

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

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

Please see **Attachment A** for requested documentation.

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:

60 Total Number of Units in project

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

30 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 30

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.

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

The Dessau Road project will be a family-focused, integrated supportive housing project located in Northeast Austin that includes both permanent supportive housing and lower income housing for households whose income does not exceed 50% MFI. 50% of the project (30 units) will be permanent supportive housing targeted primarily to families struggling with homelessness and disabilities whose income is below 30% mfi. The remaining 50% of the project (30 units) will be targeted to working poor families. While the project's focus is families, Green Doors anticipates serving individuals as well, especially targeting single women who have experienced long periods of homelessness, another vulnerable underserved group.

Green Doors' primary motivation for moving forward with the project is to address the acute need for supportive housing targeted to homeless families, especially chronically homeless families. Unfortunately, almost all of the supportive housing developed over the last five years in Austin has been targeted to individuals, and primarily men. The Dessau Road project intends to house the most underserved groups among those struggling with homelessness or at risk of homelessness – families and single women.

The following facts highlight this dire need quite starkly:

- In 2011, AISD identified approximately **980 homeless families**, including approximately **1300 children**;
- According to AISD, there are at least 6,000 children in the district who are not housing stable;
- In Travis County, 39% of women aged 18-24 are living in poverty, while 24% of children under 5 are living below the poverty line; and
- **Green Doors, alone, receives 5 calls per day from homeless families and women looking for housing.**

Finally, the individuals and families served in the permanent supportive housing units will be provided with a robust array of supportive services, including case management, training and effective community support utilization, and housing stability support. Supportive services will be tailored to the needs of the population served, but at a minimum will focus on ensuring stability and increasing independence, specifically focusing on housing stability and financial stability components. Service goals will include helping residents live more stable, productive lives. The majority of services will be provided on-site, but services that are needed by specific residents, not the majority of the program, may require an off-site referral.

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

The Dessau Road project will be a multi-family 60-unit new construction project comprised of a mix of one-bedroom, two-bedroom, three, and four bedroom apartments. While the exact mix of floor plans has not been finalized, Green Doors anticipates that the unit specifications will roughly break out as follows:

- 11 One bedroom/One bathroom units with 510 sq. ft. of living area
- 20 Two bedroom/One bathroom units with 800 sq. ft. of living area
- 25 Three bedroom/Two bathroom units with 1100 sq. ft. of living area
- 4 Four bedroom/Two bathroom units with 1300 sq. ft. of living area

- c. Indicate whether the property is occupied at the time this application is being submitted.

As a new construction project, there are no units occupied at this time.

- d. Indicate whether the project meets the requirements of the City's Vertical Mixed-Use (VMU) Ordinance, or is in a Planned-Unit Development (PUD) or Transit Oriented Development (TOD).

Not applicable.

- e. Indicate whether the project will preserve existing affordable rental units.

Not applicable.

- f. If there are existing structures, provide documentation from the taxing authority or another third-party source indicating the year the structure was built.

Not applicable

- g. Indicate the number of units reserved for Housing Choice Voucher holders (Section 8).

No units will be reserved for Housing Choice voucher holders. However, Housing Choice voucher holders would be welcome.

- h. Indicate the number of units that are or will be made accessible and adaptable for persons with mobility, sight or hearing disabilities.

6 units will be accessible for persons with mobility disabilities and 3 units will be accessible for persons with sight or hearing disabilities.

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

The proposed project is compatible with the existing neighborhood plan and its future land use plan (Heritage Hills/Windsor Hills Combined Neighborhood Plan). Green Doors will not be asking for any neighborhood plan amendments and will use the property as currently zoned – i.e., as higher density single-family (SF-6).

- 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's capital costs are estimated to be \$6.54 million. However, given that the Dessau Road project is being broken out into phases, Green Doors is only requesting \$330,763 in AHFC Rental Development financing funds to assist with refinancing the existing 7.3 acre site and some pre-development costs, including architectural and engineering services. Green Doors will secure an additional \$30,000 in pre-development funds from private foundation sources.

Green Doors anticipates securing the remaining funds for the project once it has removed the conditional overlay on its SF-6 zoning and completed architectural and engineering work for the project. Prospective funding sources will include: additional AHFC funds, Low Income Housing tax credits, private conventional debt financing, and private foundation support.

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

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

Please see **Attachment B** for a map indicating the Dessau Road project's location and distance to the nearest Capital Metro Transit Stop to which residents will have access.

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

The proposed project is located in an area designated as "Low" from a comprehensive opportunity perspective. However, Green Doors was intentional about selecting this location because it is an area that has been trending towards greater opportunity over the last three years. For example, the neighborhood school, Graham Elementary, has received an "Exemplary" TEA school rating for the last three years and counting. Green Doors views this as a great asset for the families to be served at the Dessau Road project.

5. Site Control and Demonstration of Value

Include evidence of site control such as a warranty deed or an current earnest money contract, and provide a real estate appraisal or current tax documentation that substantiates the value of the project.

The property's warranty deed is provided as **Attachment C**.

6. Zoning

Include a letter 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, or include documentation verifying that a request to change current zoning has been submitted to PDRD. Should the project be approved for funding, the appropriate zoning must be in place prior to execution of loan documents.

Documentation regarding Green Doors' request to change current zoning is provided as **Attachment D**.

7. S.M.A.R.T. Housing™. Include a copy of the letter that indicates the project has been reviewed and meets S.M.A.R.T. Housing™ requirements.

The S.M.A.R.T. Housing letter is provided as **Attachment E**.

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	Green Doors			X
Developer	Green Doors			X
Architect				
Engineer				
Construction Lender				
Other Lenders				
Attorney				
Accountant				
General Contractor	TBD			
Consultant (if Applicable)	Austin Community Development and Design Center			X
Property Management Provider	Green Doors			X
Other:				

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/Refinancing and/or holding	February 2012
Environmental and/or historic review (AHFC)	December 2011
Securing zoning change	August 2012
Finalize architectural and engineering work	September 2012
Securing and packaging project financing	July 2013
Construction Specifications and Cost estimates	March 2013

Construction Bids	May 2013
Construction Start	September 2013
Anticipated Draws (list all)	
End Construction	October 2014
Start of Rent-up	November 2014
Completion & Operation	February 2015

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.

- 6 Units adaptable for persons with mobility disabilities
 6 Units accessible for persons with mobility disabilities
 3 Units adaptable for persons with sight and hearing disabilities
 3 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	# of Units	New or Rehab	Type of Property (apartments, SF units, etc.)	Year Completed
1109 Spearson, Austin	3	Acquired & rehab'd	SF Rental house	1991
5406 Village Trail, Austin	3	Acquired & rehab'd	SF Rental house	1991
702 Plumpton Drive, Austin	3	Acquired & rehab'd	SF Rental house	1991
5404 Meadow Crest, Austin	4	Acquired & rehab'd	SF Rental house	1991
1127 D. Ebert Ave., Austin	1	Acquired	SF Rental house	1998
2505 Village Trail Circle, Austin	4	Acquired & rehab'd	SF Rental house	1998
2407 S. 4 th Street, Austin	4	Acquired & rehab'd	SF Rental house	1998
7605 Elderberry, Austin	4	Acquired & rehab'd	SF Rental house	1998
Recently Rehabilitated				
2505 Village Trail Circle, Austin	4	Rehab'd	SF Rental house	2006
5406 Village Trail, Austin	3	Rehab'd	SF Rental house	2006
2407 S. 4 th Street, Austin	4	Rehab'd	SF Rental house	2006
7605 Elderberry, Austin	4	Rehab'd	SF Rental house	2006
5802 Sweeney Circle	4	Acquired & rehab'd	MF Rental	2010
5804 Sweeney Circle	4	Acquired & rehab'd	MF Rental	2010
5805 Sweeney Circle	4	Acquired & rehab'd	MF Rental	2010
5807 Sweeney Circle	4	Acquired & rehab'd	MF Rental	2010
5809 Sweeney Circle	4	Acquired & rehab'd	MF Rental	2010
5811 Sweeney Circle	4	Acquired & rehab'd	MF Rental	2010
5800 Sweeney Circle	22	Acquired & rehab'd	MF Rental	2011
Recently Purchased			SF Rental house	
2014 Covered Wagon, Austin	3	Acquired & rehab'd	SF Rental house	2007
5611 Teri Road, Austin	4	Acquired & rehab'd	SF Rental house	2007
New Construction				
916 Neal Street	2 (BRs)	New	SF Rental house	2008
912 Neal Street	4 (BRs)	New	SF Rental house	2008
908A Neal Street	2 (BRs)	New	SF Rental house	2008
908B Neal Street	3 (BRs)	New	SF Rental house	2008
904A Neal Street	3 (BRs)	New	SF Rental house	2008
904B Neal Street	2 (BRs)	New	SF Rental house	2008

In Progress				
3700 Manchaca Road	47	Acquired & rehab'd	MF Rental	2011
5711 Manor Road	24	Acquired & rehab'd	MF Rental	2012

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

Over the last 20 years, Green Doors has gained extensive housing development experience. The organization has expert knowledge in acquisition, new construction, rehabilitation, and collaborative neighborhood revitalization of both single and multi-family properties. As indicated in the Completed Projects table above, Green Doors has long-term successful experience in developing affordable and supportive housing, including new construction similar to the proposed Dessau Road project.

Green Doors does not anticipate that its funds will involve/trigger Davis-Bacon and other Federal Labor Standards. However, if some funds do trigger these requirements, Green Doors has experience being subject to Davis-Bacon standards – e.g., most recently, its acquisition and rehabilitation of 5807 and 5809 Sweeney Circle was funded by HOME funds, which triggered Davis-Bacon requirements.

Though smaller than the proposed Dessau Road project, Glen Oaks Corner, Green Doors' family PSH project on Neal St, mirrors well the anticipated product that would be developed. It was a new construction, 5-star green building rated project that converted an existing green site and carefully developed it into a beautiful community for vulnerable families. Green Doors would like to build on that success in developing the Dessau Road project.

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.

Green Doors has a strong record and reputation for providing high quality, resident-focused property management services. Green Doors has provided property management services for multiple scattered site properties for nearly 20 years. All of these properties have been acquired, renovated and/or rehabilitated with federally-supplied funds, in addition to local funding.

Green Doors currently manages 25 different residential properties, serving over 200 individuals and families annually. In the Veterans Re-Entry program, Green Doors operates 9 different properties with 32 transitional beds, serving over 70 homeless veterans annually. At Glen Oaks Corner, Green Doors operates 6 different properties with 16 permanent supportive housing beds, serving 23 homeless disabled adults and children annually. At Treaty Oaks, Green Doors operates 47 apartments, serving 20 households currently and additional 27 households by year-end. Lastly, at Pecan Springs Commons Green Doors operates 8 different properties with 70 affordable housing and permanent supportive housing units, serving over 70 residents in need (increasing to 120 residents once Pecan Springs Commons Phase II of the project is complete).

Property management staff consists of the supervising full-time Deputy Director, three full-time property managers, and three full-time maintenance staff. Work beyond the means of this team is contracted to local specialists, following designated Policies & Procedures for seeking and obtaining bids and selecting bidders to complete said work. All properties are maintained in good repair. The property management team has the capacity to oversee and care for the maintenance of the property that would be developed at Dessau Road.

12. Detailed Project Budget. Use the following table, or comparable format, to provide a complete project budget. Add line-items as necessary. If this project has already received funding from AHFC, indicate by line item the amounts from the prior award.

