\$5,300,000	
Estimated Total Project Cost	\$7,705,969	
High Opportunity	No	
High Displacement Risk	NO	
High Frequency Transit	No	
Imagine Austin	Yes	
Mobility Bond Corridor	North Lamar Blvd	
SCORING ELEMENTS		Description
UNITS		
< 20% MFI	0	# of rental units at < 20% MFI
< 30% MFI	8	# of rental units at < 30% MFI
District Goal	1.20%	% of annual goal reached with units
High Opportunity	0.00%	% of annual goal reached with units
Displacement Risk	0.00%	% of annual goal reached with units
High Frequency Transit	0.00%	% of annual goal reached with units
Imagine Austin	3.45%	% of annual goal reached with units
Geographic Dispersion	6.15%	% of annual goal reached with units
Mobility Bond Corridor	6.03%	% of annual goal reached with units
SCORE	3	% of Goals * 20
< 40% MFI	8	# of rental units at < 40% MFI
< 50% MFI	24	# of rental units at < 50% MFI
District Goal	4.81%	% of annual goal reached with units
High Opportunity	0.00%	% of annual goal reached with units
Displacement Risk	0.00%	% of annual goal reached with units
High Frequency Transit	0.00%	% of annual goal reached with units
Imagine Austin	13.82%	% of annual goal reached with units
Geographic Dispersion	24.62%	% of annual goal reached with units
Mobility Bond Corridor	24.13%	% of annual goal reached with units
SCORE	10	% of Goals * 15
< 60% MFI	0	# of units for purchase at < 60% MFI
< 80% MFI	0	# of units for purchase at < 80% MFI
District Goal	0.00%	% of annual goal reached with units
High Opportunity	0.00%	% of annual goal reached with units
Displacement Risk	0.00%	% of annual goal reached with units
High Frequency Transit	0.00%	% of annual goal reached with units
Imagine Austin	0.00%	% of annual goal reached with units
Geographic Dispersion	0.00%	% of annual goal reached with units
Mobility Bond Corridor	0.00%	% of annual goal reached with units
SCORE	0	% of Goals * 15
Unit Score	13	MAXIMUM SCORE = 350
INITIATIVES AND PRIORITIES		
Continuum of Care	0	Total # of units provided up to 100 per year
Continuum of Care Score	0	(total CoC Units/100 + HF Units/50)*20
Access to Healthy Food	Yes	Within 1 Mile of Healthy Food (City GIS)
Continuum of Care Weighted Score	0	Mobility, Access to Jobs, Community Institutions, Social Cohesion
2 Bedroom Units	0	Total Affordable 2 Bedroom units
3 Bedroom Units	0	Total Affordable 3 Bedroom units
4 Bedroom Units	0	Total Affordable 4+ Bedroom units
Multi-Generational Housing Score	0	Multi-bedroom Unit/Total Units * 20
TEA Grade	86	Elementary School Rating from TEA
Multi-Generational Housing Weighted Score	0	Educational Attainment, Environment, Community Institutions, Social Cohesion, Ec
Accessible Units	5	mobility and sensory units
Non-PSH, Non-Voucher Under 20% MFI	0	Total units under 20% MFI
Accessibility Score	3	Accessible Unit/Total Units * 20
Metro Access Service	Yes	Within 3/4 mile of fixed route transit
Accessibility Weighted Score	1	Housing Stability, Health, Mobility, Community Institutions
Initiatives and Priorities Score	3	MAXIMUM SCORE = 200
UNDERWRITING		
AHFC Leverage	69%	% of total project cost funded through AHFC request
Leverage Score	8	25 - (% leverage * 25)
AHFC Per Unit Subsidy	\$132,500.00	Amount of assistance per unit
Subsidy per unit score	8	(\$200,000 - per unit subsidy)*25/\$200,000
AHFC Per Bedroom Subsidy	\$132,500.00	Amount of assistance per bedroom
Subsidy per Bedroom Score	8	(\$200,000 - per bedroom subsidy)*25/\$200,000
Debt Coverage Ratio (Year 5)	0.00	Measured at the 5 Year mark
Debt Coverage Ratio Score	0	Minimum = 1.0; Maximum = 1.5; 1.25 = best score
Underwriting Score	25	MAXIMUM SCORE = 100
APPLICANT		
FINAL QUANTITATIVE SCORE	42	THRESHOLD SCORE = 50
Previous Developments		
Compliance Score		
Proposal		
Supportive Services		
Development Team		
Management Team		
Notes		



REQUIRED ATTACHMENTS

Roosevelt Gardens

By

Project Transitions, Inc.



ATTACHMENT 1: APPLICANT ENTITY

a. Introduction:

Project Transitions, a private 501(c)(3) formed in 1988, is the only provider of low and no-cost hospice and recuperative care, transitional housing, and comprehensive, wrap-around support services for people living with HIV/AIDS in Central Texas. Project Transitions (PT) started as a small hospice facility and has grown to into a community that provides hope and dignity for those who have struggled with illness, stigma and lack of support. Over the past 27 years, PT has expanded to include Doug's House Hospice, Roosevelt Gardens, Highland Terrace, Community Housing programs and Top Drawer Thrift Store. PT's knowledge of their target population is unparalleled, the overwhelming need of their clients is unmet and the time is now for PT to once again expand their housing footprint.

- **Hospice and Recuperative Care:**

Doug's House – Five beds of short-term, intensive recuperative care or end-of-life hospice care, as is appropriate, with 24-hour care from social workers, caregivers, and a Registered Nurse

- **Affordable, Intensely Supportive Housing:**

Roosevelt Gardens – 5606 Roosevelt Avenue – 22 units – Project Transitions has owned and operated since 1995

Highland Terrace – 7107 Guadalupe – 8 units – Project Transitions has owned and operated since 1998

- **Community Housing Program:** PT provides subsidized rent assistance and support services for those living offsite.

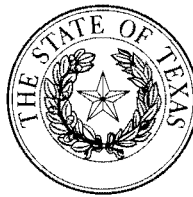
- **Support Services:** The critical pairing of housing to support services is the magic behind PT's work. PT offers an exhaustive list of wrap-around social services to help clients on the journey to independent living and recovery.



ATTACHMENT 1: APPLICANT ENTITY

b. Certificate of Status:

Please find Certificate of Status attached.



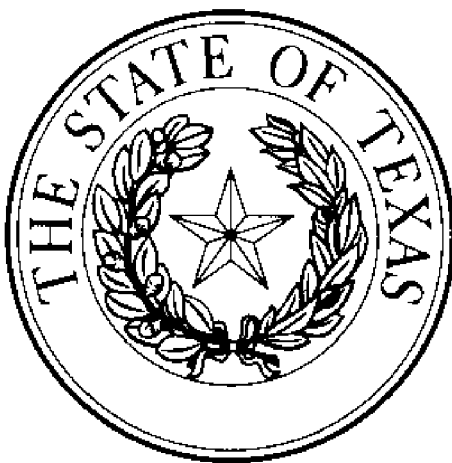
Office of the Secretary of State

Certificate of Fact

The undersigned, as Secretary of State of Texas, does hereby certify that the document, Articles Of Incorporation for PROJECT TRANSITIONS, INC. (file number 105621601), a Domestic Nonprofit Corporation, was filed in this office on February 19, 1988.

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 31, 2019.



A handwritten signature in black ink, appearing to read "David Whitley".

David Whitley
Secretary of State



ATTACHMENT 1: APPLICANT ENTITY

c. Applicant Capacity:

Project Transitions, Inc. has been part of the Austin social service safety net since 1988 when the organization was first formed. In 1989, Project Transitions, Inc. (PT) opened up their hospice facility (not yet named Doug's House.) In 1995, PT became a supportive housing owner and provider with the purchase of Roosevelt Gardens and then added 8 more units to their housing portfolio with the purchase of Highland Terrace in 1998. Through the years, PT has had an unwavering dedication to their mission of serving people with HIV and AIDS by providing supportive living, housing, recuperative care and hospice in compassionate and caring environments.

A recent impetus for PT to expand their housing footprint is a unified response to the **Getting To Zero (GTZ)** Strategy, a UNAIDS commitment to end the AIDS epidemic by achieving zero deaths, zero new infections, and zero discrimination and stigma by 2030. The City of Austin's commitment to the strategy was formalized by the Mayor's and County Judge's signing of the Paris Declaration to join the **Fast-Track Cities (FTC)** initiative on June 20, 2018. Housing is crucial to the Getting to Zero Strategy.

PT, while a seasoned property manager and service provider, sought out assistance to guide their housing strategy. This past summer, the PT board engaged True Casa Consulting to help the organization develop a strategic direction for future housing development. Over the course of board member interviews and several facilitated sessions, a clear and very attainable first step was defined in the redevelopment of Roosevelt Gardens. PT has retained Jennifer Hicks of True Casa Consulting to lead the finance and redevelopment of Roosevelt Gardens.

Jennifer Hicks has over 20 years of affordable housing development and finance experience working for Foundation Communities - the State's premier nonprofit, affordable housing developer. As Director of Housing Finance, Hicks led the development of 14 innovative and high-impact communities that provided 1,559 units of affordable housing. While at Foundation Communities, Hicks also helped create and implement the first supportive housing model in Austin and grew the model to 783 units before her departure. In her current consulting capacity, Hicks has continued working with nonprofits to help structure and access capital for permanent supportive housing projects in Texas. Hicks' passion and expertise is centered around high-impact housing and enjoys the complexity and challenge these projects provide. She marries her development and finance skills with a deep understanding of the target population that helps inform both the physical and programmatic design of the project that best suits the target population. Hicks has strong relationships with quality investors, lenders and local and state housing funders.



i.) Project Management:

Jennifer Hicks has assembled a well-qualified and committed development team including architect, engineer and general contractor. PT will engage with Mitch Weynand, as Owner Representative, to provide a direct link between the third-party design and construction professionals and PT Board and Staff.

ii.) Market Analysis:

A market analysis is a routine part of the pre-development and feasibility of projects. Jennifer Hicks has coordinated an engagement of a market analyst for this project. Bob Coe with Affordable Housing Analysts is well-regarded in the affordable housing industry and is on TDHCA list of approved market analysts.

iii.) Site Selection and Control:

Jennifer Hicks has 20 years of site selection experience. Sites are selected based on a variety of factors including current funding priorities and appropriateness for the target population. Hicks works with private, third party brokers to locate sites. In the case of Roosevelt Gardens, the property is already owned by PT.

iv.) Planning and Construction:

Jennifer Hicks has coordinated the engagement of a third-party general contractor who will be part of the project from the beginning. From experience, time and money is saved by having a high-quality general contractor engaged through the design process. Rizzo Construction has been engaged as General Contractor for this project.

v.) Design, Architecture and Engineering:

Jennifer Hicks has coordinated the engagement of an engineer and architect team to lead the re-development of Roosevelt Gardens. A cohesive and experienced architecture and engineer team is critical to the overall project success. The team assembled have worked with each other on numerous other affordable housing developments.

vi.) Legal and Accounting:

There will be minimal need for real estate counsel on this project as there is no transfer of land. PT does retain an attorney on the board who is able to review and comment on documents. If reason should necessitate, an attorney can be engaged for this project. All accounting is performed in-house by Madge Whistler, Interim ED and CFO. Audits are currently performed by Montemayor Britton Bender PC.

vii.) Federal Funding Rules:

Jennifer Hicks has extensive experience working with programs funded by HUD and their associated federal regulations including: Federal Labor Standards, Davis Bacon Reporting, Section 3, Affirmative Marketing, Environmental Clearances, Public Notices and Procurement Standards. Please see attachment for a list of properties developed/assisted by Jennifer Hicks



and the funding sources in place at each property. Also, please see Section 2 (Development Team) for more detailed information on Financing Experience.

viii) Other funding source rules (e.g. Low Income Housing Tax Credits):

Please see attachment for a list of properties developed/assisted by Jennifer Hicks and the funding sources in place at each property. Also, please see Section 2 (Development Team) for more detailed information on Financing Experience.

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Project	New or Rehab	# of Units	Project Type	Financing	Year Complete	Income Mix
Arbor Terrace, Austin, TX	Rehab	120	Supportive Housing	Neighborhood Stabilization Program via TDHCA, City of Austin RHDA Program, FHLB Atlanta, NeighborWorks America	2012	90 units – 30% MFI 30 units – 50% MFI
Bluebonnet Studios, Austin, TX	New	107	Supportive Housing	9% LIHTC, City of Austin RHDA Program, FHLB San Francisco, TCAP, Enterprise Green Communities, NeighborWorks America, Private Fundraising	2016	22 units – 30% MFI 21 units – 40% MFI 64 units – 50% MFI
Capital Studios, Austin, TX	New	135	Supportive Housing	9% LIHTC, City of Austin RHDA Program, FHLB San Francisco, Enterprise Green Communities, NeighborWorks America, Private Fundraising	2014	27 units – 30% MFI 27 units – 40% MFI 81 units – 50% MFI
Cardinal Point, Austin, TX	New	120	Family	9% LIHTC, City of Austin RHDA Program, FHLB AHP, Private Fundraising	2017	12 units – 30% MFI 60 units – 50% MFI 48 units – 60% MFI
Eastern Oaks Apartments, Austin, TX	Rehab	30	Family	TDHCA MFDL and RHDA Program	Under Development	All units below 30% MFI
Garden Terrace, Austin, TX	Rehab/New	123	Supportive Housing	City of Austin RHDA funding, FHLB AHP, TDHCA	2003, 2008, 2017	45 units – 30% MFI 75 units – 50% MFI

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				HOME, Section 8 Moderate Rehabilitation SRO Program		3 units - UR
Homestead Oaks, Austin, TX	New	140	Family	9% LIHTC, City of Austin RHDA Program, HUD 221(d)(4) loan, FHLB AHP, NeighborWorks America, Private Fundraising	2015	14 units – 30% MFI 70 units – 50% MFI 42 units – 60% MFI 14 units - MKT
The Jordan at Mueller, Austin, TX	New	132	Family	9% LIHTC, City of Austin RHDA Program, FHLB San Francisco, Private Fundraising	Under Construction	14 units – 30% MFI 66 units – 50% MFI 52 units – 60% MFI
Lakeline Station, Austin, TX	New	128	Family	9% LIHTC, City of Austin RHDA Program, Department of Justice Funds, Private Fundraising	2017	13 units – 30% MFI 64 units – 50% MFI 51 units – 60% MFI
Live Oak Trails, Austin, TX	New	58	Family Supportive Housing	9% LIHTC, City of Austin RHDA Program, Department of Justice Funds, Private Fundraising	2017	12 units – 30% MFI 12 units – 40% MFI 34 units – 50% MFI
M Station, Austin, TX	New	150	Family	9% LIHTC, City of Austin RHDA Program, FHLB San Francisco, Enterprise Green Communities, NeighborWorks America, Private Fundraising, Permanent Mortgage with Impact Capital via Bank	2011	15 units – 30% MFI 75 units – 50% MFI 45 units – 60% MFI 15 units – MKT

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				of America		
Sierra Vista, Austin, TX	Rehab	238	Family	9% LIHTC, City of Austin RHDA Program, FHLB San Francisco, NeighborWorks America, Private Fundraising, Permanent Mortgage with Impact Capital via Bank of America	2012	24 units – 30% MFI 166 units – 50% MFI 48 units – 60% MFI
Spring Terrace, Austin, TX	Rehab	142	Supportive Housing	City of Austin RHDA, TDHCA HOME and HTF, FHLB Dallas, NeighborWorks America, Enterprise Green Communities, Private Fundraising	2006	14 units – 30% MFI 126 units – 50% MFI 2 units – UR
Skyline Terrace Austin, TX	Rehab	100	Supportive Housing	9% LIHTC, City of Austin RHDA, TDHCA HOME, FHLB San Francisco, NeighborWorks America, Enterprise Green Communities, Private Fundraising	2008	72 units – 30% MFI 28 units – 40% MFI
Waterloo Studios, Austin, TX	New Construction	132	Supportive Housing	9% LIHTC and City of Austin RHDA Program	Under Development	26 units – 30% MFI 26 units – 40% MFI 80 units – 50% MFI



ATTACHMENT 1: APPLICANT ENTITY

d. Statement of Confidence:

N/A

Project Transitions has been locally involved in the provision of supportive services since 1989 and the ownership and management of affordable housing since 1995. All consultants and the professional team engaged are all local to Austin and have experience working on Austin-based, affordable housing projects.



ATTACHMENT 1: APPLICANT ENTITY

e. Financial Capacity:

PROJECT TRANSITIONS, INC. is not a newcomer to affordable housing development. They utilized funding from the City of Austin to purchase both of their existing housing communities.

Roosevelt Gardens was purchased in December 1994, with the closing taking place on December 31, 1994, and an effective date of January 1, 1995. The purchase price was \$480,000. Half of the funds -- \$240,000 -- came from the City of Austin Department of Neighborhood Housing and Community Development in the form of a ten-year forgivable loan. The source of those funds was a Community Development Block Grant from the U. S. Department of Housing and Urban Development. Project Transitions, Inc., put down \$50,000, which funds came from the organization's accumulated cash reserves, and the remaining \$190,000 came from a local bank as a commercial mortgage at a market rate.

Highland Terrace was purchased in 1998. The purchase price was \$198,000, and it was fully funded by a grant from the City of Austin HIV Resources Administration Unit. The source of those funds was a HOPWA (Housing Opportunities for People with AIDS) acquisition grant from the U. S. Department of Housing and Urban Development.

JENNIFER HICKS of True Casa Consulting – the lead consultant engaged by PT for the re-development of Roosevelt Gardens - has been engaged and working with City of Austin RHDA funds her entire career. Hicks also possesses extensive experience with the following housing programs:

- Low-Income Housing Tax Credit
- Texas Department of Housing and Community Affairs MFDL Program
- Federal Home Loan Bank AHP Program
- City of Austin, Neighborhood Housing and Community Development programs
- Section 811 PRA Program
- HUD Capital Financing programs, including HOME and CDBG
- HUD Continuum of Care
- Public Housing Authority programs, includes Housing Choice Vouchers

JENNIFER HICKS' portfolio of relevant experience includes:

Eastern Oaks Apartments – 30 units

Location:	Austin, Texas
Project Type:	major rehabilitation of existing public housing-owned property
Scope of Services:	Led financial structuring of capital stack including: TDHCA MFDL funding, City of Austin funding and FHLB AHP funding.



Garden Terrace – Phases I, II and III – 123 Units

Location: Austin, Texas

Project Type: acquisition/rehabilitation, supportive housing, adaptive re-use, single room occupancy, on-site supportive services

Scope of Services: Led pre-development, neighborhood support, financial structuring, FHLB AHP award, TDHCA HOME/HTF funding, City of Austin funding, construction budget review and value engineering, part of development team, contract review, Section 8 Moderate Rehabilitation Project-Based contract with Housing Authority of the City of Austin, TDHCA Multifamily Direct Loan program, environmental review, land and financial closings, design input for target population, voucher partnership with local nonprofit service organization, blended management with property management and supportive service teams, annual renewal of HAP contract, federal subsidy layering review.

Spring Terrace – 142 Units

Location: Austin, Texas

Project Type: acquisition/rehabilitation, supportive housing, single room occupancy, adaptive re-use, emergency shelter, Enterprise Green Communities, on-site supportive services

Scope of Services: Led pre-development, neighborhood support, financial structuring, FHLB AHP award, TDHCA HOME/HTF funding, City of Austin funding, construction budget review and value engineering, part of development team, contract review, environmental review, land and financial closings, design input for target population, voucher partnership with local nonprofit service organization, blended management with property management and supportive service teams.

Skyline Terrace – 100 Units

Location: Austin, Texas

Project Type: acquisition/rehabilitation, supportive housing, single room occupancy, adaptive re-use, 9% HTC, Enterprise Green Communities, on-site supportive services

Scope of Services: pre-development, neighborhood support, financial structuring, 9% Low Income Housing Tax Credit application and award, FHLB AHP award, City of Austin funding, construction budget review and value engineering, part of development team, contract review, investor and lender RFP and selection, environmental review, land and financial closings, design input for target population, voucher partnership with local nonprofit service organization, blended management with property management and supportive service teams.



Arbor Terrace – 120 Units

Location: Austin, Texas

Project Type: acquisition/rehabilitation, supportive housing, single room occupancy, adaptive re-use, Enterprise Green Communities, on-site supportive services

Scope of Services: pre-development, neighborhood support, financial structuring, FHLB AHP award, Neighborhood Stabilization Program funding, City of Austin funding, construction budget review and value engineering, part of development team, contract review, environmental review, land and financial closings, design input for target population, voucher partnership with local nonprofit service organization, blended management with property management and supportive service teams.

M Station – 150 Units

Location: Austin, Texas

Project Type: new construction, 9% HTC, family, mixed-income, mixed-use, Transit Oriented Development, LEED, on-site children's learning center and adult-focused services, integrated units for homeless and at-risk families

Scope of Services: pre-development, neighborhood support, financial structuring FHLB AHP award, 9% Low Income Housing Tax Credit application and award, investor and lender RFP and selection, City of Austin funding, construction budget review and value engineering, part of development team, contract review, environmental review, land and financial closings, tenant for commercial space.

Sierra Vista – 238 Units

Location: Austin, Texas

Project Type: acquisition/rehabilitation, re-location, 9% HTC, family, Enterprise Green Communities, TDHCA Weatherization Assistance Program, on-site children's learning center and adult-focused services, integrated units for homeless and at-risk families

Scope of Services: pre-development, neighborhood support, financial structuring, FHLB AHP award, 9% Low Income Housing Tax Credit application and award, investor and lender RFP and selection, layered TDHCA WAP funding for green improvements, partnerships with state agency and nonprofit service organization for vouchered units, City of Austin funding, construction budget review and value engineering, part of development team, contract review, environmental review, land and financial closings.

Capital Studios – 135 Units



Location: Austin, Texas

Project Type: new construction, zero lot line construction, Central Business District, 9% HTC, family, LEED, supportive housing, single room occupancy, commercial space and parking, on-site supportive services.

Scope of Services: pre-development, neighborhood support, financial structuring, FHLB AHP award, 9% Low Income Housing Tax Credit application and award, investor and lender RFP and selection, partnership with housing authority for VASH referrals, design input for targeted population, City of Austin funding, construction budget review and value engineering, part of development team, contract review, environmental review, land and financial closings

Homestead Oaks – 140 Units

Location: Austin, Texas

Project Type: new construction, high opportunity area, 9% HTC, family, LEED, on-site children's learning center and adult-focused services, mixed income, integrated units for homeless and at-risk families

Scope of Services: pre-development, neighborhood support, financial structuring, FHLB AHP award, 9% Low Income Housing Tax Credit application and award, investor and lender RFP and selection, HUD 221 (d)(4) financing, City of Austin funding, construction budget review and value engineering, part of development team, contract review, environmental review, land and financial closings.

