

Exhibit 22:

Zoning Verification letter



City of Austin

One Texas Center, 505 Barton Springs Rd., Austin, Texas 78704

ZONING VERIFICATION LETTER

February 14, 2011

Party Requesting

Mitch Weynand
3700 S 1st St.
Austin, TX 78704
mitch.weynand@lifeworksaustin.org
512-496-7135

Property Owner

Youth & Family Alliance
3700 S. 1st St.
Austin, Tx 78704
mitch.weynand@lifeworksaustin.org
512-496-7135

Address of Property

835 N Pleasant Valley Rd
Austin, TX 78702

Legal Description

LIFEWORCS SUBDIVISION BLOCK A, LOT 1
PLAT BOOK 201000007 CASE# C8-2009-0074.0A

Zoning Grid Number

L22

Tax Parcel Identification Number

02-0613-0716

Current Zoning

SF-3-NP: Family Residence-Neighborhood Plan
GR-MU-CO-NP: Community Commercial-Mixed
Use-Conditional Overlay Combining District-
Neighborhood Plan

*Zoning Case Number & Ordinance

C14-02-0183.001 & Ord. No. 030327-11A

For questions concerning Zoning Compliance or any Development criteria, Parking, Permitted Uses, Zoning Violations, Conditional Uses, Variances, Destruction and Rebuilding, etc. contact the Development Assistance Center of the City of Austin at (512) 974-6370 for a Land Use Planner correspondence session.

*To access the ordinance documentation, visit the following web page: <http://www.cityofaustin.org/edims/search.cfm>

I, Richard Sigmon, Communications and Technology Management office, City of Austin, Texas, do hereby certify that the information above is true and correct to the best of my ability, according to the documents filed with this office.

Richard Sigmon



City of Austin

Communications and Technology Management

**Overlays & Neighborhood Plans relative to parcel number 02-0613-0716
(835 N Pleasant Valley Rd)**

Overlays

Residential Design Standards

Referenced in the Land Development Code of the City of Austin Chapter 25-2-Subchapter F

Neighborhood Plans

Govalle-Neighborhood Planning Area

Referenced in the City of Austin Ordinance Number 030327-11A

Attached is information regarding the City of Austin Neighborhood Plans and their status to date. For information concerning these Neighborhood Plans and their current status and relativity to development, please contact the necessary personnel on the form attached with the City of Austin Neighborhood Planning Areas map.

**505 Barton Springs Rd.
Austin, Texas
78704**

Exhibit 23:

S.M.A.R.T. Housing Letter



City of Austin

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

Neighborhood Housing and Community Development Department

Gina Copic, S.M.A.R.T. Housing Program Manager
(512) 974-3180, Fax: (512) 974-3112, regina.copic@ci.austin.tx.us

September 29, 2010

S.M.A.R.T. Housing Certification Lifeworks Affordable Housing Project- 835 North Pleasant Valley

TO WHOM IT MAY CONCERN:

Lifeworks (Mitch Weynand, 735-2462, mitch.weynand@lifeworksweb.org) is planning to develop a 48-unit multi-family complex. This project will be located at 835 N. Pleasant Valley Road, in the Govalle Neighborhood Planning Area. The property is currently vacant.

NHCD certifies that the proposed construction meets the S.M.A.R.T. Housing standards at the pre-submittal stage. Since **100%** of the units will serve households at or below **80%** Median Family Income (MFI) or below (50% of units serving households at 80% MFI or below and the other 50% of units will serve households at 50% MFI or below), the development will be eligible for **100%** waiver of the fees listed in Exhibit A of the S.M.A.R.T. Housing Resolution adopted by the City Council. The expected fee waivers include, but are not limited to, the following fees:

Capital Recovery Fees	Concrete Permit	Mechanical Permit
Building Permit	Electrical Permit	Plumbing Permit
Site Plan Review	Subdivision Plan Review	Zoning Verification
Construction Inspection	Regular Zoning Fee	Land Status Determination
Parkland Dedication		Building Plan Review

Prior to filing of building permit applications and starting construction, the developer must:

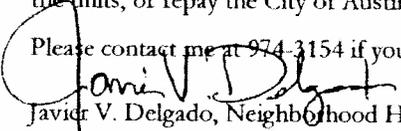
- ◆ Ensure that the proposed plans and specifications will meet applicable Green Building standards for a S.M.A.R.T. Housing multi-family rehabilitation & change of use. (Austin Energy: Katherine Murray at 482-5351).

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 by NHCD to certify that visitability, accessibility and transit-oriented standards have been met.

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

Please contact me at 974-3154 if you need additional information.


Javier V. Delgado, Neighborhood Housing and Community Development Office

Cc: Gina Copic, NHCD
Kath. Murray, Austin Energy
Robby McArthur, WWW Taps
Maureen Meredith, PDRD
Deborah Fonseca, PDRD
Danny McNabb, WPDR
Chris Yanez, PARD
Heidi Kasper, Aus. Energy
Hillary Hooley PDRD
George Zapalac, PDRD
Laurie Shaw, CapMetro

Exhibit 24:

Evidence of Non-Profit Support

October 19, 2011

RE: Commitment for Supportive Services to the LifeWorks Affordable Housing Corporation

To Whom it May Concern:

Youth and Family Alliance dba LifeWorks is please to provide a letter of commitment for the staff time and other expenses related to the supportive services planned for the transitional housing and permanent supportive housing units in this application. This commitment includes the following:

- 0.5 FTE case manager through the Aftercare Transitional Services (ACTS) program
- 0.5 FTE case manager through the HUD COC Supportive Housing Project
- 0.25 FTE licensed counselor through the Office of Violence Against Women grant
- 0.15 FTE Employment Specialist through the Texas Workforce Commission grant

LifeWorks has secured funding for these services for many years and will commit to providing these or the equivalent of these resources to the LifeWorks Affordable Housing Corporation to support the housing stability of chronic homeless individuals, families with children and youth experiencing homelessness or transitioning out of foster care.

Sincerely,



Susan McDowell
Executive Director

September 27, 2010

City of Austin
P.O. Box 1088
Austin, Texas, 78778

To Whom It May Concern:

Capital IDEA is pleased to hear that LifeWorks plans to expand services in East Austin through their East Austin Youth and Family Resource Center and affordable housing project. We are writing in support of LifeWorks' application for S.M.A.R.T. Housing certification and General Obligation Bond funding for affordable housing including transitional and permanent supportive housing with the City of Austin.

Capital IDEA and LifeWorks have worked together both informally and formally since our inception in 1998, and we complement each others' services extremely well. We look forward to working even more closely with LifeWorks. We are planning to move our offices to its new facility near Austin Community College's Eastview Campus. As you may know, Capital IDEA supports working poor adults 18 and older to receive the community college education needed to enter living wage careers. Our co-location will allow LifeWorks and Capital IDEA to provide a more seamless transition from GED to a community college degree, and will position our participants to access other LifeWorks services even more effectively. Additionally, eligible LifeWorks clients will be positioned to access services from Capital IDEA at the new resource center.

We would be especially excited if LifeWorks is able to develop new housing opportunities. Our work with participants often lasts over the two or three years of their education, and housing stability is a key factor in their success. Capital IDEA is in full support of LifeWorks' plans to expand social services and affordable housing in East Austin, and look forward to working with them to expand opportunity in Austin for the families that need it.

Please don't hesitate to call if I can be of any assistance.

Sincerely,


Steven Jackobs
Executive Director

Attachment: Memorandum of Understanding

The attached Memorandum of Understanding between Housing Authority of the City of Austin (HACA) and Texas Department of Family and Protective Services (DFPS) outlines the roles and responsibilities for administering and operating the Family Unification Program (FUP) in the Austin area.