Green Doors has provided a detailed project budget as **Attachment F**. In addition, Green Doors has highlighted in the budget (in grey) only those items that the organization anticipates spending funds on for this phase of the project. The remainder of the project budget represents Green Doors' best estimate on subsequent costs based on past development experience with other projects and specific experience with the site, including secured cost estimates.

13. Funds Proposal. Provide the following information to facilitate financial review of the proposed project:

- a. **Sources and Uses of Funds** – Complete **Tables A (below) & B (on the following page)**, identifying all sources and uses of funds to implement project and include evidence of funds anticipated (financial statements, commitment letters, etc.).

See attached project budget (**Attachment F**). Green Doors is in the process of securing additional pre-development funds (\$30,000) and will provide these funds out of owner equity if the organization is unable to fundraise these funds in a timely basis.

- b. **Leveraging** – Complete **Table C (below)**. Include evidence of other funds leveraged by AHFC funds to implement the project such as owner equity and commitments from private and/or other public resources.

TABLE C: LEVERAGE SUMMARY	
TOTAL RHDA FUNDS	\$330,763
TOTAL OTHER FUNDS	\$30,000
LEVERAGE (%)	92%

- c. **Operating Proforma** – In a format comparable to Table D below, prepare a minimum twenty (20) year financial Operating Proforma which realistically reflects the operation of the project relative to current and anticipated revenues, expenses and debt. The Proforma must indicate the anticipated debt coverage ratio (DCR) calculated as follows: net operating income (NOI)/debt service (DS) = DCR. For projects that will not carry debt, use the number “1” as the denominator in the equation.

Green Doors has provided a detailed operating pro-forma as **Attachment G**.

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.

Green Doors has just commenced its community engagement efforts in the Windsor Hills neighborhood. As outlined in the project schedule and other areas of the application, Green Doors has allocated the next 7 months to work with the neighborhood to remove the conditional overlay from its SF-6 zoning, which currently limits the number of housing units to 30, and not the 60 units which would be allowable without the conditional overlay. As with all of Green Doors’ projects, the organization will work diligently with neighborhood representatives to address their concerns and build long-term trust and buy-in. And, prior to closing on AHFC funds, assuming Green Doors was awarded funds, the organization would have to secure first the zoning change discussed above. As such, Green Doors would be able to provide AHFC, prior to closing, with a detailed description of all of its community engagement efforts.

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.

Green Doors and its supportive service partners will provide a broad array of services to residents at the Dessau Road project. Green Doors’ service partners have not been finalized. However, Green Doors has attached a sample service plan that it uses in one of its other communities, as **Attachment H**.

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

Green Doors anticipates that all residents (60 households) of the Dessau Road project will be provided supportive services annually. It believes this will include 130 individuals and families annually, including 30 PSH residents.

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

Information is included on **Attachment H**.

- 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.

Green Doors, the developer, will be providing housing stability support and coordinating training. The case management component of the supportive services will be provided through its social service partners.

- 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.

Green Doors' Deputy Director, Christa Noland, will be the lead for this program and her resume is included as **Attachment I**. The community manager for the Dessau Road project, given that the project is still in its early stages, has not been brought on board yet. However, Green Doors has attached the job description used for its community managers as part of **Attachment I**. Each supportive service partner will also lend staff to the supportive service team.

- 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.
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.

Green Doors has included typical, community manager, staff support in the budget information attached. However, a specific supportive service source/amount of funds and budget is not included since the staffing and the related financial burden will be covered by the social service collaborating partners for the project. Through past experiences and collaborations, Green Doors has found that this separation of housing and service provision (case management) provides a great strength to our communities and individual resident success.

That said, Green Doors still has decided to set aside some limited funds in the project's operating budget (**Attachment G**) to help supplement the supportive services that will be provided by its social service partners.

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:

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Applicant Information _____ 2. Non-profit List of Items _____ 3. Project Description _____ 4. Site Control/Value _____ 5. Zoning _____ 6. S.M.A.R.T. Housing _____ 7. Development Team _____ 8. Development Schedule _____ | <ul style="list-style-type: none"> 9. Accessible/Adaptable Units _____ 10. Experience/Qualifications _____ 11. Project Budget _____ 12. Funds Proposal: <ul style="list-style-type: none"> a. Sources _____ b. Uses _____ c. Leveraging _____ d. Operating Proforma _____ 13. Community Engagement _____ |
|--|--|

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) 10

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) 0

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

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

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

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

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

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

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

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

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

9. **GEOGRAPHIC DISPERSION** (maximum 25 points) 10

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 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) 8

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) 12

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

TOTAL SCORE 150



Austin Housing Financing Corps Rental Housing Development Finance Program - Attachments

ORGANIZATION NAME: GREEN DOORS
PROJECT NAME: DESSAU ROAD

- Attachment A: Basic Organization Documentation
- Attachment B: Transit Stop Map
- Attachment C: Warranty Deed
- Attachment D: Documentation of Request for Zoning Change
- Attachment E: S.M.A.R.T. Housing Letter
- Attachment F: Detailed Project Budget
- Attachment G: Detailed Operational Pro-Forma
- Attachment H: Sample Service Plan
- Attachment I: Staff Resumes

Attachment A:
Basic Organization Documentation



COMMUNITY PARTNERSHIP
FOR THE HOMELESS

Articles of Incorporation
2007

ARTICLES OF INCORPORATION
OF
COMMUNITY PARTNERSHIP FOR THE HOMELESS, INC.

We, the undersigned natural persons of the age of eighteen (18) years or more, all of whom are citizens of the State of Texas, acting as incorporators of a corporation under the Texas Non-Profit Corporation Act do hereby adopt the following Articles of Incorporation for such corporation.

ARTICLE ONE

The name of the corporation is Community Partnership for the Homeless, Inc.

ARTICLE TWO

The corporation is a non-profit corporation.

ARTICLE THREE

The period of its duration is perpetual.

ARTICLE FOUR

The purpose or purposes for which the corporation is organized are as follows:
assistance to the homeless and those at risk of homelessness; to do any and all things necessary

and convenient in the furtherance of any or all of the said purposes, including exercising all powers available under the laws of the State of Texas. All of the activities are to be carried out solely for charitable and educational purposes and not for profit.

ARTICLE FIVE

The street address of the initial registered office of the corporation is 1404 Cedar Park Dr, Cedar Park, TX 78613, and the name of its initial registered agent is Tauna R Daulong.

ARTICLE SIX

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:

NAME	ADDRESS
Edward U. Blotz	Rt 1 Box 467A, Buchanan Dam, TX 78609
Tauna R Daulong	1404 Cedar Park Dr, Cedar Park, TX 78613
June Welch	2304 Dijon, Cedar Park, TX 78613

ARTICLE SEVEN

The name and address of each incorporator is:

NAME	ADDRESS
Edward U. Blotz	Rt 1 Box 467A, Buchanan Dam, TX 78609
Tauna R Daulong	1404 Cedar Park Dr, Cedar Park, TX 78613
June Welch	2304 Dijon, Cedar Park, TX 78613

ARTICLE EIGHT

The corporation shall have members. Membership will be governed by the provision of the corporation's Bylaws.

ARTICLE NINE

No part of the net earnings of the corporation shall inure to the benefits of, or be distributable to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Four hereof. 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 publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or of the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE TEN

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in the manner, or to such organization or organizations organized and operated exclusively for charitable, educational,

religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE ELEVEN

A Director of the corporation is not liable to the corporation or its members for monetary damages for an act or omission in the director's capacity as a director, except that this article does not eliminate or limit the liability of a director for:

- (1) a breach of a director's duty of loyalty to the corporation or its members;
- (2) an act or omission not in good faith or that involves intentional misconduct or a knowing violation of the law;
- (3) a transaction from which a director received an improper benefit, whether or not the benefit resulted from an action taken within the scope of the director's office; or



The State of Texas

SECRETARY OF STATE CERTIFICATE OF INCORPORATION

OF

COMMUNITY PARTNERSHIP FOR THE HOMBLESS, INC.
CHARTER NO. 1167106

The undersigned, as Secretary of State of the State of Texas, hereby certifies that Articles of Incorporation for the above corporation duly signed 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 Incorporation and attaches hereto a copy of the Articles of Incorporation.

Dated SEPTEMBER 25, 19 90



George S. Bayard Jr.
Secretary of State

dae

Corporations Section
P.O.Box 13697
Austin, Texas 78711-3697



Hope Andrade
Secretary of State

Office of the Secretary of State

**CERTIFICATE OF FILING
OF**

COMMUNITY PARTNERSHIP FOR THE HOMELESS, INC.

File Number: 116710601

Assumed Name:

Green Doors

The undersigned, as Secretary of State of Texas, hereby certifies that the assumed name certificate for the above named entity has been received in this office and filed as provided by law on the date shown below.

ACCORDINGLY the undersigned, as Secretary of State, and by virtue of the authority vested in the secretary by law hereby issues this Certificate of Filing.

Dated: 04/17/2009

Effective: 04/17/2009



A handwritten signature in black ink, appearing to read "Hope Andrade".

Hope Andrade
Secretary of State

Come visit us on the Internet at <http://www.sos.state.tx.us/>

Phone: (512) 463-5555
Prepared by: WBBSUBSCRIBER

Fax: (512) 463-5709
TID: 10342

Dial: 7-1-1 for Relay Services
Document: 254308530002



Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248562362
June 25, 2008 LTR 4168C E0
000000 00 000
00025518
BODC: TE

COMMUNITY PARTNERSHIP FOR THE
% FRANK FERNANDEZ
PO BOX 685065
AUSTIN TX 78768-5065657



632941

Employer Identification Number: [REDACTED]
Person to Contact: Mr. McQueen
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of June 16, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in January 1991, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi),

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

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

Sincerely yours,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

2011 Green Doors

Board of Directors

Name	Title	Phone Numbers			Email	Contact Address			
		Office	Home	Cellular		Street	City	St	Zip
Lee Chapman	President	683-5037	255-9223	797-6223	lee.chapman@ni.com	11500 N Mopac Bldg B	Austin	TX	78759
Aamir Paul	Vice President	723-8109		751-7934	Aamir_Paul@dell.com	3409 Esperanza Crossing # 7108	Austin	TX	78758
Yash S. Sabharwal, Ph.D.	Treasurer	(520) 388-0351		534-8340	yash_sabharwal@gmail.com	4205 Bradford Rd.	Austin	TX	78722
Kamran Shah	Immediate Past President	683-9341	426-0929	426-0929	mkamrans@gmail.com	1601 E 5th St, #214	Austin	TX	78702
Laura Mathieu	Director	314-2410		713-703-2104 or 512-934-4542	laura.mathieu@capitalonebank.com	901 South Mopac, Plaza One, Ste 500	Austin	TX	78746
Name	Professional Affiliation	Title			Initial Membership	Term Started	Ethnicity/Race	Gender	
Lee Chapman	National Instruments	Web Interface Group Manager			February 2008	February 2008	White	F	
Laura Mathieu	Capital One	Senior Vice President, Central Texas Regional Mgr			December 2007	December 2007	White	F	
Kamran Shah	National Instruments	Senior Engineering Manager			February 2003	December 2004	Asian	M	
Yash S. Sabharwal, Ph.D.	Xeris Pharmaceuticals	Chief Operating Officer			June 2010	June 2010	Asian American	M	
Aamir Paul	Dell Inc.	Dir. WW Sales Oper & Strategy, Global Public			June 2010	June 2010	Asian American	M	



Resolution

Board of Directors of
Community Partnership for the Homeless, Inc. dba Green Doors

Rental Development Financing Program
Austin Housing Finance Corporation
1000 East 11th Street, Suite 200
Austin, Texas 78702

WHEREAS, Green Doors, a Texas nonprofit CHDO organization, is applying for funding under the Austin Housing Finance Corporation's Rental Development Financing Program for the construction of 60 new homes to be used to provide permanent supportive housing and affordable housing for low-income clientele in Travis County, Texas.