Lakeline Station – 128 Units

Location: Austin, Texas

Project Type: new construction, high opportunity area, 9% HTC, family, LEED, on-site children's learning center and adult-focused services, integrated units for homeless and at-risk families

Scope of Services: pre-development, financial structuring, 9% Low Income Housing Tax Credit application and award, investor and lender RFP and selection, City of Austin funding, construction budget review and value engineering, part of development team, contract review, environmental review, land and financial closings

Bluebonnet Studios – 108 Units

Location: Austin, Texas

Project Type: new construction, zero lot line construction, 9% HTC, family, LEED, supportive housing, single room occupancy, on-site supportive services

Scope of Services: pre-development, neighborhood support, financial structuring, FHLB AHP award, 9% Low Income Housing Tax Credit application and award, investor and lender RFP and selection, partnership with housing



authority for VASH referrals, design input for targeted population, City of Austin funding, construction budget review and value engineering, part of development team, contract review, TDHCA Multifamily Direct Loan Program, environmental review, land and financial closings

Live Oak Trails – 58 Units

Location: Austin, Texas

Project Type: new construction, high opportunity area, 9% HTC, family, LEED, on-site children's learning center and adult-focused services, integrated units for homeless and at-risk families

Scope of Services: pre-development, neighborhood support, financial structuring, 9% Low Income Housing Tax Credit application and award, investor and lender RFP and selection, City of Austin funding, construction budget review and value engineering, part of development team, contract review, TDHCA Multifamily Direct Loan Program, environmental review, land and financial closings

Cardinal Point – 120 Units

Location: Austin, Texas

Project Type: new construction, high opportunity area, 9% HTC, family, LEED, on-site children's learning center and adult-focused services, integrated units for homeless and at-risk families.

Scope of Services: pre-development, neighborhood support, financial structuring, FHLB AHP award, 9% Low Income Housing Tax Credit application and award, investor and lender RFP and selection, City of Austin funding, construction budget review and value engineering, part of development team, contract review, PUD zoning with Master Community Association and design approval process, environmental review, land and financial closings

Non-Profit Attachments:

- 1) Federal IRS Certification
- 2) Certified Audit
- 3) Board Resolution approving Funding Application



IRS Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248205661
Oct. 09, 2015 LTR 4168C 0
74-2502171 000000 00
00015521
BODC: TE

PROJECT TRANSITIONS INC
% PROJ
7101 B WOODROW
AUSTIN TX 78757



025164

Employer Identification Number: 74-2502171
Person to Contact: Ms. Johnson
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 30, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in September 1988.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248205661
Oct. 09, 2015 LTR 4168C \$0
74-2502171 000000 00
00015522

PROJECT TRANSITIONS INC
% PROJ
7101 B WOODROW
AUSTIN TX 78757

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Doris Kenwright, Operation Mgr.
Accounts Management Operations 1

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
1100 COMMERCE STREET
DALLAS, TX 75242-0000

200-0145
DEPARTMENT OF THE TREASURY

Date **APR 07 1993**

PROJECT TRANSITIONS INC
2525 WALLINGWOOD NO 705-N
AUSTIN, TX 78746

Employer Identification Number:
74-2502171

Contact Person:
SHARI FLOWERS

Contact Telephone Number:
(214) 767-3526

Our Letter Dated:
September 15, 1988

Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

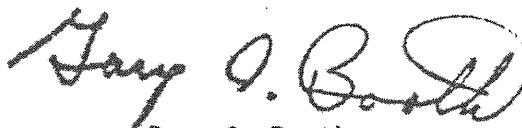
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Gary O. Booth
District Director



HAYS COUNTY YMCA

Delivery Method

CM@ Risk

Start Date/Completion Date

July 2015/September 2016

Owner

YMCA of Austin
3208 Red River, Suite 200
Austin, Texas 78705

Architect

RUNA Workshop
823 Congress Ave, Suite P-2
Austin, Texas 78701

Location

Buda, Texas

Synopsis

34,000 sf fitness facility including workout rooms, dance rooms, offices, meeting rooms, daycare, restrooms, locker rooms, outdoor basketball court, and four pools.

Cost

\$2,827,202.35

RCI Personnel

Project Manager – Brian Lauterjung
Superintendent – James Castillo



Development Experience

Mitch Weynand, Development Consultant, has a Bachelor's Degree from the University of Texas, 1975. Mr. Weynand retired from LifeWorks in January 2017 after a 40-year career and now provides consulting services to non-profit organizations primarily in property development and construction management. At LifeWorks Mr. Weynand served at the Chief Operating Officer for the past 19 years and previously for 14 as an Executive Director.

As COO responsibilities included management of all agency facilities, acquisition and development of new sites; and operational planning. He formerly supervised all housing programs as well as financial, IT, and personnel systems. Responsibilities also included participation in agency strategic management team; liaison to Board committees; grant writing, contract negotiation; facility and equipment acquisition and maintenance; cost allocations; and administrative supervision and development. Through his work at LifeWorks the agency became one of the nation's premier human service organizations with an annual budget of over \$11 million, 170 employees, 8 locations and service to over 6,000 clients per year.

Mr. Weynand's development experience includes fundraising, property acquisition, site development, design development, construction, facility deployment, and compliance. Over the past 18 years under Mr. Weynand's supervision, LifeWorks built 3 office buildings; a youth shelter and transitional living center, and a 45-unit apartment development with 29 more units in development. Activities also include property sales, commercial rental property finish-out, master leasing 20 apartments, leasing a street outreach location, and participation in the merger of 6 organizations into LifeWorks. Mr. Weynand is experienced in working with multiple federal agencies including Housing and Urban Development, Health and Human Services, and the Department of Labor. Texas state agency experience includes the Department of Family and Protective Services, the Department of State Health Services, and the Department of Development and Disability Services. Local government experience includes managing contracts with the City of Austin and Travis County Health and Human Services Departments and affordable housing construction contracts with the Austin Housing Finance Corporation.

Mitch Weynand

Education

BA Psychology, University of Texas; 1975

Attendance at numerous workshops and seminars primarily in the areas of strategic planning, financial management, cost allocations, employment law, personnel benefits, non-profit management, cultural competency, board development, grant writing, and leadership.

Professional Experience

Employed for 40 years in Austin, Texas for Youth and Family Alliance Inc, DBA LifeWorks, formerly Youth Options. Now providing consultant services in project and agency management.

Chief Operating Officer, Director of Administrative Services

July 1, 1998 to January 31, 2017

Responsible for management of all agency facilities, acquisition and development of new sites; and operational planning. Formerly supervised all housing programs, financial IT, and personnel systems. Participate in agency management team; liaison to Board committee; grant writing, contract negotiation; facility and equipment acquisition and maintenance; cost allocations; and administrative supervision and development.

Executive Director (Youth Options)

November 1984 to June 30, 1998

Responsible for all corporate activities including Board development and training; financial and program planning; management of grants and contracts; policy development; service review and evaluation; networking and community relations; personnel systems; facility and equipment acquisition and maintenance; cost allocations; vision, mission and value statement development; and management staff supervision and development.

Administrative Director (Youth Options)

1983 to 1984

Responsible for management of personnel, facilities, materials, supplies, equipment, program service standards, referral systems, data, costs, and community relations for The Emergency Shelter, The Youth and Family Resource Center, and The Transitional Living Program. Assist the Executive Director in the management of corporate activities as requested.

Program Coordinator (Youth Options)

1981 to 1983

Responsible for monitoring program compliance with all local, state and federal standards, contracts and licenses. Coordination of activities for three programs and supervision of the independent living project. Manage statistical reporting and volunteer services.

Residential Services Coordinator/Assistant Director/Case Manager/ Counselor/Activity Leader

1977 to 1981

Monitor program compliance with state licensing standards, provide skill-building classes, group counseling, and accurate reporting. Assist Director of The Emergency Shelter with all duties; manage the provision of services to adolescents in care. Provide supervision, counseling, intakes, and recreational activities for youth in The Emergency Shelter.

Other Professional Activities

Consultant and trainer to other non-profit, corporate, and public agencies; annually teach grant writing and provided team and trust building workshops, facilitated retreats, served as a peer technical assistance provider and reviewer for federal contracts, and have worked regularly as a ROPES Challenge course facilitator. These contracts have been through the following:

The Texas and Southwest Networks of Youth Services, PEAKS Adventure

The National Resource Center for Youth

The U.S. Department of Health and Human Services

Regional Network for Children

Rope Works; Community in Schools – Central Texas; Central Texas Youth Services Bureau; Travis County Juvenile Court

Related Activities

- Board Member – Controller – San Marcos Area Youth Soccer Association – Sept 2017 to present
- Austin Housing Coalition, Treasurer, since 2010
- Austin Area Human Service Association; Chair 1998, Chair Elect 1997, Treasurer 1985, Member since 1984.
- Austin Homeless Task Force Member, Ending Community Homeless Committee, 1994 to present, Chair 2006- 2007.
- Austin Area Homeless Coalition, Chair 1994.
- Licensed Child Care Administrator; December 1979 to 2000.
- Board Treasurer, Southwest Network of Youth Services; 1986 to 1993; 1998 to 2004
- Board Member (Vice Chair; Chair of Membership Services Committee), National Network for Youth; 1991 to 1993.
- Board Chairperson, Texas Network of Youth Services; 1984 to 1988.
- Life Time Achievement Award Winner, National Network for Youth, Washington D.C. 2/2008.



ATTACHMENT 3: PROPERTY MANAGEMENT TEAM

Project Transitions, Inc. is the current owner, property manager and primary supportive service provider for their three properties: Doug's House, Highland Terrace and Roosevelt Gardens. Project Transitions, Inc. (PT) will remain the property manager for Roosevelt Gardens after the redevelopment and expansion.

PT performs all leasing, maintenance, accounting, compliance and other property management functions for their three properties. The success of PT's housing program is cemented in the absolute dedication and understanding of the organization's target population and their unique needs. PT's housing program yields extremely high client success rates due to intensive wrap-around services and a precise focus on client needs in the design, operation and maintenance of their properties.

The expanded Roosevelt Gardens will be served with the same property manager and maintenance; however, an additional social worker (total of three persons) and 24-hour front desk coverage will be added to the supportive service staff to best serve the increase in residents.

PT has deep familiarity with federal housing programs and associated compliance and accounting requirements. PT is a sub-recipient of the following programs administered by the Austin Public Health Department:

- Ryan White Part A (US Dept of Health and Human Services, Health Resources and Services Admin, and the HIV/AIDS Bureau)
- City of Austin General Funds
- Housing Opportunities for Persons with AIDS (HOPWA) (US Dept of Housing and Urban Development)

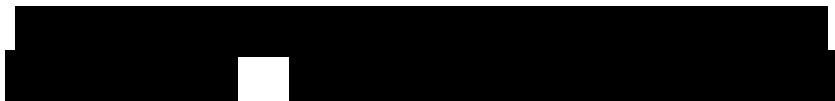
Please find attached the 2016 and 2017 compliance audits performed by the City of Austin on PT's Housing Programs which you find meet or exceed standards.

Please also find the resumes for Project Transitions' property management team:

- Blythe Plunkett – Volunteer and Facilities Manager
- Todd Logan – Director of Client Services

All PT properties are located inside the territorial boundaries of the City of Austin.

BLYTHE PLUNKETT



EDUCATION / AWARDS:

- UTSA – Studied Criminology 1996-97
- Boston University PMP (Project Management) Certification 2009
- SOAR Certification ((SSI/SSDI Outreach, Access, Recovery)2010
- Mental Health First Aid 2013
- Motivational Interviewing 2015
- 2011 recipient of International Women's Day Service Award for work with the homeless
- 2011 recipient of New Philanthropist Award from GivingCity Austin for philanthropy work with the homeless
- 2011 Non-Profit of the Year from Young Non-Profit Professionals Network
- 2012 Austin American Statesman Volunteer of the Year in Social Services

PROFESSIONAL EXPERIENCE

PROJECT TRANSITIONS

Volunteer and Facilities Manager

10/15 - Current

- Recruit volunteers
- Conduct orientations and training
- Collect rent
- Manage preventive maintenance and upkeep of our properties

MOBILE LOAVES AND FISHES

Volunteer Coordinator / Community First! Administrative Assistant

5/11 – 12/13

- Manage approximately 1200 monthly volunteers + one-time volunteers
- Train new volunteers
- Implement new teams / initiatives
- Property Management of our Community First! Program
- Provide case management to residents

Community First! Coordinator

1/14 – 10/15

- Property management for our Community First! housing program
- Determine eligibility and process applications for housing / maintain waiting list
- Provide case management to residents
- Identify unmet needs of clients and pair them with help
- Form relationships with other agencies serving the same population to provide wrap-around services

ROUND ROCK MACHINE AND MANUFACTURING

Office Manager – work on contractual, part-time basis

1992 - 2011

- Bookkeeping / Payroll
- Filing, copying, draft correspondence, schedule meetings, company functions
- Purchase office supplies

FISHER HAGOOD, INC - Civil and Structural Engineers

Project Assistant –

2007

- Research agency requirements for land development and coordinate permitting
- Act as company representative at City Council / Planning and Zoning meetings
- Client's liaison between designers and regulatory agencies
- Gather feasibility study information, close out projects and respond to RFI's

PALM HARBOR HOMES

Operations / Construction Manager –

2003 – 2006

- Develop cost effective plan and schedule for completing project on time and within monies allocated
- Review/analysis of finance options, bank draws, loan coordination, insurance signings and conduct loan closings
- Budget allocation, job-costing, AP/AR, month end reporting, charge-backs
- Subcontractor selection, scheduling, site evaluation/feasibility study, bidding, material purchasing, oversee subcontractors to ensure code compliance
- Administer customer service program, arbitrate warranty issues
- Responsible for obtaining permits and proper contract administration
- Monthly salesperson reviews and benefits administration

Office / Customer Service Manager – 2003 - 2004

- Manage AP/AR, job-costing, maintain GL, month-end reporting, accruals
- Payroll and benefits administration
- Administer customer service program
- Complete new-hire packages and new employee training

Key Contributions:

- Brought our store to #1 nationwide in customer service
- Awarded the 2003 Associate of the Year
- 2005 Cost Savings Award winner

CLINICAL PATHOLOGY LABORATORIES

Assistant Purchasing Manager –

1999-2002

- Manage purchasing for 60 locations nationwide with a \$1.2 million/month budget
- Negotiate contract pricing, cost forecasting, budget allocation
- New product research and implementation
- Develop, prepare and monitor statistical reports
- Design forms & procedures for time/cost efficiency
- Maintain warranty contracts on machinery

MISC. RELEVANT EXPERIENCE

CommUnity CARE: Board Member

9/17 - CURRENT

COMMUNITY ACTION NETWORK: Membership Council

12/14 - 9/2017

HOMELESS OUTREACH

6/01 – CURRENT

I began working with Austin's homeless population on my own in 2001. I've advocated on their behalf to find housing, benefits, social services, treatment, reconnect with family, etc. I have built a wonderful network of providers in the area.

HOUSE THE HOMELESS: Board Member

11/13 - CURRENT

ECHO

Education & Outreach Workgroup Chair/Membership Council

1/14 – CURRENT

Point In Time Count Team Leader

2007 –CURRENT

COMMUNITY HEALTH CHAMPION

2016

AUSTIN POVERTY INITIATIVE

1/14 – 1/15

Coalition tackling issues that adversely affect our community.

DOWNTOWN AUSTIN COMMUNITY COURT ADVISORY SUBCOMMITTEE

3/13 – 8/13

TODD LOGAN, LMSW

EDUCATION

UNIVERSITY OF TEXAS, AUSTIN
UNIVERSITY OF SOUTH FLORIDA

Masters, Social Work, 1993
Bachelors, Sociology, 1983

KNOWLEDGE AND SKILLS

- Program Coordination
 - Project Management
 - Workgroup and Meeting Facilitation
 - Supervision, Leadership
 - Performance Monitoring and Evaluation
 - Track Program Performance with Data
 - Training, Case Management
 - Categorical Eligibility Programs
 - Grants Management
 - Contracting
 - Disparate/Affected Populations
 - Community/Stakeholder Relations
- Knowledge of:
- Substance Abuse and Mental Health
 - Corrections
 - Brief Therapy, CB Therapy, MI

EXPERIENCE

Director of Client Services, April 2016 to present

PROJECT TRANSITIONS, INC.

Act as second-line supervisor for 2 programs: a 5-bed special care facility and housing program with 30 apartments. Provide vision, set program goals, collect and analyze data to track program performance, provide all public grants reporting, interface with funder, facilitate weekly program meetings and supervise front-line program coordinators. Redesigned internal systems to bring in line with the current environment.

Special Projects Coordinator, January 2015 to March 2016

TEXAS DEPT OF STATE HEALTH SERVICES

Program project manager. Engage in system transformation, implementing a new medical intervention statewide (PrEP) and oversee planning for statewide conference of 1000 participants; assist in goal setting, design strategies, organize activities, track progress, determine next steps and oversee workgroups including setting agendas and facilitating meetings. One project involved 7 workgroups: community engagement/awareness, provider recruitment, work force training and ensuring equitable access for uninsured persons.

Service Integration Coordinator, October 2010 to December 2014

TEXAS DEPT OF STATE HEALTH SERVICES

Program coordinator responsible for 4 year federal grant: identify funding, write successful application, oversee budget of \$350,000 annually. Set vision for 4 strategies, track deliverables, interface with funder, complete reporting, develop request for proposals, write contracts and monitor contractor performance. Facilitate workgroups without managerial authority, learn new subject areas and persuade stakeholders outside normal scope. Integrate health screenings at 6 substance use treatment centers to address access disparities; provide TA, address systems issues, design data collection and conduct evaluation. Work with laboratories, providers, CBOs.

Special Projects Coordinator, January 2006 to September 2010

TEXAS DEPT OF STATE HEALTH SERVICES

Perform project management on 5-6 projects for all areas of operation. Research issues, assemble workgroups, facilitate meetings, assign duties, monitor progress. Act as policy lead; handle legislative, upper management and funder information requests. Projects: revision of case management standards; community engagement/media campaign for special population; web-based prevention; point of care testing procurement, distribution and standards; data security; planning/change management to integrate new procedures at 64 clinics statewide.

TODD LOGAN, LMSW

EXPERIENCE (CONTINUED)

Training Specialist IV, November 1999 to December 2005

TEXAS DEPT OF STATE HEALTH SERVICES

Provide classroom instruction, skill building, on-site session observation and feedback to new staff on risk assessment and behavior change counseling. Act as point person for new system of 18 different group and community-level evidenced-based interventions implemented across 30 agencies. Provide technical assistance, on-site session observation and feedback, consult with original researchers and act on over 40 requests to tailor programs. Develop statewide technical assistance bulletins. Additionally, provide instruction and technical assistance on measuring client behavior change following engagement in these psycho-educational interventions; assist all contractors in setting goals and pre/post measures.

Educational Services Specialist, January 1992 to October 1999

TEXAS DEPT OF HUMAN SERVICES

Provide classroom instruction and on-the-job training to new employees determining eligibility for Food Stamps, Temporary Assistance to Needy Families and Medicaid. As management trainer, provide instruction on civil rights, sexual harassment, supervisory skills and the personnel process. Act as mediator to resolve conflicts in supervisory relationships, mentor supervisors, negotiate performance improvement plans. Act as 2nd level supervisor of training operations with 60 employees for 8-months. Conduct teambuilding for low-performing work groups; Create and facilitate town meetings.

Social Service Supervisor, November 1989 to December 1991

TEXAS DEPT OF HUMAN SERVICES

Supervise 22 staff performing 10 different functions at over-burdened facility serving 10,000 clients. Manage all points of access: scheduling for 20 caseworkers totaling 400 appointments weekly, sign-off on \$500,000 benefit issuance yearly, oversee weekly problem resolution traffic of 350 clients through front desk and 1000 phone calls; handle all client complaints, automate older systems, plan and implement quality assurance measures. Evaluate employee performance, write employee evaluations, hold counseling conferences, set corrective action plans, and implement the personnel process.

Eligibility Worker III, November 1988 to October 1989

TEXAS DEPT OF HUMAN SERVICES

Supervise 5 staff; manage small Medicaid office out-stationed within large public hospital.

Social Service Supervisor, November 1986 to June 1987

FLORIDA DEPT OF HEALTH

Plan and implement new Medicaid unit across 5 public health clinic and hospital locations. Determine sites, build relationships with providers, negotiate logistics, and create systems. Supervise 11 staff; evaluate employee and site performance, manage operations.

OTHER EXPERIENCE

Adolescent and Family Counselor

YOUTH OPTIONS (LIFEWORKS)

Counsel low-income, at-risk youth and their families in crisis; establish rapport, identify issues, facilitate goal setting, problem-solve, utilize family resources, support strengths, write treatment plans and track progress. Conduct adolescent and separate adult parenting group.

Therapist

WATERLOO COUNSELING CENTER,

Engage in long-term therapy with newly diagnosed HIV-positive individuals. Work on issues of depression, fear, shame, anxiety. Conduct couples counseling, assist facilitation of a men's group.

Group Facilitator

OUTYOUTH, AUSTIN

Facilitate weekly peer support groups; one for high school guys and another for men 18-21 years.



HIV Resources Administration Unit, Health Equity and Community Engagement Division
7201 Levander Loop, Bldg. H, Austin TX 78702 - main phone 512-972-5083

January 22, 2018

Madge Whistler
Interim Executive Director & Financial Administrator
Project Transitions
7101 Woodrow Ave
Austin, TX 78757

(also transmitted via Email)

Re: Review of Project Transitions, a Ryan White HIV/AIDS sub-recipient

BACKGROUND

Project Transitions was a sub-recipient of the following programs:

- Ryan White Part A (March 1st, 2017-February 28th, 2018)
- City of Austin General Funds (October 1st, 2016-September 30th, 2017)
- Housing of People with AIDS (HOPWA) (October 1st, 2016-September 30th, 2017)

The U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA), and the HIV/AIDS Bureau (HAB) administer Ryan White Program funds. Grant funding is made available through federal funding directly to the City of Austin. Ryan White funding is provided on a cost-reimbursement basis. Austin Public Health's HIV Resource Administration Unit is the Administrative Agency (AA) appointed to administer grant funds by contracting with health care and non-profit agencies to provide services to affected individuals in the Greater Austin service delivery area.

The Ryan White HIV/AIDS Program is a federal grant program that provides HIV/AIDS related health services. The program works with cities, states, and local community-based, non-profit organizations to provide services to more than half a million people each year. The City of Austin is the Recipient of such grants, and Project Transitions is a sub-recipient service provider of Ryan White Program services.

The Ryan White Program is for those who do not have sufficient health care coverage or financial resources for coping with the HIV disease. Ryan White is the payor of last resort. It fills gaps in care not covered by other sources such as Medicare, Medicaid, or any major health insurance carrier, for those who have met the eligibility requirements. The majority of Ryan White HIV/AIDS Program funds support primary medical care and essential support services.



As part of HRSA's "Maintenance of Effort," the City of Austin allocates money from the General Fund to support sub-recipients. Project Transitions is funded for Housing Services through City of Austin general funds.

The HOPWA Program is the only Federal program dedicated to the housing needs of people living with HIV/AIDS. Under the HOPWA Program, HUD makes grants to local communities, States, and nonprofit organizations for projects that benefit low-income persons living with HIV/AIDS and their families.

Each funding source consists of multiple parts with each part having its own budget and objectives. APH HRAU contracted with Project Transitions for the following:

	Funding Source		
	RWPA	City GF	HOPWA
Project Transitions			
Housing Services	X	X	
Supportive Housing Services			X
Facility Based Transitional Housing			X
Tenant Based Rental Assistance			X

COLLABORATIVE RESEARCH MONITORING ROLE

Collaborative Research acts as an independent auditor to ensure the objectives of the program funds are achieved by completing an annual review of the sub-recipient's operations and service delivery. This report details the review and concludes with recommendations (if necessary).

SCOPE

Two monitors reviewed 82 charts across four service categories. The monitoring visit was conducted over one day, November 17th, 2017. An entrance interview with key agency staff was conducted at the beginning of the monitoring site visit. An exit interview with key staff was conducted at the conclusion of the monitoring site visit.

