

## INSTRUCTIONS FOR APPLICATION SUBMISSION - UPDATED DECEMBER 2020

All the tabs in the workbook need to be filled out for a complete application.

The Application Checklist/ Information Form should be the first page followed by the Executive Summary / Project Proposal. The contents of the HDA Application Packet should be named and arranged in the order of the tabs mentioned in the application checklist info form.

Each item on the application checklist info form should be initialed by the applicant confirming the inclusion of each attachment and the checklist signed off by the applicant prior to submission.

Currently we are accepting only email applications. We require two versions for submission. Please submit a detailed version with all the attachments required for review and another version required for [austintexas.gov](http://austintexas.gov) website upload. The version for website upload should have critical information in a SINGLE pdf file but not exceed 20 MB in size. For example, you could remove Phase I ESA, Market Study, Land Appraisal etc. to reduce file size for website upload.

The RHDA guidelines are revised and the new guidelines are applicable starting January 1, 2021.

[http://www.austintexas.gov/sites/default/files/files/311/RHDA\\_Guidelines.pdf](http://www.austintexas.gov/sites/default/files/files/311/RHDA_Guidelines.pdf)

OHDA program guidelines are available here:

[http://www.austintexas.gov/sites/default/files/files/OHDA\\_Guidelines\\_2018-19.pdf](http://www.austintexas.gov/sites/default/files/files/OHDA_Guidelines_2018-19.pdf)

A copy of all the maps generated for the project address needs to be submitted with the application. Map series and instructions are available here.

<https://austin.maps.arcgis.com/apps/MapSeries/index.html?appid=f4aa2b13f1664280ba55075f68e4c375>

Applications can be submitted all around the year but will be reviewed for funding on a quarterly basis. The application calendar for FY20-21 is available on our website.

<http://www.austintexas.gov/sites/default/files/files/Housing/HDA%20Calendar%20FY2021%20REPLACEMENT.p>

If you have any questions about the application, please contact:

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*james.may@austintexas.gov*

*Ellis Morgan*                512-974-3121

*ellis.morgan@austintexas.gov*

*Deepa Vasan*                512-974-3572

*deepa.vasan@austintexas.gov*

# APPLICATION CHECKLIST/ INFORMATION FORM

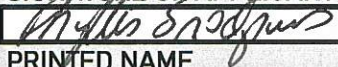
DEVELOPER : Austin Habitat for Humanity	OWNER : Austin Habitat for Humanity
PROJECT : Montopolis Townhomes	FUNDING CYCLE DEADLINE : 05/07/2021
FEDERAL TAX ID NO: 74-2373217	DUNS NO: 603218900
PROJECT ADDRESS: 6301 Circulo de Amistad, 78741	PROGRAM : RHDA / OHDA / BOTH: OHDA Only
CONTACT NAME : Kate Reznick, Grants Manager	AMOUNT REQUESTED: \$294,000
CONTACT ADDRESS AND PHONE : 500 West Ben White Blvd, 78704 512-472-8788 x117	

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

ATTACHMENT TABS				
1	ENTITY INFORMATION	1.a.	<a href="#">Detailed listing of developer's experience</a>	KR
		1.b.	Certificate of Status	KR
		1.c.	<a href="#">Statement of Confidence</a>	N/A
2	PRINCIPALS INFORMATION	2.a.	Resumes of principals	KR
		2.b.	Resumes of development team	KR
		2.c.	Resumes of property management team	N/A
3	FINANCIAL INFORMATION	3.a.	Federal IRS Certification	KR
		3.b.	<a href="#">Certified Financial Audit</a>	KR
		3.c.	Board Resolution	KR
		3.d.	<a href="#">Financial Statements</a>	N/A
		3.e.	<a href="#">Funding commitment letters</a>	KR
4	PROJECT INFORMATION	4.a.	<a href="#">Market Study</a>	KR
		4.b.	<a href="#">Good Neighbor Policy</a>	KR
		4.c.	<a href="#">SMART Housing Letter</a>	KR
		4.d.	<a href="#">MOU with ECHO</a>	N/A
		4.e.	<a href="#">Resident Services</a>	KR
5	PROPERTY INFORMATION	5.a.	<a href="#">Appraisal</a>	KR
		5.b.	<a href="#">Property Maps</a>	KR
		5.c.	Zoning Verification Letter	KR
		5.d.	Proof of Site control	KR
		5.e.	<a href="#">Phase I ESA</a>	KR
		5.f.	<a href="#">SHPO</a>	KR

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

SIGNATURE OF APPLICANT



PRINTED NAME

Phyllis Snodgrass

TITLE OF APPLICANT

Chief Executive Officer

DATE OF SUBMISSION

4-May-21

DATE AND TIME STAMP OF RECEIPT

FOR AHFC USE ONLY

## Project Summary Form

### 1) Project Name

Montopolis Townhomes

### 2) Project Type

100% Affordable

### 3) New Construction or Rehabilitation?

New Construction

### 4) Location Description (Acreage, side of street, distance from intersection)

Circulo de Amistad, east of Montopolis Dr. between Montopolis & Vargas

### 5) Mobility Bond Corridor

### 6) Census Tract

23.12

### 7) Council District

District 3

### 8) Elementary School

ALLISON EL

### 9) Affordability Period

99 Years

### 10) Type of Structure

Multi-family

### 11) Occupied?

No

### 12) How will funds be used?

Construction Only

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

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

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

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

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

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

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

16) Is the property within 1/2 mile of an Imagine Austin Center or Corridor?

Yes

17) Is the property within 1/4 mile of a High-Frequency Transit Stop?

Yes

18) Is the property within 3/4 mile of Transit Service?

Yes

19) The property has Healthy Food Access?

No

### 20) Estimated Sources and Uses of funds

#### Sources

Debt	
Third Party Equity	301,160
Grant	
Deferred Developer Fee	239,625
Other	1,537,500
<b>Previous AHFC Funding</b>	<b>277,610</b>
<b>Current AHFC Request</b>	<b>294,000</b>

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

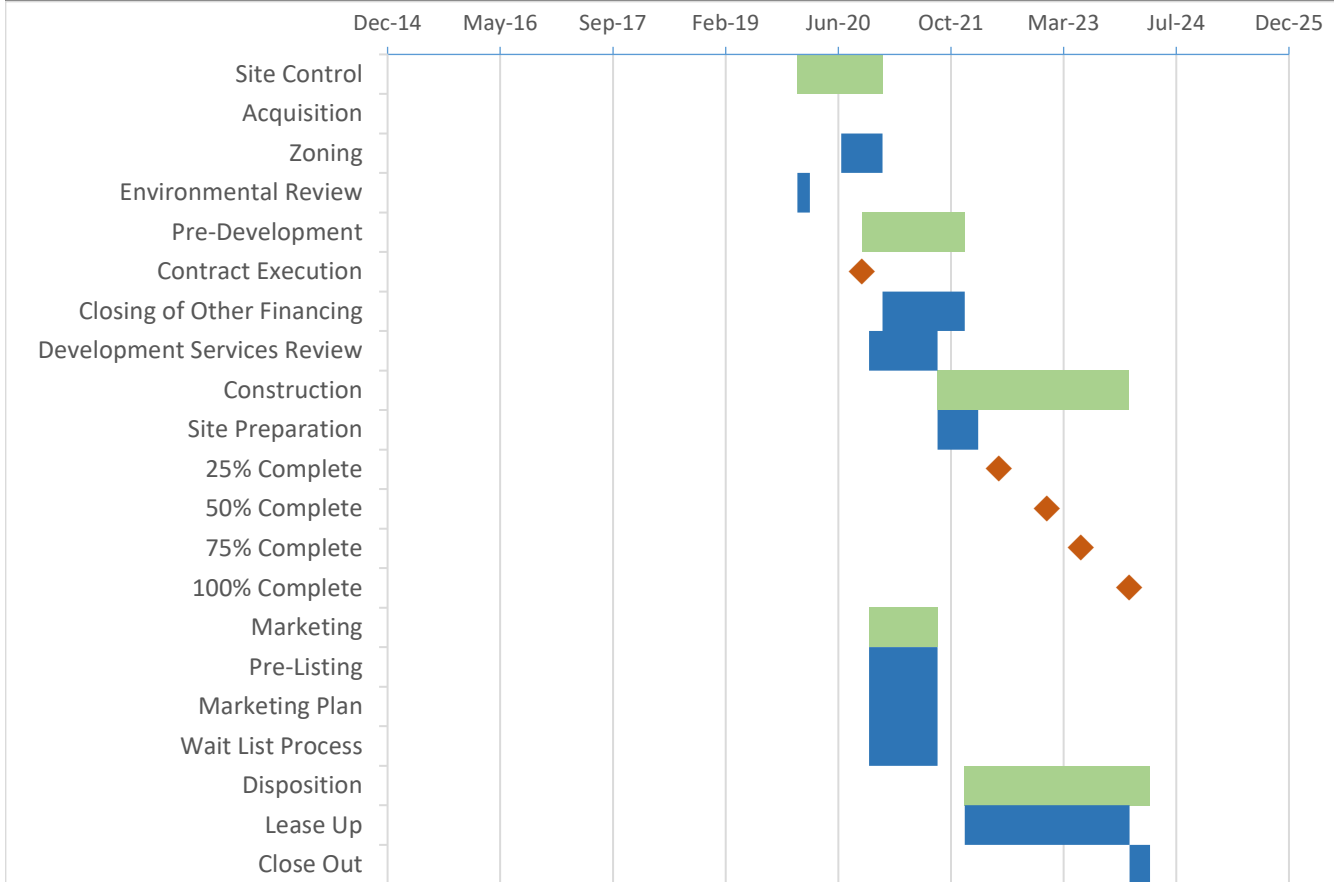
#### Uses

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

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

## Development Schedule

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



Development Budget			
	Total Project Cost	Requested AHFC Funds	Description
<b>Pre-Development</b>			
Appraisal	\$ 2,500.00		
Environmental Review	\$ 1,500.00		
Engineering	\$ 66,900.00		
Survey	\$ 10,000.00		
Architectural	\$ 110,000.00		
<b>Subtotal Pre-Development Cost</b>	\$ 190,900.00	\$ -	
<b>Acquisition</b>			
Site and/or Land	\$ 301,160.00		
Structures	\$ -		
Other (specify)	\$ -		
<b>Subtotal Acquisition Cost</b>	\$ 301,160.00	\$ -	
<b>Construction</b>			
Infrastructure	\$ 360,000.00	\$ 294,000.00	Water, Drainage, Wastewater, Detention, Paving, Other Site
Site Work			
Demolition			
Concrete			
Masonry			
Rough Carpentry			
Finish Carpentry			
Waterproofing and Insulation			
Roofing and Sheet Metal			
Plumbing/Hot Water			
HVAC/Mechanical			
Electrical			
Doors/Windows/Glass			
Lath and Plaster/Drywall and Acoustical			
Tiel Work			
Soft and Hard Floor			
Paint/Decorating/Blinds/Shades			
Specialties/Special Equipment			
Cabinetry/Appliances			
Carpet			
Other (specify)	\$ 1,200,000.00		
Construction Contingency	\$ 234,000.00		
<b>Subtotal Construction Cost</b>	\$ 1,794,000.00	\$ 294,000.00	
<b>Soft &amp; Carrying Costs</b>			
Legal	\$ 52,000.00		
Audit/Accounting			
Title/Recordin			
Architectural (Inspections)	\$ 36,000.00		
Construction Interest			
Construction Period Insurance			
Construction Period Taxes			
Relocation			
Marketing			
Davis-Bacon Monitoring			
Developer Fee	\$ 275,835.00		
Other (specify)			
<b>Subtotal Soft &amp; Carrying Costs</b>	\$ 363,835.00	\$ -	
<b>TOTAL PROJECT BUDGET</b>	\$ 2,649,895.00	\$ 294,000.00	



## Projected Affordability Data for Home Sales (OHDA)

	Unit Model 1	Unit Model 2	Unit Model 3	Unit Model 4	Unit Model 5	Unit Model 6	Unit Model 7
Number of Units	8	4	0	0	0	0	0
Number of Bedrooms	2	3	0	0	0	0	0
Square Footage	1200	1300	0	0	0	0	0
Anticipated Sale Price	\$ 170,000.00	\$ 190,000.00	\$0	\$0	\$0	\$0	\$0
Borrower Contribution	\$ 3,000.00	\$ 3,000.00	\$0	\$0	\$0	\$0	\$0
Homebuyer Subsidy	\$ -	\$ -	\$0	\$0	\$0	\$0	\$0
Total Principal Amount of Mortgage	\$ 173,000.00	\$ 193,000.00	\$0	\$0	\$0	\$0	\$0
Anticipated Interest Rate	\$ -	\$ -	0.00%	0.00%	0.00%	0.00%	0.00%
Monthly Principal Amount	\$ 472.00	\$ 528.00	\$0	\$0	\$0	\$0	\$0
Monthly Interest	\$ -	\$ -	\$0	\$0	\$0	\$0	\$0
Estimated Monthly Taxes	\$ 326.00	\$ 364.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Estimated Monthly Insurance	\$ 35.00	\$ 35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HOA/Other	\$ 72.00	\$ 78.00					
<b>TOTAL Estimated PITI</b>	<b>\$905</b>	<b>\$1,005</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Project Name	Montopolis Townhomes	
Project Type	100% Affordable	
Council District	District 3	
Census Tract	23.12	
Prior AHFC Funding	\$277,610	
Current AHFC Funding Request Amount	\$294,000	
Estimated Total Project Cost	\$2,649,895	
High Opportunity	No	
High Displacement Risk	YES	
High Frequency Transit	Yes	
Imagine Austin	Yes	
Mobility Bond Corridor	0	
SCORING ELEMENTS		Description
UNITS		
< 20% MFI	0	# of rental units at < 20% MFI
< 30% MFI	0	# of rental units at < 30% MFI
District Goal	10%	% of City's affordable housing goal
High Opportunity	FALSE	% of City's affordable housing goal for high opportunity areas
Displacement Risk	33%	% of City's affordable housing goal to reduce displacement
High Frequency Transit	9%	% of City's affordable housing goal near high frequency transit
Imagine Austin	9%	% of City's affordable housing goal in imagine austin corridors
Geographic Dispersion	0%	% of City's affordable housing goal to increase geographic dispersion
Mobility Bond Corridor	0%	% of City's affordable housing goal within mobility bond corridors
SCORE	0	% of annual goal * units * 50%, max of 75
< 40% MFI	0	# of rental units at < 40% MFI
< 50% MFI	0	# of rental units at < 50% MFI
District Goal	10%	% of City's affordable housing goal
High Opportunity	FALSE	% of City's affordable housing goal for high opportunity areas
Displacement Risk	33%	% of City's affordable housing goal to reduce displacement
High Frequency Transit	9%	% of City's affordable housing goal near high frequency transit
Imagine Austin	9%	% of City's affordable housing goal in imagine austin corridors
Geographic Dispersion	0%	% of City's affordable housing goal to increase geographic dispersion
Mobility Bond Corridor	0%	% of City's affordable housing goal within mobility bond corridors
SCORE	0	% of annual goal * units * 25%, max of 75
< 60% MFI	0	# of units for purchase at < 60% MFI
District Goal	10%	% of City's affordable housing goal
High Opportunity	FALSE	% of City's affordable housing goal for high opportunity areas
Displacement Risk	33%	% of City's affordable housing goal to reduce displacement
High Frequency Transit	9%	% of City's affordable housing goal near high frequency transit
Imagine Austin	9%	% of City's affordable housing goal in imagine austin corridors
Geographic Dispersion	0%	% of City's affordable housing goal to increase geographic dispersion
Mobility Bond Corridor	0%	% of City's affordable housing goal within mobility bond corridors
SCORE	0	% of annual goal * units * 50%, max of 75
< 80% MFI	12	# of units for purchase at < 80% MFI
District Goal	10%	% of City's affordable housing goal
High Opportunity	FALSE	% of City's affordable housing goal for high opportunity areas
Displacement Risk	33%	% of City's affordable housing goal to reduce displacement
High Frequency Transit	9%	% of City's affordable housing goal near high frequency transit
Imagine Austin	9%	% of City's affordable housing goal in imagine austin corridors
Geographic Dispersion	0%	% of City's affordable housing goal to increase geographic dispersion
Mobility Bond Corridor	0%	% of City's affordable housing goal within mobility bond corridors
SCORE	2	% of annual goal * units * 25%, max of 75
Unit Score	2	MAXIMUM SCORE = 300
INITIATIVES AND PRIORITIES		
Continuum of Care	0	Total # of units provided up to 100 per year
Continuum of Care Score	0	(total CoC Units/100 + HF Units/50)*20
Access to Healthy Food	No	Within 1 Mile of Healthy Food (City GIS)
Continuum of Care Weighted Score	0	Mobility, Access to Jobs, Community Institutions, Social Cohesion
2 Bedroom Units	8	Total Affordable 2 Bedroom units
3 Bedroom Units	4	Total Affordable 3 Bedroom units
4 Bedroom Units	0	Total Affordable 4+ Bedroom units
Multi-Generational Housing Score	20	Multi-bedroom Unit/Total Units * 20
TEA Grade	80	Elementary School Rating from TEA
Multi-Generational Housing Weighted Score	4	Educational Attainment, Environment, Community Institutions, Social Cohesion,
Accessible Units	1	mobility and sensory units
Non-PSH, Non-Voucher Under 20% MFI	0	Total units under 20% MFI
Accessibility Score	2	Accessible Unit/Total Units * 20
Metro Access Service	Yes	Within 3/4 mile of fixed route transit
Accessibility Weighted Score	0	Housing Stability, Health, Mobility, Community Institutions
Initiatives and Priorities Score	26	MAXIMUM SCORE = 200
UNDERWRITING		
AHFC Leverage	22%	% of total project cost funded through AHFC request
Leverage Score	18	3 points per 5% reduction in leverage below 50% (max 30)
AHFC Per Unit Subsidy (including prior amounts)	\$47,634	Amount of assistance per unit
Subsidy per unit score	19	(\$200,000 - per unit subsidy)*25/\$200,000
AHFC Per Bedroom Subsidy	\$20,415	Amount of assistance per bedroom
Subsidy per Bedroom Score	22	(\$200,000 - per bedroom subsidy)*25/\$200,000
Debt Coverage Ratio (Year 5)	0.00	Measured at the 5 Year mark
Debt Coverage Ratio Score	0	Minimum = 1.0; Maximum = 1.5; 1.25 = best score
Underwriting Score	59	MAXIMUM SCORE = 100
APPLICANT		
FINAL QUANTITATIVE SCORE	88	THRESHOLD SCORE = 50
Previous Developments		
Compliance Score		
Proposal		
Supportive Services		
Development Team		
Management Team		
Notes		

District	Total Affordable Units	High Opportunity Areas	High Displacement Risk	High Frequency Transit/Imagine Austin	Geographic Dispersion
District 1	7086	87	4257	2742	0
District 2	4492	0	2392	2100	0
District 3	6295	0	4980	1315	0
District 4	3105	49	1120	1018	918
District 5	4473	973	756	1289	1454
District 6	8590	4165	0	1388	3037
District 7	6651	2265	771	2316	1300
District 8	7217	2781	0	928	3507
District 9	3635	676	724	1055	1180
District 10	8456	4005	0	848	3604
Total	60000	15001	15000	14999	15000

<p style="text-align: center;"><b>AUSTIN HABITAT FOR HUMANITY</b></p> <p style="text-align: center;"><b>APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE</b></p> <p style="text-align: center;"><b>(OHDA) - 2021</b></p>
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**EXECUTIVE SUMMARY**

Austin Habitat for Humanity is requesting continued support from the City of Austin to create 12 units of affordable housing at 6301 Círculo de Amistad, Austin, TX 78741 (Council District 3). Austin Habitat is the current owner of the land, and we plan to develop it into two-bedroom and three-bedroom homes that will be sold at affordable rates to hardworking, low-to-moderate income community members. We are grateful for the City's previous support for the pre-development costs associated with this home build, and are now ready to move to the next phase: horizontal construction.

As detailed in the attached spreadsheets and support documentation, Austin Habitat for Humanity is requesting funding support in the amount of \$294,000 through the City's Ownership Housing Development Assistance Program (OHDA) to support site infrastructure including water lines, wastewater, detention pond, drainage, paving, and other site development. As mentioned above, the City has supported the first phase of this development as well as numerous other Austin Habitat affordable home developments throughout the years.

The Montopolis/Círculo de Amistad property is located in East Austin directly behind Montopolis Drive, between Montopolis and Vargas Avenue. This area is currently experiencing Stage 1 gentrification (and on the border of an area experiencing Dynamic gentrification) according to maps provided by the City. The 78741 zip code ranks #41 of 42 zip codes in Austin with respect to annual median income, indicating a strong presence of low-to-moderate income individuals in the area, and Austin Habitat has previously worked in this area to assist families in obtaining and maintaining stable, affordable homes. Austin Habitat has owned this property since 1996 and began working in the area in the late 1990s, creating the Mary Vice Estates Planned Unit Development (PUD) and building 22 affordable homes in the area. Please see attached map detailing the boundaries and regulations relating to this PUD.

The current development encompasses the creation of eight two-bedroom townhome condominiums and four three-bedroom townhome condominiums, maximizing the number of high-quality affordable homes that can be built for partner families on a relatively small homesite. At present, we anticipate that the two-bedroom units (up to 1,200 square feet) will have a sale price of \$170,000; and the three-bedroom units (up to 1,300 square feet) will be sold for \$190,000. These pricing estimates may change slightly when the City of Austin releases new income limits based on the U.S. Department of Housing and Urban Development (HUD) 2021 limits.

All units will be sold to partner families whose annual household income is at or below 80% of the Median Family Income (MFI) for the Austin-Round Rock Metropolitan Statistical Area (MSA). Although we accept families earning up to 80% MFI, our families earn an average of 55% MFI, despite many family members holding down multiple jobs.

The families who purchase homes at the Montopolis/Círculo de Amistad development, like all of Austin Habitat's partner families in the Affordable Homeownership Program, will be required to make a strong and ongoing investment in successful homeownership. All project participants receive financial education and one-on-one counseling through our in-house HUD-certified

Housing Counseling Program and complete “sweat equity” hours building their own home or other Habitat homes and/or providing additional volunteer services. We generally require 300 hours of sweat equity, but have reduced the requirement to 200 because we are not able to support as many volunteers during the pandemic for safety reasons.

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

With respect to supportive services, the Affordable Homeownership Program includes intensive financial and housing counseling and education, and refers as-needed to other organizations that can assist families in increasing readiness to attain their homeownership goals. Each family receives a wide-ranging, personalized assessment of their financial situation and a detailed action plan to eliminate financial barriers to successful homeownership. In addition, the Austin Habitat team works with Central Texas Food Bank provides food to stock the home when the family moves in as a demonstration of the Food Bank’s commitment to our communities. Please see attached Tab 4e for a more detailed description of the resident services provided.

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

Sources		Uses	
Debt		Acquisition	\$301,160
Third Party Equity	\$301,160	Off-Site	
Grant		Site Work	\$360,000
Deferred Developer Fee	\$239,625	Site Amenities	
Other	\$1,537,500	Building Costs	\$1,200,000
Previous AHFC	\$277,610	Contractor Fees	\$234,000
Current AHFC	\$294,000	Soft Costs	\$278,900
		Financing	
		Developer Fees	\$275,835
<b>Total</b>	<b>\$2,649,895</b>	<b>Total</b>	<b>\$2,649,895</b>



Application for OHDA Funding – 2021

## Tab 1 – Entity Information



Application for OHDA Funding – 2021

## Tab 1a – Developer Experience

## **AUSTIN HABITAT FOR HUMANITY**

### **APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2021**

#### **DEVELOPER EXPERIENCE**

Austin Habitat for Humanity has been developing and constructing affordable homes in Austin and Central Texas for more than 35 years. We recently broke ground on our 500<sup>th</sup> affordable home as a nonprofit builder, and we have developed more than 20 properties into affordable housing communities. We have also provided access to more than 300 affordable homes through our work with private developers in Central Texas who wish to offer affordable housing but do not have the infrastructure to deliver qualification services, financial counseling and education, and connections to lending providers.

In addition to developing high-quality, energy-efficient affordable homes for purchase by our families, we operate as a real estate corporation focused on acquiring land and maximizing the affordable housing potential as local land gets more expensive. We also operate a retail operation through our two ReStores, with a third opening in North Austin this summer, which generates more than \$1 million in income every year to support our operations and allows us to apply 100% of our donated funds to direct service.

We also handle qualification and lending for the families we serve. All families who become Habitat homeowners first complete an extensive series of prequalification activities, including financial education and ongoing one-on-one homeownership counseling. In addition, each family helps build on their neighbors' homes and then their own home, and they also contribute financially to ensure strong buy-in and commitment. When these activities are complete and the home has received its Certificate of Occupancy, each family receives an affordable mortgage that helps them succeed as homeowners and build assets for education, health care, and ongoing success.

Our primary model for producing quality homes for low-to-moderate income local residents is through sponsorships connected to volunteer opportunities. Our sponsors – community-minded local corporations, church congregations and other faith groups, service clubs, and many more – provide a double benefit by contributing financially and providing volunteers to our build sites. Austin Habitat must raise \$100,000 per home, and we build our homes through donations of \$5,000 for one build day all the way up to \$100,000 for a full home, providing a unique and meaningful way for the community to support our families. It is also vital to our continued program success as the cost of materials, land and labor continue to increase in the Austin area; without this significant contribution of labor from the community, we would not be able to offer the homes for sale at prices that are manageable for our partner families.

As Austin Habitat continues to grow, the team looks to expand the number and type of homes that we can develop and provide to the community, through the acquisition of larger land areas and the development of ambitious new projects including multifamily housing. Austin Habitat has a strong team – including real estate, architecture, construction, planning, development, client service and community engagement professionals – ensures that each project is undertaken with compassion, a strong focus on quality, and an ongoing commitment to compliance with all requirements. We have worked extensively with the City of Austin and numerous other public and private stakeholders to support our home builds and other programs,

including Housing Counseling and Home Repair, and we are committed to growing our supporter base.