NOW, THEREFORE, the Board of Directors of **Green Doors** hereby authorizes the application for funding under the Austin Housing Finance Corporation's Rental Development Financing Program.

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

Green Doors

A handwritten signature in black ink that reads "Lee Chapman". The signature is written in a cursive style and is positioned above a horizontal line.

Lee Chapman
President, Board of Directors

Attachment B:
Transit Stop Map

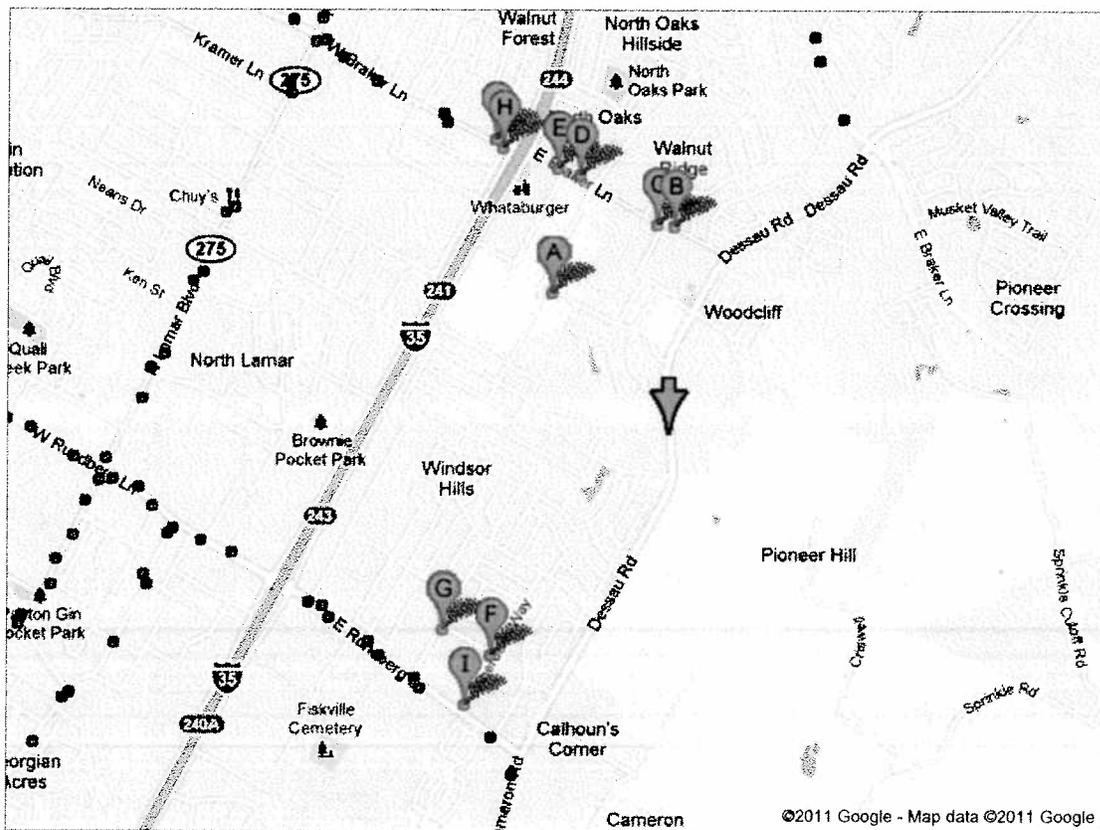


bus stops near 10620 Dessau Rd, Austin, TX 78753

Get Google Maps on your phone
Text the word "GMAPS" to 466453



- A. 1001 Collinwood West/Bluff Bend
United States *0.5 miles*
- B. 1120 Braker/January
United States *0.6 miles*
- C. 1111 Braker/Tom Adams
United States *0.6 miles*
- D. Braker/Wedgewood
United States
- E. 833 Braker/Joseph Clayton
United States
- F. Tartan/Aberdeen
United States
- G. Teasdale/Tartan
United States
- H. 751 Braker/Middle Fiskville
United States
- I. Aberdeen/Rundberg
United States
- J. 700 Braker/Pollyanna
United States



Attachment C:
Warranty Deed

(16) RECORDED BY
NORTH AMERICAN TITLE
1213077

SPECIAL WARRANTY DEED

THE STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF TRAVIS §

5

THAT TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #4, a political subdivision of the State of Texas ("Grantor"), for the consideration hereinafter stated paid and secured to be paid by COMMUNITY PARTNERSHIP FOR THE HOMELESS, a Texas non-profit corporation, ("Grantee"), whose address is P.O. Box 685065, Austin, Texas 78768, in the manner hereinafter stated HAS GRANTED, BARGAINED, SOLD and CONVEYED, and by these presents DOES GRANT, BARGAIN, SELL and CONVEY unto Grantee all that certain land situated in Travis County, Texas, and described on Exhibit "A" which is attached hereto and incorporated herein by reference for all purposes, together with all of Grantor's right, title and interest in and to all appurtenances thereof or in anywise appertaining thereto and all of Grantor's right, title and interest in and to all buildings, structures, fixtures and improvements located thereon (said land, real property, rights, improvements and appurtenances being herein together referred to as the "Property").

This conveyance and the warranties of title herein are expressly made subject to the liens, encumbrances, easements and other exceptions set forth on Exhibit "B" attached hereto and incorporated herein by this reference for all purposes to the extent the same are valid and subsisting and affect the Property.

Ad valorem taxes have been paid through the year - 2002, and ad valorem taxes for the year 2003 have been prorated and assumed by Grantee.

The consideration for this conveyance is as follows: A full valuable cash consideration to Grantor in hand paid by Grantee, the receipt of which is hereby acknowledged, and for the payment of which no lien, express or implied, is retained against the Property, and one certain promissory note ("Note") of even date herewith in the original principal sum of \$150,363.00, made, executed and delivered by Grantee, payable to the order of Stratus Properties Operating Co., L.P. The Note is by reference incorporated herein as fully and completely as if the same were here set forth verbatim.

The vendor's lien, together with superior title remaining in Grantor, as vendor, is retained against the Property in favor of the holder of the Note ("Beneficiary") for the security of and until the full and final payment of the Note, when and whereupon this deed shall become absolute, and superior title remaining in Grantor, is hereby granted and conveyed to Beneficiary.

Payment of the Note is additionally secured by a deed of trust lien on the Property created in the deed of trust ("Deed of Trust") of even date herewith from Grantee to Kenneth N. Jones, Trustee, and in the event of default in the payment of the Note, or in the event of default in the performance of any of the covenants or conditions contained in the Deed of Trust which on the part of the grantor therein are to be kept and performed, then Beneficiary shall have the option to mature the Note and to foreclose the vendor's lien herein retained or the Deed of Trust lien

1213079

which secures the payment of the Note, or both of said liens, either under the power of sale contained in the Deed of Trust or by court proceedings, as Beneficiary may elect.

EXECUTED effective as of this 7th day of March, 2003.

TRAVIS COUNTY EMERGENCY SERVICES
DISTRICT #4, a POLITICAL SUBDIVISION OF THE
STATE OF TEXAS

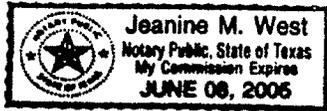
By: Kevin MacDonnell
Name: KEVIN MAC DONNELL
Its: President of the Board

THE STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

This instrument was acknowledged before me on MARCH 7, 2003,
by KEVIN MAC DONNELL, PRESIDENT OF THE BOARD of Travis County
Emergency Services District #4, on behalf of said District.

Jeanine M. West
Notary Public Signature

(seal)



RETURN TO:
NORTH AMERICAN TITLE
823 Congress Ave., Suite 1400
Austin, TX 78701

EXHIBIT "A"

[attach property description]

Recorders Memorandum-At the time of recordation this instrument was found to be inadequate for the best reproduction, because of illegibility, carbon or photocopy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

EXHIBIT "A"

FIELD NOTE DESCRIPTION OF 7.337 ACRES OF LAND OUT OF THE JAMES O. RICE SURVEY NUMBER 31, ABSTRACT NUMBER 675, IN TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN (16.35 ACRE) TRACT OF LAND AWARDED TO HAZEL ANNIE SANSOM IN CAUSE NUMBER 414,849 OF THE 331ST JUDICIAL DISTRICT COURT, IN TRAVIS COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2" iron rod found in the west right-of-way line of Dessau Road (formerly Cameron Road), and being at the most northwesterly corner of that certain (0.501 acre) tract of land conveyed to Travis County for additional right-of-way as recorded in Volume 11383 Page 581 of the Real Property Records of Travis County, Texas, and being in the northeasterly line of that certain (16.35 acre) tract of land awarded to Hazel Annie Sansom in Cause Number 414,849 of the 331st Judicial District Court, in Travis County, Texas, and being for the most northeasterly corner of this tract,

THENCE, with the new west right-of-way line of Dessau Road S 04 deg. 07' 59" E 473.86 feet to an inundated point in the center of the South Branch of Walnut Creek, also known as Polecat Hollow, being for the most southeasterly corner of this tract, and from which a 1/2" iron rod found bears S 04 deg. 07' 59" E 525.24 feet,

THENCE, with the meanders of the center of the South Branch of Walnut Creek along the following seven (7) general courses:

- 1) S 77 deg. 56' 42" W 62.15 feet to an inundated point,
- 2) S 46 deg. 00' 37" W 197.29 feet to an inundated point,
- 3) S 68 deg. 18' 33" W 165.95 feet to an inundated point,
- 4) N 69 deg. 03' 27" W 113.72 feet to an inundated point in the center of said creek, and being at the northeast corner of that certain (0.74 acre) tract of land conveyed to Robert L. Rock in a deed as recorded in Volume 3859 Page 2254, of the Deed Records of Travis County, Texas, 5)
- N 48 deg. 16' 34" W 133.29 feet to a point,
- 6) S 54 deg. 46' 26" W 67.93 feet to a point,
- 7) S 71 deg. 00' 05" W 80.22 feet to the most easterly southeast corner of that certain (5.49 acre) tract of land conveyed to Robert L. Rock in a deed as recorded in Volume 10990 Page 1268 of the Real Property Records of Travis County, Texas,

THENCE, with the common line of the Sansom (16.35 acre) tract and the Rock (5.49 acre) tract N 30 deg. 09' 26" E, passing a 1/2" iron rod found at 30.37 feet in all 483.53 feet to a 1/2" iron rod found at the most southerly corner of Collinwood West, Section II-A, a subdivision in Travis County, Texas, according to the map or plat thereof recorded in Volume 86 Pages 40C-40D of the Plat Records of Travis County, Texas, and being for an angle in the northwesterly line of this tract,

THENCE, with the southeasterly line of the said Collinwood West the following two (2) courses:

- 1) N 22 deg. 57' 24" E 59.01 feet to a 1/2" iron rod found,
- 2) N 29 deg. 18' 17" E 324.90 feet to a 1/2" iron rod found at the most northwesterly corner of the Sansom tract, and being for the most northwesterly corner of this tract,

THENCE, with the northeasterly line of the Sansom tract S 59 deg. 57' 30" E 271.34 feet to the PLACE OF BEGINNING, in all containing 7.337 acres of land.

