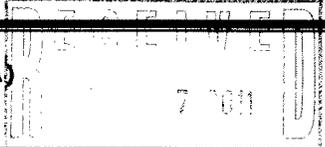


**RENTAL HOUSING DEVELOPMENT ASSISTANCE (RHDA)**  
**Application for Rental Development Financing**



**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 City's FY 2011-12 Action Plan goals and policy direction from the Austin City Council.

**Project Name:** Capitol Terrace

**Project Address:** 309 E. 11<sup>th</sup> Street **Zip Code** 78701

**Total # units in project/property:** 120 units (may increase up to 140 units)  
**Total # units to be assisted with RHDA Funding:** 120 units (may increase up to 140 units)

**Project type:**  Acquisition  Rehabilitation  New construction  Refinance  Rent Buy-Down

**Amount of funds requested:** \$2,500,000 (HOME/CDBG) **Terms Requested:** Deferred/Forgivable

**Role of applicant in Project (check all that apply):**  Owner  Developer  Sponsor

**1. Applicant Information** (If applicant is not acting as the developer, please provide all of the information below for the developer as well as for the applicant. If the developer involves multiple entities, is a partnership or joint venture, please provide duplicative information for each, and identify the entity that will serve as the "lead" organization).

Foundation Communities, Inc.

**Name**

3036 S. 1<sup>st</sup> Street, Suite 200

**Street Address**

Austin Texas, 78704 (512) 447-2026  
**City** **State, Zip** **Telephone #**

Jennifer Hicks (512) 610-4025 jennifer.hicks@foundcom.org  
**Contact Person** **Contact Telephone #** **E-mail address**

[REDACTED]  
**Federal Tax ID Number or SS#**

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.

Foundation Communities, Inc.  
**Legal Name of Developer/Entity**

Walter Moore  
**Signature of Authorized Officer**

12/7/11  
**Date**

Executive Director  
**Title**

2. **For non-profit applicants/developers only, include copies of the following:**
- a. Articles of Incorporation – **ATTACHMENT 1**
  - b. Certificate of Incorporation filed with the State of Texas - **ATTACHMENT 2**
  - c. Federal IRS certification granting non-profit status - **ATTACHMENT 3**
  - d. Names, addresses and phone numbers of current board members - **ATTACHMENT 4**
  - e. Certified financial audit for most recent year which include the auditor’s opinion and management letters. - **ATTACHMENT 5**
  - f. Board resolution approving the proposed project and authorizing the request for funding - **ATTACHMENT 6**

3. **Project Type (Please check any that apply.)** This project is considered:

- Traditional Rental Housing** (serving low-income households, and resident services may or may not be provided)
- Transitional Housing** (case management services provided and residency limited to a certain length of time, usually no more than 24 months)
- Permanent Supportive Housing** (Considered long-term rental housing for very low-income families and individuals who are among the hardest to serve and who are most vulnerable to homelessness. This type of housing provides case management services to residents as needed).

**If you checked Permanent Supportive Housing, please complete the information below.**

**A. Types of proposed PSH Units:** Multi-family  Single-family (1-4 units)

**B. Numbers of proposed PSH Units:**

120 Total Number of Units in project

120 Total Number of RHDA-assisted Units Proposed (include PSH units and non-PSH units)

24 Total Number of Permanent Supportive Housing (PSH) Units Proposed

**NOTE: Unit numbers may increase to between 120 to 140 units. Will submit final unit count once finalized.**

**C. Check the population or sub-population(s) proposed to be served and indicate the number of units dedicated to that population or sub-population.**

Individuals or families headed by individuals that are:

1.  **Chronically homeless** as established in the HEARTH Act (Homeless Emergency and Rapid Transition to Housing Act of 2009) found at 24 CFR Part 577.  
NUMBER OF UNITS 24

2.  Households that would otherwise meet the HUD definition of chronically homeless per the HEARTH Act, but **have been in an institution for over 90 days**, including a jail, prison, substance abuse facility, mental health treatment facility, hospital or other similar facility.  
NUMBER OF UNITS \_\_\_\_\_

3.  Unaccompanied youth or families with children **defined as homeless under other federal statutes** who:

- a. have experienced a long-term period without living independently in permanent housing;
- b. have experienced persistent instability as measured by frequent moves over such period; and
- c. can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

NUMBER OF UNITS \_\_\_\_\_

4.  A single adult or household led by an adult **'aging out' of state custody of the foster care or juvenile probation system**, where the head of household is homeless or at-risk of homelessness.

NUMBER OF UNITS \_\_\_\_\_

5. \_\_\_\_\_ Any other population **not defined above** but who would otherwise be eligible for or need permanent supportive housing services.

NUMBER OF UNITS \_\_\_\_\_

**NOTE: APPLICANTS CHECKING C.1, C.2, C.3, or C.4 ABOVE MUST COLLECT AND REPORT INFORMATION INTO THE HOMELESS MANAGEMENT INFORMATION SERVICE (HMIS)**

**4. Project Description.** Provide a brief project description that addresses items "A" through "L" below.

Foundation Communities is applying for a combined \$3,000,000 from the City of Austin in two separate funding applications for the acquisition and new construction of Capitol Terrace – 120 units of affordable supportive housing located in Downtown Austin. This application requests \$2,500,000 in City of Austin federally sourced funds (HOME and/or CDBG) to fund the acquisition and a portion of the construction costs. The second application, submitted at the same time, requests \$500,000 in City of Austin private funds (HTF and GO Bonds) and fee waivers to fund construction and soft costs.

Capitol Terrace is a once-in-a-lifetime development opportunity for Foundation Communities for the following reasons:

- **Downtown Site Under Contract** – We have a contract on a current parking lot that is in the center of opportunity for downtown living. Not only do we have the site under contract, but the acquisition price is affordable by downtown standards. The site has view corridor restrictions and parking is limited which makes retail, condo or office development challenging. Supportive housing will be able to fit within all the site constraints.
- **Low Income Housing Tax Credit Scoring** – The Texas Department of Housing and Community Affairs revamped their Qualified Allocation Plan that designates the scoring priorities for the award of Low Income Housing Tax Credits. Projects located in Central Business Districts maximize most of the competitive scoring categories. We believe a CBD site is the site to beat in this year's LIHTC scoring cycle and feel confident that Capitol Terrace will be competitive within our region.
- **Downtown Supportive Housing** – Capitol Terrace will designate 24 units toward the City's Permanent Supportive Housing initiative. Not only will these units serve the Chronically Homeless as designated by the HEARTH Act, but they will also be located downtown within close proximity to supportive service links.
- **Downtown Affordable Housing** – Capitol Terrace will also serve low income workers. There is virtually no affordable housing downtown for this population, and while downtown Austin is becoming more vibrant each year, the low income services workers who support this vitality -- entertainment, state government, after-hours office crowds -- have no place to live.
- **First New Construction SRO** – Foundation Communities has a 463-unit solid track record of the acquiring and rehabilitating old hotels and nursing homes into supportive housing communities. The new construction of Capitol Terrace allows us to design outside the constraints of an existing building to develop a first-class and best practice model of downtown affordable housing.

We are thrilled to partner with the City to create Capitol Terrace as a model of supportive housing and affordable downtown living.

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

A total of 120 units will be available to extremely and very low income individuals. Eighty percent of the units (96 units) will be reserved for individuals with incomes below 50% of the Median Family Income and the remaining twenty percent (24 units) will be reserved for individuals with incomes below 30% of the Median Family Income. The reality is that most residents will have incomes below 30% MFI.

Since the availability of downtown affordable housing is almost non-existent, Foundation Communities will use Capitol Terrace as an opportunity to target a mixed population. Twenty percent of the units (24 units) will be targeted to chronically homeless as established by the HEARTH act. The remaining 96 units will be targeted to a mix of populations including: low-wage downtown service workers, individuals on a fixed income (elderly and/or persons with disabilities), homeless persons and persons on the verge of homelessness.

Supportive services will be made available to all residents at Capitol Terrace. The goal of the supportive services will be to promote stable housing through programs that increase access to health assistance, promote increased and stable income, and provide services that support self-development. The menu of supportive services at our permanent supportive housing properties typically include:

- Case management
- Adult education classes
- Money management classes
- Information and referral to community services
- Home health assistant
- Education savings program
- Free tax preparation
- Financial stability programs
- 24-hour computer lab
- Monthly food pantry
- Welcome Home Baskets

Please see Section 15(a) for a more detailed explanation of services to be provided at Capitol Terrace.

**b. Include the type of structure (multi-family or single-family), number and size of units in square feet.**

Capitol Terrace will be a 120-unit single room occupancy supportive housing rental community for individuals. Each 350 square foot efficiency unit will contain a kitchenette and bathroom. Common spaces for resident use will include a lounge, computer lab, community meeting room, community laundry and community kitchen.

The unit mix for the property is as follows:

Unit Type	# of Units	Square Footage
0 bedroom/0 bath	120	350 sq. ft.
		<b>42,000 sq. ft. (rentable square feet)</b>
		<b>10,000 sq. ft. (common area spaces)</b>
<b>TOTAL</b>		<b>52,000 sq. ft.</b>

- c. **Occupation:** Capitol Terrace is new construction and is not occupied.
- d. **VMU, TOD, PUD:** Capitol Terrace is located in downtown Austin within the Central Business District and therefore meets the requirements for both VMU and CURE.
- e. **Preservation:** Capitol Terrace is new construction and therefore will be adding 120 new units to Austin's affordable housing stock.
- f. **Existing Structure:** Capitol Terrace is new construction therefore this section is not applicable.
- g. **Section 8:** Capitol Terrace will not be reserving units for Section 8 voucher holders. Instead, vouchers will be accepted at our property with no limit on the number of holders.
- h. **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 (12) will be designed for persons with Mobility Impairments using Section 504 and Fair Housing Accessibility as guidelines. In addition, at a minimum, 2% of total units (2) will be made accessible for persons with hearing and visual impairments.

**i. Demonstrate the Project's compatibility with current Neighborhood Plan (if applicable).**

Capitol Terrace is located in Downtown Austin and within the boundaries of the Downtown Austin Plan. Capitol Terrace falls within the eastern edge of the Core/Waterfront District of the Downtown Plan. The parking lot site is designated as an "opportunity site" for redevelopment by the plan. The construction of affordable supportive housing is actually one of the specific Urban Design Priorities for the Core/Waterfront District Area as follows:

- *Promote redevelopment and revitalization of the east side of the Core/Waterfront, with catalyst public projects and improvements (e.g., Waller Creek, East 6th Street and Congress Avenue streetscapes, Brush Square, affordable/supportive housing).*

Capitol Terrace also fulfills the following District Specific Goals for the Downtown Core/Waterfront District:

- *Improve the quality of the pedestrian experience* – Capitol Terrace will contribute to the quality of the pedestrian experience by creating housing in Downtown that is walking distance from retail, employment and services. The design of Capitol Terrace will follow the Downtown Austin Plan design priorities that promote pedestrian access and experience.
- *Make it easier to get to Downtown and move* – There is no better way to get to Downtown and move than to live downtown. Capitol Terrace will enable 120 individuals to live, work and play within their Downtown.
- *Ensure that the District is a welcoming and affordable place for all* – Capitol Terrace will create 120 units of affordable housing developed by a long-term owner and developer. place for all.

**j. In addition to providing an Itemized Development Budget through your response to Question 12 below, summarize the key financials of the project, clearly indicating the total project cost, the amount and intended use of AHFC funds being requested, and the amount(s) and provider(s) of other funding and the stage of those funding commitments.**

The total project cost to acquire the downtown Austin site and construct a 120-room SRO community with required parking rights is \$11,480,685. The sources of funds for this project include:

*City of Austin*, in the total amount of \$3,000,000. The City of Austin funds are requested in two separate applications. This application requests \$2,500,000 in federally sourced funds such as HOME or CDBG. We expect \$1.225M of these City funds to be used for property acquisition and the remaining \$1.275M to fund property construction costs. Since this project is serving a population that can only afford to pay a minimal amount in monthly rent, the project will only be feasible if there is no debt service to repay. This application requests the awarded funds from the City to be in the form of a deferred forgivable loan.

The second *City of Austin* funding application, also submitted on December 7, 2011, will request \$500,000 to be sourced from private funds such as HTF, GO Bonds or fee waivers. We have concurrently submitted a SMART Housing Application for this project. These funds will be used to pay for hard and/or soft costs. Since this project is serving a population that can only afford to pay a minimal amount in monthly rent, the project will only be feasible if there is no debt service to repay. We will also request these funds from the City to be in the form of a deferred forgivable loan.

We understand that the City funds will be the first piece of funding brought into the project, but the timing is critical to ensure the capture of points associated with two scoring items on the LIHTC 9% tax credit application. The first scoring item gives 18 points for applicants who have secured a contribution from the Local Political Subdivision in the amount of equal to or greater than \$2,000 per unit. The second scoring item gives 7 points for applicants who can leverage the tax credits with soft money (if from City must be federally-sourced.) If our application does not gain these points, it will likely not be competitive within the region and will not be eligible for the housing tax credit funding. We are flexible with the sourcing of funds and the amounts, as long as the total amount is \$3,000,000 (our gap) and meets the scoring requirements of the tax credit application.

*TDHCA Low Income Housing Tax Credits (LIHTC)*, in the amount of approximately \$8,029,174. The 9% tax credits will be used for acquisition and construction costs. A pre-application will be submitted on January 10, 2012 and a final application on March 1, 2012. We will have final approval from TDHCA by August 1, 2012. We have self-scored our LIHTC application and feel it will be the highest scoring application in the region and in a comfortable position for a funding award.

Foundation Communities will defer approximately \$450,000 in *developer fee* for the Capitol Terrace. Our plan is to fundraise for this amount, but is dedicated to the deferment if such funds cannot be raised.

**Please attach the following to the description of the above items:**

- k. A map (8 1/2" x 11") indicating the property location and the distance to the nearest Capital Metro Transit Stop to which residents will have access.**

Please see **ATTACHMENT 7** for a map of the property location and distance to nearest Capital Metro Transit Stop.

- l. Locate on the "Opportunity Map of Austin" the census tract in which the property lies. The map is attached to the Program Guidelines.**

Capitol Terrace is located in a high opportunity census tract on the "Opportunity Map of Austin."

**5. Site Control and Demonstration of Value**

Please find attached **ATTACHMENT 8: Earnest Money Contract** and **ATTACHMENT 9: Current Tax Documentation**. We are currently under contract for an acquisition price of \$1,225,000. The Travis Central Appraisal District has established an appraised value of \$2,818,041 for both parcels to be combined.

**6. Zoning**

Please find attached, **ATTACHMENT 10**, documentation that a Zoning Verification Letter had been requested from the City of Austin's Planning and Development Review Department (PDRD) verifying that the current zoning of the site for the proposed project is compatible with the anticipated use. Once the Zoning Verification Letter is received, we will submit as part of our application.

The Capitol Terrace property is currently zoned CBD which allows for multifamily. A zoning change will not be required.

**7. S.M.A.R.T. Housing™.**

We have discussed Capitol Terrace with Javier Delgado and plan to submit our SMART Housing Application on December 8<sup>th</sup>. We will copy David Potter on the SMART Housing Application submission and will forward the certification letter once received. Will be **ATTACHMENT 11**.

**8. Development Team.** Identify below the persons or entities anticipated to be involved in the project, such as lenders, attorneys, accountants, architects, engineers, general contractor, sub-contractors, property managers and consultants. Also, indicate if any person or entity involved is certified by the City of Austin as a minority or women-owned business enterprise (**MBE/WBE**), or if any of the entities are also **non-profit** organizations.

	<b>Name(s) &amp; Any Comments on Role</b>	<b>MBE? (Mark X if Yes)</b>	<b>WBE? (Mark X if Yes)</b>	<b>Non- profit? (Mark X if Yes)</b>
Owner	Capitol Terrace Housing, L.P.			
Developer	Foundation Communities, Inc.			X
Architect	TBD			
Engineer	TBD			
Construction Lender	TBD			
Other Lenders	Syndicator to be determined			
Attorney	Rick Hightower			
Accountant	TBD			
General Contractor	TBD			
Consultant (if Applicable)	Not Applicable			
Property Management Provider	Foundation Communities, Inc.			X
Other: Supportive Service Provider	Foundation Communities, Inc. Caritas of Austin Front Steps			X

**9. Development Schedule.** Complete the grid below. You may re-order the steps according to the appropriate sequence for your project and to add in any other significant steps integral to your project’s development. If the multiple properties are involved, provide a development schedule for each property.

