



THE VECINO GROUP
Housing for the greater good.

RENTAL HOUSING DEVELOPMENT ASSISTANCE APPLICATION

August 6, 2021



Libertad Austin at Gardner
900 Gardner Road
Austin, TX 78721

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

APPLICATION TABS

**Tab A1 – Executive
Summary/Project Proposal**



LIBERTAD AUSTIN AT GARDNER - AUSTIN, TEXAS

Development Name:	Libertad Austin at Gardner
Construction Type:	New Construction
Target Population:	Families
Number of Units:	198-units
Number of Buildings:	three four-story, elevator-served buildings that will be interior
Size of Site:	corridor 4.0771
AHFC Request:	\$3,000,000

The Vecino Group – a national developer of mission-driven housing – has partnered with the Austin Housing Finance Corporation to develop Libertad Austin - a deeply affordable apartment community offering 198 one-, two- and three-bedroom apartments with access to high-quality supportive services in order to preserve affordability in a neighborhood seeing an influx of real estate development activity. Libertad Austin will be designed to seamlessly integrate into the surrounding neighborhood fabric with first-class construction and aesthetically pleasing architecture.

Libertad Austin is being developed in an intentional three-pronged partnership in order to achieve the following most-pressing community goals: 1) deliver additional supportive housing units that will begin to move the needle on reducing the number of families experiencing homelessness in Austin; 2) build upon Austin's local nonprofit service delivery model with Caritas of Austin in the lead to expedite a pipeline of similar projects; 3) utilize the design and construction experience of the Vecino Group to bring a national perspective and best practices model to achieve local impact.

Libertad Austin will pursue a 4% housing tax credit paired with Private Activity Bond capital stack with Austin Housing Finance Corporation as bond issuer. A bond application to the Texas Bond Review Board will be submitted in the October lottery for the 2022 year. The application is hopeful to receive a bond reservation by March 2022.

Libertad Austin is a proposed 198-unit apartment community that will include four-story, elevator-served buildings that will be interior corridor. Libertad Austin is being developed on a 4.0771 portion of a 6-acre lot that is owned by the Austin Housing Finance Corporation. Common area spaces include supportive service staff offices, fitness room, afterschool learning center, playground, walking trail and landscaped outdoor spaces. Taking advantage of the transit-connected location and as allowed by the Affordability Unlocked density bonus program, the property will provide reduced parking as the majority of residents rely on public transit.

About the Community:

- 198 rental apartments for families with the following unit mix:

Unit Type	# of Units	Square Footage
1 bedroom/1 bath	59	653 sq. ft.
2 bedroom/1 bath	95	855 sq. ft.
3 bedroom/2 bath	44	1052 sq. ft.

- Resident community space and amenities including a lobby/business center, fitness room, learning center, clothes care center, security cameras, recycling service and storage and a leasing office. Offices will be available for both property management and supportive service staff.
- Outdoor recreation will include a walking trail, landscaped outdoor spaces and covered bicycle parking.
- Participation in Austin Energy Green Building Program.
- Alpha Barnes Residential has been chosen as the third-party property management firm for Libertad Austin. It was critical to the team to choose a highly-regarded property management firm who has experience working in housing tax-credit and public funding financed properties. Alpha Barnes Residential has a solid background working with multiple local nonprofits in their affordable housing communities.
- The development and operations of Libertad Austin will be bolstered by the partnership of the Austin Housing Finance Corporation in the development – a testament to the significance of this project and its impact.
- Approximately 50 units out of the total 198 units will be reserved for persons experiencing homelessness through Austin’s Continuum of Care who will have varying needs of affordability and social support. This mixed approach offers the residents the best opportunity for community integration and allows for proper staffing and supportive service provision.
- Caritas of Austin will have on-site staff offering free, multi-disciplinary services designed to support residents and build well-being including: relationship-based case management, employment services, life skills classes, financial literacy classes, health and well-being classes, employment workforce training and a food pantry. Ninety-eight percent of Caritas’ supportive housing clients are stable in housing and do not return to homelessness.

About the Residents:

The following individuals will make Libertad Austin home:

- 30 units for families making less than 30% Area Median Family Income
- 15 units for families making less than 40% Area Median Family Income
- 55 units for families making less than 50% Area Median Family Income
- 98 units for families making less than 60% Area Median Family Income

About the Team:

THE VECINO GROUP

The Vecino Group is a company devoted to development projects that address a broader community issue, set an example, give back and inspire. They have properties across the U.S. that are similar in focus and target population. This is The Vecino Group’s second project in Texas, however the firm has vast experience entering into new markets, the HTC program and making an impact.

- 18 Supportive Housing Communities in 7 states
- 1196 units of housing to end homelessness

- Raised \$2.7 million in supportive services

AUSTIN HOUSING FINANCE CORPORATION

The general partner of the tax credit limited partnership is made up of an LLC with Austin Housing Finance Corporation, as the sole member and manager. The Vecino Group will be an Administrative Limited Partner. AHFC (or affiliate) will serve as General Contractor for the project.

CARITAS OF AUSTIN

Caritas of Austin has been a pillar in the Austin community since its founding in 1964. Since the outset, Caritas has worked to assist those community members who need help in rebuilding their foundation: homeless, veterans, refugees, youth, single mothers, and those with a disability and/or mental health challenges. Caritas of Austin uses a community-based approach to make social service provision calculated and efficient.

For 14 years Caritas of Austin has operated supportive housing through various leasing partnerships across the City of Austin. While these partnerships have allowed Caritas to permanently end homelessness for hundreds of Austinites each year; they can more effectively expand their work and provide additional community impact if they own housing that is affordable and specifically designed to facilitate their on-site social support.

About the Services:

Caritas of Austin will be the Supportive Service Coordinator and the main provider of Supportive Services at Libertad Austin.

Caritas of Austin's Supportive Service Philosophy

Caritas of Austin believes that when every person has a stable place to call home, we can reach our full potential and contribute to the community. Each person we serve shares the devastating experience of homelessness. Some have lived on the streets for years, while the crisis has been more short-lived for others. Rebuilding one's life is complex and looks different for every individual. We employ customized, evidence-based solutions to end a family's homelessness and build stability for future generations.

The following list of supportive service programming will be offered and available to residents living at the Libertad Austin.

RELATIONSHIP-BASED CASE MANAGEMENT

Our professional case managers, with the utmost respect and dignity, work as partners with clients to develop and achieve a personalized plan that's unique to each person's situation and goals. The plan can include goals of employment, building self-confidence, budgeting, health care and more. When needed, case managers help clients obtain treatment for mental health or substance use issues.

MENTAL AND BEHAVIORAL HEALTH SERVICES

Caritas of Austin has immediate access to mental and behavioral health services through a funding partnership with Austin Public Health including:

INDIVIDUAL SUBSTANCE ABUSE/MENTAL HEALTH COUNSELING

SUBSTANCE ABUSE TREATMENT

PEER MENTORING PROGRAM

CLIENT TRANSPORTATION

Bus passes and/or taxi vouchers will be provided so that clients can attend psychiatric appointments, counseling appointments, substance abuse treatment, and/or other mental health/substance abuse recovery appointments.

EMPLOYMENT

Caritas of Austin partners with around 300 local employers to place hundreds of people in jobs each year. Industries include healthcare, hospitality, manufacturing, HVAC, Commercial Driver's License, IT, government, and more.

EMPLOYMENT SERVICES

- Individualized employment goals and plan
- Resume development
- Interview preparation
- Provide work uniforms and tools
- Provide bicycles and bus passes for work transportation
- Vocational training and professional certification
- Support pursuing higher education

EDUCATION

We all reach our full potential when we have access to more than just physical resources. They need the knowledge, skills and opportunities to reach their goals. Caritas of Austin's Education program is aimed at giving people the tools necessary to succeed. Whether it's personal finance matters, developing vocational skills, or setting life goals, our Education program adds an additional layer of support to our comprehensive services.

- Life Skills: A series of classes that help clients develop life skills such as: Goal Setting, Establishing Boundaries, Strategies to Raise Self Esteem, and many more.
- Financial Literacy: An assortment of classes to help clients manage their finances including Financial Planning, Savings, Building Credit, and others.
- Health and Well-Being: A compilation of classes including topics such as; Eating Healthy, Choosing a Hobby that Works for You, and others.
- Employment Workforce Training: A series of classes that builds job skills in the Hospitality Industry and the Food Industry.
- Speaker Series: Classes provided by community partner agencies as a resource to our clients by YWCA, Asian Family Support Services of Austin (AFSSA), and Austin Police Department (APD).

Caritas of Austin classes are available to all clients at no cost.

FOOD

Caritas of Austin's Food programs build physical well-being as people are transitioning out of homelessness. Hunger is an important issue in our community. Together with our other services, food assistance builds a strong foundation as people work toward their life goals.

Community Kitchen

Caritas of Austin provides a free, nutritious lunch to individuals Monday through Friday from 11:00 a.m. – 12:30 p.m. Lunch in Caritas' Community Kitchen may be the only meal someone eats on a given day.

The Community Kitchen is managed by our chef and primarily volunteer-operated. A similar model of nutrition supplementation will be provided at the Libertad Austin property.

Pantry

An on-site food pantry will provide take-home groceries to residents. When you are struggling to make ends meet and must choose between putting food on the table and paying the bills, weekly groceries bring great relief.

Supportive Services and Funding

Funding for the supportive services for Libertad Austin will come from a combination of grants and fundraising from private foundations, corporations and individuals. This is the same method used to fund the current supportive services for the 500+ individuals Caritas of Austin served last year. Caritas of Austin has been in the community for 56 years, and has a long standing and healthy relationships with the donor community.

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

APPLICATION TABS

**Tab A2 – Project Summary
Form**

Project Summary Form

1) Project Name Libertad Austin at Gardner	2) Project Type 100% Affordable	3) New Construction or Rehabilitation New Construction
4) Address(s) or Location Description 900 Gardner Road, Austin, TX 78721		5) Mobility Bond Corridor Airport Blvd
6) Census Tract 21.11	7) Council District District 3	8) Elementary School GOVALLE EL
9) Affordability Period 45 years		
10) Type of Structure Multi-family	11) Occupied? No	12) How will funds be used? Construction

13) Summary of Rental Units by MFI Level

Income Level	Efficiency	One Bedroom	Two Bedroom	Three Bedroom	Four (+) Bedroom	Total
Up to 20% MFI						0
Up to 30% MFI		10	10	10		30
Up to 40% MFI		5	7	3		15
Up to 50% MFI		15	31	9		55
Up to 60% MFI		29	47	22		98
Up to 80% MFI						0
Up to 120% MFI						0
No Restrictions						0
Total Units	0	59	95	44	0	198

14) Summary of Units for Sale at MFI Level

Income Level	Efficiency	One	Two	Three	Four (+)	Total
Up to 60% MFI						0
Up to 80% MFI						0
Up to 120% MFI						0
No Restrictions						0
Total Units	0	0	0	0	0	0

15) Initiatives and Priorities (of the Affordable Units)

Initiative	# of Units	Initiative	# of Units
Accessible Units for Mobility Impairments	20	Continuum of Care Units	50
Accessible Units for Sensory Impairments	4		

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? No
- 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

<u>Sources</u>		<u>Uses</u>	
Debt	19,029,900	Acquisition	45,000
Equity	20,512,281	Off-Site	150,000
Grant		Site Work	2,250,000
Other	3,000,000	Sit Amenities	
Deferred Developer Fee	2,285,337	Building Costs	26,370,000
Previous AHFC Funding		Contractor Fees	4,452,500
Current AHFC Request	3,000,000	Soft Costs	4,264,191
		Financing	4,513,523
		Developer Fees	5,782,304
Total \$	47,827,518	Total \$	47,827,518

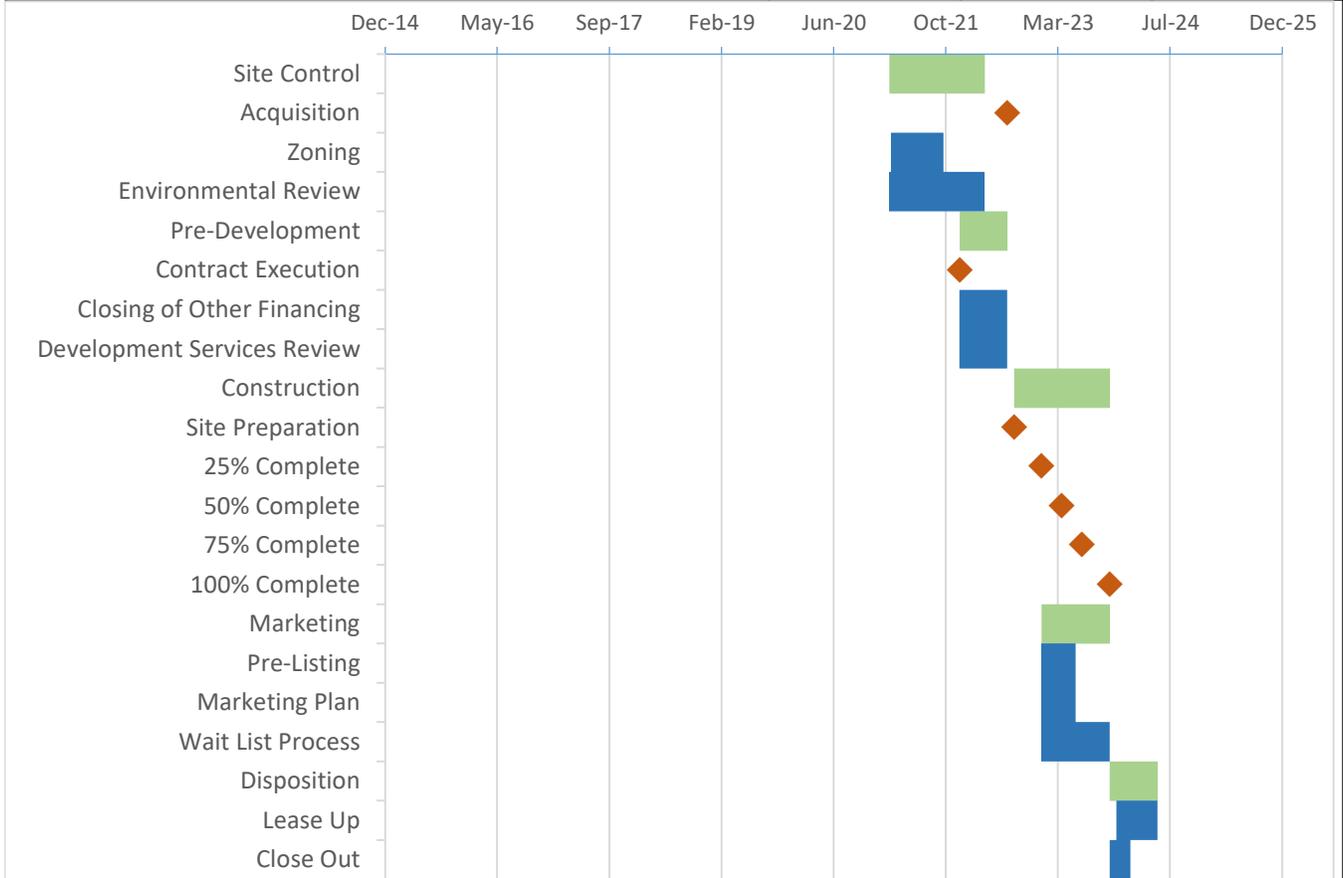
**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

APPLICATION TABS

Tab A3 – Project Timeline

Development Schedule

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



**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

APPLICATION TABS

**Tab A4 – Development
Budget**

Development Budget

	Total Project Cost	Requested AHFC Funds	Description
Pre-Development			
Appraisal	7,500		
Market Study	12,000		
Environmental Review	15,000		
Soils Report	10,000		
Bond and Tax Credit Application Fees	34,800		
Site Feasibility Report	11,600		
Survey	20,000		
Lender Appraisal and Cost Review	20,000		
Pursuit Costs/Community Outreach	35,000		
Architectural	1,089,000		
Engineering	343,300	300,000	
Subtotal Pre-Development Cost	\$1,598,200	\$300,000	
Acquisition			
Site and/or Land			
Structures			
Upfront Ground Lease Payment	45,000		
Subtotal Acquisition Cost	\$45,000	\$0	
Construction			
Infrastructure			
Site Work	1,855,705		
Demolition			
Concrete	855,350		
Masonry	1,133,507		
Woods and Plastics	8,580,801		
Metal	82,925		
Waterproofing and Insulation	2,010,078		
Roofing and Sheet Metal			
Plumbing/Hot Water	2,690,564		
HVAC/Mechanical	1,827,553		
Electrical	2,030,614		
Doors/Windows/Glass	1,185,718		
Finishes	2,631,733		
Sprinkler	406,123		
Communications/Safety/Security	406,122		
Paint/Decorating/Blinds/Shades	70,297		
Specialties/Special Equipment	892,056		
Cabinetry/Appliances			
Conveying Systems	740,854		
Other (specify)	4,452,500		General Requirements, Profit, Overhead, GC Insurance
Construction Contingency	1,370,000	2,200,000	
Subtotal Construction Cost	\$33,222,500	\$2,200,000	
Soft & Carrying Costs			
Legal	200,000		
Audit/Accounting	35,000		
Title/Recordin	166,000		
Architectural (Inspections)	108,900		
Construction Interest	3,312,243		
Construction Period Insurance	208,500		includes builders risk
Construction Loan Fees and Expenses	189,040		
Perm Loan Fees and Expenses	215,299		
Cost of Issuance	342,500		
Equity Costs	288,441		
FFE	396,000		
Marketing	60,000		
Soft Cost Contingency	146,144		
Developer Fee	5,782,304		
Reserves	1,225,273		
Green Consultant/Sub-Metering/Mat Testing/GC Fee/As built survey/permits	286,174	500,000	
Subtotal Soft & Carrying Costs	\$12,961,818	\$500,000	
TOTAL PROJECT BUDGET	\$47,827,518	\$3,000,000	

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

APPLICATION TABS

**Tab A5 – Operating
Proforma**

15 Year Rental Housing Operating Pro Forma (RHDA)

The pro forma should be based on the operating income and expense information for the base year (first year of stabilized occupancy using today's best estimates of market rents, restricted rents, rental income and expenses), and principal and interest debt service. The Department uses an annual growth rate of 2% for income and 3% for expenses. Written explanation for any deviations from these growth rates or for assumptions other than straight-line growth made during the proforma period should be attached to this exhibit.

INCOME	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 10	YEAR 15
POTENTIAL GROSS ANNUAL RENTAL INCOME	\$2,459,760	\$2,508,955	\$2,559,134	\$2,610,317	\$2,662,523	\$2,939,641	\$3,245,601
Secondary Income	\$1,918	\$1,956	\$1,995	\$2,035	\$2,076	\$2,292	\$2,531
POTENTIAL GROSS ANNUAL INCOME	\$2,461,678	\$2,510,912	\$2,561,130	\$2,612,352	\$2,664,599	\$2,941,933	\$3,248,132
Provision for Vacancy & Collection Loss	-\$184,626	-\$188,318	-\$192,085	-\$195,926	-\$199,845	-\$220,645	-\$243,610
Rental Concessions	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EFFECTIVE GROSS ANNUAL INCOME	\$2,277,052	\$2,322,593	\$2,369,045	\$2,416,426	\$2,464,754	\$2,721,288	\$3,004,522
EXPENSES							
General & Administrative Expenses	\$126,328	\$130,118	\$134,021	\$138,042	\$142,183	\$164,829	\$191,082
Management Fee	\$122,988	\$126,678	\$130,478	\$134,392	\$138,424	\$160,471	\$186,030
Payroll, Payroll Tax & Employee Benefits	\$273,744	\$281,956	\$290,415	\$299,127	\$308,101	\$357,174	\$414,062
Repairs & Maintenance	\$148,442	\$152,895	\$157,482	\$162,207	\$167,073	\$193,683	\$224,532
Electric & Gas Utilities	\$20,000	\$20,600	\$21,218	\$21,855	\$22,510	\$26,095	\$30,252
Water, Sewer & Trash Utilities	\$142,956	\$147,245	\$151,662	\$156,212	\$160,898	\$186,525	\$216,234
Annual Property Insurance Premiums	\$69,300	\$71,379	\$73,520	\$75,726	\$77,998	\$90,421	\$104,822
Property Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve for Replacements	\$59,400	\$61,182	\$63,017	\$64,908	\$66,855	\$77,504	\$89,848
Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL ANNUAL EXPENSES	\$963,158	\$992,053	\$1,021,814	\$1,052,469	\$1,084,043	\$1,256,703	\$1,456,863
NET OPERATING INCOME	\$1,313,894	\$1,330,540	\$1,347,231	\$1,363,957	\$1,380,712	\$1,464,585	\$1,547,659
DEBT SERVICE							
First Deed of Trust Annual Loan Payment	\$1,094,909	\$1,094,909	\$1,094,909	\$1,094,909	\$1,094,909	\$1,094,909	\$1,094,909
Second Deed of Trust Annual Loan Payment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Third Deed of Trust Annual Loan Payment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Annual Required Payment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Annual Required Payment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ANNUAL NET CASH FLOW	\$218,985	\$235,631	\$252,322	\$269,048	\$285,803	\$369,676	\$452,750
CUMULATIVE NET CASH FLOW	\$218,985	\$454,617	\$706,938	\$975,987	\$1,261,789	\$2,900,487	\$4,956,553
Debt Coverage Ratio	1.20	1.22	1.23	1.25	1.26	1.34	1.41

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

APPLICATION TABS

Tab A6 – Scoring Sheet

Project Name	bertad Austin at Gardner	
Project Type	100% Affordable	
Council District	District 3	
Census Tract	21.11	
Prior AHFC Funding	\$0	
Current AHFC Funding Request Amount	\$3,000,000	
Estimated Total Project Cost	\$47,827,518	
High Opportunity	No	
High Displacement Risk	YES	
High Frequency Transit	No	
Imagine Austin	Yes	
Mobility Bond Corridor	Airport Blvd	
SCORING ELEMENTS		Description
UNITS		
< 20% MFI	0	# of rental units at < 20% MFI
< 30% MFI	30	# 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	0%	% 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	6%	% of City's affordable housing goal within mobility bond corridors
SCORE	9	% of annual goal * units * 50%, max of 75
< 40% MFI	15	# of rental units at < 40% MFI
< 50% MFI	55	# 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	0%	% 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	6%	% of City's affordable housing goal within mobility bond corridors
SCORE	10	% 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	0%	% 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	6%	% of City's affordable housing goal within mobility bond corridors
SCORE	0	% of annual goal * units * 50%, max of 75
< 80% MFI	0	# 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	0%	% 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	6%	% of City's affordable housing goal within mobility bond corridors
SCORE	0	% of annual goal * units * 25%, max of 75
Unit Score	19	MAXIMUM SCORE = 300
INITIATIVES AND PRIORITIES		
Continuum of Care	50	Total # of units provided up to 100 per year
Continuum of Care Score	5	(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	2	Mobility, Access to Jobs, Community Institutions, Social Cohesion
2 Bedroom Units	48	Total Affordable 2 Bedroom units
3 Bedroom Units	22	Total Affordable 3 Bedroom units
4 Bedroom Units	0	Total Affordable 4+ Bedroom units
Multi-Generational Housing Score	14	Multi-bedroom Unit/Total Units * 20
TEA Grade	85	Elementary School Rating from TEA
Multi-Generational Housing Weighted Score	4	Educational Attainment, Environment, Community Institutions, Social Cohesion, E
Accessible Units	24	mobility and sensory units
Non-PSH, Non-Voucher Under 20% MFI	0	Total units under 20% MFI
Accessibility Score	5	Accessible Unit/Total Units * 20
Metro Access Service	Yes	Within 3/4 mile of fixed route transit
Accessibility Weighted Score	1	Housing Stability, Health, Mobility, Community Institutions
Initiatives and Priorities Score	31	MAXIMUM SCORE = 200
UNDERWRITING		
AHFC Leverage	12%	% of total project cost funded through AHFC request
Leverage Score	24	3 points per 5% reduction in leverage below 50% (max 30)
AHFC Per Unit Subsidy (including prior amounts)	\$30,000	Amount of assistance per unit
Subsidy per unit score	21	(\$200,000 - per unit subsidy)*25/\$200,000
AHFC Per Bedroom Subsidy	\$15,625	Amount of assistance per bedroom
Subsidy per Bedroom Score	23	(\$200,000 - per bedroom subsidy)*25/\$200,000
Debt Coverage Ratio (Year 5)	1.26	Measured at the 5 Year mark
Debt Coverage Ratio Score	23.89713093	Minimum = 1.0; Maximum = 1.5; 1.25 = best score
Underwriting Score	92	MAXIMUM SCORE = 100
APPLICANT		
FINAL QUANTITATIVE SCORE	142	THRESHOLD SCORE = 50
Previous Developments		
Compliance Score		
Proposal		
Supportive Services		
Development Team		
Management Team		
Notes		

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 1 – Entity Information

**1a. Detailed listing of developer's
experience**



RICK MANZARDO - *Vecino Group; President / Principal* Rick’s responsibilities include preparation and analysis of financial feasibility studies, overseeing construction budgeting and collaborating with nonprofits on affordable projects. From project inception to completion, Rick is integral to the process in working with the state, stakeholders, partners and the community. Rick has overseen Affordable and Supportive development for the Vecino Group for the last 6 years, working with the development team in over a dozen states.

EXPERIENCE

2012–PRESENT **President**

THE VECINO GROUP

Leads team of talented LIHTC developers, researching possible states to enter and advise on development details. Reviews development proposals and applications as well as use industry experience and strategy to help guide our team. Works with syndicators, lenders, state agencies and internal team on developments, from inception to completion. Advises on financial underwriting to all development lines.

1998–2012 **Trader/Owner**

PRIVATE INVESTMENT FIRM

Actively traded using arbitrage strategy, with hundreds of intraday trades, and annual trade volume in excess of \$1 billion. Responsible for all stock selection and trades, research and overall strategy.

SKILLS

- > Underwriting
- > Strategic Planning
- > Budget Management
- > Leadership
- > Contract Negotiation
- > Developer of strategic partnerships with stakeholders

ACCOMPLISHMENTS

- 15 years of real estate development
- 10 historic redevelopments
- 9 states with LIHTC experience

EDUCATION

Business Administration & Economics

DRURY UNIVERSITY

Master of Business Administration in Finance

MISSOURI STATE UNIVERSITY



SHARON GUEST - *Vecino Group; President, Affordable Housing* As a 20+ year veteran in the affordable housing arena Sharon has been involved in the financing and development of more than 45 affordable housing projects with total development costs exceeding \$550,000,000. In her role, she oversees the strategic direction and operation of all Vecino Group Affordable Housing on a national level. She also provides advisory services for non-profits seeking to do development in a dozen states.

EXPERIENCE

- 2019–PRESENT** **President Affordable Housing**
THE VECINO GROUP

Leads and oversees strategic development of affordable housing in the southeast region of the US, as well as uses industry experience to guide our team. Works with syndicators, lenders, federal & state agencies and internal team on developments, from inception to completion.
- 2016–2019** **Senior Vice President**
THE BENOIT GROUP, LLC

Oversaw the real estate development operations in the southeast division. Closed four 4% LIHTC/Tax-exempt bond/FHA transactions in under 3 years, totaling more than \$120MM in total development costs.
- 2011–2016** **President/Vice President**
HOUSING DEVELOPMENT CORPORATION OF DE KALB/HOUSING AUTHORITY OF DE KALB

Served dual roles, Vice-President of the Housing Authority of DeKalb County and President of the Housing Development Corporation of DeKalb County, the non-profit arm of the Authority. Provided strategic direction for all real estate transactions for the Housing Authority, including the repositioning of assets and converting the Authority's portfolio of public housing units to RAD. The Authority's conversion was the 2nd RAD closing in the country and the first of its size, to convert all its

SKILLS

- > Strategic/Master Planning
- > Development Project Management
- > Real estate financing to include public & private funding
- > Public & Private Partnerships
- > Operations and Personnel Management
- > Community Engagement/Development

EDUCATION

- Bachelor of Arts in Speech Communications**
THE UNIVERSITY OF GEORGIA
- ULI Center for Leadership**
CLASS OF 2020



HEATHER BRADLEY-GEARY, MSW - *Vecino Group; Director / Supportive Housing* Heather’s ultimate goal in life? End homelessness, period. Prior to the Vecino Group, Heather established the Community Initiatives Department at Missouri Housing Development Commission (MHDC). During her time at MHDC, Missouri was one of only five states to decrease homelessness by 15% statewide. Since then, Heather has taken her goal nationwide. Heather serves on the National Board of Social Workers, Greater Kansas City Coalition to End Homelessness, and SAVE, Inc. Boards. In addition, she teaches Social Policy at The University of Kansas.

EXPERIENCE

- 2014–PRESENT** **Director of Supportive Housing**
THE VECINO GROUP

Collaborate with non-profits, private funders, and government officials to secure funding to develop permanent supportive housing for persons who are homeless. Responsible for lead community meetings in relation to supportive housing initiatives, complete housing applications to secure funding and provide presentations and education on homelessness.
- 2017–PRESENT** **Adjunct Professor,
School of Social Welfare**
THE UNIVERSITY OF KANSAS

Provide instruction to social work candidates, with special concentration on social policy.
- 2006–2014** **Community Initiatives Manager**
MISSOURI HOUSING DEVELOPMENT COMMISSION

Oversee homeless assistance programs for the state of Missouri (\$20 million annually), including Housing Trust Fund, Continuum of Care, Homeless Management Information System, Housing First and Emergency Solutions Grant. As well as oversee supportive housing initiative in relation to low-income housing tax credits (\$13.5 million annually).

SKILLS

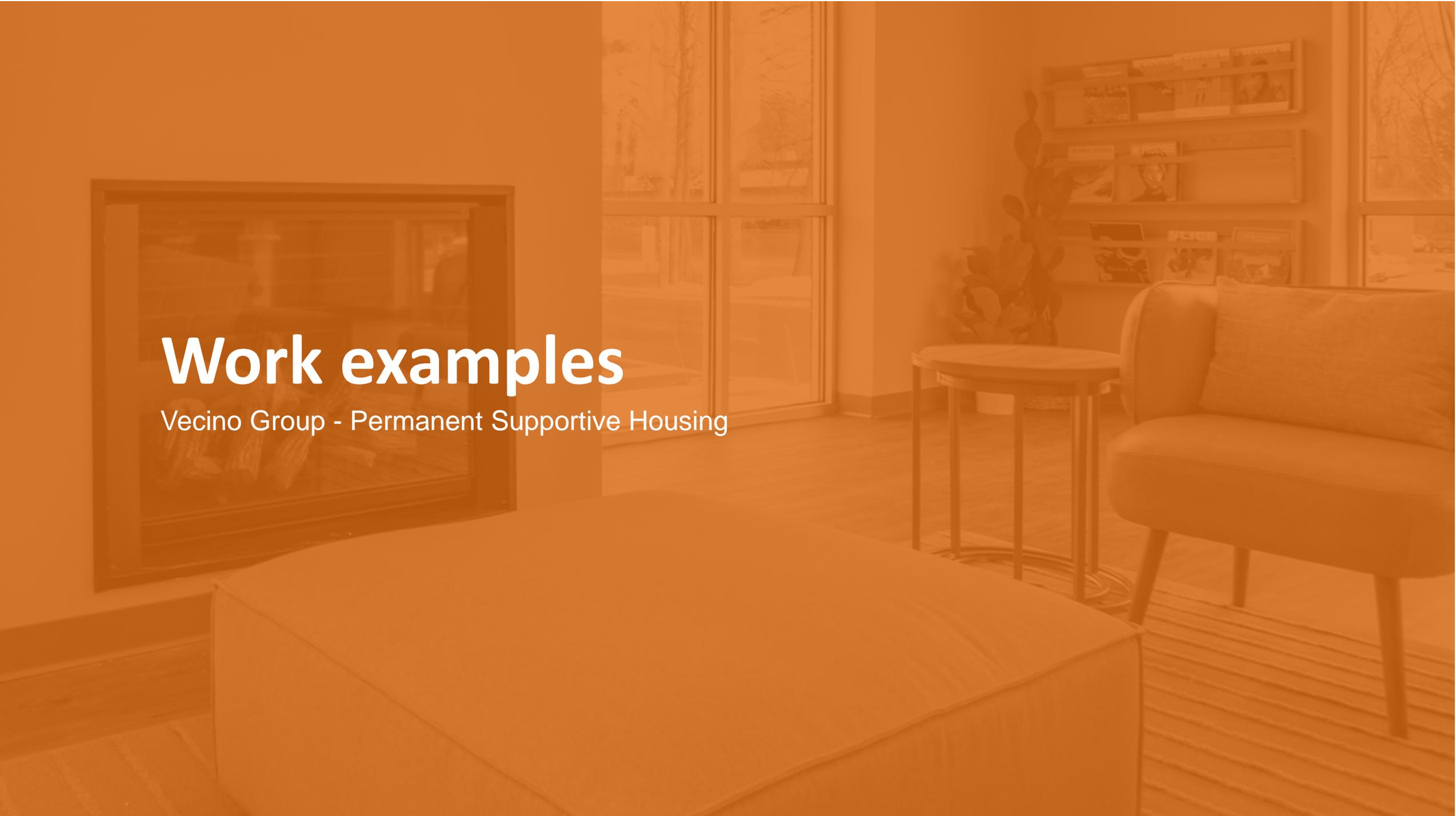
- > Accomplished presenter
- > Leader & Educator
- > Community & Economic development
- > Coordination & Subcontracting
- > Marketing
- > Program development & Community organizing

PUBLIC SERVICE

- Board Member
SAVE, INC
- Executive Committee Board Member
NATIONAL ASSOCIATION OF SOCIAL WORKERS
- Appointed Board Member
COUNCIL ON YOUTH HOMELESSNESS
- Executive Board Member & Grants Committee Co-Chair
GREATER KANSAS CITY COALITION TO END HOMELESSNESS
- Missouri Legislative Captain
NATIONAL ALLIANCE TO END HOMELESSNESS

EDUCATION

- Master’s of Social Work**
THE UNIVERSITY OF KANSAS
- Bachelor of Fine Arts in Music Therapy**
UNIVERSITY OF MISSOURI



Work examples

Vecino Group - Permanent Supportive Housing

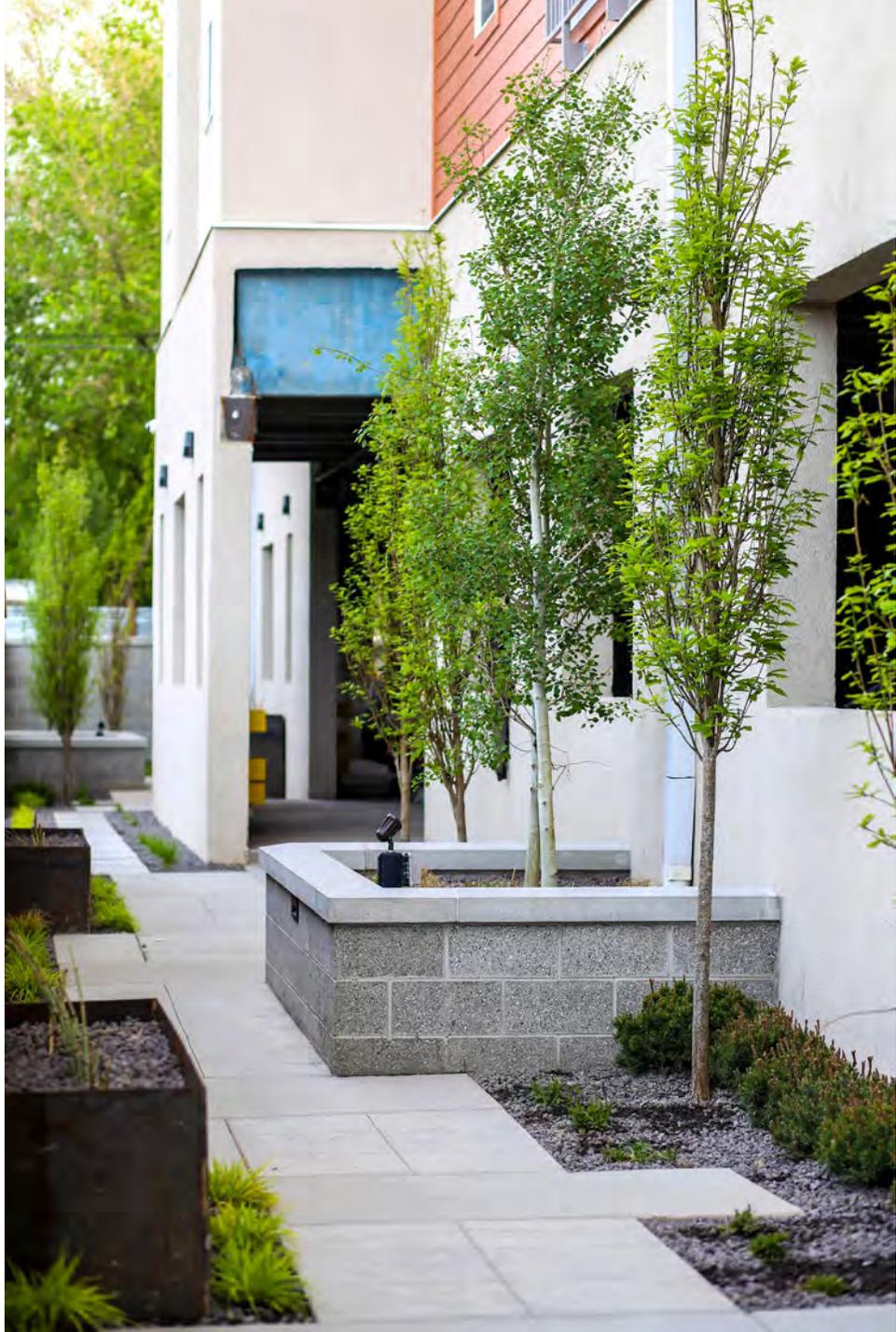


BODHI

2018

Bodhi is a collaborative community, one that features market rate, affordable and supportive housing—the latter focusing on individuals suffering from severe and persistent mental illness. Through the collaboration of the Vecino Group, the Housing Authority of Salt Lake County and Salt Lake Community Action Program, the five-story, multifamily community features 80 units, 18 of which are supportive. In addition, Bodhi offers on-site supportive services, community space, life-skills classes and an exercise facility.