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

- i. Project Management: With 500 affordable homes constructed, Austin Habitat for Humanity provides more than 35 years of project management experience and institutional knowledge about the most efficient and effective ways of creating affordable housing for hardworking families in Central Texas. Collectively, our staff brings experience that includes all phases of housing development including site acquisition, land development, design, and construction as well as marketing/outreach, finance, and other required areas.
- ii. Market Analysis: With a focus toward affordable housing, our staff has experience in identifying housing demand and capacity for low-income working families (those earning up to 80% of the Median Family Income for the area). The team reviews information researched and published by the City as well as information from other nonprofits and organizations dedicated to affordable housing. Austin Habitat has an established, detailed intake process for prospective families to enter our program. Many have been qualified through our housing counseling and have gone through underwriting to determine their ability to pay a mortgage, and remain on a waiting list. Please see attached market assessments.
- iii. Site Selection and Control: Over the years, Austin Habitat has acquired finished lots and raw land that were developed for housing, including in the Montopolis area. Our organization owns the property described as follows. Please also see attached maps and warranty deed.

Lot 27, Block A, Vice Mary Estates

- iv. Planning and Construction: Austin Habitat has experience with the City's Land Development Code, and has the capacity to navigate a housing development project through the entitlement and permitting process, having successfully completed many affordable home development projects within the City of Austin over our history. We are a leading advocate for modernization of the code and have worked in partnership with the City's team to ensure that any code changes support the loosening of restrictions that have kept the affordable housing stock low in Austin. Our advocacy has already led to a partial zoning modernization through a density bonus program called Affordability Unlocked. Our organization also employs an in-house architect and a construction team of full-time experienced construction personnel to oversee and complete home construction and coordinate contractors and tradespeople.
- v. Design, Architecture and Engineering: Austin Habitat for Humanity's approach to housing development begins with acquisition of finished vacant residential ready-to-build lots; we have experience developing subdivisions and we retain the services of a civil engineer to assist us with design. Austin Habitat and partners are experienced at designing home types including single-family detached homes, connected townhomes/condominiums, larger condominium buildings and other property

structures to support a variety of family units, and is developing additional multifamily housing models to provide affordable housing more efficiently to families in need.

Our team has managed numerous projects in partnership with architectural and engineering teams over the past 35 years, and we continue to work with the highest-quality teams, including those who have built innovative structures around the world, and recipients of numerous design awards. We employ an in-house architect who works directly with families to design our single-family homes.

- vi. Legal and Accounting: Austin Habitat employs the services of legal counsel as needed and has an experienced attorney who serves as Legal Officer on the Board of Directors. Attorneys provide assistance in areas of land acquisition and coordinate title closings for our house selling transactions. Our accountants provide the necessary services essential to our operation and perform an annual audit that reflects the overall financial position of the organization. We also employ on staff a Chief Financial and Operating Officer, as well as accounting/bookkeeping staff that monitor our operating transactions and construction spending activities.
- vii. Federal Funding Rules and Other Funding Rules: On staff we have several personnel that have experience in federal funding programs including CDBG, HOME, SHOP and NSP. Multiple staff members have significant federal program and contract administration experience, and all Austin Habitat projects are performed in accordance with the *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*, 2 C.F.R. § 200 et seq. as well as any state and local statutes and regulations. Austin Habitat receives funding from state, federal and local governments as well as from private individuals, foundations, corporations and other sources, and is experienced at leveraging funds from multiple sources for housing development and construction.
- viii. Awards and Competitive Funding: Austin Habitat for Humanity has a 35-year history of attracting competitive funds to support our projects, including federal, state, local, private and individual supporters. Our organization has been fortunate to receive continued, significant support from the City of Austin for a number of our projects, including current support for our Mueller, Scenic Point, and Persimmon at Meadow Lake developments as well as previous support for the Montopolis development that is the subject of this proposal. We are also currently supported by other government entities for several projects, including the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Agriculture (USDA), the State of Texas, the City of Bastrop, and the City of San Marcos. Corporate supporters include Bank of America, Wells Fargo, SailPoint, The Home Depot Foundation, Austin Realty, Cisco and State Farm. Among private foundations, we receive support from the Moody Foundation, the Lola Wright Foundation, the Donald D. Hammill Foundation and a number of other private supporters. We also raise more than \$1 million annually through special events and individual contributions, evidencing our strong community recognition and reputation for excellent service. We have won several awards in recent years including Green Builder of the Year and Best Nonprofit CEO, both awarded by the Austin Business Journal.

Recent and ongoing projects include the following:

Address	Number	New or	Type of	Year
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	<b>of Units</b>	<b>Rehab</b>	<b>Property</b>	<b>Completed</b>
Devonshire Village	43	New	Single Fam.	2013
Meadow Lake	25	New	Single Fam.	2011
Sendero Hills	49	New	Single Fam.	2013
Gilbert Lane	31	New	Single Fam.	2015
Lee Meadows	11	New	Single Fam.	2016
Magin Meadow	16	New	Single Fam.	2017
Guadalupe-Saldaña	4	New	Single Fam.	2018
4 <sup>th</sup> & Onion/Salttillo	45	New	Multifamily	Ongoing
Mueller	11	New	Multifamily	Ongoing
Scenic Point	67	New	Single Fam.	Ongoing
Persimmon	126	New	Multifamily	Ongoing
Montopolis/Círculo de Amistad	12	New	Multifamily	Ongoing

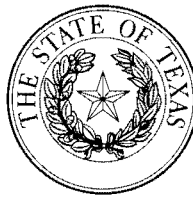
### **DEVELOPMENT TEAM**

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



Application for OHDA Funding – 2021

**Tab 1b – Certificate of Status**



## Office of the Secretary of State

### Certificate of Fact

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

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

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



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

Ruth R. Hughs  
Secretary of State



Application for OHDA Funding – 2021

**Tab 1c – Statement of Confidence**

**AUSTIN HABITAT FOR HUMANITY**

**APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2021**

**STATEMENT OF CONFIDENCE**

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



Application for OHDA Funding – 2021

## Tab 2 – Principals Information



Application for OHDA Funding – 2021

**Tab 2a – Resumes of Principals**

# Phyllis Snodgrass

2549 Deer Stand Loop • San Marcos, TX 78666 • (512) 757-5715 • [psnodgrass03@gmail.com](mailto:psnodgrass03@gmail.com)

## SUMMARY

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

## AREAS OF EXPERTISE

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

## EXPERIENCE

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

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

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

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

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

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

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

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

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

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

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

Implemented internal messaging strategy for staff and volunteers in 2014

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

Created new programs and strategies to meet member needs

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

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

Increased income for TCCE by 36% in one year

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

Facilitated Chamber Board retreats across the state of Texas

Developed affinity program review and approval policies for TCCE

Successfully managed first association audit for TCCE in its history

Planned and executed first 5 year strategic planning effort for TCCE

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

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

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

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

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

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

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

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

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

Increased membership from 850-1100 sustained members

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

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

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

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

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

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

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

Increased membership from 350 to 800 sustained members

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

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

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

Counseled numerous small and start-up businesses

Assisted with SBA loan proposals and business plans for small businesses

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

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

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

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

Managed contract firms hired to review Southwest Plan quarterly payment requests and approved payment request for six Southwest Plan Institutions

Named to FDIC National Performance Standards Task Force in 1994

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

Provide accounting services and management advice for start-up real estate development company

Assisted in successful negotiations and subsequent sale to Koll Company

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

Auditor for international real estate accounting firm headquartered in Los Angeles

Performed management consulting services including loan workouts in 1986 and 1987

Obtained CPA certification, May 1987

**EDUCATION**

The University of Texas at Arlington Bachelor of Business Administration May 1984

Major: Accounting, Minor: Management

Institute for Organization Management Certificate in Non Profit Management July 2004

Georgetown University McDonough School of Business, New Strategies Program, September 2016

**PROFESSIONAL AFFILIATIONS**

Enactus Advisory Board, Texas State University

Advisory Board, Habitat Texas

# RICARDO ANDRÉS (ANDY) ALARCÓN, AICP

5200 HARTSON . KYLE, TEXAS 78640 . 512-406-1535 . andyalarcon@hotmail.com

## SUMMARY OF QUALIFICATIONS

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

## EDUCATION

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

## PROFESSIONAL EXPERIENCE

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

## CERTIFICATIONS AND LICENSES

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

## MEMBERSHIPS AND AFFILIATIONS

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

# Jessica Benitez

3007 Tilmon Lane Austin, Tx 78725

Phone: 512-658-9098

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

## Education:

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

## Experience:

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

- **Westbank Dry Cleaning- May 2012- February 2014**

Manager

- Handled all daily operations from open to close
- Handled cash register and all transactions
- Trained new managers
- Completed inventory every week

- **Melrose- May 2010-2012**

Shoe sales manager

- Handled cash register
- Market sales
- Reached daily, weekly and monthly sales goals
- Ordered new merchandise
- Assist customer with sales

# MARY CAMPANA

1909 Cranborne Court, Virginia Beach, VA 23453

512-705-9006

mary.campana@yahoo.com

## CAREER SUMMARY

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

### Areas of Expertise:

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

## PROFESSIONAL EXPERIENCE

### AUSTIN HABITAT FOR HUMANITY

Jan. 2018 - Present

*Vice President of Development*

### EQUI-KIDS Therapeutic Riding Program

Sept. 2015 – Dec. 2017

*Executive Director*

#### Responsibilities:

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

#### Achievements:

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

### COMMUNITIES IN SCHOOLS OF CENTRAL TEXAS

Aug. 2008 – Sept. 2015

*Chief Development Officer*

#### Responsibilities:

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

#### Achievements:

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

### HELPING HAND HOME FOR CHILDREN

Aug. 2003 – Aug. 2008

*Director of Development*

#### Responsibilities:

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

#### Achievements:

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

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

## **SUICIDE & CRISIS CENTER**

**Feb. 1998 - Aug. 2003**

### ***Development Director***

#### **Responsibilities:**

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

#### **Achievements:**

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

## **BECKETT PUBLICATIONS**

**Oct. 1989 - Feb. 1998**

### ***Manager - Corporate Communications Department***

#### **Responsibilities:**

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

## **EDUCATION AND CONTINUING EDUCATION:**

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

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

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

## **CITATIONS AND PUBLICATIONS:**

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

## **HONORS AND COMMUNITY LEADERSHIP:**

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

# Wayne Gerami

7003 Frontera Trail • Austin, TX 78741

NMLS #1436154

512.436.3690 • wayne.gerami@gmail.com

## Education

### Masters of Public Affairs (2011)

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

### B.A. Psychology (2007)

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

## Professional Experience

### Austin Habitat for Humanity | HomeBase Texas

**August 2013 – Present**

#### VP of Client Services

**Nov 2015 – Present**

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

#### Government Grants Manager

**May 2015 – Nov 2015**

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

#### Community Engagement Manager

**January 2015 – May 2015**

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

#### Lending Coordinator

**August 2013 – January 2015**

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

### Board Director – Austin Christian Church

**August 2014 - Present**

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

### Board Director – Evolve Austin

**April 2017 - Present**

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

### Project Coordinator – Diana McIver & Associates

**January 2012 - August 2013**

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

# Wayne Gerami

7003 Frontera Trail • Austin, TX 78741

508.341.0383 • wayne.gerami@gmail.com

## Policy Researcher – Greater Austin Chamber of Commerce

September 2010 - May 2011

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

## Site Supervisor – HOPE *worldwide* Gulf Coast

June 2010 - August 2010

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

## Home Repair Assistant – Austin Habitat for Humanity

August 2007 - July 2009

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

## Manager – First American Mortgage

August 2002 - June 2007

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

## Additional Experience & Training

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### Community Leadership Institute – NeighborWorks

2015

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

### Emerging Leader Training – Austin Habitat for Humanity

2014-2015

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

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

June 2015

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

# CLAIRE M. U. WALPOLE

704 West Oltorf Street ◦ Austin, TX 78704 ◦ 512-638-3601 ◦ cmuwalpole@gmail.com ◦ cmuwalpole.com

## WORK EXPERIENCE

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

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

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

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

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

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

## EDUCATION

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

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

## CERTIFICATIONS, SKILLS, HONORS AND ACTIVITIES

---

Licensed Architect, Texas License Number 19903, Dec 2006

LEED Accredited Professional, May 2005

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

BLGY 2010 Robert P. Landes Architecture Award

LSU Chancellor's Design Competition, First Place

AIA Austin, 2011 Honor Awards Committee

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

AIA Hampton Roads, Director of Communication, Newsletter Editor

American Institute of Architecture Students, LSU Chapter President

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

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

Austin Civic Chorus, 2006-2014

Conspirare Symphonic Chorus, 2010-2013

---

# BILLY WHIPPLE

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9614 Chukar Cir. Austin, TX 78758 – Whipple3@gmail.com – (603) 866-0899

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## SKILLS SUMMARY

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

## PROFESSIONAL EXPERIENCE

---

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

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

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

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

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# BILLY WHIPPLE

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9614 Chukar Cir. Austin, TX 78758 – Whipple3@gmail.com – (603) 866-0899

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## PROFESSIONAL EXPERIENCE CONTINUED

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HABITAT FOR HUMANITY WILLIAMSON-MAURY – FRANKLIN, TN

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

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

AUSTIN HABITAT FOR HUMANITY– Austin, TX

**Project Manager, 2010 to 2013**

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

AMERICORPS, AHFH – Austin, TX

**Construction Crew Leader, 2009 to 2010**

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

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## EDUCATION & TRAINING

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GRANITE STATE COLLEGE- CONCORD, NH

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

**UL OSHA 10-HOUR CERTIFICATION**

AMERICAN HEART ASSOCIATION

**Heartsaver CPR & AED Certified**

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Application for OHDA Funding – 2021

**Tab 2b – Resumes of Development Team**

## Team

**SCOTT GINDER**, founding principal, is proud to have spent 14 years of his career in the office of Dick Clark Architecture designing small and mid size commercial projects, multi-family, custom residential, affordable housing, restaurants, and retail space.

[resume](#)

**ROMMEL SULIT**, founding principal, brings large commercial building design experience to the Forge Craft. His experience has been formed while working in the offices of Rem Koolhaas Office of Metropolitan Architecture, Page Southerland Page, Rhode Partners, and Boka Powell. His work is concentrated on designing large commercial ground-up buildings.

[resume](#)

**JON HAGAR** earned his BFA (2001) from the University of Michigan and his M.Arch (2010) from Tulane University. Having worked in Austin, New Orleans, and St. Louis, he has experience in a broad range of projects with a focus in affordable housing and prefab modular office work. Jon's fine arts background imbues his design process with creative energy and he is particularly interested in expressing design intent through the careful execution of detail. In recent years his expertise has extended to volunteer work with the East MLK Neighborhood Plan Contact Team, Community Powered Workshop, and Preservation Austin.

**CLAYTON HOLMES**, AIA received his M.Arch (2010) from Washington University in St Louis and his Bachelor of Science in Architecture (2007) from Georgia Tech. A Louisiana native and adopted Austinite, he is proud to call this fair city his home after studying and working on four continents. His experience is in small- to medium-scale commercial projects, including hospitality, bar, restaurant, retail, office and adaptive re-use. His favorite architect is Lina Bo Bardi, who could beat the pantsuit off Zaha Hadid any day.

**TREY FARMER**, AIA received his M.Arch from The University of Texas at Austin and has 10 years of experience in sustainable design and construction. He came to Austin from New Hampshire via New Zealand and Northern California where he worked and studied English, architecture, permaculture and natural building. He is a LEED AP (BD+C) and a Certified Passive House Consultant (CPHC) as well as a certified permaculture designer and teacher. Trey is on the Austin Passive House Alliance Board and the national Passive House Alliance Council. Trey has worked as a writer, bartender, job coach, teacher, carpenter, community organizer and orchardist. He spends his free time with his wife and fur-child on the greenbelt and in their garden.

**CAREY ALCOTT** received her M.Arch from the University of Virginia, and B.A.'s in Anthropology and Studio Art from the University of Texas at Austin. In the years between, she was a Peace Corps Volunteer in Botswana, lived and worked on organic farms in the Southwestern United States, and spent time building natural houses for a non-profit organization in Moab, Utah. She has recently returned to Austin to "settle down" and put her experiences and interest in sustainable design, construction, and community-building to use in her home state.

**ALISON STEELE** acquired her M.Arch from The University of Texas at Austin as well as a BFA with a concentration in photography from the University of North Carolina at Charlotte. She received a research grant from the AIA for *Innovation and Practice in Housing Design*, which exemplifies her passion for

VALERIA LANDEROS received her B. Arch at the University of Texas at Austin (2018), and has since used her studies to pursue architecture with a priority on quality of life and detail oriented design. She's collaborated directly with low income communities and non-profit organizations on public interest design projects, and has worked on single-family and low-income housing in both rural and high density cities throughout Texas. She utilizes local context and vernacular as inspiration and looks towards a variety of influences in furniture and textile design, art, and music to continually elevate her creativity.

PAST COLLABORATORS: Erica Quinones, Carrie Gammel, Jason Kerensky, Maria Valdez, David Goujon, Matthew Montry

## JOIN OUR TEAM!

**FORGE CRAFT** is an award-winning architecture and design firm based in the creative culture of Austin TX. We specialize in multi-family housing and creative mixed-use development with an emphasis on micro-unit design, affordable housing, performance and arts spaces, restaurant and bar, light industrial, creative office, tricky urban infill sites and custom luxury and spec modern homes. We are also a leading firm in prefabricated modular design and execution.

We are again looking to expand our creative core with inquisitive individuals armed with strong design skills, visual and verbal acumen, the capacity to make and follow through, and with the composure to work in a dynamic collaborative environment. With that in mind, we are fielding submissions for the following positions:

**ARCHITECT/DESIGNER:** The ideal candidate has 2-5 years work experience in an architecture firm; strong design skills, experience with construction administration, experience with construction drawings, a strong professional work ethic with a commitment to timeliness and "being present"; autonomous but willing to follow direction and absorb training from more experienced designers; able to ask the right questions in the right context; a propensity for working in teams and interest in contributing to the firm culture; willingness to adapt to and master Forge Craft's design and work methodology. Facility in 3D BIM systems as well as 2D computer- and manual graphic media is preferred, though not required. Experience with ArchiCAD (our BIM platform), Sketchup and similar applications are pluses. Active participation in the community-at-large is also a big plus.

**ARCHITECTURAL INTERN:** The ideal candidate has 0-2 years work experience in an architecture firm; a strong professional work ethic with a commitment to timeliness and "being present"; autonomous but willing to follow direction and absorb training from more experienced designers; able to ask the right questions in the right context; a propensity for working in teams and interest in contributing to the firm culture; willingness to adapt to and master Forge Craft's design and work methodology. Facility in 3D BIM systems as well as 2D computer- and manual graphic media is preferred, though not required. Experience with ArchiCAD (our BIM platform), Sketchup and similar applications are pluses. Active participation in the community-at-large is also a big plus.

Consider also the following: What does "forge" and "craft" mean to you?

Please submit resumes and portfolios to: [resume@forgecraftarchitecture.com](mailto:resume@forgecraftarchitecture.com)



FORGE CRAFT ARCHITECTURE + DESIGN

**SCOTT GINDER | LEED AP | AIA**

FORGE CRAFT ARCHITECTURE + DESIGN

Chief Executive Officer

Director of Marketing and Business Development

TBAE Registration #21234

**Professional History**

September 1999 – October 2013

Dick Clark + Associates, Austin TX – Senior Associate

Associate in charge of commercial, residential, planning, restaurant projects. Duties also include director of marketing.

November 1997 – August 1999

Stuart Rosenberg Architects, Philadelphia PA – Staff Architect

**Education**

University of Pennsylvania – Graduate School of Architecture

Master of Architecture, 1997

University of Pittsburgh

Bachelors of Arts, 1994

**Project Experience**

Mixed Use

Oasis Texas, Austin TX – retail, office and restaurant development

1400 South Congress, Austin TX – retail, office, restaurant and residential development

Trails of Lake LBJ, Austin TX – new residential development, amenity facilities, spec and custom homes

Multi-Family

Capital Studios, Austin TX – 135 units affordable housing

Skyway Studios, Austin TX – 109 units affordable housing

Canyon Palms, Austin TX – 18 unit's condominium

Lone Star Lofts, Austin TX – 64 unit's apartments

Hospitality

Hilton Hotel, Austin TX – Rooftop pool deck and bar

Restaurant

Uncle Billy's, Austin TX – brew pub and barbeque

Soleil, Austin TX – Mediterranean style restaurant

Cuba Liber, Austin TX – Cuban style bar and restaurant

Austin Java, Austin TX – coffee shop



FORGE CRAFT ARCHITECTURE + DESIGN

#### Retail

Jack Ryan Fine Jewelry, Austin TX – watch and jewelry store  
CVS Pharmacy, Philadelphia PA  
Blue Genie, Austin TX

#### Office

Tolteq Corporate Headquarters, Austin TX – new office facility

#### Institutional

Austin Playhouse, Austin TX – 300 seat live theater and restaurant  
Mass Gallery, Austin TX – art gallery and studio space  
Jester Cafeteria, University of Texas at Austin – Student cafeteria renovation

#### Custom Residential

Logan's Hollow spec home, Austin TX  
McNearney Residence, Austin TX  
Ginder Residence, Austin TX  
Dorsey Residence, Austin TX  
Dundas Residence, Austin TX  
Pinkston Boat dock, Austin TX  
McCaig Residence, Austin TX  
Dickson Residence, Shreveport LA  
Peters Residence, Austin TX  
Paterson Residence, Spicewood TX  
Heller Residence, Austin TX  
Safady Residence, Austin TX  
Moore Residence, Austin TX  
Dawson Residence, Austin TX  
Spanish Oaks 1 Spec Home, Austin TX  
Spanish Oaks 2 Spec Home, Austin TX



FORGE CRAFT ARCHITECTURE + DESIGN

## **ROMMEL SULIT**

FORGE CRAFT ARCHITECTURE + DESIGN

Chief Financial Officer

Director of Technology and Media

### **Professional History**

November 2010 - July 2013

Sulit Design Studio, Austin TX - Principal, Owner

July 2010 - October 2012

BOKA Powell, Austin TX - Project Coordinator

October 2005 - March 2009

Rhode Partners, Austin TX - Senior Project Manager, Design Manager

February 1998 - May 2005

Page Southerland Page, Austin TX - Associate, Project Manager, Project Designer

February 1997 - August 1997

Office for Metropolitan Architecture | OMA : Rem Koolhaas, Rotterdam NETHERLANDS

Project Designer, Stagiaire

June 1988 - May 1992

NewCity Communications, Chicago IL - Production Manager, Graphic Designer

### **Education**

University of Texas at Austin - Graduate School of Architecture

Master of Architecture, 1998

University of Chicago - College of Fine Arts

Bachelor of Fine Arts (Painting), 1991

School of the Art Institute of Chicago

Studio Painting Curriculum, 1988

The School at Steppenwolf

Theatre Residency Program, 2005

### **Project Experience**

#### Mixed Use

South Lamar Plaza, Austin TX - large mixed use project comprised of three buildings

Bridges on the Park, Austin TX - 104 unit condominium and retail

7Rio, Austin TX - 30 story mixed use condominium and retail

Magnolia, Austin TX - 200 unit mixed use residential project



East Avenue Mixed Use Project, Austin TX – multi-unit residential with office, theatre, retail  
Chicon Mixed Use, Austin TX – 98 unit mixed use live/work

#### Multi-Family

Capital Studios, Austin TX – 135 units affordable housing  
Riverview Apartments, Austin TX – 302 unit residential apartment  
Texas A+M University Dormitory, Kingsville TX – 88 room dormitory  
Austin City Lofts, Austin TX – luxury condominium with office, retail

#### Hospitality

South Congress Hotel, Austin TX – 83-key boutique hotel, restaurant retail, parking  
Homewood Suites, Chicago IL – consultant for 88-key extended stay hotel

#### Retail

Centennial Center, Austin TX  
Mueller Retail Center, Austin TX – 12,000sf retail shell

#### Office

Computer Sciences Corporation, Austin TX – two office buildings on two city blocks  
Universal Studios Headquarters, Los Angeles CA  
Temple Inland Headquarters, Austin TX – interior renovation  
Temple Inland Private Jet Hangar, Austin TX

#### Civic

Austin Convention Center Expansion, Austin TX

#### Education

Edinburg Middle School, Edinburg TX

#### Medical | Healthcare

Christus Spohn Hospital Shoreline, Corpus Christi TX – 80 bed critical care expansion

#### Government

La Maison des Droits de L'Homme – Place des Nations Complex, Genève SUI

#### Technology | Research

SACHEM Laboratories, Austin TX  
TXDot Research Facility, Austin TX

#### Custom Residential

Logan's Hollow spec home, Austin TX  
Glover Residence Renovation and Addition, Austin TX

#### Masterplanning | Urban Design

New Harbor Masterplan, Genova ITA

#### Competitions

Seaholm Intake Reuse Design Competition, 2013  
California Senior Housing Design Competition, 2009  
Urban Re:Vision Dallas, 2008

**Section 1**  
**Qualifications**

**1) Provide the following information about your company**

- a. Name: Thompson Land Engineering
- b. Address: 904 N. Cuernavaca, Austin, Texas 78733
- c. Telephone and Fax: Phone: 512-328-0002 and Fax: 512-328-1112
- d. Primary Contact: Robert Thompson, 512-328-0002 ([ric@tleng.net](mailto:ric@tleng.net))

**2) Brief History of the Firm**

Thompson Land Engineering (TLE) is a general civil engineering firm founded in 2007 and specializing in land development engineering (roads, water lines, wastewater lines, water quality ponds, detention ponds, storm sewers, drainage channels, floodplain modeling, parking lots, LPG mains, etc.) for both commercial and residential projects. In that time we've worked on over 350 projects of different sizes with limits of construction ranging from fractions of an acre to over 10 acres. See the attached resume for more.