LifeWorks holds the two contracts with DFPS that are referenced in the MOU to support the goals of the FUP voucher program. The **Aftercare Transitional Services (ACTS)** program and the **Preparation for Adult Living (PAL)** program are two contracts that LifeWorks holds to serve youth aging out of foster care in a 30-county region of Central Texas. These are both mentioned on page 5 of 21 in the MOU. LifeWorks is mentioned by name on page 8 of 21 as the grantee providing these transitional services.

MEMORANDUM OF UNDERSTANDING
Between
Housing Authority of the City of Austin (HACA)
And
Texas Department of Family and Protective Services (DFPS)
For
U.S. Department of Housing and Urban Development
FY 2009 Family Unification Program

This Memorandum of Understanding is between the Housing Authority of the City of Austin (HACA), a Texas Housing Authority, and the Texas Department of Family and Protective Services (DFPS), the State of Texas Public Child Welfare Agency. These two governmental entities will administer and operate the Family Unification Program (FUP) within the service area described in Appendix C of this agreement.

I. The mission of DFPS is to protect children, the elderly, and people with disabilities from abuse, neglect, and exploitation by involving clients, families and communities. The mission of the Housing Authority of the City of Austin is to ensure safe, quality affordable housing opportunities exist for families of low income; break the poverty cycle by serving as a catalyst for residents to become economically self-sufficient; create meaningful partnership to maximize available community resources for residents; and efficiently and effectively meet federal, state and local mandates. DFPS and HACA hereby agree to work cooperatively to the following:

- A. Ensure that rental assistance payments, provided through HUD's Housing Choice Voucher Program under the 2009 Family Unification Program (FUP), help eligible families and youth transitioning from foster care who are involved with the child welfare system to find affordable and decent housing in a safe and supportive environment;
- B. Ensure that eligible children who remain with, or who are reunited with, their families are safe and secure and not subject to neglect as a result of homelessness or inadequate housing; and
- C. Ensure that eligible young people age 18-21 years old who left foster care at age 16 and older find affordable and decent housing as they strive towards self-sufficiency and independence.

II. The case management goals of this partnership are as follows:

- A. Empower families to resolve their own problems, to effectively connect with and utilize appropriate service systems, and to advocate for their children with schools, public and private agencies, and other community institutions;
- B. Empower young adults transitioning from the foster care system to utilize community services to acquire a variety of educational, employment and other supportive services to successfully transition into independent living and productive adulthood;
- C. Initiate and sustain methods to identify family problems as early as possible and engage families in a change process to remedy these problems;

- D. Involve the community in identifying local services, expanding those services, and when necessary, advocating for new service programs; and
- E. Prevent child abuse and neglect and the unnecessary separation of children from their families and for transitioning youth to the end the cycle of child abuse and neglect.

III. Partnership standards for success:

- A. A reduction in removals relative to the previous year in the area served through this MOU.
- B. A greater number of families reunified relative to the previous year in the area served through this MOU.
- C. At least 90% of children threatened with separation from, or reunited with their families, remain together in their subsidized unit for a minimum of six months.
- D. After (re)unification, at least 75% of the children threatened with separation from, or reunited with their families, remain together in their subsidized unit for one year.
- E. At the end of 18 months young adults placed in the area served through this MOU will have utilized workforce resources to assist them with job skills development and job placement as gathered through the Texas Workforce Commission or Youth Resource Center.
- F. At the end of 18 months young adults placed in the area served through this MOU will have utilized resources to deal with any substance abuse or mental health needs as gathered through the Health and Human Services or Youth Resource Center.

IV. Housing Authority of the City of Austin (PHA) Duties:

- A. Upon receipt of the DFPS list of FUP-eligible families or youth currently on their caseload, compare the names with those families or youth already on the HACA Housing Choice Voucher (HCV) waiting list. Any family or youth on HACA's waiting list that matches with the DFPS list will be assisted in the order of their position on the waiting list in accordance with HACA admissions policies;
- B. Determine whether the families or youth referred by the Texas Department of Family and Protective Services (DFPS) are eligible for the Housing Choice Voucher (HCV) program; If a referred client is deemed ineligible, notify DFPS and the client of their eligibility status, and inform the client of their right to appeal this decision;
- C. Place families or youth certified by DFPS and HACA as eligible on the HCV waiting list. If the waiting list is open, FUP-eligible families or youth should be added to the list and coded as FUP-eligible (if no FUP vouchers are available). If the regular HCV waiting list is closed, the list will be reopened for FUP families or youth only. Their names will then be added to this list and coded for FUP (assuming no FUP vouchers are available);

- D. When HACA receives referrals from local emergency and transitional shelters for youth and families residing there, it will determine if these families are already on the HCV waitlist. HACA will provide DFPS with a list of youth and families on the waitlist to determine if DFPS is currently serving any of the youth or families;
- E. Administer the vouchers to families or youth, identified by DFPS and HACA as eligible for the FUP program, in accordance with applicable program regulations and requirements;
- F. Notify DFPS when a participant is terminated from the program;
- G. Reissue FUP Housing Choice Vouchers (for a period of up to five years after the issuance of the voucher) to FUP qualified families or youth in the event such assistance becomes available (i.e. a family or youth voluntarily ends participation in the FUP program, is terminated from the program, or reaches the maximum time limit for participation in the FUP program);
- H. Process third party verification of a family or youth's income and expedite the process to the maximum extent possible;
- I. Brief FUP voucher recipients on topics such as: subsidy calculation, portability, application and leasing process, housing search techniques and resources, lease negotiations, fair housing and complaints and appeals, housing quality standards, tenants' rights and responsibilities, housing maintenance, housekeeping, and lead-based paint information;
- J. Amend the required HUD Housing Choice Voucher Administrative Plan, and Housing Authority fair housing and equal opportunity plans as necessary to meet applicable program requirements; and,
- K. Maintain relevant FUP data for ongoing reporting purposes, and for future HUD-sponsored program evaluation.

V. Texas Department of Family and Protective Services (DFPS) Duties:

- A. Ensure that FUP-eligible families and youth are identified and the certification process is completed;
- B. Develop procedures for referring FUP-eligible families and youth to HACA, referring families and youth in the order in which they should be served, and providing written certification to HACA that families and youth qualify for FUP;

- C. Commit staff to ensure FUP clients are identified, determined eligible and receive support services.
1. DFPS will commit staff in identifying the eligible families or youth to which FUP vouchers are intended to be issued, and assisting families or youth in locating housing units and working with landlords to secure eligible units;
 - a. DFPS caseworkers serving families through Family Based Safety Services or Family Reunification Services will commit on a continuing basis to identifying and referring FUP-eligible families.
 - b. DFPS caseworkers serving youth through transitional living service programs will commit to identifying and referring the FUP-eligible youth.
 - c. DFPS will spend an estimated three hours per client determining eligibility for the FUP program; providing written certification of program eligibility to HACA; and interacting with the client, program staff and HACA staff in the eligibility determination process.
 - d. DFPS will assist each client who receives an FUP voucher in locating appropriate housing and working with the landlord in securing the unit.
 - i. DFPS will coordinate with HACA to ensure that each FUP-eligible family or youth that receives an FUP voucher attends HACA's mandatory Move-In Orientation; the orientation will provide voucher recipients with instructions on how to utilize their voucher and will provide a list of available units and landlords accepting Housing Choice Vouchers and other resources to locate an appropriate unit.
 - ii. DFPS will establish a network of affordable housing providers in the community who accept Housing Choice Vouchers and provide this information to FUP-eligible families and youth.
 - iii. DFPS will assist voucher recipients in understanding program and lease requirements, general HCV program requirements, and will support the recipient in working with the landlord to secure an eligible unit through lease negotiations and assurances.
 - iv. The worker will provide information to the recipient on housing discrimination, housing standards and tenant's rights and responsibilities.
 2. DFPS will provide supportive services to assist both families and youth in maintaining housing and achieving a sustainable level of self-sufficiency.
 - a. Follow-up supportive services will be provided to participating FUP families by DFPS for a minimum of six months after the client obtains housing, or until such time that services are no longer needed or allowable under DFPS policy. Additional information on targeted services to families is found in Section VI.
 - i. Per Child Protective Services policy, DFPS anticipates that the DFPS case worker will spend between 1 and 10 hours in face-to-face contact with each participating FUP-eligible family served through an active Family Based Safety Services or Family Reunification case per month.