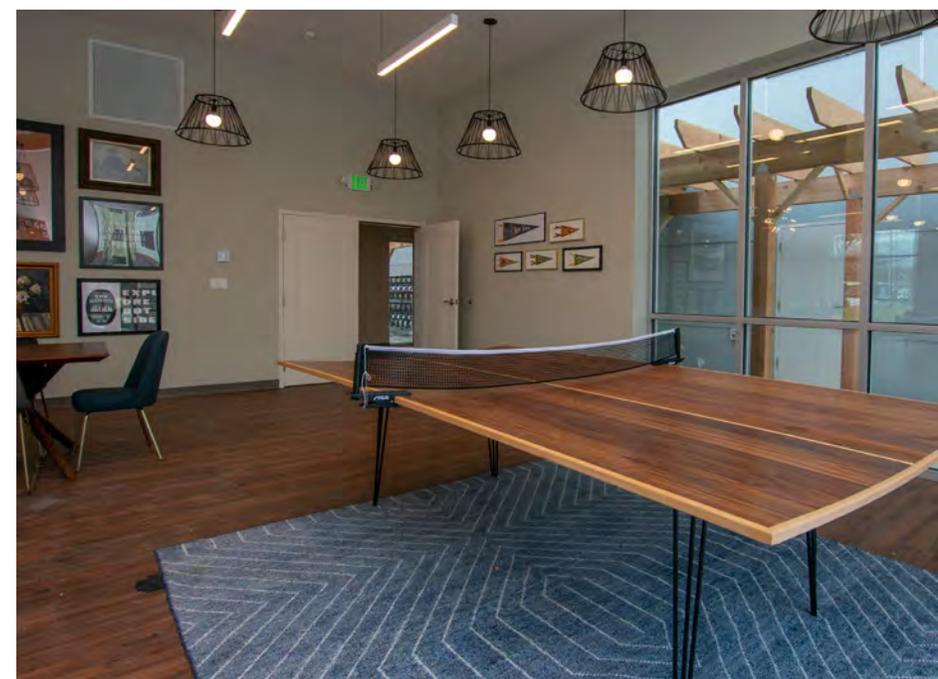




INTRADA

2020

Intrada Saratoga Springs is 158 units of newly constructed, affordable housing in Saratoga Springs, New York. In addition to creating general affordable housing for qualifying residents, Intrada serves youth transitioning out of foster care with ten reserved units and supportive on-site services from our partner CAPTAIN Community Human Services.





TALIA

2018

Talia Springfield is an affordable integrated housing project helping survivors of domestic violence start their next chapter. A partnership with Harmony House, Talia reserves half of the 46 units for domestic violence survivors and provides on-site supportive services and enhanced security. The remaining units provide affordable housing for the general Springfield community.





	Project name	City	State	Type	Total Units	Afford. Units	Total Develop. Cost	Completion
DEVELOPMENT	Ithaca Arthaus	Ithaca	NY	LIHTC	120	120	20,000,000	Jan. 2021
	The Quarry	Potsdam	NY	LIHTC	59	58	25,000,000	Jun. 2021
	Donald Lee Hollwell	Atlanta	GA	LIHTC	163	163	35,000,000	Jun. 2021
	Georgia Wallace Apts.	Hawkinsville	GA	RAD	86	86	12,500,000	Jul. 2021
DESIGN	Asteri Cedar City	Cedar City	UT	LIHTC	45	40	11,400,000	Oct. 2021
	Cairn Point	Cedar City	UT	LIHTC	60	48	12,000,000	May 2021
	Alhaven	Kansas City	MO	LIHTC	50	50	8,400,000	Aug. 2020
	Eileen's Place	Kansas City	MO	LIHTC	60	60	10,500,000	Oct. 2021
CONSTRUCTION	Libertad Glendale	Glendale	AZ	LIHTC	108	108	22,500,000	Oct. 2020
	Freedom Springs	Colorado Springs	CO	LIHTC	50	50	14,300,000	Aug. 2020
	Joplin Bungalows	Joplin	MO	LIHTC	20	20	4,600,000	Jan. 2020
	Intrada Saratoga Springs	Saratoga Springs	NY	LIHTC	158	158	30,500,000	Mar. 2020
	Muse™ Omaha	Omaha	NE	Student	247	-	32,000,000	Oct. 2019
	Muse™ Bowling Green	Bowling Green	KY	Student	218	-	30,000,000	Aug. 2019
	Mosaic Village	Cohoes	NY	LIHTC	68	68	15,600,000	Dec. 2019
	444 River Lofts	Troy	NY	LIHTC	74	30	21,400,000	Jan. 2020
	Libertad Des Moines	Des Moines	IA	LIHTC	40	40	13,200,000	Nov. 2019
	Intrada El Reno	El Reno	OK	LIHTC	57	56	15,900,000	Oct. 2019
Libertad Elmira	Elmira	NY	LIHTC	91	90	22,900,000	Oct. 2019	
WARRANTY	Libertad Cedar City	Cedar City	UT	LIHTC	80	56	11,200,000	May 2019
	Block 22	Pittsburg	KS	Public/Private	97	-	18,300,000	Aug. 2019
	Bodhi Salt Lake	Salt Lake City	UT	LIHTC	80	60	13,500,000	Mar. 2018
	Asteri Utica	Utica	NY	LIHTC	49	49	10,800,000	Jun. 2018
	Intrada St. Louis	St. Louis	MO	LIHTC	56	50	11,200,000	May 2018
	Talia	Springfield	MO	LIHTC	46	39	8,000,000	Mar. 2018
	Cresco	Springfield	MO	Student	103	-	6,600,000	Dec. 2017
OPERATIONS	Frisco Lofts	Springfield	MO	LIHTC	68	68	9,000,000	Apr. 2012
	Freedom Place	St Louis	MO	LIHTC	68	68	11,000,000	Sep. 2014
	The U	Springfield	MO	Student	103	-	20,000,000	Aug. 2014
	The Sterling	Springfield	MO	Student	103	-	3,200,000	Aug. 2015
	Sky Eleven	Springfield	MO	Student	103	-	14,000,000	Aug. 2015
	Fulbright Springs I	Springfield	MO	LIHTC	36	36	4,200,000	Nov. 2010
	Fulbright Springs II	Springfield	MO	LIHTC	35	35	4,500,000	Aug. 2011
	Highland Ridge	Nixa	MO	LIHTC	50	50	3,000,000	Mar. 2012
	Hudson Arthaus	Troy	NY	LIHTC	80	80	14,100,000	Dec. 2015
Total Units					2931	1836		

America is in a housing crisis. But together we have the power to change it.

There are currently 567,715 people who are homeless on any given night in the United States. Though the breakdown varies from state to state, essentially 17 out of every 10,000 people are living without housing—either in a shelter or on the street. Why? The reasons are diverse: income instability, illness and trauma, developmental challenges, PTSD—and more. But by recognizing and understanding this, cities and communities are steadily beginning to create positive momentum against homelessness.

Supportive Housing is the solution. Studies have revealed that supportive housing not only resolves homelessness and increases housing stability, but also improves health and lowers public costs by reducing the use of publicly-funded crisis services, including shelters, hospitals, psychiatric centers, jails and prisons. There are many different ways to develop supportive housing—but knowing how and what to develop for a neighborhood is key to success.



The Vecino Group is a company devoted to development for the greater good.

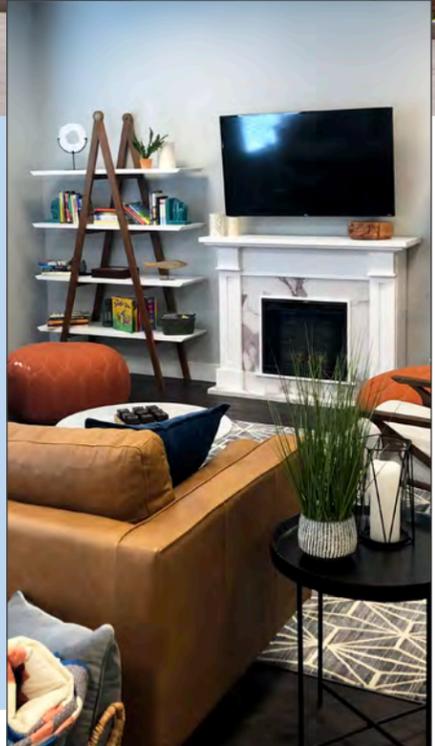
Every project we touch has to address a broader community issue, set an example, give back & inspire the people working on it with a greater sense of purpose. Since 2011, the Vecino Group has created development with a local-minded attention-to-detail and true community connectivity that brings each development to life. With a specific focus on Affordable and Supportive housing partnerships, our approach and expertise has successfully delivered homes—and a path toward a bright future—for people in more than a dozen states.



A family of communities, each as beautiful and unique as the residents who call it home.

Vecino believes that affordable and supportive housing should spark pride and joy as any market rate home. To help deliver on this we utilize a family of brands—each one inspired by the specific community it is designed to serve. Rest assured: our brands are not cookie-cutter. Though the name and philosophy are consistent, no two are alike. Each development is borne of the neighborhood where it will live—its history, culture and people.

- | | | | | |
|---|---|--|---|--|
| 
Intrada™
Transition-age Youth | 
Talia™
Survivors of Domestic Violence | 
Freedom Springs™
Veterans/Homelessness | 
Libertad™
Families Suffering from or at Risk of Homelessness | 
Alhaven™
Transition-age Youth living with HIV or AIDS |
| 
Bodhi™
Persons with severe & persistent mental illness | 
Cairn Point™
Seniors Experiencing or at Risk of Homelessness | 
Asteri™
Persons with Physical/ Developmental challenges | 
Arthaus™
Emerging Artists | 
Espero™
Individuals who experience chronic homelessness |

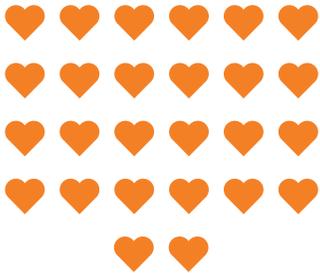


“ Vecino is a hardworking, well-prepared and strategic outfit, and were instrumental in identifying the resources necessary toward quality supportive services for the Veterans we aspire to serve. ”

Brenton Huston
Division Director of Veterans Services,
Volunteers of America / Colorado

Our mission, by the numbers.

26 Non-profit services partners



\$5.2M

Annual nonprofit-committed services

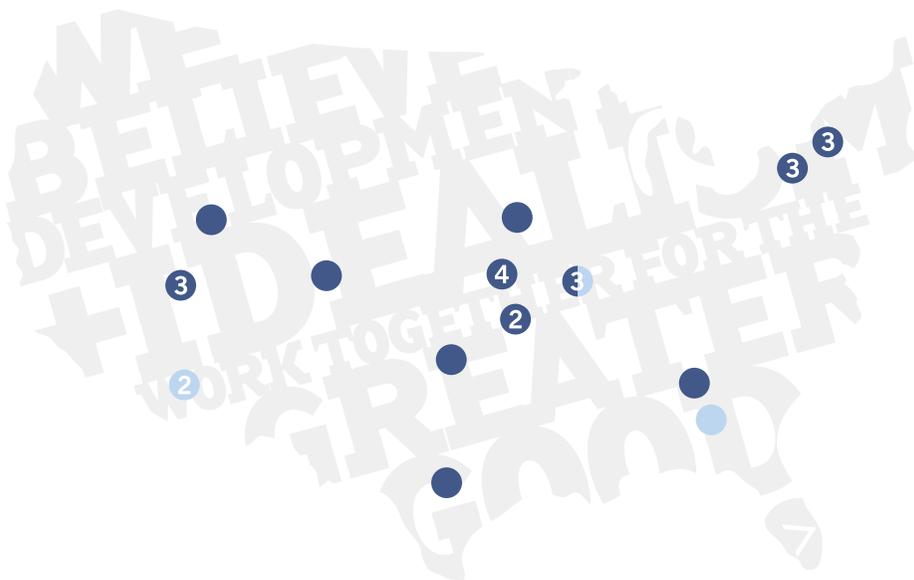
\$3.5M

Annual funding secured via outside grants

627 Supportive Units

2108 Total Units
(supportive, Service-Enriched, Affordable)

27 Permanent Supportive Housing Developments



“ Having been a supportive housing provider in Kansas City, Missouri for 35 years SAVE, Inc. chose to develop two supportive housing projects in partnership with Vecino Group because of their support and belief in creating a community that provides supportive services as part of the entire development package. ”

Blaine Proctor
Chief Executive Officer,
SAVE Inc.

One development, one community at a time.

Development for the greater good is a team effort. Working together, we can be the difference for your community—so let's do it. Contact Heather Bradley-Geary at (913) 905-9645 or heather@vecinogroup.com Find out more about Vecino and our work at vecinogroup.com

Permanent Supportive Housing ●

Allhaven	Kansas City, MO
Asteri	Cedar City, UT
	Ithaca, NY
	Utica, NY
Bodhi	Kansas City, MO
	Salt Lake City, UT
Cairn Point	Cedar City, UT
Eileen's Place	Kansas City, KS
Espero	Austin, TX
Freedom Place	St Louis, MO
Freedom Springs	Colorado Springs, CO
Intrada	El Reno, OK
	St Louis, MO
	Saratoga Springs, NY
	Atlanta, GA
Ithaca Arthaus	Ithaca, NY
Joplin Bungalows	Joplin, MO
Libertad	Cedar City, UT
	Des Moines, IA
	Elmira, NY
	Grandview, MO
Mosaic Village	Cohoes, NY
Talia	Springfield, MO

Service Enriched ●

Alumnus Gardens	St Louis, MO
Birdsong	Phoenix, AZ
Gillespie Gardens	Cordele, GA
Libertad	Glendale, AZ



THE VECINO GROUP
Development for the greater good.

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 1 – Entity Information

1b. Certificate of Status



Office of the Secretary of State

Certificate of Fact

The undersigned, as Deputy Secretary of State of Texas, does hereby certify that the document, Application for Registration for Vecino Bond Group, LLC (file number 802130054), a MISSOURI, USA, Foreign Limited Liability Company (LLC), was filed in this office on December 29, 2014.

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 July 28, 2021.



A handwritten signature in black ink, appearing to read "Jose A. Esparza".

Jose A. Esparza
Deputy Secretary of State

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 1 – Entity Information

1c. Statement of Confidence



3595 South Main Street,
Salt Lake City, UT 84115

www.housingconnect.org

O: 801-284-4400

TDD: 801-284-4407

F: 801-284-4406

Reasonable Accommodations:
801-284-4439

August 2, 2021

RE: Vecino Group Letter of Reference

To Whom It May Concern,

On behalf of Housing Connect (formerly, the Housing Authority of the County of Salt Lake), I am writing this letter of reference for the Vecino Group, and my intent is to share Housing Connect's experience in working with them on an affordable housing project here in Salt Lake City. The Vecino Group is a national development company—one of whose four offices is located here in Salt Lake—with current projects across Utah.

Housing Connect's mission is to connect people and communities to quality affordable housing opportunities while promoting self-sufficiency and neighborhood revitalization. The Bodhi apartments in Salt Lake City are an affordable housing development with a focus on homeless individuals and families and individuals with a mental health disability. Housing Connect and the Vecino Group worked on this project together, and it is a prime example of partnerships between private developers, city, county and state officials, and various service groups.

Today, Bodhi is an important resource for the city. It combines affordable housing with supportive housing and on-site services. In our personal experience, the Vecino Group exceeded expectations throughout the development process and into the property management phase of the project.

Housing Connect is pleased to offer this letter of reference. You are welcome to reach out to me using my contact information below, should you have any questions.

Sincerely,

Janice Kimball
Chief Executive Officer
(801) 284-4423
jjkimball@housingconnect.org





August 3, 2021

James May
City of Austin
Neighborhood Housing and Community Development
1000 East 11th Street
Austin TX 78702

Mr. May,

This letter is in reference to Vecino Group's experience and capacity to utilize Low Income Housing Tax Credits (LIHTC) tax exempt bonds and other sources of affordable housing financing.

Vecino Group's experience includes development of 18 supportive housing communities in seven states. Their supportive housing portfolio include 1,196 units and helping end homelessness for 430 households.

Specifically here in Kansas City, Missouri, SAVE, Inc. has partnered with Vecino Group to develop Alhaven, a 50 – unit community dedicated to transition aged youth with an HIV/AIDS diagnosis. This community will open this week.

Vecino Group has proven their ability to work with community partner, city officials and neighborhoods to best serve the greater good and is the reason we have chosen to partner with them on three more affordable housing communities in Kansas City.

If you have any questions or need more information, please contact me at bproctor@saveinckc.org or 816-531-8340, ext. 220.

Sincerely

Blaine Proctor
Chief Executive Officer
SAVE, Inc.



**Economic
Opportunity
Program, Inc.**

Strengthening the fabric of our community

Main Office:
650 Baldwin Street
Elmira, NY 14901
Phone (607) 734-6174
Fax (607) 733-8126

Schuyler County Office:
203 12th Street
Watkins Glen, NY 14891
Phone (607) 535-2468
Fax (607) 535-9859

www.cseop.org
www.facebook.com/EconomicOpportunityProgram

August 2, 2021

Services

James May
City of Austin
Neighborhood Housing and Community Development
1000 East 11th Street
Austin, Texas 78702

Birth to Five School
Readiness Program

Center of Excellence
(New Day Program)

Subject: Reference for Vecino Group

Dear Mr. May,

Community Food for Jobs
Program & Bistro

This letter is in reference to the Vecino Group's experience and capacity to utilize Low Income Housing Tax Credits (LIHTC), tax-exempt bonds, and other sources of affordable housing financing.

Energy Services Bureau

Vecino Group's experience includes development of Libertad Elmira which consist of 91 housing units. In partnership with the Economic Opportunity Program Inc. the project that initiated the partnership was a submission of the proposal to provide supportive care services for 20 Homeless Veterans at the Libertad Elmira location.

Ernie Davis Community
Center

Family Support Services

In addition the partnership included the ability to create other supportive spaces in the complex such as exercise room, a community room, a small conference room and library for all residents.

Libertad-Elmira Veteran and
Family Program

Vecino Group has proven their ability to work with community partners, city officials and neighborhoods to best serve the community and align with the needs of that community. If you have any further questions, please contact me at 607-734-6174 Ex. 206

Literacy Volunteers of
Chemung & Schuyler
Counties

Sincerely

DocuSigned by:

52CB0A61B0404BB...
Andrea J. Ogunwumi, CEO



El Paso County Housing Authority

Crystal LaTier, Executive Director
719-520-6484
Economic Development Department
Nine East Vermijo Avenue
Colorado Springs, CO 80903
www.elpasoco.com

Housing Authority Commissioners
Jack Beuse, Chair
Martie Stott, Vice Chair
Beth Diana
Greg Basham
Steve Posey

August 3, 2021

James May
City of Austin
Neighborhood Housing and Community Development
1000 East 11th Street
Austin, Texas 78702

Subject: Reference for Vecino Group

Dear Mr. May:

This letter is in reference to Vecino Group's experience and ability to effectively utilize Low Income Housing Tax Credits (LIHTC), tax-exempt bonds, and other sources of affordable housing financing.

Vecino Group has developed 18 supportive housing communities in 7 states. Within Vecino Group's supportive housing portfolio lies 1196 units, effectively ending homelessness for 430 households.

Specific to the municipality of El Paso County, CO, Vecino Group developed a 50-unit community dedicated to Veterans who are formerly homeless. This community opened in late 2020.

We worked closely with the Vecino Group, as they were an award recipient of our competitive local housing trust fund program, and the development is within our jurisdiction. Vecino Group has proven their ability to work with community partners, city officials, and neighborhoods to best serve the greater good. If you have any questions, regarding this letter, please contact me at crystalatier@elpasoco.com or (719) 520-6484.

Sincerely,



Crystal LaTier
El Paso County Housing Authority Executive Director



August 3, 2021

James May
City of Austin
Neighborhood Housing and Community Development
1000 East 11th Street
Austin, Texas 78702

Subject: Reference for Vecino Group

Dear Mr. May:

This letter is in reference to Vecino Group's experience and ability to effectively utilize Low Income Housing Tax Credits (LIHTC), tax-exempt bonds, and other sources of affordable housing financing.

Vecino Group has developed 18 supportive housing communities in 7 states. Within Vecino Group's supportive housing portfolio lies 1196 units, effectively ending homelessness for 430 households.

Specific to the municipality of Iron County, UT, Vecino Group developed an 80-unit integrated mixed-use community that opened in 2019 and was fully leased in under 45 days. Currently, Carin Point - a 60 unit community dedicated to seniors, is under construction and Asteri, a community dedicated to seniors exiting homelessness, with developmental disabilities, or with a long-term mobility impairment, is under development.

Vecino Group has proven their ability to work with community partners, city officials, and neighborhoods to best serve the greater good. If you have any questions, regarding this letter, please contact me at peggyg@careandshare-ut.org or (435) 586-4962.

Sincerely,

A handwritten signature in black ink, appearing to read "Peggy Green", with a long, sweeping horizontal line extending to the right.

Peggy Green
Executive Director

August 4, 2021

Jeri Erickson
Volunteers of America Colorado
1247 Santa Fe Dr.
Denver, CO 80465

Subject: Reference for Vecino Group

To Whom it May Concern:

This letter is in reference to Vecino Group's experience and ability to effectively utilize Low-Income Housing Tax Credits (LIHTC), tax-exempt bonds, and other sources of affordable housing financing.

Vecino Group's experience includes the development of a 50 unit project, Freedom Springs, in Colorado Springs, Colorado for low-income Veterans and their families. This community opened in October 2020.

Vecino Group has proven their ability to work with various community partners, city officials, and homeless services providers to serve people experiencing homelessness. If you have any questions regarding this letter, please reach out at 970-593-2255 or jerickson@voacolorado.org

Sincerely,



Jeri Erickson
Sr. Director, Veteran & Supportive Services
Volunteers of America Colorado

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 2 – Principals Info

2a. Resumes of principals



J. MATTHEW MILLER - VECINO GROUP; *Chief Executive Officer* Matt is the CEO of the Vecino Group. Matt spent the first twenty years of his career focused on urban redevelopment before landing on his favorite project yet; co-founding the Vecino Group and growing it into a national company. Matt has successfully competed over 85 real estate deals. With a passion for unconventional business approaches, a knack for strategy, and a genuine enjoyment of providing opportunity, Matt sees no limit to the good the VG can achieve.

EXPERIENCE

2011–
PRESENT

Chief Executive Officer

VECINO GROUP

Responsible for leading the development and execution of the company. Manages the overall operations and resources of the company as well as sets goals and strategy and provides overall vision.

2008–
PRESENT

Developer/Owner

MATT MILLER COMPANY

Worked with small team to develop multiple community development projects in Springfield Missouri—including an integral role in the growth and revitalization of the downtown area.

SKILLS

- > Analytical Thinking
- > Budget Management
- > Real Estate Development
- > Strategic Planning
- > Leadership
- > Community Development

ACCOMPLISHMENTS

- 20 years of development experience
- 85 deals closed
- 6 LIHTC Deals
- 10 non-profit board positions

EDUCATION

Bachelors in Political Science & Russia Area Studies

UNIVERSITY OF MISSOURI

Minor in Photography

UNIVERSITY OF MISSOURI



RICK MANZARDO - *Vecino Group; President* Rick's responsibilities include preparation and analysis of financial feasibility studies, overseeing construction budgeting and collaborating with nonprofits on affordable projects. From project inception to completion, Rick is integral to the process in working with the state, stakeholders, partners and the community. Rick has overseen Affordable and Supportive development for the Vecino Group for the last 6 years, working with the development team in over a dozen states.

EXPERIENCE

2012–
PRESENT

President

THE VECINO GROUP

Leads team of talented LIHTC developers, researching possible states to enter and advise on development details. Reviews development proposals and applications as well as use industry experience and strategy to help guide our team. Works with syndicators, lenders, state agencies and internal team on developments, from inception to completion. Advises on financial underwriting to all development lines.

1998–
2012

Trader/Owner

PRIVATE INVESTMENT FIRM

Actively traded using arbitrage strategy, with hundreds of intraday trades, and annual trade volume in excess of \$1 billion. Responsible for all stock selection and trades, research and overall strategy.

SKILLS

- > Underwriting
- > Strategic Planning
- > Budget Management
- > Leadership
- > Contract Negotiation
- > Developer of strategic partnerships with stakeholders

ACCOMPLISHMENTS

15 years of real estate development

10 historic redevelopments

9 states with LIHTC experience

EDUCATION

Business Administration & Economics

DRURY UNIVERSITY

Master of Business Administration in Finance

MISSOURI STATE UNIVERSITY



THE VECINO GROUP
Housing for the greater good.

Kim Buche

CHIEF ADMINISTRATIVE OFFICER

ABOUT

Kim is the CAO of the Vecino Group. Kim is responsible for bringing deals from conception to successful completion. Her responsibilities include financial planning and analysis of potential projects, creating and maintaining relationships with the development team (bankers, investors/partners, consultants, professionals), overseeing the closing process, daily operations, and project compliance. Kim has a mind for dollars and cents, as well as an unending supply of common sense.

EXPERIENCE

2011–PRESENT **Chief Administrative Officer**

THE VECINO GROUP

Oversees financial planning and record-keeping, as well as financial reporting. Aids the deal closing process and oversees asset management. Also manages human resource responsibilities for the company.

2005–2013 **Director of Operations**

MATT MILLER COMPANY

Worked with small team to develop multiple community development projects. Responsible for overseeing financial daily operations and maintaining relationships with investors. Aided the closing process for all developments.

SKILLS

- > Financial Management
- > Contract Negotiation
- > Customer Service
- > Strategic Planning & Project Management
- > Leadership
- > Human Resources

ACCOMPLISHMENTS

- 12 Historic Redevelopments
- 15 tax abatement distinctions successfully granted
- 5 types of tax credits utilized

EDUCATION

High School Diploma

LIVERMORE HIGH SCHOOL



HEATHER BRADLEY-GEARY - *Vecino Group; Director of Supportive Housing* Heather's life goal is to see the end of homelessness. She has spent her career working to that end. Prior to Vecino, Heather established the Community Initiatives Department at Missouri Housing Development Commission (MHDC), providing oversight of \$16 million dollars of homeless assistance annually. During her time at MHDC, Missouri was one of only 5 states to decrease family homelessness and decreased homelessness by 15% statewide. Heather sees permanent supportive housing as the best path to permanently eliminating homelessness, which is why she joined the Vecino Group.



EXPERIENCE

- 2014–PRESENT** **Supportive Housing Developer**
 THE VECINO GROUP

Collaborate with non-profits, private funders, and government officials to secure funding to develop permanent supportive housing for persons who are homeless. Responsible for lead community meetings in relation to supportive housing initiatives, complete housing applications to secure funding and provide presentations and education on homelessness.
- 2017–PRESENT** **Adjunct Professor,
 School of Social Welfare**
 THE UNIVERSITY OF KANSAS

Provide instruction to social work candidates, with special concentration on social policy.
- 2006–2014** **Community Initiatives Manager**
 MISSOURI HOUSING DEVELOPMENT COMMISSION

Oversee homeless assistance programs for the state of Missouri (\$20 million annually), including Housing Trust Fund, Continuum of Care, Homeless Management Information System, Housing First and Emergency Solutions Grant. As well as oversee supportive housing initiative in relation to low-income housing tax credits (\$13.5 million annually).

SKILLS

- > Accomplished presenter
- > Leader & Educator
- > Community & Economic development
- > Coordination & Subcontracting
- > Marketing
- > Program development & Community organizing

PUBLIC SERVICE

- Board Member
SAVE, INC
- Executive Committee Board Member
NATIONAL ASSOCIATION OF SOCIAL WORKERS
- Appointed Board Member
COUNCIL ON YOUTH HOMELESSNESS
- Executive Board Member & Grants Committee Co-Chair
GREATER KANSAS CITY COALITION TO END HOMELESSNESS
- Missouri Legislative Captain
NATIONAL ALLIANCE TO END HOMELESSNESS

EDUCATION

- Master's of Social Work**
THE UNIVERSITY OF KANSAS
- Bachelor of Fine Arts in Music Therapy**
UNIVERSITY OF MISSOURI



THE VECINO GROUP
Housing for the greater good.

Mike Willemsen, PMP

PRESIDENT OF CONSTRUCTION

ABOUT

With 10+ years of construction experience, Mike has served as project manager on numerous high-profile developments. He has significant experience on projects in multi-family housing, higher education, historic renovation, corporate operations and water/wastewater treatment. Mike is responsible for overseeing and leading the multi-state Vecino Construction team and delivering each project to a high standard. Not only is he ASHE certified, but is currently pursuing certification as a LEED Accredited Professional.

EXPERIENCE

2018–PRESENT

President of Construction

THE VECINO GROUP

Operational oversight of all projects, including cost monitoring, schedule reviews and implementation of safety, quality and risk management programs. Mike maintains oversight of all project staff and subcontractors for contractual compliance while fostering relationships, development opportunities, growth and performance of the project team.

2009–2018

Senior Project Manager

U.W. MARX CONSTRUCTION

Responsible for preconstruction, construction, and closeout of \$50M/Year portfolio of construction projects. Projects ranging from new construction, renovation and rehabilitation and included municipal utilities, higher education work, K-12 School work, industrial and clean room work, affordable and market rate multifamily, and commercial/retail spaces.

SKILLS

- > Contract Planning & Scheduling
- > Stakeholder Management
- > Budget Management
- > Project Documentation
- > Leadership
- > Procurement & Quality Control

CERTIFICATIONS

30-Hour OSHA Outreach
CONSTRUCTION SAFETY & HEALTH

ASHE
HEALTHCARE CONSTRUCTION CERTIFICATE (HCC)

Project Management Professional
PMP

Project Management Institute
PMI

EDUCATION

Bachelor of Science in Global Supply
Management/Project Management

CLARKSON UNIVERSITY



THE VECINO GROUP
Housing for the greater good.

Baxter Reecer, AIA, NCARB

PRESIDENT OF ARCHITECTURE AND DESIGN

ABOUT

Baxter is President of Architecture and Design at the Vecino Group—overseeing a team of architects, engineers, and designers, Baxter is responsible for developments nationwide. Multifamily. P3. Student. Commercial. Residential. With extensive knowledge in all phases of project completion, Baxter paves the way to make Vecino goals a reality.

EXPERIENCE

2019–PRESENT **President of Architecture and Design**

THE VECINO GROUP

Oversees team of architects and engineers through architectural planning, promotion and design for all Vecino projects. Responsibilities include involvement from early planning to project completion including research, setting goals, budgeting, engineering, design, planning and final development.

2013–2018 **Project Architect**

FENNELL PURIFOY ARCHITECTS

Worked on all phases of design and implementation in multi-family, private residential, library, commercial, civic, healthcare, and educational types. Managed projects including specifications, bidding, contract negotiation, jurisdiction approval, construction administration, and closeout.

SKILLS

- > Understanding of history, cultural, and environmental concerns
- > Analyze and critically assess problems to develop solutions
- > Proficient in technologies including: Revit, Autocad, Sketchup, Lumion, & Adobe Suite
- > Interpersonal skills to manage a complex project team
- > Technical understanding & implementation of building materials and elements

AFFILIATIONS

American Institute of Architects (AIA)

National Council of Architectural Registration Boards (NCARB)

Arkansas AIA Central Section Representative

Licensed in Arkansas

EDUCATION

Bachelor of Architecture

DRURY UNIVERSITY - SPRINGFIELD, MO

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 2 – Principals Info

2b. Resumes of Development Team

DEVELOPMENT TEAM

The following high-quality development team has been assembled to oversee the development of Libertad Austin at Gardner:

Third Parties for Espero Austin at Rutland	
Architect	Vecino Design, LLC Baxter Reecer (385) 273-3093 baxter@vecinogroup.com
Engineer	Civiltude LLC Fayez Kazi (512) 761-6161 fayez@civiltude.com
General Contractor	Vecino Construction, LLC Mike Willemsen (518) 514-8119 Mike@vecinogroup.com
Attorney	Spencer Fane LLP Shawn Whitney (417) 840-6550 swhitney@spencerfane.com
Accountant	Novogradac & Company LLP George F. Littlejohn (512) 349-3211 George.littlejohn@novoco.com
Property Manager	Alpha Barnes Hugh A. Cobb (972) 581-0854 hcobb@abres.com
ESA Provider	Phase Engineering, Inc. Diana Hendrick (713) 476-9844 Diana@phaseengineering.com
Market Analyst	Affordable Housing Analysts Robert O. (Bob) Coe, II (281) 387-7552 Robertocoe2@gmail.com
Development and Financing Consultant	True Casa Consulting, LLC Jennifer Hicks (512) 203-4417 jennifer@truecasa.net Texas HUB and WBE
Supportive Service Provider	Caritas of Austin Jo Kathryn Quinn (512) 646-1252 Jkquinn@caritasofaustin.org

The assembled team brings together vast experience in real estate development, LIHTCs, affordable housing, local development and supportive housing.



THE VECINO GROUP
Housing for the greater good.



TRUE CASA

VECINO
DESIGN



VECINO
CONSTRUCTION



Vecino Bond Group—an entity of the Vecino Group—will be the prime firm. Be it Affordable/Supportive Housing, Student Housing or a Public Private Partnership, our goal is to create purpose-driven developments that impact lives and enhance the community. With a focus on integrity, teamwork and commitment, the principals of The Vecino Group have completed over 2,000,000 sq. ft. of development, nationwide, with many other projects currently under construction.

GNDC, as development partner with the Vecino Group, will develop the affordable, for-sale housing at 900 Gardner Road. GNDC’s mission is dedicated to use its resources exclusively for charitable and educational purposes related to the development and rehabilitation of high quality affordable housing for low to moderate income families.

Caritas of Austin will lead all supportive services for Libertad Austin. With 50+ years of experience and more than 80 members, their mission is to prevent and end homelessness for people in Greater Austin.

True Casa is a development consultant firm specializing in Affordable/Supportive Housing. Founder Jennifer Hicks spent 16 years honing her skills at Foundation Communities—Texas’ premier nonprofit, affordable housing developer—by leading the development of 14 communities which provided 1,559 units of affordable housing. While there, she helped create and implement the first supportive housing model in Austin and grew the model to 783 units.

Vecino Design is a design collective of thought, talent, passion and action, with 160+ years of collective experience in investigation, collaboration and the creation of lasting solutions. Vecino Design has National experience in both commercial and residential projects—specializing in affordable & supportive multifamily developments; student housing and public private partnerships.

Civiltude will provide civil engineering and planning services—in particular zoning—for Libertad Austin. Their firm is the centered around land development but also does much more, including consulting on sustainability and energy efficient solutions in the Greater Austin Area.

Vecino Construction will provide the overall control and contract management for all construction activities while partnering with local resources. From planning through finish, we have 120+ years of collective experience within all phases of construction—hundreds of projects, millions of square feet.

Alpha Barnes will oversee all leasing services and property management. Alpha Barnes Real Estate Services, LLC. is a full-service, third-party management firm presently managing approximately 30,000 multi-family units. Founded in 2000, Alpha Barnes maintains 6 offices across 3 states and 850 staff members in the field of property management, and our portfolio extends to over 85 cities. The A/B portfolio ranks them as one of the largest third-party management firms.

.....

In addition to the above entities, we will work to secure local representation across all disciplines above. Vecino encourages and seeks a dialogue with local firms on construction, A&E services, property management as well as other aspects of the project. Whatever will yield the best outcome for the development and its community is the path we take.



The Vecino Group is a company devoted to development for the greater good.

What does this mean? It means every project we touch must address a broader community need, set an example, give back, and inspire the people working on the project with a greater sense of purpose.

Across three main channels of development—affordable housing (including HUD-RAD housing authority conversion, permanent supportive housing, and general affordable housing), student housing, and public private partnerships—the Vecino Group believes in making the world a better place, one community, one real estate development at a time.

Our qualifications and experience are one and the same. As a vertically integrated company, the Vecino Group's in-house capabilities include development, design, engineering, construction, and asset management. Our team includes more than sixty seasoned professionals who are able to apply decades of applicable experience in an integrated, collaborative process.

The end result is a testimony to the impact qualified people can have when they work together to achieve purpose driven development.





RICK MANZARDO - *Vecino Group; President / Principal* Rick's responsibilities include preparation and analysis of financial feasibility studies, overseeing construction budgeting and collaborating with nonprofits on affordable projects. From project inception to completion, Rick is integral to the process in working with the state, stakeholders, partners and the community. Rick has overseen Affordable and Supportive development for the Vecino Group for the last 6 years, working with the development team in over a dozen states.

EXPERIENCE

2012–PRESENT **President**

THE VECINO GROUP

Leads team of talented LIHTC developers, researching possible states to enter and advise on development details. Reviews development proposals and applications as well as use industry experience and strategy to help guide our team. Works with syndicators, lenders, state agencies and internal team on developments, from inception to completion. Advises on financial underwriting to all development lines.

1998–2012 **Trader/Owner**

PRIVATE INVESTMENT FIRM

Actively traded using arbitrage strategy, with hundreds of intraday trades, and annual trade volume in excess of \$1 billion. Responsible for all stock selection and trades, research and overall strategy.

SKILLS

- > Underwriting
- > Strategic Planning
- > Budget Management
- > Leadership
- > Contract Negotiation
- > Developer of strategic partnerships with stakeholders

ACCOMPLISHMENTS

- 15 years of real estate development
- 10 historic redevelopments
- 9 states with LIHTC experience

EDUCATION

Business Administration & Economics

DRURY UNIVERSITY

Master of Business Administration in Finance

MISSOURI STATE UNIVERSITY



SHARON GUEST - *Vecino Group; President, Affordable Housing* As a 20+ year veteran in the affordable housing arena Sharon has been involved in the financing and development of more than 45 affordable housing projects with total development costs exceeding \$550,000,000. In her role, she oversees the strategic direction and operation of all Vecino Group Affordable Housing on a national level. She also provides advisory services for non-profits seeking to do development.a dozen states.