- a. Size of Firm: 8 persons comprised of 3 professional engineers (PEs), 1 Engineer in Training (EIT), 3 technicians, and 1 office manager.
- b. Years in business: 7
- c. Organization chart of Firm: please see the attached.

**3) Brief Statement of the Availability of the Key Design Team Personnel to Undertake the Proposed Project**

With just a few weeks of warning, TLE and Site Specifics (the primary team members) should be able to commence work on the project. TLE and Site Specifics work on numerous projects every year. However, all projects generally take 2 or 3 weeks (or less) to design. So even if TLE or Site Specifics is working on designs at the time of notice, it should not take more than 2 or 3 weeks to clear an opening for one of the two to begin work on the project.

**4) Design Team Background:**

- a. Design team:
  - i. Principal in Charge: Robert C. (Ric) Thompson, P.E.
  - ii. Director of Design: Robert C. (Ric) Thompson, P.E.
  - iii. Project Manager: Odalys Johnson, P.E.
  - iv. Project Landscape Architect: B.J. Cornelius (Site Specifics)
  - v. Project Planner: B.J. Cornelius (Site Specifics)

- vi. Project Civil Engineer: Odalys Johnson, P.E.
- b. Consultants:
  - i. Landscape Architect: Site Specifics
  - ii. Civil Engineer: Thompson Land Engineering
  - iii. Planner: Site Specifics with Thompson Land Engineering
  - iv. Architect: Derrington Building Studio
  - v. Geotechnical Engineer: Holt Engineering, Inc.
  - vi. Land Surveyor: Holt Carson, Inc.
  - vii. Sustainable Sites Initiative/LEED: Derrington Building Studio (LEED accredited) with Thompson Land Engineering (working toward LEED accreditation) and Site Specifics with the assistance of Ann Garrett-Coleman (LEED accredited) as needed.
- c. Consultants expected to also be used but not yet contacted:
  - i. Horizon environmental for the City of Austin required "Environmental Resource Inventory" (ERI).
  - ii. Alliance Transportation Group or HDR for the Traffic Impact Analysis (TIA)

## **5) Representative Projects**

(Five projects of similar scope and complexity)

### **1) Chaparral Crossing (free standing homes resembling a subdivision)**

- a. Completion Date: Still under construction (Began 2006, most of infrastructure completed 2007, but homes still under construction).
- b. Name and Location: Chaparral Crossing (SP-05-1234D). Dunlap and Hunters Bend (City of Austin ETJ).
- c. Budget: \$80,000 +/-
- d. Graphic Description: Site development design and permitting of 511 free standing unit (home) condominium project. Also consisted of 11 internal "roads" (driveways), alleys, storm sewers, drainage channels, water mains sufficient for fire protection, wastewater mains (including a lift station), a detention pond, a water quality pond, and LPG gas lines.
- e. Photographs: See below
- f. Total Project Acreage/Building Square Footage: 72.8 Ac/766,500 (total estimated at build out) Note: actually building envelopes permitted and homes being constructed vary depending on market forces.
- g. Cost of Land Development/Residential unit: \$4,000 +/-
- h. Owner Representative Services: N/A



Application for OHDA Funding – 2021

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

**AUSTIN HABITAT FOR HUMANITY**

**APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2021**

**RESUMES OF PROPERTY MANAGEMENT**

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



Application for OHDA Funding – 2021

### **Tab 3 – Financial Information**



Application for OHDA Funding – 2021

**Tab 3a – Federal IRS Certification**

ATLANTA GA 39901-0001

In reply refer to: 0752761038  
Feb. 02, 2021 LTR 4168C 0  
74-2373217 000000 00

00026284  
BODC: TE

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

022081

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

Dear Taxpayer:

We're responding to your request dated Jan. 22, 2021, about your tax-exempt status.

We issued you a determination letter in 1985 08, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

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

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

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

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

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

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

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

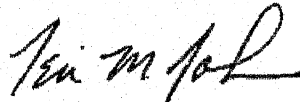
0752761038  
Feb. 02, 2021 LTR 4168C 0  
74-2373217 000000 00  
00026285

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

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

Thank you for your cooperation.

Sincerely yours,



Teri M. Johnson  
Operations Manager, AM Ops. 3



Application for OHDA Funding – 2021

**Tab 3b – Certified Financial Audit**

# **Austin Habitat for Humanity, Inc.**

**(A Nonprofit Corporation)**

Report of Independent Auditor and  
Consolidated Financial Statements with  
Supplemental Information

December 31, 2019 and 2018



**AUSTIN HABITAT FOR HUMANITY, INC.**

Index to Consolidated Financial Statements

December 31, 2019 and 2018

	Page
Report of Independent Auditor	1
Consolidated Statements of Financial Position	3
Consolidated Statements of Activities	4
Consolidated Statements of Functional Expenses	6
Consolidated Statements of Cash Flows	8
Notes to the Consolidated Financial Statements	9
<b><u>Supplemental Information</u></b>	
Consolidating Schedule of Financial Position Information	25
Consolidating Schedule of Activities Information	26



## **Report of Independent Auditor**

To the Board of Directors of  
Austin Habitat for Humanity, Inc.:

We have audited the accompanying consolidated financial statements of Austin Habitat for Humanity and its subsidiaries (the “Organization”), which comprise the consolidated statements of financial position as of December 31, 2019 and 2018, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

### **Management’s Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor’s Responsibility**

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization’s preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Austin Habitat for Humanity, Inc. and its subsidiaries as of December 31, 2019 and 2018, and the changes in their net assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.



### **Emphasis of Matter**

As discussed in Note 19 to the consolidated financial statements, the Organization's operations have been negatively impacted by the COVID-19 pandemic in 2020. The financial impact to the consolidated financial statements cannot be reasonably estimated at this time. Our opinion is not modified with respect to this matter.

### **Report on Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The supplemental consolidating schedules of financial position information and consolidating schedule of activities information on pages 25 and 26, respectively, are presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

**PMB HELIN DONOVAN, LLP**

*PMB Helin Donovan, LLP*

July 29, 2020  
Austin, Texas

**AUSTIN HABITAT FOR HUMANITY, INC.**

## Consolidated Statements of Financial Position

As of December 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
<b>ASSETS:</b>		
Current assets		
Cash and cash equivalents	\$ 2,042,762	\$ 2,198,363
Investments, at fair value	16,204	15,454
Accounts receivable	615,099	379,407
Pledges receivable, net	234,387	141,554
Mortgages receivable, current portion, net	887,959	846,812
ReStore inventory	842,554	808,029
Home construction in progress	671,834	949,103
Prepaid expenses and other current assets	300,205	372,423
Total current assets	<u>5,611,004</u>	<u>5,711,145</u>
Land held for development	5,073,385	4,680,252
Restricted cash	-	17,670
Pledges receivable, long-term portion, net	243,498	489,951
Other long-term assets	240,790	192,637
Mortgages receivable, long-term portion, net	9,658,437	8,870,330
Notes receivable - 2nd liens, net	968,843	882,205
Investments, at cost - NMTC	-	1,520,548
Property and equipment, net	9,811,870	9,505,694
<b>TOTAL ASSETS</b>	<u><u>\$ 31,607,827</u></u>	<u><u>\$ 31,870,432</u></u>
<b>LIABILITIES AND NET ASSETS:</b>		
Current liabilities		
Accounts payable	\$ 274,295	\$ 370,556
Accrued expense	767,640	807,931
Deferred revenue	3,130,982	2,703,768
Capital lease obligation, current portion	35,304	34,262
Notes payable - TDHCA, current portion	108,816	98,316
Long-term debt, current portion	2,272	162,998
Total current liabilities	<u>4,319,309</u>	<u>4,177,831</u>
Capital lease obligation, long-term portion	186,943	225,171
Notes payable - TDHCA, long-term portion	1,373,638	1,243,580
Long-term debt, net of debt issuance costs	5,310,967	6,528,714
Total liabilities	<u>11,190,857</u>	<u>12,175,296</u>
Net assets		
Without donor restrictions	18,772,496	18,028,116
With donor restrictions	1,644,474	1,667,020
Total net assets	<u>20,416,970</u>	<u>19,695,136</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>\$ 31,607,827</u></u>	<u><u>\$ 31,870,432</u></u>

See accompanying notes and report of independent auditor.

# AUSTIN HABITAT FOR HUMANITY, INC.

## Consolidated Statement of Activities

Year Ended December 31, 2019

	Without donor restrictions	With donor restrictions	Total
<b>REVENUES:</b>			
Contributions and other income:			
Contributions	\$ 1,139,777	\$ 771,141	\$ 1,910,918
In-kind contributions	332,955	-	332,955
Home building sponsorship revenues	1,719,732	-	1,719,732
Investment income	25,514	-	25,514
Other income	649,999	-	649,999
Net assets released from restrictions	793,687	(793,687)	-
Total contributions and other	<u>4,661,664</u>	<u>(22,546)</u>	<u>4,639,118</u>
ReStore revenues:			
ReStore sales	5,327,118	-	5,327,118
In-kind donation of inventory	3,250,770	-	3,250,770
Cost of goods sold	(4,343,061)	-	(4,343,061)
Sales discounts and refunds	(295,930)	-	(295,930)
Total ReStore revenues, net	<u>3,938,897</u>	<u>-</u>	<u>3,938,897</u>
Low-cost housing revenues:			
Home sales	2,579,019	-	2,579,019
In-kind contributions of labor and construction materials	821,603	-	821,603
Mortgage discount and amortization	(347,212)	-	(347,212)
Other housing revenues	2,590	-	2,590
Cost of homes sold	(3,490,413)	-	(3,490,413)
Total Low-cost housing revenues	<u>(434,413)</u>	<u>-</u>	<u>(434,413)</u>
Total revenues	<u>8,166,148</u>	<u>(22,546)</u>	<u>8,143,602</u>
<b>EXPENSES:</b>			
Low-cost housing program	2,326,496	-	2,326,496
ReStore program	3,312,279	-	3,312,279
Fundraising	746,780	-	746,780
Management and general	1,036,213	-	1,036,213
Total expenses	<u>7,421,768</u>	<u>-</u>	<u>7,421,768</u>
<b>CHANGE IN NET ASSETS</b>	744,380	(22,546)	721,834
<b>NET ASSETS, BEGINNING OF YEAR</b>	18,028,116	1,667,020	19,695,136
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 18,772,496</u>	<u>\$ 1,644,474</u>	<u>\$ 20,416,970</u>

See accompanying notes and report of independent auditor.

# AUSTIN HABITAT FOR HUMANITY, INC.

## Consolidated Statement of Activities

Year Ended December 31, 2018

	<u>Without donor restrictions</u>	<u>With donor restrictions</u>	<u>Total</u>
<b>REVENUES:</b>			
Contributions and other income:			
Contributions	\$ 1,187,410	\$ 1,055,942	\$ 2,243,352
In-kind contributions	134,025	-	134,025
Home building sponsorship revenues	1,000,151	-	1,000,151
Investment income	43,095	-	43,095
Other income	956,130	-	956,130
Net assets released from restrictions	504,288	(504,288)	-
Total contributions and other	<u>3,825,099</u>	<u>551,654</u>	<u>4,376,753</u>
ReStore revenues:			
ReStore sales	4,428,805	-	4,428,805
In-kind donation of inventory	2,389,472	-	2,389,472
Cost of goods sold	(3,380,503)	-	(3,380,503)
Sales discounts and refunds	(150,498)	-	(150,498)
Total ReStore revenues, net	<u>3,287,276</u>	<u>-</u>	<u>3,287,276</u>
Low-cost housing revenues:			
Home sales	1,794,011	-	1,794,011
In-kind contributions of labor and construction materials	812,442	-	812,442
Mortgage discount and amortization	(12,707)	-	(12,707)
Other housing revenues	6,085	-	6,085
Cost of homes sold	(1,969,012)	-	(1,969,012)
Total Low-cost housing revenues	<u>630,819</u>	<u>-</u>	<u>630,819</u>
Total revenues	<u>7,743,194</u>	<u>551,654</u>	<u>8,294,848</u>
<b>EXPENSES:</b>			
Low-cost housing program	2,130,872	-	2,130,872
ReStore program	2,613,455	-	2,613,455
Fundraising	923,092	-	923,092
Management and general	898,753	-	898,753
Total expenses	<u>6,566,172</u>	<u>-</u>	<u>6,566,172</u>
<b>CHANGE IN NET ASSETS</b>	1,177,022	551,654	1,728,676
<b>NET ASSETS, BEGINNING OF YEAR</b>	16,851,094	1,115,366	17,966,460
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 18,028,116</u>	<u>\$ 1,667,020</u>	<u>\$ 19,695,136</u>

See accompanying notes and report of independent auditor.

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Consolidated Statement of Functional Expenses  
Year Ended December 31, 2019

	<u>Low-cost housing</u>	<u>ReStore</u>	<u>Fundraising</u>	<u>Management and general</u>	<u>Total</u>
Salaries and related	\$ 1,401,812	\$ 2,129,199	\$ 451,632	\$ 732,174	\$ 4,714,817
Advertisements	10,589	112,265	161,531	892	285,277
Office expenses	53,354	157,175	12,470	54,912	277,911
Information technology	23,230	20,723	10,855	4,358	59,166
Occupancy	121,399	309,645	5,247	7,217	443,508
Travel	13,170	36,176	4,010	17,979	71,335
Conference, conventions, and meetings	6,048	8,529	2,799	13,790	31,166
Interest and amortization	32,581	181,916	14,701	59,872	289,070
Tithe to HFHI	77,008	-	-	-	77,008
Depreciation	24,283	205,021	11,430	15,259	255,993
Insurance	56,220	76,060	2,529	2,266	137,075
Warranty work	32,902	-	-	-	32,902
Tools and equipment	10,460	1,660	-	-	12,120
Professional services	65,554	41,824	21,143	91,852	220,373
NMTC transaction fees	12,180	-	-	-	12,180
Dues and subscriptions	13,355	12,505	4,932	27,398	58,190
Home repair program	369,709	-	1,991	1,044	372,744
Other expense	2,642	19,581	41,510	7,200	70,933
Total functional expenses	<u>\$ 2,326,496</u>	<u>\$ 3,312,279</u>	<u>\$ 746,780</u>	<u>\$ 1,036,213</u>	<u>\$ 7,421,768</u>

See accompanying notes and report of independent auditor.

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Consolidated Statement of Functional Expenses  
Year Ended December 31, 2018

	<b>Low-cost housing</b>	<b>ReStore</b>	<b>Fundraising</b>	<b>Management and general</b>	<b>Total</b>
Salaries and related	\$ 1,337,910	\$ 1,683,034	\$ 507,551	\$ 601,846	\$ 4,130,341
Advertisements	12,127	104,120	209,545	1,517	327,309
Office expenses	50,522	176,621	19,030	28,280	274,453
Information technology	14,798	17,550	8,974	8,707	50,029
Occupancy	104,319	117,565	5,816	7,516	235,216
Travel	11,421	22,547	4,052	11,014	49,034
Conference, conventions, and meetings	4,598	6,891	4,190	5,578	21,257
Interest and amortization	19,605	176,993	9,626	68,401	274,625
Tithe to HFHI	68,996	-	-	-	68,996
Depreciation	-	189,347	12,038	50,230	251,615
Insurance	49,262	67,580	4,378	4,220	125,440
Warranty work	3,006	-	-	-	3,006
Tools and equipment	17,222	4,032	-	-	21,254
Professional services	62,969	24,972	16,732	65,880	170,553
NMTC transaction fees	27,558	-	-	-	27,558
Dues and subscriptions	12,384	7,858	9,793	24,558	54,593
Home repair program	332,791	-	6,058	3,359	342,208
Other expense	1,384	14,345	105,309	17,647	138,685
Total functional expenses	\$ <u>2,130,872</u>	\$ <u>2,613,455</u>	\$ <u>923,092</u>	\$ <u>898,753</u>	\$ <u>6,566,172</u>

See accompanying notes and report of independent auditor.

# AUSTIN HABITAT FOR HUMANITY, INC.

## Consolidated Statements of Cash Flows Years Ended December 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
<b>Cash flows from operating activities:</b>		
Change in net assets	\$ 721,834	\$ 1,728,676
Adjustments to reconcile change in net assets to net cash provided by operations:		
Noncash interest expense	105,714	9,610
Depreciation	255,993	251,615
Gain on extinguishment of debt	(383,120)	(322,727)
(Increase) decrease in operating assets:		
Accounts receivable	(235,692)	(206,407)
Pledges receivable	153,620	(133,970)
Mortgages receivable	(829,254)	(446,478)
ReStore Inventory	(34,525)	(188,576)
Home construction in Progress	277,269	(464,804)
Prepaid expenses and other	72,218	(124,233)
Land held for development	(393,133)	(1,179,631)
Notes receivable, 2nd liens	(86,638)	(66,928)
Other long-term assets	(48,153)	991
Increase (decrease) in operating liabilities:		
Accounts Payable	(96,261)	(86,182)
Accrued expenses	(40,291)	268,578
Deferred revenue	427,214	1,676,667
Notes payable - TDHCA	140,558	79,249
Net cash provided by operating activities	<u>7,353</u>	<u>795,450</u>
<b>Cash flows from investing activities:</b>		
Sales of investments	1,519,798	384,626
Purchases of property and equipment	(562,169)	(192,395)
Net cash provided by investing activities	<u>957,629</u>	<u>192,231</u>
<b>Cash flows from financing activities:</b>		
Draws on long-term debt	5,312,919	-
Payments on long-term debt	(6,413,986)	(168,676)
Payments on capital lease obligation	(37,186)	(30,488)
Net cash used in financing activities	<u>(1,138,253)</u>	<u>(199,164)</u>
Net change in cash and cash equivalents	(173,271)	788,517
Cash and cash equivalents at beginning of year	2,216,033	1,427,516
Cash and cash equivalents at end of year	<u>\$ 2,042,762</u>	<u>\$ 2,216,033</u>
<b>Supplemental disclosure of cash flow information:</b>		
Interest paid	\$ 212,545	\$ 228,663
Income taxes paid	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes and report of independent auditor.

## AUSTIN HABITAT FOR HUMANITY, INC.

Notes to the Consolidated Financial Statements  
Years ended December 31, 2019 and 2018

### NOTE 1 - ORGANIZATION

Austin Habitat for Humanity, Inc. (“AHFH”) is a nonprofit, affordable housing developer dedicated to the elimination of substandard housing in and around Austin, Texas. It is affiliated with Habitat for Humanity International, Inc. (“HFHI”) based in Americus, Georgia. AHFH was incorporated in 1985 under the laws of the State of Texas. While adhering to the policies and procedures prescribed by HFHI, AHFH exists as a separate corporation with its own Board of Directors. Local policies, strategies, operations, and fundraising are the responsibility of each affiliate.

Austin Neighborhood Alliance for Habitat, Inc., (the “Alliance”) is a wholly owned non-profit corporation formed to support AHFH. The Alliance receives federal financial assistance to acquire land and develop infrastructure for homes.

HomeBase Texas (“HomeBase”) is a wholly owned non-profit corporation that provides affordable homeownership opportunities to homeowners by partnering with outside developers, builders, and agencies.

The Alliance and HomeBase financial statements are consolidated into the financial statements of AHFH because AHFH has control over and an economic interest in the Alliance and HomeBase. AHFH and its affiliates, the Alliance and HomeBase, are collectively referred to as the Organization.

#### ***Low-Cost Housing Program***

To be considered for home ownership, families must be low-income families who demonstrate a need for better housing, an ability to make mortgage payments, and a willingness to work in partnership with AHFH. The partnership consists, in part, of each family completing 300 hours of “sweat equity” and meeting monthly mortgage payments. AHFH acquires the land, finds and qualifies the families, raises the funding, finds and supervises construction volunteers, builds the houses, and funds the mortgages. Houses are sold resulting in either a no interest or zero profit on the mortgage. By policy of HFHI, AHFH may accept government support for land, infrastructure improvements and construction.

#### ***ReStore Program***

AHFH also operates two ReStores in Austin and San Marcos as well as an online store, ShopAustinRestore.com. The ReStore program provides access to quality building materials, new and used, household goods, clothing, etc., to the general public to help them create a better human habitat in which to live and work. The ReStore receives donated materials, purchases items, and sells them.

### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### **Basis of Presentation**

The consolidated financial statements are presented in accordance with generally accepted accounting principles in the United States of America (“U.S. GAAP”) as defined by the Financial Accounting Standards Board (“FASB”) Accounting Standards Codification (“ASC”).

#### **Classification of Net Assets**

In accordance with the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 958, *Not-for-Profit Entities*, the Organization is required to report information regarding its financial position and activities according to the existence or absence of donor-imposed restrictions.

*Net assets without donor restrictions* - Net assets that are not subject to donor-imposed stipulations. Net assets without donor restrictions may be used for any purpose or designated for specific purposes by the Organization.

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Notes to the Consolidated Financial Statements (continued)  
Years ended December 31, 2019 and 2018

*Net assets with donor restrictions* - Net assets that are subject to donor-imposed stipulations, which limit their use by the Organization to a specific purpose and/or the passage of time.

**Use of Estimates**

The preparation of consolidated financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Significant estimates include the fair value of investments, allowances for uncollectable receivables, useful lives of property and equipment, functional expense allocation, and the valuation of in-kind services and materials.

**Advertising Costs**

Advertising costs are expensed when incurred. Advertising expense for the years ended December 31, 2019 and 2018 were \$285,277 and \$327,309, respectively.

**Fair Value Measurements**

The Organization measures and discloses fair value measurements in accordance with the authoritative literature. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value accounting requires characterization of the inputs used to measure fair value into a three-level fair value hierarchy as follows:

Level 1 - Inputs based on quoted market prices in active markets for identical assets or liabilities. An active market is a market in which transactions occur with sufficient frequency and volume to provide pricing information on an ongoing basis.

Level 2 - Observable inputs that reflect the assumptions market participants would use in pricing the asset or liability developed based on market data obtained from sources independent from the entity.

Level 3 - Unobservable inputs that reflect the Organization's own assumptions about the assumptions market participants would use in pricing the asset or liability developed based on the best information available.

**Cash and Cash Equivalents**

The Organization considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

**Restricted Cash**

As a condition of the loan agreements with HFHI-SA NMTC VI, LLC and CCM Community Development XXVII, LLC and through its investment in two New Market Tax Credit ("NMTC") programs (Note 5), AHFH established separate bank accounts for receiving and disbursing certain amounts related to the NMTC transactions. Total restricted cash was \$0 and \$17,670 as of December 31, 2019 and 2018, respectively. In accordance with *Statement of Cash Flows (Topic 230)*, as amended by ASU 2016-08, restricted cash is included in cash equivalents shown on the statement of cash flows.

**Investments, at fair value**

Investments in mutual funds are carried at fair market value based on quoted market prices. Any changes in market value are reported in the consolidated statements of activities as increases or decreases to investment income.

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Notes to the Consolidated Financial Statements (continued)  
Years ended December 31, 2019 and 2018

**Investments, at cost - NMTC**

In November 2011, AHFH invested, along with eleven other Habitat affiliates, in a joint venture named HFHI-SA Leverage IX, LLC with 4.82% ownership to take advantage of NMTC financing. In July 2012, AHFH participated in a second NMTC transaction along with eleven other Habitat affiliates. As a result of this transaction, AHFH acquired a 9.09% ownership in a joint venture named CCML Leverage II, LLC. Since AHFH has no ability to influence the operating or financial policies of HFHI-SA Leverage IX, LLC and CCML Leverage II, LLC, the cost method is used to account for these investments. Under that method, AHFH records income only to the extent of distributions received.

The Organization has capitalized, as, certain structuring and guarantee fees and closing costs for the loans to finance these investments and construction costs. These fees are being amortized to interest expense over seven to sixteen years and are reflected as costs of the investments.

**Accounts Receivable**

Accounts receivable is recorded at the amount the Organization expects to collect on outstanding balances. The Organization has not recorded an allowance for uncollectible accounts receivables at December 31, 2019 or 2018 as management believes all balances to be collectible.

**Pledges Receivable**

Pledges receivable is recorded at the amount the Organization expects to receive from donors. Promises to give are recorded at fair value if expected to be collected in one year and at net present value if expected to be collected in more than one year. Although the Organization has not experienced material uncollectible amounts in the past, an allowance for uncollectible pledges receivable has been established. The allowance at December 31, 2019 and 2018, was \$78,337 and \$70,167, respectively. The Organization did not apply a net present value discount on the pledges receivable balance as of December 31, 2019 and 2018 as management considered the amount to be insignificant.

**Notes Receivable, 2<sup>nd</sup> Liens**

Notes receivable is a deferred repayable second lien with the first payment due after 30 years, amortizing over five years thereafter. The second lien is attached to a home sale to qualified applicants under the HomeBase Texas program. The first lien is provided for by a traditional third-party lender. The second lien is due and payable between 20-30 years to allow for the first lien to have been paid off and provides a subsidy that allows the home sale to meet the affordability requirements of the HomeBase Texas program. These notes are discounted based upon prevailing market interest rates for low-income housing at the inception of the mortgages. The Organization has not recorded an allowance for uncollectible notes receivable at December 31, 2019 or 2018 as management believes all balances to be collectible.

**Home Sales and Mortgages Receivable**

Home sales represent the sale to qualified families of houses built in Austin, Texas, or the Greater Austin Area, by the Organization. Homes are sold at affordable prices and the sales are financed by the Organization utilizing non-interest bearing 15 to 35-year mortgages due in monthly installments from the families. The mortgages are secured by the underlying real estate and are carried at the unpaid principal balances. On certain older loans, a "soft" (0% interest, deferred, forgivable after 30 years) second mortgage was used to secure the difference between the affordable mortgage amount and the market value. This practice ended in 2016 with the addition of a deed restriction that effectively locked this equity into the property, making it inaccessible to the homeowner at resale.