- b. Follow-up services will be provided to participating FUP youth by DFPS for no less than the 18 months that the FUP-eligible youth is receiving rental assistance through the FUP voucher; additional information on required services for youth is found in Section VI below.
 - i. The local Youth Resource Center through the Aftercare Transitional Living Services Program (ACTS) will provide supportive services to youth throughout the rental application and lease-up process, and will provide and coordinate follow-up supportive services for a minimum of 18 months after lease-up.
 - ii. Per the ACTS contract, the ACTS Case manager makes face-to-face contact with each participating FUP-eligible youth served through an active Preparation for Adult Living (PAL) case every three months.
- F. Notify HACA when the client no longer meets FUP eligibility criteria.
- L. Maintain relevant FUP data for ongoing reporting purposes, and for future HUD-sponsored program evaluation.

VI. Duties of parties regarding Service Plans for FUP participants:

- A. For each certified family with a child or children at imminent risk of placement in out-of-home care or transitioning youth, DFPS will include within the family's or youth's service plan, housing and supportive services as needed. The family or youth shall participate in the development and implementation of the service plan, but failure to participate will not jeopardize their Housing Choice Voucher waitlist position.
- B. For each family with a child or children in out-of-home care, DFPS shall include within the family's service plan, the anticipated date of the child or children's return to the parent and a list of the housing and supportive services needed to facilitate that return. The family shall participate in the development and implementation of the service plan, but failure to participate will not jeopardize their Housing Choice Voucher waitlist position.
- C. Upon placement of the family in housing through FUP, DFPS shall assist the family in identifying ongoing service needs and shall ensure that family members have been referred to community resources that can assist the family in meeting those needs. DFPS will address such issues as: services to help parents meet the basic care needs of the child(ren); the healthy and appropriate development of the child(ren); parenting skills; maximizing safety within the home (including issues of domestic violence); mental and physical health care; substance abuse treatment; and services to enhance economic and social self-sufficiency. Families participating in the FUP will be informed of HACA's Housing Choice Voucher Family Self-Sufficiency Program.
- D. Upon placement of a transitioning youth in housing through FUP, DFPS will insure the youth receives a referral to the local Youth Resource Center to receive Preparation for Adult Living (PAL) transitional living services to meet the youth's basic needs and assist them to attain economic and social self-sufficiency as identified in their service plan.

Services, training and information that will be provided to participating FUP-youth, across the 18 month period that they retain their FUP voucher, will include but are not limited to:

- Life skills training;
- budgeting and money management;
- nutrition;
- access to health care;
- health and personal safety;
- housing and transportation;
- job readiness and job preparation skills and training (application and resume preparation, dress, grooming, work ethics, etc.);
- job search and placement support;
- educational counseling and planning support (GED, vocational and college information, access, legal aid, financial aid);
- self-esteem and personal relationships;
- parenting skills;
- counseling and mentoring;
- counseling to assist youth in maintaining housing (lease requirement, HCV program requirements, utility deposits, connections, payments, landlord assurances)

Youth participating in the FUP will be informed of HACA's Housing Choice Voucher Family Self-Sufficiency Program, as their case worker sees fit.

- E. Youth participating in the FUP program will be responsible for participating in the assessment and implementation of actions necessary to address their self-sufficiency needs, including the development of an individual case plan identifying supportive services; youth will be required to sign a service plan committing to attending counseling and training sessions and taking other actions as deemed appropriate to their successful transition from foster care.

VII. Resources and services:

- A. **Community Resources:** The DFPS case worker will be responsible for the delivery of services as outlined in the family or youth's Service Plan. These services may include, but will not be limited to direct provision or referral to: case management/counseling; child care; education; parenting skill training; job development and training; mental and physical health care; substance abuse testing and treatment; and family advocacy.
- B. **Housing and Financial Assistance:** DFPS and HACA will jointly prepare and implement, where feasible, an emergency services plan for new FUP families that may include, but will not be limited to the identification and referral to the following resources: housing search and financial assistance (such as moving expenses, security deposits, rental/utility payments and emergency health, welfare and legal services).

- C. Family Unification Program Liaison:**
DFPS and HACA will designate staff as FUP liaisons between the two agencies and the cooperating service network. Liaisons will meet regularly to:
1. Review reports on program utilization, family service needs and project evaluation.
 2. Recommend service program changes or additions to meet the needs of FUP families and transitioning youth.
 3. Make decisions on FUP family and transitioning youth's continuation in the program based on compliance with the service plans developed and adherence to all program guidelines
- D. Coordination of FUP with other HUD and HHS-funded Programs:** Texas DFPS and HACA will coordinate FUP service programs with HHS funded programs (TANF, Welfare to Work, Child Care, Medicaid, etc.) and other housing programs to maximize resources available to FUP families.
- E. Cross Training of Housing Authority of the City of Austin (HACA) and Department of Family and Protective Services (DFPS) Staff:** HACA will offer training to designated DFPS staff regarding application procedures, eligibility requirements and HACA's continuum of housing programs. DFPS will offer training to the HACA staff, describing DFPS mandates and procedures regarding family preservation, preparation for adult living, and family reunification. Training topics will include but not be limited to interagency referrals, certification of eligible families, and timely provision of services.
- F. HACA and DFPS Reporting on FUP families and youth:** HACA and DFPS will maintain and update statistical reports on FUP participants. This data will be made available to the DFPS FUP Liaisons, HUD or HHS, CWLA and any official HUD evaluation. The reports will include numbers of families or youth referred to HACA/DFPS, numbers of families or youth that met FUP eligibility requirements, and number of families or youth who obtained housing.
- G. Employment services:** HACA and DFPS will work together to ensure FUP families and youth are informed of employment training and other support programs and resources as requested.

VII. Family Unification Program Partnerships and Similar Experience:

- A.** In 1992 the Housing Authority of the City of Austin was issued 15 Family Unification Program vouchers to assist families referred by the Texas Department of Family and Protective Services, for whom the lack of adequate housing was a primary factor in the imminent placement of the family's child in out of home care, or in the delay of reuniting a child who was in out-of-home care with the family. While HACA has not received additional funding for FUP vouchers since 1992, basic eligibility referral systems remain in place.

- B. DFPS has experience in implementing the PAL program. The Preparation for Adult Living (PAL) program ensures that older youth are prepared to transition out of the foster care system. In collaboration with public and private organizations, PAL assists youth in identifying and developing support systems and housing for when they leave care. Youth between 18 and 21 years old are eligible for aftercare room and board assistance for a short period. DFPS has partnered with affordable housing entities, workforce development boards and other community resources to ensure that youth in need receive services to help them achieve successful outcomes. DFPS staffs maintain information on eligibility for HACA's programs, including programs offered by HACA's subsidiary Austin Affordable Housing Corporation.