MONITORING OBJECTIVES

Our objectives were to determine:

- If all contractual obligations were met
- Compliance with Federal, State, and Local laws applicable to grants
- Compliance with grantor's policies and procedures
- Program/Quality/Fiscal management controls are in place and operating in accordance with HRAU's Standards of Care for HIV/AIDS services
- Universal standards

- Access to care (HRSA Universal Standard)
- Anti-kickback statute
- Reporting requirements
- Record-keeping systems
- Client file review
- Grant funded personnel files
- AIDS Regional Information and Evaluation System (ARIES)
- Non-discrimination and other assurances

The following pages provide the results of the comprehensive site monitoring within a chart format, for each contracted service category reviewed.

Housing Services – Ryan White Part A

Program Monitoring

1. Licensure / Certification

Satisfactory

Summary

- All housing care staff who provide direct-care services and who require licensure or certification, must be properly licensed or certified by the State of Texas.

2. Background Check

Satisfactory

Summary

- Documentation in personnel file of completed criminal background checks for all direct care provider staff

3. HIV Orientation and Training

Satisfactory

Summary

- Staff participating in the direct provisions of services to patients must satisfactorily complete a minimum of eight (8) additional hours of training in HIV/AIDS and clinically-related issues. The training shall include psychosocial issues and end-of-life issues. Additionally, opportunities are to be provided for licensed/certified staff to take relevant, outside courses to both improve their skills and earn CEUs sufficient to maintain licensure or certification.

4. CEUs

Satisfactory

Summary

- Current and in personnel files/training logs for direct care providers.

5. Supervision

Satisfactory

Summary

- Documented supervision and oversight by physician or RN. Written plan for supervision available for review. Supervision logs reviewed and current. Licensure on file for supervisor.

6. Facility License

Satisfactory

Summary

- Provider is a licensed hospital or has and maintains a valid State license with a residential AIDS Hospice designation.

Chart Monitoring

Percent
Compliant

Control Assessment

7. Completed Intake

100%

Satisfactory

Summary	Recommendations	
Agency staff will initiate an intake within three (3) business days' onset of the emergency need to include reason(s) for need for emergency assistance that may place the client at risk of becoming homeless		
8. Housing Plan	100%	Satisfactory
Summary	Recommendations	
All clients receiving assistance for transitional, short-term housing and assisted living residential services must have a Housing Plan documented within the client files		
9. Eligibility for Services	100%	Satisfactory
Summary	Recommendations	
All Clients receiving services must meet eligibility requirements		
10. Discharge/Transfer Plan	100%	Satisfactory
Summary	Recommendations	
Where indicated, documentation of discharge or transfer plan is in client file		

Housing Services – City General Fund

Program Monitoring

1. Licensure / Certification

Satisfactory

Summary

- All housing care staff who provide direct-care services and who require licensure or certification, must be properly licensed or certified by the State of Texas.

2. Background Check

Satisfactory

Summary

- Documentation in personnel file of completed criminal background checks for all direct care provider staff

3. HIV Orientation and Training

Satisfactory

Summary

- Staff participating in the direct provisions of services to patients must satisfactorily complete a minimum of eight (8) additional hours of training in HIV/AIDS and clinically-related issues. The training shall include psychosocial issues and end-of-life issues. Additionally, opportunities are to be provided for licensed/certified staff to take relevant, outside courses to both improve their skills and earn CEUs sufficient to maintain licensure or certification.

4. CEUs

Satisfactory

Summary

- Current and in personnel files/training logs for direct care providers.

5. Supervision

Satisfactory

Summary

- Documented supervision and oversight by physician or RN. Written plan for supervision available for review. Supervision logs reviewed and current. Licensure on file for supervisor.

6. Facility License

Satisfactory

Summary

- Provider is a licensed hospital or has and maintains a valid State license with a residential AIDS Hospice designation.

Chart Monitoring

Percent
Compliant

Control Assessment

7. Completed Intake

100%

Satisfactory

Summary	Recommendations	
Agency staff will initiate an intake within three (3) business days' onset of the emergency need to include reason(s) for need for emergency assistance that may place the client at risk of becoming homeless		
8. Housing Plan	100%	Satisfactory
Summary	Recommendations	
All clients receiving assistance for transitional, short-term housing and assisted living residential services must have a Housing Plan documented within the client files		
9. Eligibility for Services	100%	Satisfactory
Summary	Recommendations	
All Clients receiving services must meet eligibility requirements (POP, POI, POR)		
10. Discharge/Transfer Plan	100%	Satisfactory
Summary	Recommendations	
Where indicated, documentation of discharge or transfer plan is in client file		

Supportive Housing Services-HOPWA

Chart Monitoring	Percent Compliant	Control Assessment
1. Client File contains Checklist	100%	Satisfactory
Summary	Recommendations	
Client file contains Checklist for file.		
2. Client Rights and Responsibilities Statement on file	100%	Satisfactory
Summary	Recommendations	
Client Rights and Responsibilities Statement on file		
3. Consent to Release and/or Obtain Confidential Information	100%	Satisfactory
Summary	Recommendations	
Consent to Release and/or Obtain Confidential Information		
4. Proof of positivity in client file	100%	Satisfactory
Summary	Recommendations	
Proof of positivity in client file		
5. Signed and complete HOPWA application on file	100%	Satisfactory
Summary	Recommendations	



Signed and complete HOPWA application on file		
6. Description of client's ER situation and housing plan fully documented on ER worksheet and reassessed each time client applies for ER assistance	N/A	
Summary	Recommendations	
Description of client's ER situation and housing plan fully documented on ER worksheet and reassessed each time client applies for ER assistance		
7. Case notes are timely, legible and complete	96%	Satisfactory
Summary	Recommendations	
Case notes are timely, legible and complete		
8. Annual update.	96%	Satisfactory
Summary	Recommendations	
Client's application is updated annually for Rental assistance or every time client's financial or household composition changes		
9. Appropriate section on Rental or Emergency Assistance worksheet is calculated correctly	N/A	
Summary	Recommendations	
Worksheet for Rental or Emergency Assistance has been calculated correctly.		
10. Correct backup documents on file (lease/mortgage stmt/utility bill)	100%	Satisfactory
Summary	Recommendations	
Documents located in chart.		
11. Verification of client income	100%	Satisfactory
Summary	Recommendations	
Client income verified in chart. (POI)		
12. Rental/ER assistance worksheet signed by the client and the case manager	N/A	
Summary	Recommendations	
Worksheet signed by both the client and the case manager.		
13. Client's gross income is calculated correctly on the Gross Income worksheet	100%	Satisfactory
Summary	Recommendations	
Gross Income Worksheet located in chart.		
14. Client's adjusted income is calculated correctly on the Adjusted Income worksheet	100%	Satisfactory

Summary		Recommendations	
Adjusted Income Worksheet located in chart where necessary			
15. Supporting documents on file verifying income		100%	Satisfactory
Summary		Recommendations	
Supporting documents in chart			
16. Termination form is completed correctly each time client leaves the program		100%	Satisfactory
Summary		Recommendations	
Where applicable a termination form has been completed.			
17. Clear documented statement with reason for termination if client is terminated for violation of program requirements or conditions of occupancy		100%	Satisfactory
Summary		Recommendations	
Reason for termination from the program is documented in client file.			
18. Documentation of case management and supportive services offered to client		96%	Satisfactory
Summary		Recommendations	
Case Notes are in file.			
19. Signed acknowledgement by client confirming receipt of Lead-Based paint and Fair Housing pamphlets		100%	Satisfactory
Summary		Recommendations	
Lead-Based Paint notification in file.			
20. Documentation of Housing Quality Standards inspection has been performed if client is certified for Rental Assistance		100%	Satisfactory
Summary		Recommendations	
HQS is in file and signed.			
21. Documentation of hard-wired or battery-operated smoke detector is installed in client's residence; or for ER assistance, signed client acknowledgement is on file		100%	Satisfactory
Summary		Recommendations	
Smoke detector notification in file.			
22. EID documentation and tracking, as needed		N/A	
Summary		Recommendations	
Documented in file where applicable.			

23. Verification of applicant's tenancy (valid lease/rental agreement or provided evidence of paying rent/utilities if not named on lease/rental agreement)	100%	Satisfactory
Summary	Recommendations	
Valid lease or rental agreement in file.		
24. Comprehensive housing plan within client file, MCM has signed and dated: documentation of ER situation in the housing plan	93%	Satisfactory
Summary	Recommendations	
Housing plan in client file.		
25. STRMU – amount of assistance given to client? (max 1-month assistance for each verified ER; recertification each month/verified ER situation)	N/A	
Summary	Recommendations	
If STRMU is applicable-is the amount of assistance recertified or verified?		

Facility Based Housing Services-HOPWA

Chart Monitoring	Percent Compliant	Control Assessment
1. Client File contains Checklist	100%	Satisfactory
Summary	Recommendations	
Client file contains Checklist for file.		
2. Client Rights and Responsibilities Statement on file	100%	Satisfactory
Summary	Recommendations	
Client Rights and Responsibilities Statement on file		
3. Consent to Release and/or Obtain Confidential Information	100%	Satisfactory
Summary	Recommendations	
Consent to Release and/or Obtain Confidential Information		
4. Proof of positivity in client file	100%	Satisfactory
Summary	Recommendations	
Proof of positivity in client file		
5. Signed and complete HOPWA application on file	100%	Satisfactory
Summary	Recommendations	
Signed and complete HOPWA application on file		

6. Description of client's ER situation and housing plan fully documented on ER worksheet and reassessed each time client applies for ER assistance	N/A	
Summary	Recommendations	
Description of client's ER situation and housing plan fully documented on ER worksheet and reassessed each time client applies for ER assistance		
7. Case notes are timely, legible and complete	96%	Satisfactory
Summary	Recommendations	
Case notes are timely, legible and complete		
8. Annual update.	96%	Satisfactory
Summary	Recommendations	
Client's application is updated annually for Rental assistance or every time client's financial or household composition changes		
9. Appropriate section on Rental or Emergency Assistance worksheet is calculated correctly	N/A	
Summary	Recommendations	
Worksheet for Rental or Emergency Assistance has been calculated correctly.		
10. Correct backup documents on file (lease/mortgage stmt/utility bill)	100%	Satisfactory
Summary	Recommendations	
Documents located in chart.		
11. Verification of client income	100%	Satisfactory
Summary	Recommendations	
Client income verified in chart. (POI)		
12. Rental/ER assistance worksheet signed by the client and the case manager	N/A	
Summary	Recommendations	
Worksheet signed by both the client and the case manager.		
13. Client's gross income is calculated correctly on the Gross Income worksheet	100%	Satisfactory
Summary	Recommendations	
Gross Income Worksheet located in chart.		
14. Client's adjusted income is calculated correctly on the Adjusted Income worksheet	100%	Satisfactory
Summary	Recommendations	
Adjusted Income Worksheet located in chart where necessary		



15. Supporting documents on file verifying income	100%	Satisfactory
Summary	Recommendations	
Supporting documents in chart		
16. Termination form is completed correctly each time client leaves the program	100%	Satisfactory
Summary	Recommendations	
Where applicable a termination form has been completed.		
17. Clear documented statement with reason for termination if client is terminated for violation of program requirements or conditions of occupancy	100%	Satisfactory
Summary	Recommendations	
Reason for termination from the program is documented in client file.		
18. Documentation of case management and supportive services offered to client	96%	Satisfactory
Summary	Recommendations	
Case Notes are in file.		
19. Signed acknowledgement by client confirming receipt of Lead-Based paint and Fair Housing pamphlets	100%	Satisfactory
Summary	Recommendations	
Lead-Based Paint notification in file.		
20. Documentation of Housing Quality Standards inspection has been performed if client is certified for Rental Assistance	100%	Satisfactory
Summary	Recommendations	
HQS is in file and signed.		
21. Documentation of hard-wired or battery-operated smoke detector is installed in client's residence; or for ER assistance, signed client acknowledgement is on file	100%	Satisfactory
Summary	Recommendations	
Smoke detector notification in file.		
22. EID documentation and tracking, as needed	N/A	
Summary	Recommendations	
Documented in file where applicable.		
23. Verification of applicant's tenancy (valid lease/rental agreement or provided evidence of paying rent/utilities if not named on lease/rental agreement)	100%	Satisfactory



Summary	Recommendations	
Valid lease or rental agreement in file.		
24. Comprehensive housing plan within client file, MCM has signed and dated: documentation of ER situation in the housing plan	93%	Satisfactory
Summary	Recommendations	
Housing plan in client file.		
25. STRMU – amount of assistance given to client? (max 1 month assistance for each verified ER; recertification each month/verified ER situation)	N/A	
Summary	Recommendations	
If STRMU is applicable-is the amount of assistance recertified or verified?		

TBRA-HOPWA

Chart Monitoring	Percent Compliant	Control Assessment
1. Client File contains Checklist	100%	Satisfactory
Summary	Recommendations	
Client file contains Checklist for file.		
2. Client Rights and Responsibilities Statement on file	100%	Satisfactory
Summary	Recommendations	
Client Rights and Responsibilities Statement on file		
3. Consent to Release and/or Obtain Confidential Information	100%	Satisfactory
Summary	Recommendations	
Consent to Release and/or Obtain Confidential Information		
4. Proof of positivity in client file	100%	Satisfactory
Summary	Recommendations	
Proof of positivity in client file		
5. Signed and complete HOPWA application on file	100%	Satisfactory
Summary	Recommendations	
Signed and complete HOPWA application on file		
6. Description of client's ER situation and housing plan fully documented on ER worksheet and reassessed each time client applies for ER assistance	N/A	Satisfactory
Summary	Recommendations	



Description of client's ER situation and housing plan fully documented on ER worksheet and reassessed each time client applies for ER assistance		
7. Case notes are timely, legible and complete	96%	Satisfactory
Summary	Recommendations	
Case notes are timely, legible and complete		
8. Annual update.	96%	Satisfactory
Summary	Recommendations	
Client's application is updated annually for Rental assistance or every time client's financial or household composition changes		
9. Appropriate section on Rental or Emergency Assistance worksheet is calculated correctly	N/A	Satisfactory
Summary	Recommendations	
Worksheet for Rental or Emergency Assistance has been calculated correctly.		
10. Correct backup documents on file (lease/mortgage stmt/utility bill)	100%	Satisfactory
Summary	Recommendations	
Documents located in chart.		
11. Verification of client income	100%	Satisfactory
Summary	Recommendations	
Client income verified in chart. (POI)		
12. Rental/ER assistance worksheet signed by the client and the case manager	N/A	Satisfactory
Summary	Recommendations	
Worksheet signed by both the client and the case manager.		
13. Client's gross income is calculated correctly on the Gross Income worksheet	100%	Satisfactory
Summary	Recommendations	
Gross Income Worksheet located in chart.		
14. Client's adjusted income is calculated correctly on the Adjusted Income worksheet	100%	Satisfactory
Summary	Recommendations	
Adjusted Income Worksheet located in chart where necessary		
15. Supporting documents on file verifying income	100%	Satisfactory
Summary	Recommendations	
Supporting documents in chart		

16. Termination form is completed correctly each time client leaves the program	100%	Satisfactory
Summary	Recommendations	
Where applicable a termination form has been completed.		
17. Clear documented statement with reason for termination if client is terminated for violation of program requirements or conditions of occupancy	100%	Satisfactory
Summary	Recommendations	
Reason for termination from the program is documented in client file.		
18. Documentation of case management and supportive services offered to client	96%	Satisfactory
Summary	Recommendations	
Case Notes are in file.		
19. Signed acknowledgement by client confirming receipt of Lead-Based paint and Fair Housing pamphlets	100%	Satisfactory
Summary	Recommendations	
Lead-Based Paint notification in file.		
20. Documentation of Housing Quality Standards inspection has been performed if client is certified for Rental Assistance	100%	Satisfactory
Summary	Recommendations	
HQS is in file and signed.		
21. Documentation of hard-wired or battery-operated smoke detector is installed in client's residence; or for ER assistance, signed client acknowledgement is on file	100%	Satisfactory
Summary	Recommendations	
Smoke detector notification in file.		
22. EID documentation and tracking, as needed	N/A	
Summary	Recommendations	
Documented in file where applicable.		
23. Verification of applicant's tenancy (valid lease/rental agreement or provided evidence of paying rent/utilities if not named on lease/rental agreement)	100%	Satisfactory
Summary	Recommendations	
Valid lease or rental agreement in file.		

24. Comprehensive housing plan within client file, case manager has signed and dated: documentation of ER situation in the housing plan	93%	Satisfactory
Summary	Recommendations	
Housing plan in client file.		
25. STRMU – amount of assistance given to client? (max 1-month assistance for each verified ER; recertification each month/verified ER situation)	N/A	
Summary	Recommendations	
If STRMU is applicable-is the amount of assistance recertified or verified?		

Fiscal Review

Monitors reviewed the following fiscal items:

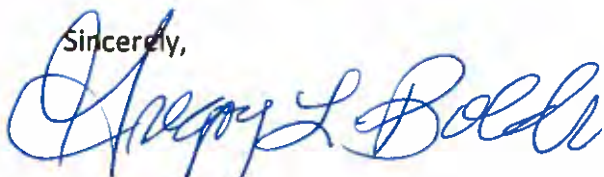
- Reconciled subrecipient's annual budget for HIV services vs. City of Austin scopes of work
- Administrative cost allowance (10%)
- Payroll runs for grant funded positions for April and May 2017
- City of Austin drawdown detail
- Time sheets for grant funded positions
- Invoice payouts General Ledger entries

Programmatic Review

Monitors completed a programmatic review to ensure compliance with Ryan White Universal Standards. Please see attached Universal Standards compliance checklist.

I appreciate the assistance you and your staff provided to our monitors.

Sincerely,



Gregory Bolds
HHS Manager
Austin Public Health
HIV Resources Administration Unit (HRAU)





Austin Public Health



P.O. Box 1088
Austin, Texas 78767

Thursday, January 26, 2017

Mr. Craig Thibodeau
Executive Director
Project Transitions
7101 Woodrow Ave
Austin, Texas 78757

Re: Review of Project Transitions a Ryan White HIV/AIDS and Housing Opportunities for People with AIDS (HOPWA) sub-recipient

BACKGROUND

Project Transitions is/was a sub-recipient of the following programs:

- Ryan White Part A (March 1st, 2016-February 28, 2017)
- Housing Opportunities for People with AIDS (HOPWA) (October 1, 2015-September 30th, 2016)
- City of Austin General Funds (October 1, 2015-September 30th, 2016)

The U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA), and the HIV/AIDS Bureau (HAB) administer Ryan White Program funds. The U.S. Department of Housing and Urban Development (HUD) administers HOPWA funds. Grant funding is made available through federal funding directly to the City of Austin. Ryan White funding is provided on a cost-reimbursement basis. Austin Public Health's HIV Resource Administration Unit is the Administrative Agency (AA) appointed to administer grant funds by contracting with health care and non-profit agencies to provide services to affected individuals in the Greater Austin service delivery area.

The Ryan White HIV/AIDS Program is a federal grant program that provides HIV/AIDS related health services. The program works with cities, states, and local community-based, non-profit organizations to provide services to more than half a million people each year. The City of Austin is the recipient of such grants, and Project Transitions is a sub-recipient service provider of Ryan White Program services.

The Ryan White Program is for those who do not have sufficient health care coverage or financial resources for coping with the HIV disease. Ryan White is the payor of last resort. It fills gaps in care not covered by other sources such as Medicare, Medicaid, or any major health insurance carrier, for those who have met the eligibility requirements. The majority of Ryan White HIV/AIDS Program funds support primary medical care and essential support services.



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The Housing Opportunities for Persons with AIDS (HOPWA) Program is the only Federal program dedicated to the housing needs of people living with HIV/AIDS. Under the HOPWA Program, HUD makes grants to local communities, States, and nonprofit organizations for projects that benefit low-income persons living with HIV/AIDS and their families.

Each funding source consists of multiple parts with each part having its own budget and objectives. Austin Public Health contracted with Project Transitions for the following:

	Funding Source		
	RWPA	City of Austin General Fund	HOPWA
Project Transitions			
Facility Based Transitional Housing; TBRA; Supportive Housing Services			X
Hospice Services	X	X	

COLLABORATIVE RESEARCH MONITORING ROLE

Collaborative Research acts as an independent monitor to ensure the objectives of the program funds are achieved by completing an annual review of the sub-recipient's operations and service delivery. This report details the review and concludes with recommendations.

SCOPE

One monitor reviewed 39 charts across multiple service categories. The monitoring visit was conducted over two days, December 6th and December 7th. An entrance interview with key agency staff was conducted at the beginning of the monitoring site visit. An exit interview with key staff was conducted at the conclusion of the monitoring site visit.

MONITORING OBJECTIVES

Our objectives were to determine:

- If all contractual obligations were met
- Compliance with Federal, State, and Local laws applicable to grants
- Compliance with grantor's policies and procedures
- Program/Quality management controls are in place and operating in accordance with HRAU's Standards of Care for HIV/AIDS services:
 - Universal standards
 - Access to care (HRSA Universal Standard)
 - Anti-kickback statute
 - Reporting requirements
 - Record-keeping systems



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- Client file review
- Grant funded personnel files
- AIDS Regional Information and Evaluation System (ARIES)
- Non-discrimination and other assurances

MONITORING RESULTS (*Monitor's note: Included with this summation report is the individual review of each chart by service category/funding source and universal standards monitoring spreadsheet).*

1. Programmatic (Universal Standards):
 - a. Good documentation and compliance with HRSA/HOPWA program monitoring standards
 - b. **CONCERN:** All clients must be screened for Third Party Payors to determine eligibility for Ryan White Part A services. Two Hospice clients were determined to have active Medicare which would make them ineligible for Ryan White Part A Hospice Services.
 - c. **RECOMMENDATION:** Ensure all HR files/grant funded positions are current with required trainings as outlined in HRSA/HOPWA monitoring standards (HIPAA, Cultural Competency, etc)
 - d. **RECOMMENDATION:** Ensure timely data entry into ARIES based on scheduled time from DSHS.
2. HOPWA
 - a. Good documentation and compliance with HOPWA standards
 - i. 30% of charts reviewed missing client signatures on rental assistance worksheet (101043057; 101043206; 101138048; 101055689; 100936665; 101115137 (also missing case notes); 101234060)
 - b. **RECOMMENDATION:** HOPWA charts need to be better organized. Ensure all clients review eligibility documentation and sign rental assistance worksheet
 - c. **RECOMMENDATION:** PT create a self-attestation document to report cash income for temporary work/day labor.
3. Hospice Services
 - a. Good documentation and compliance with HRSA/TGA Standards of Care for Hospice Services.
 - i. One chart, 100275098-COAGF, missing physician certification
 - b. **CONCERN:** All clients must be screened for Third Party Payors to determine eligibility for Ryan White Part A services. Two Hospice clients were determined to have active Medicare which would make them ineligible for Ryan White Part A Hospice Services.

A Management Response to this report is required. Management's responses and action plan regarding this report are provided in Attachment A. The Management Response must be sent to your contract



Austin Public Health



P.O. Box 1088
Austin, Texas 78767

manager within 30 days of this notice. Follow-up will then be conducted by your contract manager within 30, 60 and 90 days after Management Response is received. After 90 days, your contract manager will then communicate your monitoring level to you. I appreciate the assistance you and your staff provided to our monitors.

Sincerely,

A handwritten signature in blue ink that reads "Gregory Bolds".