Mortgages receivable is discounted based upon prevailing market interest rates for low-income housing at the inception of the mortgages. The financing discounts are amortized and reflected as mortgage discount and amortization in the accompanying consolidated statements of activities when mortgage payments are collected.

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Notes to the Consolidated Financial Statements (continued)  
Years ended December 31, 2019 and 2018

The Organization monitors the mortgages on a monthly basis and considers all mortgages to be collectible, thus no allowance for loan losses has been recorded. The Organization maintains a partner relationship with the mortgagees (“partner families”). However, the Organization will consider foreclosure proceedings on any delinquent accounts if the partner family ceases to have the ability to pay and make payments on the mortgage or no longer has a willingness to partner with the Organization. At December 31, 2019 and 2018, the Organization had no investment in foreclosed loans.

**ReStore Inventory**

ReStore inventory consists of donated building materials, household items and clothing as well as purchased building materials available for sale. Donated inventory is recorded as in-kind contributions at fair value when received based on estimated sales value. Purchased inventory is stated at the lower of cost or market determined by the first-in first-out method.

**Home Construction in Progress**

Home construction in progress represents home construction and land costs incurred on incomplete homes in progress and completed homes not yet conveyed to the recipient family. Once sold and conveyed, the home costs are expensed to cost of homes sold in the accompanying consolidated statements of activities.

**Land Held for Development**

Land held for development includes the costs of purchasing and developing land. These costs are capitalized to this account until the lot is build ready. Once construction of a home on a lot is completed, the cost of the associated lot is expensed in cost of homes sold on the accompanying consolidated statement of activities.

**Property and Equipment**

Property and equipment consists of land, buildings, and equipment. Property and equipment additions are recorded at cost if purchased or estimated fair value if donated less accumulated depreciation. The Organization capitalizes all additions over \$1,000 and expenses maintenance and repairs that do not improve or extend the useful lives of the respective assets. Depreciation is calculated on a straight-line basis over the estimated useful lives of the respective assets. Estimated useful lives are three to five years for computer equipment; five years for building improvements, software and vehicles; three to seven years for tools and construction equipment; and twenty to forty years for completed houses and buildings. Property and equipment under capital lease is amortized over the shorter of the lease term or the expected useful life of the asset.

Long-lived assets subject to amortization are reviewed for impairment whenever events or circumstances indicate that the amount recorded may not be recoverable. An impairment loss is recognized by the amount in which the carrying amount of the asset exceeds fair value, if the carrying amount of the asset is not recoverable. Management believes there has been no impairment of such assets as of December 31, 2019 and 2018.

**Debt Issuance Costs**

Debt issuance costs associated with long-term debt are recorded as a reduction of the related debt balance and amortized to interest expense over the term of the related arrangement.

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Notes to the Consolidated Financial Statements (continued)  
Years ended December 31, 2019 and 2018

**Notes Payable - TDHCA**

The Texas Department of Housing and Community Affairs Department (“TDHCA”) administers the Owner-Builder Loan Program, also known as the Texas Bootstrap Loan Program (“Bootstrap Program”). The Bootstrap Program is a self-help housing construction program that provides the owners and builders of very low-income families an opportunity to purchase or refinance real property on which to build new housing or repair their existing homes through “sweat equity.” Owner builder’s household income may not exceed 60% of Area Median Family Income. The Bootstrap Program notes payable are discounted based upon prevailing market interest rates at the inception of the mortgage. The financing discounts are amortized and reflected as mortgage discount and amortization in the accompanying consolidated statements of activities as the mortgage payments are made.

**ReStore Sales Revenue**

The Organization operates two thrift retail stores and has an on line presence with its ShopAustinReStore.com website and various online shopping websites such as eBay, Etsy, etc. The stores provide access to quality building materials, new and used household goods, clothing, furnishings, and other construction materials and is open to the general public. The stores receive donated materials and purchase items for resale. Sales are recognized on a daily basis as they occur.

**Contribution Revenue**

All contributions, including home building sponsorship revenues and non-cash contributions, are recorded at their fair value and are considered to be available for operations of the Organization unless specifically restricted by the donor. Unconditional promises to give cash and other assets are reported as net assets with donor restrictions if they are received with donor stipulations that limit the use of donated assets. When donor restrictions expire, that is, when a stipulated time restriction ends or restricted purpose is accomplished, the related net assets are reclassified to net assets without donor restrictions. This is reported in the accompanying consolidated statements of activities as net assets released from restrictions. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire within the fiscal year in which the contributions are received. Conditional promises to give are recognized only when the conditions on which they depend are substantially met and the promises become unconditional.

**Government Grant Revenue**

The Organization receives funding from governmental financial assistance programs that supplement its traditional funding sources. The awards provide for reimbursement of qualifying costs incurred, as defined in the underlying award agreements. The Organization recognizes revenue from these awards as services are rendered and expenses are incurred.

The Organization also receives funding in the form of forgivable loans from the City of Austin through the Austin Housing Finance Corporation for the purpose of constructing, rehabilitating, and preserving affordable housing. The Organization recognizes revenue at the time the loan is forgiven which is when a home is sold to an income qualified buyer.

**Home Building Sponsorship Revenues**

The Organization sells sponsorship opportunities to local businesses and organizations to underwrite the costs of constructing a house. In addition to recognition as an Austin Habitat for Humanity partner, typically the sponsorship includes the option for the entity to volunteer on the build site. Sponsorship revenues are recognized in the year that the house is constructed.

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Notes to the Consolidated Financial Statements (continued)  
Years ended December 31, 2019 and 2018

**In-Kind Contributions of Labor**

A substantial number of volunteers have made significant contributions of their time to the Organization's program and supporting services. Donated services are recognized as contributions if the services (1) create or enhance non-financial assets, or (2) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization. Under those criteria, volunteer time and professional services donated to construct homes is recognized as contribution revenue and capitalized as home construction in progress. When homes are transferred to recipient families, home construction in progress is recorded as a component of cost of homes sold within the accompanying consolidated statements of activities.

**Functional Expense Allocation**

The costs of providing various programs and other activities have been summarized on a functional basis in the consolidated statements of activities. Accordingly, certain expenses are allocated between functional categories based on management's estimates. Expenses relating to more than one function are allocated to low-cost housing program, ReStore program, fundraising, and management and general based on employee time and effort estimates. Allocations to low-cost housing and ReStore programs are for activities that result in services being distributed to beneficiaries, donors, or others that fulfill the mission of the Organization. Allocations to management and general expenses include accounting, general management and oversight, audit, budgeting, human resources, legal and admin support of the board of directors. Allocations for fundraising are primarily for fundraising activities for operations. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide overall support and direction of the Foundation.

**Federal Income Taxes** - AHFH, the Alliance, and HomeBase are all non-profit organizations exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code, except with respect to any unrelated business income. AHFH, the Alliance and HomeBase did not incur any tax liabilities for unrelated business income during the years ended December 31, 2019 or 2018. The Board assesses uncertainties in income taxes in its consolidated financial statements and uses a threshold of more-likely-than-not for recognition and derecognition of tax positions taken. Management determined no uncertain tax positions have been taken. There is no provision or liability for federal income taxes in the accompanying consolidated financial statements related to the Organization. AHFH, the Alliance, and HomeBase file Form 990 tax returns in the U.S. federal jurisdiction and are subject to routine examinations of its returns. However, there are no examinations currently in progress. The Board's management believes it is no longer subject to income tax examinations for years prior to 2016.

**Recent Accounting Pronouncements**

In May 2014, the Financial Accounting Standards Board ("FASB") issued Accounting Standards Update (ASU) 2014-09, *Revenue Recognition* (Topic 606). This ASU provides a single, comprehensive revenue recognition model for all contracts with customers to improve comparability within industries, across industries, and across capital markets. The core principle of this ASU is that an entity recognizes revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. This ASU is effective for annual periods beginning after December 15, 2018. The Organization adopted this ASU on January 1, 2019 using the full retrospective method and the implementation of this ASU did not have a significant impact on the Organizations consolidated financial statements or disclosures.

In February 2016, the FASB issued ASU 2016-02, *Leases* (Topic 842). This ASU requires a lessee to recognize on its balance sheet a right-of-use asset and a lease liability under most operating leases. For private companies, the ASU is effective for annual periods beginning after December 15, 2020. Early adoption is permitted. The Organization is currently evaluating the effects that the adoption of ASU 2016-02 will have on its consolidated financial statements.

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Notes to the Consolidated Financial Statements (continued)  
Years ended December 31, 2019 and 2018

In April 2016, the FASB issued ASU 2016-18, *Statement of Cash Flows* (Topic 230), *Restricted Cash*. This update requires that a statement of cash flows explain the change during the period in the total of cash, cash equivalents, and amounts generally described as restricted cash or restricted cash equivalents. Therefore, amounts generally described as restricted cash and restricted cash equivalents would be included with cash and cash equivalents when reconciling the beginning-of-period and end-of-period total amounts shown on the statement of cash flows. Further, when cash, cash equivalents, restricted cash, and restricted cash equivalents are presented in more than one-line item on the balance sheet, an entity must reconcile these amounts to the total shown on the statement of cash flows, either in narrative or tabular format. For private companies, the ASU is effective for years beginning after December 15, 2018. The Organization adopted this ASU as of January 1, 2018. As a result of adopting this amendment, the Organization modified the beginning and ending period total cash and cash equivalent amounts shown on the statement of cash flows to include restricted cash. Further, the Organization updated the restricted cash accounting policy in Note 2.

In August 2016, the FASB issued ASU 2016-14, *Presentation of financial statements of Not-for-Profit Entities*, as an update to ASC 958, *Not-for-Profit Entities*. This update makes several improvements to reporting requirements that address complexities in the use of the three classes of net assets and enhance required disclosures related to donor restrictions of net assets. The updated guidance is effective for annual periods beginning after December 15, 2017. The Organization adopted this ASU as of January 1, 2018.

In June 2018, the FASB issued ASU 2018-08, *Not-for-Profit Entities* (Topic 958). This ASU is intended to clarify and improve the scope and the accounting guidance for contributions received and made, primarily by not-for-profit organizations. The amendments in this ASU provide a more robust framework for determining whether a transaction should be accounted for as a contribution or as an exchange transaction. ASU 2018-18 is effective for all entities for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2019. The Organization elected to early adopt this ASU in 2019. The adoption of this standard did not have a significant impact on the Organizations consolidated financial statements or disclosures.

**Management's Review** - The Organization evaluates events that occur subsequent to the statement of financial position date of periodic reports, but before financial statements are issued for periods ending on such dates, for possible adjustment to such financial statements or other disclosure. This evaluation generally occurs through the date at which the Organization's consolidated financial statements are available for issuance. For the consolidated financial statements as of and for the year ending December 31, 2019, this date was July 29, 2020.

### **NOTE 3 - LIQUIDITY**

The Organization's financial assets available within one year of the balance sheet date for general expenditure are as follows:

Cash and cash equivalents	\$	2,042,762
Investments, at fair value		16,204
Accounts receivable, net		615,099
	\$	<u>2,674,065</u>

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Notes to the Consolidated Financial Statements (continued)  
Years ended December 31, 2019 and 2018

Receivable balances are expected to be collected within one year. The Organization has a goal to maintain financial assets, which consist of cash, money markets, mutual funds, and accounts receivable, on hand to meet five months of normal operating expenses, which are, on average, approximately \$2.5 million. Total net assets without donor restrictions as of December 31, 2019 were approximately \$18.8 million. The Organization also maintains an available line of credit of \$2 million with Frost Bank. This is sufficient capital to fund the anticipated growth of the Organization over the next twelve months as well as any unanticipated contingencies or losses.

During the novel coronavirus pandemic in 2020, the Organization's construction projects, housing counseling, affordable home sales, and retail thrift stores were deemed "essential". After having implemented safety precautions for employees and customers, the Organization conducted the business of fulfilling its mission with minor disruption. The Organization continued to maintain a strong cash position through a sale of a small percentage of the mortgage receivable portfolio and through the execution of a low interest line of credit with a local community foundation. Further, AHFH secured \$768,200 from the PPP Forgivable Loan Program. The Organization expects the entire PPP loan amount to be forgiven.

**NOTE 4 - CONCENTRATIONS OF CREDIT RISK**

Financial instruments which potentially subject the Organization to concentrations of credit risk consist principally of cash and cash equivalents, investments and its receivables. The Organization places its cash and cash equivalents with a limited number of high-quality financial institutions and may exceed the amount of insurance provided on such deposits. Management believes no significant risk exists with respect to cash and cash equivalents.

Investments do not represent a significant concentration of credit risk due to the diversification of the Organization's portfolio among instruments and issues. However, investment securities, including money market funds, are exposed to various risks, such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the near-term could materially affect the amounts reported in the statement of financial position.

The Organization does not maintain collateral for its receivables except for mortgages and notes receivable and does not believe significant risk exists at December 31, 2019 or 2018. Credit risk for mortgages and notes receivable is concentrated because substantially all of the balances are due from individuals located in the same geographic region. Management considered the collateral pledged from mortgages and notes receivable to be adequate at December 31, 2019 and 2018.

**NOTE 5 - INVESTMENTS**

***Investments at fair value***

Marketable investments are stated at fair value using quoted prices in active markets and consisted of mutual funds at December 31, 2019 and 2018. The inputs used to determine the fair value of mutual funds were considered Level 1.

***Investments at cost***

AHFH participated in NMTC programs in November 2011 and in July 2012. The programs, administered by the U.S. Department of the Treasury, provide funds from outside investors to eligible organizations for investment in qualified low-income community investments. Outside investors receive new markets tax credits to be applied against their federal tax liability. Program compliance requirements included creation of promissory notes and investments in qualified community development entities ("CDE or sub-CDE"). Tax credit recapture is required if compliance requirements are not met over a seven-year period after each transaction settlement date.

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Notes to the Consolidated Financial Statements (continued)  
Years ended December 31, 2019 and 2018

In November 2011, AHFH invested \$1,000,044 in HFHI-SA Leverage IX, LLC and secured a 16-year loan in the amount of \$1,320,965 payable to the sub-CDE named HFHI-SA NMTC VI, LLC (see Note 11). The loan proceeds are to be used solely for the purpose of constructing and selling qualified housing properties to low income residents. The loan requires semi-annual interest only payments until November 15, 2018 at 0.75%. Commencing November 15, 2018, semi-annual principal payments are due through maturity date of July 13, 2026. The loan is secured by substantially all the assets acquired by AHFH from the project loan proceeds. As part of the NMTC program, 99.98% of the interest payments will be refunded to the Organization on a semi-annual basis.

In November 2018, HFHI-SA Investment Fund VI, LLC ("Fund I"), the effective owner of HFHI-SA NMTC VI, LLC (holder of the promissory note due from AHFH), exercised a put option. Under the terms of the put option agreement, HFHI-SA Leverage IX, LLC purchased the ownership interest of Fund I. Exercise of the option effectively allowed AHFH to extinguish its outstanding debt owed to Fund I. The result of the extinguishment of the debt offset by the sale of AHFH's investment in Fund I was a gain of \$322,727 in 2018 and is included in other income in the consolidated statement of activities and changes in net assets.

In July 2012, AHFH invested \$1,431,009 in CCML Leverage II, LLC and secured a 16-year loan in the amount of \$1,880,000 payable to the sub-CDE named CCM Community Development XXVII, LLC (see Note 11). The loan proceeds are to be used solely for the purpose of constructing and selling qualified housing properties to low income residents. The loan requires semi-annual interest only payments until November 10, 2019 at 0.76%. Commencing November 10, 2019, semi-annual principal payments are due through maturity date of July 26, 2027. The loan is secured by substantially all the assets acquired by AHFH from the project loan proceeds. As part of the NMTC program, 99.99% of the interest payments will be refunded to the Organization on a semi-annual basis.

In August 2019, CCM CD 27 Investment Fund, LLC ("Fund II"), the effective owner of CCM Community Development XXVII, LLC (holder of the promissory note due from AHFH), exercised a put option. Under the terms of the put option agreement, CCML Leverage II, LLC purchased the ownership interest of Fund II. Exercise of the option effectively allowed AHFH to extinguish its outstanding debt owed to Fund II. The result of the extinguishment of the debt offset by the sale of AHFH's investment in Fund II was a gain of \$383,120 in 2019 and is included in other income in the consolidated statement of activities and changes in net assets.

The investments in these joint ventures are reported at cost using the cost method. For the years ended December 31, 2019 and 2018, AHFH received \$7,155 and \$14,310 in distributions, respectively. These distributions are reported as investment income in the consolidated statements of activities. During the years ended December 31, 2019 and 2018, the total interest expense associated with the amortization of the related debt issuance costs were \$23,668 and \$36,351, respectively. At December 31, 2019 and 2018, the balance in these joint ventures was \$0 and \$1,520,548, respectively.

#### **NOTE 6 - RELATED PARTY TRANSACTIONS AND AFFILIATIONS**

Contributions from members of the Board of Directors for the years ended December 31, 2019 and 2018 were \$166,558 and \$218,626, respectively. Pledges receivable from Board of Directors and employees of AHFH for the years ended December 31, 2019 and 2018 were \$425,222 and \$606,368, respectively. Expenses paid by the Organization for services provided by board of director related businesses for the years ended December 31, 2019 and 2018 were \$480,028 and \$1,503,028, respectively.

The Organization operates within a covenant agreement with HFHI. The Organization tithes to support HFHI's international homebuilding work. Tithes to HFHI totaled \$77,008 and \$68,996 for the years ended December 31, 2019 and 2018, respectively.

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Notes to the Consolidated Financial Statements (continued)  
Years ended December 31, 2019 and 2018

The United States Department of Housing and Urban Development (“HUD”) has awarded grants to HFHI under the Self-Help Home Ownership Program (“SHOP”) for land acquisition and infrastructure improvements for houses. Grant funds are passed through by HFHI directly to participating U.S. affiliates in the form of a 75% grant and 25% loan. Notes payable to HFHI under SHOP arrangements totaled \$2,272 and \$6,748 at December 31, 2019 and 2018, respectively, and are included in notes payable in the consolidated statements of financial position.

**NOTE 7 - MORTGAGES AND NOTES RECEIVABLE**

Mortgages receivable consisted of the following at December 31:

	2019	2018
Gross mortgages receivable	\$ 16,579,207	\$ 15,290,444
Financing discount based on imputed interest at rates ranging from 4% to 8%	(6,032,811)	(5,573,302)
Mortgages receivable, net of unamortized discount	10,546,396	9,717,142
Current portion of mortgages receivable	(887,959)	(846,812)
	<u>\$ 9,658,437</u>	<u>\$ 8,870,330</u>

Mortgages receivable were valued using the income approach and inputs were considered Level 2 under the fair value hierarchy. Gross undiscounted future mortgage payments scheduled to be collected at December 31, 2019 are as follows:

2020	\$ 887,959
2021	877,371
2022	866,119
2023	849,110
2024	837,663
Thereafter	12,260,985
Total	<u>\$ 16,579,207</u>

Notes receivable on 2<sup>nd</sup> liens consisted of the following at December 31:

	2019	2018
Gross notes receivable for 2 <sup>nd</sup> lien	\$ 3,110,446	\$ 3,115,257
Financing discount based on imputed interest at rates ranging from 4% to 8%	(2,141,603)	(2,233,052)
Notes receivable on 2 <sup>nd</sup> liens, net of unamortized discount	<u>\$ 968,843</u>	<u>\$ 882,205</u>

**NOTE 8 - RESTORE INVENTORY**

ReStore inventory consisted of the following at December 31:

	2019	2018
Donated Goods	\$ 248,911	\$ 248,911
Purchased Materials	593,643	559,118
	<u>\$ 842,554</u>	<u>\$ 808,029</u>

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Notes to the Consolidated Financial Statements (continued)  
Years ended December 31, 2019 and 2018

**NOTE 9 - PROPERTY AND EQUIPMENT**

Property and equipment consisted of the following at December 31:

	2019	2018
Land	\$ 3,678,393	\$ 3,090,000
Building and improvements	6,778,684	6,843,975
Equipment	510,547	499,042
Trucks	295,491	267,929
Total	11,263,115	10,700,946
Accumulated depreciation	(1,451,245)	(1,195,252)
Property and equipment, net	\$ 9,811,870	\$ 9,505,694

Property and equipment financed under capital lease obligations totaled \$222,247 and \$259,433, net of accumulated amortization of \$137,450 and \$100,264, as of December 31, 2019 and 2018, respectively. Total depreciation and amortization expense associated with property and equipment was \$255,993 and \$251,615 for the years ended December 31, 2019 and 2018, respectively.

**NOTE 10 - PLEDGES RECEIVABLE**

The Organization received pledges to cover the costs of a capital campaign. Pledges are stated at their realizable value, net of an allowance for uncollectible pledges. The Organization did not record a discount on long term pledges given the nominal impact on the consolidated financial statements.

Net pledges receivable consists of the following at December 31, 2019 and 2018:

	2019	2018
Capital campaign pledges	\$ 556,222	\$ 701,672
Less: allowance for doubtful collections	(78,337)	(70,167)
Pledges receivable, net	\$ 477,885	\$ 631,505

Pledges receivable maturity dates at December 31, 2019 and 2018 were:

	2019	2018
Less than one year	\$ 234,387	\$ 141,554
One to five years	321,835	560,118
Total	\$ 556,222	\$ 701,672

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Notes to the Consolidated Financial Statements (continued)  
Years ended December 31, 2019 and 2018

**NOTE 11 - LONG-TERM DEBT**

Long-term debt consisted of the following at December 31:

	2019	2018
Notes payable to HFHI under SHOP grants	\$ 2,272	\$ 6,748
Promissory note to CCM (Note 5)	-	1,880,000
Promissory note to banking institution	5,457,871	4,859,773
Total debt	5,460,143	6,746,521
Unamortized debt issuance costs	(146,904)	(54,809)
Total debt, net of unamortized debt issuance costs	5,313,239	6,691,712
Current portion of debt, net	(2,272)	(162,998)
Long-term debt, net	\$ 5,310,967	\$ 6,528,714

The notes payable to Habitat for Humanity International (“HFHI”) is a non-interest bearing and unsecured loan under the Self-Help Home Ownership Program (“SHOP”) for land acquisition and infrastructure improvements for houses.

The promissory note to CCM Community Development XXVII, LLC (“CCM”), is a semi-annual interest note with payments until November 10, 2019 at 0.76% followed by semi-annual principal payments due through the maturity date of July 26, 2027. This note is secured by substantially all of the assets acquired by AHFH from the NMTC project loan proceeds. During 2019, this note was extinguished along with the Organization’s investment in the NMTC (Note 5).

On May 1, 2014, the Organization entered into a loan agreement for \$5,500,000 with Wells Fargo Bank for the purpose of financing the acquisition of the land and building which was used to start the Austin ReStore. The promissory note was a fixed interest rate note (3.82% at December 31, 2019 and 2018) with escalating monthly payments due through the maturity date of June 1, 2039. This note was secured by the Austin ReStore’s land and building. On December 30, 2019, the Organization refinanced this loan with Frost Bank. The new loan has a fixed interest rate of 3.03% and matures on December 30, 2029. Interest only shall be due and payable monthly on the last day of the month beginning on January 30, 2020 until December 30, 2021 at which time monthly installments of both principal and interest will be due and payable until the maturity date. This note is secured by the Austin ReStore’s land and building in addition to the construction of a new warehouse in south Austin. The principal amount of this note is \$7,500,000 and the Organization was advanced \$5,457,871 as of December 31, 2019.

Future maturities of long-term debt at December 31, 2019 are as follows:

2020	\$ 2,272
2021	-
2022	254,050
2023	261,855
2024	269,900
Thereafter	4,672,066
Total	\$ 5,460,143

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Notes to the Consolidated Financial Statements (continued)  
Years ended December 31, 2019 and 2018

The credit facility (Note 12), notes payable and other long-term debt agreements contain certain financial covenants, including requirements for liquidity, earnings, and fixed charge coverage. The agreements also contain additional conditions limiting indebtedness, capital expenditures, and various other covenants as defined in the agreements. Failure to comply with the covenants could result in the debt being called by the lenders. As of December 31, 2019, and through the date of this report, the Organization was in compliance with such covenants.

In 2018, the Organization also had a promissory note to HFHI-SA NMTC VI, LLC ("HSHI-SA"). This note was a semi-annual interest note with payments due until November 15, 2018 at 0.75% followed by semi-annual principal payments due through the maturity date of July 13, 2026. This note was secured by substantially all of the assets acquired by AHFH from the NMTC project loan proceeds. During 2018, this note was extinguished along with the Organization's investment in the NMTC (Note 5).

**NOTE 12 - CREDIT FACILITY AND LETTERS OF CREDIT**

The Organization maintains a twelve-month revolving credit facility with a bank, renewable annually, that charges interest at a variable rate. During the year ended December 31, 2017, the Organization amended the facility to extend the maturity date to April 2019. As amended, the maximum principal amount available under the line of credit is \$2,000,000. The credit facility was further amended on March 18, 2019 to extend the maturity date to April 15, 2021. On December 30, 2019 this credit facility was extinguished concurrently with the refinancing of the Organization's promissory note (Note 11).

On December 30, 2019, the Organization entered into a new credit facility with Frost Bank. The new credit facility has a maximum principal amount available of \$2,000,000 with a maturity date of December 30, 2020. The annual interest rate for the new credit facility is a variable rate based on LIBOR plus 1.5% (3.32% at December 31, 2019). No amounts have been drawn against this facility at December 31, 2019.

During the normal course of business, the Organization entered into letters of credit with financial institutions totaling \$462,730 at December 31, 2019 and 2018, pursuant to subdivision construction agreements with the City of Austin. The letters of credit expired in April 15, 2019 and the amount of \$462,730 was renewed through April 15, 2020. The letters specify that drafts may be drawn by the City of Austin Watershed Protection and Development Review Department. There have been no amounts drawn under these letters of credit.