EXPERIENCE

- 2019–PRESENT** **President Affordable Housing**
 THE VECINO GROUP

Leads and oversees strategic development of affordable housing in the southeast region of the US, as well as uses industry experience to guide our team. Works with syndicators, lenders, federal & state agencies and internal team on developments, from inception to completion.
- 2016–2019** **Senior Vice President**
 THE BENOIT GROUP, LLC

Oversaw the real estate development operations in the southeast division. Closed four 4% LIHTC/Tax-exempt bond/FHA transactions in under 3 years, totaling more than \$120MM in total development costs.
- 2011–2016** **President/Vice President**
 HOUSING DEVELOPMENT CORPORATION OF DE KALB/HOUSING AUTHORITY OF DE KALB

Served dual roles, Vice-President of the Housing Authority of DeKalb County and President of the Housing Development Corporation of DeKalb County, the non-profit arm of the Authority. Provided strategic direction for all real estate transactions for the Housing Authority, including the repositioning of assets and converting the Authority’s portfolio of public housing units to RAD. The Authority’s conversion was the 2nd RAD closing in the country and the first of its size, to convert all its

SKILLS

- > Strategic/Master Planning
- > Development Project Management
- > Real estate financing to include public & private funding
- > Public & Private Partnerships
- > Operations and Personnel Management
- > Community Engagement/Development

EDUCATION

- Bachelor of Arts in Speech Communications**
 THE UNIVERSITY OF GEORGIA
- ULI Center for Leadership**
 CLASS OF 2020



HEATHER BRADLEY-GEARY, MSW - *Vecino Group; Director / Supportive Housing* Heather's ultimate goal in life? End homelessness, period. Prior to the Vecino Group, Heather established the Community Initiatives Department at Missouri Housing Development Commission (MHDC). During her time at MHDC, Missouri was one of only five states to decrease homelessness by 15% statewide. Since then, Heather has taken her goal nationwide. Heather serves on the National Board of Social Workers, Greater Kansas City Coalition to End Homelessness, and SAVE, Inc. Boards. In addition, she teaches Social Policy at The University of Kansas.

EXPERIENCE

- 2014–PRESENT** **Director of Supportive Housing**
 THE VECINO GROUP

Collaborate with non-profits, private funders, and government officials to secure funding to develop permanent supportive housing for persons who are homeless. Responsible for lead community meetings in relation to supportive housing initiatives, complete housing applications to secure funding and provide presentations and education on homelessness.
- 2017–PRESENT** **Adjunct Professor,
 School of Social Welfare**
 THE UNIVERSITY OF KANSAS

Provide instruction to social work candidates, with special concentration on social policy.
- 2006–2014** **Community Initiatives Manager**
 MISSOURI HOUSING DEVELOPMENT COMMISSION

Oversee homeless assistance programs for the state of Missouri (\$20 million annually), including Housing Trust Fund, Continuum of Care, Homeless Management Information System, Housing First and Emergency Solutions Grant. As well as oversee supportive housing initiative in relation to low-income housing tax credits (\$13.5 million annually).

SKILLS

- > Accomplished presenter
- > Leader & Educator
- > Community & Economic development
- > Coordination & Subcontracting
- > Marketing
- > Program development & Community organizing

PUBLIC SERVICE

- Board Member
SAVE, INC
- Executive Committee Board Member
NATIONAL ASSOCIATION OF SOCIAL WORKERS
- Appointed Board Member
COUNCIL ON YOUTH HOMELESSNESS
- Executive Board Member & Grants Committee Co-Chair
GREATER KANSAS CITY COALITION TO END HOMELESSNESS
- Missouri Legislative Captain
NATIONAL ALLIANCE TO END HOMELESSNESS

EDUCATION

- Master's of Social Work**
THE UNIVERSITY OF KANSAS
- Bachelor of Fine Arts in Music Therapy**
UNIVERSITY OF MISSOURI



G N D C
Guadalupe Neighborhood Development Corporation





Supporting affordable housing in East Austin since 1981.



The Guadalupe Neighborhood Development Corporation (GNDC) dedicates its resources to the development of high quality affordable housing for very low to moderate income persons.

We work for the improvement, revitalization and preservation of the residential neighborhoods within our East Austin service area, giving highest priority to families with generational ties to the Guadalupe target neighborhoods.

For over 35 years, **GNDC** has been developing and managing high quality, affordable rental and ownership properties in East Austin. It currently owns and manages sixty-four single-family properties, two multi-family family properties and operates eighteen community land trust properties.



Mark C. Rogers, Ph.D. - Executive Director, GNDC



Experience:

1994 - Present

Executive Director

Guadalupe Neighborhood Development Corporation

- Leads the growth of Guadalupe Neighborhood Development Corporation while focusing on its mission of preserving neighborhoods where it works.
- Oversees the operations and growth of the corporation while minimizing debt. 78% of GNDC's operating budget is generated by rental income.
- Oversees the development projects which include the 11-acre Guadalupe-Saldana Net-Zero Subdivision, Community Land Trust homes, the management of 105 rental units, and a variety of scattered site development initiatives.
- Coordinates partnerships and collaborations for various initiatives, including the Alley Flat Initiative with the University of Texas School of Architecture's Center for Sustainable Development and the Austin Community Design and Development Center and the Jeremiah Program Moody Campus with the Jeremiah Program Austin.
- Supervises development staff regarding grant and financing applications. Manages the design and programming of new properties. Oversees compliance requirements/funding requirements for various projects.
- Manages the corporations and partnership assets and develops budgets for each.

2004 - Present

Private Consultant

- Works with several nonprofit and for-profit developers on a variety of projects including small subdivisions and infill rental and ownership projects.

Completed Projects:

- **GNDC Exterior Rehab Project**, 16 rental units1994
- **Major Interior Rehab Project**, 18 rental units1996
- **Montopolis Good Neighbor Program**,
6 lease-to-own Rehabs1999
- **Guadalupe Area Infill Project**, 17 new homes2004
- **Guadalupe HIP 2000**, 9 rental units, new & rehab2003
- **RHDA Rental Infill Project**, 7 new rental units2007
- **La Vista de Guadalupe**, 22 LIHTC rental units.....2008
- **SOL Rental Project**, 8 rental units, Acquisition2009
- **SOL Ownership Project**,
6 Home ownership shared equity2010
- **1313 Willow Community Land Trust home**2012
- **807 Waller Community Land Trust home**2014
- **Guadalupe-Saldana Net -Zero**,
125 units. Rental & ownership.....2005 - ongoing
- **4 Duplex Project**, 8 new rental units.....2013
- **Rainey Street Relocation**, 4 rehab homes.....2014
- **Jeremiah Program Moody Campus**,
35 new multifamily rental units.....2017
- **Father Joe Znotas Street Phase II**,
8 CLT ownership.....2018
- **Father Joe Znotas Street Phase III**,
4 CLT ownership.....2018
- **RHDA Scattered Infill**, 7 rental units2019

Rachel R. Stone, Ph.D. - Assistant Executive Director, GNDC



Experience:

- 2018 - Present **Assitant Executive Director**
Guadalupe Neighborhood Development Corporation — Austin, TX
- Development of Strategic Partnerships and Fundraising Relationships.
 - Development of Affordable housing through completion of SMART Housing and Zoning Applications.
 - Community outreach and engagement.
- 2015 - Present **Program Development Manager**
ICAST — Austin, TX
- Developed and managed financing, youth development and clean energy programs for a 501(c)3 national nonprofit dedicated to green rehab and preservation of multifamily affordable housing;
 - Provide legal, technical assistance, research, and policy analysis on best practices for executing energy, affordable housing, workforce development, health, and financing programs
- 2014 **Policy Coordinator**
SPEER — Austin, TX
- Coordinated and streamlined collaboration between Austin and other local Texas governments' energy efficiency initiatives through a City Energy Leadership Council.
 - Drafted and edited model resolution, contract, application and provided technical assistance for cities and counties to use in the establishment of local Property-Assessed Clean Energy (PACE) programs.
 - Researched and drafted extensive policy papers; organized and led webinars, workshops, and panels.

Community Engagement:

- Treasurer** 2014-Present
Solar Austin Board of Directors - Austin, TX
- Executive Committee Member** 2017-Present
Austin Housing Coalition - Austin, TX
- Vice President** 2017-Present
Artstillery Board of Directors - Dallas, TX
- Affordable Housing Group Chair** 2016-2018
2018 Bond Election Advisory Task Force - Austin, TX

Licensure & Education:

- Texas State Bar Admission** 2011
- J.D., The University of Texas School of Law** 2011
Austin, TX
- Justice Center Award Recipient for Extraordinary Commitment to Public Service, 2011
 - UT Center for Public Policy and Dispute Resolution Mediation Certification, 2010
 - Related coursework: Administrative Law, Community Development Clinic, Regulation & Public Policy, Land Use Regulation, Property & Governance
- B.A., Brown University** 2006
Providence, RI
- Double Major: Urban Studies & Literary Arts



Caritas
of Austin

Ending Homelessness Together.



We believe, that when people have a stable place to call home, they can reach their full potential and contribute to the community. This belief is the foundation of Caritas of Austin’s mission to prevent and end homelessness in Greater Austin. Guiding our work to build on that foundation are five core values: respect, equity, commitment, excellence and innovation.

The experience of homelessness looks different for everyone. Caritas of Austin meets each individuals where they are; then we apply our beliefs, values, and proven practices to build wellbeing and long-term housing stability.

We believe that, **TOGETHER**, we can end homelessness.

Caritas of Austin—as a local nonprofit with a track record of success and 13 years of experience in addressing housing instability through supportive housing—is the most qualified nonprofit to help deliver additional high-quality, deep-impact supportive housing to our neighbors who need it most.

The staff and board of Caritas of Austin have taken great care in preparing for this next step by assembling a carefully crafted development team that will work together as unified partnership with a common shared goal and belief that we all deserve a place to call home.

Executive Staff Bios



Jo Kathryn Quinn, Chief Executive Officer, has more than 25 years of experience in nonprofit management, and holds a Master of Divinity (Theology) from Southwestern Seminary. Prior to her tenure at Caritas, Ms. Quinn served as the Director of Programs at CASA of Travis County. Having been passionate about ending homelessness since she was 20 years old, Jo Kathryn Quinn started engaging with the homeless population as a graduate student. Her career has allowed her to gain a broad perspective of issues which impact people's vulnerability for homelessness as she has served in the fields of education, mental health, substance abuse, domestic violence, child protection, international and domestic homelessness. Believing that we all have a role in ending homelessness, she routinely volunteers to lead community collaborations. In addition, she has volunteered on various non-profit boards.



Adelita Winchester, Chief Programs Officer, has 20+ years of nonprofit experience, and holds a BA in Sociology from the University of Texas. Ms. Winchester oversees program staff who provide housing assistance and supportive services (e.g., food, education, employment).



Amy Jackson, Chief Development Officer, Chief Development Officer, is a Certified Fund Raising Executive (CFRE) who brings 15 years of experience to her current role, and holds a Master of Public Administration from the University of Texas at Arlington. Ms. Jackson leads all private fundraising and fostering donor



Elizabeth Perch, Chief Financial Officer, has 15 years of nonprofit and grants management experience and is a Certified Public Accountant (CPA) with an active license with the State Board of Public Accountancy in Texas. She also holds a Master of Business Administration degree from University of Nevada, Las Vegas. Ms. Perch oversees the finance, information technology, and human resource department along with overseeing the BSS+ Plus Program.



TRUE CASA CONSULTING, LLC

Affordable Housing + Supportive Services = *Community Impact*

True Casa provides affordable housing and supportive service solutions that assist nonprofits, private organizations and municipalities to create communities that everyone can call home. We have decades of experience developing high-impact, quality affordable housing as well as designing, funding, and running innovative supportive housing programs. We leverage our expertise, experience and creativity to help communities house and support those most in need.

True Casa Founder Jennifer Hicks has over 20 years of affordable housing development and finance experience working for Foundation Communities - the State's premier nonprofit, affordable housing developer. As Director of Housing Finance, Hicks led the development of 14 innovative and high-impact communities that provided 1,559 units of affordable housing. While at Foundation Communities, Hicks also helped create and implement the first supportive housing model in Austin and grew the model to 783 units before her departure. In her current consulting capacity, Hicks has continued working with nonprofits to help structure and access capital for permanent supportive housing projects in Texas. Hicks' passion and expertise is centered around high-impact housing and enjoys the complexity and challenge these projects provide.



TRUE CASA CONSULTING, LLC

Jennifer Hicks - Founder, True Casa Consulting, LLC.

Experience:

2017 - Present

Founder

True Casa Consulting, LLC. — Austin, TX

- Founded boutique consulting firm focused on mission-driven and impactful affordable housing development and supportive service programming.

2002 - 2017

Director of Housing Finance

Foundation Communities, Inc. — Austin, TX

- Identified subsidy and conventional financing options for projects – secured grants and loans from public and private sources (\$218 million) for the acquisition and rehabilitation of 14 communities (1,559 units) and two learning centers.
- Led the development of Foundation Communities’ supportive housing model for extremely low income and homeless single adults and families. Since 2001, developed 783 units of supportive housing.
- Identified, secured and structured funding for each affordable housing community. Since 2001, secured over \$218 million of grants and loans from public and private sources for pipeline development.
- Coordinated application and closing of funds from the following sources: conventional banks, tax credit equity investors, Low Income Housing Tax Credit program, City of Austin Rental Housing Development Assistance Program, HOME, Community Development Block Grant Program, Federal Home Loan Bank, NeighborWorks America, HUD 221(d)(4) and Capital Magnet Fund.
- Facilitated the refinancing of eligible properties in the FC portfolio. Since 2001, have facilitated six refinances.
- Led the Real Estate Development Committee of the Foundation Communities Board of Directors responsible for guiding the growth of the organization.
- Planned development criteria and assisted with evaluation and negotiation of potential development projects.
- Helped manage funder compliance and reporting.
- Maintained compliance with tax exemption requirements for 22 property portfolio.

Education:

Master of Public Affairs May 2002

LBJ School of Public Affairs, Austin, Texas

- Master’s Report: “Reinventing S.R.O.’s: Homes for the Single, Working Poor”

B.A. in Journalism May 1999

Texas Tech University, Lubbock, Texas

- Texas Valedictorian Scholarship
- Hutcheson Endowed Journalism Scholarship



CIVILITUDE

ENGINEERS & PLANNERS

Civiltude was born of a desire to serve Austin with elevated standards of excellence in land development. We call Austin our home, workplace, playground and our community. Because both the public and private sectors contribute to fashioning the fabric of our city, Civiltude aims to represent clients in each of these areas exceptionally. From school districts to affordable housing builders, from municipalities to commercial developers, we at Civiltude support our clients in creating complete communities that are vibrant, flourishing and diverse.

We advocate tenaciously and resolve engineering issues. We challenge constraints and adeptly navigate the human conflicts that are frequently part of working with regulatory bodies. We accomplish all this, and address the myriad issues our clients bring to us by using broad perspectives, fresh insight and forward thinking. We help our clients envision the raw potential of greenfields, reimagine infill redevelopments, manage projects mid-stream or elevate projects in crises. We team up with you to engineer your visions.



Greenwater Redevelopment Utilities



RRISD Dragon Stadium



Colony Park Masterplan



Guadalupe Saldana Netzero*



Manta Haus

Community Involvement:

- 8 years Zero Waste
- 8 years Environmental Commission
- 4 years Planning Commission
- 2 years Water & Wastewater
- 2 years Joint Sustainability Committee
- Austin Young Chamber Sponsor
- Greater Austin Asian Chamber of Commerce
- Congress for the New Urbanism
- Foundation Communities Home Builder
- Mueller Neighborhood Association
- Real Estate Council of Austin
- Urban Land Institute

Green Framework & Infrastructures

Civiltude was an early adopter of low impact development techniques for stormwater treatment and controls that are essential in contributing to the green framework of the City beyond code requirements, one raingarden and one cistern at a time. Our team members also actively engage at various Boards and Commissions that advocate for sustainability policies. The same commitment to high standards of practice is found in our work in utilities, sidewalks, trails, roadways, and parks.

Suburban Communities & Sites

Civiltude understands that the priorities that are native to suburban sites may differ from those of their urban infill counterparts. Through successful school, affordable housing, senior housing, industrial complex, and other residential and commercial projects adjacent to natural preserves, near endangered species habitats, and nestled within critical environmental features, we understand the unique challenges of protecting our watershed, trees, and animals while creating high-quality living environments.

Infill Urban Development

Civiltude's core reputation is our ability to deliver site permits in the challenging context of the Urban Core. We value the existing fabric of our neighborhoods, are capable in evaluating various infill products and tools, prepared to quickly navigate hurdles along the way, and most importantly, dedicate ourselves to achieving the site vision set out by our clients. Our staff brings in-depth knowledge in entitlements, utilities, transportation, environment, and permitting that carry projects all the way through Certificate of Occupancy.

Design/ Architecture

OUR BACKGROUND *Vecino Design* is a design collective of thought, talent, passion and action. We are a group with vast experience in investigation, collaboration and the creation of lasting solutions. *Vecino Design* has National expertise in both commercial and residential projects—specializing in affordable & supportive multifamily developments; student housing and public private partnerships.

WHY WE SUCCEED Architecture and design is our medium; our goal: to spark profound lasting positive change within a community. This is the deciding factor in how we design and manage our work—and can determine whether or not we choose to pursue a project in the first place.

Vecino Design approaches each project as a unique experience. We dig deep to discover the core needs and desires of the residents/occupants. We access the influences, character and concerns of the surrounding neighborhood—as well as the greater municipality. By having more conversations with a broader scope of stakeholders, our projects are more successful and fulfilling for all involved. We keep dialogue open throughout the process, allowing the design to grow and flourish. Every line we draw and each space created is informed by individuals, and the work is better for it.



BY THE NUMBERS



Projects in
12
States

Licensed in
13
States*

CAPABILITIES

- Historic Rehab & New-Build
- Concept/Schematic Design
- Construction Documents
- Site Programming
- Mechanical/Electrical/Plumbing
- Interior Design
- FF&E Selection and Procurement
- Budgeting/Cost Control
- LEED / Sustainability-focused



BAXTER REECER - *Vecino Group; President of Architecture* Overseeing a team of architects, engineers and designers, Baxter is responsible for developments nationwide. Multifamily. P3. Student. Commercial. Residential. With extensive knowledge in all phases of project completion, Baxter paves the way to make Vecino goals a reality.

EXPERIENCE

2019–PRESENT **President of Architecture and Design**

THE VECINO GROUP

Oversees team of architects and engineers through architectural planning, promotion and design for all Vecino projects. Responsibilities include involvement from early planning to project completion including research, setting goals, budgeting, engineering, design, planning and final development.

2013–2018 **Project Architect**

FENNELL PURIFOY ARCHITECTS

Worked on all phases of design and implementation in multi-family, private residential, library, commercial, civic, healthcare, and educational types. Managed projects including specifications, bidding, contract negotiation, jurisdiction approval, construction administration, and closeout.

SKILLS

- > Understanding of history, cultural, and environmental concerns
- > Interpersonal skills to manage a complex project team
- > Analyze and critically assess problems to develop solutions
- > Technical understanding & implementation of building materials and elements
- > Proficient in technologies including: Revit, Autocad, Sketchup, Lumion, & Adobe Suite

AFFILIATIONS

American Institute of Architects (AIA)
National Council of Architectural Registration Boards (NCARB)
Arkansas AIA Central Section Representative
Licensed in Arkansas, Utah, Texas and Colorado

EDUCATION

Master of Architecture

DRURY UNIVERSITY - SPRINGFIELD, MO



MARK TUTTLE - *Vecino Group; Director of Design* Mark has designed and built projects all over the US, Canada, China, and El Salvador. High rise Marriott hotels in San Antonio and Orlando early in his career helped Mark to develop an ability to create meaningful solutions despite complex programmatic requirements and difficult urban conditions. Recently Mark has held design leadership roles on some challenging and exciting projects including the Echo Bluff State Park Lodge and Cabins, the Long Creek Lodge, and the Vandivort Hotel Phase 2 in downtown Springfield, Mo.

EXPERIENCE

2018–PRESENT Director of Design

THE VECINO GROUP

Responsible for the overall quality of design for the company's built works. The Director of Design assures that each new project has a strong and meaningful design concept which can be traced through to completion.

2015–2017 Senior Design Architect

BATES ARCHITECTS

Responsible to lead teams designing hospitality, food and beverage, clinics, commercial mixed use, and civic projects.

2008–2015 Architect

MIKE HUGHES ARCHITECTS

Responsible for design of hospitality, food and beverage, commercial mixed use, and civic projects.

1997–2008 Director of Architecture

BASS PRO SHOPS

Led team of in-house designers, artists, drafters, and model makers in expansion of Bass Pro Shops from 4 stores to 50 in ten years. Designed the Wilderness Club at Big Cedar, a Joint Venture resort by Bluegreen Corporation and Bass Pro Shops.

SKILLS

- > Mark is able to quickly come to an understanding of what will give a project energy and purpose. He is then able to express that in sketches and illustrations. He shares his enthusiasm with stakeholders and the rest of the design team. Mark is committed to the team approach to design and development.

AFFILIATIONS

American Institute of Architects

AIA

National Council of Architects Registrations Board

NCARB

Volunteer

BOY SCOUTS OF AMERICA

EDUCATION

Masters of Architecture

UNIVERSITY OF UTAH

Bachelor of Science in Social & Behavioral Science—emphasis in Interior Design & Housing

UNIVERSITY OF UTAH

OUR BACKGROUND

Vecino Construction is a solid team whose goal is the successful construction of purpose-driven housing—fostering better lives and stronger communities in the process. From planning through finish, we have 120+ years of collective experience within all phases of a project—hundreds of projects, millions of square feet. Both nimble as well as strong, Vecino Construction is a team with a proven record of successful builds, delivered on-time and on-budget.

WHY WE SUCCEED

From every angle planned to nail driven, we're passionate about details. Why? Because we know that every decision has a direct impact not just on the integrity and character of the structure we create, but also on stakeholder success and—most of all—each resident's experience. Toward this, Vecino Construction possesses a diverse, robust skillset that allows us to establish goals, set the course and motivate teams directly, efficiently and successfully:

We're a truly collaborative team whose skill increases exponentially; our integrated project approach optimizes project results, increases value in the development, reduces waste and maximizes efficiency through all phases of construction.

We believe in informed dialogue among the developer/owner team, the design team and the construction team, commencing at predevelopment and continuing through to project handover.

- **Historic Rehab & New-Build**
- **Concept/Schematic Design**
- **Critical Path Management**
- **Cost Estimating**
- **Structural/Civil Engineering**
- **Mechanical/Electrical/Plumbing**
- **Capital Needs Assessments**
- **Budgeting/Cost Control**
- **Bidding / Proposals**
- **Subcontractor/Crew Supervision**

WHAT WE CAN DO

'Park East' (2015) - Three individual, historically-significant buildings located on a single block in Springfield, Missouri were completely rehabilitated into 174,000 combined sq. ft. of mixed use (student housing and commercial).



General Contractor



MIKE WILLEMSSEN - *Vecino Construction; President* With 10+ years of construction experience, Mike has served as project manager on numerous high-profile developments. He has significant experience on projects in multi-family housing, higher education, historic renovation, corporate operations and water/wastewater treatment. His responsibilities include overseeing all Vecino Construction teams.

EXPERIENCE

2018–PRESENT **President**

VECINO CONSTRUCTION

Operational oversight of all projects for Vecino Construction, including cost monitoring, schedule reviews and implementation of safety, quality and risk management programs. Mike maintains oversight of all project staff and subcontractors for contractual compliance while fostering relationships, development opportunities, growth and performance of the project team.

2009–2017 **Senior Project Manager**

U.W. MARX CONSTRUCTION

Responsible for preconstruction, construction, and closeout of \$50M/Year portfolio of construction projects. Projects ranging from new construction, renovation and rehabilitation and included municipal utilities, higher education work, K-12 School work, industrial and cleanroom work, affordable and market rate multifamily, and commercial/retail spaces.

SKILLS

- > Strategic Planning
- > Leadership
- > Contract review
- > Coordination & Subcontracting
- > Team building

EDUCATION

Bachelor of Science in Global Supply Management/Project Management

CLARKSON UNIVERSITY, POTSDAM, NY

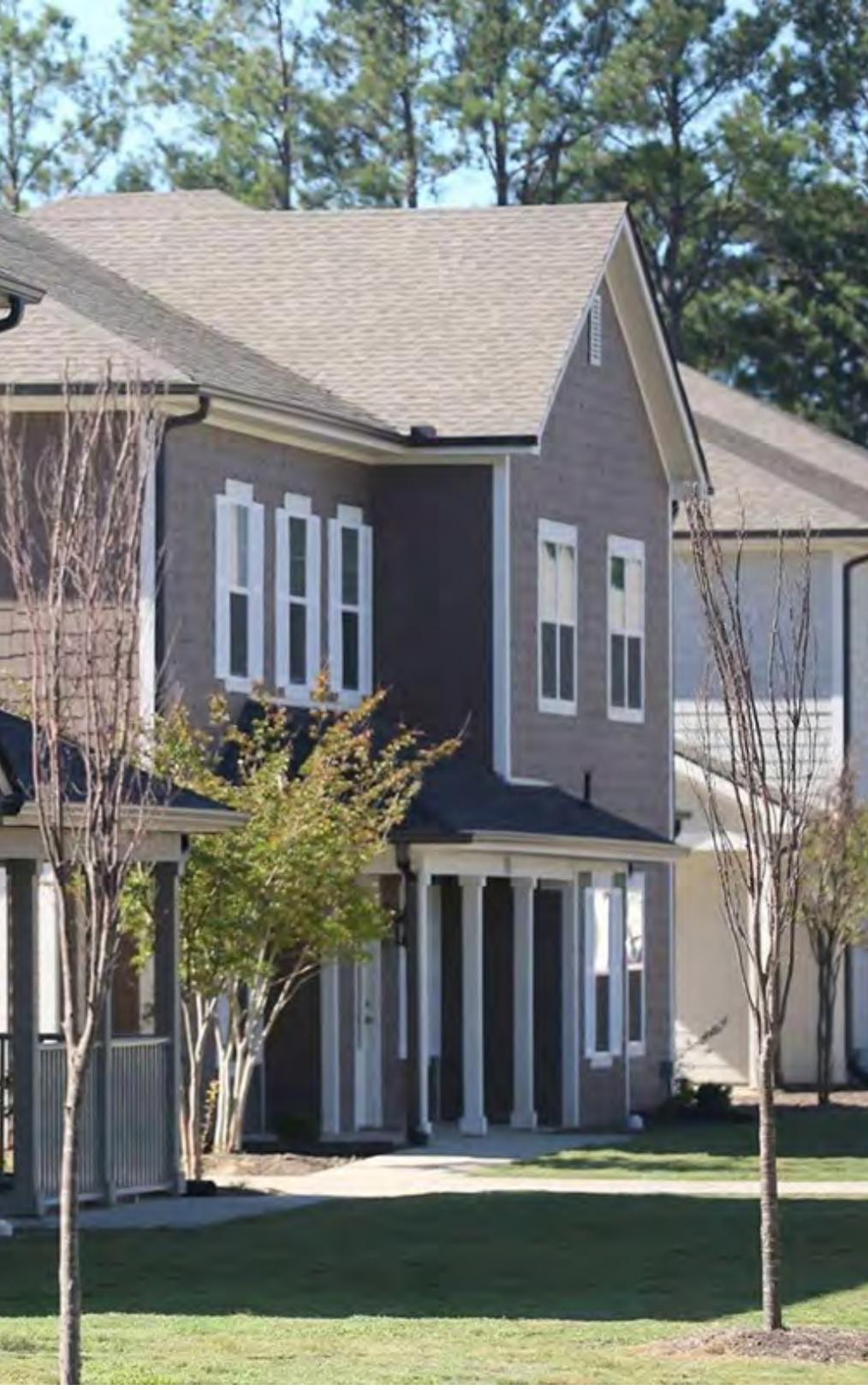
CERTIFICATIONS/TRAINING

30-Hour OSHA Outreach
CONSTRUCTION SAFETY & HEALTH

ASHE
HEALTHCARE CONSTRUCTION CERTIFICATE (HCC)

Project Management Professional
PMP

Project Management Institute
PMI



A | B

ALPHA BARNES

REAL ESTATE SERVICES

We advocate tenaciously and resolve engineering issues. We challenge constraints and adeptly navigate the human conflicts that are frequently part of working with regulatory bodies. We accomplish all this, and address the myriad issues our clients bring to us by using broad perspectives, fresh insight and forward thinking. We help our clients envision the raw potential of greenfields, reimagine infill redevelopments, manage projects mid-stream or elevate projects in crises. We team up with you to engineer your visions.

Alpha Barnes Real Estate Services, Inc. is a full-service, third-party management firm presently managing approximately 30,000 multi-family units. Founded in 2000, Alpha Barnes maintains 6 offices across 3 states and 850 staff members in the field of property management, and our portfolio extends to over 85 cities. The size of our portfolio ranks us as one of the largest third-party management firms.

Home is one of the most important places for everyone. For this reason, we, at Alpha Barnes, are meticulous in every aspect of our responsibility. Our team aims to provide the best home for every person who chooses to live at one of the many Alpha Barnes communities. We understand the faith our residents place in us, as well as, the fiduciary responsibility our clients place in us. These factors are the basis of our management. We provide personalized services to each Client, Resident and Property. The Alpha Barnes Teams focus on surpassing expectations; we understand the goals of ownership. The reputation of Alpha Barnes is based on trust, integrity and commitment.

HUD FINANCED EXPERTISE

Alpha Barnes presently manages under a variety of **HUD Financing**, including **HUD 221(d)4**. As a result, we know what is required to prepare the files and property to meet the oversight authorities' standards for inspections such as with the REAC. In addition, we have HUD Compliance Officers on staff who are available to assist with any governmental regulatory matters including inspections, paperwork needs, etc. We are in good standing with HUD and able to assist our clients through the loan process from the Concept stage through closing.

AFFORDABLE HOUSING

Alpha Barnes has significant experience and commitment to affordable housing. This includes LIHTC, RTC/AHDP, Tax Exempt Bond, HOME, Section 8, Housing Trust Fund (HTF), ICP, Section 202 Elderly, Military Rent-Restricted, Public Housing, and more. To better serve its clients, Alpha Barnes Compliance Team effectively monitor properties it manages with governmental reporting requirements. Alpha Barnes is currently ranked by NAHMA as the nation's 8th Largest Housing Credit (LIHTC) Property Management Company.

PEOPLE PERFORMANCE ENHANCEMENT

Motivated by **our commitment to serve**, our teams are engaged in a positive culture to achieve client goals. Alpha Barnes University invest in our state-of-the-art classroom and leasing lab, supported by our award-winning educators. "WE'RE ALL ABOUT RESIDENTS, BECAUSE HOME MATTERS, is not just a catchy phrase to our teams, our **training department** leads the industry as it administers comprehensive extensive "state of the art" training, which includes:

Performance Leasing
Dynamic Marketing
Pricing Procedures

Technology Systems
Resident Services
Investment Strategy

DESIGNATIONS

Institute of Real Estate Management (IREM®), Certified Property Manager CPM®, Housing Credit Certified Professional (HCCP®), Certified Public Accountant (CPA), Certified Apartment Manager (CAM®), Certified Occupancy Specialist (COS®), Assisted Housing Professional (AHP), Tax Credit Specialist (TCS), National Compliance Professional (NCP), Certified Professional of Occupancy (CPO), Continuing Certified Credit Compliance Professional (C4P)

PRINCIPALS

Hugh A. Cobb, CPM®
Michael D. Clark, HCCP®
Jeffrey A. Barnes
Stephen N. Barnes

Alpha Barnes Real Estate Services II, LLC
12720 Hillcrest Road, Suite 400 Dallas, TX 75230
(972) 643-3200 www.abres.com

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 2 – Principals Info

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



PROFESSIONAL QUALIFICATIONS STATEMENT

STATEMENT OF PURPOSE AND PHILOSOPHY

Alpha Barnes Real Estate Services, LLC. is a full-service, third-party management firm presently managing approximately **30,000 multi-family units**. Founded in 2000, Alpha Barnes maintains 6 offices across 3 states and 850 staff members in the field of property management, and our portfolio extends to over 85 cities. The size of our portfolio ranks us as one of the largest third-party management firms.

“We’re all about the residents, because home matters”

Home is one of the most important places for everyone. For this reason, we, at Alpha Barnes, are meticulous in every aspect of our responsibility. Our Team aims is to provide the best home for every person who chooses to live at one of the many Alpha Barnes communities. We understand the faith our residents place in us, as well as, the fiduciary responsibility our clients place in us, these factors are the basis of our management. We provide personalized services to each Client, Resident and Property. The Alpha Barnes Teams focus on surpassing expectations; we understand the goals of ownership. The reputation of Alpha Barnes is based on trust, integrity and commitment.

ABRES is an **Accredited Management Organization® (AMO®)**. This AMO® designation insures that ABRES has met the ongoing requirements of The Institute of Real Estate Management. These requirements include increased levels of fidelity and liability coverage, proven financial stability and continuing education for the Executive Property Managers. Less than 600 firms across the United States and Canada have achieved and maintained this prestigious designation and it is further evidence of ABRES’s commitment to excellence.

AREAS OF EXPERTISE

The primary business of **Alpha Barnes Real Estate Services** is the management of residential, rental real estate for private owners, non-profit entities, financial institutions and government agencies. In this role, **Alpha Barnes Real Estate Services** provides comprehensive management services that cover all phases of property operations including management, leasing maintenance, financial management and owner and government compliance and reporting. Presently, the firm manages properties in all areas of Texas and throughout the states of Oklahoma and South Carolina and operates from its main office in Dallas with regional offices in San Antonio, Houston and Austin, as well as staff based in Texarkana and Corpus Christi.

In addition to its overall expertise in apartment management, **Alpha Barnes Real Estate Services** possesses a specific capability in the management and operation of affordable housing for families or for the elderly. This category of property includes the follows:

1. Low Income Housing Tax Credit (LIHTC)

Alpha Barnes Real Estate Services presently manages 170 properties which utilize the LIHTC. Compliance with LIHTC program requirements is controlled by direct supervisory and compliance staff review of all work and extensive training of all personnel. **Alpha Barnes Real Estate Services** takes special pride in its reputation as an expert in this program and works hard to maintain that reputation.

2. New Construction

Alpha Barnes's new construction lease-up experience is impressive. The firm's new development background includes project design consulting, pre-construction planning, décor consulting, promotion and full lease-up for over **150+ properties**, totaling over **20,000 units across Texas**. Our objective is to reach full occupancy and maximize the bottom line in the shortest time possible in accordance with the owner's investment parameters. About **75% of our lease-ups have been completed in 9 months or less** and a full **51% have been completed in 6 months or less**.

3. Value Add Experience

Real estate assets require periodic improvements, repairs, or in some cases, a complete repositioning. ABRES understands this facet of investment ownership and has maintained a personnel base with the knowledge, expertise, and experience to assist our clients when such projects are contemplated. Coordinating the rehab process with the management of the property is essential, and ABRES has perfected our role in this process to ensure operational goals are either met or exceeded. We have a proven track record of successful repositioning that have continued to earn us praise from our clients, residents, and industry peers. In fact, in recent years ABRES managed properties have undergone comprehensive rehabs ranging from \$125,000 to over \$3 million.

4. HUD Financed Properties

Alpha Barnes Real Estate Services operates projects financed by the U.S. Department of Housing and Urban Development (HUD) under the Section 221 (d)(3) BMIR and 221 (d)(4) program, the Section 202 program, the Section 811 program and the Section 236 program. **Alpha Barnes Real Estate Services** is familiar with the reporting requirements of all housing related HUD programs as well as the management intricacies.

5. Properties with HUD Section 8

Alpha Barnes Real Estate Services is under contract to operate 14 entities that have projected-based Section 8 rent subsidies. In addition, **Alpha Barnes Real Estate Services** completes the paperwork for Section 8 projects for several other management companies on a contract basis. **Alpha Barnes Real Estate Services** has five Certified Occupancy Specialists' (COS) on staff.

6. Tax Exempt Bonds

Alpha Barnes Real Estate Services currently manages dozens of properties that utilized tax exempt bonds to assist in their financing and we are familiar with the restrictions imposed on leasing and the reporting requirements necessary to dovetail with the LIHTC program and to produce program compliance with both programs.

7. Non-Profit Groups and Public Agencies

As one of the primary aspects of this proposed management assignment is the ability to work with non-profit groups and public agencies, prior experience working with non-profits appears to be very important. Over its history, **Alpha Barnes Real Estate Services** has served to manage property for, consult for and to assist many non-profit groups. Current non-profit clients include:

Foundation Communities, Austin, Texas

Alamo Community Group, San Antonio,

Texas Merced Housing Texas, San Antonio, Texas

Texas Inter-Faith Housing, Houston, Texas

Operation Relief Center, Dallas, Texas

SUMMARY OF APARTMENT MANAGEMENT SERVICES

Alpha Barnes Real Estate Services strives to provide our multi-family clients with the best and most complete services available. A summary of these five major areas of service follows:

a. MANAGEMENT AND LEASING

- Advertise, market and lease units.
- Develop and enforce property rules and regulations.
- Recruit, hire, and train on-site managers and leasing agents.
- Provide daily operating procedures and training for on-site office.
- Establish and adjust rental rates and security deposit levels based on occupancy and regular competitive market analysis.
- Administer all personnel records for all on-site management and maintenance employees.



b. MAINTENANCE

- Provide for overall routine maintenance of the property including tenant requested maintenance and make ready preparation.
- Recruit, hire, and train all on-site maintenance and porter personnel.
- Completion of cost-effective and efficient contract bidding, negotiation and administration, including, but not limited to contracts for landscaping, pool maintenance, and non-routine improvements.
- Verifying insurance and bond coverage for all contractors providing services.
- Implementation of a preventative maintenance program.
- Completion of regular property inspections to review property appearance and condition as well as overall curb appeal.
- Identifying and bringing to the attention of the Owner serious non-routine maintenance needs along with proposed solutions.
- Provide 24 hour a day, seven day a week emergency telephone answering and maintenance services.
- Maintain records of all contracts, warranties and other items important to the verification of services performed on the property.

c. COMPLIANCE

- Train all staff in the importance and basic requirement of affordable housing compliance.
- Provide ongoing supervision and retraining of staff through initial lease up and re-certifications.
- Review every file prior to move-in for completeness and eligibility.
- Monitor and maintain the applicable fraction in mixed income properties.
- Prepare for and participate in all site reviews by owners, lenders, monitoring agencies or partners.
- Prepare and submit annual certifications as well as any other reports requested by the owners, lenders, monitoring agency or the partners.

d. FINANCE

- Receipt, recording and processing of all accounts payable.
- Billing, posting receipt and depositing of rents, security deposits, vending income, late fees, electric charges, and any other miscellaneous income.
- Pursuing collection of delinquent rents to the fullest possible extent, including periodic reports to the regional credit bureau and filing of lawsuits in small claims court.
- Maintaining all files and records necessary to insure a good record of financial activities.
- Monthly reconciliation of all accounts and bank statements.
- Provision of monthly and annual financial reporting including but not limited to Balance Sheets, Income and Expense Statements, complete detailed General Ledger, and Budget Variance Analyses.
- Provide assistance and cooperation in periodic auditing.
- Compilation and submission to the client of a recommended annual budget.
- Review and recommendation of all property insurance coverage, upon request of client.

e. COMMUNICATIONS

- Frequent verbal and written communication with client and participation in property-related meetings.
- Communication and coordination with lenders, real estate agents and appraisers, as instructed by the Owner.
- Planning and assistance in coordination of any property-related social functions relative to the overall marketing plan.
- Processing of information requests from outside parties (as authorized by client) and resolution of any problem or complaint originating from property resident.