Gregory Bolds
HHS Manager
Austin Public Health
HIV Resources Administration Unit (HRAU)

cc: David Garza
cc: Don Hastings
cc: Laura LaFuentes



Austin Public Health



P.O. Box 1088
Austin, Texas 78767

ATTACHMENT A

Management Action Plan based on monitoring recommendations:

Recommendation	Concurrence and Proposed Strategy for Implementation	Status of Strategy	Proposed Implementation Date
CONCERN: All clients must be screened for Third Party Payors to determine eligibility for Ryan White Part A services.			
Ensure all HR files/grant funded positions are current with required trainings as outlined in HRSA/HOPWA monitoring standards (HIPAA, Cultural Competency, etc)			
Ensure timely data entry into ARIES based on scheduled time from DSHS.			
HOPWA charts need to be better organized. Ensure all clients review eligibility documentation and sign rental assistance worksheet			
PT create a self-attestation document to report cash income for temporary work/day labor			



Austin Public Health



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Technical Assistance:

1. None requested

UNIVERSAL STANDARDS TOOL

Service Provider: Project Transitions

1. Universal Standards

	YES	NO	N/A
1. Which scope of work does the project meet?			
Part A	1		
Part C		1	
HOPWA		1	
City of Austin General Funds	1		
MAI		1	

2. Code of Ethics

Agency has policy onsite regarding non-discriminatory provided services	1		
Agency has policy onsite regarding client/consumer/patient rights and confidentiality	1		
Agency has policy onsite regarding services provided without interference of conflicts of interest	1		
Agency has policy onsite regarding grievance procedures	1		
Agency has Code of Ethics policies onsite specific to each service category	1		

3. Verification of Eligibility

Agency has written polices onsite to ensure compliance with program requirements as communicated by the Grantee (recipient) and the Standards of Care	1		
Are client eligibility procedures established in writing?	1		
Agency has written policy regarding verification of eligibility to include the required documentation in the client files:			
o Standardized ARIES client eligibility	1		
o Review verification form and all supporting documentation	1		
o Standardized Payor of Last Resort Screening Tool	1		
o Documentation as listed in Standards of Care in each client file regarding proof of positivity, proof of residency, proof of income, ARIES consent/consent to share, client rights and responsibilities, client informed consent	1		
Agency has documented in ARIES:			
o Agency Consent Form - annual	1		
o ARIES Consent Form - annual	1		
o Release of Information - annual	1		
o Client Confidentiality Form - annual	1		
o Proof of Residency – every 6 months	1		
o HIV Letter of Diagnosis - once	1		
o Proof of Income – every 6 months	1		
o Picture ID - annually	1		
Agency has written policy onsite regarding documentation necessary for services rendered to affected Ryan White clients	1		
Agency has policy regarding payor of last resort	1		

Agency has policy/procedure indicating Veterans cannot be deemed ineligible for RW services even if they receive and are eligible for VA benefits (Access to Care:HRSA Universal Standard)	1		
Agency has policy onsite regarding eligibility verification assessed every 6 months per RW federal legislation	1		
4. Orientation/Training of Staff/Volunteers			
Agency maintains personnel files with documentation of completed orientation as stated in Standards of Care			1
Agency personnel files have signed job description			1
Agency has current policy and procedure manuals on file as appropriate for licensed staff			1
Agency personnel files of staff, volunteers, and/or subcontractors reflect eight (8) hours of training annually completed			1
5. Confidentiality of Client Information			
Agency has policy and procedure manual onsite with regards to HIPAA and safe keeping of client files; all client records belong to City of Austin.	1		
Personnel files have documentation of training in confidentiality of client information	1		
Provider maintains documentation in client file of informed consent, client rights and responsibilities, and ARIES consent to share. (Copy of forms must be present to show compliance)	1		
6. Consumer Rights and Responsibilities			
Client files reflect signed statement of consumer rights and responsibilities	1		
Client files reflect signed informed consent statement prior to receipt of services	1		
7. Collaborative HIV Service Delivery			
Agency has MOU agreements with service providers on file	1		
Documentation in Agency personnel files reflects training of staff on available resources	1		
Agency has policy regarding staff mileage reimbursement	1		
Service fee imputed in ARIES matches billing statements	1		
Agency has policy regarding no direct payment to client/patient	1		
8. Cultural Competency			
Agency has policy onsite regarding equitable/non-judgmental services provided	1		
Agency has policy onsite regarding cultural sensitivity with provision of services	1		
Personnel files reflect documentation of annual cultural competency training	1		
Provider maintains source list of interpretive services	1		
Personnel files reflect documentation of training for staff regarding cultural competency/language barriers	1		
9. Use of Volunteers			
Agency maintains list of volunteer support activities available onsite	1		
Personnel files reflect documentation of completed orientation and training signed by volunteer and supervising staff	1		
Personnel files reflect documentation of supervised sessions	1		
Agency has policy/protocol onsite to support volunteer recruitment, recognition, and retention	1		
10. Quality Management			

Agency has documentation of monitoring participation in planning projects as requested by recipient

Agency has policy with regards to provision of data as requested by recipient onsite

Agency has policy/procedure/protocol and documentation of self-monitoring for programmatic compliance quarterly (qtrly reports showing outcomes)

Agency has all current documentation onsite regarding:

o Certificate of Occupancy

o Appropriate licenses and inspection approvals of all physical plant issues

o Compliance with zoning, building, health and safety codes, lighting, heating and air conditioning, accessibility to handicapped persons

Agency has documentation of written client satisfaction plan with annual assessments of surveys

Agency maintains written grievance plan that addresses an annual assessment of consumer grievance procedures

Agency maintains satisfaction surveys onsite and show evidence of client participation

Agency has documentation of its Quality Management Plan

Agency documents self-audit for compliance with RW SOC semi-annually

Personnel files reflect staff training in QM as appropriate and written identification of SPOC on site LIST SPOC for agency in the comments section below.

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Comments:

Other:

2. Access To Care (HRSA Universal Standard)

Provider has policies and procedures that do not: (a) deny services for non-payment; (b) deny payment for inability to produce income documentation; (c) require full payment prior to service; (d) include any other procedure that denies services for non-payment.

Documentation of eligibility determination and provider policies to ensure that they do not: (a) permit denial of services due to pre-existing conditions; (b) permit denial of services due to nonHIV-related conditions (i.e., primary care); (c) provide any other barrier to care due to a person's past or present health condition.

Availability of informational material about provider's services and eligibility requirements, such as: newsletters; brochures; posters; community bulletins; and any other types of promotional materials

Agency will maintain a facility that is accessible. Agency will have policies and procedures that provide, by referral or vouchers, transportation if facility is not accessible to public transportation policies that may act as a barrier to care for low-income individuals.

YES	NO	N/A
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1		
1		
1		

Comments:

3. Anti-Kickback Statute

YES	NO	N/A
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1. Documentation of Agency's Employee Code of Ethics, which includes: (a) conflict of interest; (b) prohibition or use of property, information or position without approval or to advance personal interest; (c) fair dealing – engaged in fair and open competition; (d) confidentiality; (e) protection and use of company assets; (f) compliance with laws, rules and regulations; (g) timely and truthful disclosure of significant accounting deficiencies; (h) timely and truthful disclosure of non-compliance.

1

2. Documentation required by the Compliance Plan or employee conduct standards that prohibit employees from receiving payments in kind or cash from suppliers and contractors of goods or services.

1

3. Comments:

4. Reporting Requirements

1. Were monthly or progress and/or performance reports submitted as specified in the contract?

YES

NO

N/A

1

2. Were Goal and Objective measures properly reported?

1

3. Comments:

5. Record-Keeping Systems

1. Are the service provider's files orderly, current, comprehensive, and secured for confidentiality where necessary?

YES

NO

N/A

1

2. Did the service provider's records support the actual reported number of client(s) served?

1

3. Could the service provider retrieve all sampled/requested files?

1

4. Were sampled/requested files complete and self-explanatory?

1

5. Does the service provider's project files/records have the necessary documentation supporting eligibility and program costs?

1

6. Does the service provider maintain a record of all documentation outlined in any contracts and/or agreements with the City?

1

7. Is there a specified number of years for record retention? 5 years after acceptance of audit by the City

1

8. Indicate how long records are retained in the Comment Section (see Question 9).

1

9. Comments: 7 Years

6. Client File Review

1. Were client application procedures established in writing?

YES

NO

N/A

1

2. Were client case file maintenance procedures established in writing (including client identification number system)?

1

3. Were program activity forms established to track the services provided?

1

4. Are drug dispensing fees and policies established in writing?

1

5. Did all sampled clients meet all eligibility requirements?

1

6. Did all sampled client files include:

a signed client intake application for services form

a signed consent to receive services form

Information about health care coverage?

a detailed assessment and service plan

a signed confidentiality statement

a signed statement of consumer rights and responsibilities

7. Did the service provider maintain a sign-in/attendance roster for all services/training provided under the contract?

8. Were all sampled clients validated via sign-in sheets or attendance rosters?

9. Did all sampled clients confirm receipt of services received?

10. Are client termination procedures established in writing?

11. Are appeal procedures established in writing?

12. Are appeal procedures made available to all clients?

13. Does agency have policy in place for refusing services to ineligible clients, to include reporting to the AA?

14. Were all sampled client files maintained in a reasonably standard format to facilitate the routine location of materials?

15. Does the service provider document on client records the primary language/dialect of a client who has limited English proficiency and the need for translation or interpretation services?

16. Does the service provider coordinate service delivery with City of Austin departments to avoid duplication of efforts?

17. Comments:

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7. Personnel

1. Do timesheets for grant-funded personnel and volunteers:

Indicate they were prepared at least monthly and coincide with one or more pay periods?

Contain the signatures of the employee/volunteer and the supervisor of the employee/volunteer?

2. Do timesheets for positions partially funded by the grant clearly and accurately differentiate between time spent on approved grant activities and time spent on other activities?

3. Does the service provider maintain personnel records for both current and past grant personnel employed during the grant period?

4. Is the service provider using grant funding to supplant existing positions?

5. Are the staff informed about program requirements and project expectations?

6. Did the service provider provide job performance evaluations for all grant-paid staff?

7. Indicate how often job performance evaluations are completed in the Comment Section

8. Does each personnel file include:

YES	NO	N/A
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job description including minimum qualifications and credentials for the position (must include grant supported activities to be performed, including HOPWA)
evidence that employee meets the requirements specified in the job description (resume and/or application)
a signed confidentiality statement
evidence of all necessary trainings and certifications
9. Were all personnel files maintained in a reasonably standard format to facilitate the routine location of materials?

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10. Comments: Annual performance reviews.

8. ARIES

1. Administrative

Do the names of the designated ARIES Point of Contacts match the ARIES Point of Contact Form filed with the Data Analyst?

Is there an ARIES Certificate Request Form for each current ARIES user?

Is there an ARIES Certificate Deletion Form for each terminated ARIES user?

YES	NO	N/A
1		
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		1

2. System Security

Are all ARIES computers located in a secure location, away from public view?

If no:

o Are there security screens for the monitors?

o Does the general public access these computers?

Are any ARIES computers shared?

o If yes, is there a different ARIES Certificate for each user?

Is ARIES being used on any laptops?

Do the computers have locking screensavers set for 10 minutes of inactivity?

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3. Data Quality

Are service units entered into ARIES within 5 days of services rendered?

Are the Required documentation entered in ARIES and current?

o Proof of Positivity

o Proof of Residency

o Proof of Income

o ARIES Consent

o ARIES Consent to be Shared

Are the CDC Disease Stages being captured in ARIES?

Are the ART Medications being captures in ARIES?

Are the CD4 T-Cell Counts being captured in ARIES?

Are the Viral Loads being captured in ARIES?

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4. Comments:

9. Non-Discrimination & Other Assurances

1. Is the service provider in compliance with Equal Employment Opportunity regulations?

YES	NO	N/A
1		

2. Is the service provider in compliance with Requirements for Disabled Persons?
3. Is the service provider in compliance with Women and Minority Business Enterprises requirements? if applicable
4. Does the service provider have a policy in place to notify the client's pharmacy when a client dies?
5. Does the service provider advocate or promote conduct that violates state law?
6. Does the service provider maintain collaborative efforts with local Tuberculosis (TB) Control programs?
7. Does the service provider provide a drug-free workplace?
8. Is the service provider in compliance with the non-discriminatory requirements of Texas Labor Code, Chapter 21?
9. Does the service provider charge a fee for profit?
10. Is the service provider in good standing with all state and/or federal departments or agencies that have a contracting relationship with the respondent
11. Is the service provider in good standing with the Internal Revenue Service on any debt owed

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12. Comments:

10. Conclusion & Follow-Up

1. Is the service provider meeting the terms of the agreement?
2. Overall, is the service provider's data reliable based on the program eligibility requirements, accomplishments, and client files?
3. Have any follow-up measures to be taken by the service provider been identified?
If so, has a schedule for implementing corrective actions or making improvements been provided?
4. Have any follow-up measures to be taken by the City been identified?
If so, has a schedule for any needed technical assistance or training been provided?
Has the person or site been identified to provide the training if required?

YES	NO	N/A
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5. Comments:

City of Austin, Texas					
HOPWA Services					
Service Provider: Project Transitions	Review Date: 12/7/2016				
Reviewer: Jeff Daniel	101194066				
CLIENT FILES	Y	N	N/A	COMMENTS	
1. Client File contains Checklist	1				
2. Client Rights and Responsibilities Statement on file	1				
3. Consent to Release and/or Obtain Confidential Information	1				
4. Proof of positivity in client file	1				
5. Signed and complete HOPWA application on file	1				
6. Description of client's ER situation and housing plan fully documented on ER worksheet and reassessed each time client applies for ER assistance			1		
7. Case notes are timely, legible and complete	1				
8. Client's application is updated annually for Rental assistance or every time client's financial or household composition changes	1				

9. Appropriate section on Rental or Emergency Assistance worksheet is calculated correctly	1			
10. Correct backup documents on file (lease/mortgage stmt/utility bill)	1			
11. Verification of client income	1			
12. Rental/ER assistance worksheet signed by the client and the case manager	1			
13. Client's gross income is calculated correctly on the Gross Income worksheet	1			
14. Client's adjusted income is calculated correctly on the Adjusted Income worksheet	1			
15. Supporting documents on file verifying income	1			
16. Termination form is completed correctly each time client leaves the program			1	
17. Clear documented statement with reason for termination if client is terminated for violation of program requirements or conditions of occupancy			1	
18. Documentation of case management and supportive services offered to client	1			

19. Signed acknowledgement by client confirming receipt of Lead-Based paint and Fair Housing pamphlets	1				
20. Documentation of Housing Quality Standards inspection has been performed if client is certified for Rental Assistance	1				
21. Documentation of hard-wired or battery operated smoke detector is installed in client's residence; or for ER assistance, signed client acknowledgement is on file	1				
22. EID documentation and tracking, as needed	1				
23. Verification of applicant's tenancy (valid lease/rental agreement or provided evidence of paying rent/utilities if not named on lease/rental agreement)	1				
24. Comprehensive housing plan within client file, MCM has signed and dated:	1				
documentation of ER situation in the housing plan					
25. STRMU – amount of assistance given to client? (max 1 month assistance for each verified ER; recent each month/verified ER situation)				1	



ATTACHMENT 4: PROJECT PROPOSAL

a. Project Description:

Since 1988, Project Transitions has been deeply committed to their mission of serving persons living with HIV and AIDS providing supportive housing, recuperative care and hospice in a compassionate and caring environment. Project Transitions (PT), as the only provider of intensely supportive housing for persons living with HIV/AIDS in the Central Texas region, owns and operates 30 units of supportive housing for persons living with HIV and AIDS quietly tucked into their surrounding neighborhoods. Responding to the call of overwhelming need, It is now time for Project Transitions to take the next step in their history by developing more housing units for persons living with HIV and AIDS.

A further motivation for Project Transitions to expand their housing footprint is a unified response to the Getting To Zero (GTZ) Strategy, a UNAIDS commitment to end the AIDS epidemic by achieving zero deaths, zero new infections, and zero discrimination and stigma by 2030. The City of Austin's commitment to the strategy was formalized by the Mayor's and County Judge's signing of the Paris Declaration to join the Fast-Track Cities (FTC) initiative on June 20, 2018. Housing has been identified as a critical component of the GTZ, as persons living with HIV/AIDS who do not have stable housing are much less likely to access and remain in medical care than are those who do have stable housing. Remaining in medical care and getting and staying on an effective medication regimen reduces a person's risk of transmitting HIV to a non-infected person to nearly zero, stopping the cycle of transmission and infection.

Roosevelt Gardens currently consists of 22 residential units (16 1-BR and 6 2-BR), a community center with a commercial kitchen and offices for staff, and a laundry room for residents' use. It is a two-story facility with an elevator. The facility was built in 1969, and despite ongoing maintenance and upgrades over the past two decades, all major systems are in need of replacement.

As is described in the Market Assessment below, various factors, including the challenging situation in the affordable housing market in Austin and the increasing need for affordable supportive housing for persons living with HIV/AIDS in Austin, coupled with the physical condition of the current Roosevelt Gardens facility, require Project Transitions to take action to increase its capacity to serve its target population. In order to ensure high-quality affordable supportive housing for current residents and to respond to the backlogged waiting list, Project Transitions will demolish the existing 22-unit Roosevelt Gardens and construct a new 40-unit Roosevelt Gardens.

i. Describe the proposed tenant population, income levels, and services, if any, to be provided to or made available to residents.

The tenant population, income levels and services will remain the same as current for the existing Roosevelt Gardens. 100% of the units will be reserved for persons living HIV/AIDS and offer deeply affordable housing paired with intensive wrap-around services. All units will receive HOPWA operating assistance.

Roosevelt Gardens will be 40 units of affordable, multifamily rental units in a supportive environment. The proposed unit mix is reflective of the housing needs of PT's current client population. Currently there are only 5 households on PT's 2-bedroom waitlist and over 50 individuals on the 1-bedroom waitlist with a 1.5 year long wait for service. This is a reflection of the HIV epidemic (who is getting infected), the priorities of other housing providers in Austin (families with children tend to be housed a bit faster) and the



configuration of PT's existing units (not having enough 1-bedroom apartments.) The redevelopment provides an opportunity to create a unit mix that best serves the target population.

Unit Type	# of Units	Square Footage
STUDIO	20	350
1 BR/1 BA	20	550
TOTAL UNITS	40	18,000

Number and percentage of units by Median Family Income level:

Median Family Income Level	# of Units	% of Total Units
30% MFI	8	20%
40% MFI	8	20%
50% MFI	24	60%

Of the households served in 2018, 78% were 0-30% of the MFI, and 22% were 31-50% MFI. No households were above 50% MFI reflecting the deep and expansive impact of PT's housing program.

The following is a list of **wrap-around support services** made available to everyone in PT's programs that shepherd clients on the journey to independent living and recovery:

- Assistance finding permanent housing
- Client needs assessment (housing, socio-social, financial, medical, mental health/subs use, interpersonal, items/assistance for daily living) – done at admission and at least annually, or when changes occur, or client meets larger goals
- Resource acquisition/connection/referral
- Connection to financial benefits (e.g., Social Security, SNAP benefits, emergency assistance in the case of any financial difficulties)
- Problem-solving around any issue
- Budgeting
- Skill building
- Goal setting
- Connection to medical care – including setting appointments/rescheduling, system navigation, talking with providers, self-advocacy during medical appointments, etc
- Medication adherence – getting refills, taking medications, barrier reduction, behavior change
- Increasing health literacy, disease education
- Conflict resolution – for familial, neighbor or other relationships; navigating relationships
- Grief counseling / emotional support
- Food Bank
- Monthly meetings to discuss goals, progress on goals, and address any emerging issues.
- Connection/Referral to job training, education
- Transportation to/from medical or other appointments
- Wellness checks
- Breakfast program
- Coping skills/boundaries



- Group activities such as support groups, cooking classes, wellness activities
- Emergency utility assistance

ii. Indicate the number of units reserved for Housing Choice Voucher holders.

All units at Roosevelt Gardens will receive HOPWA operating assistance and therefore will not be available for Housing Choice Voucher holders; however, if a unit becomes available that is not subsidized with HOPWA operating assistance it will be available to a Housing Choice Voucher holder.

iii. Indicate the number of units that are or will be made accessible and adaptable for persons with mobility, sight or hearing disabilities.

At a minimum, 10% of the total units (4 units) will be designed for persons with mobility impairments. In addition, at a minimum, 2% of total units (1 unit) will be made accessible for persons with hearing and visual impairments.

iv. If Applicable, demonstrate the Project's compatibility with current Neighborhood Plan.

The proposed Roosevelt Gardens is an existing multifamily property in the Brentwood/Highland Combined Neighborhood Plan. The Brentwood/Highland Combined Neighborhood Plan was adopted on May 13, 2004 by the City of Austin. The plan's vision is complementary to the redevelopment of Roosevelt Gardens specifically evidenced by the following goals:

- Preserve and enhance the single-family residential areas and housing opportunities for persons with disabilities. [Roosevelt Gardens will both preserve and enhance housing opportunity for persons living with disabilities.]
- Maintain existing civic and community institutions. [PT's first breath occurred in the Brentwood Neighborhood with the establishment of Doug's House on Justin Lane. PT's main office is the Crestview Shopping Center in the border neighborhood of Crestview. Roosevelt Gardens has been a part of the neighborhood since its inception. PT is an existing community institution that will be expanded with the redevelopment of Roosevelt Gardens.]
- Improve affordability of home-ownership and rental properties. [The redevelopment of Roosevelt Gardens will preserve and expand affordability in the Brentwood/Highland Neighborhood.]

Roosevelt Gardens will be designed to weave into the existing neighborhood fabric and will be an exceptional example of high-quality affordable housing that is an asset to its neighbors and community.

v. Summarize the key financials of the project, clearly indicating the total project cost, the amount and intended use of AHFC/NHCD funds being requested, and the amount(s) and provider(s) of other funding and the status of those funding commitments.

The total cost to construct the 40-unit Roosevelt Gardens redevelopment is approximately \$7,705,969. The sources of funds for this project include:

City of Austin, in the total amount of \$5,300,000. These funds will be used to pay for pre-development and/or hard and/or soft costs. Since this project is serving a very special needs population with a fixed subsidy amount, the project will only be feasible if there is no debt service to repay. As the only provider of intensively



supportive housing for persons with HIV/AIDS in Central Texas, the City of Austin is necessary to rapidly deliver units to meet its shared goal of Getting to Zero. We request these funds from the City to be in the form of a deferred forgivable loan with a loan term of at least 40 years.

TDHCA Multifamily Direct Loan, in the amount of \$2,000,000. The funding application for these funds will be submitted in the next month (February 2019). We will be applying under the Supportive Housing set-aside which provides deferred, forgivable funding to Supportive Housing projects and those projects with significant units set-aside for persons with Extremely Low Incomes and Special Needs.

Deferred Developer Fee in the amount of \$405,969. This amount will also be fundraised for through various private grants which is customary for deeply affordable, mission-based project.

- vi. **If the property is occupied by residents at the time of application submission, specify that along with the following additional information: Include details on the type of structures (multi-family or single-family), number and size of units in square feet.**

The current property is occupied at the time of this application submission and will remain so, until units are vacated. Current residents will be relocated through a methodical and compassionate transition of clients to TBRA assistance in which they will be placed in market housing until the redevelopment of Roosevelt Gardens is complete. Project Transitions administers a separate TBRA program and will leverage existing partnerships with landlords to appropriately house clients. This relocation plan will occur in full coordination with Austin Public Health as the contract administrator for those HOPWA funds.