- C. Under the Chafee Foster Care Independence Program, DFPS has funds to assist youth between the ages of 18 and 21 with Aftercare Room and Board. This assistance is provided to improve outcomes for youth that transition from foster care to adult living and to prevent or alleviate homelessness. Eligibility for this assistance is based on financial need and is allowable if the youth has not received other housing assistance. Up to \$500 per month is available up to a cap of \$3000 per young adult. DFPS continues to partner with a local Transitional Living Program grantee (Lifeworks) to ensure that former foster care youth access transitional housing as appropriate.

- D. Representatives from DFPS and HACA participate in the Ready by 21 Coalition, a group that has provided a venue for interested parties to discuss housing needs for at-risk families and youth and explore additional partnerships.

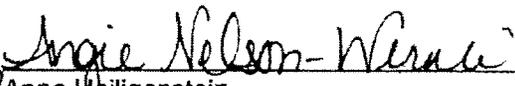
- E. Over the past 15 years HACA has implemented approximately seven voucher programs for unique and distinct populations, including those who are chronically homeless, mentally ill, substance abusers, veterans, and disaster survivors. The agency's experience in designing eligibility and referral systems for these programs, in partnership with a variety of community-based organizations, provides an experienced basis for the agency's ability to implement the systems required for the Family Unification Program.

In Witness Whereof, the parties signing this Agreement warrant and represent for themselves and for their respective organizations that they are duly authorized to sign this Agreement, and that upon such signing their respective organizations are bound thereby. Any party to this agreement can terminate their role in the agreement with 30 days written notice to all parties.

This agreement supersedes any and all existing Family Unification Plan Memoranda of Understanding between these parties that are currently in place.

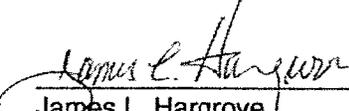
Signed:

Texas Department of Family and Protective Services


Anne Heiligenstein
Commissioner, Department of Family and Protective Services

11-30-09
Date

Housing Authority of the City of Austin (HACA)
1124 S. IH-35
Austin, TX 78704


James L. Hargrove
President and CEO, Housing Authority of the City of Austin

12-1-09
Date

Appendix A

OUTREACH AND REFERRAL EFFORTS FOR SELECTION OF FAMILY UNIFICATION PROGRAM PARTICIPANTS

The Housing Authority of the City of Austin will use FORM "E" to identify potential FUP participants from their waitlisted and new Housing Choice Voucher applicants. HACA will use FORM "B" to refer families and youth to participate in the Family Unification Program.

The Housing Authority of the City of Austin will send the "release of information" from FORM "E" for each referred family and youth that they include in FORM "B."

- a. FORM "B" will be returned from DFPS to HACA with verification of each family and youth's status. Families and transitioning youth verified to fit all FUP criteria will be placed on a Family Unification Program eligibility list, and will have a coded entry next to their name on the Housing Choice Voucher waitlist.
- b. Those families or transitioning youth deemed ineligible by DFPS on FORM "B" will be notified by HACA in writing that their application to participate in the Family Unification Program has been denied on grounds of program eligibility, while their position on the Housing Choice Voucher waitlist is unaffected.
- c. HACA will review the files of all families and youth referred to them from DFPS on FORM "A." The status of each family and youth will be recorded and the original FORM "A" will be returned to DFPS. Those families and youth already on the Housing Choice Voucher waitlist will have a coded entry placed next to their name.
- d. Families or transitioning youth who are eligible for housing but who are not currently on the Housing Choice Voucher waitlist will be called to HACA for certification, and placed on the Housing Choice Voucher waitlist with a coded entry. The status of all families and youth approved by the Housing Authority of the City of Austin will be documented to DFPS on FORM "C."
- e. Families or transitioning youth determined to be ineligible will be notified in writing by DFPS that they do not qualify for the Housing Choice Voucher program, under HUD public housing agency criteria, and therefore cannot participate in the FUP. This notification will also inform the family or youth of its right to appeal the decision, as set forth in the Housing Authority of the City of Austin's Housing Choice Voucher Agency Administrative Plan. HACA is responsible for defending its decisions regarding the family or youth's programmatic eligibility for Housing Choice Vouchers. Housing Choice Voucher informal housing review procedures will be followed.