GENERAL INFORMATION

Alpha Barnes Real Estate Services, LLC is a Texas Limited Liability Company, the members of which are Michael D. Clark, Hugh A. Cobb, Jeffrey A. Barnes and Stephen N. Barnes.

The federal tax identification number for Alpha Barnes Real Estate Services, LLC is 75-2868321.

Alpha Barnes employs over 850 staff members with 85⁺ operating on the corporate level from the main office in Dallas and the two remote offices in San Antonio and Austin.

Alpha Barnes Real Estate Services can be contacted through:

Hugh A. Cobb, Principal
12720 Hillcrest, #400
Dallas, Texas 75230
972-643-3200
hcobb@abres.com

“People do business with people, not companies. You must earn their respect and work hard every day to maintain what you have earned.”

– Art Barnes, late founding Partner

Property	City	State	Zip	Units	Region	Description	LIHTC
87th Apartments	Odessa	TX	79765	181	West Texas	Family	Yes
Addison Park	Arlington	TX	76001	224	North Texas	Family	Yes
Allegre Point	Austin	TX	78728	184	Central Texas	Family	Yes
Amber Stone	Beeville	TX	78102	54	South Texas	Family	Yes
Anson Park I	Abilene	TX	79603	64	West Texas	Family	Yes
Anson Park II Apartments	Abilene	TX	79603	80	West Texas	Family	Yes
Anson Park Seniors	Abilene	TX	79603	80	West Texas	Seniors	Yes
Arbor Oaks	Odessa	TX	79761	120	West Texas	Family	Yes
Arbor Pines	Nacogdoches	TX	75961	200	East Texas	Family	Yes
Arbor Terrace	Odessa	TX	79761	128	West Texas	Family	Yes
Aspire at Live Oak (new construction)	Live Oak	TX	78233	240	South Texas	Family	No
Auburn Square	Vidor	TX	77662	80	East Texas	Family	Yes
Avanti at Greenwood (new construction).	Corpus Christi	TX	78417	81	South Texas	Family	Yes
Avanti East	Edinburg	TX	78542	108	South Texas	Family	Yes
Avanti Legacy at Sienna Palms (new construction)	Weslaco TX	TX	78599	114	South Texas	Family	Yes
Avondale Farms Seniors	Haslet	TX	76052	121	North Texas	Seniors	Yes
Babcock North	San Antonio	TX	78249	138	South Texas	Family	No
Babcock North II	San Antonio	TX	78248	72	South Texas	Family	Yes
Bayshore Towners	Pasadena	TX	77504	100	East Texas	Seniors	Yes
Beacon Bay Townhomes	Port Isabel	TX	78578	76	South Texas	Family	Yes
Big Bass Resort Apartments	Jacinto City	TX	77029	200	Upper Gulf Coast	Seniors	Yes
Bishop Courts	Bishop	TX	78343	60	South Texas	Family	Yes
Blue Water Garden	Hereford	TX	79045	132	Panhandle	Family	Yes
Bonham, Country Village of	Bonham	TX	75418	104	North Texas	Family	No
Bonham, Country Village of - MHP (Mobile Home Park)	Bonham	TX	75418	79	North Texas	Family	No
Briar bend	Beaumont	TX	77708	40	East Texas	Family	Yes
Bridge at Granada (New Construction)	Austin	TX	78753	258	Central Texas	Family	Yes
Buena Vida Senior Village	Corpus Christi	TX	78405	100	South Texas	Seniors	Yes
Butler Brothers Building	Dallas	TX	75201	234	North Texas	Family	No
Calcasieu Apartments	San Antonio	TX	78205	64	South Texas	Family	Yes
Carolina Chase Apartments	Dallas	TX	75240	166	North Texas	Family	No
Casitas De Merced	Somerset	TX	78069	28	South Texas	Seniors	Yes
Castleridge	San Antonio	TX	78227	144	South Texas	Family	No
Catalon	Houston	TX	77084	142	Upper Gulf Coast	Family	Yes
Catalon at Paseo de la Resaca (New Construction)	Brownsville	TX	78526	128	South Texas	Family	Yes
Cayetano Villas of La Vernia	La Vernia	TX	78121	48	South Texas	Family	Yes
Cedar Park	Cedar Park	TX	78613	226	Central Texas	Family	Yes
Cedar Ridge Townhomes I	Arlington	TX	76014	124	North Texas	Family	No
Cedar Ridge Townhomes II	Arlington	TX	76014	44	North Texas	Family	No
Cedarwood	Huntsville	TX	77340	68	Upper Gulf Coast	Family	Yes
Cimarron Springs	Cleburne	TX	76031	156	North Texas	Family	Yes
Cliff View Village I	Dallas	TX	75241	84	North Texas	Seniors	No
Cliff View Village II	Dallas	TX	75241	0	North Texas	Seniors	No
Cliff View Village III	Dallas	TX	75241	0	North Texas	Seniors	No
Cobblestone Village	Cleburne	TX	76033	144	North Texas	Family	Yes
Country Lane Seniors - McKinney	McKinney	TX	7509	230	North Texas	Seniors	Yes
Country Lane Seniors - Temple	Temple	TX	76504	102	Central Texas	Seniors	Yes
Country Lane Seniors - Waxahachie	Waxahachie	TX	75165	102	North Texas	Seniors	Yes
Creekside Village	Edmond	OK	73003	84	OK/AR	Seniors	Yes
Crescent Village I	Elgin	TX	78621	76	Central Texas	Family	No
Crescent Village II	Elgin	TX	78621	76	Central Texas	Family	No
Crest at Illinois Apartments (new construction)	Dallas	TX	75211	264	North Texas	Family	No
Cypress Cove	San Antonio	TX	78238	136	South Texas	Family	No
District at Midtown (new construction)	Tyler	TX	75702	36	East Texas	Family	No
Eddison Lofts (new construction)	Houston	TX	77489	126	Upper Gulf Coast	Family	Yes
Eddison, The (FKA Canyons at 45)	Amarillo	TX	79109	328	Panhandle	Family	Yes
Edgewood Manor	Dallas	TX	75215	30	North Texas	Family	Yes
Edinburg Village	Edinburg	TX	78539	100	South Texas	Family	Yes
El Campo	El Campo	TX	77437	80	South Texas	Family	Yes
Elder Street Artist Lofts	Houston	TX	77007	34	Upper Gulf Coast	Family	Yes
Eleanor Place	San Antonio	TX	78209	9	South Texas	Family	No
Elmhurst Place	San Antonio	TX	78209	23	South Texas	Family	No
Enclave at Buckhorn Crossing	San Antonio	TX	78240	240	South Texas	Family	No
Enclave at Mira Lagos I	Grand Prairie	TX	75054	199	North Texas	Family	No
Enclave at Mira Lagos II	Grand Prairie	TX	75054	112	North Texas	Family	No
Enclave at Parkview	Fort Worth	TX	76179	144	North Texas	Family	Yes

Property	City	State	Zip	Units	Region	Description	LIHTC
Enclave on Pioneer (fka The Oaks)	Balch Springs	TX	75180	147	North Texas	Family	No
Encore at Buckingham	Richardson	TX	75081	242	North Texas	Seniors	No
Estates at Shiloh	Dallas	TX	75228	40	North Texas	Seniors	Yes
Fifty Oaks	Rockport	TX	78382	50	South Texas	Family	Yes
Flats at Shadow Glen	Manor	TX	78653	248	North Texas	Family	No
Forest Park Apartments	Austin	TX	78753	228	Central Texas	Family	Yes
Frankford Station Lofts (new construction)	Carrollton	TX	75007	204	North Texas	Family	Yes
Garland Estates	Garland	TX	75042	40	North Texas	Seniors	No
Glades of Gregory	Gregory	TX	78359	72	South Texas	Family	Yes
Glades of Gregory II (new construction)	Portland	TX	78374	144	South Texas	Family	Yes
Golden Acres Retirement Center	Paris	TX	75460	50	East Texas	Seniors	No
Gran Cielo	Rio Grande City	TX	78582	80	South Texas	Family	Yes
Grand Reserve Seniors, The - McKinney	McKinney	TX	75069	180	North Texas	Seniors	Yes
Grand Reserve Seniors, The - Temple	Temple	TX	46504	102	Central Texas	Seniors	Yes
Grand Reserve Seniors, The - Waxahachie	Waxahachie	TX	75165	80	North Texas	Seniors	Yes
Grand Texas Seniors, The - McKinney	McKinney	TX	75069	100	North Texas	Seniors	Yes
Green Briar Village I	Wichita Falls	TX	76305	76	North Texas	Family	Yes
Greenbriar Village II	Wichita Falls	TX	76305	36	North Texas	Family	Yes
Greens on Turtle Creek, The	Port Arthur	TX	77642	84	East Texas	Seniors	Yes
Guadalupe Villas Seniors (new construction)	Lubbock	TX	79401	128	West Texas	Seniors	Yes
Gulfway Manor	Corpus Christi	TX	78412	151	South Texas	Family	Yes
Hacienda Del Sol	Dallas	TX	75217	55	North Texas	Family	Yes
Hacienda San Miguel (new construction)	Donna	TX	78537	140	South Texas	Family	No
Hampton Villages	Pampa	TX	79065	76	Panhandle	Family	Yes
Heritage Estates at Huntsville (new construction)	Huntsville	TX		48	Upper Gulf Coast	Seniors	No
Highland Villas	Bryan	TX	77802	180	Central Texas	Seniors	Yes
Hillandale Apartments	Columbia	SC	29203	200	South Carolina	Family	Yes
Hillside West Seniors	Dallas	TX	75211	130	North Texas	Seniors	Yes
Homes of Mountain Creek, The	Grand Prairie	TX	75051	200	North Texas	Family	Yes
Hunter's Glen	San Antonio	TX	78211	144	South Texas	Family	Yes
Huntington at Missouri City	Missouri City	TX	77459	120	Upper Gulf Coast	Seniors	Yes
Huntington at Paseo de la Resaca (New Construction)	Brownsville	TX	78526	132	South Texas	Seniors	Yes
Huntington at Sienna Plantation	Missouri City	TX	77459	132	Upper Gulf Coast	Seniors	Yes
Huntington at Sienna Ranch	Missouri City	TX	77459	149	Upper Gulf Coast	Seniors	Yes
Huntington Beaumont (fka Gardens at Sienna)	Beaumont	TX	77708	120	East Texas	Seniors	Yes
Huntington Chimney Rock (new construction)	Houston	TX	77053	100	Upper Gulf Coast	Family	Yes
Huntington College Station (new construction)	College Station	TX	77845	120	West Texas	Family	No
Huntington Lake Jackson (fka Jackson Village)	Lake Jackson	TX	77566	96	South Texas	Seniors	Yes
Huntington Seniors at Buda (The)	Buda	TX	78610	120	Central Texas	Seniors	Yes
Iris Place	Dallas	TX	75240	18	North Texas	Family	No
Ironwood Crossing	Fort Worth	TX	76131	280	North Texas	Family	Yes
Jeffrey Square Apartments	Dallas	TX	75208	20	North Texas	Family	No
Josephine (The)	Austin	TX	67622	90	Central Texas	Family	No
Kensington Place	Houston	TX	77034	216	Upper Gulf Coast	Family	Yes
Kings Court	San Antonio	TX	78212	32	South Texas	Seniors	No
La Villita Phase I	Brownsville	TX	78521	128	South Texas	Family	Yes
La Villita Phase II	Brownsville	TX	78521	80	South Texas	Family	Yes
Lago de Plata	Corsicana	TX	75110	150	North Texas	Family	Yes
Lake Jackson Manor	Lake Jackson	TX	77566	100	South Texas	Seniors	Yes
Lake Park Duplexes	Tyler	TX	75704	50	East Texas	Family	No
Landing, The	Waco	TX	76705	160	Central Texas	Family	Yes
Lansborough Apartments	Houston	TX	77051	176	Upper Gulf Coast	Family	No
LBJ Station	Dallas	TX	75243	249	North Texas	Family	No
Limestone Ridge Apartments	Big Spring	TX	79720	76	West Texas	Family	Yes
Lindbergh Parc	Fort Worth	TX	76106	196	North Texas	Seniors	Yes
Live Oak Villas	George West	TX	78022	48	South Texas	Family	Yes
Lockhart Springs (new construction)	Lockhart	TX		48	Central Texas	Family	Yes
LULAC Village Park	Corpus Christi	TX	78416	152	South Texas	Family	Yes
Lyons Gardens	Austin	TX	78702	54	Central Texas	Seniors	No
Maeghan Pointe Apartments	Edcouch	TX	78538	80	South Texas	Family	Yes
Magnolia at Village Creek	Fort Worth	TX	76119	252	North Texas	Family	Yes
Magnolia Place Senior Apts	Houston	TX	77033	144	Upper Gulf Coast	Seniors	Yes
Majestic on McKinney (The)	Denton	TX	76209	217	North Texas	Family	No
Major Crossing Apartments	Beaumont	TX	75428	96	East Texas	Family	No
Mansions at Hastings Green	Houston	TX	77065	230	Upper Gulf Coast	Family	Yes
Mansions at Hastings Green Senior	Houston	TX	77065	252	Upper Gulf Coast	Seniors	Yes

Property	City	State	Zip	Units	Region	Description	LIHTC
Mansions at Moses Lake	Texas City	TX	77590	240	Upper Gulf Coast	Family	Yes
Mark at Denton (new construction)	Denton	TX	76207	316	North Texas	Family	No
Mark at Midlothian (new construction)	Midlothian	TX	76065	236	North Texas	Family	No
Mark at Weatherford (new construction)	Weatherford	TX		355	North Texas	Family	No
Mark on Conquest (new construction)	Waxahachie	TX	75165	140	North Texas	Family	No
Mark on Solon	Waxahachie	TX	75165	112	North Texas	Family	No
Martha's Vineyard Place	Dallas	TX	75235	100	North Texas	Family	No
McMullen Square	San Antonio	TX	78228	100	South Texas	Family	Yes
Meadows at Bentley Drive, The	San Antonio	TX	78218	208	South Texas	Family	Yes
Mill Stone Apartments	Fort Worth	TX	76120	144	North Texas	Family	Yes
Mill Town Seniors	Silsbee	TX	77565	80	East Texas	Seniors	Yes
Millennium Apartments, The	McKinney	TX	75070	164	North Texas	Family	Yes
Miramonte (new construction)	Stafford	TX	77471	124	South Texas	Family	Yes
Miramonte Single Living (new construction)	Stafford	TX	77471	68	South Texas	Seniors	Yes
Moore Grocery Lofts	Tyler	TX	75702	88	East Texas	Family	Yes
Museum Reach Lofts (New construction)	San Antonio	TX	78215	94	South Texas	Family	Yes
Navigation Pointe	Corpus Christi	TX	78405	124	South Texas	Family	Yes
North Forest Trails	Houston	TX	77028	168	Upper Gulf Coast	Family	Yes
Oak Meadows Townhomes	Commerce	TX	75428	72	North Texas	Family	Yes
Orchards at Arlington Heights	Arlington	TX	76018	180	North Texas	Seniors	No
Orchards at Market Plaza	Plano	TX	75075	180	North Texas	Seniors	No
Palisades of Inwood	Houston	TX	77088	127	Upper Gulf Coast	Seniors	Yes
Parc East Apartments	Mesquite	TX	75150	209	North Texas	Family	Yes
Park Gardens North	Paris	TX	75462	100	East Texas	Family	No
Park Hill	San Marcos	TX	78666	168	Central Texas	Family	No
Park Village	Big Spring	TX	79720	76	West Texas	Family	Yes
Park, The	Corpus Christi	TX	78413	226	South Texas	Family	No
Parkstone Crossroads	Wichita Falls	TX	76301	112	North Texas	Family	Yes
Parkstone Senior Village I	Wichita Falls	TX	76310	140	North Texas	Seniors	Yes
Parkstone Senior Village II	Wichita Falls	TX	76310	64	North Texas	Seniors	Yes
Parkstone Senior Village III	Wichita Falls	TX	76310	40	North Texas	Seniors	No
Peter's Colony	Carrollton	TX	75007	160	North Texas	Family	No
Pioneer Crossing - Diboll (new construction)	Diboll	TX	75941	80	East Texas	Family	Yes
Pioneer Crossing Burk Burnett Seniors	Burk Burnett	TX	76354	80	North Texas	Seniors	Yes
Pioneer Crossing Henrietta	Henrietta	TX	76365	49	North Texas	Family	No
Pioneer Crossing Lufkin Family	Lufkin	TX	75904	80	East Texas	Family	Yes
Pioneer Crossing Lufkin Seniors	Lufkin	TX	75904	80	East Texas	Seniors	Yes
Pioneer Crossing Mineral Wells	Mineral Wells	TX	76067	80	North Texas	Family	Yes
Pioneer Crossing Sulphur Springs Seniors	Sulphur Springs	TX	75482	80	East Texas	Seniors	Yes
Pointe Apartments, The	Dallas	TX	75215	10	North Texas	Family	No
Post Oak - Edna, The	Edna	TX	77957	64	South Texas	Family	Yes
Post Oak - McKinney	McKinney	TX	75070	182	North Texas	Family	Yes
Ray Hubbard Ranch I Apartments	Garland	TX	75043	80	North Texas	Family	No
Ray Hubbard Ranch II Apartments	Garland	TX	75043	68	North Texas	Family	No
Red Oaks Townhomes	Waco	TX	76706	80	Central Texas	Family	No
Reserve at Towne Crossing, The	Longview	TX	75605	216	East Texas	Family	No
Residences on Stillhouse Road	Paris	TX	76460	76	East Texas	Family	Yes
River Pointe	San Angelo	TX	76903	204	West Texas	Family	Yes
Riverside Village	Rio Hondo	TX	78583	60	South Texas	Family	Yes
Riversquare	Corpus Christi	TX	78410	204	South Texas	Family	Yes
Riverwalk Townhomes	Stephenville	TX	76401	76	North Texas	Family	Yes
Rockhill (new construction)	McKinney	TX	75070	60	North Texas	Family	No
Rockwell Manor	Brownsville	TX	78521	126	South Texas	Family	Yes
Royal Gardens Mineral Wells	Mineral Wells	TX	76067	75	North Texas	Seniors	Yes
Royal Gardens Wichita Falls	Wichita Falls	TX	76310	49	North Texas	Seniors	Yes
Rush Creek	Arlington	TX	76017	248	North Texas	Family	Yes
Saddle Creek	Kyle	TX	78640	104	Central Texas	Family	Yes
Sage Brush Village	Odessa	TX	79763	112	West Texas	Family	Yes
Santa Rita Senior Village	Midland	TX	79701	136	West Texas	Seniors	Yes
Sedona Springs Villas	Odessa	TX	79764	100	West Texas	Family	Yes
Shadow Brook	Arlington	TX	76013	403	North Texas	Family	Yes
Silver Springs Apartments	Austin	TX	78753	360	Central Texas	Family	Yes
Silver Spur Apartments (New construction opening J)	Palmview	TX	78572	120	South Texas	Family	Yes
Sleepy Hollow	Arlington	TX	76013	128	North Texas	Family	Yes
Somerset Lofts (new construction)	Houston	TX	77008	120	Upper Gulf Coast	Family	No
Southwest Pines	Tyler	TX	75701	248	East Texas	Family	Yes

ALPHA BARNES REAL ESTATE SERVICES, LLC
 12720 HILLCREST RD, STE 400
 DALLAS, TX 75230



Property	City	State	Zip	Units	Region	Description	LIHTC
Springfield Manor	Kirby	TX	78219	130	South Texas	Family	Yes
St. George's Court	Austin	TX	78752	60	Central Texas	Seniors	Yes
Stablewood Farms	San Antonio	TX	78227	252	South Texas	Family	Yes
Sterling Springs Villas	Midland	TX	79706	120	West Texas	Family	Yes
Stone Hearst Apts	Beaumont	TX	77703	104	East Texas	Family	Yes
Stone Hearst Seniors	Beaumont	TX	77703	36	East Texas	Seniors	Yes
Stonebridge of Plainview	Plainview	TX	79072	80	West Texas	Family	Yes
Stream at High Pointe (The) (New construction)	Haltom City	TX	76137	286	North Texas	Family	No
Sundance Meadows Apartments	Brownsville	TX	78526	132	South Texas	Family	Yes
Sunflower	La Feria	TX	78559	80	South Texas	Family	Yes
Sunquest	Primera	TX	78552	128	South Texas	Family	Yes
Sunray Community	Richardson	TX	75081	50	North Texas	Seniors	Yes
Sunrise Terrace	La Feria	TX	78559	70	South Texas	Family	Yes
Sycamore Pointe Apts.	Fort Worth	TX	76134	168	North Texas	Family	Yes
Taylor's Farm	Dallas	TX	75211	160	North Texas	Family	Yes
Thompson Place	San Antonio	TX	78226	128	South Texas	Family	Yes
Timber Creek at Sienna Trails	Beaumont	TX	77708	36	East Texas	Family	Yes
Treepoint Meadows	Amarillo	TX	79109	432	Panhandle	Family	No
Trinity Loft	Dallas	TX	75207	101	North Texas	Family	No
Tuscany Court Townhomes	Hondo	TX	78861	76	South Texas	Family	Yes
Tuscany Park at Buda	Buda	TX	78610	176	Central Texas	Family	Yes
Twin Oaks	Mission	TX	78572	108	South Texas	Family	Yes
Valley View Apartments	Pharr	TX	78577	128	South Texas	Family	Yes
Villages at Snyder	Snyder	TX	79550	80	West Texas	Family	Yes
Villages of Huntsville	Huntsville	TX	77320	76	Upper Gulf Coast	Family	Yes
Villages of Huntsville Senior	Huntsville	TX	77320	36	Upper Gulf Coast	Seniors	Yes
Villas at Boston Heights	Benbrook	TX	76116	144	North Texas	Family	Yes
Villas of Giddings	Giddings	TX	78942	36	Central Texas	Family	Yes
Villas on Calloway Creek	Hurst	TX	76053	135	North Texas	Seniors	Yes
Villas on Raiford	Carrollton	TX	75007	180	North Texas	Seniors	Yes
Vineyard on Lancaster (new construction)	Ft Worth	TX	76102	104	North Texas	Family	Yes
Walnut Creek Apartments	Austin	TX	78723	98	Central Texas	Family	Yes
West Oaks Village	Houston	TX	77082	232	Upper Gulf Coast	Seniors	Yes
West Ridge Villas	McKinney	TX	75070	132	North Texas	Family	Yes
Western Hills	San Antonio	TX	78227	146	South Texas	Family	Yes
Westmount at Houston Street	San Antonio	TX	78220	200	South Texas	Family	Yes
Windsor Place	Laredo	TX	78045	176	South Texas	Family	No
Wood River	Corpus Christi	TX	78410	200	South Texas	Family	No
Woodland Ridge	San Antonio	TX	78240	152	South Texas	Family	Yes
Works at Pleasant Valley II, The	Austin	TX	78702	29	Central Texas	Family	Yes
Works at Pleasant Valley, The	Austin	TX	78702	45	Central Texas	Family	Yes
Wurzbach Manor	San Antonio	TX	78240	161	South Texas	Family	Yes
Zion Village	Houston	TX	77004	50	Upper Gulf Coast	Family	Yes

HUD Program/Financing	TOTAL UNITS	30,493
	TOTAL PROPERTIES	241
	LIHTC UNITS	21,068
	LIHTC PROPERTIES	175
	SENIOR UNITS	6,390
	SENIOR PROPERTIES	58

HAP UNITS	1380
HAP PROPERTIES	14
811 UNITS	153
811 PROPERTIES	16
PRAC UNITS	314
PRAC PROPERTY	7

MISSION STATEMENT

Alpha Barnes provides extraordinary results in our multifamily real estate products and services. We achieve these results by focusing on one single set of core values that guide every aspect of our business: ***Relationships, Integrity, Trust, Commitment to Excellence, Stewardship, and Recognition***. We believe that treating all people with integrity, encouraging and recognizing excellence, and approaching people with servant hearts creates a recurring cycle of positive outcomes for all of our stakeholders.

THE ALPHA BARNES BENEFIT

We understand the importance of engaging a professional property management company, as well as, **a management company that understands real estate investments**. Our teams know we must all think, act and make decisions like Investors and Owners. Almost all investments are measured by five benefits of ownership:

1. Asset Appreciation;
2. Cash Flow;
3. Principle Reduction;
4. Tax advantage benefits;
5. Equity Discount.

Of course, we will work with you to identify your priorities and establish a strategy to accomplish them. Our process begins prior to engaging us; we will help you to identify ways we can create value, introduce you to our team of professionals and walk you through every step of a management transition. Our team of professionals go to work quickly, act with urgency and move forward in achieving your goals. The following describes the Alpha Barnes advantage:

Powerful Experience

At Alpha Barnes we understand the real estate investment business, we think, act and make decisions like Investors and Asset Owners vs. fee property management companies. With over 100 years combined experience, the Principals of Alpha Barnes know development, investment, acquisition and the importance of having this experience on your team. Our firm provides management for multi-family residential apartments, commercial property, homeowners associations and more. Our clients include institutional and corporate investors, banks, pension funds, partnerships and individual investors. To effectively manage the many needs of our clients' properties, we train and hire employees with a wide range of skills. This expertise extends to cover typical multi-family housing; mid-rises; high-rises; pre-planning; consulting, leasing and stabilized operations for new construction; rehabilitation of properties with untapped potential; affordable programs such as LIHTC (Section 42), Section 8, Tax Exempt Bond (501 C3), RTC/ADHP Affordable Housing compliance; receiverships; retail, office and industrial buildings; etc. Through close corporate supervision at every level of operations, we are able to bring the advantages of all our experience to benefit each property we manage.

Corporate History



History Runs Deep at Alpha Barnes

Since the mid 1970's, the principals of Alpha Barnes have been working in the real estate industry developing and managing multifamily properties. In 2000, The Barnes Companies and Alpha Management merged to form Alpha Barnes as we know it today. With a depth of experience across many markets and asset types, Alpha Barnes has become a leader in the affordable property (LIHTC, Section 8 and other) management. The company is the 14th largest manager of affordable properties in the country. Alpha Barnes is also aggressively pursuing opportunities to develop new multifamily communities. The company has developed 3 communities in the last four years across the DFW metroplex. In addition, due to our depth of experience, the company offers advisory services to clients in the real estate industry consulting on matters from underwriting new opportunities to maximizing the value of existing assets.

We believe that our drive to create 'Home' for each and every resident is what has given us success in the past and what will drive us forward. Our core values include integrity, intentionality, the desire for excellence, and of course, being people-focused. One of the founding Principals of the company, Art Barnes, would always say, "People do business with people, not companies. You must earn their respect and work hard every day to maintain what you have earned." We are proud of the legacy and reputation our company has established, and we hope to continue to build upon its solid foundation every day.



Management Presence

Alpha Barnes Real Estate Services, LLC is recognized Nationally. Our **Corporate Headquarters** is in Dallas, Texas, maintaining **Regional offices in Austin, Houston, and San Antonio**. We manage approximately **30,000 multi-family units**. The size of our portfolio ranks us as the **10th largest third-party management firms** in the nation. Alpha Barnes was most recently awarded the prestigious Accredited Management Organization (AMO[®]). This signifies our trust, credibility and performance above all other management companies.

We strongly believe that ABRES' experience, presence and track record in the **Austin** market uniquely positions us to provide the best management services available. While our company was established in 2000, our Principals have spent their careers in the Texas markets, giving us a unique advantage, while enjoying **20 continuous years**.

We presently manage **approximately 30,000 units company-wide**. Subsequently, our size benefits you through our expanded services and personalized attention. Included is highly competitive purchasing power through national accounts, such as our master insurance program. Therefore, the full strength of our firm is devoted to the success of Espero Austin at W. 24th.

We believe our strong record of success will contribute favorably toward performance. Our approach is to initiate competitive pricing, aggressive leasing and provide the **BEST RESIDENT SERVICES** available. Residents pay more and stay longer when given professional attention. Our people make the difference. They work toward producing higher income and reducing operating costs through lower turnover and elimination of deferred maintenance. ABRES combines product knowledge, market knowledge, and skilled professionals to produce results for our clients.



Leadership Matters

The individuals below are the **core team members** to be associated with your Espero Austin at W. 24th. All have extensive and successful experience at communities similar to yours.



Hugh A. Cobb, is a Partner and one of the Owners of Alpha Barnes Real Estate Services, LLC in Dallas, Texas. He leads property management operations and strategic new business development at the firm.

Hugh earned a Bachelor's of Business Administration (Dean's List) from Texas Wesleyan University in 1983. In 1984, Hugh was appointed by President Reagan, to serve as Congressional Liaison for The White House in Washington D.C. Prior to joining Alpha Barnes in January of 2017, Hugh held executive positions with Capstone Real Estate Services, The Trammell Crow Company and Integrity Properties. Mr. Cobb has over 30 years of real estate experience including management, brokerage, new construction, lending and investment. He has supervised lease-ups for more than 28,000 new and renovated units over 17 years.

Hugh is Past President of the Apartment Association of Greater Dallas (AAGD) and serves on the Executive Committee of the Texas Apartment Association (TAA). On the federal level, Hugh lobbies on behalf of issues important to real estate investment, development and housing affordability. Hugh serves several nonprofit organizations, in Board and Advisory capacities. Mr. Cobb is a Certified Property Manager® (CPM).



Michael D. Clark, is a Partner and one of the Owners of Alpha Barnes Real Estate Services, LLC in Dallas, Texas. Together with Hugh Cobb, he leads property management operations and strategic development at the firm.

Mr. Clark graduated from High Point University, in High Point, North Carolina in 1974. He entered the multi-family housing industry a short time later, serving at the Dallas Housing Authority from 1980-1984. Mr. Clark founded and owned M-DC Group and continued to serve as President in privately held management and ownership firms specializing in affordable housing compliance and management, new construction and asset growth.

Mr. Clark has served in volunteer leadership roles throughout his career. He has continued current roles with the Board of Directors of Texas Inter-Faith Housing, Inc., of Houston, Texas. He is also a Past President of the Rural Rental Housing Association of Texas (RRHA), the Texas Affiliation of Affordable Housing Providers (TAAHP), as well as local Apartment Associations and the Texas Apartment Association (TAA). He is currently a Regional Vice President for the National Apartment Association (NAA). Mr. Clark is a Housing Credit Certified Professional (HCCP).



Jeffrey A. Barnes is a Partner and one of the Owners of Alpha Barnes Real Estate Services, LLC in Dallas, Texas. He leads all accounting, administrative, human resource and legal oversight functions at the firm. Alpha Barnes Real Estate Services, LLC manages approximately 30,000 units of affordable and conventional housing and is recognized as an industry leader in property management and tax credit compliance. Alpha Barnes also develops multi-family properties primarily in the Dallas/Fort Worth region.

Jeff earned a Bachelor of Science Degree in Business Administration in 1982 from Trinity University in San Antonio. That same year he joined a commercial brokerage firm in Dallas, where he was directly involved in the sale of over \$50 million of raw land and income producing properties throughout Texas. In 1985 he joined Barnes Development, as Vice President, and assumed responsibility for development, acquisitions, management and sales. In 1989, he assisted in the formation of Dal Mac Barnes Co. and served as President for three years prior to forming the Barnes Company, forming Alpha Barnes Real Estate Services in 2000.

He has been a member of the Greater Dallas Association of Realtors, The North Texas Commercial Association of Realtors and the Home and Apartment Builders Association of Metropolitan Dallas. Within the community, Jeff serves actively with the Park Cities YMCA, the American Heart Association, Salesmanship Club of Dallas, and is past President of the Highland Park ISD Board of Trustees. He also serves as a Deacon of Park Cities Baptist Church and has taught Sunday School for over 35 years.

Mr. Barnes is a licensed real estate broker in the State of Texas.



Connie Quillen is Vice President in Austin, Texas. Connie oversees the operations and activities of six regional supervisors and managers, a total of 6,000 apartment units. The portfolio contains affordable housing, conventional and senior housing assets. As Vice President, Ms. Quillen is responsible for the operational, contractual and regulatory performance of the assets. In her role as investment manager, she maintains regular and informative contact with asset investors and clients.

Ms. Quillen holds a degree in Business Administration from Central Texas College. Connie began her career in property management in 1991 as a property manager. She worked for the Travis County Housing Authority with responsibility for Public Housing and then as its Director of Assisted Housing. Connie joined Alpha Barnes in 2001 and was promoted to Regional Supervisor in 2003. After rising to the role of Senior Regional Supervisor, Connie was promoted to Vice President in December 2018. Connie's experience with Public Housing and Section 8 makes her invaluable to clients with difficult to manage properties with high levels of rental assistance. She has been responsible for the operations of literally dozens of Low-Income Housing Tax Credit (LIHTC) and Project Based Section 8 properties across Texas over the past 15 years.

Ms. Quillen is a licensed Texas real estate broker. She is a Housing Credit Certified Professional (HCCP), a Certified Apartment Portfolio Supervisor (CAPS), a Public Housing Manager (PHM) and a Section 8 Housing Manager (SHM).



Patrick King is the Director of Client Accounting. As a Corporate Department Head, Patrick provides critical support to the daily site and regional property operation. At Alpha Barnes, our clients meet their financial goals when we support the needs of our customers at the point of service. Administrative productivity and efficiency are essential. Patrick maximizes accounting technology to reduce costs and create greater efficiencies for the company and its managed assets. Patrick's team of five Client Accounting Specialists ensures that financial reporting is accurate, timely and meets the unique needs of clients and their accountants, including property cash management and partnership distributions.

Patrick earned a Bachelor's degree from Southern Methodist University after starting his education at the University of North Texas. Beginning in 1982, Mr. King worked in financial management capacities for several firms, including environmental, import/export and retail companies. At those firms, Patrick honed his unique ability to support financial acumen with research and operational impacts. He joined Alpha Barnes in 2007. By 2009, Patrick had assumed the role of Director of Client Accounting, where he continues to ensure strong client relationship, negotiate owner funding protocols and provide leadership in deploying new efficiencies in processing and reporting.

Mr. King regularly consults with top audit firms to ensure legal and regulatory compliance needs are met.



Lori Erbst is Director of Compliance. As a Corporate Department Head, Ms. Erbst provides critical support to the daily site and regional property operation. At Alpha Barnes, our clients meet their financial goals when we support the needs of our customers at the point of service. Administrative productivity and efficiency are essential. Lori specifically directs the administration of the Alpha Barnes compliance department, overseeing 7 specialists who ensure the regulatory and contractual obligations are met at all levels with local and state housing and support agencies. Ongoing training and support of site personnel is a key performance indicator. First year files, tenant income certifications and renewals and audit preparation and findings corrections are managed by

Ms. Erbst.

Lori attended Dallas County Community College and began her career in property management in Dallas in 1996 with an owner/developer of Low-Income Housing Tax Credit (LIHTC) properties. In 2001, she joined Alpha Barnes as a compliance specialist and was promoted to Director of Compliance in 2007. Over time, the department grew to a manager and six specialists. Lori's extensive knowledge and experience with Housing Tax Credit, HOME, BOND, Housing Trust Fund and the Affordable Housing Disposition program make her invaluable to our clients and staff members. Additionally, through strong business relationships, Lori is able to work closely with all state agencies and maintain a respected partnership. Lori participates regularly in training offered by the Texas Department of Housing and Community Affairs. Ms. Erbst is a Certified Credit Compliance Professional (C3P), a Housing Credit Certified Professional (HCCP) and a National Compliance Professional (NCP).

Non-Competition

ABRES does not compete with its clients, therefore we have no conflict of interest. **Unlike “fee only” third party management companies, our teams think like investors. As such you will find our teams act and make decisions like investors vs. “hired hand fee only” property management only companies.** This distinguishes us from many competing firms and enables us to provide the investment mindset each property deserves, without the distraction just being a “hired hand fee only”, which are known to focus only on management company revenues.

Subsequently, **we focus on your goals** from the beginning. Third-party real estate management is the business on which we have built our reputation, and we are committed to providing the highest possible standards of service and integrity to our clients.

Acquisitions

Since we understand investment dynamics, we are able to assist with due diligence and new property acquisitions. This also enables us to inform you of properties that are for sale, whether managed by ABRES or not. We are interested in **your** success.

Expansion/Pre-Acquisition Due Diligence

We are prepared to grow with you when or if new purchases are consummated. As you know, we manage in over 85 different cities and can assimilate your acquisitions as they occur. In addition, we are available to assist with your **pre-acquisition due diligence** needs as well.

Bench Strength

We strengthen our bench by recruiting the best and brightest property management professionals. Second, we challenge our teams to be even better, by providing them an excellent training and education program. Combine this with support and encouragement and you have what we call the “ABRES WINNING COMBINATION”. We attribute our growth and continued success to “bench strength”. We think, act and make decisions like investors you desire as your partner. Our team members are all highly skilled and dedicated to the overall success of our clients’ investments. Alpha Barnes employs approximately 850 professional and support personnel, with a single goal of achieving your objectives.

Corporate Forte: Our Corporate Office Team’s exist to support our site teams. Regional Supervisors have authority to direct corporate department resources to the needs that Clients, Site Teams and Residents need. We experience extremely low turnover at our corporate office, so we are able to achieve consistent quality and efficient support.

Industry Achievement: We believe the key to quality client service is based upon well-trained and motivated personnel. We encourage all of our employees to strengthen their professional skills through the achievement of appropriate designations such as Certified Property Manager®.

Low Income Housing Tax Credit (LIHTC)

Alpha Barnes Real Estate Services presently manages over 170 properties which utilize the LIHTC. Compliance with LIHTC program requirements are controlled by direct supervisory and compliance staff review of all work and extensive training of all personnel. **Alpha Barnes Real Estate Services** takes special pride in its reputation as an expert in this program and works hard to maintain that reputation.

HUD Financed Properties

Alpha Barnes Real Estate Services operates projects financed by the U.S. Department of Housing and Urban Development (HUD) under the Section 221 (d)(3) BMIR and 221 (d)(4) program, the Section 202 program, and the Section 236 program. **Alpha Barnes Real Estate Services** is familiar with the reporting requirements of all housing related HUD programs as well as the management intricacies.

Properties with 811 Program

Alpha Barnes Real Estate Services is currently managing 14 assets under the Section 811 Program, including PRAC and PRA programs. Our Compliance team has an excellent rapport with HUD & TDHCA and is familiar with all the regulations and requirements of the program. Furthermore, ABRES' accounting team is prepared to set up the onsite property software for new construction or newly acquired assets with confidence.