The existing structure is a series of four separate buildings connected by common walkways and roof with the following unit mix:

Unit Type	# of Units	Square Footage
1 BR/1 BA	16	450
2 BR/1 BA	6	550
TOTAL UNITS	22	10,500

- vii. **Indicate whether the project meets the requirements of the City's Vertical Mixed-Use (VMU) Ordinance, or is in a Planned-Unit Development (PUD) or Transit Oriented Development (TOD) or any other City of Austin density bonus program.**

Roosevelt Gardens is not located within a VMU, PUD, or TOD; however, Roosevelt Gardens is located less than a ¼ mile from multiple bus routes and less than a ½ mile from high-frequency bus routes.

- viii. **Indicate how the project will meet SMART Housing requirements.**

An application for SMART Housing certification was submitted on 1/25/2019. A SMART Housing Certification letter will be forwarded as an addendum to the application once received.



Safe – Roosevelt Gardens is located in a high-opportunity neighborhood with a low crime rate. The redevelopment of the property will eliminate any potential safety concerns arising out of aging housing stock and will replace with an efficient, high-performing and healthy building to better serve clients.

Mixed Income – Roosevelt Gardens is to be an expansion of affordable housing in an otherwise unaffordable neighborhood. In addition, the income mix at the property provides a range from 0-50% MFI with stair-staggered levels of affordability.

Accessible – Roosevelt Gardens will be redeveloped to be accessible to its target population meeting and/or exceeding the City’s minimum requirements.

Reasonably Priced – Units at Roosevelt Gardens will be leased to residents without regard to an ability to pay with the actual rental subsidy calculated through the HOPWA program (following HUD rent calculation methodology) at amounts within program limits.

Transit-Oriented – Roosevelt Gardens is located adjacent to one of the most transit-connected corridors in Austin – North Lamar Boulevard. There are several routes accessible within a ¼ mile of the property and a high-frequency route less than a ½ mile from the property.



ATTACHMENT 4: PROJECT PROPOSAL

b. Market Assessment:

Since 1988, Project Transitions has been deeply committed to their mission of serving persons living with HIV and AIDS providing supportive housing, recuperative care and hospice in a compassionate and caring environment. Project Transitions (PT), as the only provider of intensely supportive housing for persons living with HIV/AIDS in the Central Texas region, owns and operates 30 units of supportive housing for persons living with HIV and AIDS quietly tucked into their surrounding neighborhoods. Responding to the call of overwhelming need, It is now time for Project Transitions to take the next step in their history by developing more housing units for persons living with HIV and AIDS.

i. Evaluate general demographic, economic, and housing conditions including:

1. Target Population and Area Demographic Makeup:

The target population of Roosevelt Gardens is persons living with HIV/AIDS in need of supportive housing. According to Neighborhood Scout, the neighborhood surrounding the property has a demographic makeup as follows with Project Transition's target population demographics in brackets adjacent:

- **Race and Ethnic:** 70.1% White, 3.0% Black or African American, 7.0% Asian, 15.5% Hispanic or Latino of any race. [Currently at Roosevelt Gardens: 33% Black or African American, 33% White, 33% Latino/a, and 1% Asian.]
- **Median Household Income:** \$65,560 [Currently at Roosevelt Gardens: 78% of residents have incomes less than \$15,000 and no households have incomes over \$25,000.]
- **Average Market Rent:** \$1,511 [Average market rent at Roosevelt Gardens will be \$662 with all bills paid; however, clients will actually only pay 30% of their income toward rent with the remaining amount covered by HOPWA assistance.]
- **Age:** 34.1% are 18-29, 32.5% are 30-44, 15.0% are 45-64, 7.1% are 65 years and over. [Currently at Roosevelt Gardens: 46% of residents are over 50 years old.]
- **Household Type:** 40.4% are 1-person households [Currently at Roosevelt Gardens: 60.08% are one person households and 39.2% are more than one person.]
- **Gender:** 56.9% are male and 43.1% are female. [Currently at Roosevelt Gardens: 28% female, 7% transgender.]

2. Overall Economic Conditions and Trends:

The neighborhood surrounding Roosevelt Gardens has a median real estate price of \$460,019, which is more expensive than 93.5% of the neighborhoods in Texas and 81.6% of the neighborhoods in the U.S. Also according to NeighborhoodScout, the average rental price is \$1,511 which is higher than 74.8% of the neighborhoods in Texas. NeighborhoodScout reports that this neighborhood has a higher income than 68.4% of the neighborhoods in America with only 3.8% of children living below the poverty line which is a lower rate of childhood poverty than is found in 80.7% of America's neighborhoods.

The average annual change in per capita income over the last 5 years is 3.1% compared to 1.5% for the nation. The average annual change in household income over the last 5 years is 12.3% compared to 1.1%



for the nation. The average change in unemployment rate over the last 5 years is 0% for the neighborhood.

Please see attached NeighborhoodScout Report for additional information on Economic Conditions and Trends for this neighborhood.

It is important to note that while the information being provided is focused on the neighborhood surrounding Roosevelt Gardens, clients served by the Project Transition's Housing Program that will be housed at Roosevelt Gardens come from the surrounding five-county region of Central Texas. While the footprint of Project Transition's is currently very small, their reach is far.

3. General Housing Conditions and Trends in the Community

A description of the neighborhood surrounding Roosevelt Gardens according to NeighborhoodScout:

"This is an urban neighborhood (based on population density) located in Austin, Texas. This neighborhood's real estate is primarily made up of small (studio to two bedroom) to medium sized (three or four bedroom) apartment complexes/high-rise apartments and single-family homes. Most of the residential real estate is renter occupied. Many of the residences in this neighborhood are older, well-established, built between 1940 and 1969. A number of residences were also built between 1970 and 1999.

Home and apartment vacancy rates are 7.4% in this neighborhood. NeighborhoodScout analysis shows that this rate is lower than 58.9% of the neighborhoods in the nation, approximately near the middle range for vacancies."

For the neighborhood surrounding Roosevelt Gardens, NeighborhoodScout cites home value appreciation and existing housing economic fundamentals as ranked in the top 20% of all neighborhoods in the nation for investment security. The average annual homeownership trend over the last five years has increased by 2.0%. The average rent price trend in the neighborhood over the last five years has increased by 9.5%.

ii. Identify the geographic area

Roosevelt Gardens is located in census tract number 48453000205 in the Brentwood Neighborhood. Please see attached NeighborhoodScout report for the boundary outline. Due to the special needs population served by Project Transitions, prospective residents at Roosevelt Gardens will pull from the surrounding Central Texas five-county region.

iii. Quantify the pool of eligible tenants

With a target population of low-income persons living with HIV/AIDS, the pool of eligible tenants is estimated at 2,043.



From the Integrated HIV Prevention and Care Plan, 2016 Austin HIV Planning Council:

*In 2015, there were 5,521 People Living with HIV/AIDS (PLWH) in the five county Target Geographic Area (TGA), with over 300 new diagnoses that year. Most (89%) of new HIV cases were in men and 80% reported an exposure category of men who have sex with men (MSM). White PLWH (2,347) made up the largest number of Austin TGA residents with HIV in 2015, but had the lowest prevalence and incidence rate. Mirroring national trends, Black MSM bear a large burden of disease in the Austin TGA, with new diagnosis rate of 794 per 100,000 in 2015. Since 2011, new diagnoses in Hispanic and young (under 35) populations have grown compared to other ethnicities and older age groups. Income directly affects the ability to pay for health care. A total of 5,521 PLWH reside in the Austin TGA and approximately 37% (**2,043**) live below 200% of the federal poverty level (FPL) according to a U.S. Census Bureau poverty status report. In the Austin TGA an estimated 1,358 PLWH were uninsured in 2015.*

Note: these figures are based on “known” persons with HIV. It is estimated that 13-17% of people living with HIV have not been diagnosed and therefore do not know it.

iv. Analyze the competition

Project Transitions is the only provider of intensely supportive affordable housing for low-income persons living with HIV/AIDS in Central Texas. There is not another provider in the Austin market that combines a high-quality housing unit paired with hyper-focused, wrap-around services specially focused on persons living with HIV/AIDS and therefore there is no competition.

Project Transitions does administer a TBRA program for clients who are ready to transition to independent living and therefore can be served by the private rental housing market. The target population for Roosevelt Gardens are persons living HIV/AIDS who are in need of intensive services to help with stabilizing and restoring health.

v. Assess the market demand

There are currently 55 people on Project Transitions’ housing waiting list, and the average time between entering the list and receiving services is 1.5 years. Project Transitions’ housing program is designed to move people from crisis and chaos to stability and independent living, and this process has typically been accomplished in from one to two years for most residents, who then moved from Roosevelt Gardens to other housing, either subsidized or private market-rate. However, the worsening shortage of affordable low-income housing in Austin has resulted in many Roosevelt Gardens residents being unable to secure such housing when they reach the point of no longer needing the intensive support offered at Roosevelt Gardens, and it has been Project Transitions’ practice NOT to discharge such residents back to homelessness, despite the desire to serve new clients. In addition, Project Transitions provides housing at Roosevelt Gardens to persons exiting the recuperative care program at Doug’s House, Project Transitions’ residential hospice and recuperative care facility. Such persons are typically discharged from the hospital to Doug’s House in a medically fragile state and receive 24-hour care and education until their health status is improved enough for them to live in a non-medical facility. Rather than discharging these residents to homelessness, they are transferred to Roosevelt Gardens. Only by increasing its capacity – in the form of additional affordable housing units – will Project Transitions be able to offer each of these current clients a stable home and serve additional new clients.

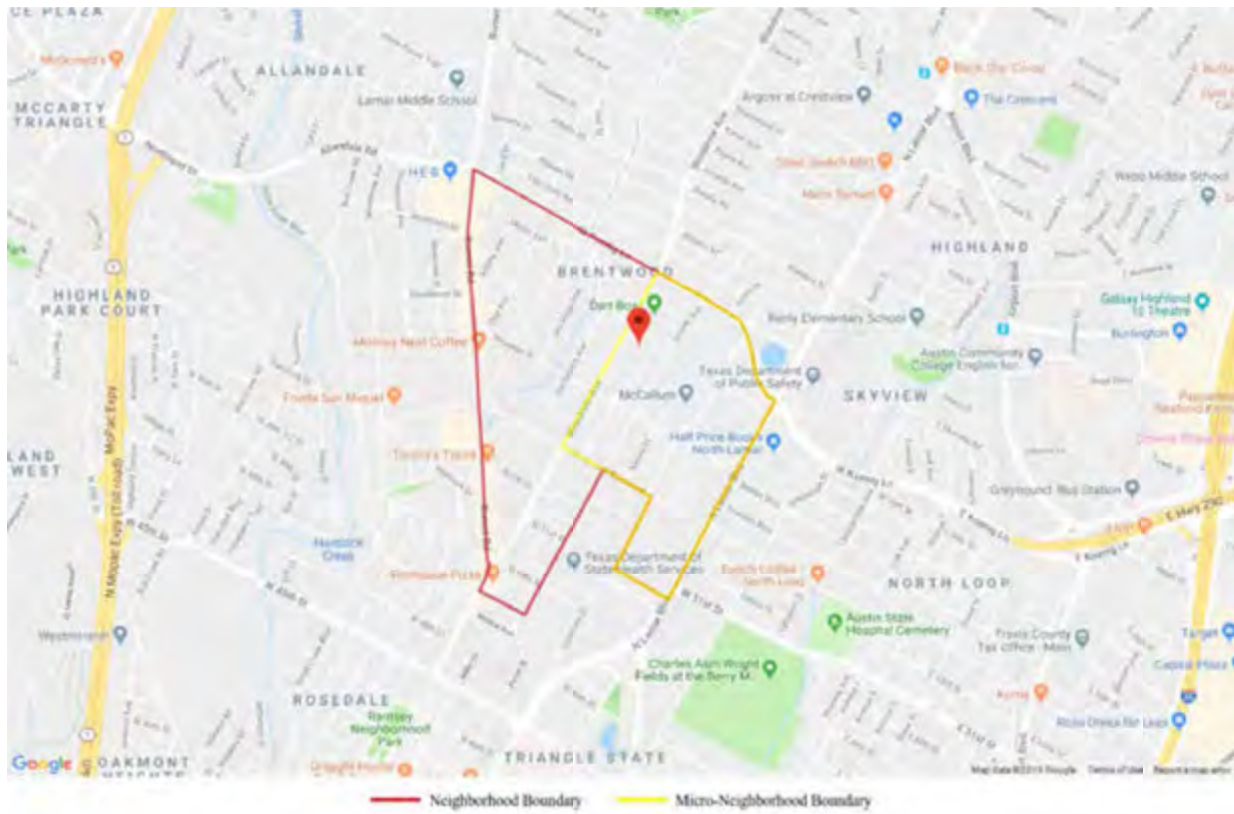


vi. Evaluate the effective demand and the capture rate

40 units/2,043 low-income people living with HIV/AIDS = **2% capture rate**

vii. Estimate the absorption period

Once construction on the redevelopment of Roosevelt Gardens is completed, the project will be filled systematically with both returning, former residents of Roosevelt Gardens and clients off of PT's Housing Program Waitlist and those ready to transition to supportive housing from the recuperative care offered at PT's Doug's House. It is expected that the property will be 100% occupied in 2-3 months with an estimated absorption rate of 20 units per month.



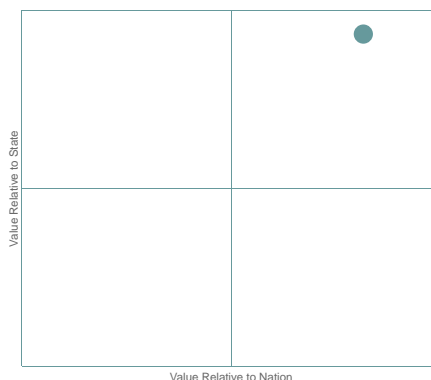
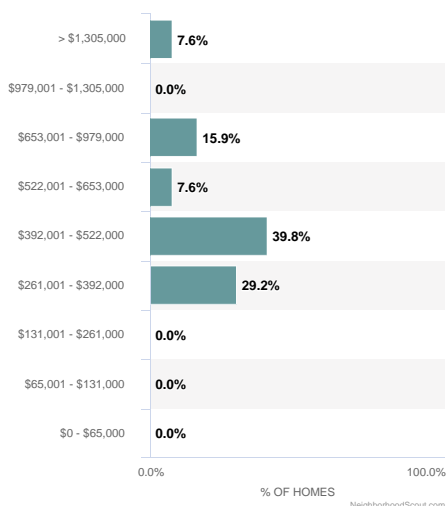
THE 5606 ROOSEVELT AVE NEIGHBORHOOD REAL ESTATE

AVERAGE HOME VALUES

MEDIAN HOME VALUE: ⚡
\$460,019

MEDIAN REAL ESTATE TAXES:
\$9,058 (2.0% effective rate)

NEIGHBORHOOD HOME PRICES



YEARS OF AVERAGE RENT NEEDED TO BUY AVERAGE HOME IN THIS NEIGHBORHOOD
⚡ 19 YEARS AND 11 MONTHS

AVERAGE MARKET RENT

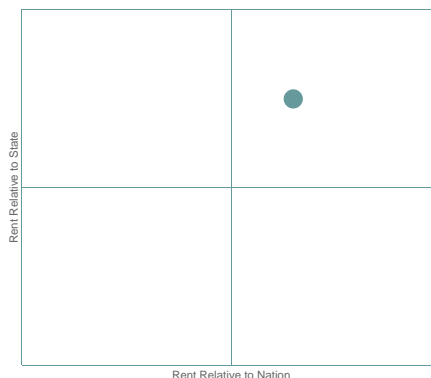
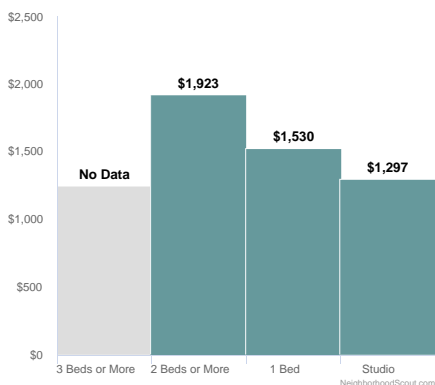


AVERAGE MARKET RENT:
\$1,511 / per month



GROSS RENTAL YIELD:
6.14

MEDIAN MONTHLY RENT BY NUMBER OF BEDROOMS



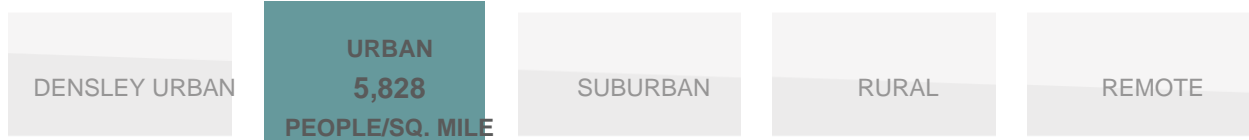
SETTING

— COASTAL

— LAKEFRONT

— FARMS

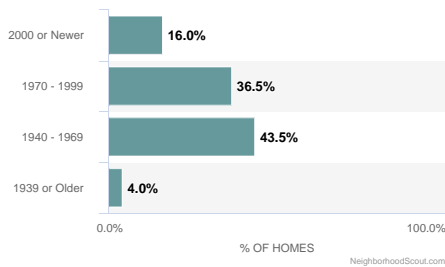
NEIGHBORHOOD LOOK AND FEEL



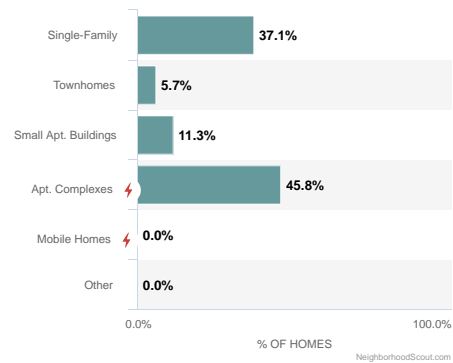
Population Density

HOUSING MARKET DETAILS

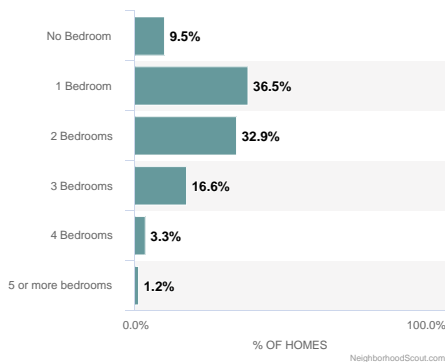
AGE OF HOMES



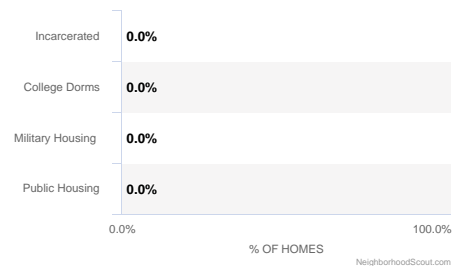
TYPES OF HOMES ⚡



HOME SIZE

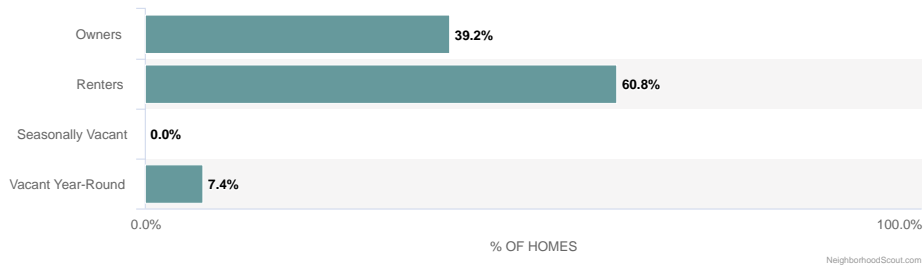


SPECIAL PURPOSE HOUSING



HOMEOWNERSHIP








HOMEOWNERSHIP RATE








THE 5606 ROOSEVELT AVE NEIGHBORHOOD DEMOGRAPHICS

136 Vital Statistics. 1 Condition Alert found.

LIFESTYLE

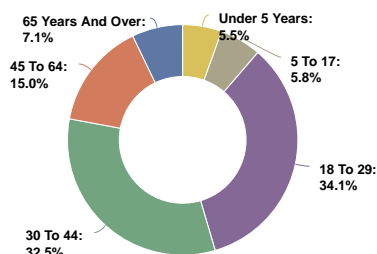
	Young Single Professionals	99.0%	Excellent
	Luxury Communities	87.7%	Very Good
	College Student Friendly	75.8%	Good
	Retirement Dream Areas	32.7%	Poor
	Family Friendly	17.3%	Poor
	Vacation Home Locations		Poor
	First Time Homebuyers		Poor

SPECIAL CHARACTER

	Hip Trendy	94.0%	Excellent
	Urban Sophisticates	77.2%	Good
	Walkable	75.6%	Good
	Quiet	24.0%	Poor
	Nautical		Poor

