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RENTAL HOUSING DEVELOPMENT ASSISTANCE (RHDA)

Application for Rental Development Financing

PLEASE NOTE: AHFC Reserves the right to fund projects at a lower amount than requested, and the right to deny applications that do not coincide with the City's FY 2011-12 Action Plan goals and policy direction from the Austin City Council.

Project Name: Mueller Place (Name is TBD)

Project Address: corner of Tom Miller Street and Berkman Drive

Zip Code 78722

Total # units in project/property: 160 units

Total # units to be assisted with RHDA Funding: 144 units

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

Amount of funds requested: \$350,000

Terms Requested: Deferred/Forgivable

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

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

Foundation Communities, Inc.

Name

3036 S. 1st Street, Suite 200

Street Address

Austin

City

Texas, 78704

State, Zip

(512) 447-2026

Telephone #

Jennifer Hicks

Contact Person

(512) 610-4025

Contact Telephone #

jennifer.hicks@foundcom.org

E-mail address

[REDACTED]
Federal Tax ID Number or SS#

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

Foundation Communities, Inc.

Legal Name of Developer/Entity

Walter Moore

Signature of Authorized Officer

12/7/11
Date

Executive Director

Title

2. For non-profit applicants/developers only, include copies of the following:

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

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

☒ **Traditional Rental Housing** (serving low-income households, and resident services may or may not be provided)

☒ **Transitional Housing** (case management services provided and residency limited to a certain length of time, usually no more than 24 months)

☐ **Permanent Supportive Housing** (Considered long-term rental housing for very low-income families and individuals who are among the hardest to serve and who are most vulnerable to homelessness. This type of housing provides case management services to residents as needed).

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

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

B. Numbers of proposed PSH Units:

160 Total Number of Units in project

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

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

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

Individuals or families headed by individuals that are:

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

NUMBER OF UNITS _____

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

NUMBER OF UNITS _____

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

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

NUMBER OF UNITS _____

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

NUMBER OF UNITS _____

5. _____ Any other population **not defined above** but who would otherwise be eligible for or need permanent supportive housing services.
NUMBER OF UNITS _____

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

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

Foundation Communities is applying for \$350,000 from the City of Austin for the new construction of Mueller Place – 160 units of family-focused affordable housing located in the Mueller Redevelopment. The \$350,000 in City funding will be used to cover hard construction and/or soft costs related to the Mueller Place development.

Mueller Place will be an innovative, mixed-income rental community for families located in the Mueller Redevelopment that will be a model of green building and located near employment, transit, schools, parks and retail. The 160-unit development will truly be mixed income with 10% of the units for families with extremely low incomes (less than \$22,750 for a family of four), 80% of the units for lower income working families (earning less than \$45,500 for a family of four), and 10% of the units leased at market rents.

Mueller Place will be designed to take advantage of all the amenities offered by the master planned community that surrounds it. The project is located steps away from public transit and will link to accessible bike lanes and pedestrian streetscapes. FC is also considering the development of a childcare center that will offer residents discounted rates and provide an additional childcare resource to families in the neighborhood. The site feeds into Blanton Elementary School who recently received an "Exemplary" rating from the Texas Education Agency and will offer children of Mueller Place a high-quality education. Lastly, the property is located across the street from Wildflower Terrace – a 201-unit elderly affordable housing community which will offer opportunities for intergenerational programming and connections.

Mueller Place will be designed to push the envelope on green standards for affordable housing resulting in lower utility bills for residents and lower operating costs for Foundation Communities. Modeled after FC's recently completed M Station, Mueller Place will seek a LEED Gold or Platinum designation and a 4 or 5-Star Austin Energy Green Building Rating.

Foundation Communities is thrilled about this unique opportunity to develop the first affordable rental housing for families at Mueller. We look forward to partnering with the City to replicate the successes of our M Station project at Mueller.

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

The target population of the Mueller Rental Affordable Housing is families with children. 10% of the property (16 units) will be set-aside for homeless families as part of FC's transitional supportive housing program – the Children's HOME Initiative program. Mueller Rental Affordable Housing will have 16 units (10% of the property) that are accessible to persons with mobility disabilities. In addition, all ground floor units will be made adaptable to persons with mobility disabilities. The property will also have 3 units (2% of the property) that are accessible for persons with hearing and/or visual disabilities.

Of the 160 units, 10% will be for tenants with approximate incomes less than 30% of the Area's Median Family Income (AMFI), 50% will be for tenants with approximate incomes of less than 50% of the AMFI, 30% will be for tenants with approximate incomes of less than 60% of the AMFI, 10% will be market rate for tenants with unrestricted incomes. For a family of four, those approximate income levels are \$22,750 for 30% AMFI, \$37,950 for 50% AMFI, and \$45,500 for 60% AMFI.

The menu of services that we plan to make available to residents at Mueller Place include:

- Afterschool Program – Foundation Communities will offer both an afterschool and summer school program in the on-site Community Learning Center for children living at the Mueller Place.
- Adult Classes including English as a Second Language, Money Management, Homebuyer Education and Computer Training will be offered on-site in the Community Learning Center.

- Off-Site services to be provided by Foundation Communities include: Financial Education, Financial Coaching, Matched Savings Accounts, College Savings and Financial Assistance, Free Tax Preparation.

The Children's HOME Initiative program typically offers the following menu of services:

- Computer training
- Intensive Case Management
- Individualized Family Support
- Crisis Management
- Financial Literacy
- Debt Management
- Children's Advocacy
- Educational Support
- Career Awareness & Enrichment
- Long-term Goal Development
- Resource Brokering

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

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

Mueller Place will be a 160-unit multifamily rental community for families. The property will also contain a leasing office, clothes care center, supportive service staff offices, community learning center with classrooms and a computer lab. 10% of the units at the property will be designated as transitional supportive housing as part of the Children's HOME Initiative – an FC program that combines reduced rent with intensive supportive services to help families achieve self-sufficiency.

The unit mix for the property is as follows:

Unit Type	# of Units	Square Footage
1 bedroom/1 bath	32	712 sq. ft.
2 bedroom/2 bath	64	975 sq. ft.
3 bedroom/3 bath	54	1,200 sq. ft.
TOTAL Rentable Square Feet		161,984 sq ft
TOTAL Common Area Square Fee		16,000 sq ft
TOTAL Square Feet		177,984

- c. Occupation:** Mueller Place is new construction and is not occupied.
- d. VMU, TOD, PUD:** Mueller Place is located in a PUD within the Mueller Redevelopment Area.
- e. Preservation:** Mueller Place is new construction and therefore will be adding 160 new units to Austin's affordable housing stock.
- f. Existing Structure:** Mueller Place is new construction therefore this section is not applicable.
- g. Section 8:** Mueller Place will not be reserving units for Section 8 voucher holders. Instead, vouchers will be accepted at our property with no limit on the number of holders.
- h. Indicate the number of units that are or will be made accessible and adaptable for persons with mobility, sight or hearing disabilities.**

At a minimum, 10% of the total units (16) will be designed for persons with Mobility Impairments using Section 504 and Fair Housing Accessibility as guidelines. In addition, at a minimum, 2% of total units (3) will be made accessible for persons with hearing and visual impairments.

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

As a project located at the Mueller Redevelopment, the Mueller Place project will fall under the auspices of the Mueller Redevelopment Plan. Mueller Place will foster the principles of the Mueller Redevelopment Plan as follows:

- *Neighborhoods With A Diversity of Housing Opportunities* – Mueller Place will be the first affordable family-focused rental housing at Mueller.
- *Green Building* – Mueller Place will seek a LEED Gold or Platinum designation creating a healthy home for its residents.
- *Transit as a Viable Alternative to the Automobile* – Mueller Place will be designed to lessen a family's dependency on the automobile. Incentives for reduced parking, site linkages with public transit, and covered bike parking will promote the viability of public transit, bicycling and pedestrian transit.
- *New Urbanism* – Mueller Place will follow all Mueller design guidelines including the Mueller Design Book, Green Resources Guide and Mueller Community Association Guidebooks.
- *Mueller Affordable Homes Program* – Mueller Place will contribute toward Mueller's Affordable Homes Program that establishes a minimum of 25% of Mueller's for-sale and for-rent homes be affordable – 160 units toward the 1,250 home goal.

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

The total project cost to develop a 160-unit family affordable rental housing community at Mueller Redevelopment is \$25,576,494. The sources of funds for this project include:

City of Austin, in the total amount of \$350,000. We understand that it will be the first piece of funding brought into the project, but the timing is critical to ensure the capture of points associated with both a scoring item and the 30% boost eligibility on the LIHTC 9% tax credit application. The scoring item gives 18 points for applicants who have secured a contribution from the Local Political Subdivision in the amount of equal to or greater than \$2,000 per unit. If our application does not gain these points, it will likely not be competitive within the region and will not be eligible for the housing tax credit funding. The funding also qualifies Mueller Place for a 30% boost on the amount of credits available. The project would lose approximately \$325,000 in credits without the boost. This application requests the awarded funds from the City to be in the form of a deferred, forgivable loan.