**NOTE 13 - NOTES PAYABLE - TDHCA**

Notes payable to TDHCA consisted of the following at December 31:

	2019	2018
Gross notes payable - TDHCA	\$ 2,332,236	\$ 2,121,018
Financing discount based on imputed interest at rates ranging from 4% to 8%	(849,782)	(779,122)
Mortgages receivable, net of unamortized discount	1,482,454	1,341,896
Current portion of mortgages receivable	(108,816)	(98,316)
	<u>\$ 1,373,638</u>	<u>\$ 1,243,580</u>

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Notes to the Consolidated Financial Statements (continued)  
Years ended December 31, 2019 and 2018

Notes payable to TDHCA were valued using the income approach and inputs were considered Level 2 under the fair value hierarchy. Gross undiscounted future mortgage payments scheduled to be collected from mortgagees and remitted to TDHCA at December 31, 2019 are as follows:

2020	\$	108,816
2021		108,816
2022		108,816
2023		108,816
2024		108,816
Thereafter		<u>1,788,156</u>
Total	\$	<u><u>2,332,236</u></u>

**NOTE 14 - NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions were available for the following purposes at December 31:

	2019	2018
Capital campaign	\$ 1,182,844	\$ 1,236,479
Special events	400,202	323,701
UT Campus Chapter	9,790	3,706
OWANA	<u>51,638</u>	<u>103,134</u>
	<u>\$ 1,644,474</u>	<u>\$ 1,667,020</u>

Net assets released from restrictions consisted of the following at December 31:

	2019	2018
Capital campaign	\$ (410,661)	\$ (460,719)
Special events	(323,701)	(30,350)
UT Campus Chapter	(6,276)	(13,219)
OWANA	<u>(53,049)</u>	<u>-</u>
Net assets released from restrictions	<u>\$ (793,687)</u>	<u>\$ (504,288)</u>

**NOTE 15 - RETIREMENT PLAN**

The Organization sponsors a 401(k) plan that covers substantially all employees. The Organization's contributions to the plan for the years ended December 31, 2019 and 2018 were \$136,607 and \$115,196, respectively.

**NOTE 16 - LEASE COMMITMENTS**

The Organization leases retail space, a construction warehouse, telephone equipment, and a copier under various non-cancellable operating leases. Rent expense under these leases totaled \$275,712 and \$130,928, respectively, for the years ended December 31, 2019 and 2018, which are reflected as occupancy and office expenses in the accompanying statements of functional expenses. In October 2018, AHFH entered into a new operating lease for the San Marcos ReStore location which opened to the public on December 13, 2018.

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Notes to the Consolidated Financial Statements (continued)  
Years ended December 31, 2019 and 2018

Future minimum payments under operating leases consisted of the following as of December 31, 2019:

2020	\$	240,303
2021		198,120
2022		203,880
2023		203,880
2024		205,110
Thereafter		783,000
Total	\$	<u>1,834,293</u>

The Organization also has a non-cancelable capital lease agreement for solar panels. Future minimum payments under the capital lease consisted of the following as of December 31, 2019:

2020	\$	41,575
2021		41,575
2022		41,575
2023		41,575
2024		41,575
Thereafter		38,111
Total minimum lease payments		<u>245,986</u>
Less: amount representing interest (3% annually)		<u>(23,739)</u>
Total capital lease obligations		222,247
Less: current portion of capital lease obligations		<u>(35,304)</u>
Long term portion of capital lease obligation	\$	<u>186,943</u>

#### **NOTE 17 - CONTINGENCIES**

The Organization receives government grants for specific purposes that are subject to review and audit by government agencies. The Organization is also funded by grants and contracts that are subject to review and audit by the grantor agencies. These contracts have certain compliance requirements and, should audits by the government or grantor agencies disclose any areas of substantial noncompliance, the Organization may be required to refund any disallowed costs.

#### **NOTE 18 - FEDERAL INCOME TAXES**

The Organization is subject to federal income taxes on unrelated business income, which consists of ReStore sales of purchased materials. As of December 31, 2019, and 2018, the Organization has incurred cumulative net operating losses of approximately \$2,586,600 and \$2,478,000, respectively, for federal income tax purposes. These net operating losses may be used to offset future taxable unrelated business income. If not utilized, approximately \$2,182,000 of these losses will expire in the years 2027 through 2036. The remaining \$404,600 will be carried forward indefinitely. A full valuation allowance has been recorded as utilization is uncertain. The net change in the total valuation allowance for the years ended December 31, 2019 and 2018 was approximately \$108,600 and \$115,000, respectively.

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Notes to the Consolidated Financial Statements (continued)  
Years ended December 31, 2019 and 2018

**NOTE 19 - SUBSEQUENT EVENTS**

In March 2020, the World Health Organization declared the outbreak of a novel coronavirus (COVID-19) as a pandemic, which continues to spread throughout the United States. As a result of the declared outbreak, an economic downturn has had a significant negative impact on local and global economies. While the Organization expects this matter to negatively impact operations, the related financial impact did not affect the Organization's performance in 2019 and its impact on 2020 financial performance cannot be reasonably estimated at this time.

The Organization's construction program and thrift stores were considered essential during the pandemic. AHFH was eligible for, and received, a PPP Forgivable Loan in the amount of \$768,200 and has remained in compliance with SBA regulations for the program. In addition, the Organization sold \$1,024,000 of its mortgage receivable portfolio and executed a low interest line of credit with a community foundation to complete construction of its Philomena row homes in the Mueller subdivision. As a response to the pandemic, the Mortgage Disaster Policy was implemented whereas mortgage holders could apply for, and receive, a 60-day deferment of mortgage payments. The Organization had only 6% of homeowners apply for, and receive, the deferment.

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Supplemental Consolidating Schedule of Financial Position Information  
As of December 31, 2019

	<b>Austin Habitat for Humanity</b>	<b>Austin Neighborhood Alliance for Habitat, Inc.</b>	<b>HomeBase Texas</b>	<b>Eliminations</b>	<b>Total</b>
<b>ASSETS:</b>					
Current assets					
Cash and cash equivalents	\$ 1,993,023	\$ -	\$ 49,739	\$ -	\$ 2,042,762
Investments, at fair value	16,204	-	-	-	16,204
Accounts receivable	433,681	-	181,418	-	615,099
Pledges receivable, net	234,387	-	-	-	234,387
Mortgages receivable, current portion, net	887,959	-	-	-	887,959
Intercompany receivable	-	5,131,316	136,362	(5,267,678)	-
ReStore inventory	842,554	-	-	-	842,554
Home construction in progress	671,834	-	-	-	671,834
Prepaid expenses and other current assets	300,205	-	-	-	300,205
Total current assets	<u>5,379,847</u>	<u>5,131,316</u>	<u>367,519</u>	<u>(5,267,678)</u>	<u>5,611,004</u>
Land held for development	5,073,385	-	-	-	5,073,385
Restricted cash	-	-	-	-	-
Pledges receivable, long-term portion, net	243,498	-	-	-	243,498
Other long-term assets	-	-	240,790	-	240,790
Mortgages receivable, long-term portion, net	9,658,437	-	-	-	9,658,437
Notes receivable - 2nd liens, net	-	-	968,843	-	968,843
Property and equipment, net	9,811,870	-	-	-	9,811,870
<b>TOTAL ASSETS</b>	<u><u>\$ 30,167,037</u></u>	<u><u>\$ 5,131,316</u></u>	<u><u>\$ 1,577,152</u></u>	<u><u>\$ (5,267,678)</u></u>	<u><u>\$ 31,607,827</u></u>
<b>LIABILITIES AND NET ASSETS:</b>					
Current liabilities					
Accounts payable	\$ 247,942	\$ -	\$ 26,353	\$ -	\$ 274,295
Accrued expense	475,213	-	292,427	-	767,640
Intercompany payable	5,267,678	-	-	(5,267,678)	-
Deferred revenue	3,130,982	-	-	-	3,130,982
Capital lease obligation, current portion	35,304	-	-	-	35,304
Notes payable - TDHCA, current portion	108,816	-	-	-	108,816
Long-term debt, current portion	2,272	-	-	-	2,272
Total current liabilities	<u>9,268,207</u>	<u>-</u>	<u>318,780</u>	<u>(5,267,678)</u>	<u>4,319,309</u>
Capital lease obligation, long-term portion	186,943	-	-	-	186,943
Notes payable - TDHCA, long-term portion	1,373,638	-	-	-	1,373,638
Long-term debt, net of debt issuance costs	5,310,967	-	-	-	5,310,967
Total liabilities	<u>16,139,755</u>	<u>-</u>	<u>318,780</u>	<u>(5,267,678)</u>	<u>11,190,857</u>
Net assets					
Without donor restrictions	12,382,808	5,131,316	1,258,372	-	18,772,496
With donor restrictions	1,644,474	-	-	-	1,644,474
Total net assets	<u>14,027,282</u>	<u>5,131,316</u>	<u>1,258,372</u>	<u>-</u>	<u>20,416,970</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>\$ 30,167,037</u></u>	<u><u>\$ 5,131,316</u></u>	<u><u>\$ 1,577,152</u></u>	<u><u>\$ (5,267,678)</u></u>	<u><u>\$ 31,607,827</u></u>

See accompanying notes and report of independent auditor.

**AUSTIN HABITAT FOR HUMANITY, INC.**  
Supplemental Consolidating Schedule of Activities Information  
Year Ended December 31, 2019

	<b>Austin Habitat for Humanity</b>	<b>Austin Neighborhood Alliance for Habitat, Inc.</b>	<b>HomeBase Texas</b>	<b>Eliminations</b>	<b>Total</b>
<b>REVENUES:</b>					
Contributions and other income:					
Contributions	\$ 1,895,918	\$ -	\$ 15,000	\$ -	\$ 1,910,918
In-kind contributions	332,955	-	-	-	332,955
Home building sponsorship revenues	1,719,732	-	-	-	1,719,732
Investment income	22,027	-	3,487	-	25,514
Other income	842,618	-	77,969	(270,588)	649,999
Total contributions and other income	4,813,250	-	96,456	(270,588)	4,639,118
ReStore revenues:					
ReStore sales	5,327,118	-	-	-	5,327,118
In-kind donation of inventory	3,250,770	-	-	-	3,250,770
Cost of goods sold	(4,343,061)	-	-	-	(4,343,061)
Sales discounts and refunds	(295,930)	-	-	-	(295,930)
Total ReStore revenues, net	3,938,897	-	-	-	3,938,897
Low-cost housing revenues:					
Home sales	2,579,019	-	-	-	2,579,019
In-kind contributions of labor and construction materials	821,603	-	-	-	821,603
Mortgage discount and amortization	(433,850)	-	86,638	-	(347,212)
Other housing revenues	-	-	2,590	-	2,590
Cost of homes sold	(3,490,413)	-	-	-	(3,490,413)
Total Low-cost housing revenues	(523,641)	-	89,228	-	(434,413)
Total revenues	8,228,506	-	185,684	(270,588)	8,143,602
<b>EXPENSES:</b>					
Low-cost housing program	2,326,496	-	-	-	2,326,496
ReStore program	3,312,279	-	-	-	3,312,279
Fundraising	746,780	-	-	-	746,780
Management and general	1,036,213	-	270,588	(270,588)	1,036,213
Total expenses	7,421,768	-	270,588	(270,588)	7,421,768
<b>CHANGE IN NET ASSETS</b>	806,738	-	(84,904)	-	721,834
<b>NET ASSETS, BEGINNING OF YEAR</b>	13,220,544	5,131,316	1,343,276	-	19,695,136
<b>NET ASSETS, END OF YEAR</b>	\$ 14,027,282	\$ 5,131,316	\$ 1,258,372	\$ -	\$ 20,416,970

See accompanying notes and report of independent auditor.



Application for OHDA Funding – 2021

**Tab 3c – Board Resolution**

## CERTIFICATE OF CORPORATE RESOLUTION

We, Joe Tracy, Chair, and Yvette Boatwright, Secretary, of Austin Habitat for Humanity, a Texas corporation, hereby certify that:

1. Austin Habitat for Humanity is a corporation organized and existing under the laws of the State of Texas;
2. All franchise and other taxes required to maintain the corporate existence of Austin Habitat for Humanity have been paid and no taxes are delinquent;
3. No proceedings are pending for the forfeiture of its certificate of incorporation or for its dissolution, voluntarily or involuntarily;
4. It is in good standing with the State of Texas;
5. There are no provisions in the articles of incorporation or bylaws of this corporation limiting the power of its Board of Directors to pass the resolution set forth below;
6. The Secretary is the keeper of the records and minutes of the corporation and on April 28, 2021, a regular meeting of the Board of Directors was held, which was properly called and held in accordance with the law and with the corporation's bylaws;
7. A quorum of the Board of Directors have consented to the action proposed; and
8. As a result of this affirmative vote, the following resolution was adopted:

BE IT RESOLVED that the Board of Directors of Austin Habitat for Humanity authorizes the Chief Executive Officer or whomever that person deems appropriate at their sole discretion to have the authority to apply for funding from the City of Austin, Housing and Planning Department, for projects to include Persimmon at Meadow Lake, Montopolis Town Homes, and other such projects as support affordable homeownership in the City of Austin.

We certify that the above resolution has not been altered, amended, rescinded or repealed and is now in full force and effect. We also certify that Joe Tracy is the Chair of the corporation and Yvette Boatwright is the Secretary.

Signed on April 30th, 2021 by the Chair ~~and Secretary~~ of the Corporation.

  
\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

State of Texas  
County of Travis

This instrument was acknowledged before me on April 30<sup>th</sup>, 2021 by Joe Tracy,  
Chair of Austin Habitat for Humanity, a corporation, on behalf of said corporation ~~and by Yvette~~  
~~Boatwright, Secretary, on behalf of said corporation.~~

Amy Painter Hur



Notary Public State of Texas

## CERTIFICATE OF CORPORATE RESOLUTION

We, Joe Tracy, Chair, and Yvette Boatwright, Secretary, of Austin Habitat for Humanity, a Texas corporation, hereby certify that:

1. Austin Habitat for Humanity is a corporation organized and existing under the laws of the State of Texas;
2. All franchise and other taxes required to maintain the corporate existence of Austin Habitat for Humanity have been paid and no taxes are delinquent;
3. No proceedings are pending for the forfeiture of its certificate of incorporation or for its dissolution, voluntarily or involuntarily;
4. It is in good standing with the State of Texas;
5. There are no provisions in the articles of incorporation or bylaws of this corporation limiting the power of its Board of Directors to pass the resolution set forth below;
6. The Secretary is the keeper of the records and minutes of the corporation and on April 28, 2021, a regular meeting of the Board of Directors was held, which was properly called and held in accordance with the law and with the corporation's bylaws;
7. A quorum of the Board of Directors have consented to the action proposed; and
8. As a result of this affirmative vote, the following resolution was adopted:

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We certify that the above resolution has not been altered, amended, rescinded or repealed and is now in full force and effect. We also certify that Joe Tracy is the Chair of the corporation and Yvette Boatwright is the Secretary.

Signed on 4/30/21, 2021 by the Chair and Secretary of the Corporation.

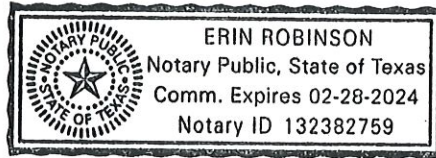
\_\_\_\_\_  
Chair

  
Secretary

State of Texas  
County of Travis

This instrument was acknowledged before me on 4/30/2021, 2021 by Joe Tracy,  
Chair of Austin Habitat for Humanity, a corporation, on behalf of said corporation and by Yvette  
Boatwright, Secretary, on behalf of said corporation.

Erin Robinson



Notary Public State of Texas



Application for OHDA Funding – 2021

## Tab 3d – Financial Statements

**AUSTIN HABITAT FOR HUMANITY**

**APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2021**

**FOR-PROFIT FINANCIAL STATEMENTS**

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



Application for OHDA Funding – 2021

### **Tab 3e – Funding Commitment Letters**

May 1, 2021

Mr. James B. May  
Community Development Manager  
City of Austin, Housing & Planning Department  
1000 East 11th Street  
Austin, TX 78702

Dear Mr. May,

On behalf of Austin Habitat for Humanity and the families we serve, thank you for the opportunity to apply for continued support of our Montopolis Townhomes project located at 6301 Círculo de Amistad. We are requesting continued support for the next phase in the creation of these 12 homes, all of which will be sold at affordable prices to families earning up to 80% of the Median Family Income for the area.

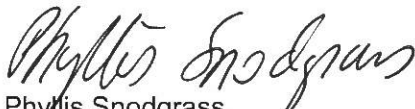
With respect to the commitment letters to be attached to this proposal, Austin Habitat has received previous funding from the City of Austin (\$277,610) as well as the donation of land for this building site (\$301,160). We have not yet sought other funding support for the development due to the nature of the Habitat for Humanity homebuilding model.

As also discussed in our Developer Experience narrative, most Habitat home builds are dependent on sponsorship opportunities linked to volunteering. These funds range from \$5,000 to support one volunteer build day to \$100,000 to support the building of a full home for a Habitat partner family. Funds are sought by our Development team, which currently has relationships with more than 50 existing sponsors and many more in the relationship-building phases. The team works continuously to create opportunities for sponsors to have a unique and meaningful experience building alongside the family who will be purchasing the home.

The timing of this support is unique to Habitat, as these funds are sought only when the development is nearing the commencement of vertical construction. Our sponsors generally do not make funding commitments more than a few months before they are planning to volunteer onsite, so we do not request funds for sites that are not already underway. Currently, we are continuing to seek sponsorships for our Scenic Point development, including leveraging support from the City, and will begin to make requests for Montopolis when this development is closer to the beginning of home construction.

We welcome any questions on the Habitat model and its relationship to the work supported by this proposal, and thank you and the City for the continued support.

In Partnership,



Phyllis Snodgrass  
Chief Executive Officer

#### Board Members

Joe Tracy, *Chair* | Mason Ayer | Bob Barnes | Joe Bland | Yvette Boatwright | Gaylon Boyd | Kevin Cunningham | John Doucet | Chris Engen | Hugh Forrest | Melinda Garvey | Michael Golden | Larry Graham | Jay Hartzell | Rev. Daryl Horton | Phil Hutchinson | Heather Ladage | Dana Leaman | Robert Lee | Nikelle Meade | Terry Mitchell | John Neff | Jessica Nelson | David O'Neil | Curtis Page | Mia Parton | Cynthea Rhodes-Patterson | Ross Sabolcik | Larry Smith | Anand Srinivasan | Shelli Taylor | Sherine Thomas | Jeff Serra, *Emeritus* | Mark Choi, *ex-officio member*

500 W Ben White Blvd, Austin, TX 78704  
512-472-8788 | [austinhabitat.org](http://austinhabitat.org)

**We build homes,  
communities and hope.**



Application for OHDA Funding – 2021

## Tab 4 – Project Information



Application for OHDA Funding – 2021

## **Tab 4a – Market Study**



## **Internal Market Assessment for Montopolis: 2021**

Austin Habitat continues to monitor the market for our homes, and the neighborhoods where we build. We have updated the market information below to reflect the state of the 2021 housing marketing in Austin.

### **Pricing and Absorption**

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

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

Although these prices are estimated, Austin Habitat plans to keep all units affordable and will continue to structure each mortgage to avoid cost burden and empower our hardworking clients to use their earnings to reach additional successes including wellness and education. Austin Habitat plans to break ground in 2021 to begin the construction of this 12-unit development.

Austin Habitat maintains an extensive interest/waiting list of potential homebuyers, and makes property available to each potential homeowner as they complete their qualification requirements and as the homes are built. Although we have not yet begun qualifying homebuyers for the Montopolis development, we receive more than 1,500 calls each year from individuals and families interested in homeownership. We will begin offering this development as an option to interested potential partner families in 2021, timing this offering to align the qualification process with the construction timeline for the property.

### **Community Conditions**

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

- Income eligibility, with a household income at or below 80% of the Median Family Income (MFI) for the Austin-Round Rock Metropolitan Statistical Area (MSA).
- Ability to make a \$3,000 up-front contribution and continue to pay the mortgage on an ongoing basis. Austin Habitat’s HUD-certified housing counselors work extensively with each potential homebuyer to eliminate debt, credit issues, and other barriers to successful homeownership before qualifying them to purchase a Habitat home.
- Willingness to partner in Habitat activities. All potential Habitat homeowners must complete sweat equity which includes undergoing financial counseling as well as volunteering to support Habitat. We have reduced the sweat equity requirement from 300 to 200 hours in light of the ongoing Covid-19 pandemic, but we continue to require a substantial investment of time.
  - Willingness to partner also includes an agreement to participate in ongoing Habitat activities, including appearing at the wall raising and home dedication

with sponsors and Habitat leadership, consenting to the use of their photo and story in Habitat's outreach materials, and remaining in contact with Habitat for future partnership activities and impact evaluation.

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

### **Area Demographics**

Census Tract 23.12, which encompasses the Montopolis/Circulo de Amistad development, has a total population of 8,590.

- Age: 33% are young people age 19 or younger (20% are young children under age 9); 8.5% are seniors age 60 and older; the remaining 58.5% are adults age 20-64.
- Gender: 50.3% male; 49.7% female
- Race/Ethnicity: 70% Hispanic/Latino; 20% White (not Hispanic); 8% Black/African-American; 1% Asian, 1% multi-racial.
- Language spoken at home: approximately 60% of the residents of this Census tract speak Spanish at home. About 30% of the population is foreign-born, primarily from Latin American countries.
- Disability Status: Approximately 12.6% of the population of this Census tract has a disability.
- Poverty: The poverty rate in Census Tract 23.12 is 26.4%, compared with approximately 15% county-wide. About 30% of the area's children are in poverty, and more than 46% of families with children from birth to age 17.
- Income: The MFI in this census tract is \$42,344, less than 60% of the newly-released MFI for the Austin-Round Rock Metropolitan Statistical area. Fifty-four percent of families in this Census tract have a family income of less than \$50,000 per year.
- Employment: 67.9% of individuals age 16 and older in this census tract are in the labor force. The unemployment rate for the Census tract was 11.4% in the most recent American Community Survey (pre-pandemic); the Austin-Round Rock Metropolitan Area overall has an unemployment rate of 5.6% currently, but usually less than 3% in a non-pandemic economy.
- Healthcare: Approximately 21.1% of residents of this Census tract are uninsured.
- Educational Attainment: Only 18% of the adult residents of this Census tract have a college degree; nearly 40% do not have a high school diploma.

All data is sourced from the United States Census, 2019 5-Year American Community Estimates, other than the unemployment rate (U.S. Department of Labor, Bureau of Labor Statistics).

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

Census Tract 23.12 contains 2,676 total housing units, of which 5% are vacant.

- Approximately 45% of the homes in this census tract are detached one-story properties. Thirty-seven percent are multi-unit, although almost all are larger rental buildings, and 14% are mobile/manufactured homes. Only 50 (1.8%) are 2-4 bedrooms, and most are likely rental units.
- More than half of the homes in this Census tract are older, with approximately 51% having been built in 1999 or earlier.

- Approximately 40% of the housing units in this Census tract are owner-occupied; 60% are occupied by renters.
- Nearly one-half (47.7%) of the households in this Census tract are considered cost-burdened by housing, paying 30% or more of their monthly income for housing costs. Of households earning less than \$75,000 annually, 62% are cost-burdened.
- The median home value in this Census tract is \$155,000, less than half of the median home value for the rest of Austin.

All data is sourced from the United States Census, 2019 5-Year American Community Survey.

### **General Community Housing Conditions**

For more than a decade, Austin has been the place where everyone wants to move. The area has been one of the fastest-growing in the nation, bringing skilled jobs, substantial intellectual and social capital, and enhanced innovation and creativity. Families in Austin and the surrounding area have every reason to want to stay, except one: the skyrocketing housing market. Hardworking families all over the region have been taking second jobs, creating side businesses, and otherwise overextending themselves just to pay rent, let alone purchase a home – and this was before the pandemic.

The cost of home has more than doubled in the past 10 years, with the median cost of a home in the City of Austin now standing at \$514,000.<sup>1</sup> Home prices increased more than 15% in 2020 despite the pandemic,<sup>2</sup> and the market shows no sign of slowing down. The influx of technology professionals and other highly-skilled workers has driven the market to continuous growth, making it very difficult for low-to-moderate income families to ever afford a safe and stable home of their own, no matter how hard they work. In Austin, the median family income for all families about \$80,000,<sup>3</sup> not enough to buy most homes on the market; families of color are even more likely to be unable to purchase a home, with a median family income of slightly over \$50,000 for Black and Latinx families.<sup>4</sup> This market takes the American Dream even farther out of reach for populations that have been systematically oppressed and excluded from homeownership due to racist policies.

Most lower-income families must rely on rental housing, but this comes with its own set of concerns. Rent has nearly doubled in the past 10 years<sup>5</sup> and nearly half of local renters are cost-burdened by housing, spending at least 30% of their monthly income on housing costs.<sup>6</sup> Families who rent are also unable to build wealth through their home equity; they may be subject to frequent rent increases, leading to moves that disrupt education and employment; and they are dependent on landlords to provide repairs and mitigate any issues that arise in the home. Hundreds of families reach out to us every year who are stuck in unsafe, unstable, health-harming, or otherwise difficult housing situations because they cannot afford a home of their own.

Austin Habitat's team recognizes that more families than ever are falling behind on their dreams – not just homeownership, but education, wealth-building, health and more. We are working

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<sup>1</sup> <https://www.abor.com/march-2021-central-texas-housing-market-report>

<sup>2</sup> See note 1.

<sup>3</sup> <https://www.census.gov/quickfacts/fact/table/austincitytexas/LND110210>

<sup>4</sup> See note 3.