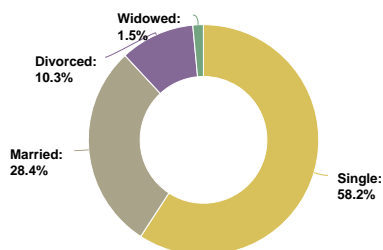
AGE / MARITAL STATUS

AGE



NeighborhoodScout.com

MARITAL STATUS

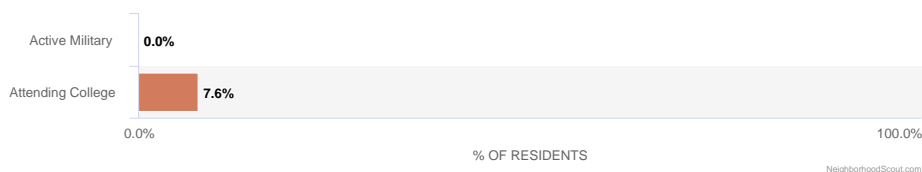


NeighborhoodScout.com

GENDER RATIO



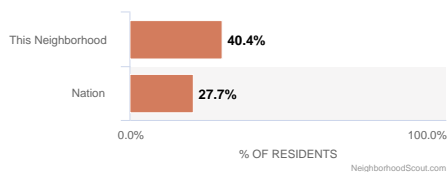
MILITARY & COLLEGE STATUS



NeighborhoodScout.com

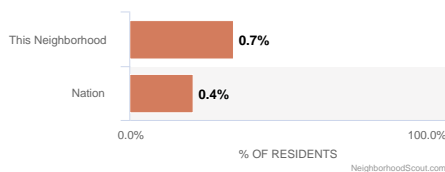
HOUSEHOLD TYPES

ONE PERSON HOUSEHOLDS



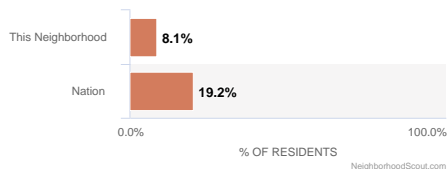
NeighborhoodScout.com

SAME SEX PARTNERS



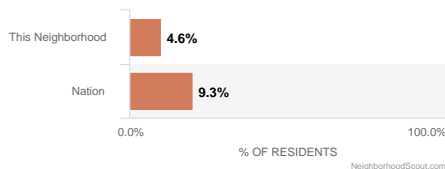
NeighborhoodScout.com

MARRIED COUPLE WITH CHILD



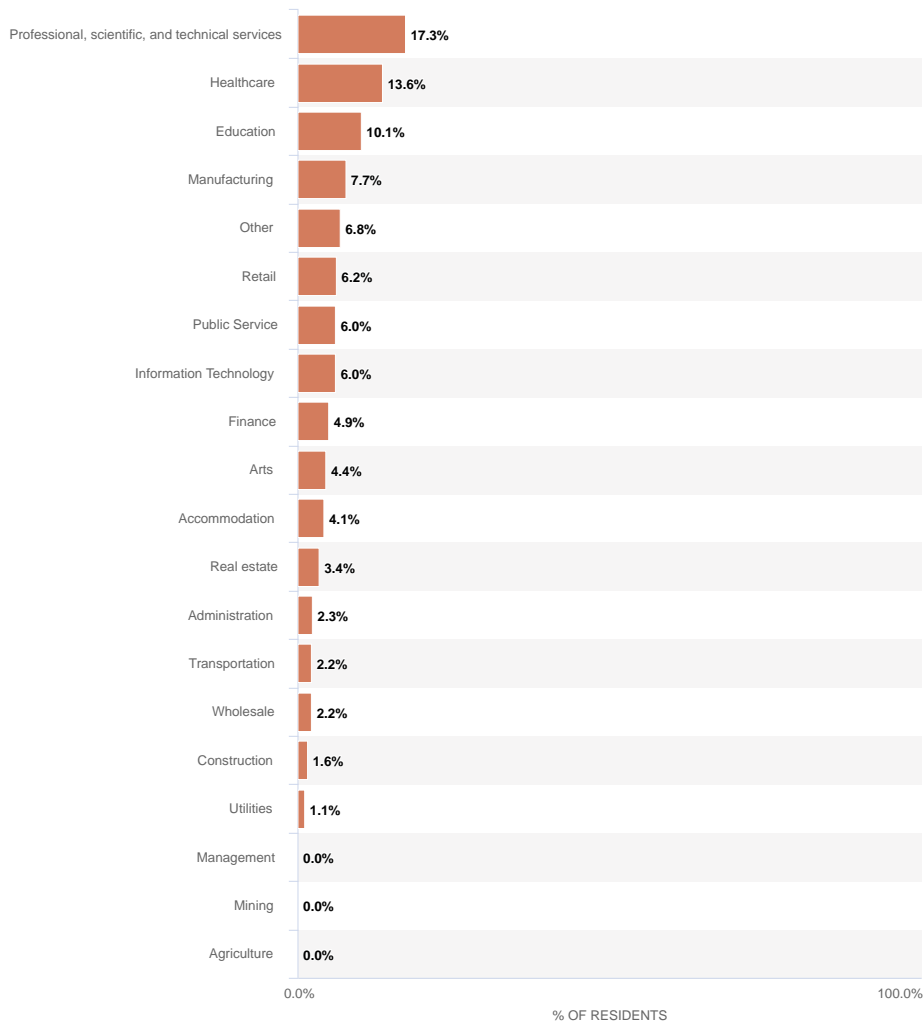
NeighborhoodScout.com

SINGLE PARENT WITH CHILD



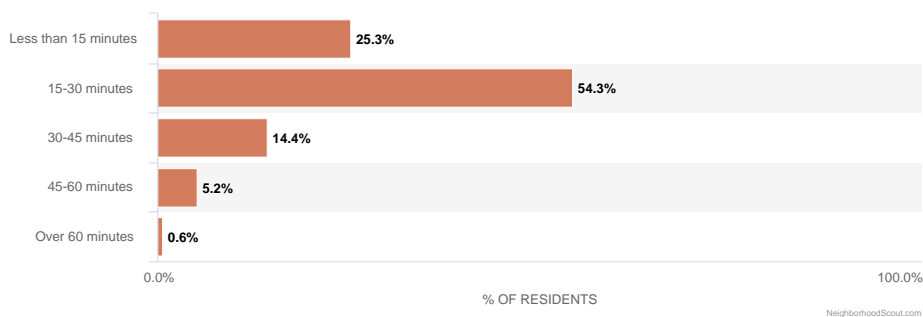
NeighborhoodScout.com

EMPLOYMENT INDUSTRIES

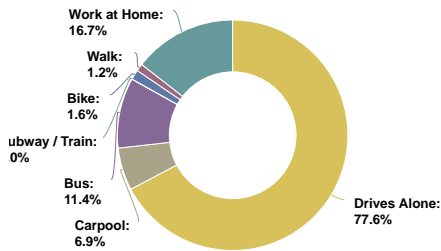


COMMUTE TO WORK

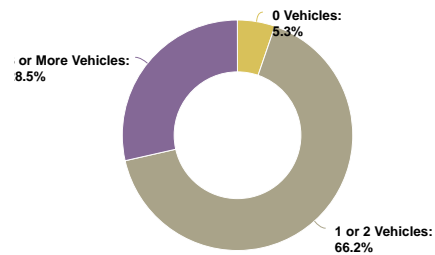
AVERAGE ONE-WAY COMMUTE TIME



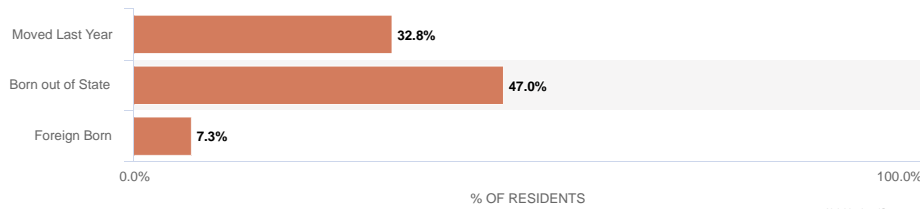
MEANS OF TRANSPORT



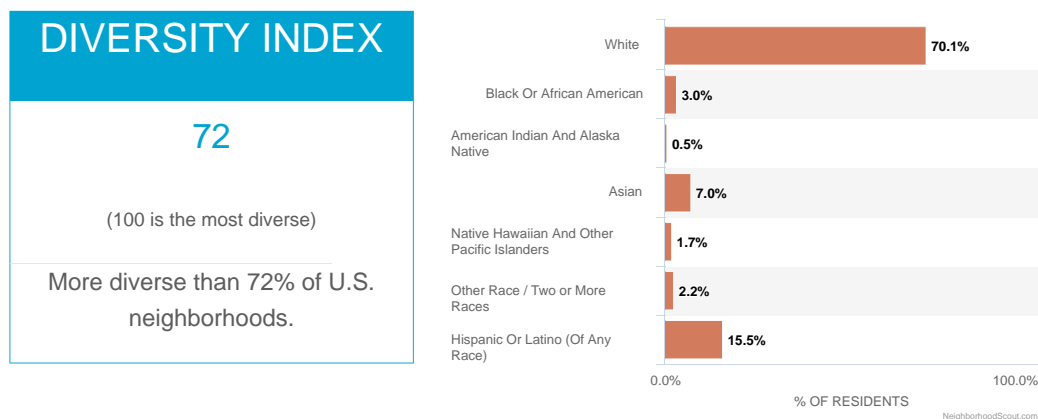
VEHICLES PER HOUSEHOLD



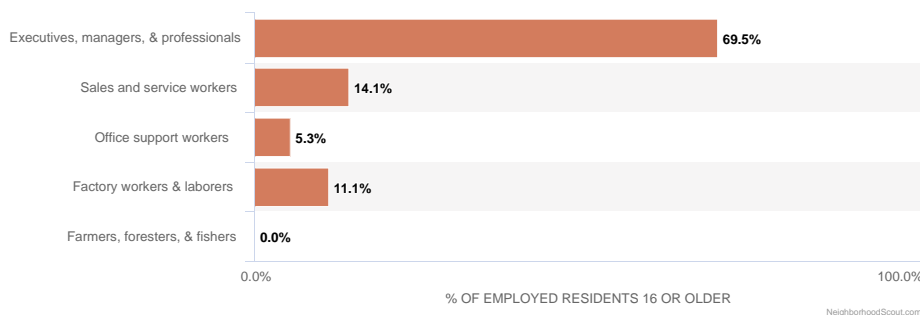
MIGRATION & MOBILITY



RACE & ETHNIC DIVERSITY

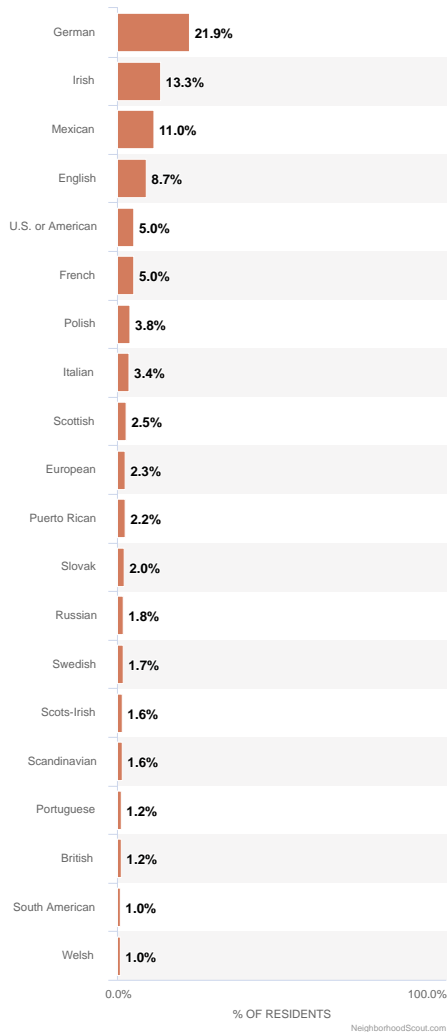


OCCUPATIONS

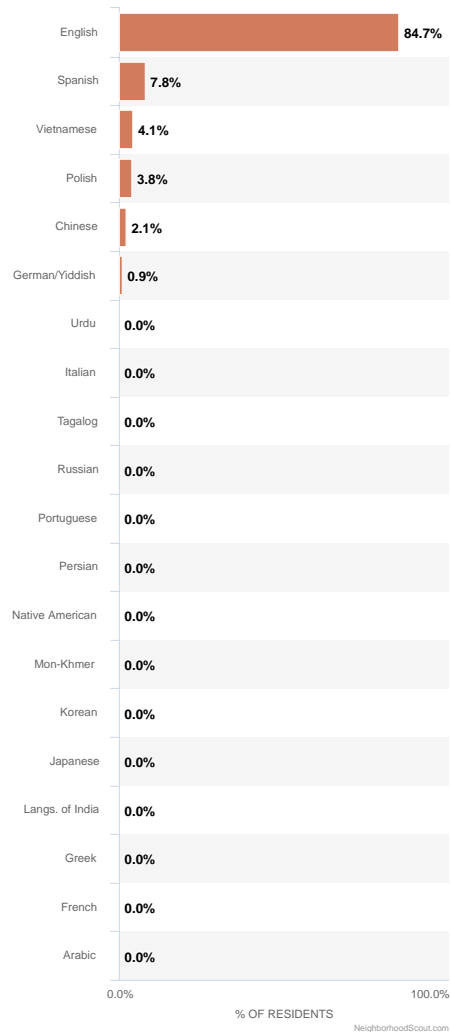


ANCESTERIES & LANGUAGES SPOKEN

ANCESTRY (TOP 20)



LANGUAGES SPOKEN (TOP 20)

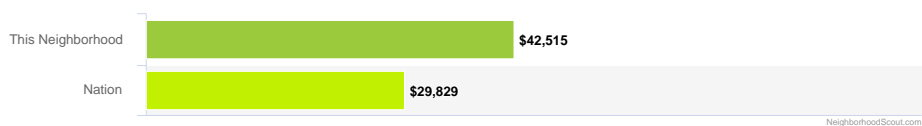


UNEMPLOYMENT RATE

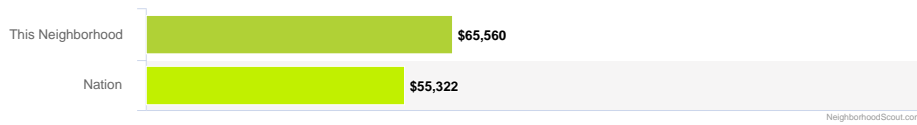


AVERAGE INCOME

PER CAPITA INCOME

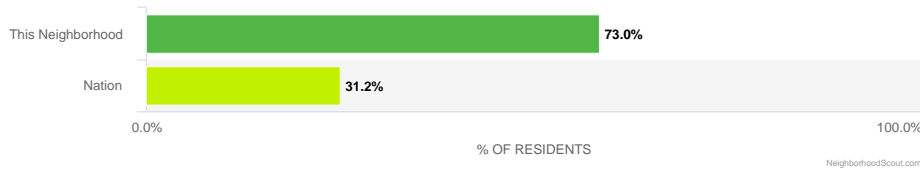


MEDIAN HOUSEHOLD INCOME

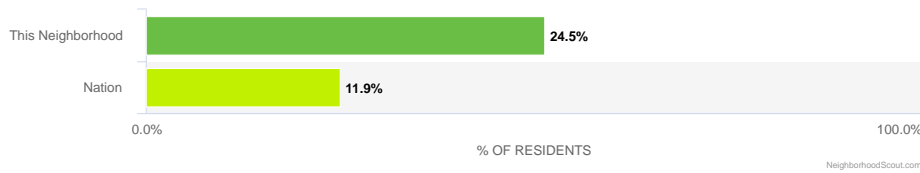


EDUCATION

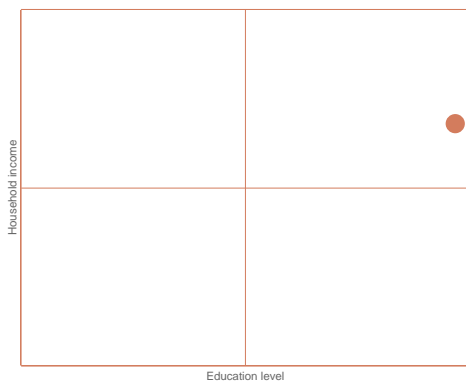
PERCENT WITH COLLEGE DEGREE



PERCENT WITH ADVANCE DEGREE



INCOME AND EDUCATION



THE 5606 ROOSEVELT AVE NEIGHBORHOOD CRIME

67 Vital Statistics. 2 Condition Alerts found.

NEIGHBORHOOD CRIME DATA

TOTAL CRIME INDEX

21

(100 is safest)

Safer than 21% of U.S. neighborhoods.

NEIGHBORHOOD ANNUAL CRIMES			
	VIOLENT	PROPERTY	TOTAL
Number of Crimes	13	141	154
Crime Rate (per 1,000 residents)	3.83	41.54	45.37

NEIGHBORHOOD VIOLENT CRIME

VIOLENT CRIME INDEX

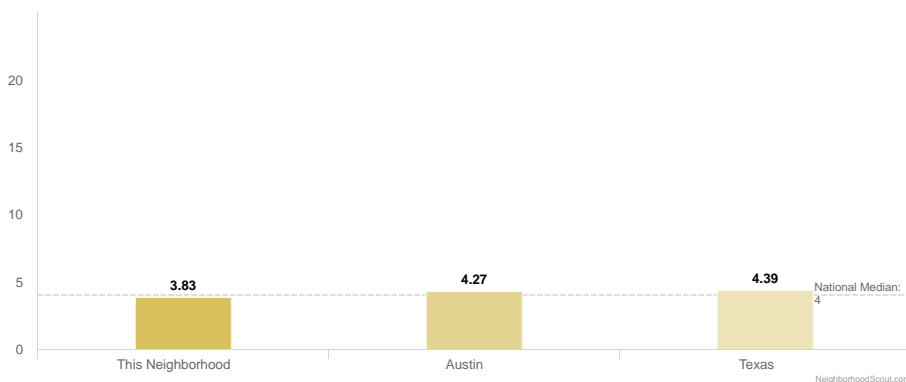
37

(100 is safest)

Safer than 37% of U.S. neighborhoods.

VIOLENT CRIME INDEX BY TYPE			
MURDER INDEX	RAPE INDEX	ROBBERY INDEX	ASSAULT INDEX
48	17	31	48
100 is safest	100 is safest	100 is safest	100 is safest

VIOLENT CRIME COMPARISON (PER 1,000 RESIDENTS)



MY CHANCES OF BECOMING A VICTIM OF A VIOLENT CRIME		
1 IN 261	1 IN 234	1 IN 228
in this Neighborhood	in Austin	in Texas

AUSTIN VIOLENT CRIMES

POPULATION: 950,715

	MURDER	RAPE	ROBBERY	ASSAULT
Report Total	26	840	993	2,199
Rate per 1,000	0.03	0.88	1.04	2.31

UNITED STATES VIOLENT CRIMES

POPULATION: 325,719,178

	MURDER	RAPE	ROBBERY	ASSAULT
Report Total	17,284	135,755	319,356	810,825
Rate per 1,000	0.05	0.42	0.98	2.49

NEIGHBORHOOD PROPERTY CRIME

PROPERTY CRIME INDEX

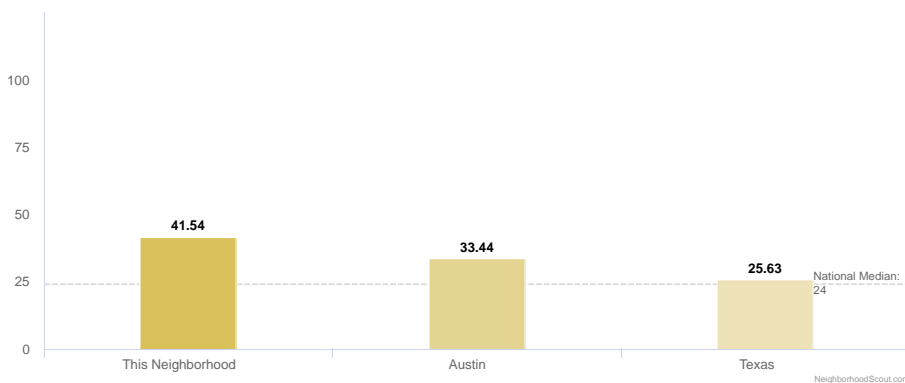
18

(100 is safest) ⚡

Safer than 18% of U.S. neighborhoods.

PROPERTY CRIME INDEX BY TYPE		
BURGLARY INDEX	THEFT INDEX	MOTOR VEHICLE THEFT
34	13	77
100 is safest	100 is safest	100 is safest

PROPERTY CRIME COMPARISON (PER 1,000 RESIDENTS)



MY CHANCES OF BECOMING A VICTIM OF A PROPERTY CRIME

1 IN 24	1 IN 30	1 IN 39
in this Neighborhood	in Austin	in Texas

AUSTIN PROPERTY CRIMES

POPULATION: 950,715

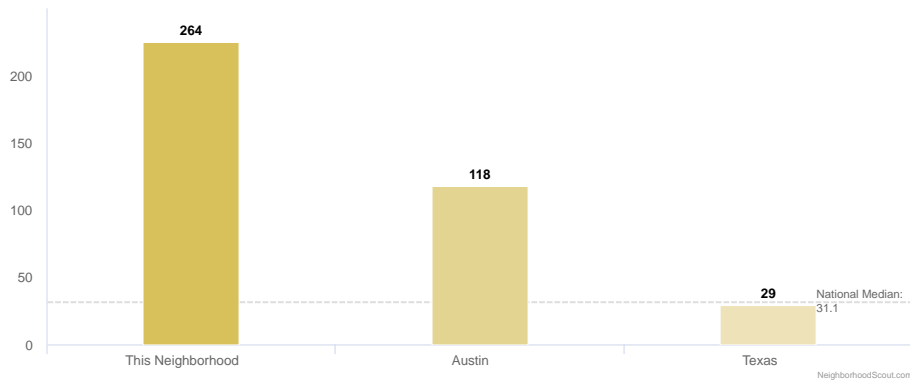
	BURGLARY	THEFT	MOTOR VEHICLE THEFT
Report Total	4,414	25,288	2,090
Rate per 1,000	4.64	26.60	2.20

UNITED STATES PROPERTY CRIMES

POPULATION: 325,719,178

	BURGLARY	THEFT	MOTOR VEHICLE THEFT
Report Total	1,401,840	5,519,107	773,139
Rate per 1,000	4.30	16.94	2.37

CRIME PER SQUARE MILE



THE 5606 ROOSEVELT AVE NEIGHBORHOOD SCHOOLS

SCHOOL RATING INFORMATION

SCHOOL QUALITY	ADDRESS SCHOOL QUALITY RATING
<p>75</p> <p>(100 is best)</p> <p>Better than 75% of U.S. schools.</p>	<p>Address-Specific School Quality Rating. Rates the quality of the K-12 public schools that serve this address. ⓘ</p>

SCHOOLS THAT SERVE THIS ADDRESS *

SCHOOL DETAILS	GRADES	QUALITY RATING COMPARED TO TX	QUALITY RATING COMPARED TO NATION
Brentwood Elementary School			
6700 Arroyo Seco St Austin, TX 78757	PK-05	9	9
Lamar M S School			
6201 Wynona Ave Austin, TX 78757	06-08	7	6
Mccallum H S School			
5600 Sunshine Dr Austin, TX 78756	09-12	10	9

* Depending on where you live in the neighborhood, your children may attend certain schools from the above list and not others. In some cases, districts allow students to attend schools anywhere in the district. Always check with your local school department to determine which schools your children may attend based on your specific address and your child's grade-level.

NEIGHBORHOOD EDUCATIONAL ENVIRONMENT

Adults In Neighborhood With College Degree Or Higher	73.0%
Children In The Neighborhood Living In Poverty ⚡	3.8%

THIS NEIGHBORHOOD IS SERVED BY 1 DISTRICT:

AUSTIN ISD

83,648 Students Enrolled in This District	130 Schools in District	14 Students Per Classroom
---	-----------------------------------	-------------------------------------

DISTRICT QUALITY COMPARED TO TEXAS

5

(10 is best)

Better than 49.5% of TX school districts.

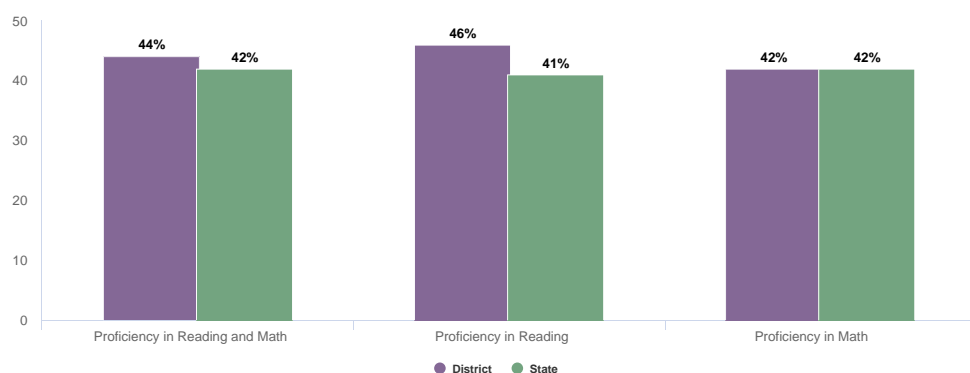
DISTRICT QUALITY COMPARED TO U.S. ①

4

(10 is best)

Better than 37.5% of US school districts.