Properties with HUD Section 8

Alpha Barnes Real Estate Services is under contract to operate 16 entities that have projected-based Section 8 rent subsidies. In addition, **Alpha Barnes Real Estate Services** completes the paperwork for Section 8 projects for several other management companies on a contract basis. **Alpha Barnes Real Estate Services** has five Certified Occupancy Specialists' (COS) on staff.

Professional Certifications of Team Members

Institute of Real Estate Management (IREM[®])

Certified Public Accountant (CPA[®])

Accredited Resident Manager (ARM[®])

Certified Occupancy Specialist (COS[®])

Tax Credit Specialist (TCS)

National Compliance Professional (NCP)

Continuing Certified Credit Compliance Professional (C4P)

Certified Property Manager (CPM[®])

Certified Apartment Portfolio Supervisor (CAPS[®])

Certified Apartment Manager (CAM[®])

Assisted Housing Professional (AHP)

Housing Credit Certified Professional (HCCP[®])

Certified Professional of Occupancy (CPO)

Financial Reporting and Controls

Alpha Barnes Accounting Department is focused on delivering 1) Accurate Reporting, 2) Timely Delivery and 3) Knowledgeable Teams. Our accounting systems can be customized to meet specific client needs. Through our centralized system we can create specialized financial statement formats and charts of accounts. Our systems are designed to maximize control of cash and disbursements while utilizing state of the art technology to maximize efficient use by on-site personnel.

The property budget forms the basis for the overall **expense control** process. Qualifying purchases must be approved by the Regional Supervisor who must seek approval for all non-budgeted or over budget items. Per the management agreement, all expenditures over a set amount require the owner's approval. The Budget Control Ledger serves as further control for the Property Manager and Regional Supervisor.

Vendors are selected based on service, reliability and price. Each vendor must submit an application and is required to provide proof of insurance coverage. Payments are scheduled to be made thirty days after invoicing and are coded according to a five-level priority payment system. A complete audit trail is maintained throughout the payable processing system.

Property Leasing

On-site managers and staff are provided detailed instruction pertaining to all aspects of leasing on the property. From marketing the property, qualifying prospective tenants and closing the sale, to maintaining positive relations. Property staff is instructed with guidelines and methods of how to best manage any leasing situation. Again, these policies are documented in the Residential Standard Operating Procedures Manual and reinforced through training courses.

ABRES also instructs on-site management staff with ABRES' Vision, Mission and Value Statements. To be outstanding, it is not enough to simply instruct and supervise managers and staff with operating standards, each individual must also be motivated to always act with the utmost integrity, respect and teamwork. We are committed to achieving and recognizing individual achievement in attaining excellence in all aspects of property operation.

Bid Control/Subcontractor

Alpha Barnes has designed and successfully implemented a concise program for bid control and contractor supervision. In accordance with the management plan, operating budget and owner objectives, capital improvements/enhancements are identified. Our full-time Training Department trains staff and remains available as support during the process.

At takeover and on an on-going basis, all services to the property are subject to the bid control process. Bids for trash removal, answering service, landscaping, etc. are received and approved in the same manner as construction bids. This assures the best service at the lowest cost without compromising quality. Alpha Barnes' personnel understand the bid-control process including coordination with the owner. The process is very controlled, defined and effective.

Construction/Subcontracting Program

Alpha Barnes utilizes services from many different contractors and service organizations. When a specific job is identified, exact specifications for that job are derived. Bids are received from qualified contractors and/or service organizations and reviewed. Bids are evaluated to determine if they meet the exact specification required. After careful review, a contractor is selected based on experience history, understanding of the job and cost. We seek the lowest cost without compromising the integrity of the work.

Vendor Qualification

Alpha Barnes policy requires that all on-site vendors provide proof of minimum insurance coverage. This assists in reducing exposure to liability claims resulting from personal injury and property damage by vendors.

On-site vendors are required to provide proof of the following insurance coverage:

- Comprehensive General Liability or Commercial General Liability Insurance.
- Worker's Compensation Insurance with statutory limits, as required by the state or when stipulated by owner; with Employer Liability Insurance.
- Comprehensive Automotive Liability insurance for all owned, hired and non-owned vehicles.

Delivery Only vendors are required to provide proof of Comprehensive Automobile Liability Insurance for all owned, hired and non-owned vehicles.



Overview

Delivering comprehensive affordable Housing Compliance services is essential to the operations of affordable housing. This includes day to day operational support, with a focus on eligibility requirements in accordance with Federal, State and Local housing requirements. To complement our efforts, Alpha Barnes (ABRES) has developed numerous propriety initiatives, including those outlined below, designed to accomplish this.

ABRES' Approach to Compliance Services

1. Personalized expertise and advanced technologies are the backbone of our proven compliance systems. Each property is assigned to an affordable housing specialist who is personally responsible for each file.
2. 24-hour turnaround for File Review which improves leasing velocity and revenue.
3. Income and Asset Calculations are verified centrally by a corporate compliance specialist. Additionally, staff spends time on-site with staff to ensure files are completed thoroughly prior to submitting for approval.
4. All files must be approved by a Compliance Specialist or the Regional Supervisor before move-in to ensure all files remain in compliance.
5. Specialist conduct on-site visits in preparation of upcoming audits and inspections.

New Move-In File – Eligibility Review

1. Using the OneSite software systems, ABRES will review files for eligibility. All reviews are completed at the corporate level.
2. Files are reviewed Monday through Friday, except for holidays.
3. Compliance Specialist send corrections and then approve with Managers Cert.
4. Once approved, it is returned to site so applicant can be notified.
5. No move in will be permitted into the system before the file is approved by the specialist or RS.

Recertification File Review

1. ABRES will review files for continued eligibility.
2. ABRES will not review the initial move in file eligibility. The file at the time of recertification will assume the initial file review and any prior recertification file reviews were done correctly.
3. Pending sheets will be issued for any required clarifications, corrections or mistakes requiring attention.
4. Recerts are reviewed onsite.
5. Any past due recertification files will be reviewed as they are submitted in the same manner as current files.

Initial Training and Setup

1. Initial staff training and system setup will be included.
2. The respective assigned Compliance Specialist is the training resource for our on-site teams to obtain general tax credit program knowledge.
3. Ongoing quarterly training from our corporate office and locations throughout Texas.

Quarterly Reporting to State Agency

1. The respective assigned Compliance Specialist will review the information in CMTS with representatives from the property prior to final submission to TDHCA, each quarter.

Agency Audit Services

1. Compliance Specialist will manage any required pre-audit submissions to requiring agencies.
2. Compliance Specialist will review audit results with on-site team, prepare responses and submit to agency.
3. Where eligibility findings occur, the Compliance Specialist will support your company in answering related audit findings.

Services Included in Compliance Monitoring:

1. Regulatory Document Review and Rental Information Sheet creation
2. Utility Allowance Management, including HUD Utility Model
3. Income Limit Management
4. Applicable Fraction Management
5. Set Aside Management
6. Special Needs Requirements
7. Backup of TIC for Each Resident (if requested)
8. USR's
9. Certification and other Compliance Reporting
10. Upcoming and Past Due TIC Recertification Management
11. Rental Rates are computed accurately using the HUD formulas

Cost of Services:

There is no additional cost for these services.



**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 3 – Financial Info

3a. Federal IRS Certification

**NOT
APPLICABLE**

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 3 – Financial Info

3b. Certified Financial Audit

**NOT
APPLICABLE**

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 3 – Financial Info

3c. Board Resolution

**NOT
APPLICABLE**

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 3 – Financial Info

3d. Financial Statements

**FINANCIAL
STATEMENTS
TO BE
PROVIDED
UNDER
SEPARATE
COVER**

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 3 – Financial Info

3e. Funding Commitment Letters



LIBERTAD AUSTIN AT GARDNER - AUSTIN, TEXAS

Funding Sources

- **Financing Narrative**
- **Sources:**
 - **Low Income Housing Tax Credits – Application to be submitted in 2nd Q 2022 once bond reservation given**
 - **Private Activity Bonds – Application to be submitted in October 2021 for 2022 Lottery**
 - **Construction to Perm Loan – Lender is TBD – excellent relationships with quality lenders**
 - **Multifamily Direct Loan Funding from the Texas Department of Housing and Community Affairs – Application to be submitted in 2nd Q 2022 once bond reservation given.**
 - **City of Austin Funding – Application in August 6, 2021 with awards approved by Austin City Council on November 18, 2021.**

NOTE: Libertad Austin was originally a 9% HTC application that did not get funded. All funding commitment letters for the 9% HTC application can be provided upon request.

Financing Narrative

LIBERTAD AUSTIN AT GARDNER - AUSTIN, TEXAS

Construction Sources and Uses

The construction funding sources include construction loans in two tranches from a construction lender – Tranche A \$11,904,036 and Tranche B \$19,029,900, a Multifamily Direct Loan (Soft Repayable) in the amount of \$3,000,000, a City of Austin loan in the amount of \$3,000,000, and investor equity in the amount of \$3,076,842.

The construction loan has an estimated interest rate of 4.16% and will require interest-only payments during the construction period.

Equity will be advanced from to be determined investor in the estimated amount of \$20,512,281 with 15% of this amount disbursed during the construction phase. The exact amount may be adjusted based on adjusters to be defined in the partnership agreement. The syndication proceeds are to be based on \$0.89 per dollar of tax credits and a projected tax credit allocation of \$2,305,212.

The developer will apply for \$3,000,000 in funding from the Austin Housing Finance Corporation (City of Austin). The source of the funds is general obligation bond funding administered through the City's Rental Housing Developer Assistance program that is not Federal. The loan will be used for soft and hard costs. Terms of the loan will be for a minimum of 40 years at zero percent interest. Soft repayment of the loan will be based on cash flow.

The developer is simultaneously applying for \$3,000,000 in TDHCA Multifamily Direct Loan funding under the Supportive Housing/Soft Repayment Set-Aside as part of the HTC application. Term of the loan will be for 40 years at zero percent interest. Repayment of the loan will be payable from surplus cash flow and/or deferred on a yearly basis and payable at the end of the loan period contingent upon compliance with the loan agreement. It is the preference for this loan to be structured as a pass-through loan that will be forgiven at the end of the loan period.

Permanent Sources and Uses

The total equity available from to be determined investor partner as a permanent source of funding will be \$20,512,281.

The permanent loan from to be determined lender will be in the amount of \$19,029,900 with a 4.60% rate, a 15 year term and 35 year amortization.

The developer will apply for \$3,000,000 in funding from the Austin Housing Finance Corporation (City of Austin). The source of the funds is general obligation bond funding administered through the City's Rental Housing Developer Assistance program that is not Federal. The loan will be used for soft and hard costs. Terms of the loan will be for a minimum of 40 years at zero percent interest. Soft repayment of the loan will be based on cash flow.

The developer is simultaneously applying for \$3,000,000 in TDHCA Multifamily Direct Loan funding under the Supportive Housing/Soft Repayment Set-Aside as part of the HTC application. Term of the loan will be for 40 years at zero percent interest. Repayment of the loan will be through surplus cash flow and/or deferred on a yearly basis and payable at the end of the loan period contingent upon compliance with the loan agreement.

Finally, the developer is prepared to make up any gap in sources and uses by deferring the developer fee. Currently, the permanently deferred developer fee is projected at \$2,285,336 and can be paid back from cash flow prior to year fifteen of operations.

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 4 – Project Info

4a. Market Study

**Market Study will be
provided under separate
cover due to size
constraints**

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 4 – Project Info

4b. Good Neighbor Policy

*** REMOVED DUE TO SIZE
CONSTRAINTS**

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.

(4) Application requirements

- Provide communications plan
- 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

Richard Manzardo
printed name

8/5/21
date



GOOD NEIGHBOR POLICY

LIBERTAD AUSTIN

900 Gardner Road
Austin, TX 78721

CONTACT

Donnell McGhee
Vecino Group
305 W. Commercial St.
Springfield, MO 65803
(417) 200-2983
DMcGhee@vecinogroup.com

COMMUNICATIONS PLAN FOR NEIGHBORHOOD ENGAGEMENT

Before any other facets of a development were pursued, the team approached the neighborhood and talked to key stakeholders about the project, target population and to share examples of the future development.

The following steps have already or will soon be taken to communicate with the neighborhood surrounding the proposed development located at 900 Gardner Road, Austin, TX 78721.

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

Del Valle Community Coalition
Go Valle/Johnston Terrace Neighborhood Plan Contact Team
Johnston Terrace Neighborhood Association
Govalle Neighborhood Association
People Organized in Defense of Earth and Her Resources

Neighborhood Plan: The development is located in the Govalle/Johnston Terrace Combined Neighborhood Plan located at the link below:

https://www.austintexas.gov/sites/default/files/files/Housing_%26_Planning/Adopted%20Neighborhood%20Planning%20Areas/12_Govalle-JohnstonTerrace/git-np.pdf



- 1) **Neighborhood Contact:** The team talked with members of the GoValle/Johnston Terrace Neighborhood Plan Contact Team as well as conducted a survey of community needs prior to submitting the AHFC RFP Response on July 24, 2020. There was also a meeting with neighborhood members and property owners on April 6, 2021 to discuss the zoning change and neighborhood plan amendment. Public notices were sent to all the neighborhoods listed above prior to submission of the Low Income Housing Tax Credit application on January 7, 2021. In addition, a notice was sent out to all property owners within 500 feet of the site for purposes of the Zoning and NPA application submissions.

- 2) **Neighborhood Notification** – The following organizations were notified as part of the TDHCA notification process:

Del Valle Community Coalition
Go Valle/Johnston Terrace Neighborhood Plan Contact Team
Johnston Terrace Neighborhood Association
Govalle Neighborhood Association
People Organized in Defense of Earth and Her Resources

Copies of those notifications are attached. Also attached is the zoning and NPA notification that was sent out to all property owners within 500 feet of site.

- 3) **Neighborhood Engagement** –
 - Vecino Group will continue ongoing communication with surrounding neighborhood organizations including updates on development milestones and progress along the way.
 - Vecino Group will create a social media platform that will contain the most updated information on the project for easy public dissemination.
 - Vecino Group will invite neighborhood members to volunteer events to get more involved with the organization.

- 4) **Implementation/Ongoing Relations** – Vecino Group will implement the following processes to encourage ongoing relations with neighborhood members:
 - Neighborhood members will be invited to the Ground Breaking and Ribbon Cutting events that will be held for the property. Neighborhoods will be given recognition for their support.



THE VECINO GROUP
Housing for the greater good.

- Vecino Group will invite neighborhood members to participate in services programs being offered at our community.
- Vecino Group will invite and educate neighborhood members on the many ways to volunteer with the organization.
- Vecino Group will establish an open-door policy so that neighborhood members will feel comfortable communicating any concerns with either the on-site property management or the single point of contact.

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 4 – Project Info

4c. SMART Housing Letter

NOTE: The SMART Housing letter will be amended to reflect the 198 units.

City of Austin



P.O. Box 1088, Austin, TX 78767
www.cityofaustin.org/housing

Housing and Planning Department

February 2, 2021

S.M.A.R.T. Housing Certification
Libertad Austin at Gardner LLP – Libertad Austin (Project ID 353)

To Whom It May Concern:

Libertad Austin at Gardner LLP - (applicant representative: Jennifer Hicks: 512.203-4417 (m); jennifer@truecasa.net) is planning to develop a **140-unit, multi-family** development on 4 acres at 900 Gardner Road, Austin TX 78721. Due to the funding requirements, this project will be subject to a minimum 30-year affordability period after issuance of a certificate of occupancy.

This project is seeking a zoning change and the developer has submitted evidence of support from Govalle/Johnston Terrace Neighborhood Contact Team.

This project has received a Transit Oriented Waiver, see Attachment 1. If this project is not successful in securing State or Federal Government funds, including the Low-Income Housing Tax Credit Program this S.M.A.R.T. Housing certification will become null and void and all City of Austin fees waived may be required to be paid back.

Housing and Planning Department (HPD) certifies the proposed project meets the S.M.A.R.T. Housing standards at the pre-submittal stage. Since 58% of the units (**81**) will serve households at or below **50%** MFI, 32% of the units (**45**) will serve households at or below **60%** MFI, and 10% of the units (**14**) will serve households at or below **80%** MFI, the development will be eligible for 100% waiver of fees listed in Land Development Code, Chapter 25-1-704, as amended or other fees waived under a separate ordinance. The expected fee waivers include, but are not limited to, the following fees:

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

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

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

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

- ◆ Obtain a signed Conditional Approval from the Austin Energy Green Building Program stating that the plans and specifications for the proposed development meet the criteria for a Green Building Rating. (Contact Austin Energy Green Building: 512-482-5300 or greenbuilding@austinenergy.com).
- ◆ Submit plans demonstrating compliance with the required accessibility 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 the required 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 S.M.A.R.T. Housing standards after the after the certificate of occupancy has been issued or repay the City of Austin, in full, the fees waived for this S.M.A.R.T. Housing certification.

Please contact me by phone 512.974.3128 or by email at Sandra.harkins@austintexas.gov if you need additional information.

Sincerely,

Sandra Harkins

Sandra Harkins, Project Coordinator
Housing and Planning Department

Attachment 1 - Transit Waiver

Cc: Kristin Martinez, AE
Mashell Smith, ORES

Patrick Russell, HPD Jonathan Orenstein, AWU



S.M.A.R.T. Housing Transit Oriented Waiver Request

Address of Project: 900 Gardner Road, Austin, TX 78721

Name of Project: Libertad Austin

Applicant Name: Libertad Austin at Gardner, LP

Walking Distance from site to nearest transit route is over 0.5 **miles**

I, Kim Buche, formally request a waiver from the S.M.A.R.T. Housing transit-oriented requirement. My project meets one of the following criteria.

Answer the following questions and provide documentation as it pertains to the proposed project listed above:

1. Per the Kirwan Institute's Comprehensive Opportunity Map of Austin, please check the Opportunity Index your project is located in:

Very High High Moderate Low Very Low

2. Provide a Letter from CAP Metro confirming a future route is documented in agency plans.

3. Developer has applied for State or Federal Government funds, including the Low-Income Housing Tax Credit Program, related to this project.

Libertad Austin is applying for 9% Low-Income Housing Tax Credits (or 4% HTC/PAB financing as a back-up).

Kim Buche
Authorized Representative

2/1/21
Date

*****For City Staff Use Only*****

The aforementioned project is approved to receive a waiver from the transit-oriented requirements (B)(4) of Ordinance No. 20141106-124 by meeting the criteria of: Developer applies for State or Federal Government funds, including the Low Income Housing Tax Credit program.

Regina M. Copic

Regina M. Copic
Project Manager

Director Designee for Waiver related to Ord No 20141106-124 PART 3. Subsection (E)

2/2/2021

Date

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 4 – Project Info

4d. MOU with ECHO

Memorandum of Understanding (MOU) Between Ending Community Homelessness Coalition (ECHO) and Libertad Austin at Gardner, LP

I. OVERVIEW

- To qualify for a Continuum of Care unit, applicants will meet the following definition of homelessness:
 1. "Households that qualify as homeless under the HUD HEARTH Act ¹Homeless definition paragraph one: (i) those whose primary nighttime residence is not designed as a sleeping accommodation for human beings, (ii) those in shelter, transitional housing, or motels paid for by charitable organizations, and (iii) those exiting institutions after 90 days or less and who were previously homeless;" and
 2. Be referred through Coordinated Assessment.
- The Libertad Austin at Gardner, LP will dedicate 50 units to the Continuum of Care.

II. GENERAL ROLES

- Libertad Austin at Gardner, LP will systematically alert ECHO of anticipated unit vacancies to be filled by the Continuum of Care, comply with the summary of time limitations outlined below, and comply with attached tenant screening criteria. Details outlined below.
- ECHO will assume responsibility for readying eligible homeless applicants to quickly apply to fill those vacancies and efficiently meet all requirements of the tenant screening and lease up process to the Libertad Austin at Gardner, LP's satisfaction. Details outlined below. Referred households will have the following characteristics:
 1. Homeless status has been certified
 2. Household matches the property's income, unit size restrictions, etc.
 3. Household has completed Coordinated Assessment
- For each referral, ECHO will identify the household as prioritized through the Coordinated Assessment system; individual household vulnerability and eligibility will be considered as part of the Coordinated Assessment process. ECHO will then pair that household with an appropriate support service program. These are support service programs, not governed by ECHO, that are often positioned to provide short term and/or long term support services to the households during their new tenancy that will promote their stability as tenants. Details outlined below.

¹ *The Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH)*; May 20, 2009. The HEARTH Act amends and reauthorizes the McKinney-Vento Homeless Assistance Act .

III. RESPONSIBILITIES OF LIBERTAD AUSTIN AT GARDNER, LP

- Provide ECHO, in a separate email, the following documents at least 30 days prior to the start of application acceptance:
 1. Standard Application
 2. Standard Lease Agreement - including specifications regarding utility payments
 3. List of documents needed for a complete application
 4. Property rules related to smoking, parking, pets, etc.
- Email ECHO point of contact with timely notification of a vacancy that will be assigned as a CoC unit and provide relevant information about the vacant unit.
- Copy assigned support service provider on all communication with a homeless applicant. Note that ECHO will obtain a Release of Information for each household to allow this communication to proceed.
- Whenever possible, accept initial applications by secure email or fax in order to decrease the number of visits the applicant and service provider need to make to the property.
- Screen the batch of up to three referred applicants for eligibility and suitability in the order received from ECHO (i.e. Applicant #1 and Applicant #2).
- Alert ECHO, assigned support service provider, and applicants of any deficiencies in applications.
- Make an eligibility determination within 5 business days whenever possible.
- Ensure a general response time for all communications with the MOU partner of 1-2 business days.

IV. RESPONSIBILITIES OF ECHO

- Provide Libertad Austin at Gardner, LP with a batch of up to three applicants that meet the property's eligibility criteria within 5 business days of notification from the Libertad Austin at Gardner, LP of an available CoC unit. If the applicants are rejected or decline an offer of housing, ECHO can refer more applicants if requested by the Libertad Austin at Gardner, LP. If a suitable applicant is not identified within 30 business days, then the property may revert back to its standing waiting list to fill the vacancy.
- Provide the Libertad Austin at Gardner, LP with a complete referral package for each referral that includes:
 1. Completed housing application of the Libertad Austin at Gardner, LP.
 2. Required supporting documentation needed by the Libertad Austin at Gardner, LP to process applications:
 - a. Birth certificates and social security cards for ALL household members
 - b. Picture IDs for all adults
 - c. Income and asset documentation
 3. Verification of homelessness for CoC unit eligibility.
 4. Determination that household is most appropriate as determined by the Austin/Travis County Continuum-of-Care Coordinated Assessment process.

5. Release of Information from the referred households to authorize ECHO and the Libertad Austin at Gardner, LP to share information regarding the households' applications, including third party documents the development receives from doing third party verifications (i.e. bank statements, credit reports, etc).
 6. Contact information for assigned support service provider.
- Inform the applicants referred that this is only a referral and does not constitute an offer of housing and that the Libertad Austin at Gardner, LP will confirm eligibility for the housing and conduct a screening that will include a credit check, criminal background check, and landlord history check.
 - Support the appropriate support service program in accompanying the referred applicants for interviews with the Libertad Austin at Gardner, LP and lease signing at the property if the household needs that support.
 - For each referral, ECHO will identify the household as prioritized through the Coordinated Assessment process; individual household vulnerability and eligibility will be considered as part of the Coordinated Assessment process. ECHO will then pair that household with an appropriate support service program. These are support service programs, not governed or guaranteed by ECHO, that are often positioned to provide short term and/or long term human services to the households during their new tenancy that will promote their stability as new tenants.
 - Ensure a general response time for all communications with the MOU partner of 1-2 business days.
-

V. SUMMARY OF TIME LIMITATIONS TO COORDINATION

Party	Step	Time Limitation
Libertad Austin at Gardner, LP	Email announcement of vacancy to be dedicated to homeless preference	Immediately upon vacancy - or as soon as anticipated
ECHO	Submit up to 3 referrals to fill vacancy in a ranking order for consideration	5 business days
Libertad Austin at Gardner, LP	Announce eligibility determination	5 business days
ECHO	Second attempt to fill unit before vacancy may go to general waiting list	5 business days
All parties	General response time for all communications between parties	1-2 business days

VI. ESTABLISHED POINTS OF CONTACT

ECHO Point of Contact

Name: Kaylin Rubin

Title: Community Housing Portfolio Manager

Phone: 737-231-0495

Email: kaylinrubin@austinecho.org

Address: P.O. Box 150249, Austin, TX 78715

Website: www.austinecho.org

RHDA Applicant Point of Contact

Name: Donnell McGhee

Title: Senior Development Project Manager

Phone: (417) 200-2983

Email: DMcGhee@vecinogroup.com

Address: 305 W. Commercial Street, Springfield, MO 65803

Website: www.vecinogroup.com

VII. VACANCY INFORMATION

Vacancy Announcement Email Contents

Property Name:

Contact Person:

Phone:

Email:

Date unit will be ready for occupancy:

of Bedrooms:

Utilities tenant is responsible for:

Is this a first floor or elevator unit?

Is this an accessible unit?

Anything else an applicant should know about the unit?

VIII. MOU ATTACHMENTS

- RHDA Applicant should attach the following to this MOU:
 1. Rental Application and related document requirements, if available
 2. Standard Lease and utility payment specifications, if available

- ECHO should attach the following to this MOU:
 1. CoC Unit Screening Criteria
 2. Sample Release of Information

IX. MOU SIGNATURES

ECHO

Name: Kate Moore

Title: VP of Strategic Planning and Partnerships

Phone: 512-898-9916

Email: katemoore@austinecho.org

Address: P.O. Box 150249, Austin, TX 78715

Website: www.austinecho.org

Signature: 
Kate Moore (Aug 5, 2021 16:49 CDT)

Date: Aug 5, 2021

RHDA Applicant

Name: Libertad Austin at Springdale, LP

Title: Owner

Phone: 417-720-1577

Email: Rick@vecinogroup.com

Address: 305 W. Commercial Street, Springfield, MO 65803

Website: www.vecinogroup.com

Signature: 
rick manzarado (Aug 5, 2021 17:07 CDT)

Date: Aug 5, 2021

LibertadAustin_MoU

Final Audit Report

2021-08-05

Created:	2021-08-05
By:	Poleth Robledo (polethrobledo@austinecho.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAakGN5n-8Yrd6NM6iINDKk7tDASvxkZq8y

"LibertadAustin_MoU" History

-  Document created by Poleth Robledo (polethrobledo@austinecho.org)
2021-08-05 - 8:31:57 PM GMT- IP address: 162.229.210.47
-  Document emailed to Kate Moore (katemoore@austinecho.org) for signature
2021-08-05 - 8:32:56 PM GMT
-  Email viewed by Kate Moore (katemoore@austinecho.org)
2021-08-05 - 9:49:03 PM GMT- IP address: 136.62.173.63
-  Document e-signed by Kate Moore (katemoore@austinecho.org)
Signature Date: 2021-08-05 - 9:49:33 PM GMT - Time Source: server- IP address: 136.62.173.63
-  Document emailed to rick manzardo (rick@vecinogroup.com) for signature
2021-08-05 - 9:49:36 PM GMT
-  Email viewed by rick manzardo (rick@vecinogroup.com)
2021-08-05 - 10:07:09 PM GMT- IP address: 18.206.199.142
-  Document e-signed by rick manzardo (rick@vecinogroup.com)
Signature Date: 2021-08-05 - 10:07:52 PM GMT - Time Source: server- IP address: 173.17.55.93
-  Agreement completed.
2021-08-05 - 10:07:52 PM GMT

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 4 – Project Info

4e. Resident Services

Caritas of Austin was founded in 1964 with the belief that when every person has a stable place to call home they can reach their full potential and make Austin more vibrant for all. Each individual and family we serve shares the devastating experience of homelessness, which is why we employ personalized, evidence-based solutions to prevent and end homelessness in the Austin Greater Area.

According to ECHO, in 2019 on any given day 2,255 people in Austin are experiencing homelessness. While this number is already devastating it does not take into account the Austin Independent School District's identifying qualities of students experiencing homelessness in the following ways, by doubling up with other persons due to loss of housing, living in motels, living in outdoor/public spaces (cars, parks, etc.), and/or substandard housing (AISD, 2019). This means that the number of families experiencing homelessness is great, unidentified, and families are not being given an opportunity to reach their full potential in the Austin Community.

Caritas of Austin employs a "Housing First" approach to ending homelessness, because regardless of who we are serving, our work begins at home. We strongly believe that people should have the opportunity to live in the area of Austin that fits best for their life and family needs. The development at 900 Gardner deeply supports this framework by providing a home with comprehensive services for families and students that will intentionally bolster the academic and socio-emotional learning already taking place at the neighborhood public schools, Govalle, Martin, and Eastside Memorial. With 25.8% of people living below the poverty line in this zip code and 40% being children

(under 18) this development project would not only serve to help end homelessness, but prevent it as well (Census Reporter, 2018). The concept plan will offer 108 family-sized units and 26 affordable home ownership opportunities. 25% of the rental units will be dedicated to families experiencing homelessness now, because by fully reintegrating people into the Austin community after the shattering experience of homelessness and weathering the storms of life we all experience, we not only increase their probability of success, but also enrich the community.

Services

With a collaboration of additional partner agencies, together we will build a foundation of success for children, families, and individuals by providing comprehensive services that support physical, emotional, social, and financial well-being. Caritas of Austin will have support services staff on-site during the day. These robust services will include: case management, service coordination, community benefit specialists, employment readiness and placement, peer support and recovery, education and skill-building classes, a healthy food program, and recreational activities. Additionally, we will collaborate with leading organizations in the community to provide wrap-around services. This holistic supportive approach and intentionally structured environment provides opportunities for residents to enhance their well-being and contribute positively to their neighborhood and community. We have chosen this site so together we can create a housing vision that will attract and retain families in a neighborhood they already desire to thrive in. Together we can ensure economic integration and prevent long-term displacement.



Relationship-Based Case Management

Our professional case managers connect with clients to end disenfranchisement, reconnecting them with the community and restore respect and dignity. Case managers work as partners with clients to develop and achieve a personalized plan that builds well-being and provides tools so clients can reach their full potential.



Employment

Caritas of Austin partners with around 300 local employers to place hundreds of people in jobs each year. Industries include healthcare, hospitality, manufacturing, HVAC, Commercial Driver's License, IT, government, and more.

Employment Services

- Individualized employment goals and plan
- Resume development
- Interview preparation
- Provide work uniforms and tools
- Provide bicycles & bus passes for work transportation
- Vocational training and professional certification
- Support pursuing higher education



Education

For people to reach their full potential, they need more than just physical resources. They need the knowledge, skills and opportunities to reach their goals. Caritas of Austin's Education program is aimed at giving people the tools they need to succeed. Whether it's increasing financial literacy, developing new vocational skills, or simply developing better tricks to get the most from your money at the grocery store; our Education program adds an additional layer of support to our comprehensive services.



Education Classes

Life Skills: A series of classes that help clients develop life skills: Goal Setting, Establishing Boundaries, Strategies to Raise Self Esteem, more.

Financial Literacy: An assortment of classes to help clients manage their finances including Financial Planning, Savings, Building Credit, more

Health and Well-Being: A compilation of classes including topics such as; Eating Healthy, Choosing a Hobby that Works for You, & others.

Employment Workforce Training: A series of classes that builds job skills in the Hospitality Industry and the Food Industry.



Food

Caritas of Austin's Food programs build physical well-being as people are transitioning out of homelessness. Hunger is an important issue in our community. In Travis County, nearly 20% of households are food insecure, meaning they lack consistent and reliable access to adequate, nutritious food. Together with our other services, food assistance builds a strong foundation as people work toward their life goals.



Community Kitchen

Caritas of Austin provides a free, nutritious lunch to individuals Monday through Friday from 11:00 a.m. – 12:30 p.m. Lunch in Caritas' Community Kitchen may be the only meal someone eats on a given day. The Community Kitchen is managed by our chef and primarily volunteer-operated.



Pantry

The Caritas Pantry provides take-home groceries to our clients. When you are struggling to make ends meet and must choose between putting food on the table and paying the electric bill, weekly groceries bring great relief.



Mission

Caritas of Austin prevents and ends homelessness for people in Greater Austin.

Experience

Caritas of Austin has provided a community-centered approach for 56 years and from 1974 to 2018 we acted as a community leader in rehousing refugees through our resettlement program. From 2007 to 2018, our resettlement program had 5,386 new arrivals, many of which were families. Supporting families and individuals through the traumatic experience of homelessness is something our professionally trained staff does with excellence. Although Caritas of Austin no longer resettles refugees, we continue to utilize our decades of experience by providing stable homes for families at Marshall Apartments; a partnership since 2012.

Our Housing Stability and Youth Housing Stability Programs not only provide a home for families, but the comprehensive services we offer as well. We know the importance of providing support services so people can reach their full potential and we offer a personalized approach to ending a person’s homelessness. There are currently 3,116 households experiencing homelessness (ECHO, 2019) in the Greater Austin Area. Without access to a safe home and healthy groceries, connections to jobs and the opportunity to learn life skills, families in Austin, Texas will continue to live in cyclical poverty and experience homelessness.

Permanent Supportive Housing (PSH)

Caritas of Austin has been operating Permanent Supportive Housing for 14 years; and evidence-based intervention which provides housing, onsite supportive services, and mental health counseling for individuals with disabilities experiencing long-term homelessness. By using best practices and continually adding new layers of peer and mental health support, we are proud that last year 98% of individuals remained stable in housing and did not return to the streets. Program support does not have a limit and the average length of participation is 4.7 years.

Rapid Rehousing (RRH)

Caritas has a 12 year history of utilizing the Rapid Rehousing method to immediately end literal homelessness. RRH is an intervention for people who have been homeless less than one year, and will not require ongoing support to maintain stable housing. Program support is available up to 2 years and the average length of participation is 9 months.

Rent Support for Residents at 900 Gardner

Utilizing the successful Best Single Source Plus program that began in 2005, Case Managers will provide: one-time or short-term rental or utility payment assistance; utility or move-in deposits; and housing supports (i.e. basic furniture and home goods). As well, initial financial support will be taken from existing Rapid Rehousing (RRH) dollars funded by various sources such as, the US Department of Housing and Urban Development, Veterans Association, and the Youth Homelessness Demonstration Program. Following this, some individuals/families will transition to self-pay, while others will pay a portion of the income they can afford based on family size and Median Family Income. Caritas of Austin’s approach is to braid resources based on the unique needs of each household; we never use a “cookie cutter” method.

2.6 — Supportive Services

Bios of Leadership Staff for Supportive Housing and Service Programming at Libertad Gardner Road

Megan Podowski

Deputy Director, Rapid Rehousing & Integrated Services

Megan Podowski has worked in homeless services for over 10 years and currently serves as the Deputy Director of Rapid Rehousing and Integrated Services. Prior to her current position, Megan managed the Best Single Source Plus collaborative and the Supportive Services for Veteran Families program. She has been an active member of several community groups including the Co-Chair to the Rapid Rehousing Policy group and a member of the Austin Homeless Veterans Initiative. She holds a BSW from St. Edwards University and a Master of Public Health with a focus on health promotion and behavioral sciences from the University of Texas - Health Science Center at Houston.

Jason Phillips

Deputy Director, Permanent Supportive Housing & Integrated Services

Jason Phillips has been with Caritas of Austin since 2017. He currently serves as the Deputy Director of Permanent Supportive Housing and Integrated Services. Jason is a Licensed Master Social Worker. He has overseen multiple housing and support services programs while at Caritas and has experience implementing statewide VISTA projects while working with the Texas Homeless Network. He has worked in homeless and housing services for 7 years, and in direct practice and leadership roles at non-profit organizations for over 10 years. He also has experience managing private residential rental properties and working with multiple criminal justice reform advocacy organizations. Jason strongly believes in a Housing First and harm reduction model as an equitable solution to ending homelessness.



LifeWorks is a fearless advocate for youth and families seeking their path to self-sufficiency. They are committed to innovative problem solving, shared accountability and a relentless focus on achieving real, sustainable and measurable results for the clients.

LifeWorks will provide services toward self-sufficiency for youth and families of Libertad.



Any Baby Can (ABC) partners with families, as advocates and teachers, to maximize their potential for success, no matter where they are in their journey. The majority of ABC's clients are hispanic and experience poverty below the Federal Poverty Line (FPL).



Communities In Schools (CIS) is the nation's largest and most effective dropout prevention organization. For more than 40 years, Communities In Schools has been helping students achieve in school, graduate and go on to bright futures. For Libertad they will provide student support amongst the Gardner-area Schools, giving every student resident the confidence to overcome life's future roadblocks and own their success



Creative Action is a non-profit whose mission is to spark and support the academic, social, and emotional development of young people. Creative Action helps young people develop skills for long-term academic, personal, and career success through high-quality, socially and culturally-relevant arts education programs led by professional Teaching Artists.



SAFE is a Central Texas nonprofit committed to providing safety, stability, and healing to anyone who has experienced violence and abuse. At Libertad, SAFE will provide support services, prevention programs and engage conversations that shape a culture free from violence and abuse.



GNDC owns and manages all of its rental properties, and uses a Community Land Trust model to sell homes for homeownership, keeping them permanently affordable. GNDC is committed to respect the people it serves and is dedicated to improve the quality of life in the neighborhoods where it works. The organization has a long and successful history of working with the City of Austin to fund, develop, construct and manage its affordable housing for East Austin residents.

**Memorandum of Understanding
Between
Libertad Austin at Gardner, LP and Caritas of Austin**

Libertad Austin at Gardner, LP and Caritas of Austin are joining forces to provide safe, decent, and affordable housing with support services to residents of Libertad Austin at Gardner. The above mentioned agencies are entering into this agreement in an effort to describe the roles and responsibilities of each organization, in relation to supportive services.

It is the intention of each party to enter into this agreement as a long-term commitment to provide supportive housing and the need for such in Austin, Texas at Libertad Austin at Gardner.

The terms of this agreement will start on the notification of funding to Libertad Austin at Gardner. This agreement will automatically renew on an annual basis for the remainder of the tax compliance period, unless one or all of the parties terminates it. This document can only be modified in writing with the agreement of all parties.