<sup>5</sup> <https://www.zillow.com/research/total-rent-paid-2010-2019-26112/>

<sup>6</sup> <https://data.census.gov>, table DP04

through multiple channels to increase opportunity for families in need, but we recognize that the need is only going to continue to grow because of a “perfect storm” of conditions creating unaffordability in the area:

- Cost of land rose 80% in Austin-Round Rock MSA from 2012-18, from \$72,300 per ¼ acre (\$289,200 per acre) to \$130,500 per ¼ acre (\$522,000 per acre). Land cost makes up a 36.4% share of the value of the property.<sup>7</sup>
- Home price to median income ratio for Austin-Round Rock MSA rose from 2.38 in 1990 to 4.15 in 2019.<sup>8</sup>
- The region’s population has grown by 10% while housing has only grown by 3%.<sup>9</sup>
- Austin’s Land Development Code (LDC) had its last significant revision in the 1980s. Current zoning and other rules are designed for a smaller and less rapidly growing city, with requirements for large amounts of square footage per unit; requirements for large numbers of parking spaces; and building height restrictions.

Right now, our Affordable Homeownership Program primarily builds and sells new single-family homes in the Austin area, as well as working with private developers to increase access to affordable housing. Most builds are accomplished primarily through volunteer labor, including the families who perform “sweat equity” to qualify for their home. While this model has been successful, we understand that the skyrocketing home prices in the area, rapidly increasing price of land, and economic impact of the ongoing pandemic will overwhelm our current model. We have responded by building relationships with private developers, designing innovative multifamily housing models, and updating our business processes.

### **Geographic Area for Potential Homeowners**

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

### **Eligible Homeowner Pool Demographics**

The potential homeowners qualified to purchase in Habitat developments – 35 families with a total of 118 members, as of April 2021 – have the following demographic profile:

- 100% low-income (80% or less of local MFI)
- 74% Hispanic/Latino
- 71% female-headed households
- 2% identified as having a disability

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<sup>7</sup> <https://www.jchs.harvard.edu/state-nations-housing-2020>

<sup>8</sup> <https://www.jchs.harvard.edu/state-nations-housing-2020>

<sup>9</sup> <https://www.austincf.org/wp-content/uploads/2020/01/WomensIssuesareCommunityIssues.pdf>

### **Competitive Properties**

Although this area is one of the more reasonably-priced parts of Austin, most of the homes in the immediate area would still be out of reach or not suitable for our client population. As of April 2021, a search of Zillow.com shows only 11 available properties listed for under \$300,000 in the 78741 zip code and the five most immediately contiguous zip codes (78702, 78704, 78742, 78744 and 78745), including plots of vacant land and properties yet to be built. There were more than 60 available properties when we last searched this area in January 2020, showing the compaction of the local housing market. Most of the lower-priced properties that are currently available in this radius are very small townhomes or condominiums (800 square feet or less) that would not be appropriate for most Habitat partner families, or properties that require significant renovation/remodeling that would considerably increase cost to the buyer.

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

Please note that the Austin Habitat team recognizes that one of the City's goals in supporting affordable housing is to diversify the areas in which low-to-moderate income families can live, helping them take advantage of the opportunities found in higher-income neighborhoods. As mentioned in our response to the City's question on this in our previous application, we are aware that the Montopolis area has a high rate of poverty and lower rate of educational attainment than other areas of the City. We are confident that our affordable homeownership development is appropriately sited in this neighborhood for several reasons:

- Austin Habitat has previously built the Lee Meadows and Mary Vice Estates developments with City funding in this area, where homeowners and their families have thrived and will welcome their new Habitat neighbors. The City's team has also committed to increasing affordable housing opportunities in the area, including the Frontier at Montana subdivision.
- Our team has helped numerous families improve their lives through safe, stable housing, including families in this area and throughout the region, including low-income rural areas outside of Austin and other areas with considerable challenges. We believe
- that the community need in this neighborhood is strong and that affordable homes are one of the many benefits that can be offered in this community to improve stability.
- Because Austin Habitat works with each family who eventually purchases a home, sometimes over a period of years, to improve their financial situation until there is a strong likelihood of successful homeownership, we have a strong track record of succeeding with families that would otherwise not be considered for homeownership.
- Austin Habitat is in possession of this tract of land and has sought the right opportunity to develop it into affordable homesites. We believe that this is the time, as housing affordability and land affordability continues to decrease, and we have taken steps to maximize the affordable housing units to be built on this site.

### **Market Demand**

As discussed above, Austin Habitat maintains an interest/waiting list of eligible potential purchasers for all properties sold through the Affordable Homeownership Program, including ongoing builds at Scenic Point and Mueller, the upcoming 126-unit Persimmon development, and the Montopolis site. Currently, this interest list contains 35 potential homebuyers or nearly 120 people to be served. In addition, in the past year Habitat has been in contact with more than 1,500 community members who have contacted us to sign up for workshops or receive more information about affordable homeownership. For Habitat and its partner families, homeownership is preferable when compared to rental.

### **Demand and Capture**

Twelve units will be built to complete the Montopolis development, and the Austin Habitat Affordable Homeownership Program currently has approximately 35 potential homebuyers in the process of qualifying to purchase a home and/completing their sweat equity. Although some may not qualify, we expect that the demand for affordable homeownership will continue to rise as the costs of housing increase in the Austin area. As mentioned above, not all of the potential homebuyers for Montopolis, or for any of our developments, are currently living in close geographic proximity to the area, but all are committed to purchasing a Habitat home, including moving from their current neighborhood if necessary.

Austin Habitat is not yet able to calculate a capture rate for the Montopolis development because we have not yet begun to qualify clients for this property. We expect that through the extensive interest in affordable homeownership in Austin, our strong reputation as a compassionate nonprofit and as a builder of high-quality affordable homes, and our ongoing community outreach, we will generate sufficient demand for the units. Austin Habitat also continues to offer qualified individuals/families the opportunity to purchase a home at several other developments that are currently being built or are in pre-development in Austin. Therefore, we are able to offer housing to individuals and families on the waiting list who do not wind up living in this development.

### **Absorption Period**

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



Application for OHDA Funding – 2021

**Tab 4b – Good Neighbor Policy**

*City of Austin Good Neighbor Checklist*

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

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

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

***(1) Preliminary Research***

- ☒ Review the Neighborhood Plan (if applicable)

***(2) Neighborhood Notification***

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

***(3) Pre-Application Engagement***

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

***(4) Application requirements***

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

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

  
Signed

  
Printed Name



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

## **New Austin Habitat for Humanity Community**

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



**Join us!**

---

**Affordable Homes**

---

**Montopolis**

---

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

**AUSTIN HABITAT FOR  
HUMANITY**

512-472-8788

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

Saturday, June 17, 2017  
9:00 AM



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

## **Nueva Comunidad de Austin Habitat for Humanity**

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



**¡Únete a nosotros!**

**Viviendas  
Económicamente  
Accesibles**

**Montopolis**

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

**AUSTIN HABITAT FOR  
HUMANITY**

512-472-8788

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

Sábado, 17 Junio 2017  
9:00 AM



CITY OF AUSTIN

# COMMUNITY MEETING NOTICE

August 28, 2018

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

**Plan Amendment Case #: NPA-2018-0005.02**

**Address: 6301/ 6307 1/2 Circulo de Amistad**

**Zoning Case #: C814-97-0002.01**

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

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

**Thursday, September 13, 2018**

**6:30 p.m.—8:00 p.m.**

**Ruiz Public Library, Room 1**

**1600 Grove Blvd.**

## **PURPOSE OF MEETING:**

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

## **CASE SUMMARIES:**

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

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

## **STAFF CONTACT**

Please contact Maureen Meredith at 512-974-2695 or by e-mail at

[Maureen.Meredith@austintexas.gov](mailto:Maureen.Meredith@austintexas.gov) with any questions.

Office hours are Monday-Friday 8:00 am-5:00 pm.

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

## APPLICATION PROCESS

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

## LAND USE DESCRIPTIONS

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

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

### C814-97-0002.01 Planned Unit Development

#### **EXISTING:**

Max. Sq. Ft. Bldg—6,000 sq. ft.

Min. Setback—25 ft.

Max. Height—40 ft.

**Residential Uses:** Accessory Dwelling Unit, Multifamily Low Density

**Commercial Uses:** Administrative and Business Uses, Art and Craft Studio (General), Art and Craft Studio (Limited), Business Support Services, Communications Services, Financial Services, Medical Offices, Personal Services, Professional Office, Software Development

**Civic Uses:** Administrative Services, Club or Lodge, Day Care Services (Commercial), Day Care Services (General), Day Care Services (Limited)

**Industrial Uses:** None.

**Agricultural Uses:** None.

### C814-97-0002.01 Planned Unit Development

#### **PROPOSED:**

Max. Sq. Ft. Bldg—30,000 sq. ft.

Min. Setback—15 ft. along Montopolis Dr. and Circulo de Amistad and 10 ft. along the rear and side property lines

Max. Height—40 ft.

**Residential Uses:** Accessory Dwelling Unit, Multifamily Low Density and Townhome/Condo/Duplex

**Commercial Uses:** Administrative and Business Uses, Art and Craft Studio (General), Art and Craft Studio (Limited), Business Support Services, Communications Services, Financial Services, Medical Offices, Personal Services, Professional Office, Software Development

**Civic Uses:** Administrative Services, Club or Lodge, Day Care Services (Commercial), Day Care Services (General), Day Care Services (Limited)

**Industrial Uses:** None.

**Agricultural Uses:** None.

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

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





CITY OF AUSTIN

# COMMUNITY MEETING NOTICE

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## **STAFF CONTACT**

Please contact Maureen Meredith at 512-974-2695 or by e-mail at

[Maureen.Meredith@austintexas.gov](mailto:Maureen.Meredith@austintexas.gov) with any questions.

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## APPLICATION PROCESS

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

## LAND USE DESCRIPTIONS

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

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

### C814-97-0002.01 Planned Unit Development

#### **EXISTING:**

Max. Sq. Ft. Bldg—6,000 sq. ft.

Min. Setback—25 ft.

Max. Height—40 ft.

**Residential Uses:** Accessory Dwelling Unit, Multifamily Low Density

**Commercial Uses:** Administrative and Business Uses, Art and Craft Studio (General), Art and Craft Studio (Limited), Business Support Services, Communications Services, Financial Services, Medical Offices, Personal Services, Professional Office, Software Development

**Civic Uses:** Administrative Services, Club or Lodge, Day Care Services (Commercial), Day Care Services (General), Day Care Services (Limited)

**Industrial Uses:** None.

**Agricultural Uses:** None.

### C814-97-0002.01 Planned Unit Development

#### **PROPOSED:**

Max. Sq. Ft. Bldg—30,000 sq. ft.

Min. Setback—15 ft. along Montopolis Dr. and Circulo de Amistad and 10 ft. along the rear and side property lines

Max. Height—40 ft.

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**Industrial Uses:** None.

**Agricultural Uses:** None.

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

**Mailing Date: August 15, 2018**

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

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

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

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

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

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

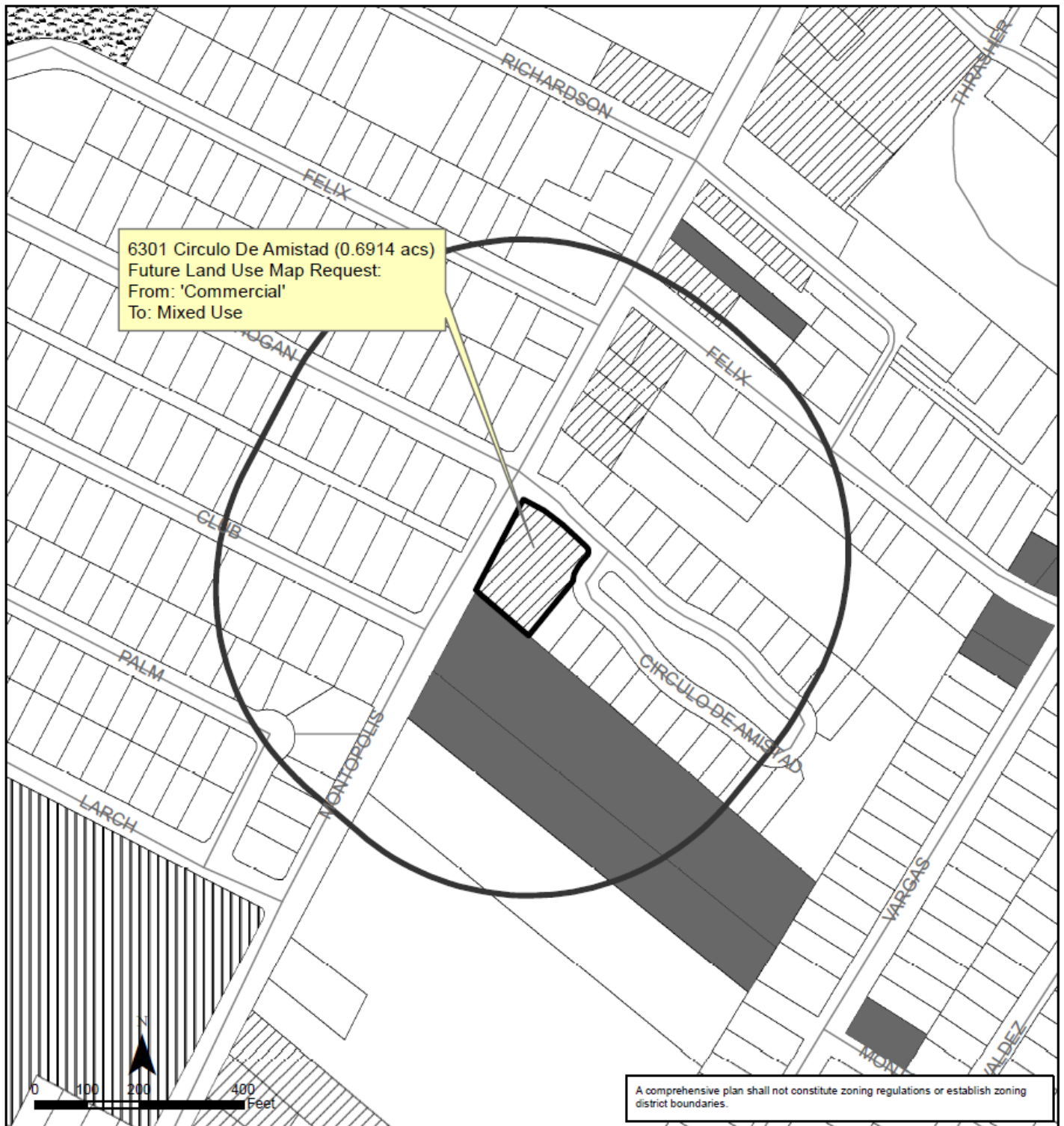
### **LAND USE DEFINITIONS:**

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

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

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

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



## Montopolis Neighborhood Planning Area NPA-2018-0005.02

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

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

### Future Land Use

	500 ft. notif. boundary		Subject Property		Mixed Use
	Single-Family		Mixed Use/Office		Civic
	Multi-Family		Recreation & Open Space		
	Commercial				

Name	eMail
MARY SEDAY	maryseday@yahoo.com
Judy Villalpando	Judy Villalpando@gmail.com
Sanjuana Pruneda	
Carol Mendez De la Cruz	CJM560@yahoo.com
JOHNNIE CASSITY	CASSITY717@gmail.com
Alex Duarte	alduartejr@gmail.com 812.826-6708
Jesse Mendelitz	JSMendelitz@gmail.com
Adele Hauser	adele.hauser@gmail.com
Maggie Fonseca	magfon75@aol.com
Ana & Zelaida Figueroa	
Linda C. Curry	Lccurry14@gmail.com
Emelisa Juimes	
Nemoria Juimes	
Melissa Mendoza	meli_728@hotmail.com

Pull sidewalk on Mont "not enough homes for light

A/D visit - need light

HOA possibilities?

PPM yelling up + down Mont.

Green space / vegetation

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

Taxes increasing!

Traffic concerns!

Mary L. Sedqy

---

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

July 24, 2017

Susana Almanza and the Montopolis Neighborhood Plan Contact Team

Dear Susana and Contact Team Members,

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

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

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

Sincerely,

Mary L. Sedqy  
Coordinator of Mary Vice Estates Neighborhood



Application for OHDA Funding – 2021

**Tab 4c – S.M.A.R.T. Housing Letter**

# City of Austin

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



## Housing and Planning Department

April 27, 2021 (Update to letter dated December 18, 2019)

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

TO WHOM IT MAY CONCERN:

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

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

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

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

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

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

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

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

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

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

Please contact me by phone 512.974.2108 or by email at [alex.radtke@austintexas.gov](mailto:alex.radtke@austintexas.gov) if you need additional information.

Sincerely,

A handwritten signature in black ink that reads "Alex Radtke". The signature is written in a cursive, slightly slanted style.

Alex Radtke, Senior Planner  
Housing and Planning Department

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



Application for OHDA Funding – 2021

**Tab 4d – MOU with ECHO**

**AUSTIN HABITAT FOR HUMANITY**

**APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2021**

**MOU WITH ECHO**

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



Application for OHDA Funding – 2021

## Tab 4e – Resident Services

<p style="text-align: center;"><b>AUSTIN HABITAT FOR HUMANITY</b></p> <p style="text-align: center;"><b>APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE</b> <b>(OHDA) - 2021</b></p>
---

**RESIDENT SERVICES**

Habitat for Humanity provides supportive services to all potential homebuyers in the Affordable Homeownership Program and the general public through our Housing Counseling Program. All buyers for the Montopolis/Círculo de Amistad homes will take part in this program to ensure they are ready to purchase and successfully maintain a home.

Austin Habitat offers group workshops and one-on-one financial counseling through an in-house program. We have been certified as a Comprehensive Housing Counseling agency by the U.S. Department of Housing and Urban Development (HUD) since 2010 and we employ two HUD-trained, bilingual financial counselors.

Austin Habitat's Housing Counseling Program is designed to assist participants in obtaining and maintaining stable housing, including through Habitat's homebuying program. In addition, the program supports low-to-moderate income community members who are not planning to purchase a Habitat home; they may have a goal of homeownership but also may be working towards another goal like improved credit and savings. All services are provided with no cost or with a nominal cost for credit reports, to Habitat clients and the public, in English and Spanish.

Approximately 800 households receive these supportive services annually in a normal year; in 2020, we assisted nearly 400 households by pivoting to virtual classes and counseling services during the pandemic.

For families who do wish to buy a home from Austin Habitat, they are required to attend both workshops and counseling sessions, which are counted toward their sweat equity requirement. Each family who joins our program receives a personalized assessment of their financial situation with specific steps outlined to meet their goal of successful purchase of a Habitat home and ongoing homeownership success.

Austin Habitat's benefit to Habitat homeowners does not end when the family purchases their home. We hold the mortgages for more than 280 of our homeowners and are able to assist if they face unexpected difficulties and fall behind on their mortgages. For example, during the ongoing Covid-19 pandemic in 2020 we worked with Habitat for Humanity International to create a forbearance program for families that had become delinquent on their Habitat mortgages due to the health and/or economic impacts of the pandemic. We were able to offer these homeowners a two-month forbearance to help them get back on track, and we continue to work with families as needed.

The total cost of providing the Housing Counseling Program to all participants, including potential Austin Habitat partner families and other members of the community, is approximately \$145,000 annually. Austin Habitat continues to build the funding base for Housing Counseling services, receiving its first Housing Counseling grant from HUD in 2018. We have continued to receive funding from HUD, and the program is also supported by Wells Fargo, the City of San Marcos, and State Farm. We continue to diversify our support through foundation, government and corporate sources. In addition, the program is supported by unrestricted organizational funds from our ReStores, allowing us to cover operational costs for Housing Counseling and our other community programs.



Application for OHDA Funding – 2021

## Tab 5 – Property Information



Application for OHDA Funding – 2021

## Tab 5a – Appraisal

**AUSTIN HABITAT FOR HUMANITY**

**APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2021**

**APPRAISAL**

Please note that Austin Habitat for Humanity has ordered an appraisal from CBRE which is pending. We will update the City with the new appraised value and provide the appraisal document when it becomes available.



Application for OHDA Funding – 2021

## Tab 5b – Property Maps

# BOUNDARY, TOPOGRAPHIC, TREE, & UTILITY SURVEY

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



SCALE  
1"=40'

## LEGEND

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

## \* NOTE

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

## TREE LIST

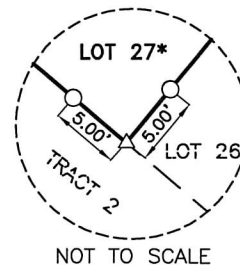
MS = MULTI-STEM  
AE = AMERICAN ELM LD = LIVE OAK  
P = PALM M = MULBERRY  
SD = SHINGLE OAK  
H = HERITAGE

## CRITICAL ROOT ZONE TREE TAG & TRUNK DIAMETER

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

## DETAIL

REFERENCE POINTS SET TO PROPERTY CORNER INSIDE 44" LIVE OAK



NOT TO SCALE

## CURVE TABLE

CURVE	CHORD BEARING	CHORD DISTANCE	ARC LENGTH	RADIUS
C1	S54°49'51"E (S52°26'34"E	65.26' 64.99'	65.46' 65.19'	245.31' 236.00')
C2	S02°52'43"E (--- NO RECORD INFORMATION ---)	18.16'	20.07'	13.08'
C3	S23°10'12"W (S25°39'10"W	39.36' 39.47'	40.03' 40.14'	63.05' 63.00')

## LINE TABLE

L1	S63°10'37"E 24.34' (S60°17'24"E 24.15')
L2	S41°20'04"W 17.97' (S43°52'31"W

## NOTES

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

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

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

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

*Juan M. Canales, Jr.*

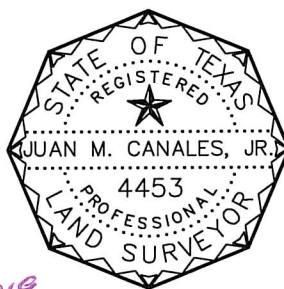
JUAN M. CANALES, JR.  
Registered Professional Land Surveyor No. 4453  
Surveyed: May 21 & 31, 2018; JUNE 5, 2018

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

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

REVIEWED BY

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



SHEET 1 OF 2

## FLOOD PLAIN NOTE

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

## BASIS OF BEARING

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

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

**Landmark**  
SURVEYING, LP

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

SKETCH SHOWING RELATIONSHIP OF LOT 27\*, BOUNDARY  
LINE AGREEMENT, AND RECORD ADJOINER DEED – TO ACCOMPANY  
BOUNDARY, TOPOGRAPHIC, TREE, & UTILITY SURVEY

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

### LEGEND

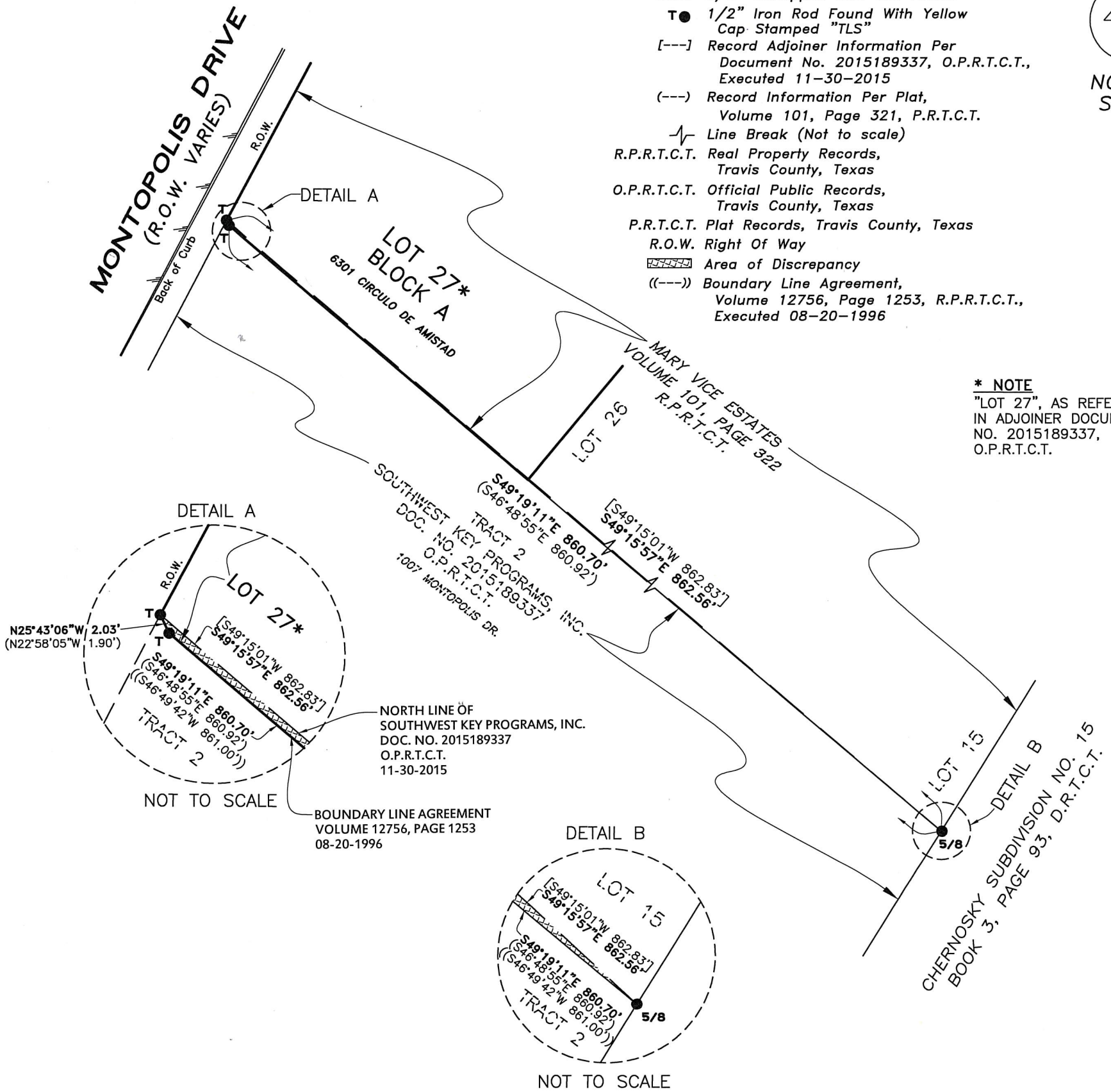
- 5/8" 5/8" Uncapped Iron Rod Found  
T 1/2" Iron Rod Found With Yellow  
Cap Stamped "TLS"  
[---] Record Adjoiner Information Per  
Document No. 2015189337, O.P.R.T.C.T.,  
Executed 11-30-2015  
(---) Record Information Per Plat,  
Volume 101, Page 321, P.R.T.C.T.  
Line Break (Not to scale)  
R.P.R.T.C.T. Real Property Records,  
Travis County, Texas  
O.P.R.T.C.T. Official Public Records,  
Travis County, Texas  
P.R.T.C.T. Plat Records, Travis County, Texas  
R.O.W. Right Of Way  
Area of Discrepancy  
((---)) Boundary Line Agreement,  
Volume 12756, Page 1253, R.P.R.T.C.T.,  
Executed 08-20-1996



NOT TO  
SCALE

\* NOTE

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



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

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

Juan M. Canales, Jr.