Public School Test Scores (No Child Left Behind)




School District Enrollment By Group

ETHNIC/RACIAL GROUPS	THIS DISTRICT	THIS STATE
White (non-hispanic)	27.4%	29.2%
Black	8.1%	12.9%
Hispanic	60.4%	53.4%
Asian Or Pacific Islander	4.0%	4.1%
American Indian Or Native Of Alaska	0.2%	0.4%

ECONOMIC GROUPS	THIS DISTRICT	THIS STATE
ECONOMICALLY DISADVANTAGED	56.9%	58.7%
FREE LUNCH ELIGIBLE	51.5%	52.7%
REDUCED LUNCH ELIGIBLE	5.4%	6.0%

Educational Expenditures

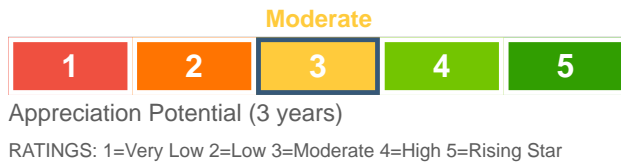
FOR THIS DISTRICT	PER STUDENT	TOTAL	% OF TOTAL
Instructional Expenditures	\$5,625	\$480,093,750	44.2%
Support Expenditures			
Student	\$435	\$37,127,250	3.4%
Staff	\$664	\$56,672,400	5.2%
General Administration ⚡	\$73	\$6,230,550	0.6%

FOR THIS DISTRICT	PER STUDENT	TOTAL	% OF TOTAL
School Administration	\$611	\$52,148,850	4.8%
Operation	\$1,070	\$91,324,500	8.4%
Transportation	\$350	\$29,872,500	2.8%
Other	\$408	\$34,822,800	3.2%
Total Support	\$3,611	\$308,198,850	28.4%
Non-instructional Expenditures 	\$3,477	\$296,761,950	27.3%
Total Expenditures	\$12,714	\$1,085,139,900	100.0%

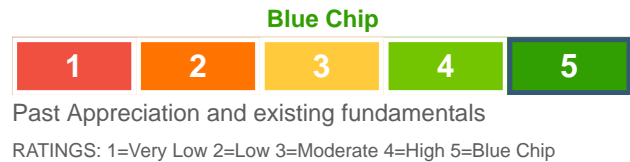
THE 5606 ROOSEVELT AVE TRENDS AND FORECAST

SCOUT VISION® SUMMARY

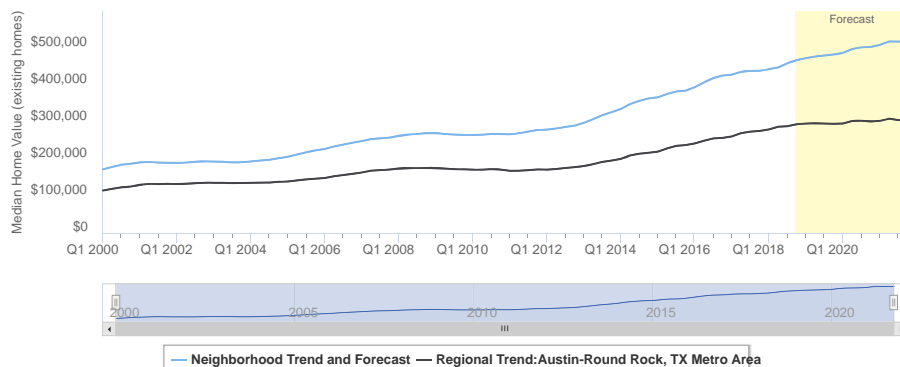
RISING STAR INDEX ⓘ



BLUE CHIP INDEX ⓘ



SCOUT VISION Neighborhood Home Value Trend and Forecast ⓘ



SCOUT VISION® HOME VALUE TRENDS AND FORECAST

TIME PERIOD	TOTAL APPRECIATION	AVG. ANNUAL RATE	COMPARED TO METRO*	COMPARED TO AMERICA*
3 Year Forecast: 2018 Q4 - 2021 Q4	12.62% ↑	4.04% ↑	10	6
Latest Quarter: 2018 Q2 - 2018 Q3	2.51% ↑	10.44% ↑	3	7
Last 12 Months: 2017 Q3 - 2018 Q3	4.69% ↑	4.69% ↑	3	3
Last 2 Years: 2016 Q3 - 2018 Q3	9.54% ↑	4.66% ↑	2	4
Last 5 Years: 2013 Q3 - 2018 Q3	43.90% ↑	7.55% ↑	4	8
Last 10 Years: 2008 Q3 - 2018 Q3 ⚡	71.19% ↑	5.52% ↑	8	10
Since 2000: 2000 Q1 - 2018 Q3 ⚡	144.35% ↑	5.09% ↑	9	10

* 10 is highest

KEY PRICE DRIVERS AT THIS LOCATION

Pros

Factors likely to drive home values upward over the next few years or indicators of upward trends already underway.

- + Vacancies
- + Access to High Paying Jobs
- + Income Trend
- + Educated Population Trend
- + School Performance

Cons

Impediments to home value appreciation over the next few years or indicators of negative trends already underway.

- Regional Housing Market Outlook
- Real Estate Values Nearby
- Crime

SCOUT VISION® PROXIMITY INDEX

PRICE ADVANTAGE OVER SURROUNDING NEIGHBORHOODS ⓘ



Price advantage score

RATINGS: 1=Strong Disadvantage 2=Disadvantage 3=Similar Price

4=Advantage 5=Strong Advantage

\$306
Neighborhood price per sqft
\$269
Average Nearby Home Price per sqft

ACCESS TO HIGH PAYING JOBS ⓘ



Jobs score

RATINGS: 1=Limited 2=Below Average 3=Average 4=Very Good

5=Excellent

JOBS WITHIN AN HOUR

WITHIN	HIGH-PAYING* JOBS
5 minutes	15952
10 minutes	54530
15 minutes	214417
20 minutes	305510
30 minutes	365824
45 minutes	404952
60 minutes	422405

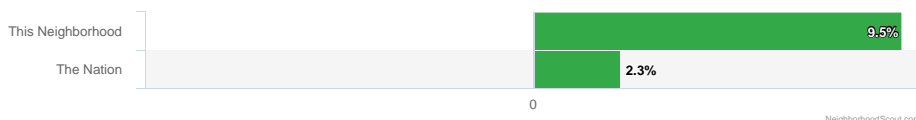
*Annual salary of \$75,000 or more

SCOUT VISION® REAL ESTATE TRENDS AND FORECAST

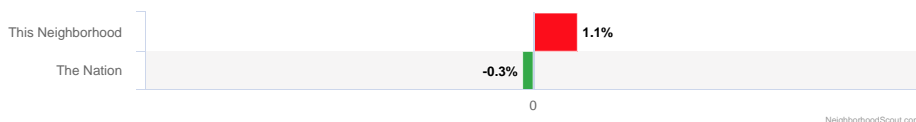
AVG. ANNUAL HOMEOWNERSHIP TREND Over last 5 years ⚡



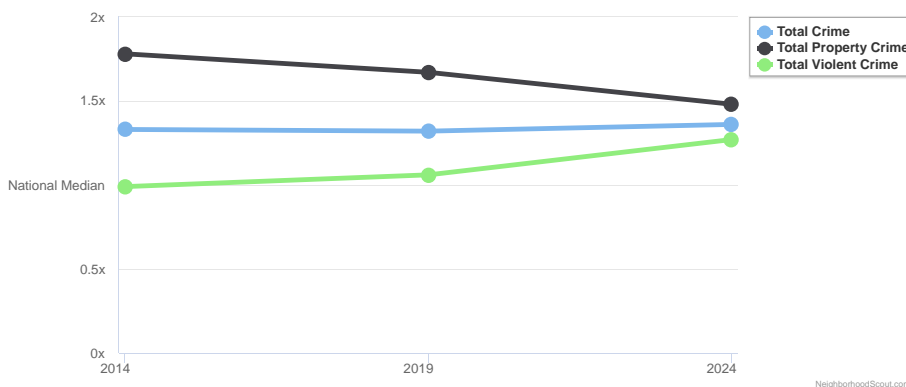
AVG. ANNUAL RENT PRICE TREND Over last 5 years ⚡



AVG. ANNUAL VACANCY TRENDS Over last 5 years

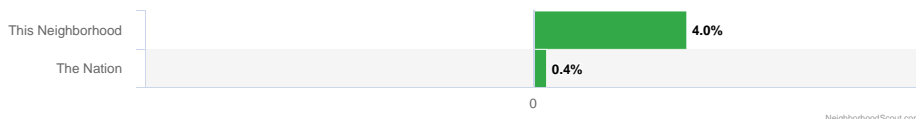


SCOUT VISION® CRIME TRENDS AND FORECAST

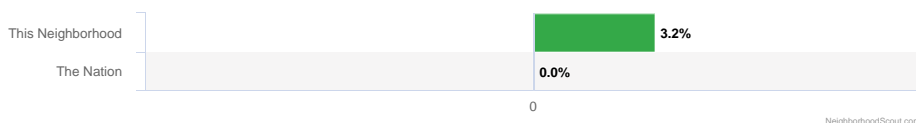


SCOUT VISION® EDUCATION TRENDS AND FORECAST

AVG. ANNUAL CHANGE IN COLLEGE GRADUATES Over last 5 years ⚡

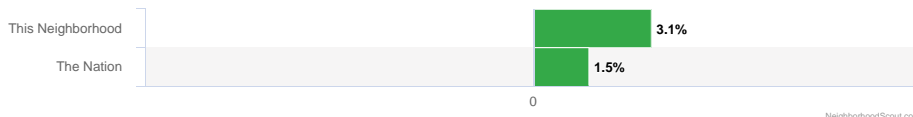


AVG. ANNUAL CHANGE IN K-12 SCHOOL PERFORMANCE Over last 5 years

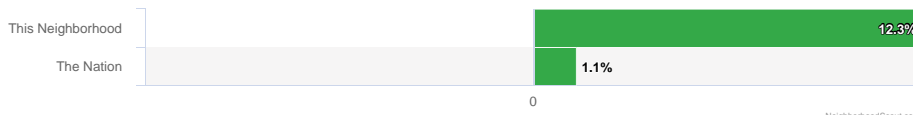


SCOUT VISION® ECONOMIC TRENDS AND FORECAST

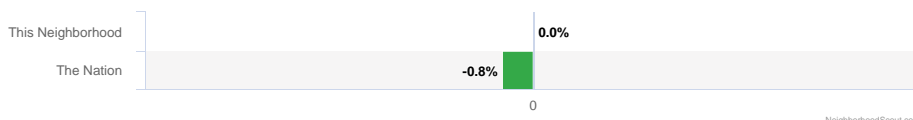
AVG ANNUAL CHANGE IN PER CAPITA INCOME Over last 5 years



AVG ANNUAL CHANGE IN HOUSEHOLD INCOME Over last 5 years ⚡



AVG ANNUAL CHANGE IN UNEMPLOYMENT RATE Over last 5 years



SCOUT VISION® DEMOGRAPHIC TRENDS

DISTANCE FROM LOCATION	POPULATION 5 YEARS AGO	CURRENT POPULATION	PERCENT CHANGE
Half Mile	3,546	4,550	⚡ 28.32% ↑
1 Mile	14,408	15,963	⚡ 10.79% ↑
3 Miles	143,074	155,121	8.42% ↑
5 Miles	304,844	331,451	⚡ 8.73% ↑
10 Miles	763,511	831,221	⚡ 8.87% ↑
15 Miles	1,219,934	1,359,582	⚡ 11.45% ↑
25 Miles	1,581,885	1,818,753	⚡ 14.97% ↑
50 Miles	1,967,378	2,269,736	⚡ 15.37% ↑

SCOUT VISION® REGIONAL HOUSING MARKET ANALYSIS

AUSTIN-ROUND ROCK, TX METRO AREA REGIONAL INVESTMENT POTENTIAL ⓘ

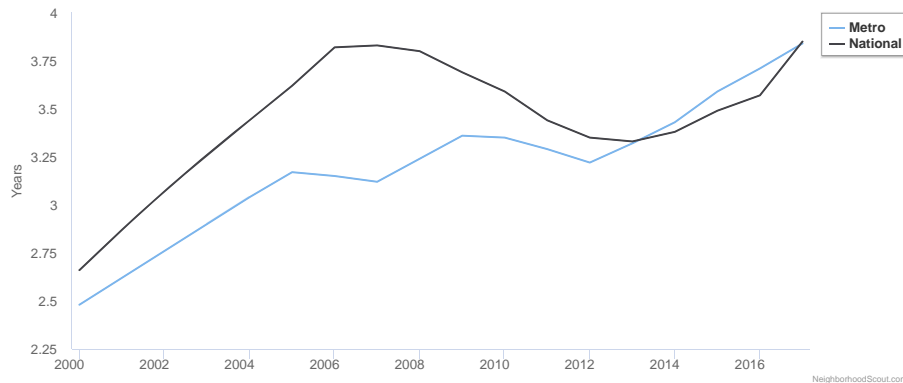


Regional Appreciation Potential (3yr)

RATINGS: 1=Very Low 2=Low 3=Moderate 4=High 5=Very High

HOUSING AFFORDABILITY TRENDS: AUSTIN-ROUND ROCK, TX METRO AREA ⓘ

Years of average household income needed to buy average home



2.48 Region's Historical Low	3.84 Region's Historical High	3.84 Current ⚡
---------------------------------	----------------------------------	-------------------

REGIONAL 1 AND 2 YEAR GROWTH TRENDS ⓘ

REGIONAL TREND	LAST 2 YEARS	COMPARED TO NATION*	LAST 1 YEAR	COMPARED TO NATION*
Population Growth	5.72% ↑	⚡ 10	2.67% ↑	⚡ 10
Job Growth	6.31% ↑	⚡ 10	2.58% ↑	⚡ 9
Income Trend (Wages)	14.26% ↑	⚡ 10	6.55% ↑	⚡ 10
Unemployment Trend	-0.44% ↓	2	-0.09% ↓	3
Stock Performance of Region's Industries	24.25% ↑	⚡ 1	6.04% ↑	⚡ 1
Housing Added	5.44% ↑	⚡ 10	2.64% ↑	⚡ 10
Vacancy Trend	-1.40% ↓	8	0.24% ↑	4

* 10 is highest

Disclaimer

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ABOUT THE 5606 ROOSEVELT AVE NEIGHBORHOOD

Real Estate Prices and Overview

This neighborhood's median real estate price is \$460,019, which is more expensive than 93.5% of the neighborhoods in Texas and 81.6% of the neighborhoods in the U.S.

The average rental price in this neighborhood is currently \$1,511, based on NeighborhoodScout's exclusive analysis. The average rental cost in this neighborhood is higher than 74.8% of the neighborhoods in Texas.

This is an urban neighborhood (based on population density) located in Austin, Texas.

This neighborhood's real estate is primarily made up of small (studio to two bedroom) to medium sized (three or four bedroom) apartment complexes/high-rise apartments and single-family homes. Most of the residential real estate is renter occupied. Many of the residences in this neighborhood are older, well-established, built between 1940 and 1969. A number of residences were also built between 1970 and 1999.

Home and apartment vacancy rates are 7.4% in this neighborhood. NeighborhoodScout analysis shows that this rate is lower than 58.9% of the neighborhoods in the nation, approximately near the middle range for vacancies.

Notable & Unique Neighborhood Characteristics

When you see a neighborhood for the first time, the most important thing is often the way it looks, like its homes and its setting. Some places look the same, but they only reveal their true character after living in them for a while because they contain a unique mix of occupational or cultural groups. This neighborhood is very unique in some important ways, according to NeighborhoodScout's exclusive exploration and analysis.

Notable & Unique: Modes of Transportation

In this neighborhood, many people's commute means walking from the bedroom to the home office. NeighborhoodScout's analysis found that 16.7% of residents worked from home. This may not seem like a large number, but Scout's research shows that this is a higher percentage of people working from home than 98.9% of the neighborhoods in America. Often people who work from home are engaged in the creative or technological economy, such as is found in areas around Boston, and in Silicon Valley. Other times, people may be engaged in other businesses like trading stocks from home, or running a small beauty salon.

Notable & Unique: Occupations

Executives, managers and professionals make up 69.5% of the workforce in this neighborhood which, according to NeighborhoodScout's exclusive analysis, is a higher proportion of such high-level people than is found in 97.7% of the neighborhoods in America. For this reason, this neighborhood really stands out as unique.

Notable & Unique: People

The rate of college educated adults in this neighborhood is a unique characteristic of the neighborhood. 73.0% of adults here have received at least a 4-year bachelor's degree, compared to the average neighborhood in America, which has 22.6% of the adults with a bachelor's degree. The rate here is higher than NeighborhoodScout found in 97.0% of all U.S. neighborhoods.

Notable & Unique: Diversity

Did you know that this neighborhood has more Slovak ancestry people living in it than nearly any neighborhood in America? It's true! In fact, 2.0% of this neighborhood's residents have Slovak ancestry.

This neighborhood is also pretty special linguistically. Significantly, 4.1% of its residents five years old and above primarily speak Vietnamese at home. While this may seem like a small percentage, it is higher than 97.9% of the neighborhoods in America.

Notable & Unique: Migration / Stability

Some neighborhoods have more internal cohesiveness than others. While other neighborhoods feel like a collection of strangers who just happen to live near each other. Sometimes this comes down to not only the personalities of the people in a place, but how long people have been together in that neighborhood. NeighborhoodScout's research has revealed some interesting things about the rootedness of people in this neighborhood. In this neighborhood, a greater proportion of the residents living here today did not live here five years ago than is found in 95.8% of U.S. Neighborhoods. This neighborhood, more than almost any other in America, has new residents from other areas.

The Neighbors

The Neighbors: Income

How wealthy a neighborhood is, from very wealthy, to middle income, to low income is very formative with regard to the personality and character of a neighborhood. Equally important is the rate of people, particularly children, who live below the federal poverty line. In some wealthy gated communities, the areas immediately surrounding can have high rates of childhood poverty, which indicates other social issues. NeighborhoodScout's analysis reveals both aspects of income and poverty for this neighborhood.

The neighbors in this neighborhood in Austin are upper-middle income, making it an above average income neighborhood. NeighborhoodScout's exclusive analysis reveals that this neighborhood has a higher income than 68.4% of the neighborhoods in America. In addition, 3.8% of the children seventeen and under living in this neighborhood are living below the federal poverty line, which is a lower rate of childhood poverty than is found in 80.7% of America's neighborhoods.

The Neighbors: Occupations

The old saying "you are what you eat" is true. But it is also true that you are what you do for a living. The types of occupations your neighbors have shape their character, and together as a group, their collective occupations shape the culture of a place.

In this neighborhood, 69.5% of the working population is employed in executive, management, and professional occupations. The second most important occupational group in this neighborhood is sales and service jobs, from major sales accounts, to working in fast food restaurants, with 14.1% of the residents employed. Other residents here are employed in manufacturing and laborer occupations (11.1%), and 6.0% in government jobs, whether they are in local, state, or federal positions.

The Neighbors: Languages

The languages spoken by people in this neighborhood are diverse. These are tabulated as the languages people preferentially speak when they are at home with their families. The most common language spoken in this neighborhood is English, spoken by 84.7% of households. Other important languages spoken here include Spanish, Vietnamese, Polish and Chinese.

The Neighbors: Ethnicity / Ancestry

Culture is the shared learned behavior of peoples. Undeniably, different ethnicities and ancestries have different cultural traditions, and as a result, neighborhoods with concentrations of residents of one or another ethnicities or ancestries will express those cultures. It is what makes the North End in Boston so fun to visit for the Italian restaurants, bakeries, culture, and charm, and similarly, why people enjoy visiting Chinatown in San Francisco.

In this neighborhood in Austin, TX, residents most commonly identify their ethnicity or ancestry as German (21.9%). There are also a number of people of Irish ancestry (13.3%), and residents who report Mexican roots (11.0%), and some of the residents are also of English ancestry (8.7%), along with some Asian ancestry residents (7.0%), among others.

Getting to Work

How you get to work – car, bus, train or other means – and how much of your day it takes to do so is a large quality of life and financial issue. Especially with gasoline prices rising and expected to continue doing so, the length and means of one's commute can be a financial burden. Some neighborhoods are physically located so that many residents have to drive in their own car, others are set up so many walk to work, or can take a train, bus, or bike. The greatest number of commuters in this neighborhood spend between 15 and 30 minutes commuting one-way to work (54.3% of working residents), which is shorter than the time spent commuting to work for most Americans.

Here most residents (77.6%) drive alone in a private automobile to get to work. In addition, quite a number also ride the bus to get to work (11.4%) and 6.9% of residents also carpool with coworkers, friends, or neighbors for their daily commute. In a neighborhood like this, as in most of the nation, many residents find owning a car useful for getting to work.



ATTACHMENT 4: PROJECT PROPOSAL

c. Good Neighbor Policy:

ROOSEVELT GARDENS

5606 Roosevelt Avenue
Austin, TX 78756

CONTACT

Madge Whistler, Interim Executive Director
Project Transitions, Inc.
7101 Woodrow Avenue
Austin, TX 78757
(512) 454-8646
finance@projecttransitions.org

COMMUNICATIONS PLAN FOR NEIGHBORHOOD ENGAGEMENT

Project Transitions has been operating in the Brentwood/Crestview Neighborhood that surrounds Roosevelt Gardens for the past 30 years and cherishes their existing relationship with neighbors, donors and volunteers that live in the neighborhood. Before any other facets of a development are pursued, Project Transitions will approach the neighborhood and talk to key stakeholders about the project, target population and share examples of the future development.

The following steps have already or will soon be taken to communicate with the neighborhood surrounding the proposed development located at 5606 Roosevelt Avenue, Austin, 78756:

Preliminary Research: Using the City of Austin's Community Registry site and general Internet searches, True Casa Consulting researched the neighborhood organizations that contain the proposed site and identified the following active organizations.

Brentwood Neighborhood Association
Brentwood Neighborhood Plan Contact Team

- 1) **Neighborhood Contact:** Project Transitions will reach out to the priority neighborhood organization(s) to share info on plans for the redevelopment of Roosevelt Gardens. NHCD will be updated once those meetings have occurred. The timeline for those meetings will be accelerated by the filing of a zoning application once a SMART Housing Certification has been issued.



- 2) **Neighborhood Notification** - Notifications will be sent out to property owners for the zoning change request for the redevelopment of Roosevelt Gardens. PT is in the process of reaching out to the Brentwood Neighborhood Association to schedule a meeting to discuss the proposed zoning change and garner support. We ask that the notifications sent out for purposes of the zoning change account for notification under this policy.
- 3) **Neighborhood Engagement** – At the upcoming neighborhood meeting, Project Transitions will present information about their organization, plans for design of the building and talk about who will live at the property and what services will be offered. PT may invite a board member or one of their residents to speak.
 - After initial phone contact, meetings will be scheduled with any organization that should request such. If Roosevelt Gardens falls within any organization's formal boundaries, PT will make sure that the neighborhood organization is plugged into the development and milestones and progress along the way.
 - PT will create a social media platform that will contain the most updated information on the project for easy public dissemination.
 - PT will invite neighborhood members to volunteer events to get more involved with the organization.
- 4) **Implementation/Ongoing Relations** - Project Transitions, Inc. will implement the following processes to encourage ongoing relations with neighborhood members:
 - Neighborhood members will be invited to the Ground Breaking and Ribbon Cutting events that will be held for the property. Neighborhoods will be given recognition for their support.
 - PT will invite neighborhood members to participate in services programs being offered at our community.
 - PT will invite and educate neighborhood members on the many ways to volunteer with the organization.
 - PT will establish an open-door policy so that neighborhood members will feel comfortable communicating any concerns with either the on-site property management or the single point of contact.

*****PLEASE NOTE THAT A CITY OF AUSTIN GOOD NEIGHBOR CHECKLIST WAS NOT PART OF THE APPLICATION MATERIALS NOR AVAILABLE ON THE WEBSITE.**



ATTACHMENT 4: PROJECT PROPOSAL

d. SMART Housing:

Project Transitions, Inc. submitted an application for SMART Housing on 1/25/2019. A certification letter will be forwarded to City staff as soon as received.