	<b>DATE(S)</b>
Acquisition and/or holding	<b>August 2012</b>
Environmental and/or historic review (AHFC)	<b>March – June 2012</b>
Securing and packaging project financing	<b>Jan – July 2012</b>
Construction Specifications and Cost estimates	<b>July – Oct 2012</b>
Construction Bids	<b>November 2012</b>
Construction Start	<b>December 2012</b>
Anticipated Draws (list all)	<b>August 2012</b> <b>December 2012</b> <b>January 2013</b> <b>February 2013</b> <b>March 2013</b>
End Construction	<b>January 2014</b>
Start of Rent-up	<b>January 2014</b>
Completion & Operation	<b>March 2014</b>

**10. Accessible and Adaptable Units.** Indicate the number of units proposed to be **accessible and adaptable** for persons with mobility, sight and hearing disabilities as required by RHDA Program Guidelines.

All 1<sup>st</sup> floor units Units adaptable for persons with mobility disabilities

12 units Units accessible for persons with mobility disabilities

\_\_\_\_\_ Units adaptable for persons with sight and hearing disabilities

3 units Units accessible for persons with sight and hearing disabilities

**11. Experience and Qualifications – Rental Development and Property Management**

a. Is this the developer’s first housing project?       Yes       No

b. Completed projects (please list below):

<b>COMPLETED PROJECTS</b>				
<b>Address</b>	<b>Number of Units</b>	<b>New or Rehab</b>	<b>Type of Property (apartments, SF units, etc.)</b>	<b>Year Completed</b>
Arbor Terrace 2501 S. IH 35, Austin, 78741	120	Rehab	SRO	In process
Buckingham Place 743-B Yarsa, Austin, 78748	164	Rehab	Duplexes	1991
Cherry Creek 5510-B Fernview, Austin, 78745	122	Rehab	Duplexes	1989
Crossroads 8801 McCann, Austin, 78757	92	Rehab	Apartments	1990
Daffodil 6009 Daffodil, Austin, 78744	40	Rehab	Apartments	1996
Garden Terrace 1015 W. William Cannon, Austin, 78745	103	Rehab	SRO	2003 and 2008
M Station 2906 E. MLK, Austin, 78702	150	New	Apartments	2011
Peters Colony 1810 E. Peters Colony Rd, Carrollton 75007	160	Rehab	Apartments	1995
Shadow Brook 2020 S. Cooper, Arlington, 76013	403	Rehab	Apartments	1995
Sierra Ridge 201 W. St. Elmo, Austin, 78745	149	Rehab	Apartments	1991
Sierra Vista 4320 S. Congress Ave., Austin, 78745	238	Rehab	Apartments	2012
Sleepy Hollow 3903 Ichabod Cr, Arlington, 76013	128	Rehab	Apartments	1995
Southwest Trails 8405 Old Bee Caves Rd., Austin, 78735	160	New	Apartments	2001
Spring Terrace 7101 N. I-35, Austin, TX 78752	142	Rehab	SRO	2006
Skyline Terrace 1212 W. Ben White. Austin, 78704	100	Rehab	SRO	2008
Trails at the Park 815 W. Slaughter Ln, Austin, 78748	200	New	Apartments	2000
Vintage Creek 7224 Northeast Dr, Austin, 78723	200	Rehab	Apartments	2000
<b>TOTAL UNITS</b>	<b>2,673</b>			

- c. Describe the **experience and qualifications** and the developer's ability and capacity to implement the proposed project.

Foundation Communities has 20 years of experience contracting for and overseeing the construction and rehabilitation of affordable housing. As the owner and manager of 14 affordable housing properties (1,982 units) in Austin and 3 affordable housing properties (691 units) in North Texas, Foundation Communities has built a strong development team and has worked together on many projects. Three of our communities were new construction projects financed with tax credits. Fourteen of our communities were purchased as existing properties and rehabilitated. Each has greatly improved with renovations, green spaces and playscapes, learning centers, landscaping, signage, lighting and green building features (solar panels and rain water harvesting). Four properties are single room occupancy permanent supportive housing, two properties are duplexes and the remaining 11 properties are multifamily properties.

Finance Experience - Our finance experience includes work with the following programs:

- o City of Austin – General Obligation Bond Funding, HOME, CDBG and HTF
- o TDHCA – 9% and 4% Housing Tax Credits
- o TDHCA – Housing Trust Fund, SECO Energy Grant Program and HOME Program
- o 501(c)(3) Bond Program
- o Federal Home Loan Bank (Affordable Housing Program)
- o Resolution Trust Corporation – Affordable Housing Disposition Program
- o Multi-family Private Activity Bonds
- o HUD Section 8 Moderate Rehabilitation SRO Program, Supportive Housing Program and Shelter Plus Care
- o Grants from foundations, corporations and individuals

Housing Development Team - Our Housing Development Team consists of the following FC staff (Please see **ATTACHMENT 12** for resumes):

Walter Moreau is FC's Executive Director. During his 20-year career, Moreau has secured subsidy financing of more than \$100 million to create more than 2,400 units of service-enriched, nonprofit-owned affordable housing. Moreau was recognized as a 2007 James A. Johnson Community Fellow by the Fannie Mae Foundation. He was also awarded the 2005 Social Entrepreneur of the Year Award and the 2004 Texas Houser Award. He holds a Master's degree from UT's LBJ School of Public Affairs. He has been with Foundation Communities for more than 16 years.

Sunshine Mathon, Design and Development Director, assists in the programming, design and construction management of all development projects. He has a focus on green building and sustainability issues, such as energy and water conservation, use of recycled content materials and indoor environmental quality.

Vicki McDonald, Asset Manager, oversees the income and assets of the FC portfolio. She has over 30 years of experience in owning and managing multifamily, office and retail developments. For the past 25 years, she has owned and operated Vista Properties, a real estate firm specializing in the management, leasing and brokerage of income producing assets.

Jennifer Hicks, Director of Housing Finance, pursues new development opportunities and identifies and applies for subsidy and conventional financing for multi-family housing. Jennifer has 10 years of housing development experience.

Capitol Terrace, as a new construction SRO, will draw on experiences from the recently completed new construction of M Station Apartments, as well as the completion of three SRO housing communities – Garden Terrace, Spring Terrace and Skyline Terrace. Please see **ATTACHMENT 13** for a description of these projects.

- d. Indicate who will provide **property management** services. Provide documentation to demonstrate the entity's level of experience and track record in operating properties of similar size, particularly income-restricted properties.

Foundation Communities performs all leasing, maintenance, accounting, compliance and other property management functions for its 14 Austin properties. Foundation Communities earns property management and asset management fees that help support the overall nonprofit mission. The success of Foundation Communities' property management is demonstrated through its high occupancy (usually averaging more

than 95 percent), low turnover (under 32 percent), ability to keep all properties performing within their operating budgets, completion of capital repairs of over \$535/unit, and a relatively high percentage of move outs going to homeownership (20 percent).

A majority of Foundation Communities' 17 properties feature a federal source of funding. Specifically, Foundation Communities' staff has experience with the compliance and reporting requirements of the Low Income Housing Tax Credit program, HOME program, and HUD Continuum of Care Funding Programs. The average size of FC's permanent supportive housing communities is 115 units, so Capitol Terrace will fit the staffing and operation patterns utilized for our existing SROs.

Property Management Team - Our property management team consists of the following FC staff (Please see **ATTACHMENT 14** for resumes):

Sandra Lumley, Property Director, oversees all aspects of property management all units in Austin, ensuring FC's high quality standards. Sandra has extensive knowledge of the compliance requirements for a variety of funding programs at the local, state and Federal level. Sandra has 30 years of housing development experience.

Julian Huerta is the Director of Programs for Foundation Communities, Austin's largest nonprofit provider of affordable housing with supportive services. Julian develops and directs educational, social service and asset-building programs that serve more than 20,000 working poor families and homeless adults annually. He has led the development and implementation of FC's Community Tax Centers, IDAs, Children's Savings Accounts and other programs that help families improve their finances. Julian brings more than 20 years' experience in program development, nonprofit administration and fundraising, the last 13 years with Foundation Communities.

Timothy Miles, Director of Supportive Services, oversees resident services at all three of our SRO communities. He is also project director of Project HOME, our mental health and substance abuse recovery program funded by a \$2 million grant from SAMHSA. He has been working in community services, nonprofits, and educational settings for more than 20 years. He has master's degrees from Harvard University and the University of Texas at Austin in theology and social work respectively. His undergraduate degree in liberal arts is also from the University of Texas at Austin.

**12. Detailed Project Budget.**

<b>DETAILED PROJECT BUDGET</b>				
	<b>Cost</b>	<b>Prior award of RHDA Funds (if any)</b>	<b>RHDA Funds Requested</b>	<b>Description or Comments</b>
<b>PREDEVELOPMENT</b>				
Appraisal and Market Study	\$17,000	\$0	\$0	
Environmental Review	\$15,000	\$0	\$0	
Soils Report	\$25,000	\$0	\$0	
Survey	\$20,000	\$0	\$0	
Architectural and Engineering	\$600,000	\$0	\$0	
Green Consultants	\$120,000	\$0	\$0	
Building Permits/Fees	\$75,000	\$0	\$0	
Impact Fees	\$95,000	\$0	\$0	
<b>TOTAL PREDEVELOPMENT</b>	<b>\$967,000</b>	<b>\$0</b>	<b>\$0</b>	
<b>ACQUISITION</b>				
Site and/or Land	\$1,225,000	\$0	\$1,225,000	
Structures	\$0	\$0	\$0	
Cost of Required Parking	\$1,130,000	\$0	\$0	The site requires the construction of 113 spaces for the office condo next door
<b>TOTAL ACQUISITION</b>	<b>\$2,355,000</b>	<b>\$0</b>	<b>\$1,225,000</b>	
<b>CONSTRUCTION</b>				
Infrastructure	\$400,000	\$0	\$400,000	

Site work	\$500,000	\$0	\$500,000	
Demolition	\$0	\$0	\$0	
Concrete	\$175,000	\$0	\$175,000	
Masonry	\$38,300	\$0	\$0	
Rough carpentry	\$625,000	\$0	\$0	
Finish carpentry	\$90,000	\$0	\$0	
Waterproofing & Insulation	\$90,000	\$0	\$0	
Roofing & Sheet Metal	\$135,000	\$0	\$0	
Plumbing/Hot Water	\$310,000	\$0	\$150,000	
HVAC	\$420,500	\$0	\$200,000	
Electrical	\$345,000	\$0	\$0	
Doors/Windows/Glass	\$210,000	\$0	\$0	
Lath & Plaster/ Drywall & Acoustical	\$155,000	\$0	\$0	
Tile work	\$184,000	\$0	\$0	
Elevator	\$109,000	\$0	\$0	
Paint/Decorating/Blinds/Shades	\$63,000	\$0	\$0	
Specialties/Special Equipment	\$57,200	\$0	\$0	
Cabinetry/Appliances	\$162,000	\$0	\$0	
Carpet	\$0	\$0	\$0	
Steel	\$91,000	\$0	\$0	
Construction Contingency	\$260,000	\$0	\$0	
Contractor Fees	\$520,000	\$0	\$0	
<b>TOTAL CONSTRUCTION</b>	<b>\$4,940,000</b>	<b>\$0</b>	<b>\$1,425,000</b>	
<b>SOFT &amp; CARRYING COSTS</b>				
Legal	\$105,000	\$0	\$0	
Audit/Accounting	\$27,000	\$0	\$0	
Title/Recording	\$85,000	\$0	\$0	
Architectural (Inspections)	\$16,500	\$0	\$0	
Construction Interest	\$620,000	\$0	\$0	
Construction Period Insurance	\$105,000	\$0	\$0	
Construction Loan Fee and Related Costs	\$132,000	\$0	\$0	
Construction Period Taxes	\$70,000	\$0	\$0	
Tax Credit Fees	\$50,800	\$0	\$0	
Marketing	\$0	\$0	\$0	
Interim Cost of Parking	\$150,000	\$0	\$0	We are required to pay costs of parking for office condo next door while construction of the building and parking.
Furniture, Fixtures and Equipment	\$170,000	\$0	\$0	
Davis-Bacon Monitoring	\$100,000	\$0	\$0	
Payment and Performance Bonds	\$50,000	\$0	\$0	
Soft Cost Contingency	\$50,000	\$0	\$0	
<b>TOTAL SOFT &amp; CARRYING COSTS</b>	<b>\$1,731,300</b>	<b>\$0</b>	<b>\$0</b>	
<b>DEVELOPER FEE</b>				
Developer Fee	\$1,137,375	\$0	\$0	
<b>TOTAL DEVELOPER FEE</b>	<b>\$1,137,375</b>	<b>\$0</b>	<b>\$0</b>	
<b>RESERVES</b>				
Operating Reserve	\$250,000	\$0	\$0	
Lease Up Reserve	\$100,000	\$0	\$0	
<b>TOTAL RESERVES</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$0</b>	
<b>TOTAL PROJECT COSTS</b>	<b>\$11,480,675</b>	<b>\$0</b>	<b>\$2,650,000</b>	

**13. Funds Proposal.**

Table A: Sources of Funds (Below)

Table B: Uses of Funds (Below)

Table C: Leverage (Below)

Table D: Operating Proforma – Please see **ATTACHMENT 15.**

<b>TABLE A: SOURCES OF FUNDS SUMMARY</b>					<b>Intended Use of Funds (Predevelopment, Acquisition, Construction, Soft Costs)</b>
	Term	Interest Rate	Amount	Evidence (Deed, Sales Contract)	
<b>Owner Equity</b>					
Deferred Developer Fee		0%	\$451,501	n/a	Construction
<b>Private Financing (List Lenders)</b>					
Low Income Housing Tax Credits			\$8,029,174	Pre-app due on January 10, 2012	Construction/Soft Costs
<b>Other Sources (List Below)</b>					
City of Austin Funds (fee waivers/ HTF/GO Bond Funds)		0%	\$500,000	Separate App	Construction/Soft Costs
<b>Proposed RHDA Funds (HOME and/or CDBG Funds)</b>		0%	\$2,500,000	<b><i>This Application</i></b>	Acquisition/Construction

<b>TABLE B: USES OF FUNDS SUMMARY</b>		
	Total Cost	Cost/Unit
Predevelopment	\$967,000	\$8,058
Acquisition	\$2,355,000	\$19,625
Hard Costs	\$4,940,000	\$41,167
Soft & Carrying Costs	\$1,731,300	\$14,428
Other Costs	\$1,487,375	\$12,395
<b>Total Project Costs</b>	<b>\$11,480,675</b>	<b>\$95,672</b>

<b>TABLE C: LEVERAGE SUMMARY</b>	
<b>TOTAL RHDA FUNDS</b>	<b>\$3,000,000</b>
RHDA (HOME/CDBG)	\$2,500,000
RHDA (HTF/GO Bonds/Waivers)	\$500,000
<b>TOTAL OTHER FUNDS</b>	<b>\$8,480,675</b>
<b>LEVERAGE (%)</b>	<b>26%</b>

**14. Community Engagement Strategy or Efforts.** Please provide a description of your organization's efforts or plans to engage neighborhood associations and other stakeholders in the area surrounding the proposed development. If no neighborhood association exists, provide an alternative plan to engage area residents, businesses and faith-based organization, for example.

Before Foundation Communities signed a purchase contract on the Capitol Terrace land, we made sure to contact the Downtown Austin Neighborhood Association, Downtown Austin Alliance and Downtown Neighborhood Coalition. Initial contact was made with Ted Siff, chair of the Downtown Neighborhood Coalition and a member of the Downtown Austin Neighborhood Association. Mr. Moreau met with Charlie Betts, Executive Director of Downtown Austin Alliance, and the project was very well-received. We have also spoken with Michael McGill, the chair of the Downtown Austin Neighborhood Association. Foundation Communities was scheduled to meet with Mr. McGill and the DANA executive committee this week, but the meeting had to be re-scheduled due to extraneous conflicts. Once a date has been scheduled and a meeting held, NHCD will be updated with the status. The plan is to meet with the governing bodies of all three neighborhood/business associations and seek their support for our project. Detailed information about the project, timing, target population and planned design will be shared at all the meetings. Based on initial conversations, we do not foresee any issues with neighborhood support. The need for affordable housing downtown is so great that most people have been ecstatic when they have heard about Capitol Terrace as a potential new neighbor.