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

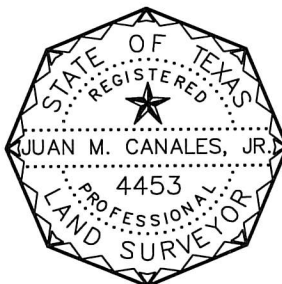
THIS SKETCH IS VALID ONLY IF IT BEARS THE ORIGINAL  
SIGNATURE OF THE ABOVE SURVEYOR.

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

REVIEWED BY

Jmc  
Initials

6.24.2019  
Date



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SIGNATURES ARE VOID.



**Landmark**  
SURVEYING, LP

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

GENERAL NOTES

1. The owner shall bear full responsibility for all costs and provisions of improvements to the City of Austin Water and Wastewater systems required as a result of this development.
2. Tree survey information shall be provided as required at the time of site plan and site development permitting.
3. Any required easements shall be provided at the time of site development permitting and will be dedicated by separate instrument.
4. Prior to construction, drainage plans will be submitted to the City of Austin for review.
5. Prior to construction, site plan approval by the City of Austin staff is required.
6. Water and wastewater systems will connect to the City of Austin systems.
7. Cut and fill information will be provided at the time of site development permitting.
8. Off street parking and loading requirements will be provided in accordance with Sections 13-5-95 through 13-5-107 of the Land Development Code. Residential Lots (Area 2) shall conform to 13-5-107, Part I for Single Family Residential and require "2 spaces per dwelling unit" minimum off-street parking, and "None" for off-street loading requirements.
9. The responsibility for maintenance of storm water drainage facilities lies with the owner, or successor in title, of the land.
10. Fire hydrants will be installed in accordance with guidance and standards furnished by the Austin Fire Department at the time of site development permitting.
11. All signs will comply with the Sign Ordinance of the City of Austin Land Development Code Chapter 13-2 Article VII. Area 1 will comply with the ordinance based on the Neighborhood Commercial Sign District, Area 2 will comply with the ordinance as defined for Low Density Residential Sign District.
12. The home owners association shall be responsible for all maintenance and taxes relating to common areas, including Area 3.
13. The required parkland dedication for the proposed P.U.D. is a maximum of .336 acres based on the following calculation:

**SINGLE FAMILY**  
Proposed max. 24 units X 2.8 X 5/1000 = .336 acres (actual dedicated parkland of P.U.D. = approx. 1.0 acre)  
14. Prior to final plat approval, a parkland dedication fee equivalent to the required parkland acreage or actual dedication of the required land will occur. Any land within this P.U.D. dedicated to the City of Austin may continue to be counted as gross and net site area for site development purposes.  
15. The proposed landscape on the P.U.D. will meet or exceed the landscape ordinance of the City of Austin.  
16. No Critical Environmental Features such as point recharge features, canyon rimrock, caves, springs, sinkholes or bluffs are on or within 150 feet from the project. A certification that no CEF's are present will be submitted at the time of site development permitting.  
17. No wetlands are on or within 150 feet from the project. A certification that no wetlands are present will be submitted at the time of site development permitting.  
18. Access to Montopolis Drive will be limited to the public loop road and as required for access to the commercial lot.  
19. The design concept for the Single Family Residential Housing will be a modification of the Austin Land Development Code Chapter 13-2 Article IV Subdivision Regulations. The criteria for minimum lot area, minimum lot widths and frontage, minimum setbacks, minimum street width, and other standards are varied from the subdivision regulations and are in keeping with the design standards of the Traditional Neighborhood Development (TND) Code.  
20. A pedestrian and bicycle path connection is intended from the P.U.D. to Vargas Street should the owner obtain and purchase the adjoining lot. Only emergency vehicular access will be allowed from Vargas Street to the P.U.D.  
21. Compatibility Standards shall be amended from the City of Austin Land Development Code 13-2-734 (Area 1 to Area 2):  
A.) No structure shall be erected within 25 feet of a property used or zoned for SF-5 or more restrictive (Single Family Residential, Area 2).  
B.) No structure shall exceed 40 feet in height within 25 feet of a property used or zoned SF-5 or more restrictive (Single Family Residential, Area 2).

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

MARY VICE ESTATES

SITE DEVELOPMENT REGULATIONS

COMMERCIAL SITE

AREA 1	Gross Site Area	Net Site Area	Max. Sq. Ft. Bldg.	Min. Setback	Max. Height
	0.61 AC.	0.61 AC.	6000 SF	25FT.	40FT.

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

SINGLE FAMILY RESIDENTIAL

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

<b>TYPES OF USES:</b>	<b>RESIDENTIAL USES:</b>	SINGLE FAMILY RESIDENTIAL
-----------------------	--------------------------	---------------------------

COMMON AREA

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

<b>TYPES OF USES:</b>	COMMUNITY RECREATION (PUBLIC) COMMUNITY RECREATION (PRIVATE)
-----------------------	---

WATER QUALITY AND DETENTION

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

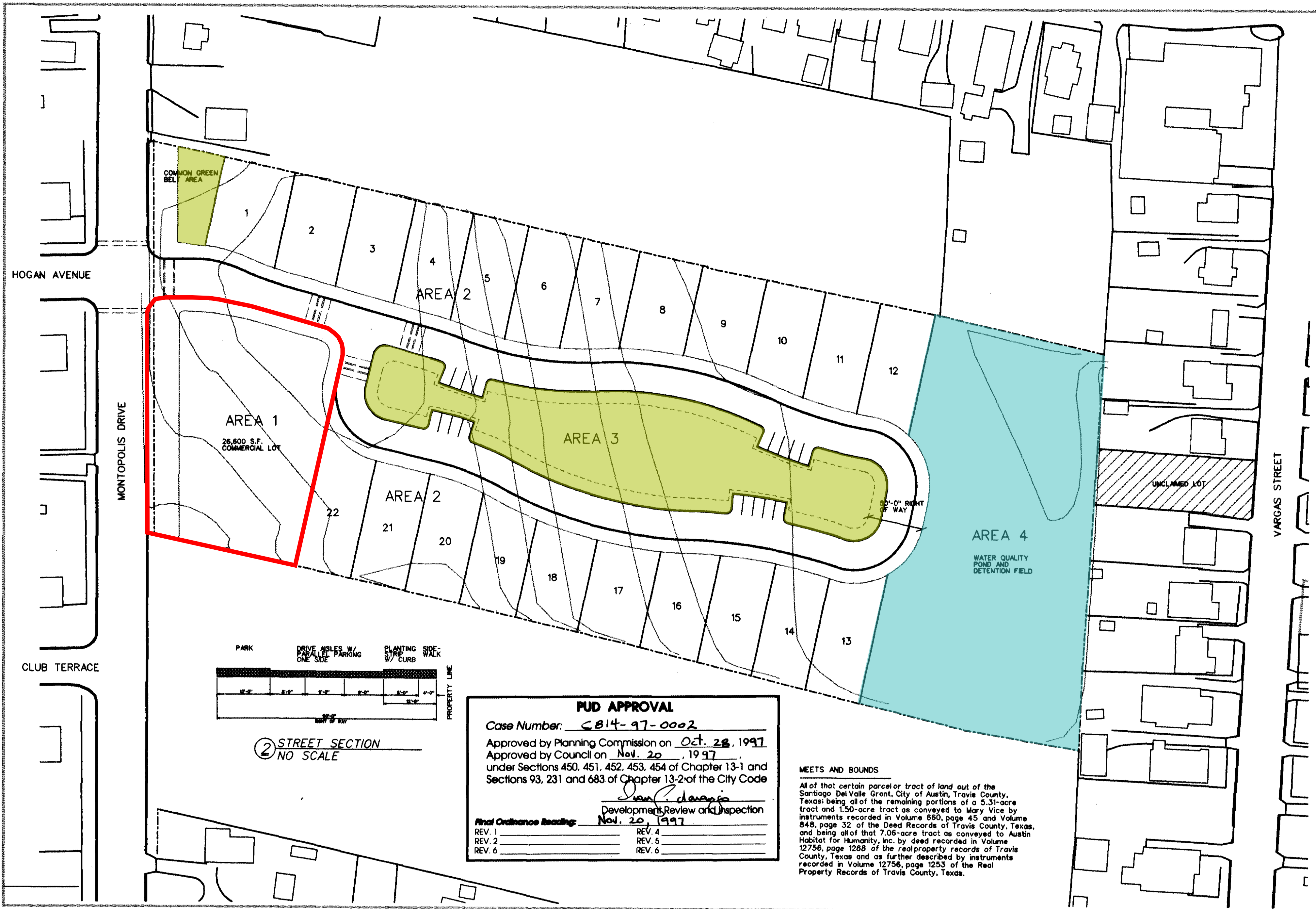
<b>TYPES OF USES:</b>	WATER QUALITY CONTROL FEATURES
-----------------------	--------------------------------

IMPERVIOUS COVER

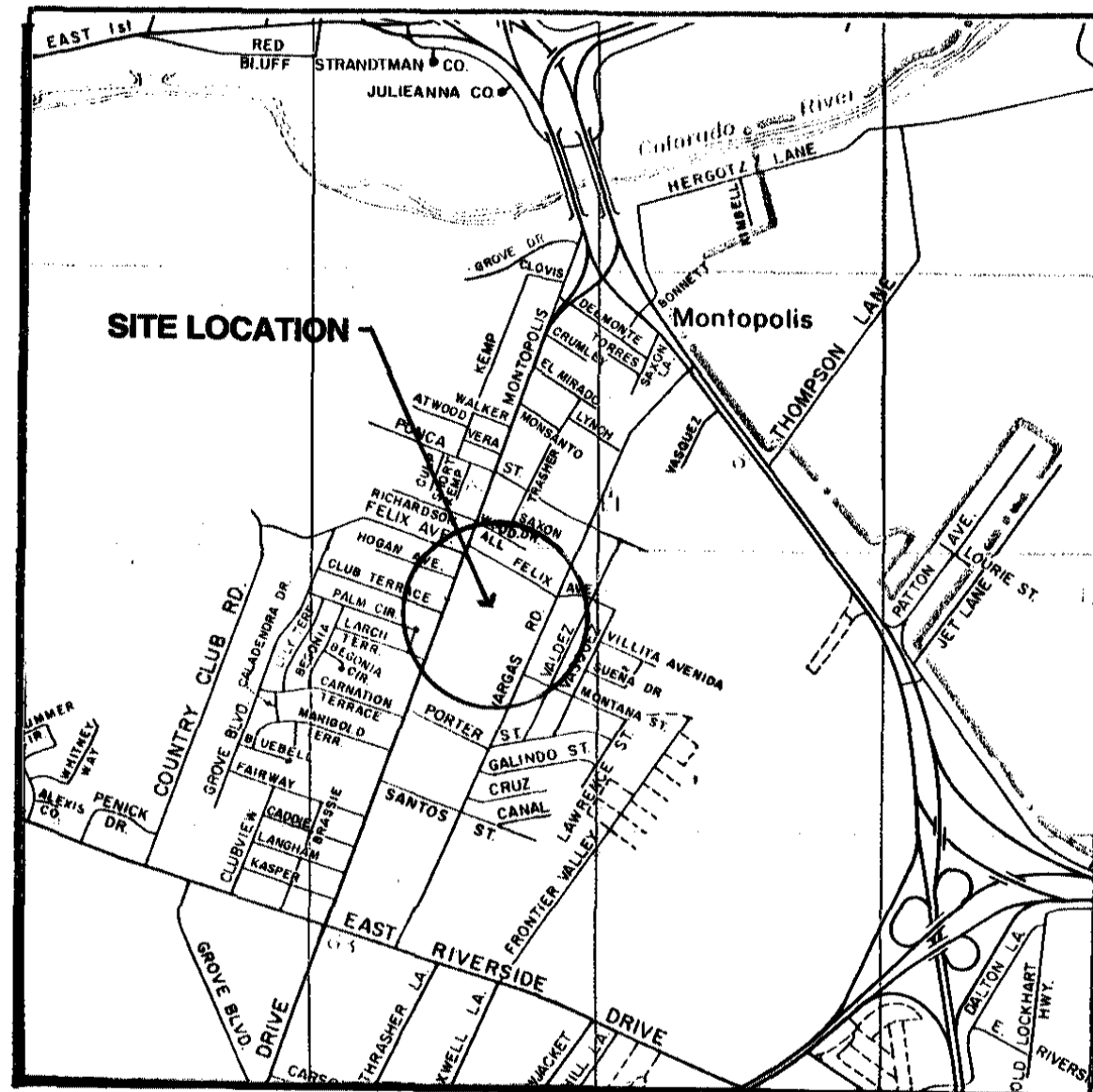
AREA 1:	80%
AREAS 2, 3, 4:	55%

ADDITIONAL SITE REGULATIONS

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



12. No plat of a small lot submitted may be recorded unless a declaration of covenants, easements, and restrictions, or some similarly denominated instrument, prepared by a licensed attorney, is simultaneously recorded in the deed records of the county in which the small lot subdivision is situated. The instrument shall be approved by the city before recording and the recording information shall be clearly referenced on the face of the plat. The instrument:
- A.) Shall contain a statement that the subdivision is developed in accordance with this P.U.D. Land Use Plan.
- B.) Shall specifically enumerate the applicable requirements set forth herein regarding lot size, lot width, setbacks, building height, street width, and off street parking, and shall impose all such applicable requirements as restrictions running with the land.
- C.) Shall restrict the use of the property to the following:
  1. Single Family Dwellings except mobile homes.
  2. Accessory use as permitted in Section 13-2-302, "Accessory Uses for Residential Uses".
  3. Parks, playgrounds, open space and common area providing recreational amenities to the subdivision.
  4. The growing of agricultural crops on individual lots, but no retail sales of crops are made on the premises.
- D.) Shall provide for the maintenance easements required by this P.U.D. Land Use Plan.
- E.) Shall Obligate the Homeowners' Association to maintain all common areas and access easements, and shall make adequate provisions for such maintenance; and
- F.) May contain such other covenants or restrictions not inconsistent with this P.U.D. Land Use Plan may be desired by the subdivider. The subdivider may impose covenant and restrictions which are more restrictive than those required herein.



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

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

23 NOVEMBER, 1997

**CLOVIS HEIMSATH ARCHITECTS**  
605 BRAZOS AUSTIN, TEXAS 78701 (512) 478-1621 477-7269 FAX

**CIVCON ENGINEERS**  
702 SPOFFORD AUSTIN, TEXAS 78703 (512) 448-1400

**CFX ENGINEERS**  
3901 SOUTH LAMAR, SUITE 450 AUSTIN, TEXAS 78704 (512) 448-9888

**JAMES E. GARON & ASSOCIATES**  
2312 WESTERN TRAILS BOULEVARD, BUILDING D, SUITE 404  
AUSTIN, TEXAS 78745 (512) 707-8087

**LAND DESIGN STUDIO**  
8711 BURNET ROAD, SUITE F-70  
AUSTIN, TEXAS 78757 (512) 467-7767

# Mary Vice Estates PUD Land Use Plan

## PUD Amendment Request for Commercial Site-Area 1

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

### SITE DEVELOPMENT REGULATIONS FOR AREA 1

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

### PROPERTY DESCRIPTION

**Name:** Mary Vice Estates

**Address:** 6301 CIRCULO DE AMISTAD TX 78741

**Brief Legal Description:** LOT 27 BLK A VICE MARY ESTATES

**Land Area:** 26,600 SF 0.61 Acres

**Current Zoning:** PUD (Planned Unit Development)

**Future Land Use Map Designation:** Commercial

**PUD Subject Tract:** Commercial Site-Area 1

**PUD Approval Date by City Council:** November 20, 1997

**PUD Ordinance No.:** 971120-L

**Plat Book:** 101 Page(s): 321 Document # (Film Code): 00009827709

**Plat Filed:** August 14, 1998

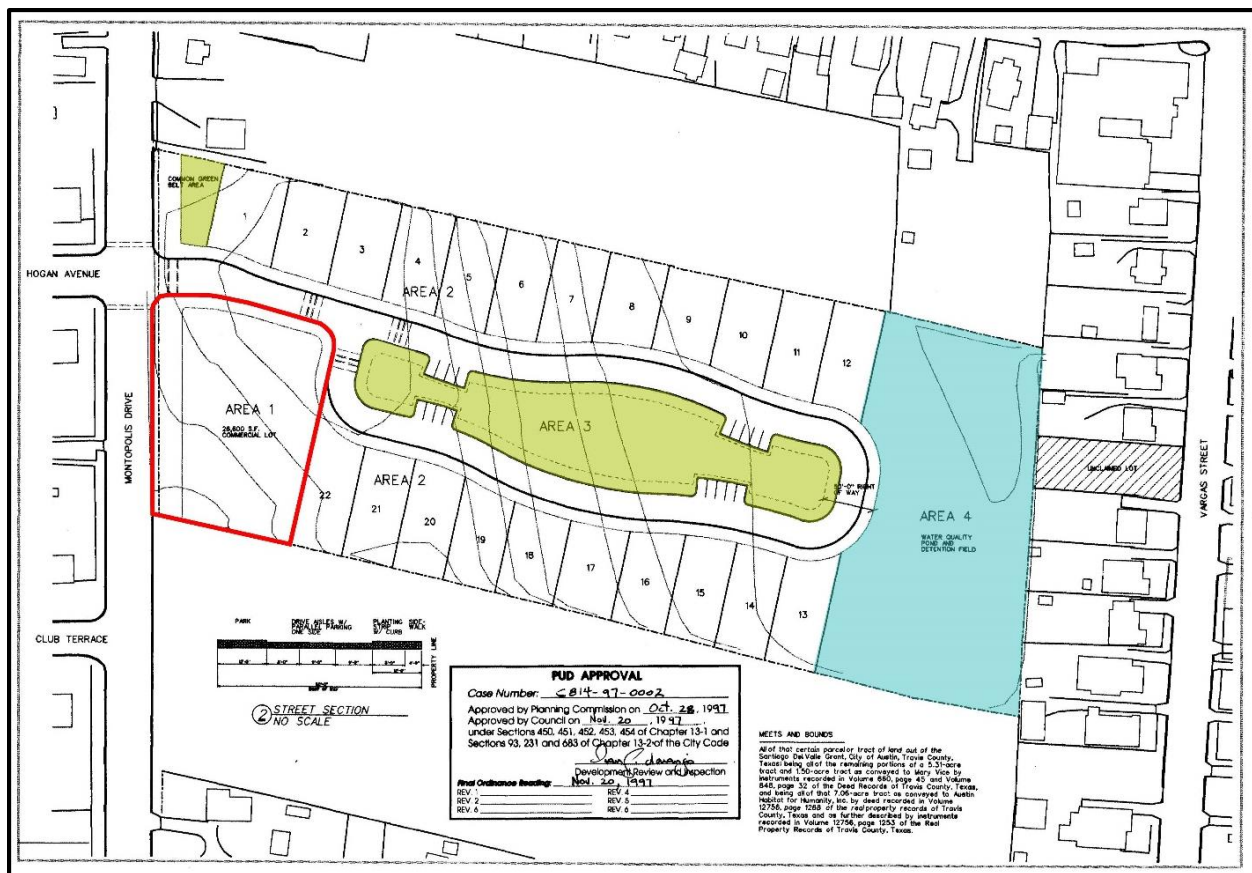
### OWNER INFORMATION

**Owner:** Austin Habitat for Humanity

**Address:** 500 W Ben White Blvd

**City/State/Zip:** Austin, Texas 78704

**Phone:** (512) 472-8788



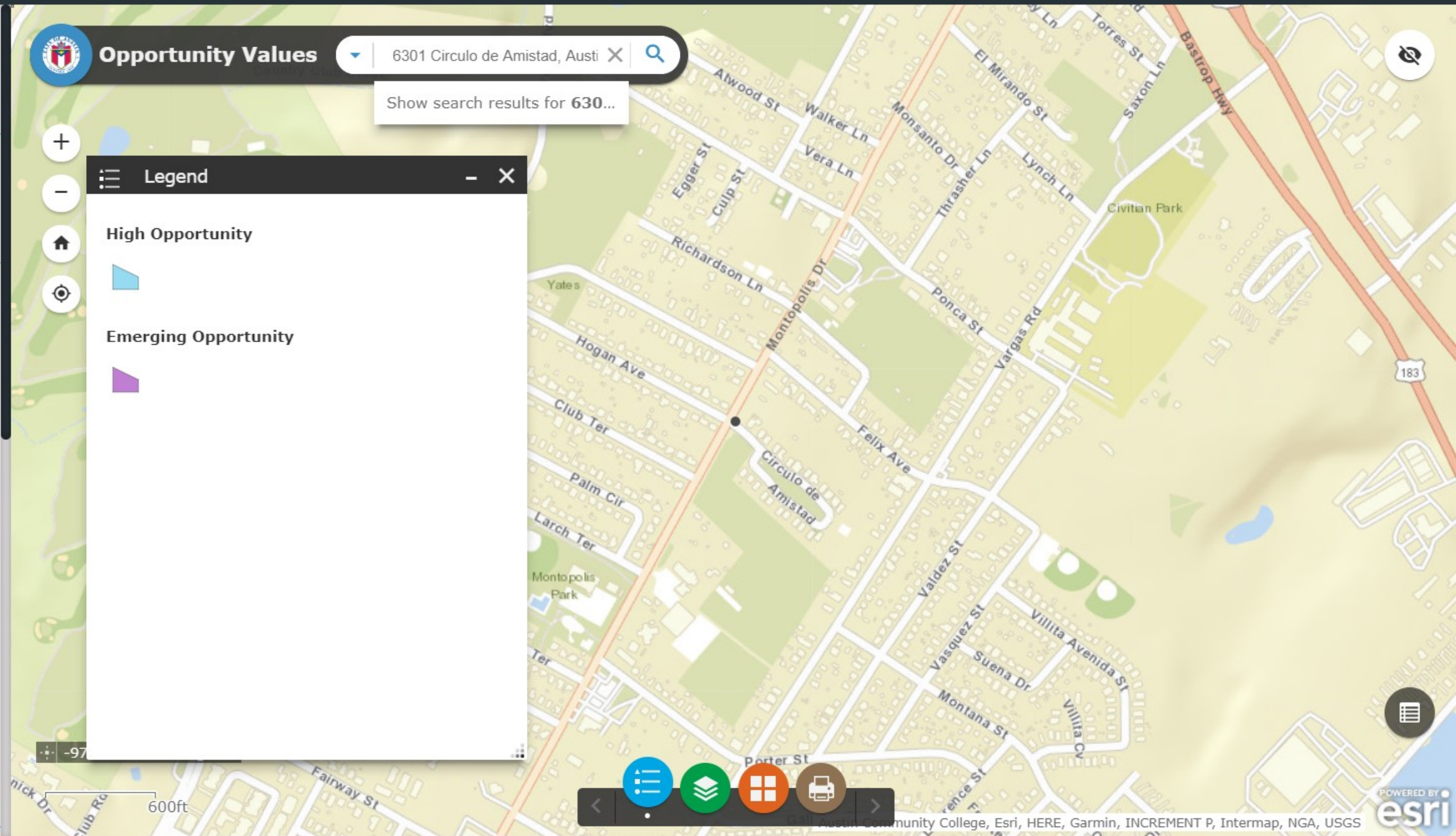
## 1 Instructions

## 2 Council Districts and Census Tracts

## 3 Opportunity Values

Use this map to determine if your project is located in a census tract with current or emerging opportunity indicators. If the census tract in which your project is located is not shown on the map, it did not score as a high opportunity or emerging opportunity tract. This field will auto-populate on the RHDA/OHDA application when you fill in your census tract.

High and emerging opportunity are determined for each census tract in Austin using the [Enterprise Community Partners Opportunity 360 database](#). Census tracts that rank above average for at least six out of nine Opportunity 360 indices are categorized as "Current High Opportunity Areas." Tracts that rank above average for at least two out of four Opportunity 360 Pathway indices are categorized as "Emerging Opportunity Areas."