EXHIBIT "B"

PERMITTED EXCEPTIONS

1. Restrictive covenants recorded in Volume 13057, Page 1274, Real Property Records of Travis County, Texas.
2. Visible and apparent easements on or across the property.
3. Any portion of the property herein described which falls within the boundaries of any road or roadway.
4. Water main easement as recorded in Volume 2504, Page 506, Deed Records of Travis County, Texas.
5. License Agreement for Temporary Construction of record in Volume 11391, Page 780, Real Property Records of Travis County, Texas.
6. Easement rights as reserved in restrictions of record in Volume 13057, Page 1274, Real Property Records of Travis County, Texas.
7. Any and all leases, recorded or unrecorded, with rights of tenants in possession.

FILED AND RECORDED
OFFICIAL PUBLIC RECORDS



03-11-2003 02:21 PM 2003053404
EVANSK \$17.00
DANA DEBEAUVOIR, COUNTY CLERK
TRAVIS COUNTY, TEXAS

Recorders Memorandum-At the time of recordation this instrument was found to be inadequate for the best reproduction, because of illegibility, carbon or photocopy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

SCALE 1" = 60'

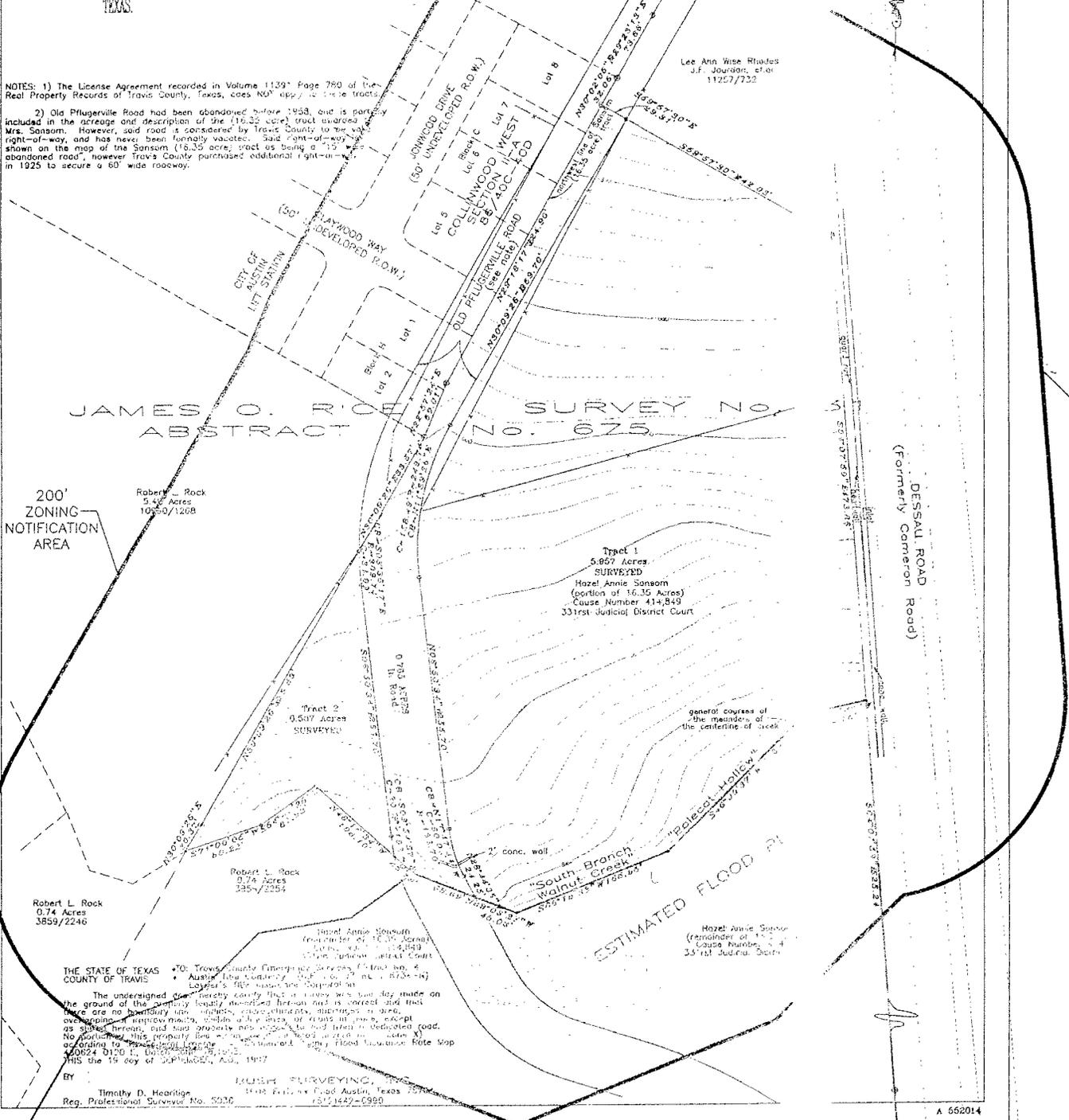
SURVEY MAP OF:

5.957 ACRES OF LAND (TRACT 1) AND 0.507 ACRES OF LAND (TRACT 2) OUT OF THE JAMES O. RICE SURVEY NO. 31, ABSTRACT NO. 675, IN TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN (16.35 ACRE) TRACT OF LAND AWARDED TO HAZEL ANNE SANSON IN CASE NUMBER 414,849 OF THE 33RD JUDICIAL DISTRICT COURT, IN TRAVIS COUNTY, TEXAS.

NOTES: 1) The License Agreement recorded in Volume 1139, Page 780 of the Real Property Records of Travis County, Texas, does NOT apply to these tracts.

2) Old Pflugerville Road had been abandoned before 1938, and is partially included in the acreage and description of the (16.35 acre) tract awarded Mrs. Sansom. However, said road is considered by Travis County to be a right-of-way, and has never been formally vacated. Said right-of-way is shown on the map of the Sansom (16.35 acre) tract as being a "15' wide abandoned road", however Travis County purchased additional right-of-way in 1925 to secure a 60' wide roadway.

• Rod Found
• Point (as of the date)
• Rod Set
• Date of Old Wire Fence
• Cont. Bearing & Distance



200' ZONING NOTIFICATION AREA

Z NOT

THE STATE OF TEXAS
COUNTY OF TRAVIS
I, Timothy D. Hearldge, Surveyor, do hereby certify that a survey was lawfully made on the ground of the property legally described hereon and is correct and that there are no boundary lines, monuments, encroachments, structures or other overlapping or impeding matters, within any part of same, except as stated hereon, and said property was awarded to said party in Case No. 414,849 of the 33rd Judicial District Court, Travis County, Texas, and is subject to the provisions of the Flood Insurance Rate Map 40024-D120-L, dated 11/19/83, as amended, and is hereby designated as being in the 15' Flood Zone, A-1, 1987.

A 552014

**Attachment D:
Documentation of Request for Zoning Change**

ZONING

APPLICATION FOR ZONING

PROJECT INFORMATION:

DEPARTMENTAL USE ONLY	
APPLICATION DATE: _____	FILE NUMBER(S) _____
TENTATIVE ZAP / PC DATE: _____	
TENTATIVE CC DATE: _____	CITY INITIATED: YES / NO _____
CASE MANAGER _____	ROLLBACK: YES / NO _____
APPLICATION ACCEPTED BY: _____	

OTHER PROJECT DATA

OWNER'S NAME: <u>Community Partnership for the Homeless dba Green Doors</u>
PROJECT NAME: <u>Dessau Rd project</u>
PROJECT STREET ADDRESS (or Range): _____
<u>10620 Dessau Rd</u> ZIP <u>73753</u>
COUNTY: <u>Texas</u>

If project address cannot be defined, provide the following information:

_____	ALONG THE _____	SIDE OF _____	APPROXIMATELY
Frontage ft.	(N,S,E,W)	Frontage road	
_____	FROM ITS INTERSECTION WITH _____		
Distance	Direction	Cross street	
TAX PARCEL NUMBER(S): _____			

AREA TO BE REZONED:

ACRES	(OR)	SQ.FT.	EXISTING ZONING	EXISTING USE	TRACT#	ACRES / SQ. FT.	PROPOSED USE	PROPOSED ZONING
<u>7.33</u>			<u>SF-600</u>					<u>SF-6</u>
_____			_____	_____	_____	_____	_____	_____
_____			_____	_____	_____	_____	_____	_____
_____			_____	_____	_____	_____	_____	_____

RELATED CASES

NEIGHBORHOOD PLAN AMENDMENT (YES / NO)	FILE NUMBER: _____
ACTIVE ZONING CASE (YES / <u>NO</u>)	FILE NUMBER: <u>030925-2-17</u>
RESTRICTIVE COVENANT (YES / NO)	FILE NUMBER: _____
SUBDIVISION (YES / NO)	FILE NUMBER: _____
SITE PLAN (YES / NO)	FILE NUMBER: _____

PROPERTY DESCRIPTION

(For the portion affected by this application) Provide either subdivision reference OR metes & bounds description.

1. **SUBDIVISION REFERENCE:** Name: _____
 Block(s) _____ Lot(s) _____ Outlot(s) _____
 Plat Book: _____ Page Number _____ or Document # _____

2. **METES AND BOUNDS** (Attach two copies of certified field notes.)

ZONING

FILE NUMBER: _____

DEED REFERENCE OF DEED CONVEYING PROPERTY TO THE PRESENT OWNER:

VOLUME: _____ PAGE: _____ OR DOCUMENT # _____
SQ. FT: _____ or ACRES _____

OTHER PROVISIONS

IS A VARIANCE TO THE SIGN ORDINANCE BEING REQUESTED? YES / NO
IS PROPERTY IN A COMBINING DISTRICT / OVERLAY ZONE? YES / NO
TYPE OF COMBINING DIST/OVERLAY ZONE (NP, NCC, CVC, WO, etc) _____
NATIONAL REGISTER DISTRICT? YES / NO
URBAN RENEWAL ZONE? YES / NO
IS A TIA REQUIRED? YES / NO TRIPS PER DAY: Less than 2,000 per day
GRID NUMBER (S) _____

WATERSHED: Walnut Creek WS CLASS: _____
WATER UTILITY PROVIDER: City of Austin
WASTEWATER UTILITY PROVIDER: City of Austin
ELECTRIC UTILITY PROVIDER: Austin Energy

OWNERSHIP INFORMATION

TYPE OF OWNERSHIP SOLE COMMUNITY PROPERTY PARTNERSHIP CORPORATION TRUST
If ownership is other than sole or community property, list the individuals, partners, principals, etc. below or attach a separate sheet.
501 c(3) non-profit corporation

OWNER INFORMATION

SIGNATURE: [Signature] NAME: Frank Fernandez
FIRM NAME: Community Partnership for Homeless TELEPHONE NUMBER: 512-469-9130
STREET ADDRESS: 1503 South IH-35
CITY/STATE/ZIP: Austin, TX 78741

AGENT / PRINCIPAL CONTACT (If applicable)