TDHCA Low Income Housing Tax Credits (LIHTC), in the amount of approximately \$18,000,000. The 9% tax credits will be used for acquisition and construction costs. A pre-application will be submitted on January 10, 2012 and a final application on March 1, 2012. We will have final approval from TDHCA by August 1, 2012. While a site at Mueller does not score as high as a project located in the Central Business District or a High Opportunity Area (as defined by TDHCA) it is still a very high-scoring application and will definitely be competitive in the region. The Texas tax credit rules were changed to allow a developer to apply for up to \$3M in credits for multiple projects. This rule change allows Foundation Communities to apply for both Mueller Place and Capitol Terrace – an amazing opportunity to get two significant affordable housing priorities funded and on the ground.

Perm Loan financed through a FHLB Community Investment Program advance in the amount of \$6,000,000. The Community Investment Program provides FHLB member banks access to lower cost funds that they can then loan out for the construction of affordable housing. The rates are generally lower than a bank's normal advance offerings. We are speaking with several different lenders about sponsorship of a CIP loan application to the FHLB Dallas. The CIP program has an open cycle and relies on the lender for all underwriting and legal documentation. We expect the process to mirror a normal loan application, underwriting and approval. We plan to make our lender selection prior to submission of the full tax credit application due March 1, 2012.

Foundation Communities will defer approximately \$1,226,494 in *developer fee* for Mueller Place. Our plan is to fundraise for this amount, but FC is dedicated to the deferment if such funds cannot be raised.

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

k. A map (8 ½" x 11") indicating the property location and the distance to the nearest Capital Metro Transit Stop to which residents will have access.

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

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

Mueller Place is located in a moderate opportunity census tract on the "Opportunity Map of Austin."

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

We are currently undergoing a competitive process for developer of the Mueller Place and therefore we do not have site control. Once Foundation Communities is selected as a developer for the Mueller Place, we will enter into a earnest money contract. Since the site is a PUD in the Mueller Redevelopment we do not have a demonstration of value. Our offer is concurrent with the price paid for the senior affordable rental housing developed at Mueller.

6. **Zoning**

Please find attached documentation, as **ATTACHMENT 8**, that a Zoning Verification Letter had been requested from the City of Austin's Planning and Development Review Department (PDRD) verifying that the current zoning of the site for the proposed project is compatible with the anticipated use. Once the Zoning Verification Letter is received, we will submit as part of our application.

The Mueller Redevelopment is a PUD, so zoning is not an issue for the development of Mueller Place.

7. **S.M.A.R.T. Housing™.**

We have discussed the Mueller Place project with Javier Delgado and will submit our SMART Housing Application on December 8, 2012. We will send David Potter a copy of the SMART Housing Application and will forward the certification letter once received. Will be **ATTACHMENT 9**.

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

	Name(s) & Any Comments on Role	MBE? (Mark X if Yes)	WBE? (Mark X if Yes)	Non- profit? (Mark X if Yes)
Owner	Mueller Affordable Housing, L.P. (TBD)			
Developer	Foundation Communities, Inc.			X
Architect	TBD			
Engineer	TBD			
Construction Lender	TBD			
Other Lenders	Syndicator to be determined			
Attorney	Rick Hightower			
Accountant	TBD			
General Contractor	TBD			
Consultant (if Applicable)	Not Applicable			
Property Management Provider	Foundation Communities, Inc.			X
Other: Supportive Service Provider	Foundation Communities, Inc			X

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

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

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

All 1st floor units Units adaptable for persons with mobility disabilities

16 units Units accessible for persons with mobility disabilities

_____ Units adaptable for persons with sight and hearing disabilities

3 units Units accessible for persons with sight and hearing disabilities

11. Experience and Qualifications – Rental Development and Property Management

a. Is this the developer's first housing project? ☐ Yes ☒ No

b. Completed projects (please list below):

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

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

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

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

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

Housing Development Team - Our Housing Development Team consists of the following FC staff (Please see **ATTACHMENT 10** for resumes):

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

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

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

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

Mueller Place, as a new construction, family-focused, green built property, will draw on experiences from the recently completed new construction of M Station Apartments. Please see **ATTACHMENT 11** for a description of M Station.

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

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

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

A majority of Foundation Communities' 17 properties are income-restricted. Specifically, Foundation Communities' staff has experience with the compliance and reporting requirements of the Low Income Housing Tax Credit program, HOME program, CDBG and HUD Continuum of Care Funding Programs.

Property Management Team - Our property management team consists of the following FC staff (Please see **ATTACHMENT 12** for resumes):

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

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

Mario Cortez - CHI Program Coordinator - has 15 years of experience working with homeless and low-income populations. He a Master of Science in Social Work from the University of Texas at Austin, and has spent the last 3 years developing the Keep Austin Housed AmeriCorps project into Austin's largest collaboration of homeless service providers. He brings with him a great understanding of service delivery systems, client-centered case management models, outcome-based program development and management strategies, and a proven record in establishing effective partnerships among service organizations.

12. Detailed Project Budget.

DETAILED PROJECT BUDGET				
	Cost	Prior award of RHDA Funds (if any)	RHDA Funds Requested	Description or Comments
PREDEVELOPMENT				
Appraisal and Market Study	\$25,000	\$0	\$0	
Environmental Review	\$15,000	\$0	\$0	
Soils Report	\$25,000	\$0	\$0	
Survey	\$30,000	\$0	\$0	
Architectural and Engineering	\$800,000	\$0	\$0	
Green Consultants	\$120,000	\$0	\$0	
Building Permits/Fees	\$75,000	\$0	\$0	
Impact Fees	\$100,000	\$0	\$0	
TOTAL PREDEVELOPMENT	\$1,190,000	\$0	\$0	
ACQUISITION				
Site and/or Land	\$1,000,000	\$0	\$0	
Structures	\$0	\$0	\$0	
Infrastructure Contingency	\$100,000	\$0	\$0	
TOTAL ACQUISITION	\$1,100,000	\$0	\$0	
CONSTRUCTION				
Infrastructure	\$2,000,000	\$0	\$0	
Site work	\$1,475,000	\$0	\$0	
Demolition	\$0	\$0	\$0	
Concrete	\$700,000	\$0	\$0	

Masonry	\$156,140	\$0	\$0	
Rough carpentry	\$2,330,000	\$0	\$0	
Finish carpentry	\$315,000	\$0	\$0	
Waterproofing & Insulation	\$345,000	\$0	\$0	
Roofing & Sheet Metal	\$475,000	\$0	\$0	
Plumbing/Hot Water	\$1,200,000	\$0	\$0	
HVAC	\$1,650,000	\$0	\$0	
Electrical	\$1,200,000	\$0	\$0	
Doors/Windows/Glass	\$716,000	\$0	\$0	
Lath & Plaster/ Drywall & Acoustical	\$532,500	\$0	\$0	
Tile work	\$631,000	\$0	\$0	
Elevator	\$230,000	\$0	\$0	
Paint/Decorating/Blinds/Shades	\$225,000	\$0	\$0	
Specialties/Special Equipment	\$205,000	\$0	\$0	
Cabinetry/Appliances	\$575,000	\$0	\$0	
Carpet	\$0	\$0	\$0	
Steel	\$320,000	\$0	\$0	
Construction Contingency	\$835,598	\$0	\$0	
Contractor Fees	\$1,662,192	\$0	\$0	
TOTAL CONSTRUCTION	\$17,778,430	\$0	\$350,000	
SOFT & CARRYING COSTS				
Legal	\$160,000	\$0	\$0	
Audit/Accounting	\$35,000	\$0	\$0	
Title/Recording	\$105,000	\$0	\$0	
Architectural (Inspections)	\$16,500	\$0	\$0	
Construction Interest	\$850,000	\$0	\$0	
Construction Period Insurance	\$140,000	\$0	\$0	
Construction Loan Fee and Related Costs	\$232,500	\$0	\$0	
Construction Period Taxes	\$70,000	\$0	\$0	
Tax Credit Fees	\$95,000	\$0	\$0	
Furniture, Fixtures and Equipment	\$200,000	\$0	\$0	
Davis-Bacon Monitoring	\$100,000	\$0	\$0	
Payment and Performance Bonds	\$100,000	\$0	\$0	
Perm Loan Origination Fee	\$75,000	\$0	\$0	
Perm Lender Closing Costs	\$20,000	\$0	\$0	
Perm Title and Recording	\$20,000	\$0	\$0	
Soft Cost Contingency	\$68,000	\$0	\$0	
TOTAL SOFT & CARRYING COSTS	\$2,287,000	\$0	\$0	
DEVELOPER FEE				
Developer Fee	\$2,871,064	\$0	\$0	
TOTAL DEVELOPER FEE	\$2,871,064	\$0	\$0	
RESERVES				
Operating Reserve	\$250,000	\$0	\$0	
Lease Up Reserve	\$100,000	\$0	\$0	
TOTAL RESERVES	\$350,000	\$0	\$0	
TOTAL PROJECT COSTS	\$25,576,494	\$0	\$350,000	

13. Funds Proposal.

Table A: Sources of Funds (Below)

Table B: Uses of Funds (Below)

Table C: Leverage (Below)

Table D: Operating Proforma – Please see **ATTACHMENT 13**.