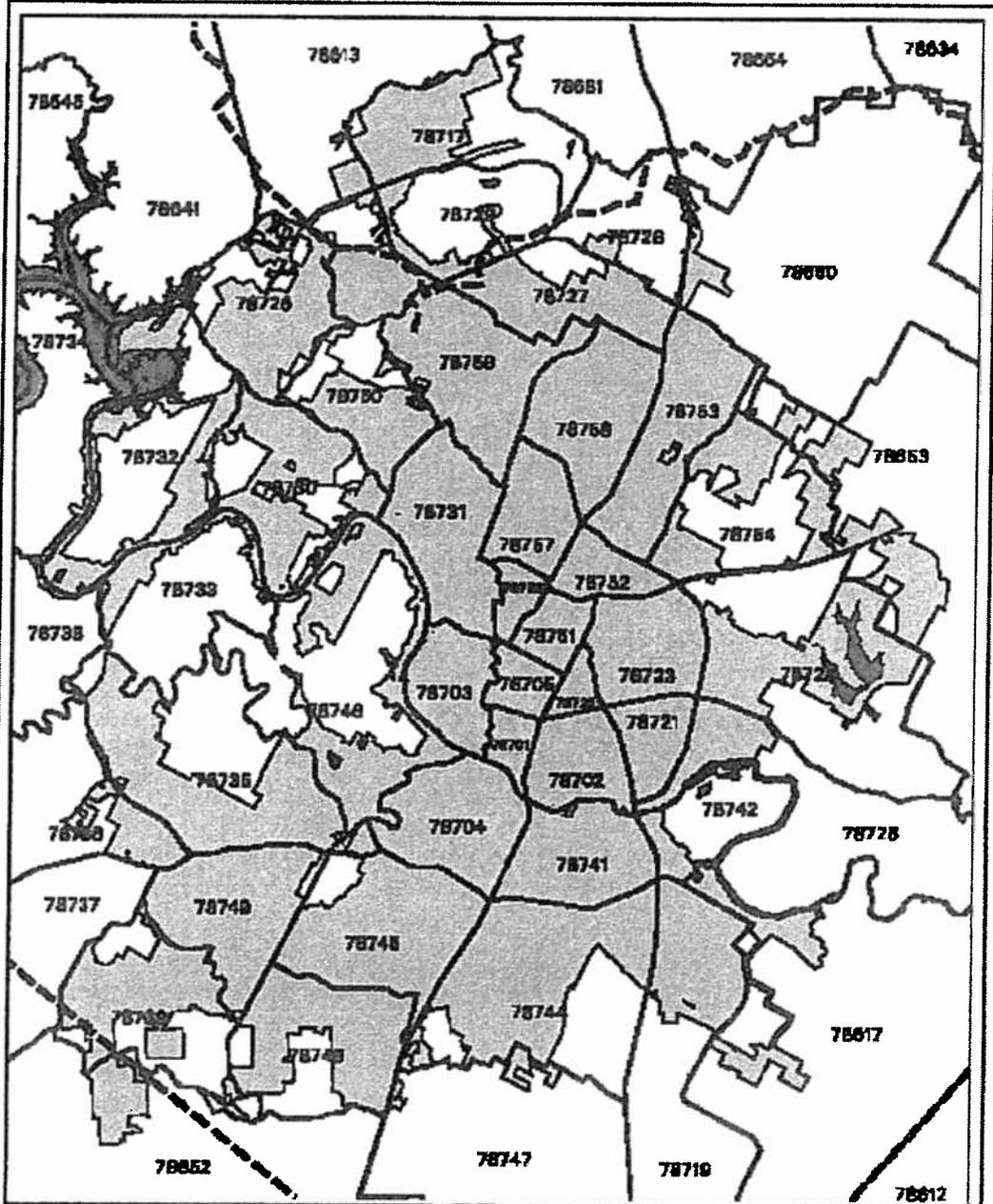
Appendix B

DFPS OUTREACH AND REFERRAL EFFORTS FOR THE FAMILY UNIFICATION PROGRAM AMONG ALL FAMILIES SERVED BY THAT AGENCY

- a. DFPS will review all existing and incoming child welfare families and transitioning youth in the area served by this MOU. Case workers or case managers at local youth transition centers, will use FORM "D" to outreach to these families and youth either at their initial or their regular meetings. All families and youth who meet child welfare criteria (imminent risk of placement or delay in reunification because of inadequate housing), or youth transitioning from care will be referred to the Housing Authority of the City of Austin for Housing Choice Voucher eligibility verification on FORM "A." The "release of information" (part of FORM "D") will be included for each family and youth listed on FORM "A."
- b. HACA will return FORM "A", indicating the status of each family and youth, to DFPS. Families and youth deemed eligible by the Housing Authority of the City of Austin will be added to the Housing Choice Voucher waitlist (if necessary) with a coded entry. Documentation of the status of these families and youth will be sent to DFPS on FORM "C."
- c. Families referred to DFPS from the Authority on FORM "B" will be reviewed for child welfare criteria. The status of each family will be recorded and the original FORM "B" will be returned to the Authority. Families that meet all FUP requirements will be placed on the FUP list and their status will be documented to DFPS on FORM "C."

Appendix C

SERVICE DELIVERY AREA



**Zip Codes
and Austin City Limits**

City of Austin Full and
Limited Purpose
Jurisdiction: 8.1.2003

Source: Ryan Robinson, City Demographer, Department of Planning, City of Austin, August 2003.

HQS Inspectors Zone Assignments

December '08

ZONE 1	ZONE 2	ZONE 3	ZONE 4	ZONE 5	ZONE 6	ZONE 7
78727	78701	78617	78719	78613	78702	78660
78728	78703	78653	78744	78641	78721	78664
78751	78704	78724	78747	78645	78723	78665
78752	78705	78725	78748	78669		78753
78756	78722	78742		78681		
78757	78730	78754		78717		
78758	78731			78726		
78759	78741			78729		
	78746			78732		
				78733		
				78734		
				78735		
				78736		
				78737		
				78738		
				78739		
				78745		
				78749		
				78750		

Updated 6 November 2008 – Effective 1 December 2008

*Note: We do not go into Travis County zip code 78669, Williamson County zip codes 78645 & 78641, Hays County zip codes 78610, 78640 and 78652, and Bastrop County zip codes 78602, & 78612.

REFERRAL LETTER FROM THE TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES (DFPS): CHILD PROTECTIVE SERVICES PROGRAM (REGION 7) TO THE HOUSING AUTHORITY OF THE CITY OF AUSTIN

FORM "A"

DATE: _____

TO: HOUSING AUTHORITY OF THE CITY OF AUSTIN

FROM: TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

Please see the attached forms. We are referring these families and youth to you from our active caseloads or youth being served by the local youth transition center. Note the attached release of information form for each family and youth. Each has been determined to fulfill the child welfare criteria for the Family Unification Program. Please verify whether they are currently on the Housing Choice Voucher waitlist, whether they are eligible to be placed on the list, or if they are ineligible for the Housing Choice Voucher program. Please add the eligible families to the Housing Choice Voucher waitlist. Additionally, please check the appropriate eligibility column, on the second page of Form "A", make a copy of the list for your files and return the original form to DFPS.

Please send DFPS the form of confirmation (FORM "C") for each family that is granted a Housing Choice Voucher through the Family Unification Program.

Questions about particular families or youth should be directed to their case worker or youth transition center case manager, as noted on the form.

Thank You.

**DFPS IDENTIFIED FUP-ELIGIBLE PARTICIPANTS ON/TO BE PLACED ON HCV WAITLIST
(FORM "A")**

Name Address, Phone Contact Social Security Number Case Worker: Name & Number	For completion by HACA		
	Family/Youth Currently on Housing Choice Voucher waitlist	Family/Youth preliminarily eligible & will be placed on Housing Choice Voucher waitlist and coded for FUP (YES or NO)	After full screening process Family/Youth NOT eligible for Housing Choice Voucher program
1.			
2.			
3.			
4.			
5.			
6.			

**REFERRAL FROM THE HOUSING AUTHORITY OF THE CITY OF AUSTIN TO
THE TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES (DFPS): CHILD
PROTECTIVE SERVICES DIVISION – REGION 7**

FORM "B"

DATE: _____

TO: TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

FROM: HOUSING AUTHORITY OF THE CITY OF AUSTIN

Please see the attached list of families and youth (FORM "B") and their release of information forms. We are referring these families and youth for possible participation in the Family Unification Program. Each of these families and youth is currently on the Housing Choice Voucher waitlist. Please verify whether they are among your open cases and whether they qualify for the Family Unification Program under child welfare criteria. Additionally, please check the appropriate column, make a copy of the form for your records, and return this form to the Housing Authority of the City of Austin. Families and youth on this list that are verified by you will either be issued a Family Unification Program voucher, or placed on the waitlist for receipt of an FUP voucher.

A form of confirmation (FORM "C") will be sent for each family and youth that is issued a Housing Choice Voucher through this program. If you have any questions about this process please call the Housing Authority of the City of Austin AT 512-477-4488. Questions concerning individual families and youth should be directed to the case worker indicated on the form.

Thank You.

**FAMILIES ON HCV WATILIST FOR REFERRAL TO DFPS FOR ELIGIBILITY
DETERMINATION (FORM "B")**

NAME ADDRESS, PHONE CONTACT SOCIAL SECURITY # CASE WORKER: NAME & NUMBER	For completion by DFPS			
	Youth transitioning from foster care	Family at imminent risk of separation by housing	Family being kept apart by housing	Family/Youth NOT an active case with CWA
1.				
2.				
3.				
4.				
5.				
6.				

NOTIFICATION OF FAMILY UNIFICATION PROGRAM PARTICIPATION

FORM "C"

DATE: _____

TO: TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

FROM: HOUSING AUTHORITY OF THE CITY OF AUSTIN

RE: CONFIRMATION OF A REFERRED FAMILY'S PARTICIPATION

HEAD OF HOUSEHOLD NAME: _____

CURRENT ADDRESS: _____

PHONE CONTACT: _____

DATE FAMILY PLACED ON FUP HCV WAITLIST: _____

*APPROXIMATE RANK ON LIST: _____ AS OF: _____

OR DATE SECTION 8 FUP VOUCHER ISSUED: _____

VOUCHER BEDROOM SIZE NEEDED: _____

VOUCHER BEDROOM SIZE GRANTED: _____

PUBLIC HOUSING AGENCY CONTACT: _____

* CONTACT PHONE NUMBER: _____

Both the HACA and DFPS have verified the above noted family to be eligible for the Family Unification Program. They have either been placed on the Housing Choice Voucher waitlist (coded for FUP) or have already been granted a FUP voucher (as noted). If you have any questions or concerns about this family or about the Family Unification program in general, please contact the Housing Authority of the City of Austin worker noted above.

FORM "D"

**INTRODUCTORY LETTER TO DFPS FAMILIES/YOUTH ON THE HOUSING AUTHORITY OF
THE CITY OF AUSTIN HOUSING CHOICE VOUCHER WAITLIST**

The Housing Authority of the City of Austin may be able to assist you with your housing needs on an emergency basis if you believe that you and your children may be separated from each other because you lack adequate housing; if your children's return to you from placement away from your family is being delayed because you do not have adequate housing; or if you are a youth between the ages of 18 and 21 who left the foster care system after the age of 16 and lack adequate housing. To know whether you are eligible for housing, for the reasons stated above, through the Family Unification Program, please fill out the form below and leave it with your DFPS case worker.