Libertad Austin at Gardner, LP agrees to provide:

1. Forty Set-aside units dedicated to persons being served through the Continuum of Care in Austin for lease at Libertad Austin at Gardner.
2. Community space and office space (furnished).
3. It is estimated that the services budget will be \$205,625.00 (annually). Libertad Austin at Gardner agrees to pay \$30,000.00 (annually) towards services. The deficit of \$175,625.00 will be fundraised through the collaboration of Director of Supportive Housing (Vecino Group) and Caritas of Austin.
4. \$2,000.00 towards purchase of IT equipment for offices.
5. Maintenance to all units, building and grounds to HUD's Housing Quality Standards.
6. To replace items as necessary due to normal wear and tear.
7. Professional management services including resident selection, lease-up, and termination of tenancy; including close collaboration with Caritas of Austin social support staff when Continuum of Care referred residents are at-risk of eviction to take actions that seek to prevent eviction.
8. Lawn care, snow removal and other exterior maintenance, as required.
9. Building maintenance services in a timely manner including emergency maintenance services.
10. Maintenance and repair services to make-ready vacant rental units in a timely manner.
11. Coordination of maintenance requests/work orders for rental units.
12. General liability, fire, and extended coverage insurance on the building and property.

Caritas of Austin agrees to serve as the Lead Social Service agency. For residents residing in the 40 units designated for households referred to Libertad via Coordinated Entry, Caritas will provide:

1. Case Management case managers will connect with residents to end disenfranchisement, reconnecting residents with the community and restore respect and dignity. Case managers will work as partners with residents to develop and achieve a personalized plan that builds well-being and provides tools so residents can reach their full potential.

2. Food Assistance through the community kitchen and food pantry at Caritas of Austin main office.
3. Employment Services: Individualized employment goals and plan, resume development, interview preparation, provide work uniforms and tools, provide bicycles & bus passes for work transportation, vocational training and professional certification and Support pursuing higher education.
4. Life Skills: A series of classes that help residents develop life skills, including, goal setting, establishing boundaries, and strategies to raise self esteem
5. Financial Literacy: An assortment of classes to help residents manage their finances including financial planning, savings and building credit.
6. Health and Well-Being: A compilation of classes including topics such as eating healthy and choosing a hobby that Works for You.
7. Employment Workforce Training: A series of classes that builds job skills in the hospitality industry and the food industry.
8. Collaboration in screening or program participants to fill rental units.
9. Collaboration in selection of program participants.
10. Communication between Caritas of Austin and the property management company regarding unit vacancies and resident placement.
11. Close collaboration with property management when Continuum of Care referred residents are at-risk of eviction to take actions that seek to prevent eviction.
12. Implementation of program policies and procedures to ensure the safe and healthy operation of the building.
13. All services will be provided to residents of Libertad Austin at Gardner, free of charge.

Caritas of Austin agrees to lead a collaborative of service providers who will provide on-site support services to all residents at Libertad Austin at Gardner. Caritas will provide:

1. Financial Literacy: An assortment of classes to help residents manage their finances including financial planning, savings and building credit.
2. Employment Services: Individualized employment goals and plan, resume development, interview preparation, provide work uniforms and tools, provide bicycles & bus passes for work transportation, vocational training and professional certification and Support pursuing higher education.
3. Engagement with collaborative of service providers including negotiating MOUs, interaction with Libertad Austin at Gardner, LP to make sure space is made available and monitoring of the services being provided.

Any party can cancel this agreement with 30 days written notice to the other members. All modifications to this agreement must be made in writing and signed by all parties. All parties agree to the conditions stated above on May 10, 2021.

Both parties acknowledge that the tax credit compliance period is 15 years, each party agrees that they intend to be party to this MOU through the 15-year compliance period.

Signatures to follow:

Libertad Austin at Gardner, LP

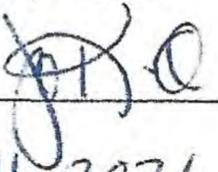
Name: Richard Manzardo

Signature: 

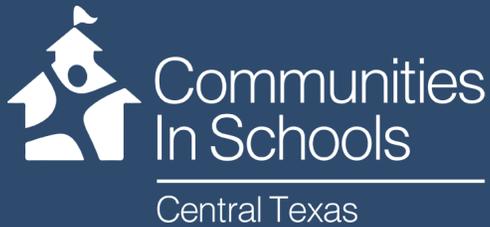
Date: 5-11-2021

Caritas of Austin

Name: Jo Kathryn Quinn

Signature: 

Date: 5.11.2021



LIBERTAD

(A supportive affordable housing collaborative partnership of The Vecino Group, Guadalupe Neighborhood Development Corporation and Caritas of Austin)

SUPPORT SERVICES

MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum of Understanding (MOU) is to express the intention of Communities in Schools to make relevant services available to the residents of the future development located at 900 Gardner Road, Austin, TX; in cooperation with and under the leadership of Caritas of Austin, the lead supportive services organization for the Libertad community. Our mutual understanding in executing this MOU is that any service provision referred to in this document is contingent upon adequate relevant funding for providing said services.

The parties mutually agree as follows:

1. Services. Services to be provided are as outlined in Exhibit A attached.
2. Term and Termination. This agreement will remain in effect until terminated by either party. Either party may terminate this agreement for convenience with 30 days written notice to the non-terminating party.
3. Independent Parties. This Agreement does not create a formal partnership between the parties. Each party to this Agreement is responsible for its own employees, representatives, agents, subcontractors and record keeping.
4. Non-Discrimination. Both parties agree that no person shall be discriminated against in employment, services, volunteer opportunities, or any aspect of the program's activities because of race, color, national origin, sex, sexual orientation, age, religion, creed, or disability.
5. Marketing. Neither party shall use the other's name or logo without the other party's prior written consent.

We the undersigned, agree to the terms and conditions of this Agreement executed on this 17th day of July, 2020.

Caritas of Austin _____ Communities In Schools of Central Texas

Signature: _____ Signature: _____

Print Name: Jo Kathryn Quinn

Print Name: Suki Steinhauser

Title: President and CEO

Title: CEO



LIBERTAD

(A supportive affordable housing collaborative partnership of The Vecino Group, Guadalupe Neighborhood Development Corporation and Caritas of Austin)

SUPPORT SERVICES

MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum of Understanding (MOU) is to express the intention of Youth and Family Alliance, dba LifeWorks to make relevant services available to the residents of the future development located at 900 Gardner Road, Austin, TX; in cooperation with and under the leadership of Caritas of Austin, the lead supportive services organization for the Libertad community. Our mutual understanding in executing this MOU is that any service provision referred to in this document is contingent upon adequate relevant funding for providing said services.

The parties mutually agree as follows:

1. Services. Services to be provided are as outlined in Exhibit A attached.
2. Term and Termination. This agreement will remain in effect until terminated by either party. Either party may terminate this agreement for convenience with 30 days written notice to the non-terminating party.
3. Independent Parties. This Agreement does not create a formal partnership between the parties. Each party to this Agreement is responsible for its own employees, representatives, agents, subcontractors and record keeping.
4. Non-Discrimination. Both parties agree that no person shall be discriminated against in employment, services, volunteer opportunities, or any aspect of the program's activities because of race, color, national origin, sex, sexual orientation, age, religion, creed, or disability.
5. Marketing. Neither party shall use the other's name or logo without the other party's prior written consent.

We the undersigned, agree to the terms and conditions of this Agreement executed on this 14th day of July, 2020.

Caritas of Austin

Signature: _____

Print Name: Jo Kathryn Quinn

Title: President and CEO

Youth and Family Alliance, dba LifeWorks

Signature: Susan McDowell

Print Name: Susan McDowell

Title: Chief Executive Officer



LIBERTAD

(A supportive affordable housing collaborative partnership of The Vecino Group, Guadalupe Neighborhood Development Corporation and Caritas of Austin)

SUPPORT SERVICES

MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum of Understanding (MOU) is to express the intention of Any Baby Can to make relevant services available to the residents of the future development located at 900 Gardner Road, Austin, TX; in cooperation with and under the leadership of Caritas of Austin, the lead supportive services organization for the Libertad community. Our mutual understanding in executing this MOU is that any service provision referred to in this document is contingent upon adequate relevant funding for providing said services.

The parties mutually agree as follows:

1. Services. Services to be provided are as outlined in Exhibit A attached.
2. Term and Termination. This agreement will remain in effect until terminated by either party. Either party may terminate this agreement for convenience with 30 days written notice to the non-terminating party.
3. Independent Parties. This Agreement does not create a formal partnership between the parties. Each party to this Agreement is responsible for its own employees, representatives, agents, subcontractors and record keeping.
4. Non-Discrimination. Both parties agree that no person shall be discriminated against in employment, services, volunteer opportunities, or any aspect of the program's activities because of race, color, national origin, sex, sexual orientation, age, religion, creed, or disability.
5. Marketing. Neither party shall use the other's name or logo without the other party's prior written consent.

We the undersigned, agree to the terms and conditions of this Agreement executed on this _17_ th day of July, 2020.

Caritas of Austin

Signature: Jo Kathryn Quinn

Print Name: Jo Kathryn Quinn

Title: President and CEO

Any Baby Can

Signature: Veronda L. Durden

Print Name: Veronda L. Durden

Title: President and CEO



LIBERTAD

(A supportive affordable housing collaborative partnership of The Vecino Group, Guadalupe Neighborhood Development Corporation and Caritas of Austin)

SUPPORT SERVICES

MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum of Understanding (MOU) is to express the intention of Creative Action of Austin to make relevant services available to the residents of the future development located at 900 Gardner Road, Austin, TX; in cooperation with and under the leadership of Caritas of Austin, the lead supportive services organization for the Libertad community. Our mutual understanding in executing this MOU is that any service provision referred to in this document is contingent upon adequate relevant funding for providing said services.

The parties mutually agree as follows:

1. Services. Services to be provided are as outlined in Exhibit A attached.
2. Term and Termination. This agreement will remain in effect until terminated by either party. Either party may terminate this agreement for convenience with 30 days written notice to the non-terminating party.
3. Independent Parties. This Agreement does not create a formal partnership between the parties. Each party to this Agreement is responsible for its own employees, representatives, agents, subcontractors and record keeping.
4. Non-Discrimination. Both parties agree that no person shall be discriminated against in employment, services, volunteer opportunities, or any aspect of the program's activities because of race, color, national origin, sex, sexual orientation, age, religion, creed, or disability.
5. Marketing. Neither party shall use the other's name or logo without the other party's prior written consent.

We the undersigned, agree to the terms and conditions of this Agreement executed on this _____th day of July, 2020.

Caritas of Austin _____

Signature: _____

Signature: _____

Print Name: Jo Kathryn Quinn

Print Name: _____

LIBERTAD

(A supportive affordable housing collaborative partnership of The Vecino Group, Guadalupe Neighborhood Development Corporation and Caritas of Austin)

SUPPORT SERVICES

MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum of Understanding (MOU) is to express the intention of potential service provider partners to make relevant services available to the residents of the future development located at 900 Gardner Road, Austin, TX; in cooperation with and under the leadership of Caritas of Austin, the lead supportive services organization for the Libertad community. Our mutual understanding in executing this MOU is that any service provision referred to in this document is contingent upon adequate relevant funding for providing said services.

The parties mutually agree as follows:

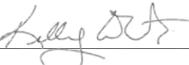
1. Services. Services to be provided are as outlined in Exhibit A attached.
2. Term and Termination. This agreement will remain in effect until terminated by either party. Either party may terminate this agreement for convenience with 30 days written notice to the non-terminating party.
3. Independent Parties. This Agreement does not create a formal partnership between the parties. Each party to this Agreement is responsible for its own employees, representatives, agents, subcontractors and record keeping.
4. Non-Discrimination. Both parties agree that no person shall be discriminated against in employment, services, volunteer opportunities, or any aspect of the program's activities because of race, color, national origin, sex, sexual orientation, gender identity, age, religion, creed, or disability.
5. Marketing. Neither party shall use the other's name or logo without the other party's prior written consent.

We the undersigned, agree to the terms and conditions of this Agreement executed on this 22th day of July, 2020.

Caritas of Austin

The SAFE Alliance

Signature: 

Signature: 

Print Name: Jo Kathryn Quinn

Print Name: Kelly White

Title: President and CEO

Title: Co-Chief Executive Officer

Caritas of Austin will act as the community service provider by providing comprehensive services to tenants living at the development Libertad Austin at Gardner: 900 Gardner Road, Austin, TX 78721

Caritas of Austin Service Experience

Even in its earliest days, this organization focused on ensuring people had a stable place to call home. Since its inception, Caritas of Austin has developed a broad range of support from across the community: business, faith community, government, other community-based organizations, philanthropists, and many small-donor individuals over the past five decades. While our organization and services have grown tremendously, our core work to restore dignity, respect, and stability for people remains unchanged.

In the year 2000, Caritas began providing long-term, case management services for the homeless and working poor. In the late 1990s and early 2000s Caritas evolved into a leader and collaborator in the community, developing the Best Single Source (BSS) Collaborative, which evolved into the current BSS+ Collaborative. BSS+ consists of 12 Central Texas agencies collaboratively preventing and ending homelessness.

We currently offer Permanent Supportive Housing (PSH), Rapid Rehousing, case management, and integrated services including behavioral health, education, employment, and food services, including a Community Kitchen and two grocery pantries. Our staff and executives are regularly asked to speak at community events on the issue of homeless, as we are seen as a leader in the community on permanently ending homelessness. Our executives and deputy directors have extensive knowledge and experience in programmatic development and analysis as well as service provision.

A key Caritas expertise is specialized case management for individuals and families facing a housing crisis. While each household is unique, the ultimate goal remains the same: to successfully transition them out of homelessness and into long-lasting housing stability. Our “Housing First” approach, an evidence-based practice, is based on the idea that people who are experiencing homelessness, or at risk of becoming homeless, are more likely to achieve long-term success if their primary and basic needs are met first. This proven, personalized approach shows that once individuals and families are stably housed, they can then start to address other issues, such as lack of income, mental health, physical conditions, etc.

Please see the list of projects and comprehensive services offered by Caritas below:

- 1) Permanent Supportive Housing (PSH) is an evidence-based approach to housing people with the highest levels of vulnerability. People eligible for PSH have experienced chronic, literal homelessness, sometimes for many years at a time, and are also diagnosed with one or co-occurring chronic health conditions, disabilities and disorders. We provide PSH and case management services to 133 clients at a time across four locations.

2) ImpACT- In June 2018, in collaboration with Ending Community Homelessness Coalition (ECHO), Corporation for Supportive Housing and Social Impact, we started ImpACT; a pilot program that houses 24 chronically homeless individuals who are identified via data matching. ImpACT clients are people who have the highest rates of utilization in both the health and criminal justice systems; including emergency rooms, jails, and ambulance services. This program is the first of its kind in Texas, and we are looking to expand.

3) Community Access and Food Services- Our lobby is open from 8 a.m. to 5 p.m. Monday, Wednesday, and Thursday; 8 a.m. to 7 p.m. Tuesday; and 8 a.m. to 1:30 p.m. on Friday. During these hours, anyone is able to use the restroom, make a phone call, and/or drink water. Our food services are split into a Community Kitchen, which serves an average 240 hot lunches daily, from 11:00 a.m. to 12:30 p.m. Monday through Friday. Our two pantries, one downtown and one in North Austin, provide groceries and sanitary products to clients enrolled in our housing programs; in fiscal year 2020, 20,986 meals were provide through our pantries.

4) Housing Stability - Rapid Rehousing (RRH) is another evidence-based intervention designed to help individuals and families that do not require intensive and ongoing supports to quickly exit homelessness and return to permanent housing. The program provides case management housing location and placement, short-term rental assistance, and job search assistance for up to 2 years. 69 households were added to our Housing Stability program in fiscal year 2020.

5) Youth Housing Development Program- We became part of Austin's coordinated community response to ending youth homelessness in 2018, as well. The HUD funded Youth Homelessness Demonstration Project houses 34 transitionally-aged youth (aged 18-24) and connects them to jobs, educational opportunities, and mental health supports. This model reintegrates clients back into society and serves as a model for many other communities nationwide.

6) Veterans – First initiated as part of the national effort to end veteran homelessness, Caritas' Supportive Services for Veteran Families (SSVF) continues to reach required benchmarks for making veteran homelessness rare, brief and one-time in our community. Through a substantial grant from the Veterans Administration, our SSVF program is designed to end homelessness for veteran families and build holistic well-being through temporary financial assistance, employment support, budgeting, and assistance obtaining VA and other eligible benefits. This program's staff consists of a Program Manager, Case Managers, Peer Support Specialists and a Landlord Outreach Specialist. In fiscal year 2020, Caritas' SSVF program served 105 veteran households.

7) Education - Our Education program is mainly geared toward Cuban, Haitian, and other refugees and migrants who are newly arrived in Austin. This program provides job readiness, cultural orientation, and life skills, as well as more tailored classes, such as obtaining a food handler's license. We also contract out interpreters and translators to AISD, as well as using them for translating during classes. These classes are open to any of our housing clients, as well. In fiscal year 2020, we offered 71 classes to a total of 83 clients – 40 clients were new clients.

8) Employment - Made available to all Caritas clients, this program's goal is to connect clients with living wage employment. Our Employment Specialists teach resume development, interview and job search skills, in addition to driving clients to appointments, purchasing uniforms and tools, and providing support/mediation between the client and their new employer for up to 90 days. In fiscal year 2019, we increased the capacity of this program to include Supported Employment, which is designed to support clients with high-barriers to employment success.

9) Best Single Source Plus (BSS+) - BSS+ is a 12-agency social services collaborative, of which Caritas is the lead and fiscal agent. The collaborative's mission is to prevent and end homelessness; and was created with the goal of making housing service provision efficient and coordinated. The work of the collaborative is largely funded by the City of Austin and the corporate foundation support of Applied Materials. In fiscal year 2020, Caritas lead the Collaborative to serve 1,173 individuals through the BSS+ program.

Property Management and Voucher Experience

Caritas of Austin has been operating supportive housing for 16 years with 653 people receiving housing services in 2020. During this time, Caritas has leased and had program staff on-site at multiple TDHCA-funded properties, with up to 112 units at a given time. Caritas of Austin staff works closely with property management staff and is familiar with leasing requirements from multiple funding programs including Low Income Housing Tax Credits and TDHCA-funded MFDL programs. Currently, Caritas is building its capacity for supportive housing property management in consultation with The Corporation for Supportive Housing (CSH). In addition to compliance and standards-of-excellence training; the CSH-Caritas engagement includes the facilitation of a mentoring relationship between a high-quality experienced supportive housing property manager and Caritas. This relationship will be in place in advance of when Libertad Austin at Gardner begins the leasing process.

Service Provision at Libertad Austin at Gardner

Caritas of Austin will provide evidence-based services to all residents of the project. Residents will receive personalized support in housing, education, employment, financial literacy, food, and connection to mental and physical health. Case managers will work alongside peer support specialists who have experienced homelessness, PTSD, substance abuse or other shared experiences to provide an additional layer of support. Additionally, residents will have 24/7 access to on-site Community Access and Support.

In accordance with our Low Income Housing Tax Credit LURA, the property will be providing TDHCA-approved supportive services through the 15 year tax credit compliance period. In accordance with any project-based rental subsidies received for persons experiencing homelessness, supportive services will be provided through the term of the rental assistance contract.

Services will be monitored both through The Vecino Group and Caritas of Austin.

The Vecino Group Monitoring

The Vecino Group hosts a supportive housing department that monitors services at each of its supportive housing communities. Monthly monitoring includes monthly reporting on services and

meeting with supportive housing department at Vecino on a monthly basis. Vecino monitors outcomes that include persons staying housed for over six months and residents increasing their income, either through employment or entitlement benefits. Vecino Group will also work with services staff to ensure they have adequate resources for staffing and service needs for the residents. Vecino Group will provide compliance of services for the life of the project.

Caritas of Austin Monitoring

Caritas of Austin will monitor all services provided internally. All Caritas programs follow a formal quarterly file and case review procedure to ensure documentation and service-delivery are meeting expectations. Programs use performance management process to determine program goals, outcomes, and performance measures. Part of this process is how performance measures will be tracked and evaluated. Caritas is working closely with the Corporation for Supportive Housing in utilizing guidance from their “Dimensions of Quality Supportive Housing” tool to help in service-delivery implementation and monitoring for quality of services.

Additionally, Caritas operates by standards of the internal Clients Services Manual – the Manual is updated by the Chief Programs Officer and Deputy Directors to ensure services are provided according to client need, feedback, and best practices. Services will be monitored by review of these policies.

Social Services Proforma

The goal of Libertad Austin at Gardner is to serve seniors experiencing homelessness – many who will need intensive, wrap-around supportive services to stabilize. The supportive service budget was developed to achieve this goal from Caritas of Austin’s years of experience administering Supportive Housing for families who have experienced homelessness.

There is a \$30,000 Resident Service Fee written into the MOU with Austin Housing Finance Corporation and will be reflected in the draft LPA (termed ALP fee). This fee will be payable from cash flow. The balance of funding will be raised from foundations, corporations and governmental grants. Caritas of Austin has an excellent track record of private fundraising that will be bolstered by the Vecino Group’s supportive service programming funding success.

Libertad Austin at Gardner Services Budget

<u>Grant Sources</u>	<u>Estimated Amount</u>	<u>Confirmed</u>	<u>Due Date</u>
Apple	\$ 50,000.00		Rolling
Bank of America	\$ 20,000.00		Spring/Summer
Libertad Cash Flow		\$ 30,000.00	
Glimmer of Hope	\$ 25,000.00		Rolling
Henry E and Eda L Montandon Charitable Fund	\$ 20,000.00		Rolling
Isla Carroll Turner Friendship Trust	\$ 20,000.00		Jan-22
Religious Coalition to Assist the Homeless	\$ 50,000.00		Sep-21
Shield Ayres Foundation	\$ 20,000.00		Fall 2021 or Spring 2022
Sooch Foundation	\$ 50,000.00		Invitation/No due date
Topfer Family Foundation	\$ 20,000.00		Rolling
Total for Grant Sources:	\$ 305,000.00		

<u>Funds Excluding Grants</u>	
FY21 Projections for Philanthropic Fundraising: Excluding Grants	\$2,499,594.00
Bequest Amount (in reserves)	\$ 450,000.00
Pledged Life Insurance Funds (in reserves)	\$ 300,000.00
Pledged Sources for Capacity Campaign (Funds raised so far)	\$ 1,200,000.00

<u>Uses</u>	<u>Amount</u>
Case Managers (2 FTE)	\$ 80,000.00
Benefits Specialist (.25 FTE)	\$ 10,000.00
Education Specialist (1 FTE)	\$ 40,000.00
Supported Employment Specialist (1 FTI)	\$ 40,000.00
Program Supplies	\$ 1,300.00
Equipment, Computers & Software	\$ 2,000.00
Cell Phones	\$ 650.00
HMIS Costs	\$ 7,800.00
Move-In Kits	\$ 5,100.00
Mileage Reimbursement	\$ 5,000.00
Bus Passes, Lyft, Cab Vouchers	\$ 5,000.00
Travel Food	\$ 675.00
Travel and Lodging	\$ 3,750.00
Training and Registration Fees	\$ 1,950.00
Food and Beverages (for residents)	\$ 2,400.00
Total:	\$ 205,625.00

\$170,000.00

**It should be noted that Caritas of Austin is committed to raising \$6 million by the year 2025 to increase capacity and reach our Vision 2025 goal, ultimately serving 2,000 people experiencing homelessness.*

Caritas of Austin – Fundraising

Caritas of Austin is committed to sustaining the comprehensive services we provide to our clients. Through ongoing research, we adopt best practices in fundraising to maximize our resources and stabilize program revenue. One of our priority strategic goals is to ensure funding sustainability by increasing both the number of donors and the level of philanthropic gifts. Philanthropic funds leverage government grants; and secure a stable environment for the benefit of our clients.

Caritas of Austin's Board of Directors, Leadership and our 8-person Development team each year stretch the philanthropic revenue goals, having raised an average of \$3M over the last 3 years. This is through a variety of funding streams that include individuals, corporate, events and foundations. We continue to research and recognize funding opportunities as well as innovative approaches such as earned revenue sources. In addition, we pursue innovative corporate partnerships to meet the needs of our clients.

Board support, experienced staff, successful partnerships, and dedicated volunteers are the key to our long-term sustainability. All of our Board members make financial contributions as well as dedicate time to advance our mission. The Caritas of Austin Executive team and our active Board meet monthly to properly assess our progress. Along with our strong leadership, Caritas benefits from our increased collaboration. Partnerships are essential to our success, and we continue to grow relationships with our peers, businesses in our network of Employment Partners, and the community as a whole.

In addition to the annual philanthropic goals, the Board launched a \$6M capacity campaign initiative to support supportive housing endeavors and the increased growth of clients and their needs. To date, \$1.3M has been raised toward the overall goal.

All of this strengthens our ability now and in the future to scale our available resources to end homelessness and to make Austin a more vibrant community for all.

CARITAS OF AUSTIN

(A Nonprofit Corporation)

Report of Independent Auditor and Financial
Statements with Reports on Federal Award
Programs in Accordance with the *Uniform
Guidance*

September 30, 2019 and 2018



CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)
Table of Contents

	Page
Report of Independent Auditor	1
<u>Financial Statements:</u>	
Statements of Financial Position	3
Statement of Activities for the year ended September 30, 2019	4
Statement of Activities for the year ended September 30, 2018	5
Statement of Functional Expenses for the year ended September 30, 2019	6
Statement of Functional Expenses for the year ended September 30, 2018	7
Statements of Cash Flows	8
Notes to the Financial Statements	9
<u>Government Audit Information</u>	
Report of Independent Auditor on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	17
<u>Single Audit Information</u>	
Report of Independent Auditor on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance in Accordance with <i>Uniform Guidance</i>	19
Schedule of Expenditures of Federal Awards	21
Notes to Schedule of Expenditures of Federal Awards	22
Schedule of Findings and Questioned Costs	23



REPORT OF INDEPENDENT AUDITOR

To the Board of Directors
Caritas of Austin

Report on Financial Statements

We have audited the accompanying financial statements of Caritas of Austin (the “Organization”), which comprise the statements of financial position as of September 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these 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 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 financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the 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 entity'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 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 financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of September 30, 2019 and 2018, and the changes in its net assets, functional expenses and its 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 14 to the financial statements, 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 its results of operations, cash flows and financial position, the related financial impact cannot be reasonably estimated at this time. Our opinion is not modified with respect to this matter.



Other Matters

Supplementary Information Required by Uniform Guidance

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal and State Awards is presented for purposes of additional analysis as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and is not a required part of the 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 financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 21, 2020 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal controls over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal controls over financial reporting and compliance.

PMB HELIN DONOVAN, LLP

PMB Helin Donovan, LLP

May 21, 2020
Austin, Texas

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)
 Statements of Financial Position
 September 30, 2019 and 2018

ASSETS	2019	2018
Cash and cash equivalents	\$ 1,359,354	\$ 1,296,878
Investments	26,077	25,139
Pledges receivable, net	487,171	68,094
Grants and other receivables, net	854,595	749,590
Prepaid expenses and other current assets	71,286	121,955
Property and equipment, net	<u>1,135,254</u>	<u>1,259,360</u>
 Total assets	 <u>\$ 3,933,737</u>	 <u>\$ 3,521,016</u>
 LIABILITIES AND NET ASSETS		
Liabilities:		
Accounts payable	\$ 311,259	\$ 451,059
Accrued expenses and other current liabilities	254,264	284,026
Line of credit	<u>150,000</u>	<u>-</u>
Total liabilities	<u>715,523</u>	<u>735,085</u>
 Net assets:		
Without donor restrictions	2,622,830	2,598,537
With donor restrictions	<u>595,384</u>	<u>187,394</u>
Total net assets	<u>3,218,214</u>	<u>2,785,931</u>
 Total liabilities and net assets	 <u>\$ 3,933,737</u>	 <u>\$ 3,521,016</u>

See report of independent auditor and accompanying notes.

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)

Statement of Activities
Year Ended September 30, 2019

	Net Assets Without Donor Restrictions	Net Assets With Donor Restrictions	Total
SUPPORT AND REVENUE			
Support:			
Governmental grant revenue	\$ 7,154,981	\$ -	\$ 7,154,981
Contribution revenue	1,910,143	1,088,085	2,998,228
In-kind revenue	347,654	-	347,654
Revenue:			
Special events income	593,610	-	593,610
Clients' rent	191,180	-	191,180
Interest income	5,509	-	5,509
Other revenue	39,206	-	39,206
Net assets released from restrictions	680,095	(680,095)	-
Total support and revenue	10,922,378	407,990	11,330,368
EXPENSES			
Program services:			
Best Single Source Plus collaboration	3,784,963	-	3,784,963
Refugee resettlement	97,947	-	97,947
Supportive housing	3,127,284	-	3,127,284
Employment services	307,516	-	307,516
Food services	660,407	-	660,407
Veterans services	685,698	-	685,698
Education	174,598	-	174,598
Other program support	288,694	-	288,694
Total program services	9,127,107	-	9,127,107
Support services:			
Fundraising	1,086,121	-	1,086,121
General and administrative	684,857	-	684,857
Total support services	1,770,978	-	1,770,978
Total expenses	10,898,085	-	10,898,085
CHANGE IN NET ASSETS	24,293	407,990	432,283
NET ASSETS, beginning of year	2,598,537	187,394	2,785,931
NET ASSETS, end of year	\$ 2,622,830	\$ 595,384	\$ 3,218,214

See report of independent auditor and accompanying notes.

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)

Statement of Activities
Year Ended September 30, 2018

	Net Assets Without Donor Restrictions	Net Assets With Donor Restrictions	Total
SUPPORT AND REVENUE			
Support:			
Governmental grant revenue	\$ 7,474,968	\$ -	\$ 7,474,968
Contribution revenue	2,111,134	233,051	2,344,185
In-kind revenue	285,916	-	285,916
Revenue:			
Special events income	460,529	-	460,529
Clients' rent	198,880	-	198,880
Interest income	2,148	-	2,148
Other revenue	78,782	-	78,782
Net assets released from restrictions	721,918	(721,918)	-
Total support and revenue	11,334,275	(488,867)	10,845,408
EXPENSES			
Program services:			
Best Single Source Plus collaboration	3,925,178	-	3,925,178
Refugee resettlement	816,553	-	816,553
Supportive housing	2,364,604	-	2,364,604
Employment services	644,587	-	644,587
Food services	444,810	-	444,810
Veterans services	639,390	-	639,390
Education	160,693	-	160,693
Other program support	564,692	-	564,692
Total program services	9,560,507	-	9,560,507
Support services:			
Fundraising	1,099,602	-	1,099,602
General and administrative	757,148	-	757,148
Total support services	1,856,750	-	1,856,750
Total expenses	11,417,257	-	11,417,257
CHANGE IN NET ASSETS	(82,982)	(488,867)	(571,849)
NET ASSETS, beginning of year	2,681,519	676,261	3,357,780
NET ASSETS, end of year	\$ 2,598,537	\$ 187,394	\$ 2,785,931

See report of independent auditor and accompanying notes.

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)
Statement of Functional Expenses
For the Year Ended September 30, 2019

Program Services

	Best Single Source Collaboration	Refugee Resettlement	Supportive Housing Programs	Employment Services	Food Services	Veterans Services	Education	Other Program Support	Total Program Services	Fundraising	General and Administrative	Total Support	Total
Expenses:													
Direct Client Assistance													
Rent	\$ 1,704,933	\$ -	\$ 1,507,938	\$ 4,050	\$ -	\$ 231,738	\$ -	\$ 1,699	\$ 3,450,358	\$ 2,731	\$ -	\$ 2,731	\$ 3,453,089
Utility	155,723	-	97,405	-	-	20,473	-	156	273,757	483	-	483	274,240
Food	-	-	938	-	51,660	-	-	-	52,598	-	-	-	52,598
Financial assistance	-	44,573	599	-	39	-	-	-	45,211	7	-	7	45,218
Other	190,861	773	104,719	27,158	58	20,281	12,666	201,914	558,430	3,881	1,268	5,149	563,579
Total direct client assistance	<u>2,051,517</u>	<u>45,346</u>	<u>1,711,599</u>	<u>31,208</u>	<u>51,757</u>	<u>272,492</u>	<u>12,666</u>	<u>203,769</u>	<u>4,380,354</u>	<u>7,102</u>	<u>1,268</u>	<u>8,370</u>	<u>4,388,724</u>
Salaries	511,898	42,905	744,830	189,029	155,241	248,035	79,484	214,037	2,185,459	373,162	298,252	671,414	2,856,873
Payroll taxes and benefits	112,980	7,801	155,187	37,284	33,238	48,934	17,475	45,924	458,823	65,388	49,107	114,495	573,318
Total personnel	<u>624,878</u>	<u>50,706</u>	<u>900,017</u>	<u>226,313</u>	<u>188,479</u>	<u>296,969</u>	<u>96,959</u>	<u>259,961</u>	<u>2,644,282</u>	<u>438,550</u>	<u>347,359</u>	<u>785,909</u>	<u>3,430,191</u>
Printing, postage and supplies	9,926	2	17,375	1,918	19,032	3,718	1,630	4,688	58,289	48,596	11,227	59,823	118,112
Communication	13,137	179	22,285	2,860	4,005	5,721	1,890	5,514	55,591	7,757	4,455	12,212	67,803
Professional and contract service	976,110	(535)	190,408	14,749	22,420	28,785	31,501	32,299	1,295,737	104,034	215,196	319,230	1,614,967
Occupancy costs	45,214	138	97,502	8,742	23,505	18,365	6,651	97,136	297,253	26,671	11,418	38,089	335,342
Travel and vehicle expenses	14,645	69	37,901	2,328	2,276	12,403	458	1,341	71,421	9,531	6,975	16,506	87,927
Promotional and development	-	-	259	-	-	(1)	-	-	258	246,683	2,733	249,416	249,674
Insurance	5,604	-	8,049	1,074	1,939	2,283	771	2,539	22,259	3,384	1,722	5,106	27,365
Depreciation	27,603	-	39,646	5,291	9,548	11,243	3,800	12,508	109,639	16,665	8,484	25,149	134,788
In-kind	12,842	2,042	99,111	12,900	337,334	31,113	18,249	(331,498)	182,093	140,999	24,562	165,561	347,654
Other expenses	3,487	-	3,132	133	112	2,607	23	437	9,931	36,149	49,458	85,607	95,538
	<u>1,108,568</u>	<u>1,895</u>	<u>515,668</u>	<u>49,995</u>	<u>420,171</u>	<u>116,237</u>	<u>64,973</u>	<u>(175,036)</u>	<u>2,102,471</u>	<u>640,469</u>	<u>336,230</u>	<u>976,699</u>	<u>3,079,170</u>
Total expenses	<u>\$ 3,784,963</u>	<u>\$ 97,947</u>	<u>\$ 3,127,284</u>	<u>\$ 307,516</u>	<u>\$ 660,407</u>	<u>\$ 685,698</u>	<u>\$ 174,598</u>	<u>\$ 288,694</u>	<u>\$ 9,127,107</u>	<u>\$ 1,086,121</u>	<u>\$ 684,857</u>	<u>\$ 1,770,978</u>	<u>\$ 10,898,085</u>

See report of independent auditor and accompanying notes.

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)
Statement of Functional Expenses
For the Year Ended September 30, 2018

Program Services

	Best Single Source Collaboration	Refugee Resettlement	Supportive Housing Programs	Employment Services	Food Services	Veterans Services	Education	Other Program Support	Total Program Services	Fundraising	General and Administrative	Total Support	Total
Expenses:													
Direct Client Assistance													
Rent	\$ 1,702,506	\$ 146,564	\$ 1,220,320	\$ 1,050	\$ -	\$ 221,055	\$ -	\$ 33,527	\$ 3,325,022	\$ -	\$ -	\$ -	\$ 3,325,022
Utility	208,445	12,758	79,589	-	-	24,323	-	3,299	328,414	354	-	354	328,768
Food	-	377	567	-	40,447	-	19	33	41,443	883	-	883	42,326
Financial assistance	-	84,037	253	185,663	249	-	-	999	271,201	7	10	17	271,218
Other	244,182	30,306	91,067	43,329	-	47,147	-	208,304	664,335	9,984	9,673	19,657	683,992
Total direct client assistance	2,155,133	274,042	1,391,796	230,042	40,696	292,525	19	246,162	4,630,415	11,228	9,683	20,911	4,651,326
Salaries	582,677	274,921	575,700	212,204	178,090	238,050	91,800	177,335	2,330,777	358,141	483,530	841,671	3,172,448
Payroll taxes and benefits	126,103	59,467	116,486	45,118	44,917	49,856	20,312	38,985	501,244	73,514	92,032	165,546	666,790
Total personnel	708,780	334,388	692,186	257,322	223,007	287,906	112,112	216,320	2,832,021	431,655	575,562	1,007,217	3,839,238
Printing, postage and supplies	12,219	8,022	14,223	7,923	17,212	1,867	2,341	8,137	71,944	78,806	15,522	94,328	166,272
Communication	14,018	9,241	12,370	9,136	4,155	2,552	1,655	4,705	57,832	7,572	4,316	11,888	69,720
Professional and contract service	903,871	78,579	60,077	54,841	4,928	6,772	19,655	7,536	1,136,259	225,410	72,596	298,006	1,434,265
Occupancy costs	64,224	43,850	64,657	45,951	26,341	16,397	10,036	65,923	337,379	36,884	23,548	60,432	397,811
Travel and vehicle expenses	18,555	8,195	31,023	4,597	3,453	13,539	2,043	3,548	84,953	9,741	29,738	39,479	124,432
Promotional and development	-	-	1,237	-	-	363	-	-	1,600	249,970	3,138	253,108	254,708
Insurance	5,883	4,880	3,137	4,699	1,874	483	812	2,129	23,897	3,169	1,381	4,550	28,447
Depreciation	24,699	18,031	20,653	22,566	7,540	10,149	4,754	9,903	118,295	13,985	4,316	18,301	136,596
In-kind	17,123	37,238	69,338	6,243	115,601	6,825	6,240	-	258,608	20,555	6,754	27,309	285,917
Other expenses	673	87	3,907	1,267	3	12	1,026	329	7,304	10,627	10,594	21,221	28,525
	1,061,265	208,123	280,622	157,223	181,107	58,959	48,562	102,210	2,098,071	656,719	171,903	828,622	2,926,693
Total expenses	\$ 3,925,178	\$ 816,553	\$ 2,364,604	\$ 644,587	\$ 444,810	\$ 639,390	\$ 160,693	\$ 564,692	\$ 9,560,507	\$ 1,099,602	\$ 757,148	\$ 1,856,750	\$ 11,417,257

See report of independent auditor and accompanying notes.