TABLE A: SOURCES OF FUNDS SUMMARY					Intended Use of Funds (Predevelopment, Acquisition, Construction, Soft Costs)
	Term	Interest Rate	Amount	Evidence (Deed, Sales Contract)	
Owner Equity					
Deferred Developer Fee		0%	\$1,226,494	n/a	Construction
Private Financing (List Lenders)					
Low Income Housing Tax Credits		Equity	\$18,000,000	Pre-app due on January 10, 2012	Construction/Soft Costs
Permanent Loan – CIP loan through FHLB – sponsor TBD	18 year	6%	\$6,000,000	Talking to lenders to select sponsor	Acquisition/Construction
Other Sources (List Below)					
Proposed RHDA Fun		0%	\$350,000	<i>This Application</i>	Construction

TABLE B: USES OF FUNDS SUMMARY		
	Total Cost	Cost/Unit
Predevelopment	\$1,190,000	\$7,438
Acquisition	\$1,100,000	\$6,875
Hard Costs	\$17,778,430	\$111,115
Soft & Carrying Costs	\$2,287,000	\$14,294
Other Costs	\$3,221,064	\$20,132
Total Project Costs	\$25,576,494	\$159,854

TABLE C: LEVERAGE SUMMARY	
TOTAL RHDA FUNDS	\$350,000
TOTAL OTHER FUNDS	\$25,226,494
LEVERAGE (%)	1.37%

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

Foundation Communities is still in a competitive process to be selected as developer of Mueller Place and therefore cannot yet begin our community engagement efforts. We have had several meetings with Catellus, the Master Developer of Mueller, who will be awarding the development of Mueller Place within the next week. Once we have been selected as developer of Mueller Place, Foundation Communities will immediately begin

engagement with the surrounding neighborhood organizations including: Mueller Neighborhood Association, Pecan Springs-Springdale Neighborhood Association, University Hills Neighborhood Association and Windsor Park Neighborhood Association. The support and engagement of the surrounding neighborhood associations is key to the success of Mueller Place.

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

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

Foundation Communities will provide free, supportive service programs that will educate, support and improve financial standing for residents of Mueller Place. Supportive Service programs to be offered to residents of Mueller Place may include:

Adult Classes - Foundation Communities believes it is important to offer "at your door" education opportunities to adults living at Mueller Place. We plan to offer classes for adults on the following topics:

- English as a Second Language
- Money Management (offered in English and Spanish)
- Homebuyer Education
- Computer training

After-School Program – We plan to hold an after-school program in the on-site community learning center available to all children living on the property. The goal of the Afterschool Program is to provide a safe, structured environment where youth can improve school performance and meet personal development goals. The program will also focus on providing a safe environment for 1st-8th grade children, supporting academic achievement, supporting children's social development and their relationships with adults and peers, and strengthening the community. At all of our properties, FC maintains a strong relationship with nearby schools with teachers and after-school staff working together to help each child succeed.

Summer-Youth Program – We plan to make available a summer-youth program to all children at Mueller Place and will be held in the on-site community learning center. The goal of the Summer Youth Program is to provide a structured, supervised environment where youth can gain exposure to a variety of summer learning and enrichment activities, develop important social skills, and work toward a brighter future. In addition, the program will:

- provide free access to rewarding, hands-on educational, cultural, artistic, and recreational activities for youth ages 5-14.
- retain educational gains made during the school year.
- provide a structured, supervised time with caring adults who model and reward positive behavior and interaction.
- supply free, nutritious lunches and snacks five days per week.

Children's HOME Initiative – Our goal is to provide 10% of the units (16 units) at Mueller Place for families participating in FC's Children's HOME Initiative (CHI) program. The CHI program provides low-cost transitional housing for up to 18 months to families who are considered Extremely Low Income (at or below 30% of the area's MFI). By engaging in case management services, families are able to outline their path toward permanent affordable housing and work to achieve an independent and healthy lifestyle.

The following services are typically provided for families participating in the CHI Program:

- Computer training
- Intensive Case Management
- Individualized Family Support
- Crisis Management
- Financial Literacy
- Debt Management
- Children's Advocacy
- Educational Support
- Career Awareness & Enrichment
- Long-term Goal Development
- Resource Brokering

Supportive Service programs provided by Foundation Communities, but located OFF-SITE include:
Financial Education - A ten-hour personal finance course, offered in English and Spanish, will help Mueller Place residents evaluate their financial status and set financial goals. The course includes a one-on-one credit counseling session and follow-up.

Financial Coaching - Families of Mueller Place may have the opportunity to meet individually with a trained volunteer. The volunteer works with the resident on a variety of personal finance issues which may include a credit report review, creating a credit repair plan or a debt reduction plan, establishing a household budget, exploring ways to reduce expenses, or setting financial goals. Financial Coaching sessions may be a single one hour session up to eight hours of individual sessions, depending on the situation.

Matched Savings Accounts - Individual Development Accounts may be offered to families of Mueller Place to help them save money for buying a first home, funding post-secondary education or opening or expanding a small business. Account holders earn matching funds (\$1-\$3 for each dollar saved) in special savings accounts. All participants commit to making regular monthly deposits and completing personal finance courses.

Microenterprise - Community Tax Centers provide services to self-employed and small business owners with five employees or fewer (including the owner), helping them to file their taxes and educating them about tax and liability implications and best practices.

College Savings & Financial Assistance - Families may open a Texas 529 College Savings Plan and receive up to \$100 in incentives for their contributions. Trained staff are available at the Community Tax Centers and financial aid events to help students complete the Free Application for Federal Student Aid (FAFSA) to obtain grants and loans for college.

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

Mueller Place will house 160 families at any given time. The service needs of the property will vary according to the resident profile. We are reserving 10% of the units for FC's Children's HOME Initiative – a transitional supportive housing program that offers participants a menu of more intensive supportive services. With an average turnover of 20% and average family size of 2.5, we expect to serve approximately 480 adults and children a year with some degree of services.

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

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

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

Foundation Communities will be the main supportive service provider at Mueller Place.

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

Supportive Service Staff (Please see **ATTACHMENT 14** for staff resumes):

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

Mario Cortez, Director of Supportive Housing. Mario has 15 years of experience working with homeless and low-income populations, and holds a Masters in Social Work. Prior to joining Foundation Communities, he spent 3 years developing the Keep Austin Housed AmeriCorps project. He Co-Chairs the Social Services Case Management Network & the Housing Stability Committee of the Basic Needs Coalition, sits on the Executive Committee of the Basic Needs Coalition, and leads planning for Stand Up and Be Counted. Mario oversees all supportive housing programs.

Erika Leos - Adult Education Coordinator, is responsible for teaching the ten-hour financial education course (in both English and Spanish) available to residents of Foundation Communities and a required component of participants in the Individual Development Account (IDA) Matched Savings Program. Leos also oversees the English as a Second Language program offered on Foundation Communities’ properties. Leos earned a Bachelor’s of Business Administration from the University of Texas at Austin in 2002.

Karen Lyons – Director of Asset Building - is responsible for all aspects of FC’s Asset Building Programs. She was the past Director of FC’s IDA savings program. Her experience includes five years of experience teaching ESL and a long involvement with immigrant issues. She has a BA in Education.

All Foundation Communities’ Learning Center Coordinators are highly qualified, with degrees in education, social work, or a related field. Some have Masters Degrees, and all are bilingual. They undergo rigorous staff training on a regular basis, and are involved in both implementing and evaluating PATHS at their property’s Learning Center, including coordinating with local schools and designing homework assistance for individual students. Learning Center Coordinators’ bios are available upon request.