**15. Description of Supportive Services.** If supportive services are NOT to be provided, please stop here. For all other projects, if supportive services are to be provided to residents, provide a description of the services that includes the following information:

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

Foundation Communities is committed to providing not only the housing, but, as part of our mission to create housing where residents succeed, the essential support services to stabilize and empower individuals living in permanent supportive housing. Foundation Communities' model of housing-plus-services provides the supportive services that individuals need to successfully transition to stability. The target population of Capitol Terrace will be mixed serving a small percentage of chronic homeless and a larger percentage of individuals on fixed incomes and low-wage downtown service workers. Like the population, the array of services offered at Capitol Terrace will be mixed with some residents needing more and some needing less.

Services typically offered at FC's Permanent Supportive Housing properties include:

- Mental health counseling and supported treatment;
- Individual and group substance abuse supported treatment;
- Daily living skills training;
- Budgeting and money management skills;
- Advocacy for benefits and entitlements including Social Security, Medicaid, and Food Stamps;
- Health, wellness and recreational activities;
- Supports for family reconnections;
- Vocational and supported employment services;
- Food pantry
- GED and ESL classes
- Eviction prevention
- Case management
- Home health assistant
- Education savings program
- Free tax preparation
- 24-hour computer lab
- Welcome Home Baskets

**b. The number and types of residents/clients expected to be served annually.**

Capitol Terrace will house 120 individuals at any given time. The service needs of the property will vary according to the resident profile. We are targeting 20% of the units to chronic homeless and expect the service needs of this population to be extremely high. The balance of units will be targeted to individuals on fixed incomes and low-income service workers who will still require a variety of services, but at a lower degree. With an average turnover of 30%, we expect to serve approximately 156 individuals a year with some degree of services.

**c. Describe the developer's experience and qualifications in providing the services to be offered.**

Foundation Communities, as the primary supportive service provider at Capitol Terrace, has 20 years experience in the provision of supportive services to its residents. At all of our properties, we enable our residents to increase their personal development, education, safety, and health at one convenient location in their neighborhood. Through strategic partnerships, last year FC gave 600+ children of working parents a safe place to go when school's out right where they live and helped 85% of students maintain or improve grades. Talented volunteers help us increase adults' earning potential through classes in English as a Second Language, GED preparation, and computer skills, as well as employment counseling and social service referrals. Each year, we also empower more than 100 families to become smart consumers through economic education and at least 50% of them to reduce debt. More than 125 families have earned a 2-to-1 match in special savings accounts to purchase a home, attended college, or started a business. We also provide free income tax preparation for 20,000+ low-income workers and retirees with the help of 400 IRS-certified volunteers.

Foundation Communities has been increasingly involved in serving the homeless since 2001, when, working with the Homeless Alliance, we began looking at opportunities to develop supportive housing units for Austin's homeless population. In 2003, with the purchase and redevelopment of an abandoned nursing home, Garden Terrace opened its doors. This was not only Foundation Communities' first single room occupancy (SRO)/permanent supportive housing (PSH) community, it was the first intentional SRO development in Austin. We followed with the opening of Spring Terrace in 2006 and Skyline Terrace in 2008 and the planned rehabilitation of Arbor Terrace in 2012 for a total of 463 PSH SRO units. While the majority of units at Capitol Terrace will not be reserved for homeless, from experience we know that the service needs do not vary much between homeless and those on the verge of homelessness.

**d. If services are not provided by the developer of the project, include a description of the organization(s) providing the services and a memorandum of understanding or some other type of agreement that indicates the relationship between the developer and service provider.**

While Foundation Communities will be the main supportive service provider at Capitol Terrace, we rely on partnerships with the following organizations to broaden and strengthen our service delivery:

- **Caritas of Austin:** provides HUD subsidized rent and case management services for 41 formerly chronically homeless and disabled unaccompanied adults living in our PSH communities.
- **Salvation Army/Passages:** provides HUD subsidized rent and case management services for 15 formerly homeless individuals living at our PSH communities.
- **PLAN of Central Texas, Inc.:** provides intensive clinical case management, peer to peer supports, and clinical supervision to residents in our PSH housing participating in our SAMSHA-funded mental health and substance abuse treatment support services program.
- **Austin Recovery, Inc. –** provides inpatient detox and substance abuse treatment services to residents participating in our SAMSHA-funded mental health and substance abuse treatment support services program.
- **Communities for Recovery:** provides peer to peer recovery aftercare services to residents in our SAMSHA-funded mental health and substance abuse treatment services program.
- **Austin Clubhouse, Inc.:** provides a work-ordered day program, as well as employment readiness supports, and transitional/supportive employment services.
- **Family Eldercare:** provides designated payee services, as well as in-home support including meal preparation assistance, transportation, housekeeping assistance, and medication reminder assistance to residents in our PSH communities (not just for older adults).
- **The University of Texas School of Nursing:** each semester, nursing students in the advanced community nursing practicum provide medical case management to our residents assisting them in better identifying and meeting their healthcare needs.
- **Integral Care (formerly Austin/Travis Co. MHMR):** Co-facilitate Mental Health First Aid trainings for the Austin community.
- **NAMI – Austin:** Provides funding for free counseling and therapy sessions at Capital Area Counseling for supportive housing residents.
- **Capital Area Food Bank:** partners in providing food pantries at our supportive housing communities. Also does Healthy Cooking Classes at with residents at our properties.
- **YMCA of Austin:** Partners with our SRO resident services to provide reduced rate family memberships for residents to participate in Fresh Start Fitness program. 12 residents can participate for 90 days, after which they can continue personal membership in an income-based program, usually \$10/month.

- **Austin Area Mental Health Consumers Self Help and Advocacy Center:** Partners in providing peer-to-peer wellness groups at our supportive housing communities.
- **Downtown Austin Community Court (DACC):** Partners in providing 20 units of PSH in two of our communities for chronically homeless/disabled individuals who are chronic users of DACC resources.
- **Project Transitions:** Partners in providing 5 units of PSH for individuals living with HIV/AIDS.
- **Lone star Circle of Care:** Provides integrated care (behavioral health & primary health care) for residents under the auspices of the Federal Substance Abuse and Mental Health Administration (SAMHSA) Services in Supportive Housing (SSH) Grant.
- **Bluebonnet Trails Community Services:** provides outreach, screening, assessment, and referral for individuals attempting to recover from substance use disorders.
- **Veteran Affairs Supportive Housing Program:** provides TBRA vouchers for homeless veterans.
- **Capital Area Counseling:** partnership providing counseling/therapy to PSH residents.
- **Basic Need Coalition:** Active participation.
- **Ending Community Homelessness Organization (ECHO):** Both our Director of Supportive Housing and Director of Supportive Services are active members and participate with the Housing Work Group. These groups combine the efforts of roughly 75 participating agencies.
- **Referrals:** The Terraces receive and give referrals from many area agencies, including Austin Travis County Integrated Care, SafePlace, Lifeworks, Salvation Army, Goodwill, Foundation for the Homeless, Aids Services of Austin, Green Doors, and the U.S. Department of Veteran Affairs.

e. **Provide resumes of key personnel who will be actively involved in the delivery of services. Resumes should include information about certifications, licenses, years of experience, and education.**

Supportive Service Staff (Please see **ATTACHMENT 16** for staff resumes):

Julian Huerta – Director of Programs - provides leadership for all Foundation Communities’ resident and community services. He has many years experience in the provision of social and educational services and in program management, evaluation and fundraising. Mr. Huerta holds a Masters Degree in Community and Regional Planning from the University of Texas and has been with FC for ten years.

Timothy Miles - Director of Supportive Services - oversees resident services at all three of our SRO communities. He is also project director of Project HOME, our mental health and substance abuse recovery program funded by a \$2 million grant from SAMHSA. He has been working in community services, nonprofits, and educational settings for more than 20 years. He has master’s degrees from Harvard University and the University of Texas at Austin in theology and social work respectively. His undergraduate degree in liberal arts is also from the University of Texas at Austin.

The Supportive Service Coordinator will be the key on-site supportive staff member at Capitol Terrace. Working closely with the property manager, they will develop creative programs and establish and oversee partnerships that support residents in successfully maintaining housing, accessing education and employment services and contributing to a positive sense of community.

f. **Demonstrate financial capacity to provide support services and/or operate a supportive services program by providing the following information:**

1. **Sources of Funds: Identify sources and amounts of funds that will be utilized to provide supportive services.**

A portion of the staffing and program costs for the Supportive Service programming at the Capitol Terrace project is included as a line-item in the property’s operating pro-forma. Cash flow from the property will be used to fund the salary of the full-time Social Service Coordinator plus other smaller program expenses (i.e. direct aid to residents.) The remaining portion of the services will be funded through the US Department of Health and Human Services Substance Abuse and Mental Health Services Administration 5-year grant awarded to Foundation Communities in 2009. The SAMSHA grant is up for renewal in 2014. We feel we have a very good chance for renewal. If not renewed, we will replace this grant source with private fundraising.

**Sources:**

Project Cash Flow w/in Operating budget	\$60,000
SAMHSA Grant	\$70,175
TOTAL	\$130,175

Please see **ATTACHMENT 15** for the Capitol Terrace Operating Proforma and **ATTACHMENT 17** for a detailed Supportive Service budget.

2. **Budget:** Include a supportive services budget which reflects current and anticipated funding and expenses associated with the provision of services for three (3) years.

Please see **ATTACHMENT 17** for a detailed supportive services budget for Capitol Terrace.

**ATTENTION:**

**Please submit with the Application a completed "self-evaluation" using the following Scoring Criteria.**

**RHDA PROGRAM  
SCORING CRITERIA**

**Applications received will be reviewed and evaluated according to the following criteria:**

**REQUIRED INFORMATION:**

1. Applicant Information	X	9. Accessible/Adaptable Units	X
2. Non-profit List of Items	X	10. Experience/Qualifications	X
3. Project Description	X	11. Project Budget	X
4. Site Control/Value	X	12. Funds Proposal:	
5. Zoning	*X	a. Sources	X
6. S.M.A.R.T. Housing	**X	b. Uses	X
7. Development Team	X	c. Leveraging	X
8. Development Schedule	X	d. Operating Proforma	X
		13. Community Engagement	
		Strategy or Efforts	X

\*The Zoning Verification letter has been requested from the COA Development Assistance Center. Will submit verification once received.

\*\*The SMART Housing Application will be submitted 12/8/2011 and will submit the SMART Housing Certification letter once received.

**EVALUATION CRITERIA:**

Applications for proposed projects will be reviewed and scored on a competitive basis per the evaluation criteria below. Applications must receive a minimum score of **150** points out of a maximum score of **225** points. PLEASE NOTE: A score above the minimum score does not guarantee funding.

1. **EXPERIENCE AND QUALIFICATIONS** (maximum 15 points) 15

- 15 points:** Developer has successfully completed project similar in size and scope.
- 10 points:** Completed similar project but smaller in size and scope.
- 8 points:** Consultant directly involved who has completed project similar in size and scope.
- 3 points:** Owns or manages income-restricted rental property.

2. **SOURCES & USES OF FUNDS** (maximum 10 points) 5

**10 points:** All sources and uses of funds are clearly indicated and sufficient evidence of funding availability and/or commitments are included.

**5 points:** All sources and uses of fund are clearly indicated, but evidence of funding availability or commitments are incomplete.

3. **DEBT COVERAGE RATIO** (maximum 10 points) 10

- 10 points:** DCR of 1.25 or greater
- 6 points:** DCR between 1.21 - 1.24
- 4 points:** DCR between 1.15 - 1.20

4. **LEVERAGE** (maximum 10 points) 8

RHDA Program funding (prior and current) relative to Total Project Costs equals:

- 10 points:** 25% or less
- 8 points:** 26% - 30%
- 6 points:** 31% - 35%
- 4 points:** 36% - 50%
- 0 points:** 51% or greater

5. **AFFORDABLE UNITS** (maximum 25 points) 25

If development has a mix of 30%, 40%, and/or 50% MFI units, add the results for the percentage of units in each income category up to the maximum of 25 points. If the project has a percentage of units in a given income category that is not an exact multiple of ten as shown in the chart, please round up to the next multiple of 10 and use that point value.

<b>% of G.O. Bond-assisted Units in Total Project</b>										
<b>% MFI</b>	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
<b>50%</b>	3	5	7	9	11	13	15	17	19	25
<b>40%</b>	5	7	9	11	13	15	17	19	21	25
<b>30%</b>	7	9	11	13	15	17	19	23	24	25

6. **RHDA COST PER UNIT** in \$1,000s (maximum 10 points) 10

	<u>Acquisition</u>	<u>Refinance</u>	<u>Rehabilitation</u>	<u>For-Profit New Construction</u>	<u>Non-Profit New Construction</u>
<b>10 points</b>	<\$45/unit	<\$30/unit	<\$30/eff.	<\$40/unit	<\$60/unit
<b>8 points</b>	<\$55/unit	<\$40/unit	<\$35/1-bd	<\$50/unit	<\$70/unit
<b>6 points</b>	<\$65/unit	<\$50/unit	<\$40/2-bd	<\$60/unit	<\$80/unit
<b>4 points</b>	<\$75/unit	<\$60/unit	<\$45/3-bd+	<\$70/unit	<\$90/unit

7. **TRANSITIONAL HOUSING** (10 points) 0

**10 points:** Project will be developed and operated as transitional housing.

8. **PERMANENT SUPPORTIVE HOUSING (PSH)** (maximum 20 points) 20

**20 points:** Project will reserve units for PSH for the following populations:

- Chronically Homeless as established in the HEARTH Act (24 CFR Part 577)
- Have been in an institution for over 90 days
- Unaccompanied youth or families with children defined as homeless under other federal statutes
- Youth "aging out" of state custody or the foster care or the juvenile probation system

**10 points:** Project will reserve units for PSH for populations other than those listed above.

9. **GEOGRAPHIC DISPERSION** (maximum 25 points) 20

Project is located in an area identified according to the Kirwan Institute's Opportunity Map of Austin (Map #2) as having greater opportunity for low-income households.

- 25 points:** Very High priority area
- 20 points:** High priority area
- 15 points:** Moderate priority area
- 10 points:** Low priority area
- 5 points:** Very Low priority area

10. **PRIORITY LOCATION** (10 points) 10

**10 points:** Project is located in a Vertical Mixed-Use (VMU) Corridor, or is a Planned-Unit Development (PUD) or Transit Oriented Development (TOD).

\*Property is located in Downtown Austin in the Core/Waterfront District and is part of the Downtown Austin Plan currently under consideration for approval by City Council. The site is zoned CBD and has the CURE option although a portion of the sight is restricted by the Capitol View Corridor.

11. **PRESERVATION OF AFFORDABLE UNITS** (10 points) 0

**10 points:** Project is the rehabilitation and preservation of existing affordable housing units, or new units are being constructed to replace existing affordable units at the same location on a one-to-one replacement basis or a greater than one-to-one replacement basis.

12. **AFFORDABILITY PERIOD** (25 points) 25

**25 points:** Affordability of project is for 99-years.

13. **PROJECT READINESS** (maximum 10 points) 2

**New construction**

**2 points each; maximum 10 points**

- 2 The project meets the normal eligibility requirements under the existing program guidelines.
- The property is already owned by the developer.
- The project has completed all necessary design work and received site plan approval.
- All environmental reviews have been completed.
- The project has firm commitments from all financing sources.

**Acquisition and Rehab**

**2 points each; maximum 10 points**

- The project meets the normal eligibility requirements under the existing program guidelines
- All environmental reviews have been completed.
- The project has firm commitments from all financing sources.
- A General Contractor has been selected.
- Closing on the acquisition of the property can be achieved in less than 30 days.

**Acquisition of Completed Units**

**2.5 points each; maximum 10 points** (A total score of 2.5 points will be rounded to 3; a total score of 7.5 points will be rounded to 8.)

- The project meets the normal eligibility requirements under the existing program guidelines
- All environmental reviews have been completed.
- The project has firm commitments from all financing sources.
- Closing on the acquisition of the property can be achieved in less than 30 days.

14. **PROPERTY MANAGEMENT** (maximum 10 points) 10

**10 points:** Designated Property Management Entity has documented track record of success managing income-restricted properties of similar size and/or similar unit counts, and has the capacity to take on management of the proposed project.

**8 points:** Designated Property Management Entity has a documented track record of success managing income- restricted properties of smaller size and/or fewer units, and has the capacity to take on management of the proposed project.

**4 points:** Designated Property Management Entity has a documented track record of successful property management experience and has the capacity to take on management of the proposed project, but has not managed an income-restricted property.