ATTACHMENT 4: PROJECT PROPOSAL

e. MOU with ECHO:

Project Transitions and the Continuum of Care

Project Transitions' mission in operating a housing program is to serve persons living with HIV/AIDS. The organization's target population consists of extremely low-income persons living with HIV/AIDS who are homeless or at imminent risk of homelessness and who require specialized and targeted services designed to improve their health status, specifically related to HIV/AIDS. The outcomes of the program are twofold: clients have high-quality affordable housing and the skills to maintain it in the future, and clients have improved health status.

Project Transitions identifies eligible housing clients through various channels. Case managers from other AIDS service organizations refer clients, and some clients self-refer. Other clients are referred by hospitals to Doug's House, Project Transitions' residential hospice and recuperative care facility, for recuperative care and then become eligible for housing when they no longer need the level of medical care provided at Doug's House. Common across all clients who are admitted to Project Transitions' housing program is a need for – and the ability to benefit from – the supportive services offered. Accurate assessments require the specialized expertise that the organization has developed over many years.

In preparing this application, Project Transitions' executive management and program management have discussed participating in the Continuum of Care with staff of Austin's Ending Community Homelessness Coalition, since virtually all of Project Transitions' clients would qualify as Continuum of Care clients. However, the firm Continuum of Care requirement that all referrals to participating housing providers for units designated as Continuum of Care units come from – and only from – the Continuum of Care would not permit Project Transitions to meet the needs of its clients in the way that it now does, a way that has proven to be highly effective, especially with respect to health-related outcomes. These outcomes have life-and-death importance for Project Transitions' clients, and they cannot be overlooked in an effort by Project Transitions to fit into the structures imposed by participation in the Continuum of Care. In addition, these outcomes are reported to the U. S. Department of Housing and Urban Development through the HOPWA reporting mechanism and are a critical measure of HOPWA program success, on an equal footing with the provision of housing itself.

This is a very specific case of process. A majority of the residents of the re-developed Roosevelt Gardens will come from two main sources:

- 1) Original residents returning to Roosevelt Gardens after the construction and expansion is completed. Although most of these individuals would have qualified as CoC clients before being housed at RG, they would not meet the definition when being re-housed at the redeveloped RG. This could be as high as 22 units out of the 40.
- 2) Most people arrive at PT's hospice facility – Doug's House - from homelessness, but average stay is 3.4 months. Due to the fact that this is over 90 days, it would render them ineligible as CoC clients. PT is uncompromised in its process to transition clients from DH to Roosevelt Gardens to ensure they continue to stay healthy and housing stable.

Project Transitions remains open to further discussions that could lead to participation in the Continuum of Care, as it is clear that there is no difference in commitment to meet clients' needs, but at this time and with respect to this application, Project Transitions cannot do so.



ATTACHMENT 4: PROJECT PROPOSAL

f. General Services:

Since 1988, Project Transitions has been deeply committed to their mission of serving persons living with HIV and AIDS providing supportive housing, recuperative care and hospice in a compassionate and caring environment.

i. **A description of the services to be provided to residents and/or clients.**

Project Transitions provides affordable, transitional housing for HIV+ individuals and their families with wrap-around services by professional social workers. Every resident has a personalized Individual Development Plan to help them attain the skills and resources needed to live independently. Staff also provides life skills training, relapse prevention, counseling, as well as educational and vocational guidance.

Housing Services provided at Roosevelt Gardens include:

- Counseling
- Medical education
- Disease education
- Resource education
- Family counseling
- Mental health support through check-ins and medical monitoring
- Group counseling
- Harm reduction planning
- Relapse prevention planning
- Personal finance coaching
- Career building skills
- Employment resource referral
- Partner with permanent housing options including public housing, section 8, Foundation communities to bridge clients with safe, affordable permanent housing
- Personal finance counseling
- Hardship rental assistance
- Social skills building
- Independent living skills
- Social activities such as crafts, BINGO, movies
- Children programs such as “Kids Olympics” and holiday activities
- Therapeutic gardening
- Community engagement
- Community center that is open to all residents in every program
- Continental breakfast 5 days a week: Mondays- Friday
- Saturday breakfast provided by a local church
- Computer lab
- Resident center phone for resident use
- Capital Area Food Bank pantry onsite



Hospice/Recuperative Care Services provided at Doug's House include:

- Full-time social worker on premises
- Counseling case management
- End of life planning; wills, DNRs, funeral
- Full-time nurse at Doug's House
- Private room
- Cable/ Internet/ WiFi
- Oversight of medical care
- Daily check-ins
- Physical assessment
- Wound care
- Medicine refills and ordering; adherence counseling
- Transportation to and from appointments/ companionship and advocacy
- Breakfast, lunch and dinner and snacks for all residents
- Full holiday meals and community celebration events
- Family counseling
- Connect clients and family members to case management, therapy, dental services, STS, and CARTS
- Develop medical care plan with client and team (doctor and family)
- Medical education; diagnosis, labs, referral
- Assistance with disability application
- Resident memorials
- Social activities among residents

ii. Number and types of residents/clients expected to be served annually.

100% of the clients served by Project Transitions are persons living with HIV/AIDS. Most of these clients were formerly homeless or at-risk of homelessness before accessing PT's services. Roosevelt Gardens proposes to serve 40 households annually; 100% of households will be admitted having income below 200% of the Federal Poverty Guidelines; at least 60% will be persons of color; at least 65% will be persons with a history of mental health or substance abuse issues; 50% will be 1-person households; at least 30% of residents will be female.

iii. Developer's experience and qualifications in providing the services to be offered.

Project Transitions has been providing intensive support services to persons living with HIV/AIDS since 1989 when the doors to their hospice facility were first opened (hospice facility later named Doug's House.) Since that time, Project Transitions' compassionate embrace has widened to incorporate two project-based sites (one being Roosevelt Gardens) and a Community Housing Program that provides subsidized rent assistance and support services for those living off-site.

iv. External service provider – N/A

v. Resumes of key personnel involved in the delivery of services:



Please find attached resumes for the following key personnel involved in the delivery of services at Roosevelt Gardens:

- Todd Logan – Director of Client Services
- Erika Hultquist – Housing Program Coordinator
- Karla Vargas – Senior Housing Specialist

vi. Financial capacity of the Services provider:

- a. 3-Year Service budget for Roosevelt Gardens is attached.

TODD LOGAN, LMSW

EDUCATION

UNIVERSITY OF TEXAS, AUSTIN
UNIVERSITY OF SOUTH FLORIDA

Masters, Social Work, 1993
Bachelors, Sociology, 1983

KNOWLEDGE AND SKILLS

- Program Coordination
 - Project Management
 - Workgroup and Meeting Facilitation
 - Supervision, Leadership
 - Performance Monitoring and Evaluation
 - Track Program Performance with Data
 - Training, Case Management
 - Categorical Eligibility Programs
 - Grants Management
 - Contracting
 - Disparate/Affected Populations
 - Community/Stakeholder Relations
- Knowledge of:
- Substance Abuse and Mental Health
 - Corrections
 - Brief Therapy, CB Therapy, MI

EXPERIENCE

Director of Client Services, April 2016 to present

PROJECT TRANSITIONS, INC.

Act as second-line supervisor for 2 programs: a 5-bed special care facility and housing program with 30 apartments. Provide vision, set program goals, collect and analyze data to track program performance, provide all public grants reporting, interface with funder, facilitate weekly program meetings and supervise front-line program coordinators. Redesigned internal systems to bring in line with the current environment.

Special Projects Coordinator, January 2015 to March 2016

TEXAS DEPT OF STATE HEALTH SERVICES

Program project manager. Engage in system transformation, implementing a new medical intervention statewide (PrEP) and oversee planning for statewide conference of 1000 participants; assist in goal setting, design strategies, organize activities, track progress, determine next steps and oversee workgroups including setting agendas and facilitating meetings. One project involved 7 workgroups: community engagement/awareness, provider recruitment, work force training and ensuring equitable access for uninsured persons.

Service Integration Coordinator, October 2010 to December 2014

TEXAS DEPT OF STATE HEALTH SERVICES

Program coordinator responsible for 4 year federal grant: identify funding, write successful application, oversee budget of \$350,000 annually. Set vision for 4 strategies, track deliverables, interface with funder, complete reporting, develop request for proposals, write contracts and monitor contractor performance. Facilitate workgroups without managerial authority, learn new subject areas and persuade stakeholders outside normal scope. Integrate health screenings at 6 substance use treatment centers to address access disparities; provide TA, address systems issues, design data collection and conduct evaluation. Work with laboratories, providers, CBOs.

Special Projects Coordinator, January 2006 to September 2010

TEXAS DEPT OF STATE HEALTH SERVICES

Perform project management on 5-6 projects for all areas of operation. Research issues, assemble workgroups, facilitate meetings, assign duties, monitor progress. Act as policy lead; handle legislative, upper management and funder information requests. Projects: revision of case management standards; community engagement/media campaign for special population; web-based prevention; point of care testing procurement, distribution and standards; data security; planning/change management to integrate new procedures at 64 clinics statewide.

TODD LOGAN, LMSW

EXPERIENCE (CONTINUED)

Training Specialist IV, November 1999 to December 2005

TEXAS DEPT OF STATE HEALTH SERVICES

Provide classroom instruction, skill building, on-site session observation and feedback to new staff on risk assessment and behavior change counseling. Act as point person for new system of 18 different group and community-level evidenced-based interventions implemented across 30 agencies. Provide technical assistance, on-site session observation and feedback, consult with original researchers and act on over 40 requests to tailor programs. Develop statewide technical assistance bulletins. Additionally, provide instruction and technical assistance on measuring client behavior change following engagement in these psycho-educational interventions; assist all contractors in setting goals and pre/post measures.

Educational Services Specialist, January 1992 to October 1999

TEXAS DEPT OF HUMAN SERVICES

Provide classroom instruction and on-the-job training to new employees determining eligibility for Food Stamps, Temporary Assistance to Needy Families and Medicaid. As management trainer, provide instruction on civil rights, sexual harassment, supervisory skills and the personnel process. Act as mediator to resolve conflicts in supervisory relationships, mentor supervisors, negotiate performance improvement plans. Act as 2nd level supervisor of training operations with 60 employees for 8-months. Conduct teambuilding for low-performing work groups; Create and facilitate town meetings.

Social Service Supervisor, November 1989 to December 1991

TEXAS DEPT OF HUMAN SERVICES

Supervise 22 staff performing 10 different functions at over-burdened facility serving 10,000 clients. Manage all points of access: scheduling for 20 caseworkers totaling 400 appointments weekly, sign-off on \$500,000 benefit issuance yearly, oversee weekly problem resolution traffic of 350 clients through front desk and 1000 phone calls; handle all client complaints, automate older systems, plan and implement quality assurance measures. Evaluate employee performance, write employee evaluations, hold counseling conferences, set corrective action plans, and implement the personnel process.

Eligibility Worker III, November 1988 to October 1989

TEXAS DEPT OF HUMAN SERVICES

Supervise 5 staff; manage small Medicaid office out-stationed within large public hospital.

Social Service Supervisor, November 1986 to June 1987

FLORIDA DEPT OF HEALTH

Plan and implement new Medicaid unit across 5 public health clinic and hospital locations. Determine sites, build relationships with providers, negotiate logistics, and create systems. Supervise 11 staff; evaluate employee and site performance, manage operations.

OTHER EXPERIENCE

Adolescent and Family Counselor

YOUTH OPTIONS (LIFEWORKS)

Counsel low-income, at-risk youth and their families in crisis; establish rapport, identify issues, facilitate goal setting, problem-solve, utilize family resources, support strengths, write treatment plans and track progress. Conduct adolescent and separate adult parenting group.

Therapist

WATERLOO COUNSELING CENTER,

Engage in long-term therapy with newly diagnosed HIV-positive individuals. Work on issues of depression, fear, shame, anxiety. Conduct couples counseling, assist facilitation of a men's group.

Group Facilitator

OUTYOUTH, AUSTIN

Facilitate weekly peer support groups; one for high school guys and another for men 18-21 years.

Erika Hultquist

OBJECTIVE

To obtain a position which utilizes my knowledge, strengths, and practical experience.

EDUCATION

August 1999 University of North Texas Denton, TX
Bachelor of Social Work
GPA: 3.43 Major GPA: 4.0
4.0 Honor Roll, Fall 1998 and 3.5 Honor Roll, Spring 1999

WORK EXPERIENCE

2014-present Project Transitions Austin, TX

Housing Program Coordinator

Coordinate programs and services of Housing Program. Maintain understanding of HOPWA Program Rules and. Implement HOPWA Regulations and ensure internal program guidelines meet grant requirements. Create and update agency policies to ensure best practices of program and grant requirements. Complete monthly program monitoring and outcome reporting of program. Assist with coordination of on-site maintenance and volunteers at properties. Maintain caseload of 15-30 clients. Provide Supervision to Senior Housing Specialist and BSW Intern(s). Complete and/or supervise all tasks indicated below as a Senior Housing Specialist.

2011-2014 Project Transitions Austin, TX

Senior Housing Specialist

Provided on-site Case Management, Property Management, and Hospitality Services to 30+ individuals and families affected/infected by HIV in a housing project utilizing Harm Reduction strategies. Met with clients at least monthly to create goals, implement action plans, and follow-up on progress. Utilized Motivational Interviewing skills to guide residents into goal creation which will lead to positive change in the resident's life. Discussed substance use, mental health, physical health, financial, transportation, food, and service coordination in a respectful and understanding manner. Completed financial assessments for residents as their income changes and designated financial subsidies to be received by residents in the form of rental assistance. Participated in weekly client staffing meetings with the Housing Department Team. Coordinated food bank distributions with Housing and Hospice staff for food pantry (Housing) and on-site meal delivery (Hospice) programs. Assessed for program eligibility and acuity by completing intakes with prospective residents. Participated in Quality Management activities; including application of Best Practices for services delivery and tracking. Provided after-hours Property and Case Management for residents via phone and in person if necessary.

2008-2011

AIDS Services of Dallas

Dallas, TX

Housing Case Manager

Provided on-site Case Management to 30+ individuals and families affected/infected by HIV in a housing project. Met with clients at least monthly (depending on their needs) to provide assessment, I&R, and supportive counseling to address physical and mental health, substance abuse, nutrition, safety, legal, and financial needs. Completed Care Plans in which clients identified goals and made plans for addressing these goals with clients on a quarterly basis. Conducted interdisciplinary assessments of clients on a weekly basis. Participated in the Quality Management Team, which created and implemented quality management goals. Assisted with Intakes, gathered eligibility documents, and followed up with individuals on wait list.

2005-2007

WDDC

Berkeley, CA

HIV Prevention Project Coordinator and Housing Case Manager

Coordinated a team of four to six Peer Educators. Provided weekly HIV Education groups and safer sex supplies at several homeless agencies. Ensured that HIV educational fliers and safer sex supplies were available for distribution. Ordered safer sex supplies, HIV fliers, and outreach materials. Provided intensive case management for Shelter Plus Care participants and those on the Shelter Plus Care wait list. Provided hospitality services including; cold breakfast, hot lunch, hygiene supplies, mail & phone services, I & R, homeless and domestic violence shelter advocacy and referral, childcare, and crisis counseling to up to 30 women (with or without children) daily.

2002-2004

EBCRP

Oakland, CA

HIV Early Intervention Case Manager and Program Coordinator

Assisted 40 persons with HIV/AIDS obtain and maintain housing, transportation to/from appointments, nutrition, medical care, psychological care, and substance abuse counseling. Performed on-going psychosocial assessments and updated Care Plans according to client need. Coordinated client services with various other community organizations. Served as an agency liaison to Shelter Plus Care Program. Coordinated Shelter Plus Care and Ryan White Emergency Financial Assistance programs for five Case Managers. Provided narrative reports to funding agencies on the status of three programs. Facilitated speakers and topics for monthly educational group.

1999-2002

AIDS Outreach Center

Fort Worth, TX

Housing Case Manager

Worked as part of an interdisciplinary team to assist 30 homeless people with HIV/AIDS obtain and maintain housing. Met with clients monthly in their homes to address the safety of their living conditions, finances, nutrition, transportation, substance use, legal issues, physical health, and mental health (including severe psychiatric illness and developmental disabilities). Acted as a liaison between the housing authority, the client, and the landlord. Referred clients to resources as needed, maintained a network of social service agency contacts, and provided supportive counseling.

MEMBERSHIPS

Shelter Plus Care Operations Board Member

- Alameda County 2002-2004
- City of Berkeley 2005-2007

Women Rising Project Board Member

- 2014-present

STRENGTHS

- Strong organizational skills
- Commitment and achievement motivated
- Understand the importance of documentation that is timely, concise, and informative
- Consistently recognized for high ethical standards and thoroughness in all work performed
- Skilled at bringing diverse groups of people together to pursue common goals within an organization
- Completed HIV Community Health Outreach Worker (CHOW) training in August 2005

Capabilities

- Experience working with diverse populations of race, religion, gender, and sexuality
- Proficient knowledge of Spanish, both verbal and written
- Experience working with immigrant populations from all over the world
- Knowledge of the structure of the immigration system in the United States and the resources available for immigrants.
- Extensive knowledge of LGBTQ issues in the U.S./ U.K. and experience educating and advocating about said issues.
- Knowledge of Austin affordable housing
- Experience working with vulnerable populations (I.E. Mental health, substance use, chronic illness)

Education:

December 2017: Bachelors in Social Work, The University of Texas at Austin

Experience Highlights

PROJECT TRANSITIONS

Senior Housing Specialist (January 2, 2018- Present)

- Provide case management services for approximately 30-35 residents of Project Transitions transitional housing programs.
- Facilitate residents' transition to permanent low income housing through applications, referrals and monthly follow-up.
- Provide harm reduction counseling and relapse prevention for assigned case load. Keep abreast of substance use and mental health issues; refer residents to appropriate resources when a need is identified.
- Provide counseling on an informal basis to residents and families, identify needs and make appropriate referrals to off-site services.
- Create and monitor "before care" and "aftercare" program for applicants and residents to ensure success in housing, including follow-up after a permanent housing placement occurs.
- Coordinate with other agency groups in providing support for residents. Develop effective and cooperative relations in order to do so.

PROJECT TRANSITION

Social Work Intern (August 2017- Present)

- Assist residents in meeting daily challenges of living with HIV/AIDS including counseling and case management services and access to community services, end of life issues and harm reduction planning.
- Growing knowledge of AIDS Services Organizations in Austin as well as services provided for people living with HIV/AIDS.
- Research Housing programs in Austin as well as programs like Housing and Urban Development and a subdivision of HUD, Housing Opportunities for Persons with AIDS.

STUDY ABROAD

Roots of Social and Economic Justice: An International Perspective (May 2017-June 2017)

- Gained a broader understanding of social justice, experienced the diversity and multicultural landscape of London, and explored the historical roots of social welfare and social work through immersion in London city life and focused study on pressing issues.
 - Visited social service agencies, places of religious worship, ethnic neighborhoods, and received lectures by scholars.
 - Gained a critical understanding of how the U.K. and the U.S. address pressing social challenges, and heightened awareness of the rights, responsibilities and actions of global citizenship in an increasingly global society.
-

ALTERNATIVE BREAKS AT THE UNIVERSITY OF TEXAS AT AUSTIN

Participant/Trip Leader (September 2015-March 2017)

- Planned service trip to San Francisco which included; contacting community partners, securing service projects, securing lodging, transportation, and general logistics.
- Drafted curriculum and meetings required for participants through extensive research.
- Offered mentorship to participants as needed and requested.
- Led seven participants while in San Francisco and ensured everything went smoothly during the trip.
- Facilitated daily reflections for participants to talk about what they learned and how they felt about the service and activities of the day.
- Listened, comforted, and discussed with participants when the emotional nature of the trip was too much for them.

GENDER AND SEXUALITY FRESHMAN INTEREST GROUP MENTOR AT THE UNIVERSITY OF TEXAS AT AUSTIN

Mentor (January 2016-December 2016)

- Facilitated a weekly seminar focused on successfully integrating freshmen at the University of Texas at Austin.
- Offered mentoring to freshmen outside of seminar in order to ensure students were receiving enough help.
- Created a sense of community through in-class activities and socials to help students transition into college life.

PEERS FOR PRIDE AT THE UNIVERSITY OF TEXAS AT AUSTIN

Peer Educator/Workshop Creator (August 2015-December 2016)

- Peer Educator, Queer on Campus: Presented by Peers for Pride, a program of the Gender and Sexuality Center: Serving Women and LGBTQA Communities, The University of Texas at Austin.
- Created and co-facilitated, with other students, performance-based applied theatre workshops on LGBTQA+.
- Co-facilitated workshops across the UT Austin campus as well as with community organizations Out Youth and Changing Lives Youth Ensemble.

GENDER AND SEXUALITY CENTER AT THE UNIVERSITY OF TEXAS AT AUSTIN

Student Staff (August 2014-December 2016)

- Worked independently and collaborated as part of a team to achieve the creation of a safe space for the women identifying and LGBTQ university students.
- Provided effective customer service when answering the phone as well as to people first entering the safe space
- Gathered workshop materials for the education program to use in events to spread awareness on LGBTQ issues
- Organized events and promoted them via social media in order to establish connections between The Gender and Sexuality Center and other centers on campus.

CASA MARIANELLA

Office Assistant (August 2014-May 2015)

- Worked independently and as part of a team to achieve the successful mentorship and shelter of new immigrants.
- Served as part of the office team working to keep good communication with people interested in the shelter as well as with people working to keep the shelter in good standing.
- Planned with shelter tenants to ensure their well-being and a smooth assimilation into the United States.
- Translated Spanish to English for non-Spanish speaking staff when dealing with non-English speaking clients.

UNIVERSITY LEADERSHIP NETWORK AT THE UNIVERSITY OF TEXAS AT AUSTIN

Program Assistant (August 2013-May 2017)

- Collaborated with staff and students to achieve the mentorship and guidance of hand selected, low income, University of Texas at Austin students towards a graduation time of 4 years.
 - Inputted data into the program's system to provide useful information regarding accountability of the students.
 - Researched topics in order to help the education coordinator create lesson plans for the students.
 - Compiled a filmography project in order to create documentation of the program.
 - Underwent 20+ hours of leadership development training and completed 200+ hours of professional development.
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Supportive Service Budget
Roosevelt Gardens

<u>Sources</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
HOPWA (Housing Opportunities for People with HIV/AIDS)	\$241,900	\$249,157	\$256,632	\$747,689
Private Fundraising - Grants	\$10,150	\$10,455	\$10,769	\$31,374
Private Fundraising - Individual Donors	\$9,900	\$10,197	\$10,503	\$30,600
Thrift Shop Revenue	\$22,654	\$23,334	\$24,034	\$70,022
TOTAL SOURCES	\$284,604	\$293,143	\$301,938	\$879,685

<u>Uses</u>				
Program Management Salary - 0.4 FTE	\$22,050	\$22,712	\$23,393	\$68,155
Supportive Services Social Workers Salary - 2.75 FTE	\$115,500	\$118,965	\$122,534	\$356,999
24-Hour Desk Clerks	\$89,856	\$92,552	\$95,329	\$277,737
Payroll Taxes	\$17,397	\$17,919	\$18,457	\$53,773
Worker's Comp	\$1,800	\$1,854	\$1,910	\$5,564
Health Insurance	\$28,026	\$28,867	\$29,733	\$86,626
Communications (telephone/internet)	\$900	\$927	\$955	\$2,782
Supplies/Printing	\$2,500	\$2,575	\$2,652	\$7,727
Training/Travel/Mileage	\$800	\$824	\$849	\$2,473
Direct Aid - Food and Commodities	\$5,775	\$5,948	\$6,126	\$17,849
TOTAL	\$284,604	\$293,143	\$301,938	\$879,685