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

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

Uses of Funds:

Direct Expenses	Amount	Notes
1 full-time Case Manager for the CHI Program	\$33,000	One FTE salary
1 part-time Adult Education Coordinator	\$18,000	One PTE salary
Taxes and Benefits	\$10,200	20% of salary
Supplies and Printing	\$1,000	for client meetings and classes
Training/Travel	\$1,000	Professional education
Direct Aid to Clients	\$1,500	Bus passes, work search expenses, etc.
TOTAL	\$64,700	

Sources of Funds:

The funding for the supportive services to be provided at Mueller Place will be raised from private foundations, corporations and individuals. This is the same method used to fund the supportive service programs in place at our existing family properties. We have a donor base that is dedicated to the support of our service programs. Past funders we will tap include:

- Michael and Susan Dell Foundation – Children’s HOME Initiative and financial programs
- Schwab Foundation – financial programs
- Lowe Foundation – Children’s HOME Initiative
- Rachael and Ben Vaughan Foundation – Children’s HOME Initiative
- Amerigroup Foundation

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

Please see **ATTACHMENT 15** for a detailed supportive services budget for Mueller Place.

ATTENTION:

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

**RHDA PROGRAM
SCORING CRITERIA**

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

REQUIRED INFORMATION:

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

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

**The SMART Housing Application will be submitted 12/8/11 with a copy to David Potter. The SMART Housing Certification letter will be forwarded once received.

EVALUATION CRITERIA:

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

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

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

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

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

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

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

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

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

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

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

5. **AFFORDABLE UNITS** (maximum 25 points) 16 _____

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

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

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

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

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

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

8. **PERMANENT SUPPORTIVE HOUSING (PSH)** (maximum 20 points) 0 _____

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

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

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

9. **GEOGRAPHIC DISPERSION** (maximum 25 points) 15 _____

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

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

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

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

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

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

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

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

13. **PROJECT READINESS** (maximum 10 points) 4

New construction

2 points each; maximum 10 points

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

Acquisition and Rehab

2 points each; maximum 10 points

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

Acquisition of Completed Units

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

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

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

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

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

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

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

15

15 points:

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

10 points:

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

5 points:

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

2 points:

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

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

5

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

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

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

5

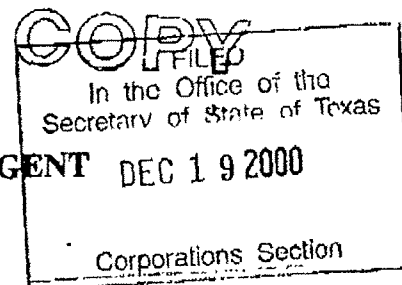
5 points: Applicant provides evidence of commitment from another certified non-profit organization to partner on the project in some way.

NOTE: Please see ATTACHMENT 16 for a commitment letter from local nonprofit Capital Area Counseling (formerly known as Capital Area Mental Health Center) for the provision of low cost counseling services for clients of the Childrens Home Initiative Program at Mueller Place. Also attached is a letter from local nonprofit Any Baby Can who plans to provide family education, therapy and support to families of Mueller Place.

TOTAL SCORE 165 points

ATTACHMENT 1:
Articles of
Incorporation

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



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

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

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

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

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

3036 SOUTH 1ST, SUITE 200
AUSTIN, TEXAS 78704

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

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

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

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

EXECUTED on DECEMBER 13, 2000.

FOUNDATION COMMUNITIES, INC.

BY: _____

NAME: **WALTER MOREAU**

TITLE: **EXECUTIVE DIRECTOR**

ARTICLES OF INCORPORATION
CENTRAL TEXAS MUTUAL HOUSING ASSOCIATION

ARTICLE ONE
NAME

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

ARTICLE TWO
TYPE OF CORPORATION

The corporation is a non-profit corporation.

FILED
In the Office of the
Secretary of State of Texas

ARTICLE THREE
DURATION

The period of its duration is perpetual.

MAR 05 1990
Corporations Section

ARTICLE FOUR
PURPOSE

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

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

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

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

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

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

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

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

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

ARTICLE FIVE REGISTERED OFFICE

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

ARTICLE SIX
DISSOLUTION OF ASSETS

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

ARTICLE SEVEN
INITIAL BOARD


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

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

ARTICLE EIGHT
INCORPORATOR

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

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


Cindy Christiansen

ATTACHMENT 2:
Certificate of
Incorporation



The State of Texas

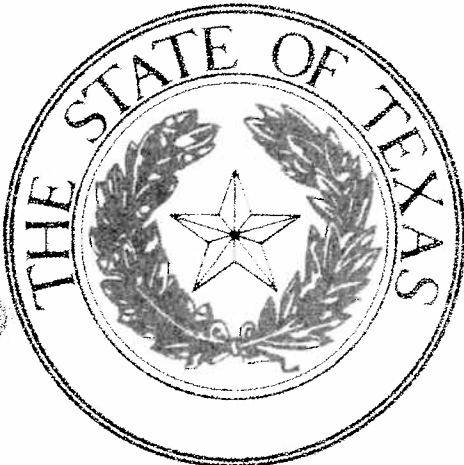
SECRETARY OF STATE CERTIFICATE OF AMENDMENT OF

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

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

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

Dated: December 7, 2000



Elton Bomer
Secretary of State

COPY
In the Office of the
Secretary of State of Texas

DEC 07 2000

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

Corporations Section

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

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

ARTICLE ONE
NAME

The name of the corporation is Foundation Communities, Inc.

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

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

EXECUTED as of 10/25, 2000.

CENTRAL TEXAS MUTUAL HOUSING
ASSOCIATION

BY: Walter Moreau
Walter Moreau, Executive Director

ATTACHMENT 3:

IRS Certification

Internal Revenue Service

Date: August 24, 2004

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

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

Person to Contact:

Janet M. Duncan 31-07676
Customer Service Specialist

Toll Free Telephone Number:

8:00 a.m. to 6:30 p.m. EST
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

Group Exemption Number:

7171

Dear Sir or Madam:

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

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

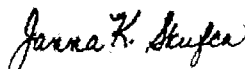
Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

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

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

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

Sincerely,



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

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

DEPARTMENT OF THE TREASURY

Date:

JUN 06 1995

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

Employer Identification Number:

Case Number:

755122043

Contact Person:

ANNETTE SMITH

Contact Telephone Number:

(214) 767-6023

Our Letter Dated:

May 23, 1990

Addendum Applies:

No

Dear Applicant:

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

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(2).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

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

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

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

Sincerely yours,



Bobby E. Scott
District Director

CYCLE 201126

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

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

FC AUSTIN THREE HOUSING CORPORATION
AUSTIN TX 78704-

FC AUSTIN FOUR HOUSING CORPORATION
AUSTIN TX 78704

001296



CYCLE 201126

SUBSIDIARY ORGANIZATION OF FOUNDATION COMMUNITIES INC
7171 SUBSIDIARY TOTAL IS

28
72

GEN NUMBER



ATTACHMENT 4:

Board of Directors List

Foundation Community Board of Directors 2011

Community Representatives	<p>Lew Aldridge <i>Real Estate Investor</i></p> <p>Alori Properties 409 West 38th Street, Suite 102 Austin, TX 78705</p> <p>Tel: [REDACTED] Ema: [REDACTED]</p> <p>Date Appointed: 4/2008 Initial term expires: 3/2011</p>	<p>Theresa Alvarez <i>Community Development Officer</i></p> <p>Wells Fargo MAC T5690-011 111 Congress Avenue Austin, TX 78701</p> <p>Tel: [REDACTED] Fax: [REDACTED] Cell: [REDACTED] Ema: [REDACTED]</p> <p>Date Appointed: 2/2006 Initial term expires: 12/2012</p>	<p>Socar Chatmon-Thomas <i>Realtor</i></p> <p>Elegant Estates by Auction 106 East Sixth St. Suite 900 Austin, TX 78701</p> <p>Tel: [REDACTED] Fax: [REDACTED] Ema: [REDACTED]</p> <p>Date appointed: 6/2007 Initial term expires: 6/2013</p>
	<p>Tom Chmielewski <i>VP Strategic Sales, iControl Networks</i></p> <p>[REDACTED]</p> <p>Date Appointed: 01/09 Initial term expires: 01/12</p>	<p>Danny Hamilton –Chair <i>Vice President, Goldman, Sachs & Co</i></p> <p>210 Lavaca St. #2401 Austin, TX 78701</p> <p>Cell: [REDACTED] Ema: [REDACTED]</p> <p>Date Appointed: 10/07 Initial term expires: end of 2013</p>	<p>Leslie Pearson <i>Certified Public Accountant</i></p> <p>Leslie Pearson, PC 2500 W. William Cannon Dr., Suite 202 Austin, TX 78745</p> <p>Cell: [REDACTED] Email: [REDACTED]</p> <p>Date Appointed: 08/04/2009 Initial term expires: end of 2012</p>
	<p>Jason Qunell <i>Real estate banker</i></p> <p>Capital One Bank 901 S. Mopac, Plaza One Suite 500 Austin, TX 78746</p> <p>Tel: 512-314-2408 Fax: 512-314-2470 Cell: [REDACTED] Ema: [REDACTED]</p> <p>Date Appointed: 12/2008 Term expires: end of 2011</p>	<p>Gina Richardson – Vice Chair <i>Business owner</i></p> <p>[REDACTED]</p> <p>Tel: [REDACTED] Fax: [REDACTED] Cell: [REDACTED] Ema: [REDACTED]</p> <p>Date Appointed: 1/2005 Initial term expires: end of 2011</p>	<p>Freddy Marichal</p> <p>[REDACTED]</p> <p>Mobile: [REDACTED] Home: [REDACTED] Email: [REDACTED]</p> <p>Date Appointed: 4/2010 Term expires: end of 2013</p>
Resident Representatives	<p>Christina G. Cohee <i>Buckingham Duplexes Former Resident Community volunteer</i></p> <p>[REDACTED]</p> <p>Date Appointed: 10/08 Initial term expires: end of 2011</p>	<p>Charles DiTullio <i>Senior Administrative Associate The University of Texas at Austin</i></p> <p>[REDACTED]</p> <p>Tel: [REDACTED] Wk: [REDACTED] Ema: [REDACTED]</p> <p>Date Appointed: 12/2010 Initial term expires: end of 2013</p>	<p>Aubrey Gonzales</p> <p>[REDACTED]</p> <p>Date appointed: 12/2010 Initial term expires: end of 2013</p>
	<p>Debbie Knight <i>Sleepy Hollow resident Community volunteer</i></p> <p>[REDACTED]</p> <p>Date Appointed: 1/2005 Initial term expires: end of 2011</p>	<p>Alicia Wong, DDS</p> <p>[REDACTED]</p> <p>Date Appointed: 12/2010 Initial term expires: end of 2013</p>	

ATTACHMENT 6:

Board Resolution

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

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

Up to \$350,000 in funding for a proposed 160-unit rental community for families located in the Mueller Airport Redevelopment. The funding will be used for acquisition and/or construction costs.

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

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

FOUNDATION COMMUNITIES, INC.



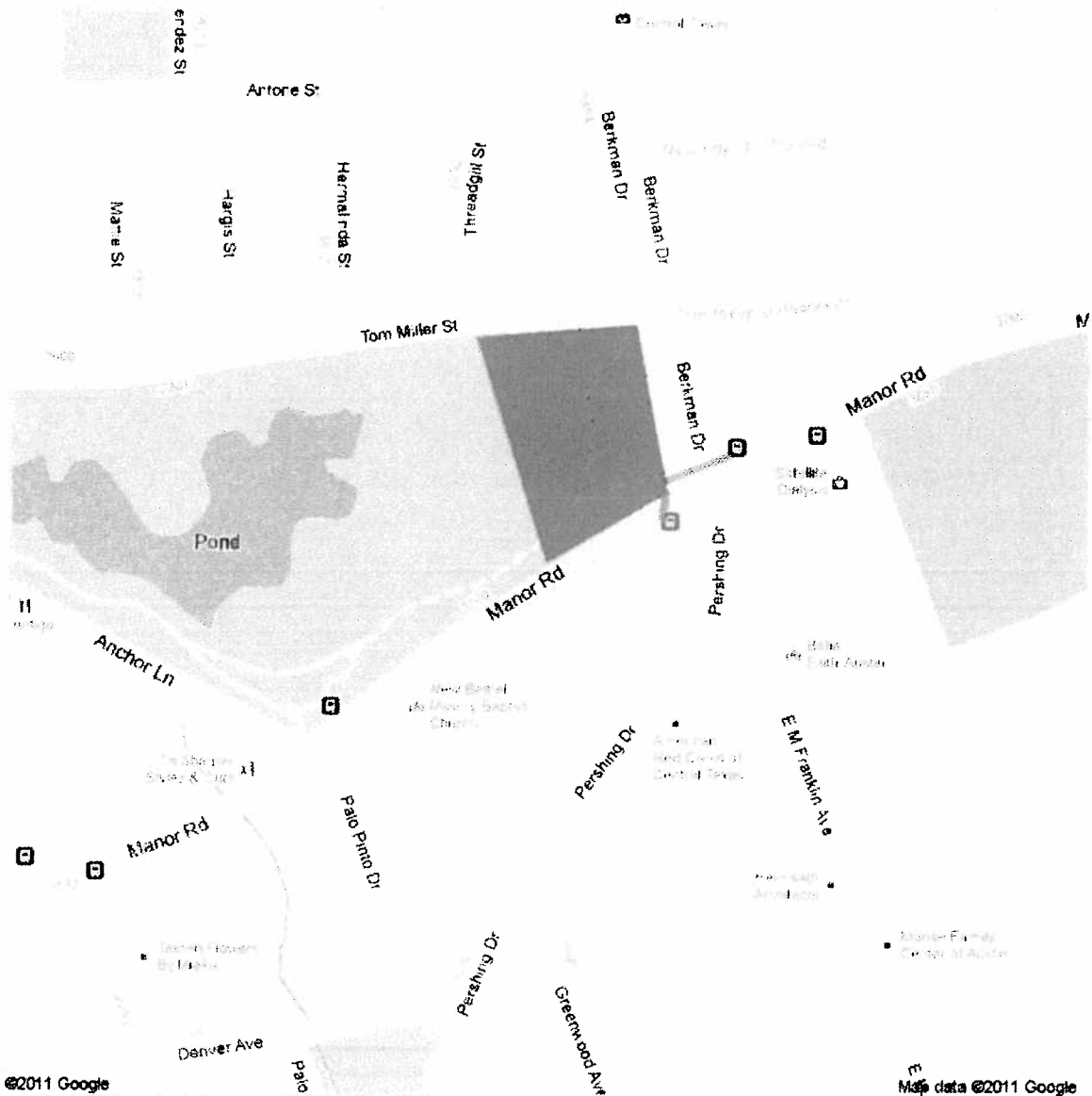
Daniel Hamilton, Chair
Board of Directors of Foundation Communities, Inc.

ATTACHMENT 7:

Transit Map



Multiple bus stops for line #20 are located less than .1 mile from the project parcel.



Mueller-2301 Tom Miller St

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

Mueller Development Site

Bus Stop is 160 ft away from parcel.

Bus stop is 54ft away from parcel

ATTACHMENT 8:
Zoning Verification
Documentation

NO. 23868071

CITY OF AUSTIN, TEXAS
RECEIPT FOR PAYMENT OF FUNDS

DATE RECEIVED 12/06/11
 RECEIVED FROM Foundation Comm. \$ 5520
 IN PAYMENT FOR Johnny De Hara
 AMOUNT VERIFIED BY: _____ CITY OF AUSTIN, TEXAS

XXXXXX	FUND	AGENCY	ORG	SUB ORG	ACTV	REV/ OBJT	WORKORDER	REPT CATG	B/S ACCT	AMOUNT
HOW PAD	XXX	XXX	XXXX	XX	XXXX	XXXX	XXXXXXXXXX	XXXX	XXXX	XXXXXX
CASH <input checked="" type="checkbox"/>	1100	6000	9700			433			2047	51.00
CHECK <input type="checkbox"/>										4.20
MONEY ORDER <input type="checkbox"/>										

[Signature]

FIN 7026 Rev 7 90 DEPARTMENT WHITE - Finance YELLOW - Dept AUTHORIZED SIGNATURE PINK - Employee GOLD - Dept. File

ATTACHMENT 9: SMART Housing Certification

ATTACHMENT 10:
Development Team
Resumes

WALTER J. MOREAU

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

PROFESSIONAL EXPERIENCE:

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

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

Development

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

Asset and Property Management

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

Resident Services

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

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

DEVELOPMENT & ASSET MANAGEMENT DIRECTOR, Foundation Communities 1994 – 1996

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

PRIVATE CONSULTANT 1992 – 1994

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

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

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

MANAGEMENT TRAINEE, United Way of America 1989 – 1990

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

EDUCATION:

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

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

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

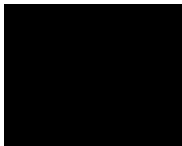
PERSONAL INFORMATION:

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

Sunshine Mathon

M. Arch. First Professional, Specialization in Sustainable Design

07.20.2007



References available
upon request.