15. **SUPPORTIVE SERVICES** (maximum 15 points) 15 \_\_\_\_\_

**15 points:**

- a. The developer has secured written agreements with organizations that will provide resident services, or has experienced and qualified staff (7 or more years of experience) able to provide the same services.
- b. Funds have been secured for the operation of resident services programs.
- c. A 3-year operating budget for the operation of the resident services programs is provided.

**10 points:**

- a. The developer has secured letters of intent from organizations that intend to provide resident services, or has experienced and qualified staff (3 to 6 years of experience) able to provide the same services.
- b. Funds have been secured for the operation of the resident services programs.
- c. A 3-year operating budget for the operation of the resident services programs is provided.

**5 points:**

- a. The developer has experienced and qualified staff (1 to 2 years of experience) able to provide the same resident services.
- b. Funds have been secured for the operation of the resident services programs.
- c. A 3-year operating budget for the operation of the resident services programs is provided.

**2 points:**

- a. The developer has arrangements with organizations to provide services, or has experienced and qualified staff able to provide the same resident services.
- b. Funds have been not been secured for the operation of the resident services programs.

16. **MBE/WBE PROJECT PARTICIPATION** (5 points) 5 \_\_\_\_\_

**5 points:** Development Team includes registered City of Austin minority- or women-owned business enterprises (M/WBE).

**NOTE: FC expects to contract with MBE/WBE subcontractors. Since we have not yet bid out the services of the architect, engineer, interior designer, we are unable to provide evidence of the entities that will be MBE/WBE.**

17. **PARTNERSHIP WITH OTHER NON-PROFIT ENTITIES** (5 points) 5 \_\_\_\_\_

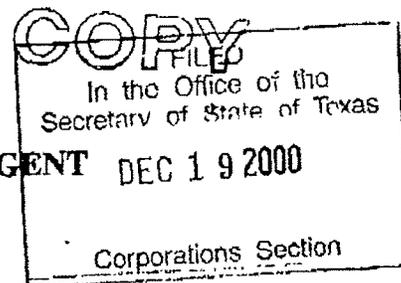
**5 points:** Applicant provides evidence of commitment from another certified non-profit organization to partner on the project in some way.

**NOTE: Please find attached an MOU with local non-profit Austin Clubhouse who will provide services funded by the SAMHSA grant that will be applied to service provision at Capitol Terrace. Please see ATTACHMENT 17 for reference of this relationship and ATTACHMENT 18 for the MOU.**

**TOTAL SCORE** 185

**ATTACHMENT 1:  
Articles of  
Incorporation**

**STATEMENT OF CHANGE OF REGISTERED AGENT  
OF  
FOUNDATION COMMUNITIES, INC.**



Pursuant to the Texas Non-Profit Corporation Act, the undersigned corporation, **FOUNDATION COMMUNITIES, INC.**, a Texas corporation (the "Corporation") hereby changes the name of its registered agent in Texas as follows:

1. The name of the Corporation is **FOUNDATION COMMUNITIES, INC.**, and its charter number is 0114499001. The corporation was previously known as Central Texas Mutual Housing Association.

2. The address of its present registered office as shown in the records of the Texas Secretary of State is:

2512 SOUTH IH-35, SUITE 350  
AUSTIN, TEXAS 78704

3. The address of its registered office is hereby changed to:

3036 SOUTH 1ST, SUITE 200  
AUSTIN, TEXAS 78704

4. The name of its present registered agent as shown in the records of the Texas Secretary of State is **FRANCES FERGUSON**.

5. The name of its registered agent is hereby changed to **WALTER MOREAU**.

6. The address of its registered office and the post-office address of the business office of the registered agent, as changed, will be identical.

7. Such changes of the registered office and the registered agent for the Corporation was authorized by the Board of Directors of the Corporation.

EXECUTED on DECEMBER 13, 2000.

**FOUNDATION COMMUNITIES, INC.**

BY: Walter Moreau  
NAME: WALTER MOREAU  
TITLE: EXECUTIVE DIRECTOR

ARTICLES OF INCORPORATION  
CENTRAL TEXAS MUTUAL HOUSING ASSOCIATION

ARTICLE ONE  
NAME

The name of the corporation is Central Texas Mutual Housing Association.

ARTICLE TWO  
TYPE OF CORPORATION

The corporation is a non-profit corporation.

FILED  
In the Office of the  
Secretary of State of Texas

ARTICLE THREE  
DURATION

The period of its duration is perpetual.

MAR 05 1990  
Corporations Section

ARTICLE FOUR  
PURPOSE

This corporation is formed exclusively for charitable and educational purposes within the meaning of the section 501(c)(3) of the Internal Revenue Code of 1954 as amended, and to do all things as may be necessary and proper to carry out any of the foregoing purposes for which the corporation is organized, including but not limited to the development of mutual housing ownership and management of housing as an affordable alternative for low and moderate income people and educational activities with regards to the mutual housing form of housing.

Subject to such limitations as are herein set forth, the purposes for which the Corporation is formed are:

(a) To promote social welfare and lessen the burden of government, lessen neighborhood tensions and combat community deterioration by undertaking the construction of new dwelling units, and/or the acquisition and rehabilitation of vacant or neglected dwelling units in Travis County and surrounding counties, and/or by providing financial assistance and technical assistance and management resources for such construction or rehabilitation.

(b) To operate and maintain housing units on a non-profit resident-sensitive basis in a manner that will increase the availability of housing alternatives for persons and families of low and moderate incomes for whom private, for-profit entities have not provided a sufficient supply of decent, affordable housing, and will help enhance the adequacy of dwelling units and neighborhoods for such persons and families and help lessen the social, economic, health and welfare pressures associated with inadequate, overcrowded and neglected dwelling units.

(c) To sell, lease, donate or otherwise transfer property of the Corporation, and/or to made grants or loans, to other non-profit corporations for the accomplishment of the above-described purposes.

(d) To study, research and demonstrate the feasibility of using private and public financial assistance for the purpose of developing, operating, maintaining and improving such alternative housing opportunities, and to provide information and technical assistance concerning this program to the public and to other organizations to be formed to carry forward similar programs in other cities in the United States.

(e) To do any other act or thing incidental to or connected with the foregoing purposes or in advancement thereof.

No part of the net earnings of the corporation shall inure to the benefit of any director of the corporation, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation affecting one or more of its purposes), and no director or officer of the corporation, or any private individual shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the corporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these Articles of Incorporation, the corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by any organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended, or by any organization, contributions to which are deductibled under Section 170(c)(2) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

#### ARTICLE FIVE REGISTERED OFFICE

The street address of the registered office of the corporation is 8801 McCann #223, Austin, Texas 78758. The name of the initial registered agent at such address is Cindy L. S. Christiansen.

ARTICLE SIX  
DISSOLUTION OF ASSETS

Upon dissolution of the corporation or the winding up of its affairs, the assets of the corporation shall be distributed exclusively to charitable, religious, scientific, literary, or educational organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

ARTICLE SEVEN  
INITIAL BOARD

The number of directors constituting the initial Board of Directors is three, and the names and addresses of the persons who are to serve as the initial directors are listed below:

Jerry McCuiston, 1007 Castle Ridge Road, Austin, Texas 78746  
Cindy L. S. Christiansen 8801 McCann Dr., Austin, Texas 78758  
Mary R. Parker, 1622 Waterston Ave., Austin, Texas 78703

ARTICLE EIGHT  
INCORPORATOR

The name and street address of the incorporator is as follows:

Cindy L. S. Christiansen, 8801 McCann Dr., Austin, Texas 78758

Cindy Christiansen  
Cindy Christiansen

**ATTACHMENT 2:**  
**Certificate of**  
**Incorporation**



# The State of Texas

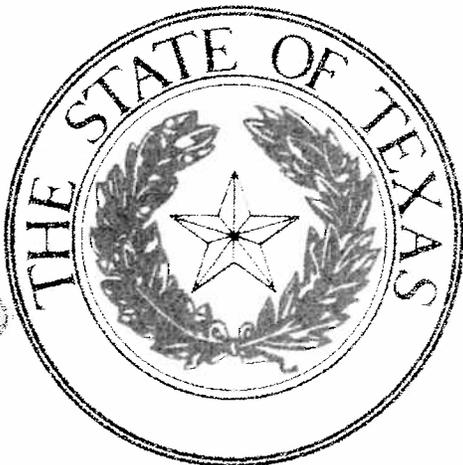
**SECRETARY OF STATE  
CERTIFICATE OF AMENDMENT  
OF**

**FOUNDATION COMMUNITIES, INC.  
FORMERLY: CENTRAL TEXAS MUTUAL HOUSING ASSOCIATION  
FILE NO. 1144990-01**

The undersigned, as Secretary of State of Texas, hereby certifies that Articles of Amendment to the Articles of Incorporation of the above corporation duly executed pursuant to the provisions of the Texas Non-Profit Corporation Act, have been received in this office and are found to conform to law.

ACCORDINGLY the undersigned, as Secretary of State, and by virtue of the authority vested in the Secretary by law, hereby issues this Certificate of Amendment to the Articles of Incorporation and attaches hereto a copy of the Articles of Amendment.

Dated: December 7, 2000



Elton Bomer  
Secretary of State

**COPY**  
in the Office of the  
Secretary of State of Texas

DEC 07 2000

Corporations Section

**ARTICLES OF AMENDMENT  
TO THE ARTICLES OF INCORPORATION  
OF  
CENTRAL TEXAS MUTUAL HOUSING ASSOCIATION**

Pursuant to the provisions of the Texas Non-Profit Corporation Act, the undersigned corporation (the "Corporation") adopts the following Articles of Amendment to its Articles of Incorporation:

1. The name of the Corporation is **CENTRAL TEXAS MUTUAL HOUSING ASSOCIATION** and its Charter Number is 0114499001.
  
2. The following amendment alters or changes Article One of the original Articles of Incorporation, and the full text of Article One is hereby amended to now read as follows:

**ARTICLE ONE**  
**NAME**

The name of the corporation is Foundation Communities, Inc.

3. The purpose of the amendment is to change the name of the entity from Central Texas Mutual Housing Association to Foundation Communities, Inc.
  
4. There are no members of the corporation. The corporation is run and managed solely by a board of directors.
  
5. This amendment to the Articles of Incorporation was adopted by resolution of the board of directors of the Corporation.

6. This amendment to the Articles of Incorporation was adopted by the unanimous consent of the board of directors of the Corporation on 10/25, 2000.

EXECUTED as of 10/25, 2000.

**CENTRAL TEXAS MUTUAL HOUSING  
ASSOCIATION**

BY: Walter Moreau  
Walter Moreau, Executive Director

# **ATTACHMENT 3: IRS Certification**

**Internal Revenue Service**

**Date:** August 24, 2004

Foundation Communities, Inc.  
3036 South First Street  
Austin, TX 78704-6391

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**

Janet M. Duncan 31-07676  
Customer Service Specialist

**Toll Free Telephone Number:**  
8:00 a.m. to 6:30 p.m. EST  
877-829-5500

**Fax Number:**  
513-263-3756

**Federal Identification Number:**

**Group Exemption Number:**  
7171

Dear Sir or Madam:

This is in response to your request of July 6, 2004, regarding your organization's tax-exempt status.

In May 1990 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

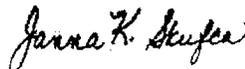
Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list your organization submitted as exempt from federal income tax under section 501(c)(3) of the Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

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

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services

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

DEPARTMENT OF THE TREASURY

Date:

JUN 06 1995

CENTRAL TEXAS MUTUAL HOUSING  
ASSOCIATION  
C/O CINDY CHRISTIANSEN  
2512 S IH 35 STE 350  
AUSTIN, TX 78704-5751

Employer Identification Number:

Case Number:  
755122043

Contact Person:  
ANNETTE SMITH

Contact Telephone Number:  
(214) 767-6023

Our Letter Dated:  
May 23, 1990

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)(2).

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)(2) 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)(2) 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,



Bobby E. Scott  
District Director

001296

SUBSIDIARY ORGANIZATION OF FOUNDATION COMMUNITIES INC  
GEN NUMBER 7171

CYCLE 201126

PARENT	FOUNDATION COMMUNITIES INC	AUSTIN	TX	78704-0000000	12
	3036 S 1ST ST STE 200				
SUB	FOUNDATION COMMUNITIES	AUSTIN	TX	78704-6382500	12
	3036 S 1ST ST STE 200				
	SPRING TERRACE HOUSING CORPORATION				
SUB	FC AUSTIN ONE HOUSING CORPORATION	AUSTIN	TX	78704-6382500	12
	3036 S 1ST ST STE 200				
SUB	FC AUSTIN TWO HOUSING CORPORATION	AUSTIN	TX	78704-6382500	12
	3036 S 1ST ST STE 200				
SUB	FOUNDATION COMMUNITIES	AUSTIN	TX	78704-6382500	12
	3036 S 1ST ST STE 200				
	CHERRY CREEK MUTUAL HOUSING CORP				
SUB	FOUNDATION COMMUNITIES	AUSTIN	TX	78704-6382500	12
	3036 S 1ST ST STE 200				
	CROSSROADS MUTUAL HOUSING CORP				
SUB	FOUNDATION COMMUNITIES	AUSTIN	TX	78704-6382500	12
	3036 S 1ST ST STE 200				
	SAINT ELMO MUTUAL HOUSING CORP				
SUB	FOUNDATION COMMUNITIES	AUSTIN	TX	78704-6382500	12
	3036 S 1ST ST STE 200				
	BUCKINGHAM MUTUAL HOUSING CORP				
SUB	FOUNDATION COMMUNITIES	AUSTIN	TX	78704-6382500	12
	3036 S 1ST ST STE 200				
	GROUP RETURN				
SUB	FOUNDATION COMMUNITIES	AUSTIN	TX	78704-6382500	12
	3036 S 1ST ST STE 200				
	PETERS COLONY MUTUAL HOUSING CORP				
SUB	FOUNDATION COMMUNITIES	AUSTIN	TX	78704-6382500	12
	3036 S 1ST ST STE 200				
	SHADOW BROOK MUTUAL HOUSING CORP				
SUB	FOUNDATION COMMUNITIES	AUSTIN	TX	78704-6382500	12
	3036 S 1ST ST STE 200				
	SLEEPY HOLLOW MUTUAL HOUSING CORP				
SUB	FOUNDATION COMMUNITIES	AUSTIN	TX	78704-6382500	12
	3036 S 1ST ST STE 200				
	DAFFODIL MUTUAL HOUSING				
SUB	FOUNDATION COMMUNITIES	AUSTIN	TX	78704-6382500	12
	3036 S 1ST ST STE 200				
	CENTRAL TEXAS-SEARIGHT HOUSING CORP				



SUB	FOUNDATION COMMUNITIES 3036 S 1ST ST STE 200 CENTRAL TEXAS-SWA MUTUAL HOUSING CO	AUSTIN	TX	78704-6382500	% WALTER MOREAU 12
SUB	FOUNDATION COMMUNITIES 3036 S 1ST ST VILLAGE GREEN MUTUAL HOUSING CORP	AUSTIN	TX	78704-6352369	% WALTER MOREAU 12
SUB	FOUNDATION COMMUNITIES 3036 S 1ST ST STE 200 CENTRAL TX PC MUTUAL HOUSING CORP	AUSTIN	TX	78704-6382500	% WALTER MOREAU 12
SUB	FOUNDATION COMMUNITIES 3036 S 1ST ST STE 200 FC ASHFORD HOUSING CORPORATION	AUSTIN	TX	78704-6382500	% WALTER MOREAU 12
SUB	FOUNDATION COMMUNITIES 3036 S 1ST ST STE 200 FC MANCHESTER HOUSING CORPORATION	AUSTIN	TX	78704-6382500	% WALTER MOREAU 12
SUB	FOUNDATION COMMUNITIES 3036 S 1ST ST STE 200 FC MAXWELL HOUSING CORPORATION	AUSTIN	TX	78704-6382500	% WALTER MOREAU 12
SUB	FOUNDATION COMMUNITIES 3036 S 1ST ST STE 200 GARDEN TERRACE HOUSING CORPORATION	AUSTIN	TX	78704-6382500	% WALTER MOREAU 12

FC AUSTIN THREE HOUSING CORPORATION  
AUSTIN TX 78704-

FC AUSTIN FOUR HOUSING CORPORATION  
AUSTIN TX 78704

001296



CYCLE 201126

SUBSIDIARY ORGANIZATION OF FOUNDATION COMMUNITIES INC  
7171 SUBSIDIARY TOTAL IS

*20*  
*RR*



GEN NUMBER



**ATTACHMENT 4:**  
**Board of Directors List**



# **ATTACHMENT 6: Board Resolution**

**RESOLUTION  
BOARD OF DIRECTORS OF  
Foundation Communities, Inc.**

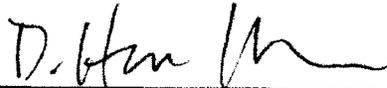
WHEREAS. **Foundation Communities, Inc.**, a non-profit Community Housing Development Organization, is applying for funding from the Austin Housing Finance Corporation in Rental Housing Development Assistance Funding for the following project:

Up to \$2,500,000 in funding for Capitol Terrace – a proposed 120-unit single room occupancy community for individuals located at 309 E. 11<sup>th</sup> Street, Austin, TX, 78701. The funding will be used for acquisition and/or construction costs.