Your participation in this process is strictly voluntary and any existing position on the Section 8 waiting list will not be jeopardized.

DFPS will evaluate your housing needs upon receipt of the form. If you meet the criteria for the Program, we will notify the public housing authority -- and request that they determine your eligibility for the Housing Choice Voucher Program. If you preliminarily qualify for a Housing Choice Voucher, your name will be coded as Family Unification Program eligible on the Housing Choice Voucher waitlist. Participation in the program is based on both eligibility and position on the Housing Choice Voucher waitlist. Placement on the waitlist does not guarantee that you will receive immediate housing.

FORM "D"

I hereby request that DFPS review my circumstances, and if I qualify for the Family Unification Program, certify the same to the Housing Authority of the City of Austin.

(PLEASE PRINT)

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE: () _____

SIGNATURE _____ DATE _____

SOCIAL SECURITY NUMBER _____

FORM "E"

**INTRODUCTORY LETTER TO HOUSING CHOICE VOUCHER APPLICANTS AT THE
HOUSING AUTHORITY OF THE CITY OF AUSTIN
FOR THE FAMILY UNIFICATION PROGRAM**

The Housing Authority of the City of Austin may be able to assist you with your housing needs through the Family Unification Program. This program may help you if you believe that you and your children may be separated from each other because you lack adequate housing; if your children's return from placement outside of your family unit is being delayed because you do not have adequate housing; or if you are a youth transitioning from the foster care system. If you think you qualify for the program, please fill out and mail the form below to your DFPS case worker.

Your participation in this process is strictly voluntary and your position on the Section 8 waiting list will be not be jeopardized.

If DFPS certifies that you meet the criteria for the Family Unification Program, and you are also found eligible for assisted housing under the guidelines established by HUD for the Housing Choice Voucher program, you will be placed on a waiting list for a Family Unification Program Housing Choice Voucher. Although this will not guarantee housing for you, it may increase the opportunity for you/your family to receive rental assistance.

(FORM "E")

I hereby request that the CWA review my circumstances, and if I qualify for the Family Unification Program, certify the same to the Housing Authority of the City of Austin.

(PLEASE PRINT)

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE () _____

SIGNATURE _____

DATE _____

SOCIAL SECURITY NUMBER _____

Exhibit 25:

Letters of Support
from Neighborhood Associations

Govalle Neighbors Neighborhood Association
3301 Govalle Avenue
Austin, TX 78702

September 24, 2010

City of Austin
P.O. Box 1088
Austin, Texas, 78778

To Whom It May Concern:

LifeWorks met with the Govalle Neighbors on October 13, 2009 and on November 10, 2009. At both meetings, we were excited to hear of their plans to offer a range of social services and affordable housing on land located in the Govalle neighborhood, represented by our neighborhood association.

We understand that LifeWorks is moving ahead with plans to build the affordable housing project on the land where they are building the East Austin Youth and Family Resource Center. The application for S.M.A.R.T Housing certification with the City of Austin requires that they have letters of support from the nearby neighborhood associations.

We, the Govalle Neighbors neighborhood association, are in full support of LifeWorks' plans to expand social services and affordable housing in our neighborhood, and look forward to welcoming them as our neighbor.

Sincerely,



Nine Francois, co-chair



Corinne Carson, co-chair



The Rosewood Neighborhood Contact Team

1000 Glen Oaks Court, Austin, TX 78702

September 20, 2010

City of Austin
PO Box 1088
Austin, TX 78778

Re: Lifeworks Affordable Housing Project

To Whom It May Concern:

LifeWorks met with the Rosewood Neighborhood Contact Team first on April 15, 2010 and again on June 17, 2010. At both meetings, we were very pleased to hear of their plans to offer an array of social services currently provided at a variety of sites in the city plus affordable housing on a tract just south of the Rosewood Neighborhood Planning Area southern boundary.

We understand that LifeWorks is moving ahead with plans to build the affordable housing project on the land where they are building the East Austin Youth and Family Resource Center. The application for S.M.A.R.T. Housing certification with the City of Austin requires that they have letters of support from the nearby neighborhood associations.

We, the Rosewood Neighborhood Contact Team, are in support of the full plans and are indeed excited to have LifeWorks as our new neighbor.

Sincerely,



Jane Rivera, Chair

Exhibit 26:

Letters of Funding Commitment



City of Austin

Neighborhood Housing and Community Development

P.O. Box 1088, Austin, TX 78767-1088

(512) 974-3100 • Fax (512) 974-3112 • www.cityofaustin.org/housing

February 24, 2011

Robbye Meyer
Director of Multifamily Programs
Texas Department of Housing and Community Affairs
221 East 11th Street
Austin, TX 78701

Dear Ms. Meyer:

I am writing with respect to the Works at Pleasant Valley, L.P.'s application for Low Income Housing Tax Credits for the Works at Pleasant Valley development (#11218). This is a project of the Youth and Family Alliance, dba LifeWorks. The City of Austin provided LifeWorks CDBG American Recovery and Reinvestment Act funds for the purchase of the land upon which this project will be built.

The City's initial investment was for the purchase of the land and the construction of the East Austin Youth and Family Resource Center. LifeWorks, the LifeWorks Affordable Housing Corporation, and the Works at Pleasant Valley, L.P. propose to construct 36 apartment units for low- and very-low income families. These 36 affordable rental units and the accompanying services to be provided will transform lives and provide holistic service programs that will ensure that both youth and their families succeed.

The City of Austin originally provided \$500,000 toward acquisition for the site. In addition, the City of Austin has committed an additional \$200,000 toward the development of the proposed affordable housing.

The City of Austin, and its Neighborhood Housing and Community Development Office are not the Applicant, Developer, Consultant, Related Party, or any individual or entity acting on behalf of the Application and attest that none of funds committed were first provided to the entity by the Applicant, Developer, Consultant, Related Party or any individual acting on behalf of proposed Application.

Please feel free to contact me with any questions at 512-974-3182.

Sincerely,

Elizabeth A. Spencer
Director



ENTREPRENEURS
FOUNDATION
of CENTRAL TEXAS 

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Silicon Laboratories
Jeff Browning
Austin Ventures
Scott Collier
Triton Ventures
Elizabeth Davis
Miracle Foundation
Dave Hood
Troux Technologies
Paul Hurdlow
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Staff

Amanda Chiampi
Shobie Partos
Eugene Sepulveda
Donna Williams

February 28, 2011

Robbye Meyer
Director of Multifamily Programs
Texas Department of Housing and Community Affairs
221 East 11th Street
Austin, TX 78701

Dear Ms. Meyer:

I am writing in regards to the Works at Pleasant Valley L.P. application to TDHCA (#11218) for Housing Tax Credits for their The Works at Pleasant Valley development. We know that this is a project of the Youth and Family Alliance, dba LifeWorks. As an advisor of a donor-advised fund within the Austin Community Foundation that is dedicated to supporting the development of affordable housing in Austin, we are supportive of this project and have been in discussion with LifeWorks regarding potential financial support.

We have accepted an application from LifeWorks for an amount of \$500,000 in the form of a grant (which may be re-loaned by the nonprofit to Pleasant Valley Works, L.P.) for the construction of The Works at Pleasant Valley - a 36 unit affordable housing development serving families with incomes below 30% and 50% of the Median Family Income for the Austin/Travis County area. We understand that LifeWorks will target youth exiting foster care, youth families, and the homeless and provide supportive services to all residents that desire them. Our final decision on the application will be made prior to August 1, 2011.