## 4 Gentrification Values

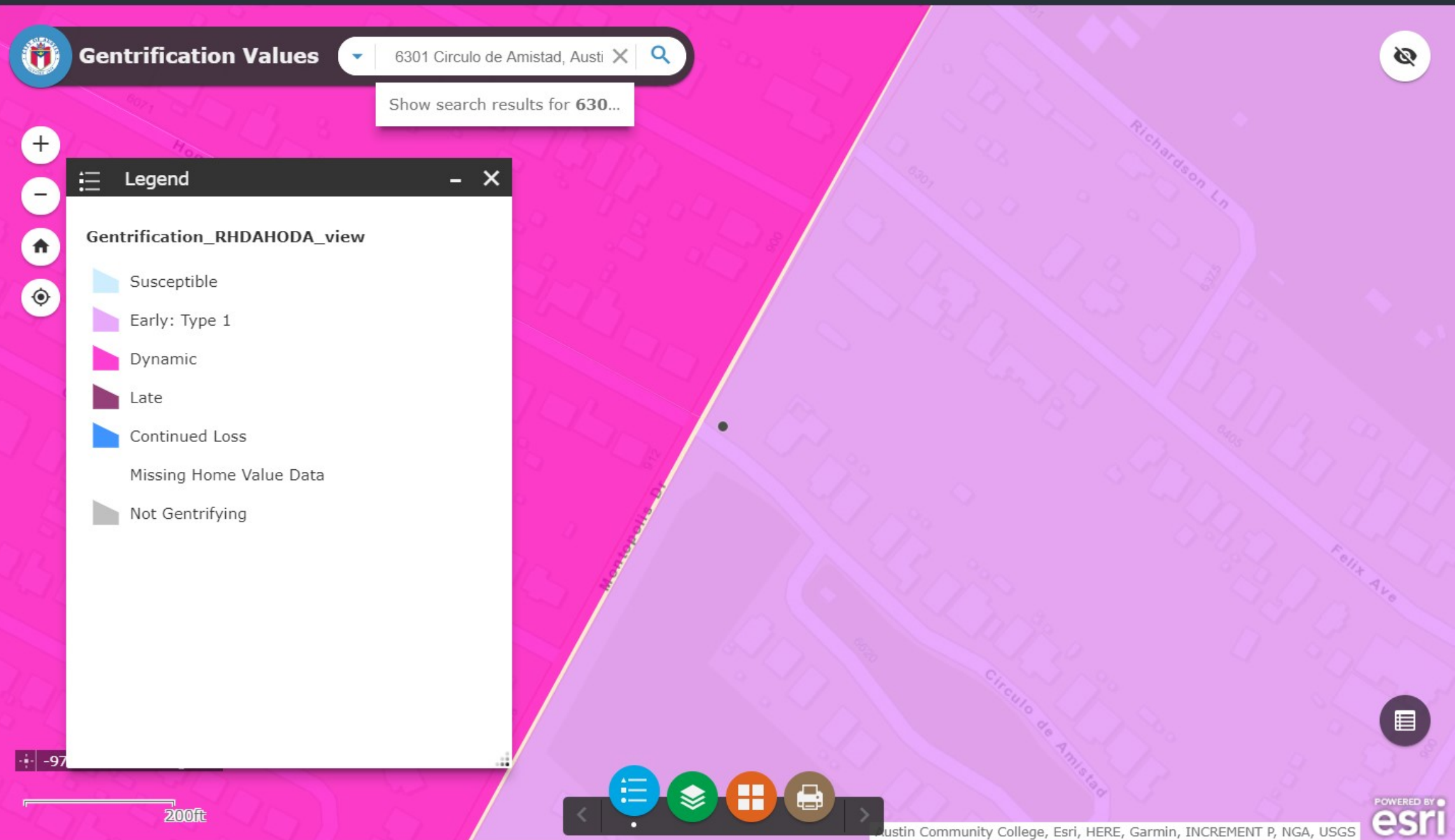
Use this map to determine if your project is located within a census tract that is gentrifying or is vulnerable to gentrification. This field will auto-populate on the RHDA/OHDA application when you fill in your census tract.

This data comes from Uprooted (<http://sites.utexas.edu/gentrificationproject/>), a detailed study on gentrification in Austin conducted by the University of Texas at Austin.

## 5 Imagine Austin Centers, Corridors & Mobility Bond Corridors

## 6 Transit

## 7 Healthy Food



4 Gentrification Values

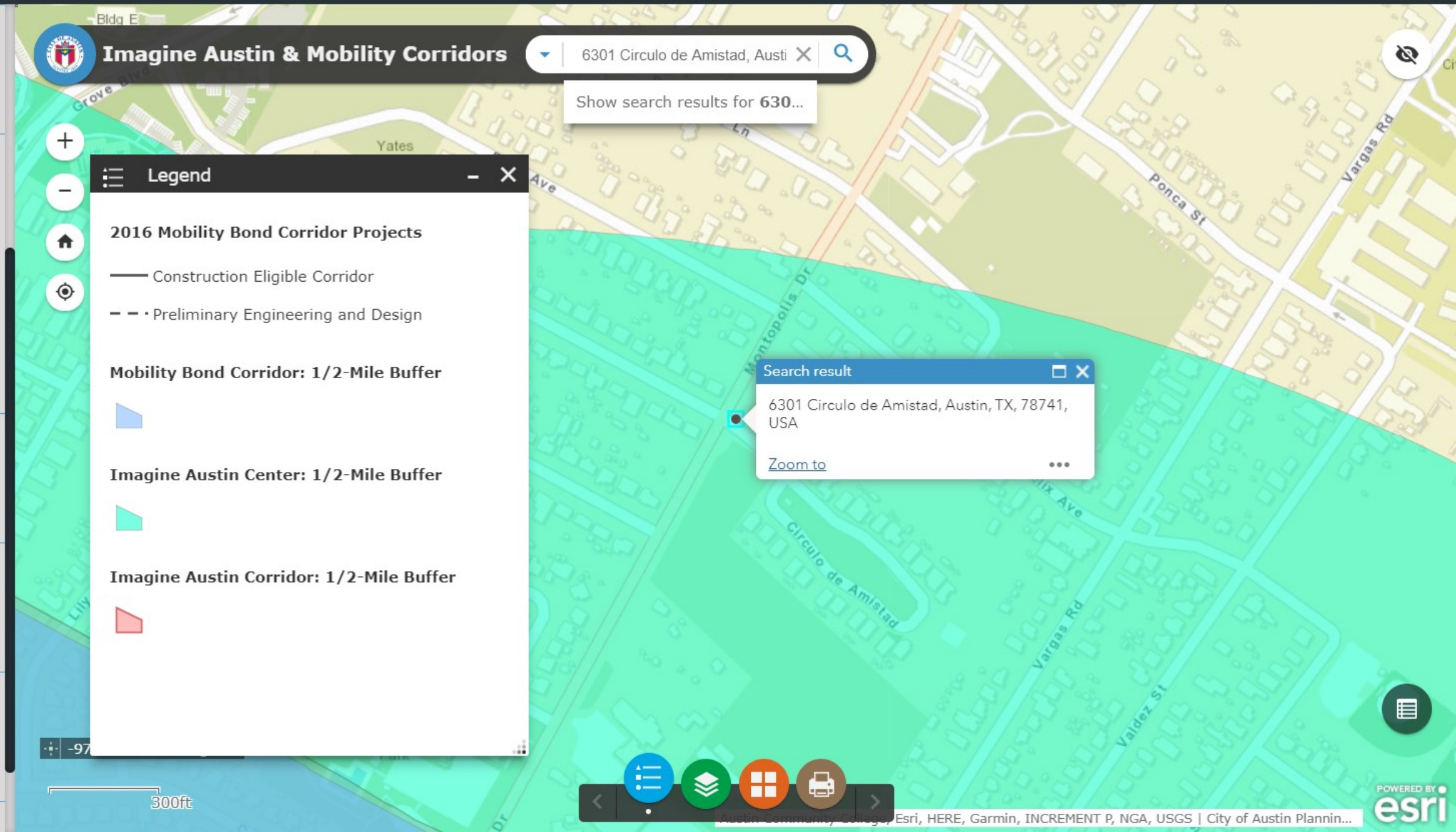
5 Imagine Austin Centers, Corridors & Mobility Bond Corridors

Use this map to determine if your project lies within a half-mile of an Imagine Austin Activity Center or Corridor, or within a half-mile of a Mobility Bond Corridor marked for transportation investments through the City's 2016 Mobility Bond.

6 Transit


7 Healthy Food

8 Elementary Schools



- 4 Gentrification Values
- 5 Imagine Austin Centers, Corridors & Mobility Bond Corridors
- 6 Transit
- 7 Healthy Food
- 8 Elementary Schools
- 9 Floodplains

Use this map to determine if your project is located within 1/4-mile of a high frequency transit route or within 3/4-mile of other transit routes.

**Transit**

6301 Circulo de Amistad, Austi X

Show search results for 630...

+


-

Home


Location

Legend

High Frequency Bus Routes: 1/4-Mile Buffer



Bus Routes: 3/4-Mile Buffer



Search result

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

[Zoom to](#)

200ft

Layers


Layers

Layers

Layers

Print

POWERED BY



Austin Community College, Esri, HERE, Garmin, INCREMENT P, NG, USGS

## 4 Gentrification Values

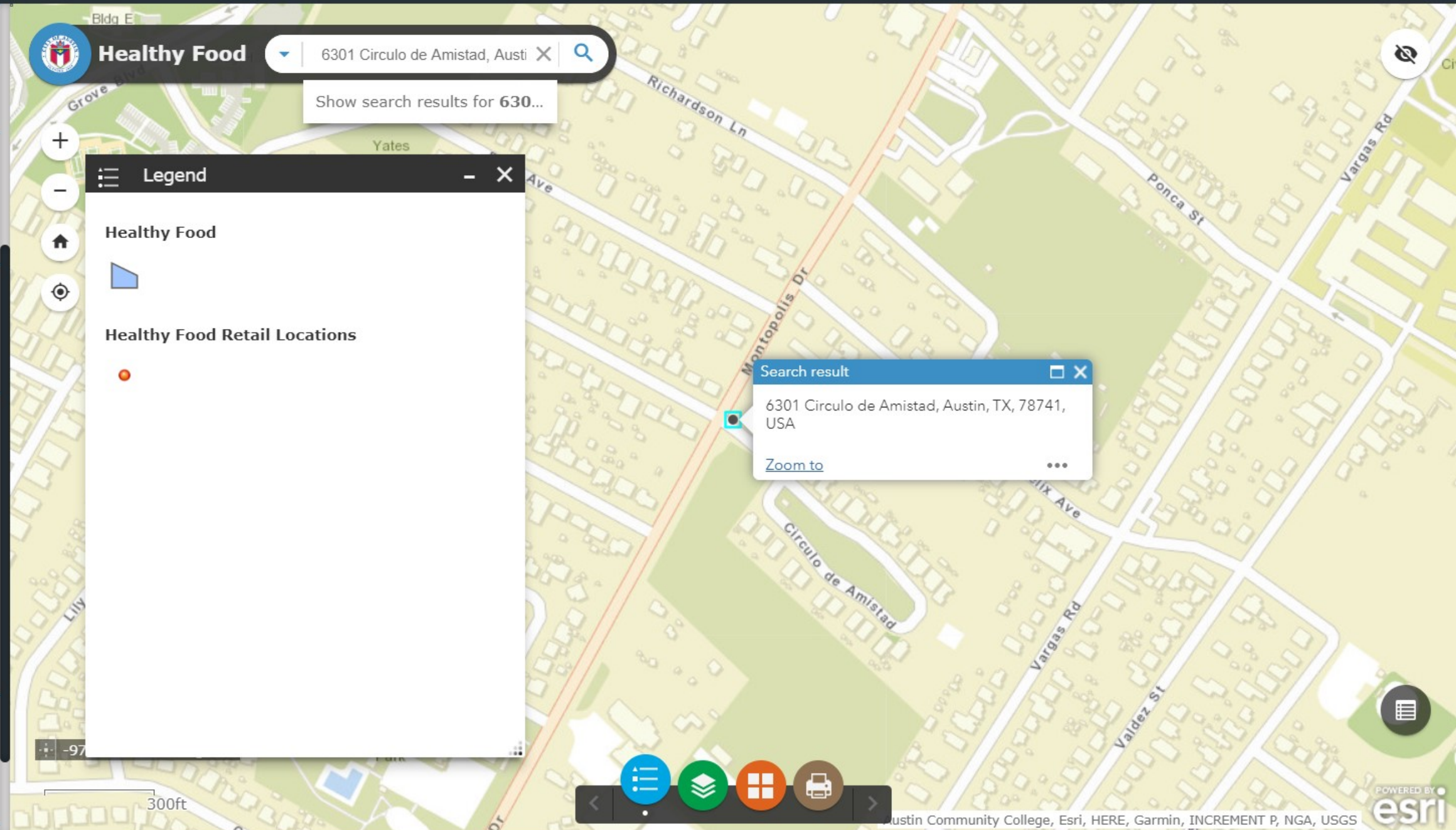
## 5 Imagine Austin Centers, Corridors & Mobility Bond Corridors

## 6 Transit

## 7 Healthy Food

Use this map to determine if your project is located within a mile of a healthy food retailer (data from the City of Austin's Office of Sustainability [Food Environment Analysis](#)). If your property is located within the blue buffer shown on the map, it is considered to have healthy food access.

## 8 Elementary Schools



## 4 Gentrification Values

## 5 Imagine Austin Centers, Corridors & Mobility Bond Corridors

## 6 Transit

## 7 Healthy Food

## 8 Elementary Schools

This map shows attendance zones for elementary schools in Austin, by independent school district (ISD).

## 9 Floodplains



### Elementary School Attendance Zones

6301 Circulo de Amistad, Austi X



Show search results for 630...



#### Legend

##### Austin Elementary School Attendance Areas

-  Austin ISD
-  Pflugerville ISD
-  Manor ISD
-  Del Valle ISD
-  Round Rock ISD
-  Lake Travis ISD
-  Lago Vista ISD

#### Search result

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

[Zoom to](#)



-97

200ft





## FLOODPLAIN INFORMATION REQUEST FORM

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

*Additional Questions? Please contact the Floodplain Office*

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

**Fax:** 512-974-3584

**E-mail:** floodpro@austintexas.gov

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

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

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

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

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

# ATLAS 14 QUICK REFERENCE SHEET

## What is Atlas 14?

The National Weather Service, in partnership with many other federal, state, and local agencies, is in the process of reassessing historic rainfall intensities for Texas with a study called Atlas 14. Rainfall intensities tell us the likelihood of rainfall events of different sizes. Rainfall intensities are used by FEMA and local communities to determine flood risk and to make floodplain maps. Rainfall intensities for the State of Texas have not been assessed since 1994. Atlas 14 is an update of this data meant to incorporate almost a quarter century of rainfall data collected statewide since the last study, up to and including Hurricane Harvey. The graphic to the right indicates in green the areas of Texas where rainfall intensities are increasing.

## How Does Atlas 14 Affect Austin?

The Atlas 14 draft study shows the Austin area to be one of the most significantly impacted areas in the State of Texas. In general, this means that, in Austin, what had been considered a 500-year rainfall is in fact a 100-year rainfall. This indicates that many homes and businesses in Austin may be expected to flood more frequently than had been previously thought. However, only 9% of the land area in Austin is projected to be in the new 100-year floodplain.

## How Is the City of Austin Responding?

The **Watershed Protection Department** is acting quickly to respond to this more accurate assessment of flood risk. It is critical that we continue to ensure that future development is built to be sufficiently resilient to protect lives and properties of our residents. To that end, we have initiated a code amendment process to adopt this new rainfall information as well as other changes meant to enable properties to redevelop in a safer fashion.

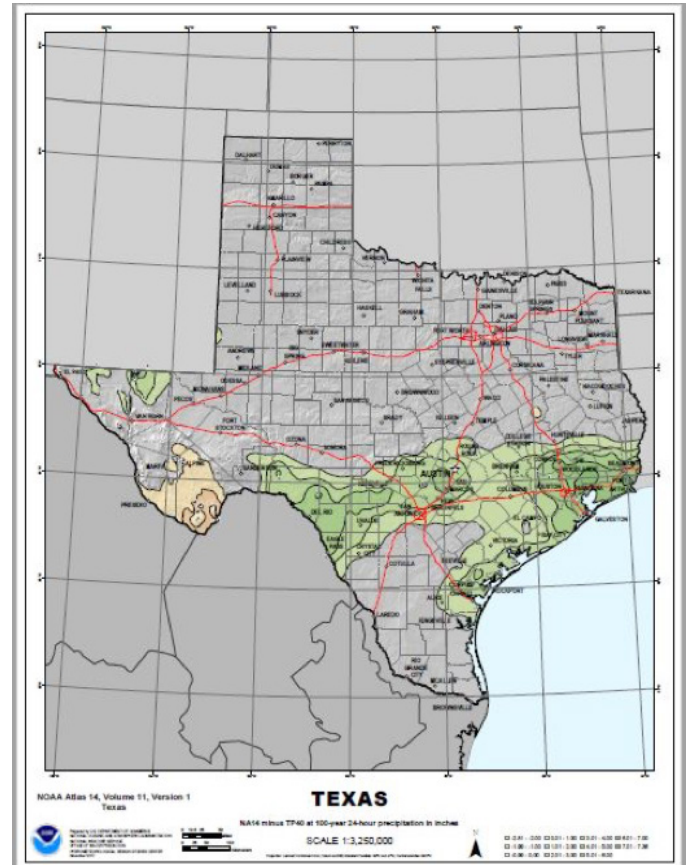
## How Do I Get More Information?

**Website:** [www.AustinTexas.gov/Atlas14](http://www.AustinTexas.gov/Atlas14)

**Email:** [Atlas14@AustinTexas.gov](mailto:Atlas14@AustinTexas.gov)



## MAP CHANGES TO RAINFALL INTENSITY



## IMPACTS TO HOMEOWNERS

### How does this affect my property?

Visit our website [www.austintexas.gov/atlas14](http://www.austintexas.gov/atlas14) to access maps of floodplain changes in Austin.

### Do I need to buy flood insurance?

While FEMA flood insurance rate maps will not be immediately affected, property owners shown in the 500-year floodplain on the current FEMA maps should consider purchasing flood insurance as soon as possible to best protect their property.

### How does this impact development regulations?

Properties located in the City's regulatory floodplain are subject to additional development restrictions. Please visit [www.austintexas.gov/floodplainrules](http://www.austintexas.gov/floodplainrules) to learn more.



# FloodPro

Find Floodplain Information

## General Information

Address:  
Tax ID: 0305160423  
Appraisal District: Travis

## FEMA Floodplain

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

## City of Austin Floodplain

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

[Print Floodplain Report](#)



Home



Layers



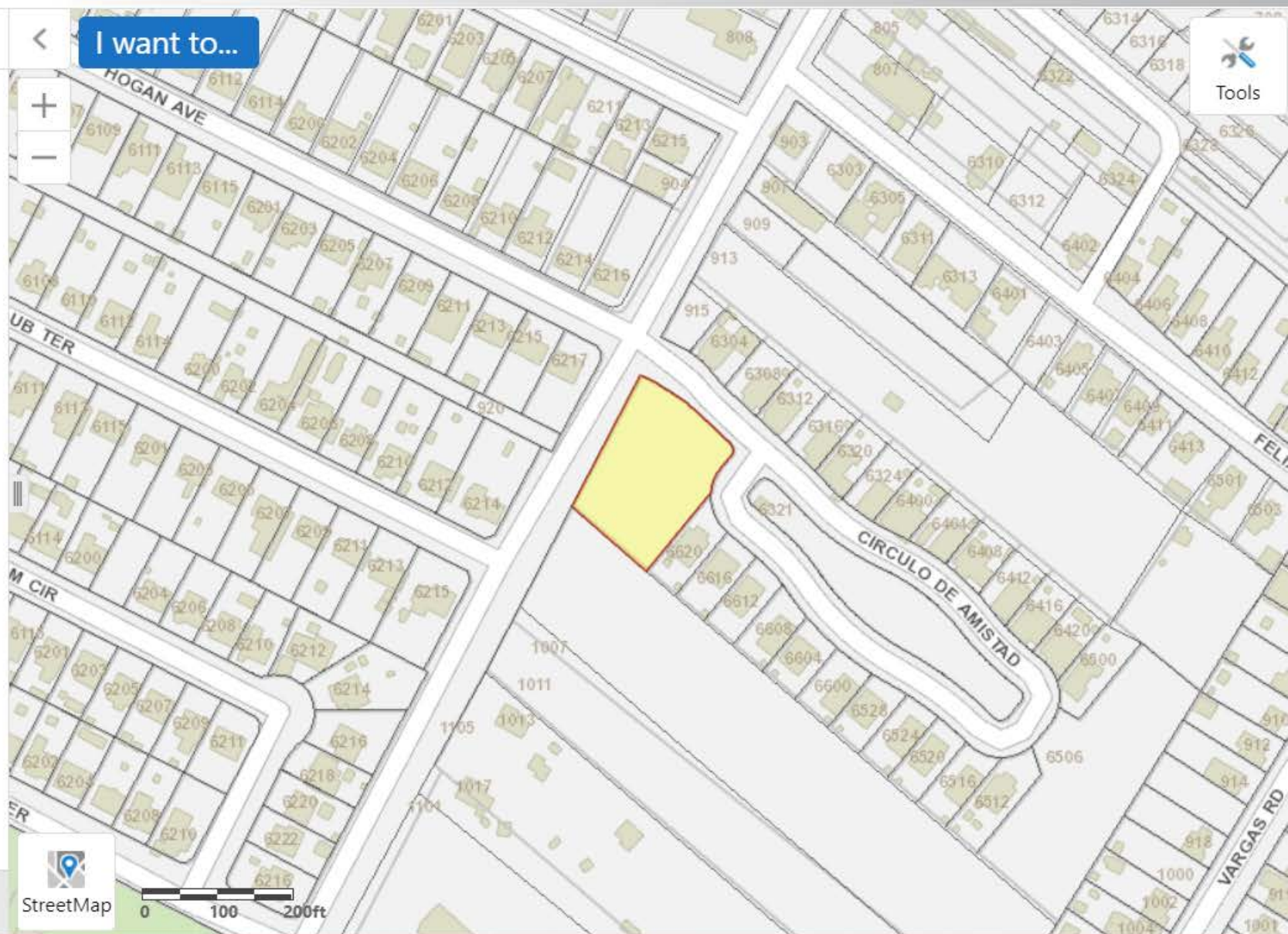
Find Floo...



StreetMap

0 100 200ft

I want to...



Tools



Application for OHDA Funding – 2021

**Tab 5c – Zoning Verification Letter**



# CITY OF AUSTIN - ZONING VERIFICATION LETTER

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

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

## Party Requesting Verification

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

## Tax Parcel Identification Number

Agency: TCAD  
Parcel ID: 0305160423

## Zoning Classification(s)

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

PUD-NP

## Zoning Case Number(s)

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

C14-01-0060

## Zoning Ordinance Number(s)

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

010927-28

For Address Verification visit:

<http://austintexas.gov/addressverification>

To access zoning ordinance documentation visit:

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

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

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

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

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

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

A handwritten signature in black ink, appearing to read "RoxAnne Parker".



Application for OHDA Funding – 2021

**Tab 5d – Proof of Site Control**

RECORDED BY  
TEXAS PROFESSIONAL TITLE, INC.

FILM CODE

00005476183

WARRANTY DEED

14  
THE STATE OF TEXAS  
COUNTY OF TRAVIS

S  
S  
S

KNOW ALL MEN BY THESE PRESENTS:

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

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

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

*Victoria Touchet*  
FAMILY ELDERCARE, INC. GUARDIAN  
OF THE PERSON AND ESTATE OF MARY  
VICE

by: VICTORIA TOUCHET, its agent

*Florence Vice*  
FLORENCE VICE

142462

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

12756 1268

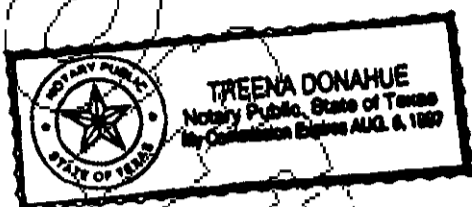
STATE OF TEXAS

§  
§  
§

ACKNOWLEDGMENT

COUNTY OF TRAVIS

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



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

STATE OF TEXAS

§  
§  
§

ACKNOWLEDGMENT

COUNTY OF TRAVIS

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



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

PREPARED IN THE LAW OFFICE OF

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

AFTER RECORDING PLEASE RETURN TO:

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

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

REAL PROPERTY RECORDS  
TRAVIS COUNTY, TEXAS

12756 1269

## FIELD NOTES

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

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

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

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

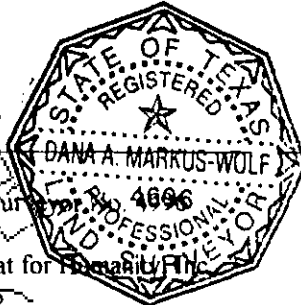
**THENCE**, N22°58'05"W a distance of 1.90 feet to a 1/2" iron rod found on the southeast right-of-way line of Montopolis Drive, at the most southerly corner of a 0.019 acre tract as conveyed to the City of Austin by deed recorded in Volume 3951, Page 1922 of the Deed Records of Travis County, Texas;

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

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

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

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



7/12/96  
Date

Client: Austin Habitat for Humanity, Inc.  
Date: July 12, 1996  
WO No.: 98-0008-18-01  
FB No.: 40/2  
Disk: Habitat 007/vice.doc

FILED  
96 AUG 22 PM 4:29

DANA L. LAUVOIR  
COUNTY CLERK  
TRAVIS COUNTY, TEXAS

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

AUG 22 1996



*Dana L. Lauvoir*  
COUNTY CLERK  
TRAVIS COUNTY, TEXAS

REAL PROPERTY RECORDS  
TRAVIS COUNTY, TEXAS

12756 1271



Application for OHDA Funding – 2021

**Tab 5e – Phase I ESA**

**AUSTIN HABITAT FOR HUMANITY**

**APPLICATION FOR OWNERSHIP HOUSING DEVELOPMENT ASSISTANCE (OHDA) - 2021**

**PHASE I ESA**

Please note that the Phase I ESA for the Montopolis/Círculo de Amistad property is not included in the website copy of this proposal due to its large file size. The Phase I ESA has been submitted as part of the full proposal to the City.



Application for OHDA Funding – 2021

Tab 5f – SHPO



[Home](#) | [Check Reviews](#) | [Submit](#) | [About](#)



**TEXAS HISTORICAL COMMISSION**  
*real places telling real stories*

Hello kreznick@ahfh.org [Log off](#)

## REVIEW REQUEST CONFIRMATION

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

**Project Name**

Montopolis Homes

**Track Number**

202012307

**Date Received**

4/29/2020 10:08:08 AM

**Thank you!**

---

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