NOW. THEREFORE, the Board of Directors of **Foundation Communities, Inc.** hereby authorizes this project and the application for funding from the Austin Housing Finance Corporation.

Adopted and approved by the Board of Directors on the 6th day of December, 2011.

**FOUNDATION COMMUNITIES, INC.**



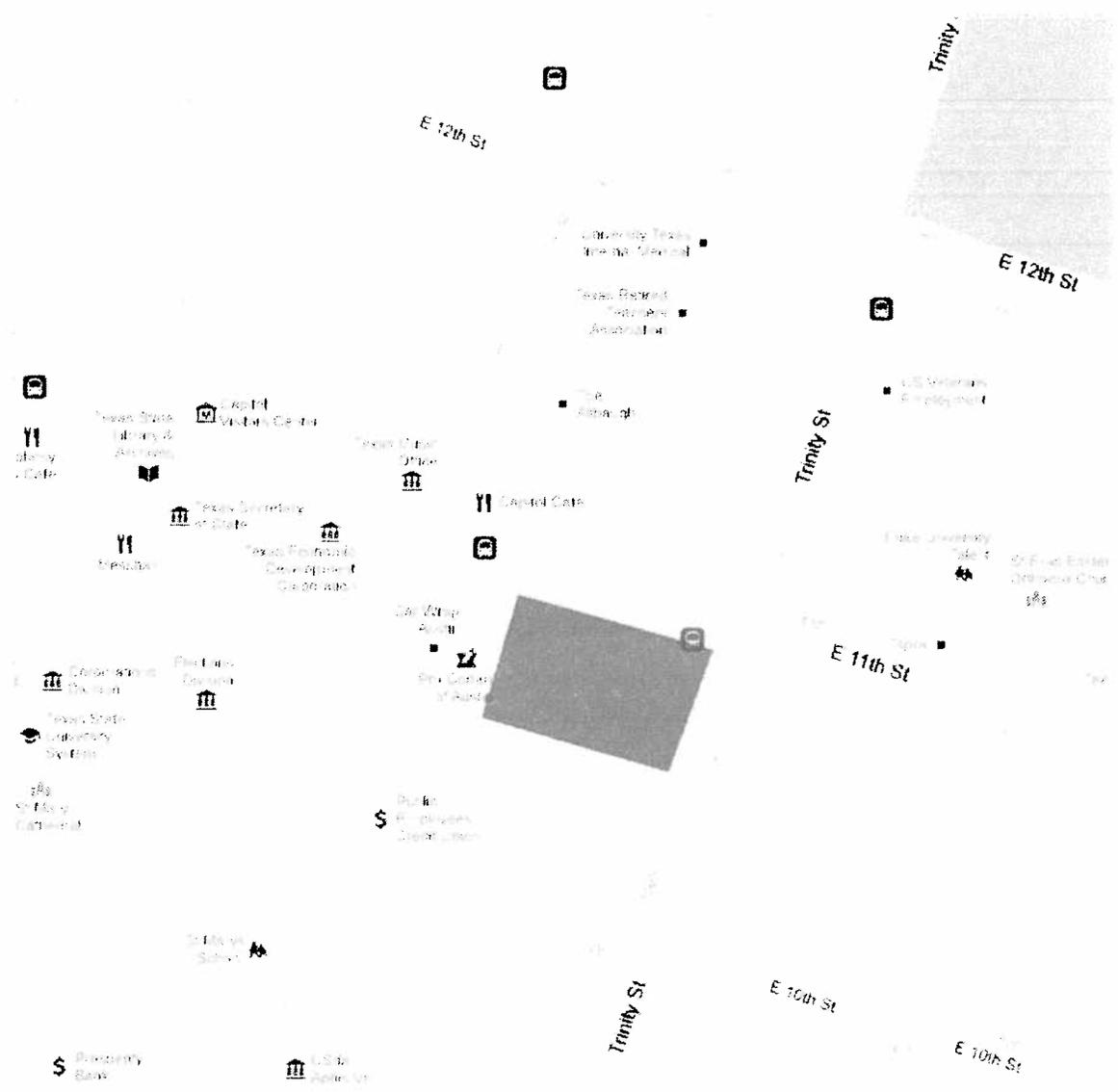
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Daniel Hamilton, Chair  
Board of Directors of Foundation Communities, Inc.

# **ATTACHMENT 7: Transit Map**



Bus Stop is located in front of the parcels for bus lines: 2,6,7,10,20,30,37,127,142,171,482,935. Multiple bus lines are located within .1 mile of the property and site is less than .5 mile of the Cap Metro Rail line.



©2011 Google

Map data ©2011 Google, Sanborn

**Cap Metro Stops-Capitol Terrace**

Unlisted · 0 views  
Created on Dec 6 By Updated < 1 minute ago

309 East 11th Street

**ATTACHMENT 9:  
Tax Documentation**

**TaxNetUSA: Travis County**

Property ID Number: **197015** Ref ID2 Number: **02080310070000**

Owner's Name **AUSTIN MET PROJECT LP**

**Property Details**

Mailing Address STE 220  
230 WESTCOTT ST  
HOUSTON, TX 77007-7026

Location 309 E 11 ST 78701

Legal LOT 7-8 BLOCK 121 ORIGINAL CITY

Deed Date  
Deed Volume  
Deed Page  
Exemptions  
Freeze Exempt F  
ARB Protest F  
Agent Code 2006  
Land Acres 0.2703  
Block  
Tract or Lot 7-8  
Docket No.  
Abstract Code S01440  
Neighborhood Code 51CBD

**Value Information**

**2011 Certified**

Land Value 1,177,600.00  
Improvement Value 10,057.00  
AG Value 0.00  
AG Productivity Value 0.00  
Timber Value 0.00  
Timber Productivity Value 0.00  
Assessed Value 1,187,657.00  
10% Cap Value 0.00  
Total Value 1,187,657.00

Data up to date as of 2011-12-02

**Value By Jurisdiction**

Entity Code	Entity Name	2010 Tax Rate	Assessed Value	Taxable Value	Market Value	Appraised Value
0A	TRAVIS CENTRAL APP DIST		1,187,657.00	1,187,657.00	1,187,657.00	1,187,657.00
01	AUSTIN ISD	1.227000	1,187,657.00	1,187,657.00	1,187,657.00	1,187,657.00
02	CITY OF AUSTIN	0.457100	1,187,657.00	1,187,657.00	1,187,657.00	1,187,657.00
03	TRAVIS COUNTY	0.465800	1,187,657.00	1,187,657.00	1,187,657.00	1,187,657.00
2C	DOWNTOWN PUB IMP DIST		1,187,657.00	1,187,657.00	1,187,657.00	1,187,657.00
2J	TRAVIS COUNTY HEALTHCARE DISTRICT	0.071900	1,187,657.00	1,187,657.00	1,187,657.00	1,187,657.00
68	AUSTIN COMM COLL DIST	0.095100	1,187,657.00	1,187,657.00	1,187,657.00	1,187,657.00

**Improvement Information**

Improvement ID	State Category	Description
160494		Detail Only

**Segment Information**

Imp ID	Seg ID	Type Code	Description	Class	Effective Year Built	Area
160494	753976	551	PAVED AREA	AS*	1973	11,776
Total Living Area						0

**Land Information**

Land ID	Type Code	SPTB Code	Homesite	Size-Acres	Front	Depth	Size-Sqft
195029	LAND	F3	F	0.270	0	0	11,776

**TaxNetUSA: Travis County**

Property ID Number: **499525** Ref ID2 Number: **02080310130000**

**Owner's Name** **AUSTIN MET PROJECT LP**

**Property Details**

**Mailing Address** STE 220  
230 WESTCOTT ST  
HOUSTON, TX 77007-7026

**Location** E 11 ST 78701

**Legal** E 26FT OF LOT 11 LOT 9&10 BLOCK 121 ORIGINAL  
CITY PLUS 2FT STRIP VAC ROW

Deed Date  
Deed Volume  
Deed Page  
Exemptions  
Freeze Exempt F  
ARB Protest F  
Agent Code 2006  
Land Acres 0.3640  
Block  
Tract or Lot 11; 9&10  
Docket No.  
Abstract Code S01440  
Neighborhood Code 51CBD

**Value Information**

**2011 Certified**

Land Value 1,585,600.00  
Improvement Value 44,784.00  
AG Value 0.00  
AG Productivity Value 0.00  
Timber Value 0.00  
Timber Productivity Value 0.00  
Assessed Value 1,630,384.00  
10% Cap Value 0.00  
Total Value 1,630,384.00

**Data up to date as of 2011-12-02**

**Value By Jurisdiction**

Entity Code	Entity Name	2010 Tax Rate	Assessed Value	Taxable Value	Market Value	Appraised Value
0A	TRAVIS CENTRAL APP DIST		1,630,384.00	1,630,384.00	1,630,384.00	1,630,384.00
01	AUSTIN ISD	1.227000	1,630,384.00	1,630,384.00	1,630,384.00	1,630,384.00
02	CITY OF AUSTIN	0.457100	1,630,384.00	1,630,384.00	1,630,384.00	1,630,384.00
03	TRAVIS COUNTY	0.465800	1,630,384.00	1,630,384.00	1,630,384.00	1,630,384.00
2C	DOWNTOWN PUB IMP DIST		1,630,384.00	1,630,384.00	1,630,384.00	1,630,384.00
2J	TRAVIS COUNTY HEALTHCARE DISTRICT	0.071900	1,630,384.00	1,630,384.00	1,630,384.00	1,630,384.00
68	AUSTIN COMM COLL DIST	0.095100	1,630,384.00	1,630,384.00	1,630,384.00	1,630,384.00

**Improvement Information**

Improvement ID	State Category	Description
795679		Detail Only

**Segment Information**

Imp ID	Seg ID	Type Code	Description	Class	Effective Year Built	Area
795679	4267376	1ST	1st Floor	D351	2009	1
795679	4267378	551	PAVED AREA	AA*	2009	15,000
<b>Total Living Area</b>						<b>1</b>

**Land Information**

Land ID	Type Code	SPTB Code	Homesite	Size-Acres	Front	Depth	Size-Sqft
417857	LAND	F3	F	0.364	0	0	15,856

# **ATTACHMENT 10: Zoning Verification**

NO. 23868071

CITY OF AUSTIN, TEXAS  
RECEIPT FOR PAYMENT OF FUNDS

12/06/11

DATE RECEIVED

RECEIVED FROM Technology Comm. \$ 5520

IN PAYMENT FOR Johnny Be Her

\*AMOUNT VERIFIED BY: \_\_\_\_\_ CITY OF AUSTIN, TEXAS

XXXXXX	FUND	AGENCY	ORG	SUB ORG	ACTV	REV/ OBJT	WORKORDER	REPT CATG	B/S ACCT	AMOUNT
HOW PAID	XXX	XXX	XXXX	XX	XXXX	XXX	XXXXXXXXXX	XXXX	XXXX	XXXXXX
CASH <input checked="" type="checkbox"/>	1000	6000	9700			1313			2017	51.00
CHECK <input type="checkbox"/>										4.20
MONEY ORDER <input type="checkbox"/>										

RD RD

DEPARTMENT: DEPARTMENT OF FINANCE

AUTHORIZED SIGNATURE

GOLD - Dept. File

YELLOW - Dept

WHITE - Finance

FIN 7026 Rev 7/90

**ATTACHMENT 11:  
SMART Housing  
Certification**

**ATTACHMENT 12:  
Development Team  
Resumes**

## WALTER J. MOREAU

My vocation the last twenty years has been to work with nonprofit organizations to create high quality, service rich, affordable housing for very low income, Texas families. I have successfully secured subsidy financing worth over \$80 million and provided other development services to create over 2,200 units of service enriched housing.

### PROFESSIONAL EXPERIENCE:

EXECUTIVE DIRECTOR, Foundation Communities, Austin, Texas 1997-Present

- Lead one of the premiere affordable housing organizations in the region in pursuit of our mission “to create housing where families succeed”.
- Oversee the development, asset management, property management, and resident services of our growing portfolio of 2,100 units with a market value of over \$90 million. Our properties are places of great community pride and help over 2,000 families save over \$1.5 million in rent annually. I guide a staff of 150 and look after a \$15 million annual budget.

#### *Development*

- Overcoming neighborhood opposition and building **Trails at the Park**, a 200 unit family community adjacent to a 350-acre nature park. This \$15 million community includes a 3,200 square foot Learning Center and a beautiful fourplex design. Primary subsidy financing includes 9% tax credits and various grants.
- Purchased and renovated the **Village Green Apartments**, a 200 unit family property. This property underwent a complete transformation from high criminal activity to a safe, quiet environment. Opened a 2,000 square foot Learning Center. This property was financed with a 501(c)3 bond and a Neighborhood Reinvestment grant totaling \$7 million.
- Led the development and successful packaging of over \$14 million from eleven different grants, loans, bonds and tax credits to create the new **Southwest Trails Apartments**, a 160 unit community serving families at rents under the 50% income limit. This is the only new affordable housing developed in the more affluent Southwest Austin and it includes an 18-acre nature area.
- Developed the **Garden Terrace Residences**, the first Single Room Occupancy (SRO) community in Austin, with 85 units and a \$4.5 million capital budget paid for by public and private grants;

#### *Asset and Property Management*

- Created a financially self-reliant organization which owns its office building without a mortgage, and has refinanced our housing portfolio mortgages below 7% with fifteen year payoffs;
- Tripled our property management operation to cover 1,200 units, while capping cumulative rent increases under \$30 in six years and serving primarily families below 50% of median income;
- Significantly reduced deferred maintenance at all properties, while increasing our cash reserve balance from one million to three million dollars;
- Changed the name of the organization, creating new marketing materials, and winning selection as a United Way agency;
- Won the Metlife/Enterprise Foundation Award of Excellence in Asset Management for the Sierra Ridge Apartments;

#### *Resident Services*

- Fundraise approximately \$400,000 annually for resident service programs and matched this effort with property cash flow;
- Expanded our Learning Centers from one location to eight, managed by twelve professional full-time staff attended daily by over 600 youth and adults attending pre-school readiness, after-school tutoring, computer training, money management courses, ESL/GED, and classes;

- Created an Individual Development Account program with 400 accounts, as well as extensive financial literacy and homebuyer courses. Launched a new State IDA pilot program and SEED program.

**DEVELOPMENT & ASSET MANAGEMENT DIRECTOR, Foundation Communities 1994 – 1996**

- Secured grants and loans from four public and private sources (\$8.4 million) for the purchase and repair of four communities (731 units). I creatively structured a 0% mortgage with a desegregation lender to create 24 units serving extremely low-income households at the Peters Colony Apartments - a mixed income, suburban community.
- Served as the asset manager of the portfolio prepared and reviewed agency and property budgets, solved daily operations problems, and assisted with the strategic planning of our resident services.

**PRIVATE CONSULTANT 1992 – 1994**

- Worked with over fifteen nonprofit and public affordable housing organizations on a variety of client challenges. Raised over \$8.5 million in subsidy funds (tax credits, HOME, CDBG, HOPE 2, SRO, and Shelter Plus Care funds) for the development of 446 units in both urban and rural settings.
- Facilitated the sale and financing of four communities (871 units / \$9.2 million in value) from the Resolution Trust Corporation to nonprofit owners.
- Designed a Neighborhood Energy Conservation Program for Dallas Habitat for Humanity.
- Successfully helped the State troubleshoot three nonprofit funded projects that had stalled.
- Wrote two manuals and one technical report for the US Department of Health and Human Services on financial management issues for grantees of the Ryan White Care Act

**PROJECT ASSOCIATE, Center for Housing Resources, Dallas, Texas 1990 – 1992**

- Developed the concept of the Hillcrest House SRO (64 units) for homeless residents with AIDS, formed the developer partnership, secured the site, and financially packaged a successful Shelter Plus Care application worth \$2.6 million.
- Assisted a private developer in locating a suitable building to develop the first new SRO in Dallas – the Wales SRO (61 units). Secured a Section 8 SRO Mod Rehab grant (\$2.5 million) and low income housing tax credits worth \$450,000 for the project.
- Managed and doubled the size of the Volunteer Home Repair Program serving 250 volunteer home repair work crews annually.