The advisors of this fund are not the Applicant, the Developer, a Consultant, Related Party, or any individual or entity acting on behalf of the proposed 2011 HTC Application. Any funds that may be provided in response to the application received by the advisors will not have been provided by the Applicant, the Developer, a Consultant, Related Party, or any individual or entity acting on behalf of the proposed Application.

We applaud the efforts of LifeWorks to address a great community need for affordable housing and their plan to make this resource available at a deep affordability level. We know that the special populations with which they work need this support to "transition from crisis to safety and success". We urge you to award them the 2011 Tax Credits necessary to make this development a reality.

Sincerely,

A handwritten signature in black ink, appearing to read "Eugene Sepulveda". The signature is fluid and cursive, with a prominent initial "E" and a long, sweeping tail.

Eugene Sepulveda

Exhibit 27:

Resumes of Key Personnel

STEPHEN M. BEWSEY

10115 Aspen St. Austin, TX 78758 [REDACTED] steve.bewsey@lifeworksweb.org

- EXPERIENCE**
- Division Director: Housing and Homeless Services* 10/94-present
LifeWorks: Alliance of Youth and Family Services, Austin, TX
Responsible for the Coordination of LifeWorks Emergency Shelter, Supportive Housing Facility, Maternity Group Home and Transitional Living apartments as well as the Street Outreach Program. Responsible for budgeting, grant writing, evaluation and reporting. Collaborates actively in community-wide housing committees and provides resourceful information to city and state officials to document need among homeless youth in Austin.
 - Santa Claus* hundreds of years
Represent Santa and the Holiday Spirit at local community functions such as the Junior League's Christmas Affair, Private Company Gathering, LifeWorks' Client Holiday Parties and individually contracted festivities. All proceeds benefit Lifeworks' programs.
 - Emergency Shelter Program Coordinator* 6/91-10/94
LifeWorks: Alliance of Youth and Family Services
Coordinate services for clients in this 24-hour facility. Provide supervision, support and guidance to staff. Provide direct assistance to clients; reunite youth with families or successfully transition to more stable housing. Assist in the development of the program budget, over see day-to-day operations and represent LifeWorks in homeless coalitions.
 - Case Manager / Volunteer Coordinator* 4/88-10/90
Austin/Travis County Shelter for Infants and Children, Austin, TX.
Coordinate the individual case management plans for abused and neglected children. Coordinate the screening and training of volunteers
 - Therapeutic Foster Parent* 6/88 – 6/97
Department of Protective and Regulatory Services
With my wife provided nurturing support in our home to 56 youth.
 - Consultant and Trainer*
1983 to Present
Independent consultant and trainer for over 200 youth service organizations and foster parent agencies throughout the United States.
 - Director of Cottage Life* 1976-1982
The Chaddock School, Quincy, Ill.
Direct the day-to-day operations of a 100-bed residential facility for emotional disturbed adolescents.

- COMMUNITY INVOLVEMENT**
- Travis County Community Resource Coordinating Group
 - Academy for YouthCare Excellence, VicePresident
 - Travis County Homeless Task Force

- RECOGNITION**
- "Champion For Youth" – LifeWorks 2004, presented by Congressman, Lloyd Doggett
 - June Bucy Award for Program Excellence, Texas Network of Youth Services, 1996
 - Invited by First Lady Hillary Rodham Clinton to the White House for the announcement of the Chafee Foster Care Legislation, 1999

Julie A. Baker

500 E. Stassney Ln. #827 Austin, TX 78745

Phone [REDACTED]

E-mail julie.baker@lifeworksweb.org

Employment

LifeWorks

10/92-Present

Foster Care Transitional Services, Case Manager III/Team Lead

01/07-Present

Case Manager and Team Lead at a 150+ employee non-profit, working in the area of youth and young adults transitioning out of the foster care system in a 30 county area of Central Texas. Work closely with the Department of Family and Protective Services' Preparation for Adult Living program. Responsible for running the Youth Resource Center, recruiting volunteers, maintaining a safe environment for clients to come and work on employment, housing and education issues. One half of a team responsible for fielding intake calls, assessing eligibility and maintaining a spreadsheet

Foster Care Transitional Services, Case Manager II

01/03-1/07

Home-based case manager providing services to clients transitioning out of foster care, assisting them to become independent and self-sufficient young adults. Meet clients in their homes or in a public space in their community.

Teen Parent Services, Case Manager

10/99-01/03

Case manager working with pregnant and/or parenting teens ranging in age from 12 to 21, who wanted to complete their high school education, assisting them in finding resources in Austin, TX for daycare, employment and housing.

Transitional Living Program, Case Manager

3/99-10/99

Case manager for 12 homeless teens in a group home setting, assisting them in making and attending appointments, life skills training, maintaining licensing guidelines

Transitional Living Program (TLP)

2/91-3/99

Youth Care Worker, (formerly Youth Options)

Provided case management to homeless teen parents living in a duplex on the same property as the group home

VISTA Volunteer Coordinator

2/91-8/99

Communities In Schools (CIS) – Austin, Inc.

Responsible for implementing volunteer program at Reagan H.S. and Pearce M.S., facilitated a group of young females; key person in writing/receiving a \$1,000 grant

Education

B.A. Socio-Cultural Anthropology, University of Kansas, 1991

Professional Memberships

Teen Pregnancy and Parenting Network Chair Person 2001-2002, member from 1999-2003

Texas Association Concerned with School Aged Parents 1999-2003

National Association of Professional Women 2009

Young Austin Professionals since 2009

Isela Galvan

Objective To obtain a challenging position in a company where I can use and apply my prior professional and educational experience to further benefit my future career growth. I seek to find a position where I can work in collaboration with other members of my team and agency, where we can both grow and learn from each other.

Education 1996-2002 University of Texas Austin, Texas
B.A. Psychology

Professional experience 2004-Present Lifeworks Austin, Texas
Case Manager

- Oversee and case-manage 12-15 clients and their service plans.
- Conduct intakes, service plans, assist in program planning and development.
- Provide supervision, direction and care to all clients.
- Maintain accurate and detailed weekly logs of client's service plan.
- Make appropriate referrals to agencies in the community and keep open lines of communication between service partners and support systems.

2000-2004 Lifeworks Austin, Texas
Youth Care Worker III

- Assisted Case Management Team with intakes, service plans, program planning and development.
- Provided oversight, direction and care to residents and assisted residents on all other household responsibilities
- Participated in home cleaning and repair, procured program supplies and equipment. Conducted facility inspections, monthly fire drills and yearly, site inventory.
- Assisted in staff development, team building, personnel files, criminal background checks, staff write ups, supervisions and yearly evaluations
- Coordinated and participated in new hire orientation, taught MAB, med. log training, documentation training, assisted with professional boundaries training
- Oversaw and maintained accurate and complete staff communication log and medication log
- Responsible for turning in monthly program receipts, submitting check requests and oversee/track monthly client spending
- Prepared and planned monthly staff meetings and calendars. In charge of recognizing employee anniversaries and birthdays

1997-2003 Joe Prado-Realtor Austin, Texas
Office Manager

- Responsible for payroll, paying bills, setting up budgets, preparing profit & loss statements and quarterly reports, buying supplies, interviewing & meeting with clients, set up closings, inspections and insurance appointments for clients
- Kept an orderly account of the business and personal checkbooks and expenses

Responsible for making sure monthly rents were received, filled out residential lease agreements, kept renewals, extensions, and evictions updated.

Certification and Trainings Certified Trainer for Managing Aggressive Behavior. CPR/1st Aid Certified, Certified. **Training's Acquired:** Psychotropic Medications, Med. Log, Documentation, Professional Boundaries, Ethics, Solution-Focused, Crisis Intervention, Cultural Competency, Universal Precautions, and Separation Anxiety.