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)
Statements of Cash Flows
Years Ended September 30, 2019 and 2018

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 432,283	\$ (571,849)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	134,788	136,596
Changes in operating assets and liabilities:		
Pledges receivable, net	(419,077)	83,859
Grants and other receivables	(105,005)	256,267
Prepaid expenses and other assets	50,669	(3,725)
Accounts payable	(139,800)	155,883
Accrued expenses and other current liabilities	(29,762)	(24,111)
Net cash (used in) provided by operating activities	(75,904)	32,920
 CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of investments	(938)	(25,139)
Purchases of property and equipment	(10,682)	(7,792)
Net cash used in investing activities	(11,620)	(32,931)
 CASH FLOWS FROM FINANCING ACTIVITIES		
Draw on line of credit	150,000	-
Net cash provided by financing activities	150,000	-
 NET CHANGE IN CASH AND CASH EQUIVALENTS	62,476	(11)
 CASH AND CASH EQUIVALENTS, beginning of year	1,296,878	1,296,889
CASH AND CASH EQUIVALENTS, end of year	\$ 1,359,354	\$ 1,296,878

See report of independent auditor and accompanying notes.

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)

Notes to the Financial Statements
September 30, 2019 and 2018

NOTE 1. ORGANIZATION

Caritas of Austin (“Caritas” or the “Organization”), a nonprofit organization incorporated in 1977, was founded in 1964 with the vision that all people deserve to have their basic needs met. Today the Organization of Austin intersects with thousands of people who are experiencing poverty and homelessness. Services focused on housing, food, education, and employment enable people to move toward stability and self-sufficiency. The following is an overview of Caritas's programs:

Best Single Source Plus (“BSS Plus”) Collaboration program is a collaboration among thirteen of the Austin and Travis County area’s leading nonprofit service providers, trading competition for collaboration to benefit those most in need. Participating agencies include: Aids Services of Austin, Any Baby Can, The Arc of the Capital Area, Caritas of Austin, Catholic Charities of Central Texas, Family Eldercare, Foundation for the Homeless, Front Steps, Goodwill Industries of Central Texas, Meals on Wheels and More, Safeplace, and Salvation Army. The BSS Plus program provides comprehensive case management and basic needs such as rent, mortgage, utility assistance and housing support; and services to eligible individuals and families in the Travis County and Austin area. The program’s primary purpose is establishing housing stability, preventing, and ending homelessness. Caritas is the fiscal and administrative agent for BSS Plus and houses a dedicated Program Coordinator for the project.

Refugee Resettlement Services for documented refugees begins with their arrival in Austin and includes housing, cultural orientation, employment assistance, and connection to other community resources. The goal of these services is to help refugees’ transition to life in the United States and achieve self-sufficiency within their first six months of arrival. Refugees served are approved for resettlement by the United States government.

Supportive Housing programs provide permanent housing and onsite supportive services for individuals who have experienced long-term homelessness and who are recovering from the trauma they have experienced while being homeless.

Employment Services program provides clients opportunities to find and keep jobs in order to support themselves and their families. Clients receive assistance with short-term job placement as well as long-term career development. Services include: pre-employment preparation such as job readiness training, vocational certification, ESL classes, and assistance with professional recertification; referral and placement; work authorization; logistical support; new hire paperwork assistance; and post-hire support.

Food Services consist of the Caritas Community Kitchen and food pantries. Each weekday the Caritas Community Kitchen serves a hot, nutritious lunch to over 200 people, no questions asked. The food pantries provide groceries and hygiene items to individuals and families already receiving services from Caritas of Austin.

The Supportive Services for Veteran Families program is designed to increase housing stability for veteran families that are at-risk of homelessness or experiencing homelessness. Supportive services include outreach, case management, help in obtaining VA benefits, emergency financial assistance, and assistance obtaining and coordinating other public benefits.

Education classes provide clients with opportunities to enrich their lives and help them reach their full potential. The program takes a holistic approach by teaching the participants the tools they will need to achieve their personal and financial goals. The Organization’s education classes focus on three areas: life skills, money management, and workforce development.

Other Program Support includes classes for highly trained volunteers that partner with clients to rebuild well-being in their lives. It includes program eligibility screening, scheduling appointments with program staff, and referring individuals to community resources.

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)

Notes to the Financial Statements
September 30, 2019 and 2018
(continued)

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation - The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles in the United States of America (U.S. GAAP) as defined by the Financial Accounting Standards Board.

Classification of Net Assets - The financial statements report information regarding the Organization's financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. Net assets, revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified as follows:

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

Net assets with donor restrictions - Net assets the use of which is subject to stipulations that can be fulfilled by actions of the Organization pursuant to those stipulations.

Use of Estimates - The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant estimates include allowances for doubtful accounts, useful lives of depreciable property and equipment and the allocation of functional expenses. Actual results could differ from these estimates.

Concentration of Credit Risk - The Organization maintains cash balances at federally insured financial institutions. At various times during the years ended September 30, 2019 and 2018, balances in these accounts may have exceeded Federal Deposit Insurance Corporation (FDIC) insured limits, however, the Organization has not experienced and does not anticipate any credit losses on these deposits.

Cash and Cash Equivalents - Cash equivalents are considered to be investments purchased with original maturities of three months or less.

Property and Equipment - Property and equipment valued at \$1,000 or greater are recorded at cost when purchased. Donated property and equipment is recorded at the fair market value as of the date of the gift. Depreciation is calculated on the straight-line basis over the estimated useful lives of the assets, generally 5 years for furniture and fixtures and 39 years for buildings. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts and any resulting gain or loss is recognized in operations for the current period. The cost of maintenance and repairs is charged to operations as incurred; significant renewals and betterments are capitalized.

The Organization reviews the carrying value of fixed assets for possible impairment whenever circumstances indicate the carrying amount of an asset may not be recoverable. An impairment loss is recognized to the extent the sum of undiscounted estimated cash flows expected from the use of the asset is less than the carrying amount. There were no events that occurred during the years ended September 30, 2019 or 2018 that would indicate an impairment of the Organization's fixed assets.

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)

Notes to the Financial Statements
September 30, 2019 and 2018
(continued)

Government Grant Revenue - The Organization considers all government grants and contracts to be exchange contracts and not contributions. The Organization recognizes revenue from these transactions as services are rendered and expenses are incurred. The Organization uses the allowance method to determine uncollectible receivables. The allowance is based on prior years' experience and management's analysis of accounts. There is no allowance for uncollectible grant receivables at September 30, 2019 and 2018, respectively.

Contribution Revenue - Contributions received including unconditional promises to give are recorded as support with donor restrictions, or support without donor restrictions in the period pledged depending on the existence and nature of any donor restrictions. Contributions received with donor-imposed restrictions that are satisfied in the same reporting period are reported as temporarily restricted revenue and released from restrictions. Conditional promises to give are recognized when the conditions on which they are dependent are substantially met. The Organization uses the allowance method to determine uncollectible unconditional pledges receivable. The allowance is based on prior years' experience and management's analysis of specific promises made. Allowances for uncollectible pledges as of September 30, 2019 and 2018 were \$872.

Donated Services and Materials - Donated services and materials are reflected in the statement of activities as in-kind revenue at their fair value on the date of receipt. Donated services are recognized by the Organization if the services received create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

Functional Allocation of Expenses - The costs of providing the Organization's various programs and supporting services have been reported on a functional basis in the statements of activities and functional expenses. Accordingly, certain costs have been allocated among the programs benefited and supporting services based on estimates provided by management. Expenses that are specifically identifiable to a function are allocated entirely to that function. Expenses that are not specifically identifiable to a function are allocated based upon management's estimate of time and resources devoted to the function. The significant expenses that are allocated on the basis of time and effort include personnel, office and administration expenses, depreciation and amortization, travel and meeting, insurance, and rent.

Income Taxes - The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Unrelated business income, of which the Organization had no significant amounts for the years ended September 30, 2019 and 2018, is subject to federal income taxes. Accordingly, there is no provision or liability for federal income taxes in the accompanying financial statements.

The Organization regularly assesses uncertain tax positions in each of the tax jurisdictions in which it has operations and accounts for the related consolidated financial statement implications. Unrecognized tax benefits are reported using the two-step approach under which tax effects of a position are recognized only if it is "more-likely-than-not" to be sustained and the amount of the tax benefit recognized is equal to the largest tax benefit that is greater than fifty percent likely of being realized upon ultimate settlement of the tax position. Determining the appropriate level of unrecognized tax benefits requires the Organization to exercise judgment regarding the uncertain application of tax law. The amount of unrecognized tax benefits is adjusted when information becomes available or when an event occurs indicating a change is appropriate. Future changes in unrecognized tax benefits requirements could have a material impact on the results of operations. Management has analyzed the tax positions taken by the Organization and has concluded that, as of September 30, 2019 and 2018, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements.

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)

Notes to the Financial Statements
September 30, 2019 and 2018
(continued)

The Organization is generally no longer subject to tax examinations relating to US federal tax returns for the prior three years.

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 revenue standard contains principles that an entity will apply to determine the measurement of revenue and the timing of revenue recognition. The new standard is effective for fiscal years and interim periods beginning after December 15, 2018 and allowing entities to adopt one year earlier if they so elect. The new standard allows for two alternative implementation methods: the use of either (1) full retrospective application to each prior reporting period presented or (2) modified retrospective application in which the cumulative effect of initially applying the revenue standard is recognized as an adjustment to the opening balance of retained earnings in the period of adoption. The Organization is currently evaluating the impact of the standard on its financial statements.

In February 2016, FASB issued ASU 2016-02, *Leases (Topic 842)*. The update is intended to increase transparency and comparability among organizations by recognizing lease assets and lease liabilities on the balance sheet and disclosing key information about leasing arrangements. The amendments in this update are effective for fiscal years beginning after December 15, 2020. Early application of the amendments in this update is permitted. The Organization is currently evaluating the impact of FASB ASU 2016-02 but does not expect the adoption to have a material effect on the Organization’s financial position or results of activities.

In June 2018, the FASB issued ASU 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*, which 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 is currently evaluating the impact of the standard on its financial statements.

Date of Management’s Review - The Organization evaluates events that occur subsequent to the statement of financial position date of periodic reports, but before the 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 financial statements are available for issue. For the financial statements, as of and for the year ending September 30, 2019, this date was May 21, 2020.

NOTE 3. LIQUIDITY

The Organization has a goal to maintain financial assets, which consist of cash and receivables, on hand to meet normal operating expenses. Total net assets without donor restrictions as of September 30, 2019 were approximately \$2.6 million. Management believes this to be sufficient capital to fund the anticipated growth of the Organization in the subsequent year as well as any unanticipated contingencies or losses. Additionally, \$7.5 million of grants have been renewed which will assist in funding operations during the following twelve months.

**CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)**

Notes to the Financial Statements
September 30, 2019 and 2018
(continued)

Although it is difficult to ascertain the continuing impact of COVID-19, management assumed that several scenarios could occur or combination thereof which are as follows: decrease in unrestricted dollars, decrease or increase in government dollars, and decrease in resources (manpower, supplies, etc.). As of December 31, 2019, Caritas paid off the \$150,000 balance they had outstanding with Frost Bank making \$750,000 available of undrawn credit if needed. Additionally, Caritas of Austin obtained an SBA 7a PPP Loan in the amount of \$758,500 on April 20, 2020.

NOTE 4. PLEDGES RECEIVABLE

Pledges receivable consisted of the following as of September 30, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Less than one year	\$ 488,043	\$ 67,466
One to five years	-	1,500
Total	488,043	68,966
Less: Allowance for doubtful accounts	(872)	(872)
Pledges receivable, net	<u>\$ 487,171</u>	<u>\$ 68,094</u>

NOTE 5. PROPERTY AND EQUIPMENT

Property and equipment consisted of the following as of September 30, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Land	\$ 220,800	\$ 220,800
Buildings	2,050,671	2,041,187
Furniture and fixtures	235,364	234,166
Total	2,506,835	2,496,153
Less: accumulated depreciation	(1,371,581)	(1,236,793)
Property and equipment, net	<u>\$ 1,135,254</u>	<u>\$ 1,259,360</u>

Depreciation expense for the years ended September 30, 2019 and 2018 was \$134,788 and \$136,596, respectively.

NOTE 6. ENDOWMENT FUNDS

During the 2006 fiscal year, the Organization established the Caritas of Austin Endowment Fund (the "Fund"), a permanent endowment fund, at Austin Community Foundation (the "Foundation"). The assets are irrevocably held by the Foundation and are managed to accomplish Caritas's designated charitable purpose. The Fund's assets are not recorded in the statement of financial position of Caritas as the Foundation reserves the power to modify any condition or restriction on the distributions from the Fund. The balance in the Fund as of September 30, 2019 and 2018, was \$123,405 and \$121,387, respectively. There were no transfers from Caritas to the Fund during the years ended September 30, 2019 and 2018.

Annually the Foundation's Board of Governors makes a determination of the amount to grant to Caritas, based on the Foundation's spending policy. The Foundation's current spending policy is that five percent of the Fund's value as of December 31 each year shall be the available for distribution in the following year. Such distribution will be available to Caritas pursuant to a letter of instruction from Caritas, but subject to the Foundation's Board of Governors approval. If the amount available to grant is not distributed in a single year, any remaining balance available to grant will carry over to subsequent years. During the years ended September 30, 2019 and 2018, the Fund provided \$2,000, and \$5,200 each year, respectively, in grant revenue to Caritas.

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)

Notes to the Financial Statements
September 30, 2019 and 2018
(continued)

NOTE 7. NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions were restricted for the following purposes at September 30, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Supportive housing	\$ 18,132	\$ 3,189
Housing stability	-	4,124
Education	5,269	25,521
Infrastructure	-	15,395
Resettlement	9,462	33,860
Employment	53,741	31,789
Veterans	-	11,468
Capital expansion	508,780	62,048
Total	<u>\$ 595,384</u>	<u>\$ 187,394</u>

Net assets with donor restrictions released from restriction during the years ended December 31, 2019 and 2018, were as follows:

	<u>2019</u>	<u>2018</u>
Supportive housing	\$ 48,195	\$ 35,406
Housing stability	52,635	55,137
Education	105,252	89,639
Food services	40,360	12,500
Infrastructure	700	19,605
Resettlement	33,860	91,059
Employment	75,048	66,731
Veterans	34,257	81,082
Fund raising	69,477	-
Other program support	8,622	-
Capital expansion	211,689	270,759
Total	<u>\$ 680,095</u>	<u>\$ 721,918</u>

Board Designated Net Assets - As of September 30, 2019 and 2018, the Organization's Board of Directors designated a total of \$508,780 and \$62,048, respectively, of net assets without donor restriction, to acquire, expand, equip, maintain, repair, or enhance the physical property or building systems located at 611 Neches and for the purchase reserve of the Organization's North Austin facility.

NOTE 8. DONATED SERVICES AND MATERIALS

Donated services and materials that have been recognized and reported as in-kind revenue in the financial statements consisted of the following at September 30, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Donated materials	\$ 250,559	\$ 140,911
Donated services	97,095	145,005
Total	<u>\$ 347,654</u>	<u>\$ 285,916</u>

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)

Notes to the Financial Statements
September 30, 2019 and 2018
(continued)

Donated services include office rent, bus passes, and instructional services provided to various programs. Additional donated services to various programs were received by Caritas but did not meet the criteria for recognition in the financial statements.

NOTE 9. COMMITMENTS AND CONTINGENCIES

Government Grants - The Organization receives government grants for specific purposes that are subject to review and audit by government agencies. Such audits could result in a request for reimbursement for expenditures disallowed under terms and conditions of the appropriate agency. In the opinion of the Organization's management, such disallowances, if any, would not be significant.

The Organization also has rental agreements with area apartment complexes for placement of those in need of housing assistance. As of September 30, 2019, the Organization is contingently liable for rental payments of approximately \$204,000, which will be covered through the use of future grant funds for housing assistance.

Operating Leases - The Organization has entered into several non-cancelable operating leases for office equipment and office space. Total rent expense was \$122,663 and \$106,868 during the years ended September 30, 2019 and 2018, respectively. Future minimum lease payments as of September 30, 2019, are as follows:

<u>Year ending</u>	
2020	\$ 64,196
2021	56,148
2022	58,394
2023	60,730
2024	63,159
Thereafter	<u>15,943</u>
	<u>\$ 318,570</u>

NOTE 10. CONCENTRATIONS

For the year ended September 30, 2019, Caritas received grant funding from two government entities which accounted for 81% of total grant revenue and 68% of grants receivable. For the year ended September 30, 2018, Caritas received grant funding from one government entity which accounted for 34% of total grant revenue and 48% of grants receivable.

NOTE 11. RELATED PARTIES

Certain members of the Board of Directors of the Organization contributed \$760,245 and \$128,370 to the Organization during the years ended September 30, 2019 and 2018, respectively.

NOTE 12. RETIREMENT PLAN

The Organization participates in a 403b plan through One Voice Central Texas that allows employee elective deferrals up to the maximum amount allowed by law. Participants may make a separate election to defer up to 90% of any bonus compensation. The Organization makes matching contributions equal to 50% of the participant's elective deferrals up to 6% of a participant's compensation. The Organization made matching contributions of \$27,341 and \$35,814 for the years ended September 30, 2019 and 2018, respectively.

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)

Notes to the Financial Statements
September 30, 2019 and 2018
(continued)

NOTE 13. LINE OF CREDIT

At September 30, 2019 and 2018, the Organization had available a line of credit with a financial institution. Maximum borrowings available under this line of credit were \$750,000 as of September 30, 2019 and 2018. Interest on the line is based on the prime rate published in the Wall Street Journal in the "Money Rates" section plus 0.750% . The interest rate in effect as of September 30, 2019 was 5.5%. The line matures on September 2, 2020. The balances on the line of credit were \$150,000 and \$0 as of September 30, 2019 and 2018, respectively.

NOTE 14. 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 its results of operations, cash flows and financial position, the related financial impact cannot be reasonably estimated at this time.



REPORT OF INDEPENDENT AUDITOR ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of
Caritas of Austin

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Caritas of Austin (the “Organization”), which comprise the statements of financial position as of September 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated May 21, 2020.

Internal Control Over Financial Reporting

In planning and performing our audits of the financial statements, we considered the Organization’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

PMB HELIN DONOVAN, LLP

PMB Helin Donovan, LLP

May 21, 2020
Austin, Texas



REPORT OF INDEPENDENT AUDITOR ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE UNIFORM GUIDANCE

To the Board of Directors of
Caritas of Austin

Report on Compliance for Each Major Federal Program

We have audited Caritas of Austin’s (the “Organization”) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Organization’s major federal programs for the year ended September 30, 2019. The Organization’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

Management’s Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor’s Responsibility

Our responsibility is to express an opinion on compliance for each of the Organization’s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Organization’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Organization’s compliance.

Opinion on Each Major Federal Program

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2019.

Report on Internal Control over Compliance

Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization’s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization’s internal control over compliance.



A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

PMB HELIN DONOVAN, LLP

PMB Helin Donovan, LLP

May 21, 2020
Austin, Texas

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)
Schedule of Expenditures of Federal Awards
For the Year Ended September 30, 2019

<u>Grantor/Pass-through Agency</u>	<u>Federal CFDA Number</u>	<u>Grant/ Contract Number</u>	<u>Subrecipient</u>	<u>Federal Expenditures</u>
Veteran's Administrations				
Supportive Services for Veteran Families	64.033	12-TX-072	\$ -	\$ 544,835
Total Veteran's Administration			<u>-</u>	<u>544,835</u>
U.S. Department of Homeland Security:				
Direct programs:				
Emergency Food and Shelter National Board	97.024	Phase 36	-	9,675
Total U.S. Department of Homeland Security			<u>-</u>	<u>9,675</u>
U.S. Department of Health and Human Services:				
Pass-through programs from:				
Central Texas Office for Refugees Refugee and Entrant Assistance State/Replacement Designee Administered Programs	93.566	CTOR2019COARSS	-	217,143
Refugee and Entrant Assistance State/Replacement Designee Administered Programs	93.566	CTOR2019COACMA	-	84,111
Total U.S. Department of Health and Human Services			<u>-</u>	<u>301,254</u>
U.S. Department of Housing and Urban Development:				
Direct programs:				
Continuum of Care Program	14.267	TX0030L6J031709	-	268,995
Continuum of Care Program	14.267	TX0030L6J031810	-	114,793
Continuum of Care Program	14.267	TX0031L6J031708	-	194,809
Continuum of Care Program	14.267	TX0031L6J031607	-	14,842
Continuum of Care Program	14.267	TX0040L6J031609	-	9,512
Continuum of Care Program	14.267	TX0040L6J031710	-	232,628
Continuum of Care Program	14.267	TX0317L6J031706	-	719,893
			<u>-</u>	<u>1,555,472</u>
Pass-through programs from:				
LifeWorks				
Youth Homelessness Demonstration Program	14.276	TX04416J031600	-	333,617
Total U.S. Department of Housing and Urban Development			<u>-</u>	<u>1,889,089</u>
Total Expenditures of Federal Awards			<u>\$ -</u>	<u>\$ 2,744,853</u>

See accompanying notes to the Schedule of Federal Awards

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)

Notes to Schedule of Expenditures of Federal Awards
Year Ended September 30, 2019

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity - The Schedule of Expenditures of Federal Awards (the “Schedule”) includes the activity of all federal grant programs administered by Caritas of Austin (“Caritas”). Caritas’s organization is defined in Note 1 of Caritas’s basic financial statements.

Basis of Presentation - The Schedule presents total federal awards expended for each individual program in accordance with the Uniform Guidance.

Basis of Accounting - The expenditures for the federal financial assistance programs are presented on the accrual basis of accounting, which is defined in Note 2 of Caritas’s basic financial statements.

NOTE 2. RELATIONSHIP TO FINANCIAL REPORT

The amounts reported in the financial reports agree with the amounts reported in the accompanying Schedule which is prepared on the basis explained in Note 1 of Caritas of Austin.

Total federal awards per schedule of federal expenditures	\$ 2,744,853
Plus: non-federal funding sources	<u>4,410,128</u>
Total revenue per statement of activities	<u><u>\$ 7,154,981</u></u>

NOTE 3. INDIRECT COST RATE

Caritas of Austin does not have a negotiated indirect cost rate and; therefore, was eligible to use the 10% de minimis indirect cost rate as allowed under the Uniform Guidance, section 414.

NOTE 4. SUBSEQUENT EVENTS

The Organizations’ management has evaluated and disclosed subsequent events through May 21, 2020, the date the financial statements were available to be issued.

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)
 Schedule of Findings and Questioned Costs
 Year Ended September 30, 2019

Section I - Summary of Auditor's Results

A Financial Statements

Type of auditor's report issued: **Unmodified opinion**

Internal control over financial reporting:

- Material weakness(es) identified? **No**
- Significant deficiency(ies) identified that are not considered to be material weaknesses? **None reported**

Noncompliance material to financial statements noted? **No**

B. Federal Awards

Internal control over major programs:

- Material weakness(es) identified? **No**
- Significant deficiency(ies) identified? **None reported**

Type of auditors' report issued on compliance for major programs: **Unmodified**

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? **No**

Identification of major federal programs:

CFDA Number	Name of Federal Program or Cluster
14.267	U.S. Department of Urban Housing - Continuum of Care Program

Dollar threshold used to distinguish between type A and type B programs: **\$750,000**

Auditee qualified as low-risk auditee? **Yes**

Section II - Financial Statement Findings

None reported

Section III – Federal Award Findings

None reported

CARITAS OF AUSTIN
(A NONPROFIT CORPORATION)
Schedule of Findings and Questioned Costs
Year Ended September 30, 2019

Section IV – Summary Schedule of Prior Audit Findings

None reported

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 5 – Property Info

5a. Appraisal

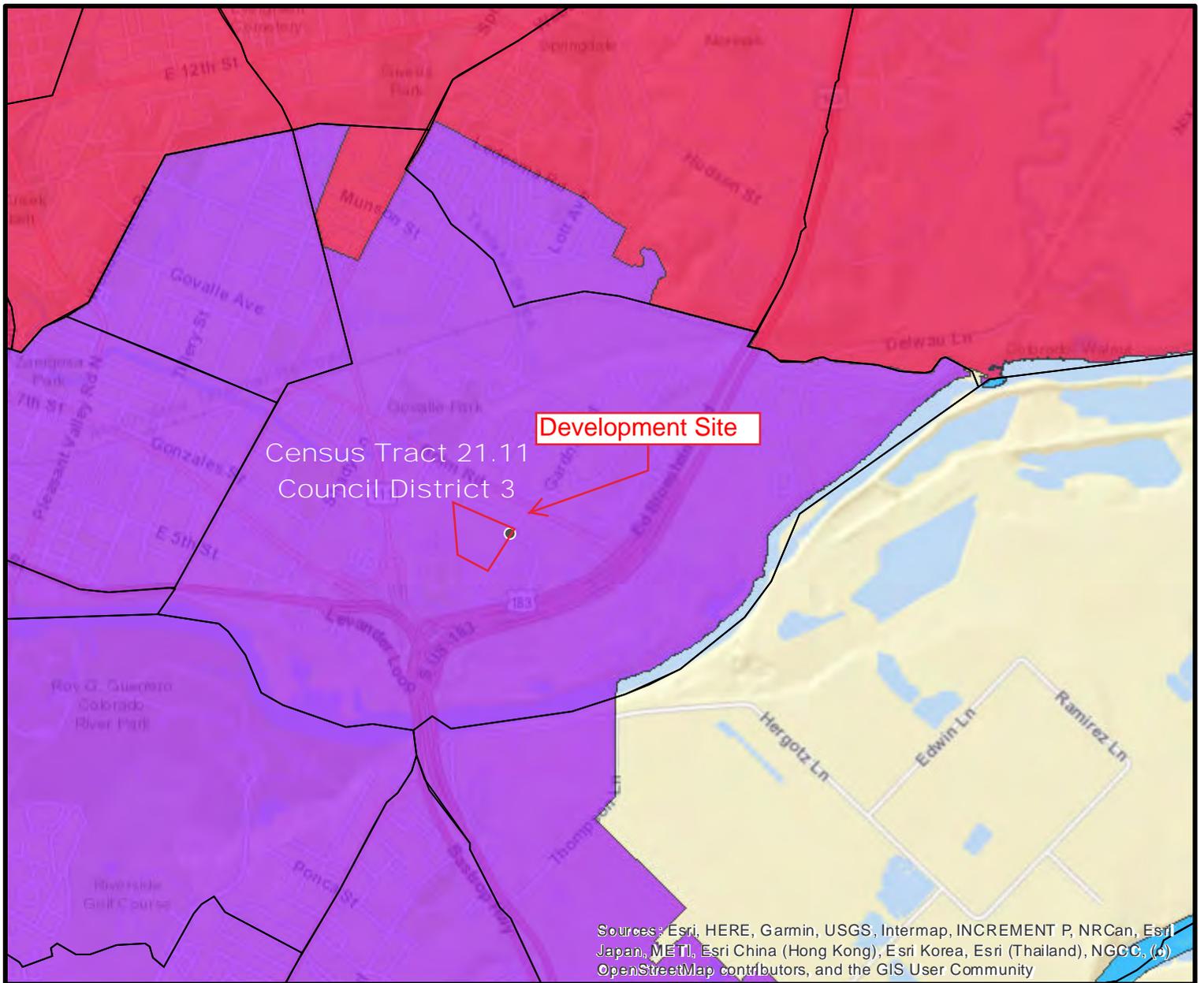
**Appraisal will be provided
under separate cover due
to size constraints**

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 5 – Property Info

5b. Property Maps



Property Label

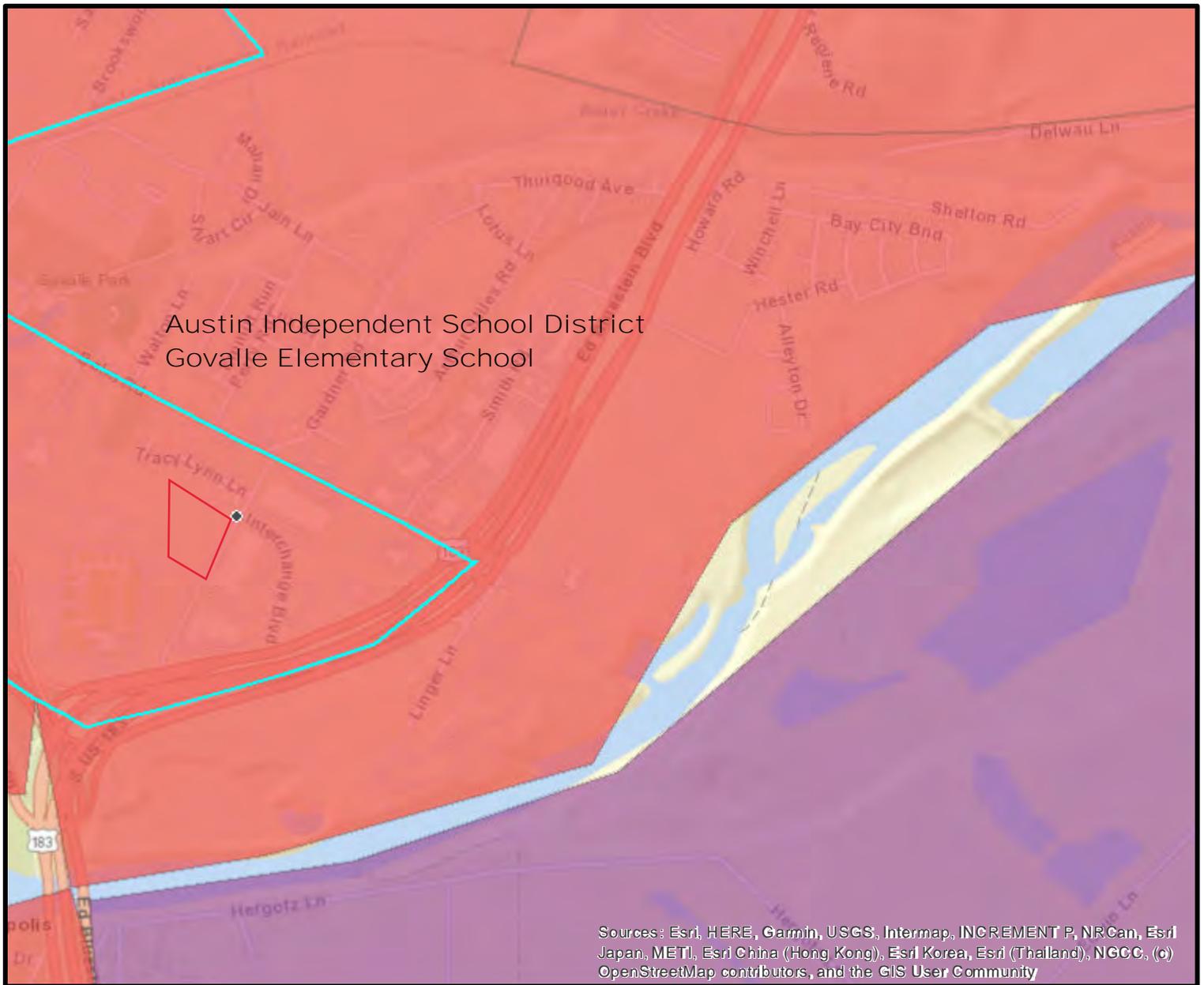
- Steward Agency: Steward Label
- Managing Agency: Managing Label
- Address: Address Label
- Land Attributes: Land Label
- ORES Management ID: ORES ID Label
- ORES File Number: ORES File Label
- Restrictions: Restrictions Label
- Restrictions & Protection Comments: Comments Label

- Land Classification: Classification Label
- Land Category: Land Category Label
- Approximate Acreage: Acreage Label
- Appraisal District: Appraisal Label
- Appraisal District Property ID: Property ID Label
- Maximo Asset Tracking Number: Maximo Label



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 Parks and Recreation Department for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.





Austin Independent School District
Govalle Elementary School

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Property Label

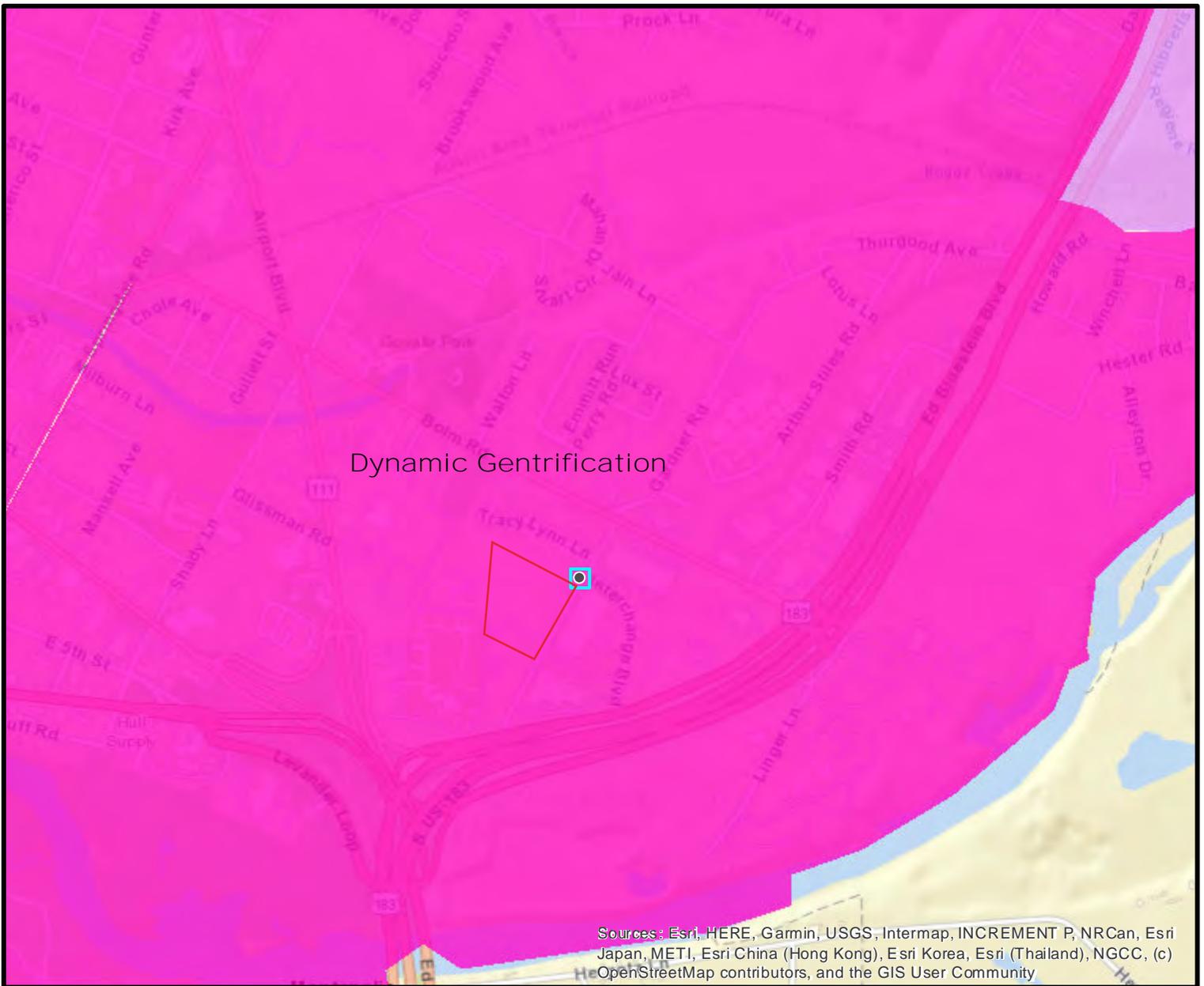
- Steward Agency: Steward Label
- Managing Agency: Managing Label
- Address: Address Label
- Land Attributes: Land Label
- ORES Management ID: ORES ID Label
- ORES File Number: ORES File Label
- Restrictions: Restrictions Label
- Restrictions & Protection Comments: Comments Label

- Land Classification: Classification Label
- Land Category: Land Category Label
- Approximate Acreage: Acreage Label
- Appraisal District: Appraisal Label
- Appraisal District Property ID: Property ID Label
- Maximo Asset Tracking Number: Maximo Label



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 Parks and Recreation Department for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.





Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Property Label

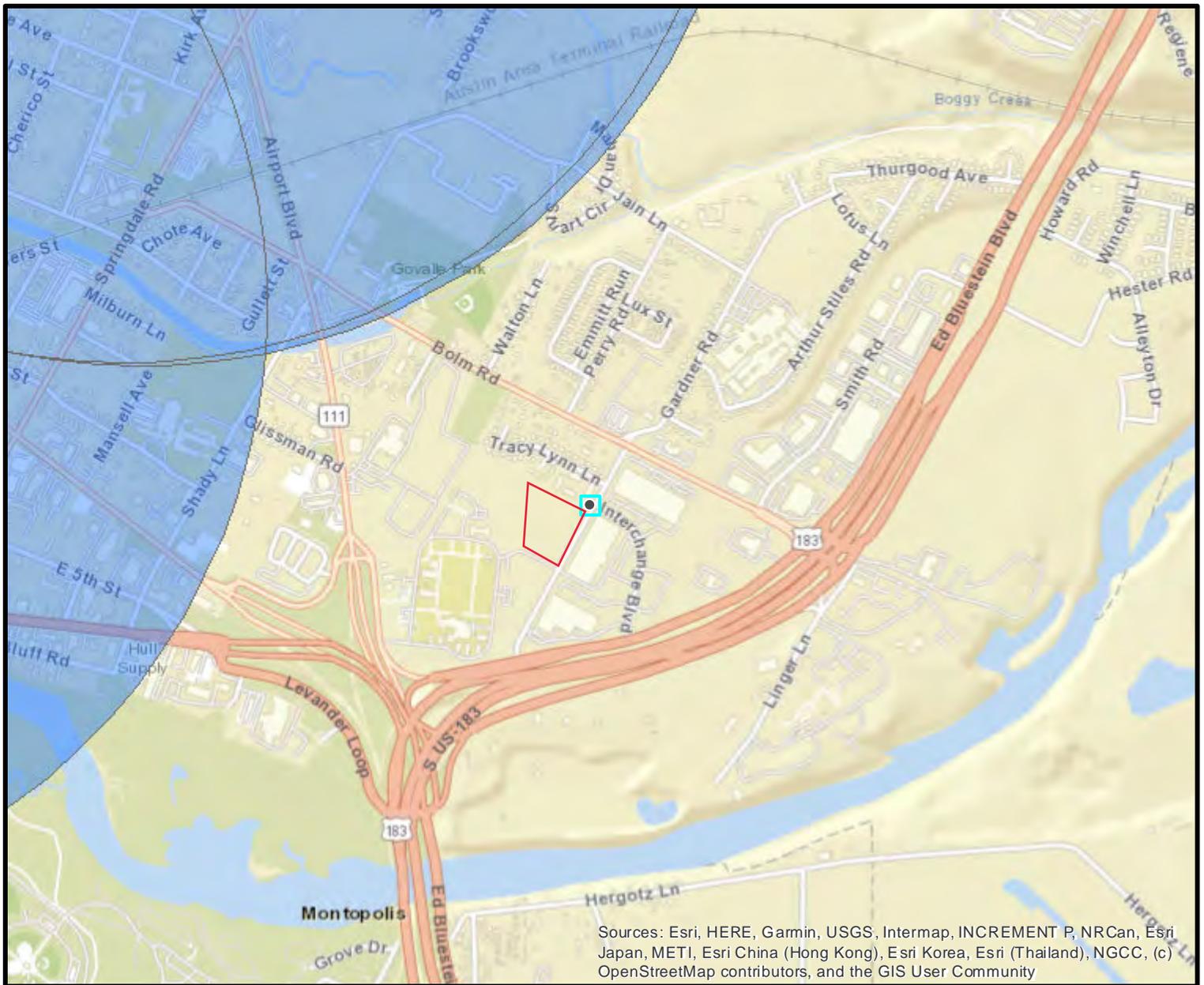
- Steward Agency: Steward Label
- Managing Agency: Managing Label
- Address: Address Label
- Land Attributes: Land Label
- ORES Management ID: ORES ID Label
- ORES File Number: ORES File Label
- Restrictions: Restrictions Label
- Restrictions & Protection Comments: Comments Label

- Land Classification: Classification Label
- Land Category: Land Category Label
- Approximate Acreage: Acreage Label
- Appraisal District: Appraisal Label
- Appraisal District Property ID: Property ID Label
- Maximo Asset Tracking Number: Maximo Label



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 Parks and Recreation Department for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.