SIGNATURE: _____ NAME: _____
FIRM NAME: _____ TELEPHONE NUMBER: _____
STREET ADDRESS: _____
CITY/STATE/ZIP: _____
CONTACT PERSON: _____ TELEPHONE NUMBER: _____

ZONING

CITY OF AUSTIN TRAFFIC IMPACT ANALYSIS (TIA) DETERMINATION WORKSHEET

N/A

APPLICANT MUST FILL IN WORKSHEET PRIOR TO SUBMITTING FOR TIA DETERMINATION

PROJECT NAME: _____

LOCATION: _____

APPLICANT: _____ TELEPHONE NO: _____

APPLICATION STATUS: DEVELOPMENT ASSESSMENT: _____ ZONING: _____ SITE PLAN: _____

EXISTING:

FOR OFFICE USE ONLY

TRACT NUMBER	TRACT ACRES	BLDG SQ.FT.	ZONING	LAND USE	L.T.E CODE	TRIP RATE	TRIPS PER DAY

PROPOSED

FOR OFFICE USE ONLY

TRACT NUMBER	TRACT ACRES	BLDG SQ.FT.	ZONING	LAND USE	L.T.E CODE	TRIP RATE	TRIPS PER DAY

ABUTTING ROADWAYS

FOR OFFICE USE ONLY

STREET NAME	PROPOSED ACCESS?	PAVEMENT WIDTH	CLASSIFICATION

FOR OFFICE USE ONLY

- A traffic impact analysis is required. The consultant preparing the study must meet with a transportation planner to discuss the scope and requirements of the study before beginning the study.
- A traffic impact analysis is NOT required. The traffic generated by the proposal does not exceed the thresholds established in the Land Development Code.
- The traffic impact analysis has been waived for the following reason: _____
- A neighborhood traffic analysis will be performed by the City for this project. The applicant may have to collect existing traffic counts. See a transportation planner for information.

REVIEWED BY: _____ DATE: _____

DISTRIBUTION:
 _____ FILE _____ CAP. METRO _____ TXDOT _____ TRANS. REV. _____ TRAVIS CO. _____ TRANS DEPT.

TOTAL COPIES: _____

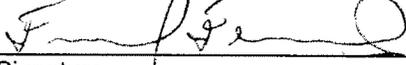
NOTE: A TIA determination must be made prior to submittal of any zoning or site plan application, therefore, this completed and reviewed form MUST ACCOMPANY any subsequent application for the IDENTICAL project. CHANGES to the proposed project will REQUIRE a new TIA determination to be made.

ZONING

SUBMITTAL VERIFICATION

My signature attests to the fact that the attached application package is complete and accurate to the best of my knowledge. I understand that City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me/my firm/etc., may delay the review of this application.

PLEASE TYPE OR PRINT NAME BELOW SIGNATURE AND INDICATE FIRM REPRESENTED, IF APPLICABLE.

 12/06/11
Signature Date

Frank Fernandez
Name (Typed or Printed)

Community Partnership for the Homeless
Firm dba Green Doors

INSPECTION AUTHORIZATION

As owner or authorized agent, my signature authorizes staff to visit and inspect the property for which this application is being submitted.

PLEASE TYPE OR PRINT NAME BELOW SIGNATURE AND INDICATE FIRM REPRESENTED, IF APPLICABLE.

 12/06/11
Signature Date

Frank Fernandez
Name (Typed or Printed)

Community Partnership for the Homeless
Firm

ZONING

ACKNOWLEDGMENT FORM concerning Subdivision Plat Notes, Deed Restrictions Restrictive Covenants

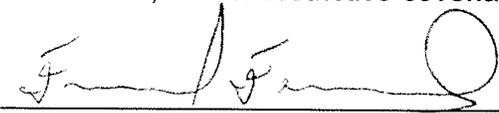
I, Frank Fernandez have checked the subdivision plat notes,
(Print name of applicant)

deed restrictions, and/or restrictive covenants prohibiting certain uses and/or requiring certain development restrictions i.e. height, access, screening etc. on this property, located at:

ABS 673 SVR 31 RICE JO ACR 7.337
(Address or Legal Description)

If a conflict should result with the request I am submitting to the City of Austin due to subdivision plat notes, deed restrictions, and/or restrictive covenants, it will be my responsibility to resolve it. I also acknowledge that I understand the implications of use and/or development restrictions that are a result of a subdivision plat notes, deed restrictions, and/or restrictive covenants.

I understand that if requested, I must provide copies of any and all subdivision plat notes, deed restrictions, and/or restrictive covenants as information which may apply to this property.



(Applicant's signature)

12/07/11

(Date)

POSTPONEMENT POLICY ON ZONING HEARINGS

- Sets a postponement date and time at the City Council hearing so that renotification of residents and property owners is not necessary.
- Limits the time a hearing can be postponed to two months for both proponents and opponents, unless otherwise approved by Council so that renotification of residents and property owners is not necessary.
- Allows only one postponement for either side, unless otherwise approved by Council.
- Requires that all requests for postponements be submitted in writing to the director of the Planning and Development Review Department at least one week prior to the scheduled Council meeting. The written request must specify reasons for the postponement.
- The Director of the Planning and Development Review Department shall provide a recommendation regarding the validity of the postponement request as the Director deems appropriate.
- Eliminates the automatic granting of a postponement of the first request.
- Authorizes Council to consider requests that are not submitted timely.

Council action December 12, 1996

ZONING



EXHIBIT A

EDUCATIONAL IMPACT STATEMENT (EIS) DETERMINATION

PART A

If your project is located in the Austin Independent School District, requires Land Use Commission review; and meets one of the requirements listed below, an Educational Impact Statement is required.

<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<u>100 or more single family units are proposed</u>
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<u>200 or more multifamily units are proposed</u>
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<u>100 or more multifamily units are proposed and a tax credit is requested</u>
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<u>project will demolish more than 50 residential existing units in a structure more than 20 years old</u>

If an Educational Impact Statement (EIS) is required, please complete the Educational Impact Analysis (EIA) Part B.

Attachment E:
S.M.A.R.T. Housing Letter

Attachment F:
Detailed Project Budget

Green Doors
Dessau Road
Development Budget - As of 12/06/11



SOURCES OF FUNDS	Funding (\$)
Low Income Housing Tax Credits	\$3,862,010
City of Austin GO Bond Funds (for Refinancing & Predevelopment)	\$330,763
City of Austin AHFC Funds	\$1,750,000
TDHCA Loan	\$0
Private Bank Financing	\$500,000
Green Doors Private Fundraising*	\$103,007
TOTAL SOURCES OF FUNDS	\$6,545,780

Note: Green Doors is requesting through this application funds to pay for pre-development (\$152k) & refinancing (\$208K) only.

USES OF FUNDS	Total Cost (\$)	Cost/Sq Ft (\$)	Cost/Unit (\$)
Predevelopment			
Engineering	\$10,000	\$0.18	\$167
Survey & Environmental	\$20,000	\$0.37	\$333
Demolition	\$0	\$0.00	\$0
Market Study/Appraisal	\$12,000	\$0.22	\$200
Architectural	\$85,000	\$1.57	\$1,417
Fees	\$25,000	\$0.46	\$417
Total Predevelopment	\$152,000	\$2.80	\$2,533
Acquisition			
Refinance of Land	\$203,763	\$3.75	\$3,396
Closing Costs/Legal	\$5,000	\$0.09	\$83
Total Acquisition	\$208,763	\$3.84	\$3,479
Hard Costs - Construction			
Site Work	\$850,000	\$15.65	\$14,167
Hard Costs	\$3,359,161	\$61.85	\$55,986
Construction Contingency	\$631,374	\$11.63	\$10,523
Total Hard Costs	\$4,840,535	\$89.13	\$80,676
Soft Costs/Other			
<u>Professional Fees</u>			
Architect - Design/Construction	\$210,458	\$3.88	\$3,508
Engineering	\$60,000	\$1.10	\$1,000
Construction Management	\$0	\$0.00	\$0
Legal (including syndication)	\$60,000	\$1.10	\$1,000
Accounting/Audit	\$20,000	\$0.37	\$333
Material Testing	\$0	\$0.00	\$0
Total Professional Fees	\$350,458	\$6.45	\$5,841
<u>Developer-Related Costs</u>			
General Liability Insurance	\$25,000	\$0.46	\$417
Real Estate Taxes	\$20,000	\$0.37	\$333
Permits, Inspections, Impact Fees	\$25,000	\$0.46	\$417
Advertising/Marketing/Outreach	\$3,300	\$0.06	\$55
Furnishings	\$36,000	\$0.66	\$600
Equipment	\$15,000	\$0.28	\$250
Replacement Reserve	\$15,000	\$0.28	\$250
Development Fee	\$595,071	\$10.96	\$9,918
Construction Interest	\$42,092	\$0.78	\$702
Construction Period Insurance	\$5,800	\$0.11	\$97
Financing Fees - Permanent	\$31,569	\$0.58	\$526
LIHTC Monitoring/Compliance/Fees	\$10,000	\$0.18	\$167
Operating Reserve	\$67,476	\$1.24	\$1,125
Rent-Up Reserve	\$87,718	\$1.62	\$1,462
Soft Cost Contingency	\$15,000	\$0.28	\$250
Total Developer-Related Costs	\$994,025	\$18.30	\$16,567
Total Soft Costs	\$1,344,483	\$24.76	\$22,408
TOTAL USES OF FUNDS	\$6,545,780	\$120.53	\$109,096