Profile

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

Experience

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

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

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

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

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

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

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

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

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

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

Education

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

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

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

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

Skills

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

RESUME

Vicki Beal McDonald
506 Oakland Avenue
Austin, Texas 78703

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

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

Licenses: Licensed Texas Real Estate Broker

Experience:

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

Membership:

Austin Board of Realtors
Texas Association of Realtors
Texas Apartment Association
Real Estate Council of Austin
Central Texas CCIM Chapter
Commercial Leasing Brokers Association
Commercial Real Estate Women
Women's Chamber of Commerce

Board Involvement:

Chairman: Commercial Investment Division-Austin Board of Realtors
Chairman: Government Affairs Committee-Austin Board of Realtors
Director-Texas Association of Realtors
Member: Community Involvement Committee-Austin Board of Realtors
Member: Nominating Committee-Austin Board of Realtors
Board Member-Central Texas CCIM Chapter (Three years)
Chairman-Central Texas Mutual Housing Association (Two years)
Board Member- Central Texas Mutual Housing Association (Four years)
Chair: Community Service Committee CREW

Awards:

Commercial Investment Division Member of the Year

Jennifer Daughtrey Hicks

EDUCATION

Master of Public Affairs, May 2002

LBJ School of Public Affairs, Austin, Texas

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

B.A. in Journalism, May 1999

Texas Tech University, Lubbock, Texas

- Texas Valedictorian Scholarship
- Hutcheson Endowed Journalism Scholarship

SUMMARY

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

PROFESSIONAL EXPERIENCE

Development Project Manager

Foundation Communities, Inc., Austin, Texas

May 2002 – present

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

Development Associate

Foundation Communities, Inc., Austin, Texas

Sep. 2001 – May 2002

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

Linenberger Memorial Intern in City Management

Office of City Manager, San Mateo, California

June 2001 – Aug. 2001

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

State Affairs Assistant

American Insurance Association, Austin, Texas

Aug. 1999 – May 2001

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

Public Relations Director

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

May 1999-Aug. 1999

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

Communication Fellow

Office of the Governor, Austin, Texas

May 1999-Aug. 1999

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

News Room Reporter

Lubbock Avalanche-Journal, Lubbock, Texas

Jan. 1999 - May 1999

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

PERSONAL INFORMATION

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

ATTACHMENT 11:

Development Experience

Development Experience – M STATION

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

M Station – (mixed income family property)

Income Mix:

15 units – < 30% MFI

75 units – < 50% MFI

45 units – < 60% MFI

15 units – < 80% MF (market units)

TOTAL UNITS: 150

Description:

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

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

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

Development Experience (cont.)

M Station Timeline:

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

M Station Development Budget:

Uses

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

Sources

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



ATTACHMENT 12:
Property Management
Team Resumes

**RESUME OF
SANDRA K. LUMLEY**

SUMMARY OF QUALIFICATIONS

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

PROFESSIONAL PROFILE

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

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

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

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

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

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

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

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

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

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

*CAM Designation

*CAPS Candidate

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

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

*Numerous Achievement Awards in Property Management

*New Mexico Real Estate Sales Association License (1983)

*Million Dollar Club Award in 1984

JULIAN HUERTA



OBJECTIVE

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

EDUCATION

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

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

EMPLOYMENT EXPERIENCE

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

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

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

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

- Directed fieldwork for research studies of health issues in South Texas, with particular emphasis on Hispanic populations.
- Hired, trained and supervised research interviewers, monitored quality of data collected, and prepared and presented progress reports.
- Developed and maintained relational databases and statistical programs for the management and analysis of data.
- Assisted division faculty with grant writing and monitoring, survey instrument development and testing, and manuscript preparation.

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

- Interviewed applicants to determine eligibility for AFDC, food stamps and Medicaid, applying complex state and federal policies and regulations.
- Provided information and answered client questions regarding program benefits and requirements, client rights and client responsibilities.
- Made referrals to other agencies for housing, child care, job training, etc.
- Maintained caseload statistics and completed monthly monitoring reports.

OTHER SKILLS

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

Moderate Spanish-speaking ability.

Mario Cortez

Professional Experience

Foundation Communities, Austin Texas

1/08 – present

Program Coordinator, Children's HOME Initiative

- Oversees all aspects of the Children's HOME Initiative, including hiring, training and supervising case managers, establishing program policies and procedures and interfacing with property management staff to establish and enforce leasing policies.
- Performs client outreach and intake that include evaluating applications, interviewing applicant families, determining suitability for the program and guiding approved families through the leasing approval process.
- Maintains program participation and outcome data and submits reports on program progress to senior management and funders.
- Administers direct financial assistance programs designed to address immediate financial needs and long-term personal stability needs of all Foundation Communities residents.
- Establishes partnerships with community social service organizations to provide needed services for participating families.

Front Steps, Inc., Austin Texas

7/04 – 1/08

Program Coordinator, Keep Austin Housed AmeriCorps Program

- Developed and managed all operational program activities and internal reporting methods in accordance with federal regulations and state provisions.
- Developed and managed systems to track performance outcome data and reported on program progress to federal and state entities.
- Established effective partnerships with social service organizations and developed and managed a network of 12 agency partnerships with Keep Austin Housed.
- Coordinated the recruitment, selection, and placement process of 25 AmeriCorps members annually and managed members' service terms.
- Developed and implemented an annual training plan focused on building and strengthening the professional skills of each member and provided supervisory support in members' professional development.

Foundation for the Homeless, Inc., Austin, Texas

7/03 – 7/04

Director of Social Services

- Coordinated and supervised case management services.
- Served as community liaison and collaborated with community service providers to enhance services to the homeless population.
- Acted as lead personnel in evaluating and monitoring program participants' compliance with service plans.
- Maintained program documentation in accordance with agency guidelines and reported outcome data to funding sources.
- Provided field instruction to interns from the UT School of Social Work.

Woodside Trails Therapeutic Camp, Smithville, Texas

1/03 – 7/03

MSSW Student Intern

- Worked with adolescent boys on issues of sexual victimization/perpetration, anger management, abuse, neglect, and addressed a variety of mental health disorders.
- Provided individual, group and family therapy to twelve adolescents and their families.
- Utilized a variety of therapeutic models (Play, CBT, Reality, and Narrative) and techniques.
- Participated in Comprehensive Treatment Plans and Treatment Planning Reviews.
- Coordinated services with Juvenile Probation and Child Protective Services.

Foundation for the Homeless, Inc., Austin, Texas	
<i>Intake Manager</i>	6/02 – 7/03
<i>Passages Case Manager</i>	10/97 – 5/02
<ul style="list-style-type: none"> Conducted shelter intakes and evaluated family eligibility for agency shelters. Facilitated service planning process with homeless families, brokered community resources, administered crisis intervention, and advocated for clients as they worked toward self-sufficiency. Supervised Passages Case Managers and oversaw case management program. Worked with senior staff on efforts of program development, volunteer recruitment and trainings. Organized and lead effort of data collection and database building to establish comprehensive measurable objectives for agency's service delivery system. 	
American Institute for Learning, Austin, Texas	
<i>BSW Student Intern</i>	9/96 – 5/97
<ul style="list-style-type: none"> Served as counselor intern for GED classroom and the Career Resource Center. Provided educational and general counseling for culturally diverse, at-risk youth. Facilitated adolescent male support group (ages 16-18) with an emphasis on gang related topics. Created and edited student involved newsletter for the Career Resource Center. 	
Helping Our Brothers Out, Inc., Austin, Texas	
<i>Client Services Specialist</i>	7/93 – 12/95
<ul style="list-style-type: none"> Administered direct client services and provided crisis intervention to general homeless population. Developed and maintained database that documented governmental benefits for approximately two thousand clients. Assisted with recruitment, orientation and supervision of agency volunteers. Maintained monthly reports for client services, volunteer participation, and community service workers. 	