**MANAGEMENT TRAINEE, United Way of America 1989 – 1990**

- Created a “blueprint” of housing solutions for the Homeless Services Task Force organized by the Community Council of Greater Dallas. Wrote a guidebook for nonprofit agencies on creating fair fee policies. Raised \$300,000 as a part of the United Way of Greater New Orleans campaign.

**EDUCATION:**

Master of Public Affairs, LBJ School of Public Affairs, University of Texas, Austin, 1994

Bachelors of Arts in Economics, Baylor University, Waco, Texas, 1989

- Phi Beta Kappa, Outstanding Bachelor of Arts Student in Economics

**PERSONAL INFORMATION:**

- I have been volunteer Board leader with the Neighborhood Capital Corporation, Austin Community Development Corporation, Capital Area Homeless Alliance, St. George’s Court Elderly Housing Community, St. George’s Episcopal Church Vestry, and the National Episcopal AIDS Coalition.
- Proficient in Spanish
- Personal interests include ultimate frisbee, reading, mountain biking, magic and stained glass
- Married with two “high-spirited” sons ages 14 and 11

# Sunshine Mathon

M. Arch. First Professional, Specialization in Sustainable Design

07.20.2007



References available upon request.

## Profile

When I entered graduate school, I was clear that I was doing so as an act of service. My architectural career will take me not to traditional firms, but to service-based organizations and clients, such as Foundation Communities, whose goal is to make a difference.

## Experience

### **Systems & Construction Manager, UT Solar Decathlon 2005; Austin, TX – 2004-2005**

Core member of the 2005 UT Solar Decathlon Team. I led the design and construction of the solar electric and solar thermal, plumbing, and HVAC systems for which we won two first place honors. Responsible for overall building energy analysis. Central researcher of sustainable materials, energy efficient appliances, and overall green building strategies. Onsite Construction Manager throughout all construction phases. For more information on the competition see: [www.solardecathlon.org](http://www.solardecathlon.org).

### **Computer Lab Teaching Assistant, UT Austin; Austin, TX – 2005-2007**

Senior staff member of UT School of Architecture's Computer Lab. Oversaw the maintenance of the lab computers, both PC and Apple. Assisted and taught students with software questions including AutoCAD, Adobe Photoshop, Sketchup, Vectorworks.

### **Director, Farm & Wilderness Summer Camps; Plymouth, VT – 2000-2003**

Created and organized dynamic program of outdoor skills and experiential environmental education for forty 11-15 year old boys in a remote setting. Responsible for hiring and managing seventeen staff. Accountable to multiple constituencies: campers, parents, staff and organization. Managed a seasonal \$65,000 budget.

### **Senior Computer Sales Consultant, Power Mac Pac; Portland, OR – 1998-2002**

Apple Macintosh sales consultant with individual and corporate clients, both local and nationwide. Set company single month sales record of \$250,000.

### **Photographer, Third Iris Photography; Portland, OR – 2001-2003**

Third Iris Photography was a self-run business. I was a freelance photographer with a focus on landscape, travel and detail art images.

## Education

Bates College, Lewiston, ME – B.S. Physics, 1995; Magna Cum Laude.

University of Texas at Austin, Austin, TX – M. Arch, First Professional, 2007; GPA: 3.8.

University of Texas at Austin, Austin, TX – Specialization in Sustainable Design, 2007.

UT Honors – Graduate Recruitment Fellowship; Texas Architectural Foundation Scholarship.

## Skills

The work experience described above reflects the diverse interests and skills I bring to any position. I am at ease engaging people face to face, working on a computer and swinging a hammer. I have frequently been given positions of significant responsibility and, though I come with broad skill sets, I am also comfortable asking for help or researching answers when I encounter unfamiliar territory.

## RESUME

**Vicki Beal McDonald**



Education: Bachelor of Science. University of Texas at Austin 1980

Professional Designation: Member: Certified Commercial Investment Institute (CCIM)

Licenses: Licensed Texas Real Estate Broker

### **Experience:**

For the past twenty five years I have owned and operated Vista Properties, a real estate firm specializing in the management, leasing and brokerage of income producing assets. These assets have included multifamily, office and retail developments. The client base has consisted of private, government and institutional owners. Vista has performed property management and asset management services for a variety of real estate portfolios covering a six state region. Vista has provided construction management services and been involved in the renovation and rehabilitation of rental units, and office and retail finish out. Vista has participated as a real estate Broker in the sale and leasing of over fifty million dollars of commercial real estate.

### **Membership:**

Austin Board of Realtors

Texas Association of Realtors

Texas Apartment Association

Real Estate Council of Austin

Central Texas CCIM Chapter

Commercial Leasing Brokers Association

Commercial Real Estate Women

Women's Chamber of Commerce

### **Board Involvement:**

Chairman: Commercial Investment Division-Austin Board of Realtors

Chairman: Government Affairs Committee-Austin Board of Realtors

Director-Texas Association of Realtors

Member: Community Involvement Committee-Austin Board of Realtors

Member: Nominating Committee-Austin Board of Realtors

Board Member-Central Texas CCIM Chapter (Three years)

Chairman-Central Texas Mutual Housing Association (Two years)

Board Member- Central Texas Mutual Housing Association (Four years)

Chair: Community Service Committee CREW

### **Awards:**

Commercial Investment Division Member of the Year

# Jennifer Daughtrey Hicks

## EDUCATION

### Master of Public Affairs, May 2002

LBJ School of Public Affairs, Austin, Texas

- Research Project: "State Sprawl & Open Space"
- Master's Report: "Reinventing S.R.O.'s: Homes for the Single, Working Poor"

### B.A. in Journalism, May 1999

Texas Tech University, Lubbock, Texas

- Texas Valedictorian Scholarship
- Hutcheson Endowed Journalism Scholarship

## SUMMARY

Education and experience related to the development and finance of high-quality affordable housing. Skills in proposal/grant writing; research and report writing; working with federal, state and local governments; working with non-profit organizations and neighborhood associations. Proficient in Word, Excel, Access, Power Point, Illustrator, Photoshop and PageMaker with both PC and Mac. Motivated team player and builder with excellent communication skills and an ability to work on multiple projects simultaneously as a leader or a team player.

## PROFESSIONAL EXPERIENCE

### Development Project Manager

Foundation Communities, Inc., Austin, Texas

May 2002 – present

- Identify subsidy and conventional financing options for projects – to date have secured grants and loans from public and private sources (\$65 million) for the acquisition and rehabilitation of five communities (733 units) and two learning centers.
- Find projects that fit available funding and development goals.
- Coordinate preparation and completion of funding applications including LIHTC, HOME, CDBG, FHLB, and HUD.
- Review closing documents and coordinate closing process for development projects.
- Plan development criteria and assist with evaluation and negotiation of potential development projects.
- Outline compliance regulations, ensure proper procurement, and act as point of contact for Davis Bacon wage reporting.
- Maintain compliance with tax exemption and CHDO requirements for 13 property portfolio.

### Development Associate

Foundation Communities, Inc., Austin, Texas

Sep. 2001 – May 2002

- Assisted with a variety of funding applications for the development of affordable multi-family housing.
- Planned the financing, design, and management of first single room occupancy project in Austin.
- Identified and initiated negotiation on suitable properties for acquisition.

### Linenberger Memorial Intern in City Management

Office of City Manager, San Mateo, California

June 2001 – Aug. 2001

- Wrote bi-weekly newsletter to employees, monthly newsletter to the community and City's Annual Report.
- Monitored city operations and reported progress to city staff and community through newsletters and press releases.

### State Affairs Assistant

American Insurance Association, Austin, Texas

Aug. 1999 – May 2001

- Researched, tracked, and monitored House and Senate insurance-related bills for an eight state region.
- Composed legislative and regulatory updates, reports, calendars and press releases for distribution to Association members.

### Public Relations Director

Office of the Governor, Criminal Justice Division/Task Force Division, Austin, Texas

May 1999-Aug. 1999

- Wrote and produced press releases, presentation scripts, grant reports and agency memorandums for department initiatives.
- Monitored statewide task force activities and reported to CJD executive staff.

### Communication Fellow

Office of the Governor, Austin, Texas

May 1999-Aug. 1999

- Scanned national media sources and compiled daily packet of articles on Governor's initiatives and activities.
- Interviewed, trained and supervised new interns.

### News Room Reporter

Lubbock Avalanche-Journal, Lubbock, Texas

Jan. 1999 - May 1999

- Generated story ideas, interviewed sources and wrote articles on local events.

## PERSONAL INFORMATION

Enjoy traveling, running, cooking and listening to live music.

**ATTACHMENT 13:  
Development  
Experience**



## Foundation Communities

### Supportive Housing: Garden Terrace, Spring Terrace, and Skyline Terrace

Jennifer Hicks, Director of Housing Finance  
 3036 S. 1<sup>st</sup> Street, Suite 200  
 Austin, Texas 78704  
 email: jennifer.hicks@foundcom.org  
 phone: 512-610-4025

#### What is supportive housing?

Supportive housing is a successful, cost-effective combination of *permanent* affordable housing with services that helps people live more stable, productive lives. Foundation Communities owns and operates Austin's only supportive housing communities: Garden Terrace, Spring Terrace and Skyline Terrace. These communities target extremely low-income single adults, including persons who are working in low-wage jobs and are unable to afford market rate housing, seniors or persons with disabilities who are receiving SSI and are unable to locate housing within their limited budget, and homeless persons who have shown progress in addressing long-term issues such as substance abuse, mental health treatment, and job training and education. Foundation Communities' supportive housing model provides an efficiency apartment, community spaces, and social service assistance to **an income level that is not reached by the traditional housing market.**



#### Garden Terrace

- 50 units are covered by the HUD Section 8 Moderate Rehabilitation SRO Program, administered through the Housing Authority. Units are reserved for homeless persons who pay a third of their income or \$50, whichever is more.
- 38 units are "private pay". Residents are charged a flat rent of \$330, which includes all bills paid.
- 15 units added to Garden Terrace as a Phase II.



#### Spring Terrace

- 20 units are reserved for chronically homeless individuals and are covered by a rent subsidy from HUD's Supportive Housing Program through a partnership with Caritas of Austin. Residents pay a minimum rent or 30% of their income.
- 120 units are "private pay" with a range of rents from \$360-510 depending on unit size.



#### Skyline Terrace

- 15 units are reserved for homeless individuals through partnership with Salvation Army and Austin Housing Authority. Residents pay a minimum rent or 30% of income.
- 20 units are reserved for chronically homeless individuals and are covered by rent subsidy from HUD's Supportive Housing Program through partnership with Caritas of Austin. Residents pay minimum rent or 30% of income.
- 65 units are "private pay" with rents from \$373-498 based on unit size.

#### Funding and Income Level

Garden Terrace, Spring Terrace and Skyline Terrace were financed with a combination of grants and loans from governmental sources, as well as funding from individuals, foundations, and corporations (as shown in more detail in the chart).

The result is that Foundation Communities' supportive housing developments reach individuals earning \$24,900 a year (\$12/ hour) or less, which is 50% of median family income. Rents are well under the Fair Market Rent (FMR) for an efficiency apartment in Austin.

	Garden Terrace	Spring Terrace	Skyline Terrace
<b>Funding Sources</b>			
TDHCA	1,000,000	1,468,456	1,450,000
Austin Housing FC/City of Austin	1,775,750	2,000,000	3,516,850
Low Income Housing Tax Credits	0	0	3,966,144
NeighborWorks America	464,000	625,000	0
Federal Home Loan Bank	500,000	350,000	750,000
Foundations/Corporations/Individuals	472,433	289,229	568,000
Deferred Project Management/ Fundraising/Development	200,000	450,000	600,000
Other	153,817	0	12,000
<b>TOTAL SOURCES</b>	<b>\$4,566,000</b>	<b>\$5,182,685</b>	<b>\$10,862,994</b>

# Development Experience – M STATION

FC is a well-respected non-profit developer and long-term owner of 1,862 units of affordable rental housing in Austin. FC has developed a range of housing including scattered site duplexes, multifamily housing with incorporated green space, and mid-rise, higher-density housing for single adults.

**M Station** – (mixed income family property)

**Income Mix:**

15 units – < 30% MFI

75 units – < 50% MFI

45 units - < 60% MFI

15 units – < 80% MF (market units)

TOTAL UNITS: 150

**Description:**

**M Station** is an innovative family-oriented apartment community that has established the standard for green building and affordable housing in Austin's new Transit Oriented Districts (TODs). This 150-unit new-construction development consists of four residential buildings and two community buildings spread out on 8.5 acres of prime real estate minutes from downtown and the University of Texas. Unique features of the property include a park-like setting along the Boggy Creek greenbelt featuring open green space and trails and a state-of-the-art child care center open to the neighborhood and offering reduced rates for residents.

M Station is a project of "firsts." M Station is the first affordable housing built in one of Austin's new TODs, the first large 9% housing tax credit development for families in Austin since 2004, and the highest scoring LEED for HOMES Platinum certified development in the country. With M Station, our hope was to dramatically reduce the primary portions of a resident family's budget while also achieving an exemplary quality of life: an affordable rent to lower housing costs; a location in the most transit-rich neighborhood in Austin to lower transportation costs; a high-quality, on-site childcare facility to lower child care costs; and a sustainably-designed property to lower utility costs. Ensuring that units at M Station were as healthy and efficient as possible will save our residents much-needed dollars to apply to other areas of their household budgets, contributing to more stable families and neighborhoods.

The development of M Station involved the transformation of a concrete-covered grayfield lot, previously a concrete manufacturing plant's staging lot that has been lying dormant and unused for decades, into a safe, healthy, supportive urban community in the heart of a high-opportunity neighborhood in Austin. Project amenities at M Station include a community building that will host the property leasing office, property management and supportive service staff offices, a computer learning center, a clothes care center, maintenance shop and office space for supportive service programming. A second community building houses the child-care program and the afterschool program. In addition, the property features children's playscapes, a sport court, circuitous internal pathways for walking and biking, multiple green spaces for outdoor gatherings, and pedestrian connections to nearby neighborhood resources.

# Development Experience (cont.)

## M Station Timeline:

Letter of Intent	December 2008
LIHTC Application	March 2009
LIHTC Award Notification	September 2009
Acquisition	November 2009
LIHTC Commitment	December 2009
Start of Construction	June 2010
Construction Completion	October 2011

## M Station Development Budget:

### Uses

Acquisition	\$3,001,370
Hard Costs	\$17,690,860
Financing Costs	\$1,041,600
Soft Costs	\$1,047,730
Reserves	\$300,000
Developer Fee	\$2,266,570
<b>TOTAL USES</b>	<b>\$25,348,130</b>

### Sources

9% LIHTC Equity	\$13,496,733 (Bank of America as syndicator)
Perm Loan	\$4,999,400 (Bank of America)
City of Austin GO Bonds	\$2,000,000
FHLB Bank of San Francisco	\$1,500,00
NeighborWorks America	\$1,250,000
Austin Community Foundation	\$500,000
Energy Rebates	\$189,000
Home Depot Foundation	\$75,000
Enterprise Green Communities	\$50,000
Enterprise Carbon Offset Fund	\$45,788
FC Reserves	\$890,212
Deferred Developer Fee	\$351,997
<b>TOTAL SOURCES:</b>	<b>\$25,348,130</b>



**ATTACHMENT 14:**  
**Property Management**  
**Team Resumes**

**RESUME OF  
SANDRA K. LUMLEY**

**SUMMARY OF QUALIFICATIONS**

Twenty Five (25) years of combined Financial, Real Estate and Property Management Experience.

**PROFESSIONAL PROFILE**

Central Texas Mutual Housing Association. Austin, Texas 8/91 to present

Property Management Director. Oversees all aspects of the property management division encompassing the Austin Portfolio while ensuring CTMHA's high quality standards. This portfolio is comprised of over 600 units increasing to close to 1,000 by February of 2000. Additional duties include that of Compliance Officer monitoring a variety of compliance programs within each community.