Attachment G:
Detailed Operational Pro-Forma

**Green Doors
Dessau Road
Operating Pro-Forma**



INCOME	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 10	YEAR 15	YEAR 20	YEAR 25	YEAR 30
Gross Annual Rental Income	\$568,980	\$586,049	\$603,631	\$621,740	\$640,392	\$742,390	\$860,633	\$997,710	\$1,156,619	\$1,340,839
Secondary Income (Laundry, Vending, etc.)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
In-Kind Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Potential Gross Annual Income	\$568,980	\$586,049	\$603,631	\$621,740	\$640,392	\$742,390	\$860,633	\$997,710	\$1,156,619	\$1,340,839
Vacancy & Collection Loss	(\$42,674)	(\$43,954)	(\$45,272)	(\$46,630)	(\$48,029)	(\$55,679)	(\$64,547)	(\$74,828)	(\$86,746)	(\$100,563)
Rental Concessions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Effective Gross Annual Income	\$526,307	\$542,096	\$558,359	\$575,109	\$592,363	\$686,711	\$796,086	\$922,882	\$1,069,873	\$1,240,276
EXPENSES										
General & Administrative Expenses	\$11,250	\$11,700	\$12,168	\$12,655	\$13,161	\$16,012	\$19,481	\$23,702	\$28,837	\$35,085
Management Fee	\$28,449	\$29,302	\$30,182	\$31,087	\$32,020	\$37,119	\$43,032	\$49,885	\$57,831	\$67,042
Partnership Management Fee	\$5,000	\$5,200	\$5,408	\$5,624	\$5,849	\$7,117	\$8,658	\$10,534	\$12,817	\$15,593
Payroll, Payroll Tax & Employee Benefits	\$7,250	\$7,540	\$7,842	\$8,155	\$8,481	\$10,319	\$12,555	\$15,275	\$18,584	\$22,610
Resident Services Coordinator	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Desk Auditors	\$35,000	\$36,400	\$37,856	\$39,370	\$40,945	\$49,816	\$60,609	\$73,740	\$89,716	\$109,153
Property Manager	\$28,000	\$29,120	\$30,285	\$31,496	\$32,756	\$39,853	\$48,487	\$58,992	\$71,773	\$87,322
Maintenance Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assistant Property Manager	\$5,374	\$5,589	\$5,813	\$6,045	\$6,287	\$7,649	\$9,306	\$11,322	\$13,776	\$16,760
Payroll Taxes	\$10,800	\$11,232	\$11,681	\$12,149	\$12,634	\$15,372	\$18,702	\$22,754	\$27,684	\$33,681
Employee Benefits	\$500	\$520	\$541	\$562	\$585	\$712	\$866	\$1,053	\$1,282	\$1,559
Janitorial Services & Supplies	\$54,000	\$56,160	\$58,406	\$60,743	\$63,172	\$76,859	\$93,511	\$113,770	\$138,418	\$168,407
Repairs & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities (Electric & Gas, Water, Sewer, & Trash)	\$64,896	\$67,492	\$70,192	\$72,999	\$75,919	\$92,367	\$112,379	\$136,726	\$166,348	\$202,388
Telephone	\$16,224	\$16,873	\$17,548	\$18,250	\$18,980	\$23,092	\$28,095	\$34,182	\$41,587	\$50,597
Electricity	\$6,000	\$6,240	\$6,490	\$6,749	\$7,019	\$8,540	\$10,390	\$12,641	\$15,380	\$18,712
Water & Sewer	\$5,000	\$5,200	\$5,408	\$5,624	\$5,849	\$7,117	\$8,658	\$10,534	\$12,817	\$15,593
Gas	\$12,000	\$12,480	\$12,979	\$13,498	\$14,038	\$17,080	\$20,780	\$25,282	\$30,760	\$37,424
Extermination & Supplies	\$4,500	\$4,680	\$4,867	\$5,062	\$5,264	\$6,405	\$7,793	\$9,481	\$11,535	\$14,034
Trash Removal	\$41,610	\$43,275	\$45,006	\$46,806	\$48,678	\$59,225	\$72,056	\$87,667	\$106,660	\$129,768
Landscaping	\$28,000	\$29,120	\$30,285	\$31,496	\$32,756	\$39,853	\$48,487	\$58,992	\$71,773	\$87,322
Elevator Maintenance	\$9,000	\$9,360	\$9,734	\$10,124	\$10,529	\$12,810	\$15,585	\$18,962	\$23,070	\$28,068
Advertising/Marketing	\$12,000	\$12,480	\$12,979	\$13,498	\$14,038	\$17,080	\$20,780	\$25,282	\$30,760	\$37,424
Property Insurance	\$20,000	\$20,800	\$21,632	\$22,497	\$23,397	\$28,466	\$34,634	\$42,137	\$51,266	\$62,373
Property Tax	\$404,854	\$420,763	\$437,301	\$454,491	\$472,360	\$572,860	\$694,842	\$842,913	\$1,022,670	\$1,240,916
Replacement Reserve	\$121,453	\$121,333	\$121,058	\$120,618	\$120,003	\$113,850	\$101,243	\$79,969	\$47,203	(\$641)
Legal & Accounting	\$46,518	\$46,518	\$46,518	\$46,518	\$46,518	\$46,518	\$46,518	\$46,518	\$46,518	\$0
Supportive Services Assistance	\$74,935	\$74,815	\$74,540	\$74,101	\$73,485	\$67,332	\$54,725	\$33,451	\$47,203	(\$641)
Total Expenses	\$404,854	\$420,763	\$437,301	\$454,491	\$472,360	\$572,860	\$694,842	\$842,913	\$1,022,670	\$1,240,916
Net Operating Income	\$121,453	\$121,333	\$121,058	\$120,618	\$120,003	\$113,850	\$101,243	\$79,969	\$47,203	(\$641)
DEBT SERVICE										
First Deed of Trust Annual Loan Payment	\$46,518	\$46,518	\$46,518	\$46,518	\$46,518	\$46,518	\$46,518	\$46,518	\$46,518	\$0
Total Debt Service	\$46,518	\$46,518	\$46,518	\$46,518	\$46,518	\$46,518	\$46,518	\$46,518	\$46,518	\$0
Operating Surplus/(Deficit)	\$74,935	\$74,815	\$74,540	\$74,101	\$73,485	\$67,332	\$54,725	\$33,451	\$47,203	(\$641)
Net Cash Flow	\$168,060	\$255,596	\$344,982	\$436,106	\$528,842					
Debt Coverage Ratio	2.61	2.61	2.60	2.59	2.58	2.45	2.18	1.72	NA	NA

Attachment H:
Sample Service Plan

Supportive Housing Service Plan for Treaty Oaks (A Green Doors Project in Austin, Texas)

Project Overview

Treaty Oaks Overall Project Description

Green Doors will acquire and rehabilitate a multi-family property (47 units). The project is targeted to working poor families and individuals whose household income does not exceed 50 percent median family income (MFI). This project will preserve existing affordable housing in a neighborhood that urgently needs quality, well-managed and well-maintained affordable housing.

Supportive Housing Aspect of the Project

Supportive Housing Units will have extremely low-incomes, defined as household income no higher than 30% of Area Median Income. There will be 24 supportive housing units at Treaty Oaks (the other units in the program will be affordable rental housing for individuals and families). Supportive housing residents will primarily be for homeless individuals, veterans or persons with disabilities, and over 50% of residents will have chronic health conditions that are at least episodically disabling, such as mental illness, HIV/AIDS, and/or substance use issues, and/or face other substantial barriers to housing stability (such as experiences of domestic violence or other trauma or have histories of out of home placements).

Supportive services will be tailored to the needs of the population served, but at a minimum will focus on ensuring stability and increasing independence, specifically focusing on housing stability and financial stability components. Service goals will include helping residents live more stable, productive lives. Services will be provided by Green Doors, the Veterans Administration, Austin Travis County Integral Care and other local collaborative partnership relationships. The majority of services will be provided on-site, but services that are needed by specific residents not the majority of the program may require an off-site referral.

The supportive housing program will include the following crucial components:

- The homes are available to, and intended for, an individual or family whose head of household is homeless, or at-risk of homelessness, and has multiple barriers to employment and housing stability, which might include mental illness, chemical dependency, and/or other disabling or chronic health conditions;
- All potential residents will be required to have a criminal background check, but there will be minimal limiting conditions for acceptance to residency. Sexual offenses and manufacturing of methamphetamine convictions will not be considered. Arson and multiple recent violent felonies will be considered on a case-by-case basis;

- The household will pay no more than 30% of adjusted gross household income towards rent and utilities;
- The household will have a lease with no limits on length of tenancy, as long as the terms and conditions of the lease or agreement are met;
- All households will receive a new tenant orientation with the benefits of the property, available support services and staff introductions;
- The program's operations will be managed through an effective partnership among Green Doors (owner/manager), collaborative supportive services providers, and the tenants;
- All members of the household will have easy, facilitated access to a flexible and comprehensive array of supportive services designed to assist the residents to achieve and sustain housing stability;
- Service and property management strategies include effective, coordinated approaches for addressing issues resulting from substance use, relapse, and mental health crises, with a focus on fostering housing stability;
- A minimum of twice a year, social/recreational activities for all residents will be held on the property;
- There will be informal and formal grievance procedures for residents. Each resident will have the procedure explained verbally at move-in and will also receive a written notification of their rights.
- Supportive housing residents' participation in the project will be confidential and all participants will have confidential case files (maintained under double locking systems by Green Doors staff).

Supportive Service/Project Modalities

Treaty Oaks staff will receive training and be encouraged to use, at a minimum, the following three modalities in their work with residents:

Solution Focus: Focuses on what residents want to achieve rather than on the problem(s) that caused them to be in their current situation or lack of stability. The approach does not focus on

the past, but instead, focuses on the present and future. The staff will use respectful curiosity to invite the resident to envision their preferred future and then start attending to any moves towards it whether these are small increments or large changes. To support this, questions are asked about the resident's story, strengths and resources, and about exceptions to the problem. Solution focused staff believe that change is constant. By helping people identify the things that they wish to have changed in their life and also to attend to those things that are currently happening that they wish to continue to have happen, staff help their residents to construct a concrete vision of a *preferred future* for themselves. The staff then helps the resident identify times in their current life that are closer to this future, and examines what is different on these occasions. By bringing these small successes to their awareness, and helping them to repeat these successful things they do when the problem is not there or less severe, the staff helps the resident move towards the preferred future they have identified.

Solution focused work can be seen as a way of working that focuses exclusively or predominantly at two things. 1) Supporting people to explore their preferred futures. 2) Exploring when, where, with whom and how pieces of that preferred future are already happening. While this is often done using a social constructionist perspective the approach is practical and can be achieved with no specific theoretical framework beyond the intention to keep as close as possible to these two things.

Motivational Interviewing: A resident-centered, semi-directive method of engaging intrinsic motivation to change behavior by developing discrepancy and exploring and resolving ambivalence within the resident. Motivational interviewing recognizes and accepts the fact that residents who need to make changes in their lives approach services at different levels of readiness to change their behavior. Motivational interviewing is non-judgmental, non-confrontational and non-adversarial. The approach attempts to increase the client's awareness of the potential problems caused, consequences experienced, and risks faced as a result of the behavior in question. Alternately, staff help residents envision a better future, and become increasingly motivated to achieve it. Either way, the strategy seeks to help clients think differently about their behavior and ultimately to consider what might be gained through change. The main goals of motivational interviewing are to establish rapport, elicit change talk, and establish commitment language from the resident.

Motivational interviewing is based upon four general principles: 1) Express empathy, guides staff to share with residents their understanding of the resident's perspective. 2) Develop discrepancy, guides staff to help residents appreciate the value of change by exploring the discrepancy between how residents want their lives to be vs. how they currently are (or between their deeply-held values and their day-to-day behavior). 3) Roll with resistance, guides staff to accept resident reluctance to change as natural rather than pathological. 4) Support self-efficacy, guides staff to explicitly embrace resident autonomy (even when people choose to not change) and help residents move toward change successfully and with confidence.

Strengths Based: A practice that emphasizes people's self determination and strengths. Strengths based practice is resident led, with a focus on future outcomes and strengths that the resident brings to a problem or crisis. Strengths based, solution focused approaches enhance the capacities of individuals, groups, families, neighborhoods and communities to deal with their own challenges. Empowerment results from being treated with respect and having strengths acknowledged and enhanced. This approach orients them to focus first on listening and identifying the person's strengths and resources, to understand clearly their goals and aspirations for the future and to then support them in addressing any barriers or blockages.

Support Services (Accessible, Flexible, and Target Residential Stability)

Supportive services will be reflective of the tenants' needs and goals and will continue to change/grow/adapt as the community evolves. Supportive services will be easily accessible, culturally respectful, bi-lingual (Spanish), available to all tenants and have an annual evaluation component. Supportive housing support services will be intended to help ensure stability and to maximize each tenant's ability to live independently.

Supportive Service Framework & Services Provided

A supportive housing program will be implemented to provide the greatest possible support for client and project success. Three major service components will comprise the supportive housing program: (1) case management, (2) training and effective community support utilization, and (3) housing stability support. These components are specifically outlined in the following sections.