Education	
Master of Science in Social Work	8/03
The University of Texas at Austin, Austin, Texas	
Concentration: Clinical	
Bachelor of Social Work	5/97
The University of Texas at Austin, Austin, Texas	
Generalist Practice	

Honors & Affiliations	
Basic Needs Coalition, Housing Stability Committee	2008 – present
Butler Award nominee (Keep Austin Housed) for True Spirit of Collaboration	2007
Mentor, Alumni and Community Mentoring Program for Students Of Color – University of Texas at Austin School of Social Work	2006 – present
Certified Field Instructor, The University of Texas at Austin School of Social Work	2004 – present
Social Services Case Management Network, Executive Committee Member	2003 – 2006
Phi Alpha National Social Work Honor Society	2003
The Honor Society of Phi Kappa Phi	2003
Caring Forever Award, Community award presented by Sheppard of the Hills Presbyterian Church	2002
Homeless Task Force/Ending Community Homelessness Coalition (ECHO)	1998 – present

ATTACHMENT 13:

Operating Proforma

TABLE D: OPERATING PROFORMA

Unit Size (BR/BA)	Number of Units	Monthly Rental Income	Annual Rental Income
1 BR/1 BA - 30% MFI	3	\$960	\$11,520
1 BR/1 BA - 50% MFI	16	\$9,520	\$114,240
1 BR/1 BA - 60% MFI	10	\$7,350	\$88,200
1 BR/1 BA - market	3	\$3,000	\$36,000
2 BR/2 BA - 30% MFI	7	\$2,695	\$32,340
2 BR/2 BA - 50% MFI	32	\$23,040	\$276,480
2 BR/2 BA - 60% MFI	19	\$16,720	\$200,640
2 BR/2 BA - market	6	\$7,200	\$86,400
3 BR/2 BA - 30% MFI	6	\$2,550	\$30,600
3 BR/2 BA - 50% MFI	32	\$25,760	\$309,120
3 BR/2 BA - 60% MFI	19	\$18,905	\$226,860
3 BR/2 BA - market	7	\$9,450	\$113,400
FULL OCCUPANCY ANNUAL INCOME			\$1,525,800
Less Vacancy Loss (Indicate % and Amount of Loss) -			-\$114,435
7.5%			
Other Income			\$50,000
GROSS ANNUAL INCOME			\$1,461,365

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

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 10	Year 15	Year 20
Gross Annual Income	\$1,461,365	\$1,490,592	\$1,520,404	\$1,550,812	\$1,581,828	\$1,746,466	\$1,928,240	\$2,128,933
EXPENSES								
Utilities	\$240,000	\$247,200	\$254,616	\$262,254	\$270,122	\$313,146	\$363,022	\$420,841
Insurance	\$33,759	\$34,772	\$35,815	\$36,889	\$37,996	\$44,048	\$51,064	\$59,197
Maintenance/Repair	\$112,768	\$116,151	\$119,636	\$123,225	\$126,921	\$147,137	\$170,572	\$197,739
Property Taxes	\$91,950	\$94,709	\$97,550	\$100,476	\$103,491	\$119,974	\$139,083	\$161,235
Management Fee	\$74,318	\$76,548	\$78,844	\$81,209	\$83,646	\$96,968	\$112,413	\$130,317
Marketing	\$16,755	\$17,258	\$17,775	\$18,309	\$18,858	\$21,861	\$25,343	\$29,380
Administrative	\$82,136	\$84,600	\$87,138	\$89,752	\$92,445	\$107,169	\$124,238	\$144,026
Payroll	\$212,532	\$218,908	\$225,475	\$232,239	\$239,207	\$277,306	\$321,474	\$372,676
Other (Security)	\$10,000	\$10,300	\$10,609	\$10,927	\$11,255	\$13,048	\$15,126	\$17,535
Replacement Reserve	\$48,000	\$49,440	\$50,923	\$52,451	\$54,024	\$62,629	\$72,604	\$84,168
TOTAL EXPENSES	\$922,218	\$949,885	\$978,381	\$1,007,733	\$1,037,964	\$1,203,285	\$1,394,937	\$1,617,115
NET OPERATING INCOME (NOI)	\$539,147	\$540,708	\$542,023	\$543,080	\$543,864	\$543,181	\$533,303	\$511,818
Sources of Funds & Debt Service								
CIP Perm Loan	\$431,676	\$431,676	\$431,676	\$431,676	\$431,676	\$431,676	\$431,676	\$431,676
TOTAL ANNUAL Debt Service (DS)	\$431,676	\$431,676	\$431,676	\$431,676	\$431,676	\$431,676	\$431,676	\$431,676
Cash-flow after Debt Service (CF=NOI - DS)	\$107,471	\$109,032	\$110,347	\$111,404	\$112,188	\$111,505	\$101,627	\$80,142
Debt Coverage Ratio (DCR = NOI/DS)	1.25	1.25	1.26	1.26	1.26	1.26	1.24	1.19

ATTACHMENT 14:
Supportive Service
Team Resumes

JULIAN HUERTA



OBJECTIVE

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

EDUCATION

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

Bachelor of Arts; Incarnate Word College, 1987

Major: Political Science Minor: Sociology

EMPLOYMENT EXPERIENCE

Resident Services Director; Central Texas Mutual Housing Association, 1998 to present

- Develop and direct educational and asset-building programs that assist families residing in affordable housing communities to increase their self-sufficiency.

- Hire, train and supervise professional staff at multiple sites.

- Research and author grant proposals to public and private sources to fund resident services.

- Collect participation and outcomes data on resident services programs, conduct program assessments, and submit reports to funding agencies, executive director, and board of directors.

- Collaborate with other community-based organizations and public agencies to maximize opportunities available to residents.

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- Provided leadership for all programs, hired and supervised staff, and prepared and implemented annual budget in order to achieve agency mission as defined in conjunction with volunteer board of directors.

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- Hired, trained and supervised Information Systems, Intake and clerical staff.

- Participated in the evaluation of agency programs, including designing and conducting research on client outcomes.

- Assisted with the development of funding proposals to public and private sources.

- Administered local area network, installed and maintained computer software and provided user training and support.

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1992 - 1993

- Directed fieldwork for research studies of health issues in South Texas, with particular emphasis on Hispanic populations.
- Hired, trained and supervised research interviewers, monitored quality of data collected, and prepared and presented progress reports.
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- Interviewed applicants to determine eligibility for AFDC, food stamps and Medicaid, applying complex state and federal policies and regulations.
- Provided information and answered client questions regarding program benefits and requirements, client rights and client responsibilities.
- Made referrals to other agencies for housing, child care, job training, etc.
- Maintained caseload statistics and completed monthly monitoring reports.

OTHER SKILLS

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

Moderate Spanish-speaking ability.

Mario Cortez



Professional Experience

Foundation Communities, Austin Texas

1/08 – present

Program Coordinator, Children's HOME Initiative

- Oversees all aspects of the Children's HOME Initiative, including hiring, training and supervising case managers, establishing program policies and procedures and interfacing with property management staff to establish and enforce leasing policies.
- Performs client outreach and intake that include evaluating applications, interviewing applicant families, determining suitability for the program and guiding approved families through the leasing approval process.
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- Establishes partnerships with community social service organizations to provide needed services for participating families.

Front Steps, Inc., Austin Texas

7/04 – 1/08

Program Coordinator, Keep Austin Housed AmeriCorps Program

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Foundation for the Homeless, Inc., Austin, Texas

7/03 – 7/04

Director of Social Services

- Coordinated and supervised case management services.
- Served as community liaison and collaborated with community service providers to enhance services to the homeless population.
- Acted as lead personnel in evaluating and monitoring program participants' compliance with service plans.
- Maintained program documentation in accordance with agency guidelines and reported outcome data to funding sources.
- Provided field instruction to interns from the UT School of Social Work.

Woodside Trails Therapeutic Camp, Smithville, Texas

1/03 – 7/03

MSSW Student Intern

- Worked with adolescent boys on issues of sexual victimization/perpetration, anger management, abuse, neglect, and addressed a variety of mental health disorders.
- Provided individual, group and family therapy to twelve adolescents and their families.
- Utilized a variety of therapeutic models (Play, CBT, Reality, and Narrative) and techniques.
- Participated in Comprehensive Treatment Plans and Treatment Planning Reviews.
- Coordinated services with Juvenile Probation and Child Protective Services.

Foundation for the Homeless, Inc., Austin, Texas	
<i>Intake Manager</i>	6/02 – 7/03
<i>Passages Case Manager</i>	10/97 – 5/02
<ul style="list-style-type: none"> • Conducted shelter intakes and evaluated family eligibility for agency shelters. • Facilitated service planning process with homeless families, brokered community resources, administered crisis intervention, and advocated for clients as they worked toward self-sufficiency. • Supervised Passages Case Managers and oversaw case management program. • Worked with senior staff on efforts of program development, volunteer recruitment and trainings. • Organized and lead effort of data collection and database building to establish comprehensive measurable objectives for agency's service delivery system. 	
American Institute for Learning, Austin, Texas	
<i>BSW Student Intern</i>	9/96 – 5/97
<ul style="list-style-type: none"> • Served as counselor intern for GED classroom and the Career Resource Center. • Provided educational and general counseling for culturally diverse, at-risk youth. • Facilitated adolescent male support group (ages 16-18) with an emphasis on gang related topics. • Created and edited student involved newsletter for the Career Resource Center. 	
Helping Our Brothers Out, Inc., Austin, Texas	
<i>Client Services Specialist</i>	7/93 – 12/95
<ul style="list-style-type: none"> • Administered direct client services and provided crisis intervention to general homeless population. • Developed and maintained database that documented governmental benefits for approximately two thousand clients. • Assisted with recruitment, orientation and supervision of agency volunteers. • Maintained monthly reports for client services, volunteer participation, and community service workers. 	