Republic Realty Services, Inc. Austin, Texas 6/90 to 2/91

Business Manager. Directed multiple property portfolio for a local financial institution. Improved net operating income performance which facilitated the organization's goal of selling these assets.

Winfield Properties, Inc. Austin, Texas 7/89 to 5/90

President. Formed partnership to initiate a property management firm. Developed accounting system and reporting procedures, created marketing strategies, coordinated maintenance programs, and produced recruiting and training policies of all personnel.

Investar Property Management Co. Austin, Texas 2/86 to 7/89

Business Manager. Manager of a multifamily community of over 300 units. Recruited, trained, and managed eight full time employees. Maintained excellent client relations while improving income performance during a Soft real estate market.

Four Seasons Real Estate. Ruidoso, New Mexico 12/82 to 1/86

Real Estate Sales Associate. Involved in all aspects of listing and selling real property. Recruited by Real Estate Developer to secure financing in addition to marketing a condominium project. Successfully negotiated sale of project in 1984.

\*CAM Designation

\*CAPS Candidate

\*Affordable Housing Chair for Austin Apt. Assoc., Year 2000

\*Compliance Certifications for Low Income Tax Credits and Affordable Housing Programs

\*Numerous Achievement Awards in Property Management

\*New Mexico Real Estate Sales Association License (1983)

\*Million Dollar Club Award in 1984

## **JULIAN HUERTA**



### **OBJECTIVE**

Planning, implementing and evaluating educational opportunities and social services which empower disadvantaged persons to improve their lives.

### **EDUCATION**

Master of Community and Regional Planning, University of Texas at Austin, 1996

Bachelor of Arts; Incarnate Word College, 1987  
Major: Political Science Minor: Sociology

### **EMPLOYMENT EXPERIENCE**

Resident Services Director; Central Texas Mutual Housing Association, 1998 to present  
Develop and direct educational and asset-building programs that assist families residing in affordable housing communities to increase their self-sufficiency.  
Hire, train and supervise professional staff at multiple sites.  
Research and author grant proposals to public and private sources to fund resident services.  
Collect participation and outcomes data on resident services programs, conduct program assessments, and submit reports to funding agencies, executive director, and board of directors.  
Collaborate with other community-based organizations and public agencies to maximize opportunities available to residents.

Executive Director; Literacy Austin, 1996 – 1997  
Provided leadership for all programs, hired and supervised staff, and prepared and implemented annual budget in order to achieve agency mission as defined in conjunction with volunteer board of directors.  
Directed public relations, community outreach and fund raising initiatives, including proposal writing, corporate and individual solicitations and special events.  
Collaborated with other community-based organizations, United Way and Community Action Network partners, and citizen groups to coordinate and maximize services to disadvantaged residents of Travis County.

Information Systems Coordinator; American Institute for Learning Charter School, 1993 – 1996  
Collected and analyzed data from multiple education and human service programs and submitted reports to funding agencies, senior managers and board of directors.  
Oversaw eligibility determination, assessment and enrollment of participants according to contract requirements.  
Hired, trained and supervised Information Systems, Intake and clerical staff.  
Participated in the evaluation of agency programs, including designing and conducting research on client outcomes.  
Assisted with the development of funding proposals to public and private sources.  
Administered local area network, installed and maintained computer software and provided user training and support.

Social Science Research Associate; University of Texas Health Science Center at San Antonio,  
1992 - 1993

Directed fieldwork for research studies of health issues in South Texas, with particular emphasis on Hispanic populations.

Hired, trained and supervised research interviewers, monitored quality of data collected, and prepared and presented progress reports.

Developed and maintained relational databases and statistical programs for the management and analysis of data.

Assisted division faculty with grant writing and monitoring, survey instrument development and testing, and manuscript preparation.

Social Service Worker; Texas Department of Human Services, 1988 – 1992

Interviewed applicants to determine eligibility for AFDC, food stamps and Medicaid, applying complex state and federal policies and regulations.

Provided information and answered client questions regarding program benefits and requirements, client rights and client responsibilities.

Made referrals to other agencies for housing, child care, job training, etc.

Maintained caseload statistics and completed monthly monitoring reports.

#### **OTHER SKILLS**

Proficient with various personal computer software packages, including: Microsoft Word, Excel, FoxPro, FileMaker Pro, PageMaker, SAS and SPSS.

Moderate Spanish-speaking ability.

# Tim Miles

## Education

<b>Master of Science in Social Work</b> <b>The University of Texas at Austin</b> <i>Professional Areas of Interest: Religion, &amp; Mental health in the African-American Community; African-American Male Mental Health; Solution-Focused/Short Term Counseling; Blended Management in Permanent Supportive Housing</i>	<b>Master of Theological Studies</b> <b>Harvard Divinity School</b> <b>Harvard University</b> <i>Concentration Areas: Religion &amp; Cultural Criticism; Faith, Civil Rights, &amp; Social Justice; American Christianity &amp; Social Service Administration</i>	<b>B.A. in Liberal Arts Honors</b> <b>The University of Texas at Austin</b>
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## Professional Experience

### Foundation Communities

Austin, TX

#### **Director of Supportive Services/Project Director - SAMHSA Services in Supportive Housing**

November 2009 - Present

#### **Manager - Permanent Supportive Housing**

June 2006 – February 2010

Duties include:

- **Overseeing Permanent Supportive Housing Operations:** Management of all operations for a permanent supportive housing/SRO project which provides low-barrier housing for formerly homeless, single adults; Working in a collaborative blended management model to assist formerly homeless individuals successfully maintain permanent housing in a supportive environment; Supervising leasing and maintenance activities maintain at least 98% occupancy, maximize NOI, and ensure compliance with policy regarding operations and 48 hour turnaround time for service requests, as well as securing bids for repairs and replacement work beyond capability of staff; Preparation of budget, and adherence to approved budgets.
- **Overseeing Supportive Services:** Hiring, training, & supervising Supportive Service Coordinators providing direct, on-site services to residents in our permanent supportive housing, SRO communities; Identifying and implementing best practices in supportive services delivery; Establishing partnerships with community service providers to bring in clinical mental health & substance abuse treatment services, health, wellness, and nutrition services, social and personal enrichment activities, rental assistance, and employment readiness services to our residents.
- **Overseeing Grant Compliance:** Management of federal, state, and city grant funding requirements for the HOME, HTF, SAMHSA, HHSP, and CDBG programs; Developing policies and procedures to accurately report outcomes; Working with external program evaluators to collect and analyze data to enhance treatment & service planning success; to Enforcement of agency safety policies & regulations as well as OSHA compliance; ensuring compliance with all local, state, and federal fair housing laws; completing required and requested reports in an accurate and timely manner.

### Texas State University – San Marcos

San Marcos, TX

#### **Assistant Director of Residence Life**

#### **Adjunct Professor of Counseling/Education**

*1<sup>st</sup> Generation Student Programs, P.A.W.S. Alert System, Residential College, & Student Involvement*

July 2004 – June 2006

Duties included:

- **Administration of a Campus Residential Community:** Administration of all student life & student services, facilities maintenance and housekeeping, housing assignments, safety & security, counseling, discipline, and judicial affairs, as well as linking and coordinating services through other campus departments, for a campus residential community of just under two-thousand students covering 8 residence halls.
- **Staff Supervision:** Supervision, hiring, recruitment, and training of 5 full-time student affairs professionals (all with master's degrees), 1 graduate student paraprofessional, and an undergraduate student staff of about 70.
- **Co-Curricular Programming & Student Development:** Coordination of the Residential College program which includes direct supervision of Res. College professional staff, administering Res. College admissions process, conducting Residence Life orientation for live-in faculty members, working with academic departments to set up Res. College blocks of 1<sup>st</sup> and 2<sup>nd</sup> year

core courses, working with registrar's office to set-up early registration for Res. College students in block courses, and advising students prior to and during registration.

- **Academic Instruction:** Teaching an academic credit course (*Issues in Higher Education [COUN 4378]*) offered through the College of Education, which includes lecturing and facilitating active discussions, hands-on projects and several guest speakers to help students explore the history and philosophy of residence life and higher education, as well as the multiple tasks and responsibilities of residence life professionals and paraprofessionals.

### ***The University of Texas at Austin***

***Austin, TX***

#### ***Residence Life Coordinator/Student Affairs Administrator***

Division of Housing and Residence Life

August 2001 to July 2004

Duties included:

- Management of student life activities including overall responsibility for meeting student development and housing needs for over 400 residents in an on-campus university residence hall including budget management; social, educational, recreational, and diversity programming; counseling and mediation services for students; and administrative, clerical, and customer service functions;
- Assisting in the administration of facilities maintenance, building safety and security, housekeeping, and room assignment process
- Recruitment, hiring, supervision, training, and development of a Resident Assistant staff of eleven and a student administrative staff of five;
- Recruitment, selection, training, development, and advising of Student Judicial Board and Peer Arbitration Leaders programs;
- Chair of the Resident Assistant Selection Committee for the campus-wide Resident Assistant recruitment and hiring process;
- Chair of the Targeted Academic Guidance project for residents who are struggling academically;
- Chair of the Professional Staff Development project which is responsible for the professional development and training activities for the Residence Life professional staff.

### ***Tri-City Mental Health Center – Adult Systems of Care***

***Los Angeles County, CA***

#### ***Program Manager - Quality Improvement, Cultural Competence, Training, and Program Development***

August 2000 to August /2001

#### ***Fresh Start Housing/Homeless Outreach Case Manager***

November 1999 - August 2000

Duties included:

- **Program Development:** Created and managed Client Grievance Program including: serving as initial contact person for agency clients with service complaints; investigation, problem-solving, intervention, and mediation on client/staff disagreements; and reporting to senior management on the status on individual complaints, grievance procedures, and service improvement strategies.
- **Development & Institutional Giving:** Identifying and securing grant funding for multi-cultural training, minority staff recruitment, and community outreach.
- **Diversity Training:** Facilitation of staff development programs in cross-cultural education and cultural competency training;; coordination of Ethnic Specific Services Program to ensure that culturally appropriate services are provided to underserved minority populations; delivery of trainings to staff and community on mental health and spirituality; Development of policies and implementation strategies to comply with statewide cultural competency standards; Co-Chairman of Cultural Competency Committee.
- **Mental health, Substance Abuse, & Housing Direct Service:** Case management for dually diagnosed, chronically mentally ill adults on parole and/or probation whose illness is determined to be a contributing factor to their interaction with the criminal justice system; delivery of intensive support services in assisting caseload to find and maintain appropriate and adequate housing.
- **Service Coordination:** Linkage, advocacy, and facilitation in meeting the health care, employment/training, social service, and mental health needs of a caseload of between 10 to 12.
- **Training & Education:** Facilitation of psycho-educational, life skills, substance abuse, and recreational activity groups.

### ***Tri-City Mental Health Center – Children & Family Services***

***Los Angeles County, CA***

#### ***Day Treatment Program Coordinator***

November 1998 to November 1999

Duties included:

- **Mental health, Substance Abuse Direct Service:** Coordination and Co-Facilitation of Adolescent Day Treatment Program, including creation and coordination of Adolescent Recreation Therapy Program; Provided case management and mental

health support services for a caseload of approximately 30 children and their families including screening, assessment, supervised diagnosis, psycho-educational counseling, and service linkage.

- **Staff Supervision:** supervision of a professional staff of 1 and paraprofessional staff of 4.
- **Training & Education:** Facilitation and curriculum development of parent's and children's psycho-educational groups on Anger Management, ADD/ADHD, Substance Abuse, and Social Skills.

***Gulf Coast Community Mental Health Center***

***Galveston, TX***

***Respite & Summer Day Program Coordinator***

***Mental Health Case Manager***

September 1997 to November 1998

Duties included:

- **Direct Service:** Case management & service coordination of mental health services for a caseload of approximately 50 children and their families.
- **Program Coordination:** Administration and management of all activities for children's respite services and summer day camp;
- **Staff/Volunteer Supervision:** Recruitment and supervision of volunteers and staff of 11; Coordination and community outreach activities.

***WorldTeach***

***Windhoek, Namibia (Southwest Africa)***

***Community Health Education/English Resource Teacher***

June 1993 to June 1994

Duties included:

- Carrying out culturally appropriate HIV/AIDS and other public health information;
- English Resource Teacher assisting primary school teachers and administrators in developing public school curriculum in English

***U.S. Army***

***Sergeant***

June 1985 – June 1990

Duties included:

- Leading a cavalry squad;
- Served as an Army Ranger;
- Led Drill and Ceremony Training at The Primary Leadership Development Course at Ft. Hood, TX

***References Available Upon Request***

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**ATTACHMENT 15:  
Operating Proforma**

TABLE D: OPERATING PROFORMA

	Number of Units	Monthly Rental Income	Annual Rental Income
Unit Size (BR/BA)			
0 BR/0 BA - 30% MFI	24	\$9,432	\$113,184
0 BR/0 BA - 50% MFI	96	\$57,600	\$691,200
<b>FULL OCCUPANCY ANNUAL INCOME</b>			
			\$804,384
Less Vacancy Loss (Indicate % and Amount of Loss) -			-\$60,329
7.5%			
Other Income			\$27,520
<b>GROSS ANNUAL INCOME</b>			<b>\$771,575</b>

Inflation Factor - Income	2%
Inflation Factor - Expenses	3%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 10	Year 15	Year 20
<b>Gross Annual Income</b>	\$771,575	\$787,007	\$802,747	\$818,802	\$835,178	\$922,104	\$1,018,077	\$1,124,039
<b>EXPENSES</b>								
Utilities	\$102,000	\$105,060	\$108,212	\$111,458	\$114,802	\$133,087	\$154,284	\$178,858
Insurance	\$13,800	\$14,214	\$14,640	\$15,080	\$15,532	\$18,006	\$20,874	\$24,198
Maintenance/Repair	\$55,800	\$57,474	\$59,198	\$60,974	\$62,803	\$72,806	\$84,403	\$97,846
Property Taxes	\$40,297	\$41,506	\$42,751	\$44,034	\$45,355	\$52,578	\$60,953	\$70,661
Management Fee	\$46,295	\$47,684	\$49,114	\$50,588	\$52,105	\$60,404	\$70,025	\$81,179
Marketing	\$1,680	\$1,730	\$1,782	\$1,836	\$1,891	\$2,192	\$2,541	\$2,946
Administrative	\$41,280	\$42,518	\$43,794	\$45,108	\$46,461	\$53,861	\$62,440	\$72,385
Payroll	\$276,000	\$284,280	\$292,808	\$301,593	\$310,640	\$360,117	\$417,475	\$483,968
Other (Security)	\$4,800	\$4,944	\$5,092	\$5,245	\$5,402	\$6,263	\$7,260	\$8,417
Other (TDHCA compliance fee)	\$4,800	\$4,944	\$5,092	\$5,245	\$5,402	\$6,263	\$7,260	\$8,417
Replacement Reserve	\$30,000	\$30,900	\$31,827	\$32,782	\$33,765	\$39,143	\$45,378	\$52,605
<b>TOTAL EXPENSES</b>	\$616,752	\$635,255	\$654,312	\$673,942	\$694,160	\$804,721	\$932,893	\$1,081,478
<b>NET OPERATING INCOME (NOI)</b>	\$154,823	\$151,752	\$148,435	\$144,860	\$141,018	\$117,382	\$85,184	\$42,561
Supportive Services	-\$60,000	-\$61,800	-\$63,654	-\$65,564	-\$67,531	-\$78,286	-\$90,755	-\$105,210
Sources of Funds & Debt Service								
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL ANNUAL Debt Service (DS)</b>	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1
Cash-flow after Debt Service (CF=NOI - DS)	\$94,822	\$89,951	\$84,780	\$79,296	\$73,486	\$39,095	-\$5,572	-\$62,650
Debt Coverage Ratio (DCR = NOI/DS)	154,823	151,752	148,435	144,860	141,018	117,382	85,184	42,561

**ATTACHMENT 16:  
Supportive Service  
Team Resumes**

## **JULIAN HUERTA**



### **OBJECTIVE**

Planning, implementing and evaluating educational opportunities and social services which empower disadvantaged persons to improve their lives.

### **EDUCATION**

Master of Community and Regional Planning, University of Texas at Austin, 1996

Bachelor of Arts; Incarnate Word College, 1987  
Major: Political Science Minor: Sociology

### **EMPLOYMENT EXPERIENCE**

Resident Services Director; Central Texas Mutual Housing Association, 1998 to present  
Develop and direct educational and asset-building programs that assist families residing in affordable housing communities to increase their self-sufficiency.  
Hire, train and supervise professional staff at multiple sites.  
Research and author grant proposals to public and private sources to fund resident services.  
Collect participation and outcomes data on resident services programs, conduct program assessments, and submit reports to funding agencies, executive director, and board of directors.  
Collaborate with other community-based organizations and public agencies to maximize opportunities available to residents.