Property Label

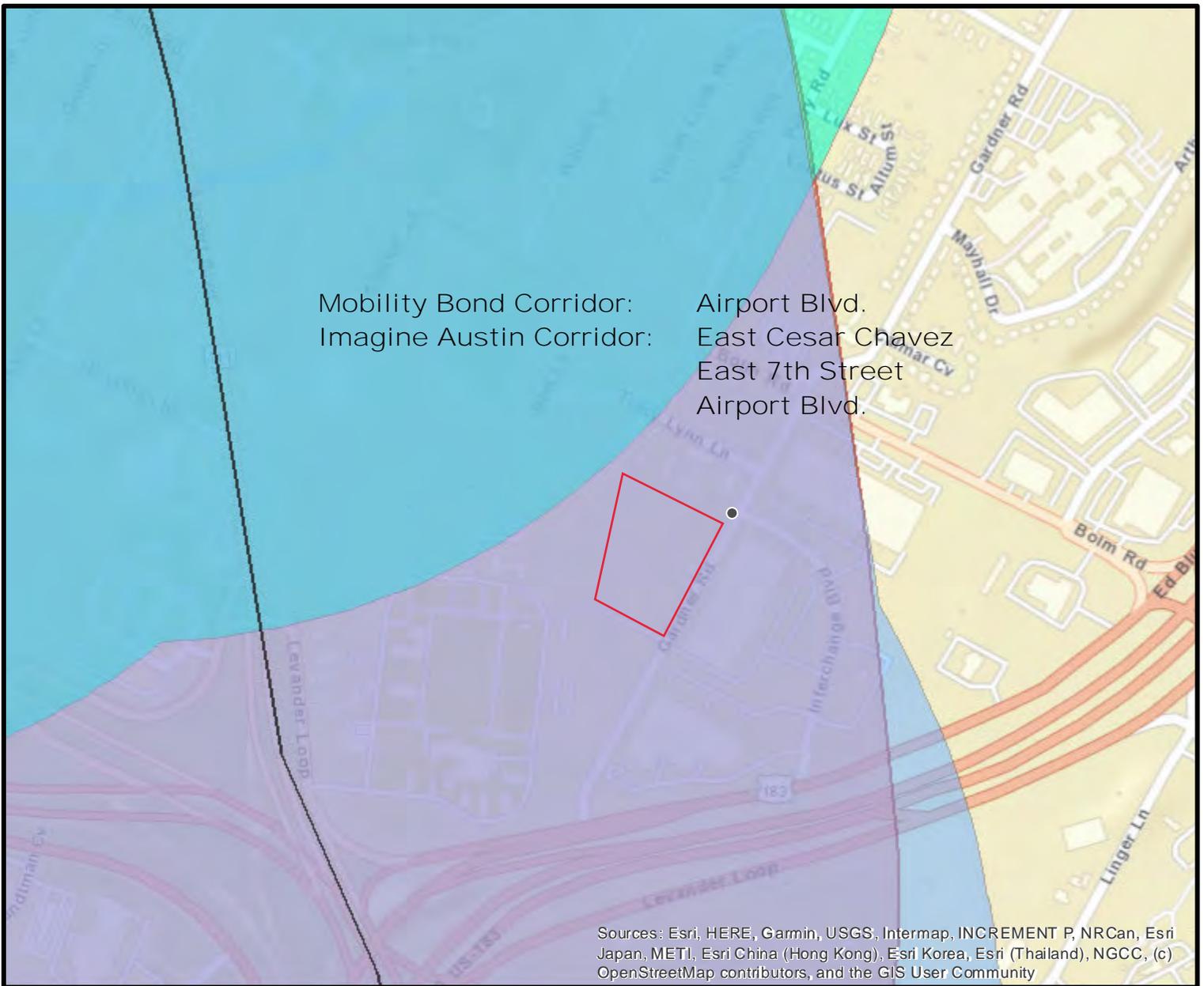
- Steward Agency: Steward Label
- Managing Agency: Managing Label
- Address: Address Label
- Land Attributes: Land Label
- ORES Management ID: ORES ID Label
- ORES File Number: ORES File Label
- Restrictions: Restrictions Label
- Restrictions & Protection Comments: Comments Label

- Land Classification: Classification Label
- Land Category: Land Category Label
- Approximate Acreage: Acreage Label
- Appraisal District: Appraisal Label
- Appraisal District Property ID: Property ID Label
- Maximo Asset Tracking Number: Maximo Label



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 Parks and Recreation Department for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.





Property Label

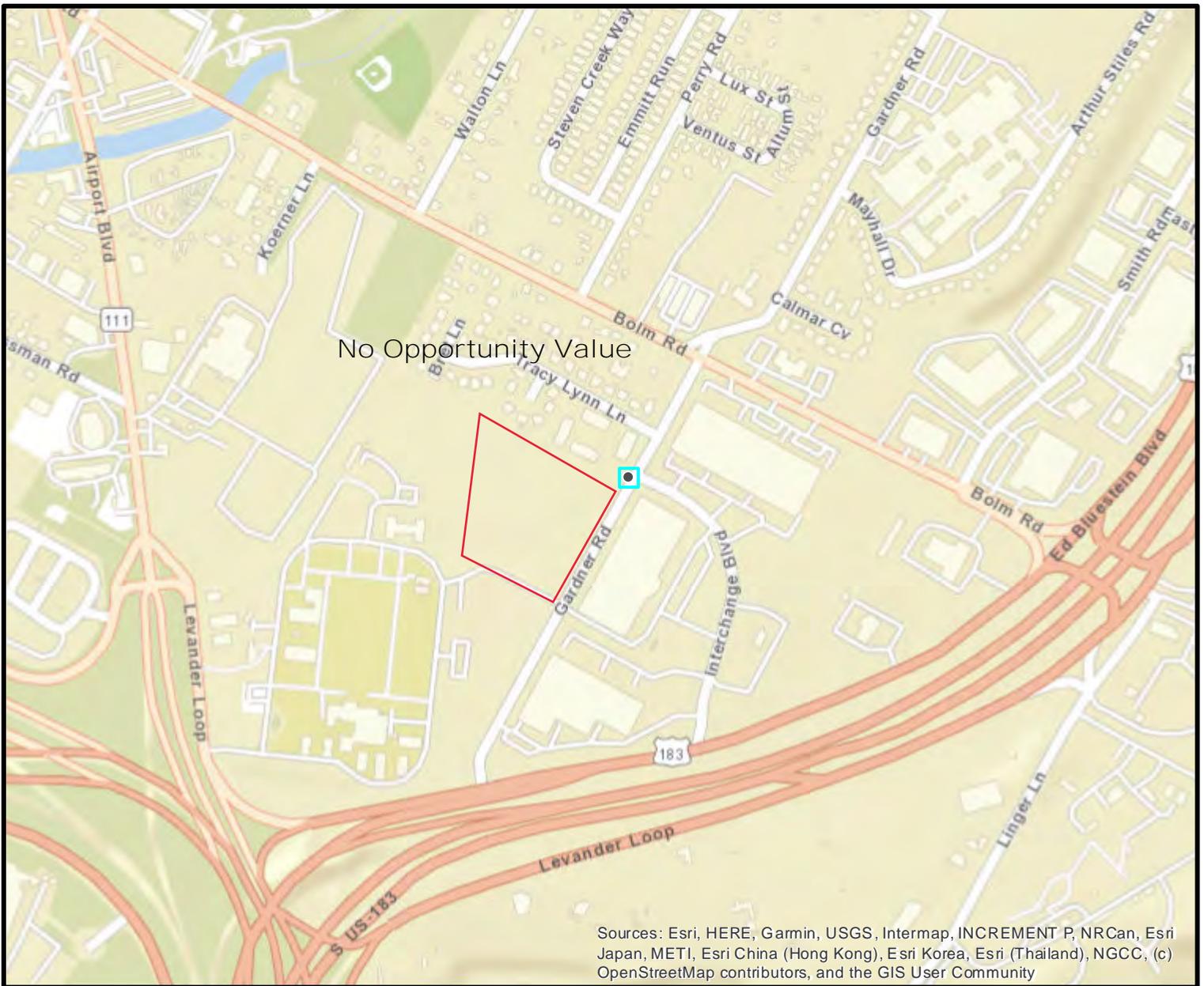
- Steward Agency: Steward Label
- Managing Agency: Managing Label
- Address: Address Label
- Land Attributes: Land Label
- ORES Management ID: ORES ID Label
- ORES File Number: ORES File Label
- Restrictions: Restrictions Label
- Restrictions & Protection Comments: Comments Label

- Land Classification: Classification Label
- Land Category: Land Category Label
- Approximate Acreage: Acreage Label
- Appraisal District: Appraisal Label
- Appraisal District Property ID: Property ID Label
- Maximo Asset Tracking Number: Maximo Label



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 Parks and Recreation Department for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.





Property Label

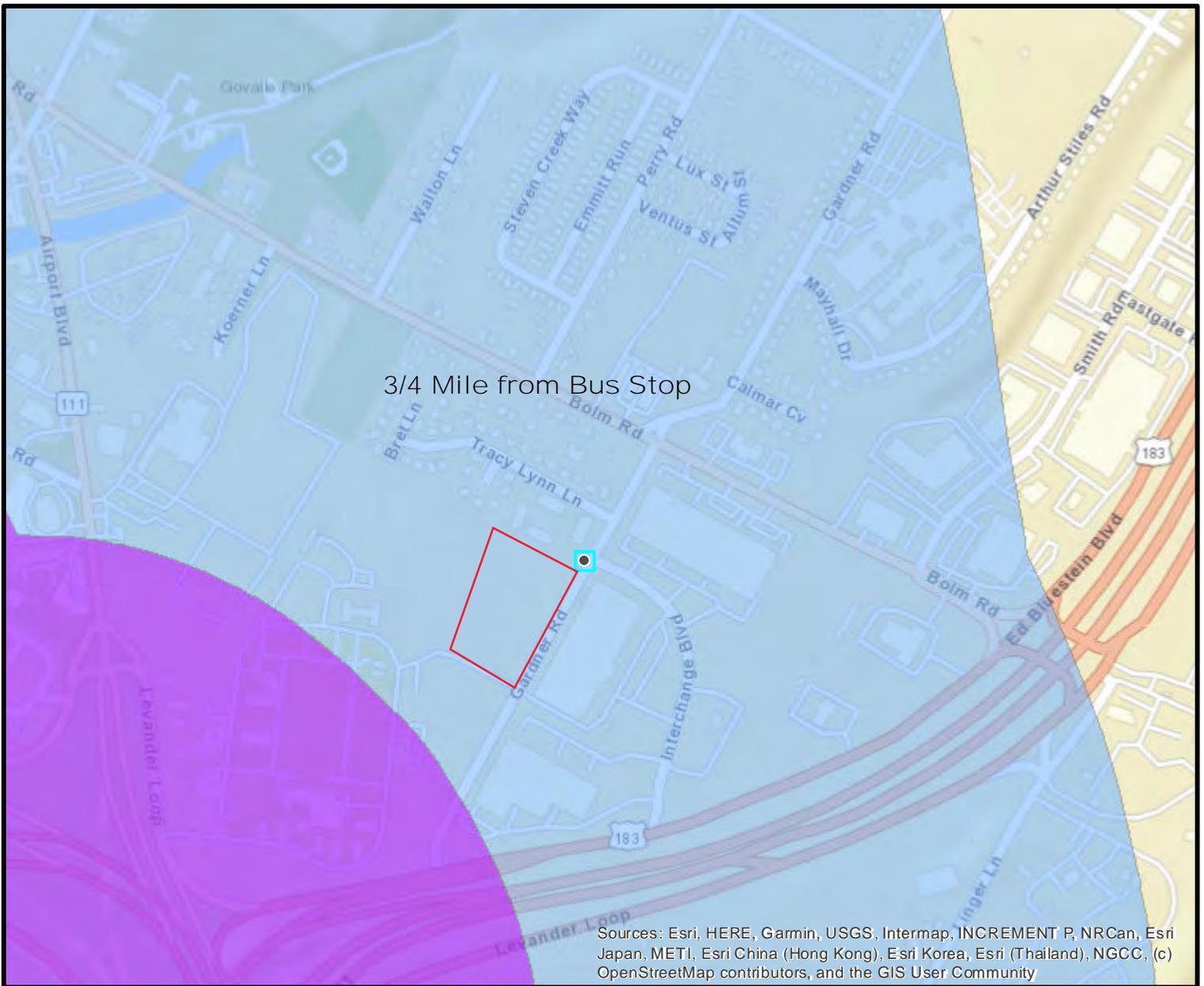
- Steward Agency: Steward Label
- Managing Agency: Managing Label
- Address: Address Label
- Land Attributes: Land Label
- ORES Management ID: ORES ID Label
- ORES File Number: ORES File Label
- Restrictions: Restrictions Label
- Restrictions & Protection Comments: Comments Label

- Land Classification: Classification Label
- Land Category: Land Category Label
- Approximate Acreage: Acreage Label
- Appraisal District: Appraisal Label
- Appraisal District Property ID: Property ID Label
- Maximo Asset Tracking Number: Maximo Label



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 Parks and Recreation Department for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.





Property Label

Steward Agency: Steward Label

Managing Agency: Managing Label

Address: Address Label

Land Attributes: Land Label

ORES Management ID: ORES ID Label

ORES File Number: ORES File Label

Restrictions: Restrictions Label

Restrictions & Protection Comments: Comments Label

Land Classification: Classification Label

Land Category: Land Category Label

Approximate Acreage: Acreage Label

Appraisal District: Appraisal Label

Appraisal District Property ID: Property ID Label

Maximo Asset Tracking Number: Maximo Label



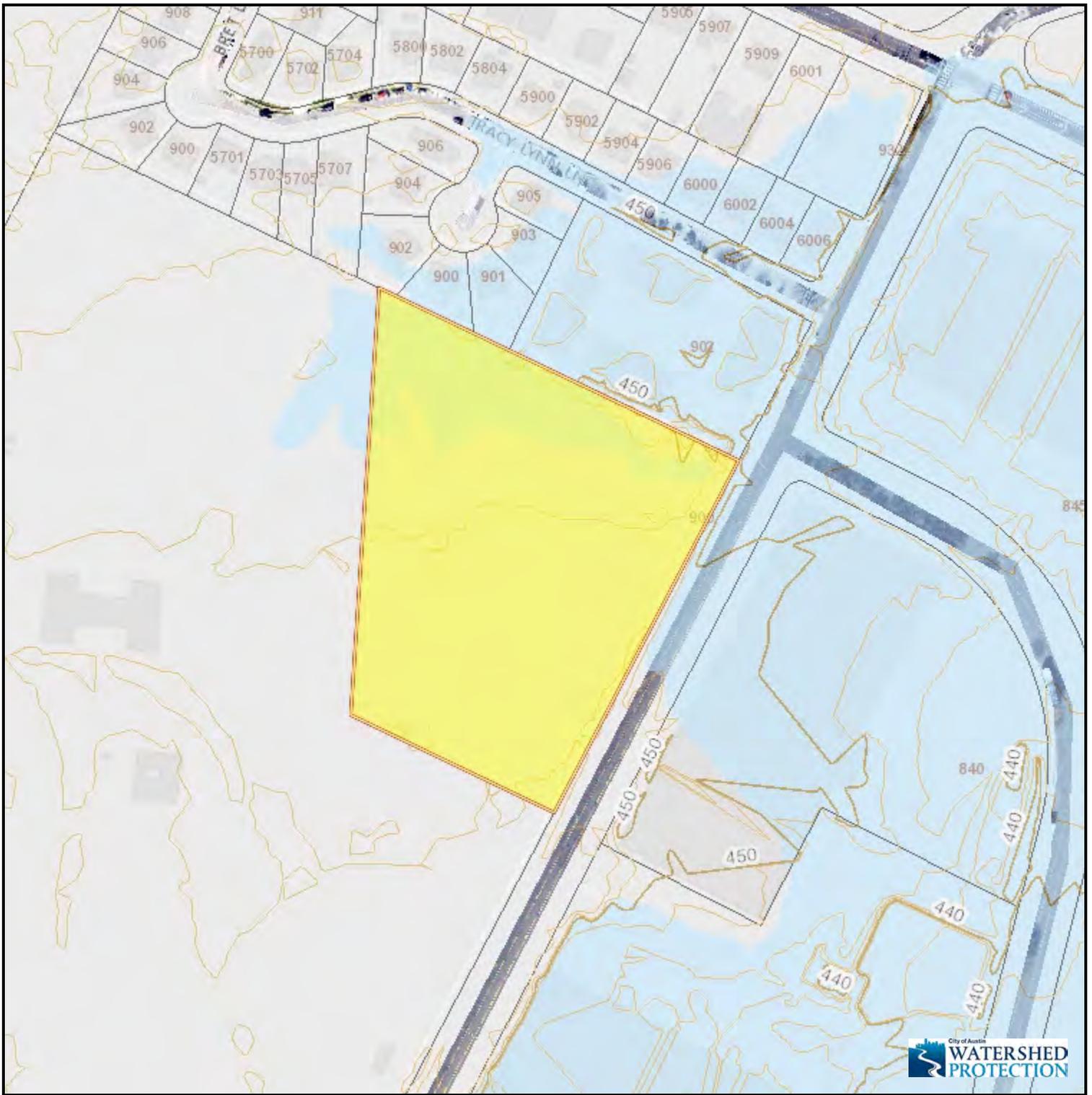
Libertad - Transit

ArcGIS Web AppBuilder

7/29/2021

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 Parks and Recreation Department for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.





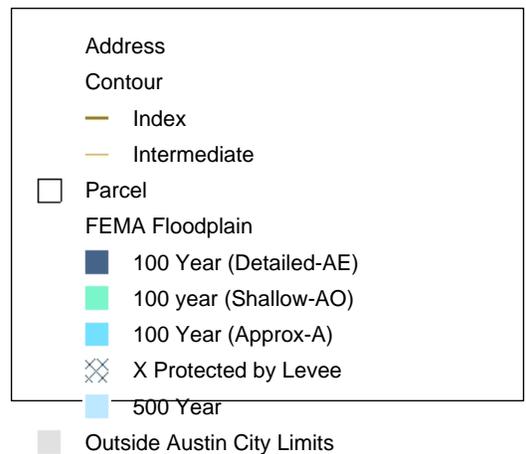
FEMA Floodplains

The City of Austin Watershed Protection Department produced this product for informational purposes. It is not intended for or suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative locations of property boundaries. No warranty is made by the City of Austin regarding specific accuracy or completeness. Final determination of the floodplain status for a property must be based on a topographic survey by a Texas registered professional. For regulatory purposes, 100-Year floodplain elevations must be determined from an engineering model created in accordance with the Drainage Criteria Manual and approved by the City of Austin.

0 200 400 Feet



Prepared: 7/29/2021



**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 5 – Property Info

5c. Zoning Verification Letter



City of Austin

P.O. Box 1088, Austin, TX 78767
www.cityofaustin.org/housing

Housing and Planning Department

March 1, 2021

Libertad Austin at Gardner, LP
C/O The Vecino Group
Rick Manzardo
305 W Commercial St.
Springfield, MO 65803

**Re: Zoning Verification for the Property located at 900 Gardner Road, 78721
Austin, Travis County, Texas – ABS 22 SUR 29 TANNEHILL J C ACR 6.00
Travis County Parcel ID 0201200101**

Dear Mr. Manzardo:

This letter is to confirm that the property located at 900 Gardner Road, 78721 in Austin, Texas is currently zoned P-NP, SF-3 and has applied for a zoning change to GR-MU.

This site is the subject of an application for the City's Affordability Unlocked Program (AU Program), which is a residential affordable housing development bonus program. *See* Division 4 (*Affordability Unlocked Bonus Program*) in Article 15 of City Code Chapter 25-1. Under the AU Program, a qualifying development is not required to comply with compatibility standards (except side setbacks per zoning district), maximum floor-to-area ratio, minimum site area requirements, or parking requirements other than accessible parking that would normally be required by code. Height bonuses are allocated based on the level of affordability.

Based upon the current Affordability Unlocked application, the proposed development is eligible to be certified as a Type 2 qualifying development. If certified under the AU Program, the site can be developed as multifamily housing with the bonuses described above.

The City of Austin has received a release agreeing to hold the political subdivision and all other parties harmless in the event the application for the Affordability Unlocked Program for the proposed Libertad Austin development is denied.

Sincerely,

Sandra Harkins

Sandra Harkins, Project Coordinator
Housing and Planning Department

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 5 – Property Info

5d. Proof of Site Control

GROUND LEASE OPTION AGREEMENT

THIS GROUND LEASE PURCHASE OPTION AGREEMENT (this “Agreement”) is entered into as of this 7th day of January, 2021 (the “Effective Date”) by and between AUSTIN HOUSING FINANCE CORPORATION (“Grantor”) and Libertad Austin at Gardner, LP (“Grantee”).

WITNESSETH:

WHEREAS, Grantor is the fee owner of one (1) parcel of real property totaling approximately 6 acres, located at 900 Gardner Road in the Johnston Terrace of East Austin, Texas and more particularly described on Exhibit A attached hereto and made a part hereof (collectively, the “Land”);

WHEREAS, Grantor and Grantee have entered into that certain Memorandum of Understanding dated as of January 6, 2021 (the “Memorandum of Understanding”) whereby Grantor has agreed to lease a portion of the Land to Grantee of approximately four (4) acres and Grantee has agreed to lease such portion of the Land (the “Leased Premises”) from the Grantor; and

WHEREAS, Grantee intends to construct a 140-unit multifamily rental housing development (the “Development”) on the Leased Premises; and

WHEREAS, Grantee desires to obtain, and Grantor desires to grant to Grantee an exclusive option to lease the Leased Premises, subject to and upon the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the sum of the Option Price (as defined below) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Grantor and Grantee hereby agree as follows:

1. Grant of Option. Grantor hereby grants to Grantee an exclusive option (the “Option”) for Grantee to lease the Leased Premises from Grantor on the terms set forth herein. This Option shall be exercised only in accordance with the terms and conditions set forth herein. Grantor agrees to not enter into any agreements, conveyances, leases, purchase agreements, options, or other contractual or real estate interests in the Leased Premises whatsoever during the Option Term (as herein defined).

2. Option Consideration. Grantor and Grantee acknowledge and agree that the payment of One Hundred Dollars (\$100.00) (the “Option Price”) by Grantee to Grantor, together with the mutual promises and covenants made herein, provide valuable consideration for the Option granted herein. The Option Price shall not be refundable.

3. Term of Agreement and Option; Termination Provisions. The term of the Option (and this Agreement) (the “Option Term”) shall commence on the Effective Date and shall terminate at 11:59 p.m. CST on March 1, 2022; provided that Grantor may terminate the Option (and this Agreement) prior to such date in the following circumstances: (i) upon any final determination by TDHCA that low income housing tax credits will not be allocated to the

Development or (ii) if the Development is applying for 4% low income tax credits, upon any final determination by the Texas Bond Review Board that the Development will not be allocated private activity bond volume cap, or (iii) in the Grantor's reasonable judgement, events have occurred which make clear that financing and construction of the Development will not occur.

4. Manner of Exercising Option. Grantee may exercise this Option by delivering to Grantor, at any time during the Option Term, a written notice (the "Option Notice") advising Grantor of Grantee's election to exercise the Option. The Option Notice shall state that the Option is thereby exercised by Grantee. The leasing of the Leased Premises by Grantee shall occur on a date designated by Grantee in the Option Notice that is no more than ninety (90) days from the date of the exercise of the Option (the "Initial Lease Date"); provided, however, if approval of a subdivision, plat or replat is required in order to lease the Leased Premises without violating applicable subdivision and platting regulations and is not obtained by Grantee prior to the originally scheduled Initial Lease Date, then the Initial Lease Date may be extended upon Grantee's written request for additional period(s) of thirty (30) days each to allow Grantee additional time to obtain approval of such subdivision plat or replat. The parties hereby agree to cooperate with each other in complying with subdivision, platting or replatting requirements applicable to the leasing of the Leased Premises, if any.

5. Ground Lease Provisions. The term of the Ground Lease shall be for a minimum of 55 years from the Initial Lease Date. The rent payable by Grantee as tenant under the Ground Lease shall be \$7,500 per year, with a 3% annual inflation adjustment, subject to adjustment by Grantor after the 15-year credit period as set forth in the Memorandum of Understanding. The Ground Lease shall be in the standard form of ground lease generally used by Grantor with such modifications as required by Grantor in its sole discretion.

6. Sale of GNDC Portion. Grantee acknowledges and agrees that Grantor intends to sell a portion of the Land (approximately two (2) acres) to Guadalupe Neighborhood Development Corporation ("GNDC"). The Land portion expected to be sold to GNDC will be located in the northern part of the Land. Grantee agrees to lease only that portion of the Land that is not sold or to be sold to GNDC. See Exhibit A for a description of the Land. It is anticipated that the sale of a portion of the Land to GNDC will occur prior to execution of the Ground Lease.

7. Ground Lease-Related Costs. All costs related to this Ground Lease Option and the leasing of the Leased Premises under the Ground Lease shall be paid by the Grantee.

8. Assignment of Option. Neither party may assign its rights under this Agreement except with the prior written consent of the other party, which consent may be given or withheld in such party's sole and absolute discretion; provided that Grantor may assign this Agreement to an affiliate of Grantor without the consent of the Grantee. Any assignment or attempted assignment in violation of this Section 8 shall be null and void and shall constitute a default by the assigning party.

9. Notices. Any notice pursuant hereto shall be given in writing by (a) personal delivery, (b) expedited delivery service with proof of delivery, (c) United States Mail, postage prepaid, registered or certified mail, return receipt requested, (d) facsimile transmission

(provided that such facsimile transmission is confirmed by expedited delivery service or by mail in the manner previously described), or (e) email transmission (provided that such email transmission is confirmed by expedited delivery service or by mail in the manner previously described) sent to the intended addressee at the address set forth below, or to such other address in the continental United States or to the attention of such other person as the addressee shall have designated by written notice sent in accordance herewith, and shall be deemed to have been given either at the time of personal delivery, or, in the case of expedited delivery service or mail, as of the date of first attempted delivery at the address and in the manner provided herein, or, in the case of email or facsimile transmission, upon receipt. Unless changed in accordance with the preceding sentence, the addresses for notices given pursuant hereto shall be as follows:

If to Grantor: Austin Housing Finance Corporation
1000 East 11th Street
Austin, Texas 78702
Attn: Patrick Russell
Phone: (512) 974-3141
Email: patrick.russell@austintexas.gov

With a copy to: Greenberg Traurig, LLP
2101 L Street, NW
Suite 1000
Washington, DC 20037
Attn: William L. Gehrig
Phone: (202) 331-3170
Email: gehrigw@gtlaw.com

With a copy to: Austin Housing Finance Corporation
General Counsel
P.O. Box 1088
Austin, Texas 78767-8839
Attn: Shannon Kackley
Phone: (512) 974-2317
Email: shay.kackley@austintexas.gov

If to Grantee: Libertad Austin at Gardner, LP
c/o Vecino Bond Group, LLC
Kim Buche
305 W. Commercial St.
Springfield, MO 65803
Phone (417) 720-1577
Email: kim@vecinogroup.com

With a copy to: Shawn Whitney
Spencer Fane LLP
2144 E Republic Road, Suite B300
Springfield MO 65804
Phone: (417) 888-1015
Email: swhitney@spencerfane.com

10. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Texas (without regard to principles of conflicts of laws).

11. Severability. Should any provision of this Agreement be or become invalid, void, illegal or unenforceable, it shall be considered separate and severable from this Agreement, and the remaining provisions shall remain in full force and effect and be binding upon the parties hereto as though such provisions had not been included.

12. Time of the Essence. Time is of the essence with respect to all obligations to be performed hereunder.

13. Entire Agreement. No oral statements or prior written material not specifically incorporated herein shall be of any force or effect. Each party agrees that in entering into and taking this Agreement, it relies solely upon the representations and agreements contained in this Agreement and no others. This Agreement, including the Exhibits, attached hereto and made a part hereof, constitutes the whole agreement of the parties and shall in no way be constituted, modified or supplemented, except by a written agreement executed by both Grantor and Grantee.

14. Further Assurances. The parties hereto covenant and agree that they will execute, deliver, and acknowledge from time to time at the request of the other, and without further consideration, all such further instruments of assignment and/or assumption as may be required in order to give effect to the transactions described herein.

15. Successors and Assigns. This Agreement is executed by, and shall be binding upon and inure to the benefit of, the parties hereto and each of their respective successors and assigns. None of the provisions of this Agreement shall be for the benefit of or enforceable by any other person.

16. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and together shall be deemed one in the same document.

17. Specific Performance. If Grantor fails to consummate the transaction contemplated under this Agreement for any reason, except Grantee's default, Grantee shall be entitled to enforce specific performance of this Agreement, without the necessity of tendering performance under this Agreement or proving that Grantee was ready, willing and able to consummate the transaction contemplated by this Agreement on the scheduled Initial Lease Date.

18. Inspections. Notwithstanding anything contained in this Agreement to the contrary, Grantee shall have the right at any time during the Option Term to make a physical inspection and assessment of the Leased Premises, including, without limitation taking of soil samples, ground water samples and other intrusive testing, upon not less than twenty-four (24) hours' prior written notice to Grantor, which may be given by email. Notwithstanding anything to the contrary contained in the foregoing, Grantee shall not make drillings or borings on the Leased Premises without first obtaining the prior written consent of Grantor, which consent shall not be unreasonably withheld. All such testing shall be at Grantee's sole expense and shall not interfere with the reasonable operations of the Leased Premises. Further, Grantee shall be solely

responsible for returning the Leased Premises to the same pre-testing condition in a reasonable timeline after any performed tests. Grantee agrees to: (a) repair any damage to the Leased Premises caused by such inspections, tests, studies, examinations and investigations; (b) pay for and keep in full force and effect comprehensive or general liability insurance with coverage limits of not less than One Million Dollars (\$1,000,000) for bodily injury, personal injury, death and property damage; and (c) indemnify, defend and hold Grantor harmless for, from and against any and all claims and expenses arising or resulting from such inspections, tests, studies, examinations and investigations, excluding, however, any of the foregoing caused by the willful misconduct of Grantor, its invitees or Grantor's employees, agents, representatives or any third party engaged by Grantor. Grantee's obligations under this Section 18 shall survive the termination of this Agreement.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

GRANTOR:

AUSTIN HOUSING FINANCE CORPORATION

By: *[Signature]*
Name: Rosie Truelove
Title: Treasurer

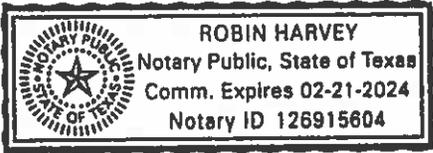
STATE OF TEXAS

§
§
§

COUNTY OF TRAVIS

This instrument was acknowledged before me on the 7 day of January, 2021 by Rosie Truelove, Treasurer of Austin Housing Finance Corporation.

(SEAL)



Robin Harvey
Notary Public in and for the State of Texas

Robin Harvey
(Printed Name of Notary)

My commission expires: 2-21-2024

GRANTEE:

LIBERTAD AUSTIN AT GARDNER, LP

By: AHFC Libertad Non-Profit Corporation,
its General Partner

By: *[Signature]*
Name: Rosie Truelove
Title: Vice President

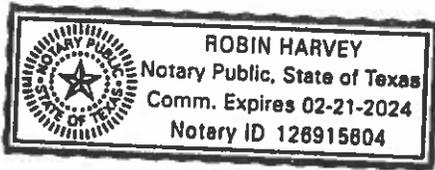
STATE OF TEXAS

§
§
§

COUNTY OF Travis

This instrument was acknowledged before me on the 7 day of January, 2021 by Rosie Truelove, Vice President of AHFC Libertad Non-Profit Corporation, General Partner of Libertad Austin at Gardner, LP, a Texas limited partnership.

(SEAL)



[Signature]
Notary Public in and for the State of Texas

Robin Harvey
(Printed Name of Notary)

My commission expires: 2-21-2024

Exhibit A

Legal Description of Land

LEGAL DESCRIPTION FOR 6.000 ACRES (261,360 SQUARE FEET) OF LAND SITUATED IN THE JESSE C. TANNEHILL SURVEY NO. 29, ABSTRACT NO. 22 IN TRAVIS COUNTY, TEXAS; BEING A PORTION OF THAT CERTAIN CALLED 44.45 ACRE TRACT OF LAND CONVEYED TO THE CITY OF AUSTIN BY DEED WITHOUT WARRANTIES RECORDED IN DOCUMENT NO. 2002153954 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS; SAID 6.000 ACRES OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a P.K. nail found on the westerly right-of-way line of Gardner Road (80' right-of-way), at the northeast corner of said 44.45 acre tract, same being the southeast corner of Cobra Studios Condominium, declared in Document No. 2008153240, Document No. 2009063800 and Document No. 2009093014 of the Official Public Records of Travis County, Texas having Texas State Plane Coordinate System (Texas Central Zone, NAD83 (CORS), U.S. Feet, Combined Scale Factor 0.999948706) coordinate values of: N=10,066,180.67, E=3,132,332.80, from which a ½" rebar with cap stamped "Holt Carson" found bears S 53°56'32"E, a distance of 0.41 feet;

THENCE, along the westerly right-of-way line of Gardner Road and the southeast line of said 44.45 acre tract, S 27°42'18"W, a distance of 577.11 feet to a ½" rebar with cap stamped "COA Public Works" found for the southeast corner of the herein described tract, from which a ½" iron rod found at the southeast corner of said 44.45 acre tract, same being the intersection of the westerly right-of-way line of Gardner Road and the northerly right-of-way line of U. S. Highway 183 (right-of-way varies), bears S 27°42'18"W, a distance of 900.75 feet;

THENCE, departing the westerly right-of-way line of Gardner Road and crossing into said 44.45 acre tract, N 64°18'12"W, a distance of 327.42 feet to a ½" rebar with cap stamped "COA Public Works" found 30 feet east of the approximate centerline of a transmission line, being an easement of undefined width conveyed to the City of Austin by instrument recorded in Volume 1491, Page 306 of the Deed Records of Travis County, Texas of which the Lower Colorado River Authority retains easement rights, for the southwest corner of the herein

THENCE, continuing across said 44.45 acre tract along a line running 30 feet east of and parallel to the approximate centerline of said transmission line, N 03°51 '00"E, a distance of 621.38 feet to a ½" rebar with cap stamped "COA Public Works" found on the southwest line of Lot 14, Block "A", Colorado East, One-A, a subdivision recorded in Book 81, Page 297 of the Plat Records of Travis County, Texas, for the northwest corner of the tract herein described, from which a P.K. nail found at the northwest corner of said 44.45 acre tract, same being the southwest corner of Loi 6, Block "A", Colorado East, One-A bears N 64°18'12"W, a distance of 523.66 feet;

THENCE, along the northeast line of said 44.45 acre tract and the southwest lines of Lots 14, 15 and 16, Block "A", Colorado East, One-A and the southwest line of the aforementioned Cobra

Studios Condominium, S 64°18'12"E, a distance of 578.88 feet to the POINT OF BEGINNING, and containing 6.000 acres of land, more or less.

“This legal description was prepared by Mary P. Hawkins, RP.LS. No. 4433 from a survey made on the ground in December, 2009 and updated in June, 2014.” The bearing basis of this description is the Texas State Plane Coordinate System of 1983, Central Zone. Grid Coordinates referenced herein are based on a City of Austin 4” Brass Disk having coordinate values of N=10,065,172.61, E=3, 131,886.59 and a City of Austin 4” Brass Disk having coordinate values of N=10,066, 133.73, E=3, 132,390.98. The distances shown are surface distances. The combined scale factor is 0.999948933.



January 7, 2021

Austin Housing Finance Corporation

File No.: 1067513
Grantee: Libertad Austin at Gardner LP c/o Vecino Bond Group, LLC
Property Address: 900 Gardner Road, Austin, TX 78721

Dear Sir/Madam:

Please be advised that on January, 7, 2021, Stewart Title of Austin, LLC is in receipt of an executed Ground Lease Option Agreement dated January 7, 2021 and an escrow money deposit made by Grantee in the amount of \$100.00 in connection with said agreement, and such deposit is being held for the benefit of Grantor, Austin Housing Finance Corporation.

Should you have any additional questions or need further documentation, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Ponce', written over a faint circular stamp.

Elizabeth Ponce for
Mandy Dean-Knotts

Stewart Title of Austin, LLC
901 S Mopac, Building III, Suite 100
Austin, TX 78746
(512) 472-9231 main (512) 472-3101 fax
mandy.dean@stewart.com

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 5 – Property Info

5e. Phase I ESA

**Phase I ESA to be
provided under separate
cover due to size
constraints**

**LIBERTAD AUSTIN AT GARDNER
AUSTIN, TEXAS**

ATTACHMENT TABS

Attachment 5 – Property Info

5f. SHPO

**NOT
APPLICABLE**