Education	
Master of Science in Social Work	8/03
The University of Texas at Austin, Austin, Texas	
Concentration: Clinical	
Bachelor of Social Work	5/97
The University of Texas at Austin, Austin, Texas	
Generalist Practice	

Honors & Affiliations	
• Basic Needs Coalition, Housing Stability Committee	2008 – present
• Butler Award nominee (Keep Austin Housed) for True Spirit of Collaboration	2007
• Mentor, Alumni and Community Mentoring Program for Students Of Color – University of Texas at Austin School of Social Work	2006 – present
• Certified Field Instructor, The University of Texas at Austin School of Social Work	2004 – present
• Social Services Case Management Network, Executive Committee Member	2003 – 2006
• Phi Alpha National Social Work Honor Society	2003
• The Honor Society of Phi Kappa Phi	2003
• Caring Forever Award, Community award presented by Sheppard of the Hills Presbyterian Church	2002
• Homeless Task Force/Ending Community Homelessness Coalition (ECHO)	1998 – present

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KAREN LYONS SERNA

PROFESSIONAL EXPERIENCE

Foundation Communities – Austin, Texas

2003- Present

Director of Asset Building Programs

2008 – Present

Lead Foundation Communities' initiatives aimed at helping low- to moderate-income individuals and families increase their understanding of financial issues and acquire assets that contribute to long-term financial stability. Manage the Individual Development Account (IDA) Matched Savings Program. Oversee the Financial Coaching Program, FAFSA Program, Financial Education Classes, and Homebuyer Education Classes. Lead a staff of six.

IDA Program Coordinator

2003 - 2008

Managed all aspects of the Individual Development Account (IDA) Program. Instructed 12-hour homebuyer education course in English and Spanish. Provided technical assistance to emerging IDA Programs. Advocated for asset building policy on the local, state, and national level.

Casa Marianella – Austin, Texas

1999-Present

Board of Directors, President

2004 – Present

Coordinate and plan annual benefit dinner. Lead board in making organizational policy decisions. Recruit and train new board members. Lead monthly board meetings.

Assistant Director

2002-2003

Lead purchase of property to use for a women and children's shelter. Developed programming for the women and children's shelter. Grant writing and fundraising.

Language Program Coordinator

2000-2002

Managed the English as a Second Language and Spanish Literacy Program.

Operations Coordinator, *Full-time AmeriCorps Volunteer*

1999-2000

Provided case management to residents living in the shelter.

La Fuente Learning Center – Austin, Texas

2003 – 2008

English as a Second Language Instructor

Instructed evening classes to Spanish-speaking students. Monitored and tracked student performance and progress. Developed and implemented lesson plans.

The Austin Academy – Austin, Texas

2001 - 2002

Adult Education Instructor

Instructor of Adult Basic Education and English as a Second Language students preparing for the GED examination.

Crockett High School, Austin, Texas

2001

Biology Teacher

Developed and executed lesson plans. Attended to individual student needs and concerns.

KAREN LYONS SERNA

PRESENTATIONS

National Community Tax Coalition Conference, San Antonio, Texas, 2009

Topic: Asset Building Hubs: Bridging the Financial Mainstream Gap

CPPP William P. Hobby Policy Conference, Austin, Texas, 2008

Topic: The Role of State Policy and Advocacy in Building Assets and Wealth

Barbara Jordon Forum, Austin, Texas, 2007

Topic: The Great Divide: Wealth and Poverty

RAISE Texas Asset Building Summit, Dallas, Texas, 2006

Topic: Statewide Expansion of Individual Development Accounts and Matched Savings Programs

National Conference on Rural Housing, Washington D.C., 2004

Topic: Marketing and Recruitment Strategies for Individual Development Account Programs

National IDA Learning Conference, New Orleans, Louisiana, 2004

Topic: Preparing for Project Closeout: The Express Individual Development Account Program

Texas IDA Network Conference, Austin, Texas, 2004

Topic: Statewide Individual Development Account Initiatives

EDUCATION, CERTIFICATIONS AND SKILLS

Master of Science in Organizational Leadership and Ethics, Anticipated graduation date 2011

St. Edward's University – Austin, Texas

Non-Profit Leadership Program for Emerging Leaders, 2007

Bank of America

Certified Volunteer Income Tax Preparer for VITA Program, 2005 – 2009

Internal Revenue Service

Certification of Professional Recognition in Homebuyer Education and Training, 2004

NeighborWorks

English as a Second Language Teacher Certification, 2003

State of Texas

Secondary Biology Teaching Certification

State of Pennsylvania (1999), State of Texas (2001)

Bachelor's Degree in Biology, 1999

Lycoming College – Williamsport, Pennsylvania

Oral and written proficiency in Spanish

ATTACHMENT 15:
Supportive Service
Budget

**Supportive Service Budget
Mueller Place**

<u>Sources</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	
Foundations and Corporations	\$65,000	\$67,000	\$69,000	
TOTAL SOURCES	\$65,000	\$67,000	\$69,000	
<u>Uses</u>				<u>Notes</u>
Case Manager for the CHI Program	\$33,000	\$33,990	\$35,010	one full-time position
Adult Education Coordinator	\$18,000	\$18,540	\$19,096	one part-time position
Taxes and Benefits	\$10,200	\$10,506	\$10,821	20% of salary
Supplies/Printing	\$1,000	\$1,030	\$1,061	for client meetings and classes
Training/Travel/Mileage	\$1,000	\$1,030	\$1,061	professional education
Direct Aid to Clients	\$1,500	\$1,545	\$1,591	Bus passes, work search expenses, etc.
TOTAL	\$64,700	\$66,641	\$68,640	

ATTACHMENT 16: MOU with Nonprofit

**AGREEMENT between Foundation Communities and Capital Area Mental Health Center for
Provision of Psychotherapy Services**

This document serves as a written agreement that Foundation Communities will pay Capital Area Mental Health Center (CAMHC) on a fee-for-service basis to provide "psychotherapy services" to specified individuals who initiate this service and are participants of the Children's HOME Initiative (CHI), a program of Foundation Communities.

The Director of Programs of Foundation Communities and Executive Director of CAMHC will agree upon the specific individuals ("clients") who will receive the contract services. Clients must meet the minimum requirements for inclusion: 1) clients are active participants of the Children's HOME Initiative, and 2) clients earn 30% or below of the Median Family Income.

For the purposes of this contract "psychotherapy services" will include accepting calls from residents, confirming their residence and desire to see a therapist at CAMHC, scheduling their first appointment and tracking the number of subsequent times they appear for sessions.

Should clients fail to appear for scheduled appointments two consecutive times, they may be notified by CAMHC that they are no longer eligible for these free services. Unavoidable circumstances may be judged by therapist and CAMHC staff as exceptions to this rule.

CAMHC will submit an itemized invoice for services rendered to CHI of Foundation Communities on a monthly basis. Psychotherapy services will be billed at a rate of \$10 per session, not to exceed four sessions per client per month and a total of \$4,800 in calendar year 2010 and \$4,800 in 2011.

This contract will commence on July 26, 2010 and will end on December, 31, 2011. Either party may submit a proposal to revise the contract or may terminate the contract prior to its end date.

We agree to carry out the agreements outlined herein:

Director of Programs of Foundation Communities

Signature

Date

7/26/10

Executive Director of Capital Area Mental Health Center

Signature

Date

7/26/10



Any Baby Can

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Ellen Balthazar
Executive Director

December 7, 2011

David Potter
Austin Housing Finance Corporation
The Street-Jones Building
1000 East 11th Street -- 2nd Floor
Austin, TX 78702

Dear David:

I am writing to support Foundation Communities on the new construction of Mueller Place Apartments (Tom Miller Street and Berkman Drive) to create 160 units of family-focused housing located in the high-opportunity Mueller Neighborhood. The proposed development will create a service-enriched community that helps families succeed.

Any Baby Can, a premier family service organization with a 30 year track record of serving Austin/Travis County, offers tools and training so families can provide a better life and brighter future for their children. We support Foundation Communities' vision of developing Mueller Place as a safe, healthy, kid-focused home where families can access the services and amenities they need to build more stable lives.

Each year, Any Baby Can brings help and hope to more than 5,000 of Austin's youngest, sickest, and poorest children. The construction of Mueller Place represents an amazing opportunity to collaboratively improve the health of the children living there while demonstrating the impact that stable, well-managed housing with supportive services can have on families and the surrounding neighborhood.

Any Baby Can highly commends the efforts of Foundation Communities to create more quality, affordable and supportive homes for Austin's lowest income families.

Sincerely,

Ellen Balthazar
Executive Director
Any Baby Can