Executive Director; Literacy Austin, 1996 – 1997  
Provided leadership for all programs, hired and supervised staff, and prepared and implemented annual budget in order to achieve agency mission as defined in conjunction with volunteer board of directors.  
Directed public relations, community outreach and fund raising initiatives, including proposal writing, corporate and individual solicitations and special events.  
Collaborated with other community-based organizations, United Way and Community Action Network partners, and citizen groups to coordinate and maximize services to disadvantaged residents of Travis County.

Information Systems Coordinator; American Institute for Learning Charter School, 1993 – 1996  
Collected and analyzed data from multiple education and human service programs and submitted reports to funding agencies, senior managers and board of directors.  
Oversaw eligibility determination, assessment and enrollment of participants according to contract requirements.  
Hired, trained and supervised Information Systems, Intake and clerical staff.  
Participated in the evaluation of agency programs, including designing and conducting research on client outcomes.  
Assisted with the development of funding proposals to public and private sources.  
Administered local area network, installed and maintained computer software and provided user training and support.

Social Science Research Associate; University of Texas Health Science Center at San Antonio, 1992 - 1993

Directed fieldwork for research studies of health issues in South Texas, with particular emphasis on Hispanic populations.

Hired, trained and supervised research interviewers, monitored quality of data collected, and prepared and presented progress reports.

Developed and maintained relational databases and statistical programs for the management and analysis of data.

Assisted division faculty with grant writing and monitoring, survey instrument development and testing, and manuscript preparation.

Social Service Worker; Texas Department of Human Services, 1988 – 1992

Interviewed applicants to determine eligibility for AFDC, food stamps and Medicaid, applying complex state and federal policies and regulations.

Provided information and answered client questions regarding program benefits and requirements, client rights and client responsibilities.

Made referrals to other agencies for housing, child care, job training, etc.

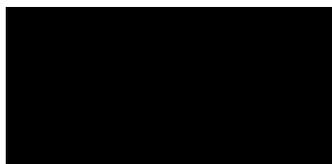
Maintained caseload statistics and completed monthly monitoring reports.

#### **OTHER SKILLS**

Proficient with various personal computer software packages, including: Microsoft Word, Excel, FoxPro, FileMaker Pro, PageMaker, SAS and SPSS.

Moderate Spanish-speaking ability.

# Tim Miles



## Education

<b>Master of Science in Social Work</b> <b>The University of Texas at Austin</b> <i>Professional Areas of Interest: Religion, &amp; Mental health in the African-American Community; African-American Male Mental Health; Solution-Focused/Short Term Counseling; Blended Management in Permanent Supportive Housing</i>	<b>Master of Theological Studies</b> <b>Harvard Divinity School</b> <b>Harvard University</b> <i>Concentration Areas: Religion &amp; Cultural Criticism; Faith, Civil Rights, &amp; Social Justice; American Christianity &amp; Social Service Administration</i>	<b>B.A. in Liberal Arts Honors</b> <b>The University of Texas at Austin</b>
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## Professional Experience

### Foundation Communities

Austin, TX

#### Director of Supportive Services/Project Director - SAMHSA Services in Supportive Housing

November 2009 - Present

#### Manager - Permanent Supportive Housing

June 2006 – February 2010

Duties include:

- **Overseeing Permanent Supportive Housing Operations:** Management of all operations for a permanent supportive housing/SRO project which provides low-barrier housing for formerly homeless, single adults; Working in a collaborative blended management model to assist formerly homeless individuals successfully maintain permanent housing in a supportive environment; Supervising leasing and maintenance activities maintain at least 98% occupancy, maximize NOI, and ensure compliance with policy regarding operations and 48 hour turnaround time for service requests, as well as securing bids for repairs and replacement work beyond capability of staff; Preparation of budget, and adherence to approved budgets.
- **Overseeing Supportive Services:** Hiring, training, & supervising Supportive Service Coordinators providing direct, on-site services to residents in our permanent supportive housing, SRO communities; Identifying and implementing best practices in supportive services delivery; Establishing partnerships with community service providers to bring in clinical mental health & substance abuse treatment services, health, wellness, and nutrition services, social and personal enrichment activities, rental assistance, and employment readiness services to our residents.
- **Overseeing Grant Compliance:** Management of federal, state, and city grant funding requirements for the HOME, HTF, SAMHSA, HHSP, and CDBG programs; Developing policies and procedures to accurately report outcomes; Working with external program evaluators to collect and analyze data to enhance treatment & service planning success; to Enforcement of agency safety policies & regulations as well as OSHA compliance; ensuring compliance with all local, state, and federal fair housing laws; completing required and requested reports in an accurate and timely manner.

### Texas State University – San Marcos

San Marcos, TX

#### Assistant Director of Residence Life

#### Adjunct Professor of Counseling/Education

1<sup>st</sup> Generation Student Programs, P.A.W.S. Alert System, Residential College, & Student Involvement

July 2004 – June 2006

Duties included:

- **Administration of a Campus Residential Community:** Administration of all student life & student services, facilities maintenance and housekeeping, housing assignments, safety & security, counseling, discipline, and judicial affairs, as well as linking and coordinating services through other campus departments, for a campus residential community of just under two-thousand students covering 8 residence halls.
- **Staff Supervision:** Supervision, hiring, recruitment, and training of 5 full-time student affairs professionals (all with master's degrees), 1 graduate student paraprofessional, and an undergraduate student staff of about 70.
- **Co-Curricular Programming & Student Development:** Coordination of the Residential College program which includes direct supervision of Res. College professional staff, administering Res. College admissions process, conducting Residence Life orientation for live-in faculty members, working with academic departments to set up Res. College blocks of 1<sup>st</sup> and 2<sup>nd</sup> year

core courses, working with registrar's office to set-up early registration for Res. College students in block courses, and advising students prior to and during registration.

- **Academic Instruction:** Teaching an academic credit course (*Issues in Higher Education [COUN 4378]*) offered through the College of Education, which includes lecturing and facilitating active discussions, hands-on projects and several guest speakers to help students explore the history and philosophy of residence life and higher education, as well as the multiple tasks and responsibilities of residence life professionals and paraprofessionals.

### ***The University of Texas at Austin***

***Austin, TX***

#### ***Residence Life Coordinator/Student Affairs Administrator***

Division of Housing and Residence Life

August 2001 to July 2004

Duties included:

- Management of student life activities including overall responsibility for meeting student development and housing needs for over 400 residents in an on-campus university residence hall including budget management; social, educational, recreational, and diversity programming; counseling and mediation services for students; and administrative, clerical, and customer service functions;
- Assisting in the administration of facilities maintenance, building safety and security, housekeeping, and room assignment process
- Recruitment, hiring, supervision, training, and development of a Resident Assistant staff of eleven and a student administrative staff of five;
- Recruitment, selection, training, development, and advising of Student Judicial Board and Peer Arbitration Leaders programs;
- Chair of the Resident Assistant Selection Committee for the campus-wide Resident Assistant recruitment and hiring process;
- Chair of the Targeted Academic Guidance project for residents who are struggling academically;
- Chair of the Professional Staff Development project which is responsible for the professional development and training activities for the Residence Life professional staff.

### ***Tri-City Mental Health Center – Adult Systems of Care***

***Los Angeles County, CA***

#### ***Program Manager - Quality Improvement, Cultural Competence, Training, and Program Development***

August 2000 to August /2001

#### ***Fresh Start Housing/Homeless Outreach Case Manager***

November 1999 - August 2000

Duties included:

- **Program Development:** Created and managed Client Grievance Program including: serving as initial contact person for agency clients with service complaints; investigation, problem-solving, intervention, and mediation on client/staff disagreements; and reporting to senior management on the status on individual complaints, grievance procedures, and service improvement strategies.
- **Development & Institutional Giving:** Identifying and securing grant funding for multi-cultural training, minority staff recruitment, and community outreach.
- **Diversity Training:** Facilitation of staff development programs in cross-cultural education and cultural competency training;; coordination of Ethnic Specific Services Program to ensure that culturally appropriate services are provided to underserved minority populations; delivery of trainings to staff and community on mental health and spirituality; Development of policies and implementation strategies to comply with statewide cultural competency standards; Co-Chairman of Cultural Competency Committee.
- **Mental health, Substance Abuse, & Housing Direct Service:** Case management for dually diagnosed, chronically mentally ill adults on parole and/or probation whose illness is determined to be a contributing factor to their interaction with the criminal justice system; delivery of intensive support services in assisting caseload to find and maintain appropriate and adequate housing.
- **Service Coordination:** Linkage, advocacy, and facilitation in meeting the health care, employment/training, social service, and mental health needs of a caseload of between 10 to 12.
- **Training & Education:** Facilitation of psycho-educational, life skills, substance abuse, and recreational activity groups.

### ***Tri-City Mental Health Center – Children & Family Services***

***Los Angeles County, CA***

#### ***Day Treatment Program Coordinator***

November 1998 to November 1999

Duties included:

- **Mental health, Substance Abuse Direct Service:** Coordination and Co-Facilitation of Adolescent Day Treatment Program, including creation and coordination of Adolescent Recreation Therapy Program; Provided case management and mental

health support services for a caseload of approximately 30 children and their families including screening, assessment, supervised diagnosis, psycho-educational counseling, and service linkage.

- **Staff Supervision:** supervision of a professional staff of 1 and paraprofessional staff of 4.
- **Training & Education:** Facilitation and curriculum development of parent's and children's psycho-educational groups on Anger Management, ADD/ADHD, Substance Abuse, and Social Skills.

***Gulf Coast Community Mental Health Center***

***Galveston, TX***

***Respite & Summer Day Program Coordinator***

***Mental Health Case Manager***

September 1997 to November 1998

Duties included:

- **Direct Service:** Case management & service coordination of mental health services for a caseload of approximately 50 children and their families.
- **Program Coordination:** Administration and management of all activities for children's respite services and summer day camp;
- **Staff/Volunteer Supervision:** Recruitment and supervision of volunteers and staff of 11; Coordination and community outreach activities.

***WorldTeach***

***Windhoek, Namibia (Southwest Africa)***

***Community Health Education/English Resource Teacher***

June 1993 to June 1994

Duties included:

- Carrying out culturally appropriate HIV/AIDS and other public health information;
- English Resource Teacher assisting primary school teachers and administrators in developing public school curriculum in English

***U.S. Army***

***Sergeant***

June 1985 – June 1990

Duties included:

- Leading a cavalry squad;
- Served as an Army Ranger;
- Led Drill and Ceremony Training at The Primary Leadership Development Course at Ft. Hood, TX

***References Available Upon Request***

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**ATTACHMENT 17:  
Supportive Service  
Budget**

**Supportive Service Budget  
Capitol Terrace**

<u>Sources</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Cash flow from Operations	\$60,000	\$61,800	\$63,654
SAMHSA Grant Funds	\$70,175	\$72,280	\$74,449
<b>TOTAL SOURCES</b>	<b>\$130,175</b>	<b>\$134,080</b>	<b>\$138,103</b>

<u>Uses</u>	<u>Source</u>	<u>Notes</u>
Supportive Service Coordinator Salary	\$40,000	\$42,436 Cash Flow one full-time position
Payroll Taxes	\$3,655	\$3,878 Cash Flow
Worker's Comp	\$135	\$143 Cash Flow
Retirement	\$1,135	\$1,204 Cash Flow
Health Insurance	\$3,420	\$3,628 Cash Flow
Supplies/Printing	\$1,000	\$1,061 Cash Flow
Training/Travel/Mileage	\$1,000	\$1,061 Cash Flow
Direct Aid - Food Bank	\$4,500	\$4,774 Cash Flow
Direct Aid - Transportation	\$1,500	\$1,591 Cash Flow
Direct Aid - Medical	\$3,500	\$3,713 Cash Flow
Welcome Home Baskets	\$155	\$164 Cash Flow
Clinical Mental Health Treatment/Prevention Services	\$56,250	\$59,676 SAMHSA
Detox Services (Substance Abuse)	\$4,550	\$4,827 SAMHSA
Inpatient Residential Treatment (Substance Abuse)	\$5,625	\$5,968 SAMHSA
Supported Employment Program	\$3,750	\$3,978 SAMHSA
<b>TOTAL</b>	<b>\$130,175</b>	<b>\$134,080</b> <b>\$138,103</b>

household items given to residents upon move-in  
contracted w/ ATCMHMR (includes case manager and psychiatric nurse)  
contracted w/ Austin Recovery  
contracted w/ Austin Recovery  
contracted w/ Austin Clubhouse & NAMI

**ATTACHMENT 18:  
MOU with Nonprofit**

## **Memorandum of Understanding for Foundation Communities/Austin Clubhouse Collaboration on SAMHSA Services in Supportive Housing Grant**

Austin Clubhouse will provide psychosocial rehabilitative services in the form of clubhouse membership, employer outreach, and transitional employment support services for residents in Foundation Communities' permanent supportive housing (PSH), single room occupancy (SRO) communities under the auspices of the Substance Abuse and Mental Health Services Administration (SAMHSA) Services in Supportive Housing (SSH) grant.

### **Austin Clubhouse Services**

The services provided by Austin Clubhouse for the grant program includes clubhouse membership for all eligible SAMHSA SSH grant participants residing in FC PSH SRO housing, as well as direct one on one case management, job coaching, and employment preparedness instruction. The psychosocial rehabilitative services performed by Austin Clubhouse will take the form of customized and flexible transitional employment and generalist supportive services tailored to individual client needs, interests, and skills. This includes assisting members to:

- Develop work-related interests and skills
- Improve and expand their education
- Return to paid work in the community
- Participate in meaningful social experiences
- Connect with other community resources
- Cultivate and contribute their individual talents and gifts

All services will be provided in accordance with the Standards for Clubhouse Programs, developed by the International Center for Clubhouse Development, and responsibility for decision-making is shared, with members and staff participating in governance, policymaking, and the development of the Clubhouse.

In addition to the support for the direct services provided by Austin Clubhouse in the form of membership and psychosocial rehabilitative services, SAMHSA SSH funds will be paid by Foundation Communities to Austin Clubhouse for certain indirect services. These include:

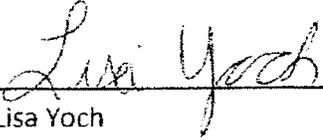
- Administrative overhead;
- Employer outreach by Executive Director;
- Program development and support of Austin Clubhouse's overall mission of promoting grassroots services, increased public awareness, advocacy, and empowerment around the issue of mental health as indicated by the Infrastructure, Prevention, & Mental Health Promotion (IPP) requirements of the SAMHSA SSH Grant.

### **Budget & Disbursement of Funds**

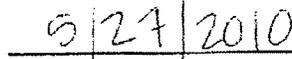
Total payment to Austin Clubhouse from SAMHSA SSH funds will be **\$15,000** per fiscal year. The billing rate for January 2010 through September 2010 will be **\$1,875** per month, and beginning October 2010 will be at a rate of **\$1,250** per month. Payment by Foundation Communities will be made monthly, and will be due to Austin Clubhouse upon receipt by Foundation Communities of an invoice of services provided by Austin Clubhouse.

### **Term of Collaboration**

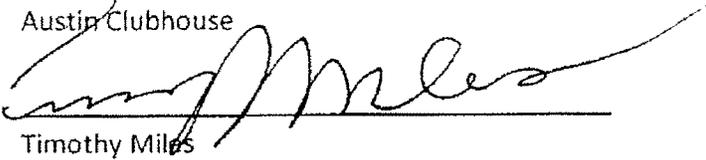
The effective commencement date of this grant collaboration is January 1, 2010, and it ends on the last day of each fiscal year (September 29<sup>th</sup>), with renewal only by mutual agreement of both parties at the beginning of each new fiscal year (September 30<sup>th</sup>). The length of the grant is 5 years, and each fiscal year begins on September 30<sup>th</sup>. Either party may, with 30 days notice, terminate this agreement at any time. This contract may be changed or amended only by written agreement, signed by both parties.



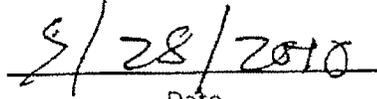
Lisa Yoch  
Executive Director  
Austin Clubhouse



Date



Timothy Miles  
Director of Supportive Services  
SAMHSA Services in Supportive Housing Project Director



Date