Case Management

Service providers proactively seek to engage tenants in on-site and community-based supportive services. Case management for the project is characterized by:

- assessment of a participant's health, welfare, education, employment and, if applicable, children's needs;
- determination of individual goals;
- full participation of the participant in the process;
- development of an individualized action plan to help the participant meet his or her needs, solve problems or achieve goals;

- provision of support on-site or referral to community resources and services to achieve objectives in the action plan;
- ongoing interaction with the participant and outside resources in the coordination of action plan activities;
- periodic re-evaluation of the participants' needs and goals and modification of action plan to respond to the current situation;
- advocacy to help the participant obtain services or benefits to which he/she is entitled;
- intervention during a crisis (i.e., job loss, substance abuse, family violence) to prevent a problem from escalating;
- empowerment of the participant by helping him/her improve coping skills and increase knowledge of community resources and how to use them; and
- follow-up to ensure that the resident continues to progress toward meeting needs, solving problems or achieving goals that he/she has identified.

Following acceptance into the program, the resident and the Case Manager will develop a Plan of Service. The Plan of Service explicitly outlines the goals of the participant, the immediate and measurable steps to be taken, by whom and in what time frame and the role of the Case Manager in attainment of these goals. To ensure that plans are useful, the participant will actively participate in the development of the Plan of Service. The Plan will be updated as needed. Home visits may also be performed depending on specific resident needs. Changes in household income, household composition, positive drug test and/or unsuccessful completion of a drug/alcohol treatment program may result in more frequent home visits/meetings.

Supportive Service Team Members

The resident, Case Manager, Program Director and other social service providers will be known as the Support Team. Team members will support the participant's efforts to achieve and maintain housing and increase self-sufficiency. Although the members of the Team will vary

with different participants, they will typically include representatives from: Green Doors, VA, ATCIC and Community Resource Coordination Groups.

- **Austin Independent School District (AISD)** AISD will provide educational support to students and families within the service area. Parents will be encouraged to participate in trainings provided through the Parent Support Program.
- **Workforce Solutions – Captial Area** Participants will have access to the services at the workforce center. Services include job search assistance, employment/career/vocational counseling services, educational/training sessions, a staffed center with computers, fax machines and copiers, employee screening and job placement. Educational sessions include academic training as well as sessions on resume writing, career exploration, job search and interviewing skills and professional development opportunities. Workforce Solutions also helps eligible low- to moderate-income families afford the cost of quality child care services in Travis County.
- **Capital Metro** Green Doors will work with Capital Metro (local transit provider) to provide schedule information and vouchers, pending availability, to residents. A bus stop on a major transit corridor is located on-site.
- **Caritas** Provides a service continuum for those experiencing poverty that begins with a safety net and links them to resources to achieve self-sufficiency. Some services that residents will utilize could include financial literacy, life skills, English as a Second Language (ESL) classes, community meals and utility assistance programs.
- **City of Austin** Green Doors will work with the City of Austin to determine appropriate referral sources for residents, which could include Housing Smarts – Home Counseling Service, Renter’s Rights Assistance Program and more.
- **Foundation Communities – Community Tax Centers** Provides free tax preparation to people with low incomes. Residents will be notified of the services annually and encouraged to participate.
- **Green Doors Food Pantry** Provides food and household items to residents. These items are provided at the initial move-in and available on a weekly basis throughout the year.

- **Green Doors Clothes Closet** Provides clothing and shoes to residents. These items are available at the initial move-in and monthly (as needed) throughout the year.
- **Manos de Cristo** The Manos de Cristo Dental Clinic is currently the only low-fee, full-service dental clinic in Austin. In addition to emergency care for people in pain, Manos offers a full range of restorative care, such as fillings, crowns, partials and periodontal treatment, as well as preventative care, including exams, x-rays, sealants, and regular cleanings. Information will be provided to residents regarding their services.
- **SafePlace** Provides services to anyone that is harmed by sexual or domestic violence, past and present. Services include advocacy, community education, crisis services, school based services and long-term support. Residents that have a history, or current situation of abuse, will be connected with SafePlace supportive services.
- **Veteran's Administration (VA)** Eligible residents will be encouraged to utilize medical services and other eligible benefits through the VA. Green Doors currently has a formal partnership with the VA and excellent relationships with the homeless assistance programs in the local area.
- **Austin Travis County Integral Care (ATCIC)** Eligible residents will be encouraged to utilize case management, medical services and other eligible benefits. Green Doors currently has a formal partnership with ATCIC.

All community partners and training providers will be evaluated annually for effectiveness and potential improvement areas for support of the project.

Training & Community Support Utilization

The basic services that may be provided, including leveraging local community resources, are:

- Money management
- Household management
- Welfare and legal advocacy
- Parenting education
- Job readiness counseling
- Job search assistance
- Enrollment in job training programs
- Enrollment in educational programs
- Assistance in obtaining child care

- Health care referrals and monitoring
- Mental health care referral and monitoring
- Intervention and prevention of family violence
- Intervention and prevention of substance abuse
- Ongoing support in response to special needs

Life skills trainings will be scheduled on a regular basis. The sessions will center on providing knowledge in basic living skills needed to become more independent. Training topics include: money management issues, landlord/tenant issues, food and nutrition, health care, basic home repair and how to access social services.

Housing Stability Support

Residents will be led through a housing stability process which will include:

- A sample household budget which will utilize existing sources of income such as employment, disability payments and other types of support.
- If additional income is required to attain self-sufficiency, a plan for attaining entitlement benefits, required education or training, or a job search plan will be initiated.
- The project will stress residential stability as a basic and primary goal. Components will include assisting tenants to meet their lease obligations, including paying rent, maintaining a safe and healthy living environment, allowing others the peaceful enjoyment of their homes, and complying with basic property rules.

Empowerment and Independence

The supportive housing is intended for people who, at a minimum, can live independently with appropriate assistance. The role of the supportive housing staff is to provide the assistance and, whenever possible, help the tenant increase his or her level of independence. It is expected that some people will eventually be able to live independently without ongoing support, others will need help from time to time, and still others will require help in perpetuity. In general, however, most residents will benefit from services that are intended to further their independence. Examples of program efforts specifically intended to foster independence and empower residents include the following:

- Promoting a tenancy that is heterogeneous and integrates individuals with disabilities or other special needs;
- Providing tenants with property leases
- Allowing overnight guests

- Establishing and nurturing the support of tenant councils and advisory groups
- Involving residents in making and modifying project rules
- Involving residents directly in the management of the project
- Welcoming tenant or neighborhood representatives to Green Doors' Board of Directors

Safety and Comfort

Every effort will be made to ensure tenants feel comfortable and safe in their homes. The local community manager will pay particular attention to safety issues and specifically to ensure tenants do not become prey and targets of intimidation and exploitation, since people who have been homeless have frequently been victims of or exposed to violence.

- In rehabilitation of the project, Green Doors will meet or exceeding building codes and providing added security and amenities;
- Green Doors will implement clear procedures for rent collection, building maintenance, enforcement of property rules, and opportunities for tenants to provide input on the safety and comfort of their living environment; and
- Green Doors will provide the support for a resident's council to be created for the project. The goal of this group will be to ensure residents feel they have some collective control over their environment and community. This group will also provide feedback related to project investments, priorities for enhanced services, creation of new partnerships, etc.

Community Space

The on-site community space at Treaty Oaks will include the following amenities:

- Computer lab with internet access and printers
- Offices for project staff and shared community collaborator office space
- Laundry facility
- Further, on-site community gardening programs will be implemented to build community, provide fresh vegetables and beautify the property.

Project Staffing

Treaty Oaks will have a community manager that offices on-site at the property. Salary levels will be sufficient and appropriate. A Spanish bi-lingual staff will be available for the project and all staff will be culturally sensitive (over 50% of current Green Doors staff are people of color and closely mirror the populations served locally). There are continued training and mentorship plans for all Green Doors staff. Additional staff may be added, according to utilization and feedback, as the project grows/continues.

Case management and training functions will be provided in tandem between Green Doors staff and collaborative service providers. Veterans living in supportive housing will have a case manager through the Veterans Administration. Persons with mental health challenges will have a case manager through ATCIC. Veterans or persons with disabilities, with tied rental subsidies, will have a Green Doors housing support specialist staff. Other populations included in the project in the future will have dedicated case management that will be designed for the best interest/support of the residents.

Organizational Experience/Capacity

Green Doors, since inception in 1990, has served “hard to reach” homeless populations. Organizational programs have historically taken residents that other local housing providers would not consider/accept. Green Doors has a 74% transition to permanent housing within two years for the organization’s transitional housing program (for formerly homeless veterans).

In 2008, the organization opened Glen Oaks Corner, a supportive housing project for disabled, single-parent, families (who primarily come from domestic violence backgrounds). Since inception, through a strong commitment to housing stability, 100% of residents have obtained and remained in housing or transitioned to safe and stable housing.

In 2009, Green Doors began acquisition and rehabilitation of Pecan Springs Commons, a 70 unit affordable housing community in Central Northeast Austin. Construction is complete on 24 units, an additional 22 will be completed in November 2010, and the final 24 units will be completed by early summer 2011.

In 2010, the organization began the provision of two scattered site transitional housing rental assistance programs for individuals and families, specifically persons with disabilities and veterans. To date, both programs are 100% utilized (contracts include rent, utility and deposit subsidies for 54 households) and a third contract has just been awarded which will serve an additional 30 households. This program currently serves residents in Austin, but in the coming three months will expand to include Williamson & Burnet counties.

In 2006, Green Doors owned 7 properties in Austin and served approximately 40 residents annually. In 2010, Green Doors owns/manages 23 properties throughout Austin and will serve 180 residents. The organization has grown housing options through establishing a continuum

which includes transitional housing, supportive housing, affordable rental housing and transitional voucher programs.

Treaty Oaks furthers Green Doors' commitment to people struggling with homelessness and the local community. Upon completion, this project will provide quality, safe, affordable, green housing to 47 households.

Management/Staff/Board

Management Team

The Green Doors management team, and all staff, have a commitment to the premise that everyone deserves safe, quality, affordable housing. In an effort to pursue that goal locally, all Green Doors programs are resident-centered, collaborative and environmentally respectful.

Green Doors staff are managed in the same regard. Each individual is hired for their respective strengths, skills and perspectives, and is empowered to serve the communities and complete tasks in their scope. Ongoing mentorship, weekly meetings with a manager, monthly staff meetings, regular organizational plan reviews, and regular performance evaluations all support Green Doors' staff effectiveness and growth.

Building Management

Philosophy

All residents will sign a lease agreement to reside at the property. All residents will have the opportunity to be involved in the management of the property and program design through resident council participation and both formal and informal feedback processes.

Property rules will include items that nurture respect of the individuals and community as a whole. Due to the historical challenges of the neighborhood, they will initially be more prohibitive and then hopefully lessen over the life of the project. Due the historical influence of gang, drug, prostitution and violence on this block, an initial emphasis on safety will be included. The rules will initially be established by Green Doors staff, but will be reviewed regularly for appropriateness including feedback from current residents at the property. Rules will be enforced by Green Doors staff and/or Austin Police Department (minimal involvement on an as needed basis).

Building Services

Property management services for the project will include the following areas:

- Rent Collection: Rent will be accepted by Green Doors through the mail or resident delivery.
- Evictions: Evictions will be initiated only at last resort due to resident non-compliance.