Scott O'Brien

Employment Background

Program Services Coordinator, **LifeWorks**, Austin, Texas

September.2009- October.2011

- Led team in successfully implemented HUD's Homelessness Prevention and Rapid Re-housing Program (HPRP)
- Create, maintain and develop collaborations with outside agencies, including legal services, housing programs, business and community agencies.
- Manage data collection on Homeless Management Information System.
- Set up and maintain record keeping systems to distribute and track client work and comply with contracting requirements.
- Hire, train, develop and supervise case managers. Facilitate team meetings, case reviews, and other team activities.
- Manage program budget.
- Increase client success, supplement program budget and promote the agency.
- Participate in grant writing process including proposals, reporting, and cultivation.

Program Service Coordinator, LifeWorks/ **Casey Family Programs**, Austin, Texas

May.2006- August.2009

- Opened a transition center for foster youth aging out. Set up management of systems, initiated partnerships with community based service providers, met with various service providers on the West coast for counsel.
- Connected network of service providers to serve foster youth in Central Texas.
- Supervised, managed and coached employees, volunteers, AmeriCorps, BSW and MSW interns from the University of Texas and Texas State University.
- Managed day youth and adult drop-in center serving up to 80 clients a week. Provided resource and intervention services to children, adolescents and adults using strengths based solution focused model. Coordinated delivery of housing, education, health, employment and legal services for youth and adults.
- Experienced with juvenile justice system, criminal and family court. Worked with the Department of Family and Protective Services CPS, Austin Community College, AISD, THEO, Travis County Mental Health Services (ATCIC), hospitals, Texas WorkForce Commission.
- Qualified as an expert in youth transitioning out of the child welfare system, I successfully advocated changes in the Texas foster care system using my network of contacts in advocacy, child welfare and social services.
- Facilitated advocacy group for three years.

Case Manager, Life Skills Trainer, JACS Assistant, Youth Care Worker, **LifeWorks**

November.2004- May.2006

- Taught Life Skills classes to foster youth 15-17 years old in 30 Central Texas counties per CPS contract requirements. Communicated with DFPS PAL staff to manage class referrals. Secured donated space across Central Texas in which to conduct classes.
- Case managed homeless clients in Transitional Housing Apartments. Maintained relationship with property management of fair market apartments.
- Responsible for timely and accurate communication within program, i.e., incident reports, contract with Youth's families, supervision, and all log entries.
- Case managed teens in an emergency shelter using strengths base solution focused methods. Responsible for the health, safety, and well being of the residents of a 24 hour teen shelter in accordance with the goals of their individual plans.

Case Manager, **AmeriCorps- Front Steps**

September.2004- August.2005

- Served as the Education Liaison for two 24 hour teen shelters. Responsibilities included gathering school records, enrolling students in different education programs, maintaining attendance and grade oversight and communicating with school facilities regarding students including ARD meetings, behavior interventions and medical issues.

Sales, Guest Coordinator, Central Texas and Quintana Roo, Mexico **Invasion Tours**

January.2004-September.2004

- Marketing, sales and so much more for company specializing in Mexican travel.

Classified Advertising Sales, **Austin American Statesman**

July 2000-January 2001

Service Industry, Manager, Bar, Restaurants, Houston and Austin Texas

1992-December 2003

Leadership and IT Skills

- Social Media- FaceBook, Twitter, LinkedIn, Microsoft Office, Adobe PhotoShop, Quickbooks, HTML
- Manage various social enterprise projects such as job training and agency development programs, including working with local and national businesses, foundations and non-profit organizations
- Member- Children's Partnership's Community Resource Coordination Group 2007-2009
- Founding member of Austin Community College Foster Care Alumni Committee 2007-2009
- Founding member Ready by 21 (Youth Aging Out of Foster Care Coalition of Austin Travis County) 2008-2009
- Founding member of Foster Care Alumni of America Texas Chapter 2006-2009
- Member of Central Texas Coalition Against Human Trafficking 2007-2008
- Citizens' Police Academy Alumnus Austin Police Department 2004

Education

Bachelor of Arts in Anthropology and Religious Studies (Dual) University of Texas at Austin.
1999-2003

International Training-Tibetan/Himalayan Studies School for International Training World
Learning 1.2001-6.2001

Accomplishments, Awards & Grants

- Advocated at the state levels in the 2007 and 2009 Texas Legislature for various foster care related issues.
- Championed foster care reform HB1912 of the Texas Legislature 2009
- Lambda Alpha Anthropology Honors and American Anthropology Association 2000-2003
- Emerging Leaders in Public Service- OneStar Fellowship 2010
- Outstanding Program Staff - Nominee Texas Network of Youth Services 2008
- Religious Studies Honors University of Texas 2001
- International Field Study Scholarship Houston Fund 2000
- Outstanding Academic Achievement in Asian Studies University of Texas 2000

Presentations

- "Unaccompanied Youth". Texas Education Agency Region XII Quarterly meeting. 2009
- Agency Testimony for LifeWorks on HB1912 Texas Legislature House Human Services Committee. 2009
- "Taking Control Training for Youth in Foster Care", REACH Institute, New York, NY. 2008
- "A Hard Pill to Swallow: How Medications are Affecting Our Foster Youth" presented at the Texas Network of Youth Services Conference. 2007
- "Collaborating with Foster Youth Transition Centers to Improve Youth Outcomes" presented at the Workforce Forum. 2007

Professional Workshops & Classes

Enrolled

- "Basics of Grants & Sustainability Workshops in Austin" TANO & Texas Center for Grants Development Workshop. August 2011
- "Webmaster Certificate Program" Austin Community College. August 2011
- "Budgeting", Center for Community-Based & Nonprofit Organizations at Austin Community College. September 2011
- "Audit Report Review", Center for Community-Based & Nonprofit Organizations at Austin Community College. October 2011
- "IRS Form 990's", Center for Community-Based & Nonprofit Organizations at Austin Community College. November 2011
- "Internal Controls", Center for Community-Based & Nonprofit Organizations at Austin Community College. December 2011

Completed

- "Reading Financial Statements", Center for Community-Based & Nonprofit Organizations at Austin Community College. August 2011
- "Effective Grant Writing" Center for Community-Based & Nonprofit Organizations at Austin Community College. July 2011
- "Emerging Leaders in Public Service Program" College Station, TX. Texas A&M University Bush School of Government & Public Service. May 2010
- "Influencer", VitalSmarts, Austin, TX. 2008
- "Reconnecting Children and Youth to Birth Family and Significant Others through Search and Reunion Process", Dorner, Patricia, Austin, TX. 2008
- "Crucial Conversations", VitalSmarts, Austin, TX. 2007
- "Media Training", Casey Family Programs, Austin, TX. 2007
- "Family Finding Seminar", Campbell, Kevin, Yakima, WA. 2007

Conferences

- "National Alliance to End Homelessness Conference", Washington, D.C. 2011
- "South By Southwest Interactive", 2011
- "Rise Conference", Austin, TX. 2011
- "National Alliance to End Homelessness Conference", Oakland, CA. 2011
- "Texas Non-Profit Summit", Greenlights for Non-profit Success, Austin, TX. 2010
- "National Alliance to End Homelessness Conference", Washington, D.C. 2010
- "It' My Life Conference", Casey Family Programs, Atlanta, GA. 2007
- "It' My Life Conference", Casey Family Programs, Seattle, WA. 2006
- "Young Men of Integrity Training Camp", Casey Family Programs, Longview, WA. 2006

Travels

- North America- U.S. (25 States), Caribbean, Mexico (6 months)
- Europe- England, Ireland
- Asia- Tibetan Autonomous Region China (1 month)
- South Asia- India, Nepal (4 months)
- Southeast Asia- Indonesia (1 month), Singapore