- Property Inspections: Formal inspections will be conducted at a minimum weekly by program staff. Quarterly inspections will be conducted by an off-site member of Green Doors' management team. Informal inspections will be conducted on a more frequent basis.
- Maintenance: Green Doors has a maintenance team that promptly and effectively addresses maintenance issues and utilizes outside contractors, as necessary, for specialty repairs.
- Security: Security will be a priority at this project as addressed in an earlier section above.
- Building Management: Building management functions will also be provided and evaluated by Green Doors (e.g. turnover, vacancy, retention rates, etc.)

Although this document conveys an overall view of the supportive services, operational guidelines and community benefits, in no way is this a static plan. All components will be dynamic based on the specific needs of the residents served, feedback received and ongoing efforts to address the growth and effectiveness of Treaty Oaks.

Attachment I:
Staff Resumes

CHRISTA M. NOLAND

PROFESSIONAL EXPERIENCE

GREEN DOORS (Austin, Texas)
Deputy Director (Full-time)

8/2008 – Present

Provide leadership to organization dedicated to ending homelessness by providing affordable housing and supportive services to individuals working to achieve independent living. Manage staff and programmatic functions for transitional, rental assistance voucher, permanent supportive housing and affordable rental housing programs. Oversee acquisition, rehabilitation, and construction of affordable housing units. Author program guidelines and other program materials, evaluate program effectiveness and program improvement (metrics). Responsible for government grant requests, reporting and contract compliance. Participate in marketing, re-branding and organizational change efforts. Provide supervision and leadership to volunteer engagement and community building activities. Collaborate with key social service partners, including Caritas, Safe Place and local Veteran Administration Homeless Program. Advocate for quality, safe, affordable housing for individuals and families at-risk or experiencing homelessness at the state and local levels.

HISPANIC SCHOLARSHIP FUND (Austin, Texas)
Regional Director, Texas (Full-time)

2/2006 – 7/2008

Responsible for all HSF operations in the region – fundraising, public relations, outreach program delivery, relationship building, administration, marketing, budget management and donor stewardship; Enhanced the organization's visibility and reputation by creating meaningful links and relationships with influential corporate, foundation and individual leaders, as well as all sectors of the Hispanic community; Demonstrated the need for improving Latino higher education achievement; Forged productive partnerships and strategic alliances with community organizations; Planned and delivered a fundraising strategy for the region, targeted to a broad range of donors including individuals, corporations and foundations; Prepared grants, proposals, reports and other funding documents.

- Opened the Texas regional office, including hiring and maintaining a regional HSF Texas team, effectively establishing a strong team and local presence; achieving national recognition as Employee of the Quarter.
- Initiated a relationship with Marathon Oil which resulted in a **\$1.7 million dollar** diversity recruitment and scholarship program in Texas.
- Increased outreach program attendance in Texas by over 200% through improved utilization of existing resources.
- Cultivated new local relationships, including Hector Ruiz, AMD CEO, who was subsequently honored at the 2007 HSF Alumni Hall of Fame in Washington D.C.
- Built relationships nationally which resulted in a role serving as a Policy Advisor for Latino higher educational access issues with the Board of Hispanic Caucus Chairs.

RECORDING FOR THE BLIND & DYSLEXIC – South Central States (Austin, Texas)
Development Director (Full-time)

1/2004 – 2/2006

Increased revenue for the organization by over 200% in the areas of individual, foundation, civic and employee workforce giving; Coordinated donors and logistics related to special events – including galas, informational events, volunteer recognition events and annual Record-A-Thon; Participated in budgeting, goal setting and strategic planning for the organization; Submitted required reporting to funding sources and ensured compliance; Represented RFB&D in the community – including public speaking.

- Designed and launched a holistic development program as the first Development Director for RFB&D in Texas. Resulted in increased revenue of over **\$2.5 million dollars** within two years.
- Represented RFB&D in Texas legislative activities – included successful lobbying for a direct allocation of **\$2 million dollars** for a statewide educational outreach program in the 2005 legislative session.
- Initiated and led strategies for positive public awareness – including print and broadcast media relationships, achieving a national *“You’ve Got Style Award.”*
- Established and performed donor acknowledgement and cultivation processes, database refinement and process improvements, monitored trends and implementing strategies increasing donor engagement and revenue by 300%.

TWIN CITY MISSION (Bryan, Texas)

1/2004 – 3/2006

Part-time Development Consultant.

Retained as part-time consultant: located and wrote new and renewal grants to numerous local, regional, state and federal sources; Conducted contractual reporting; Insured accuracy and compliance, by individual programs, related to tracking statistics and program reports; Provided Human Resource coordination.

TWIN CITY MISSION (Bryan, Texas)

2/1999 – 1/2004

Director of Programs and Director of Planning, Research and Development

Direct management of over ten grants and numerous contracts for regional programs, including: three shelters, housing programs, counseling, training/education, food pantry and community support programs (funds exceeded \$2 million dollars, annually); Directly responsible for the supervision of program directors, program implementation and program operation; Oversaw program budget compliance and monitored expenditures related to contract compliance; Provided oversight for land acquisition, family selection and construction of affordable housing projects; Conducted financial development activities, centered on a holistic system of care for the clients and communities served; Insured accuracy and compliance, by individual programs, related to tracking statistics and program reports; Represented Twin City Mission in the community – including public speaking.

- Achieved and successfully renewed local, state and federal grants and contracts which produced over **\$15 million dollars** in support of the mission and programs of Twin City Mission.
- Wrote a successfully funded grant which resulted in the construction of the **first 100% homeless tax-credit property in the United States**, The Haven (College Station, Texas).
- Led strategic planning, for the agency, to include brainstorming, priority determination, goal setting and implementation. Resulting in clear vision, organizational goals and accountability and increased organizational funding competitiveness and program accomplishments.
- Managed up to **50 regional employees**, both in-house and field, effectively coordinating communication and service delivery of regional programs.

BRAZOS VALLEY COUNCIL ON ALCOHOL & SUBSTANCE ABUSE (Bryan, Texas)

5/1997 – 2/1999

Education/Intervention Specialist

Duties included: grant writing and preparation of statistical measures for grant reports/ renewals/ applications; providing professional presentations, for continuing education credit, to counselors, educators and other professionals and educational presentations on numerous topics in a variety of community settings; planning and implementation of special projects; facilitating educational and process groups in criminal justice settings, local shelters, treatment programs and other community locations; crisis intervention and emergency referrals; alcohol and drug screenings/assessments for adults and adolescents; challenge course facilitation with adolescent and adult groups; created newsletters and mailings to community professionals; agency representation, including public speaking, in community involvement activities and networking within the Brazos Valley Region.

EDUCATION

Master of Science (M.S.), Educational Psychology, Texas A&M University (College Station, TX)

Bachelor of Science (B.S.), Sociology, Texas A&M University (College Station, TX)

COMMUNITY INVOLVEMENT/AWARDS/RECOGNITION

Christian Community Charities, Board Secretary/Treasurer (Statewide federated giving campaign)

Austin ISD Project Help, Advisory Committee member (Homeless student service coordination)

State Voucher Reentry Representative, State Reentry Roundtable (TDCJ Lead for pilot voucher program)

Texas Supportive Housing Coalition (Focuses on the creation/sustainment of Texas supportive housing programs)

City of Austin Continuum of Care – HMIS and COC committees (Homeless service collaboration groups)

“Volunteer of the Year” (Crestview Retirement Community – Volunteer Program)

“Student Contributing Greatest Amount of Campus Service” (Texas A&M A.P.O.)



Founded in 1990 by a formerly homeless young woman, Green Doors' mission is to prevent and help end homelessness and poverty housing for those working to achieve independent living in Central Texas. Green Doors accomplishes this by: creating affordable, safe, quality housing; providing residents with access to supportive services; and educating about, and advocating for, individuals and families struggling with homelessness and at-risk for homelessness.

Green Doors effects its mission through five principal programs.

The first three programs are focused on creating different types of housing tailored to the needs of residents - Transitional Housing, Permanent Supportive Housing, and Affordable Housing programs. Through these housing programs, Green Doors owns and manages 23 properties, serving over 180 residents annually throughout Austin. The housing programs have a strong focus on single veterans, single parent families affected by a disability, and low-income individuals and families at-risk for homelessness.

Green Doors also operates a Homeless Prevention Services program focused on providing low-income individuals and families in the Austin area with basic necessities that enable them to prioritize their limited income to meet their housing needs. This program includes a weekly food pantry and clothes closet.

Green Doors' last primary programmatic area is its Opportunity Mapping initiative. Started in 2006, Opportunity Mapping is a regional initiative focused on the nexus between housing and opportunity, and provides a comprehensive framework (via maps) for the organization and the broader community to understand how housing interacts with other important public policy issues, including public education, economic mobility, public health, environment, and neighborhood stability.

Green Doors Position Opening

Title: Community Manager – Dessau Road (Full-time, Exempt)

Reports To: Deputy Director

Job Description: Responsible for the community building and property management of 60 units of apartments and four-plex units, for low-income individuals and families, within a cul-de-sac in Central Northeast Austin. Future developments may also be added to this housing inventory. The Community Manager must establish, maintain and oversee effective management systems and tenant/community relations to ensure that Green Doors is achieving its goal of providing a clean, safe and empowering community.

Physical Requirements: Bending, stooping, standing for extended periods, stretching, stair and ladder climbing and ability to lift 30 pounds.

Principal Duties: Community Building

- Continue an effective working relationship with the Pecan Springs Neighborhood Association and Austin Police Department.
- Establish/continue collaborative relationships with educational and non-profit partners to facilitate the needs of the community served.
- Lead community gardening and public art efforts at the site.
- Coordinate educational trainings and skill building workshops.
- Establish a resident council and property owner/manager groups.
- Implement efforts/projects that will not just create a well-managed housing program, but will enhance the quality of life of the people that reside at Pecan Springs Commons.

Facilities Management

- Conduct frequent inspections of property safety/maintenance needs.
- Address maintenance and repair needs promptly; emergency maintenance to be addressed within 24 hours.
- Follow regular and preventive maintenance schedule for all properties.
- Oversee subcontracted activities: make-readies, computer maintenance, purchase of supplies, etc.
- Conduct annual inspection of all properties to identify inventory of maintenance needs and formulate a capital improvement plan.
- Wear a pager to deal with emergency housing issues.

Marketing

- Show housing to prospective tenants and provide rental applications.
- Conduct applicant screening & verify rental application information.
- Coordinate tenant selection process is in accordance with funding and fair housing requirements.
- Public speaking and presentations regarding the program.

Tenant Relations

- Conduct orientation and intake for tenants.
- Calculate tenant income; determine monthly rent.
- Review, complete and sign rental agreements / addenda to agreements with tenants.
- Collect deposits and rents, monitor delinquencies, oversee eviction process, if necessary.
- Coordinate with case manager to address violations to rental agreements or house rules document, as appropriate.
- Resolve tenant complaints.
- Manage communications with tenants.
- Conduct housing history and criminal background checks for potential tenants.

Program Support

- Attend staff meetings and functions, as appropriate.
- Identify volunteer projects and assist Program and Volunteer Coordinator in coordinating and overseeing volunteer projects.
- Assist in organizing special events, i.e. community building gatherings, holiday activities, etc.
- Assist in receiving, storing and delivering donations.
- Assist with weekly operations of CPH food pantry, as requested.
- Recommend program improvements and policy changes.

Reporting and Record Keeping

- Collect documentation from tenants and maintain tenant file and database for each program.
- Develop and maintain maintenance tracking system.
- Prepare maintenance and property inspection reports.
- Assist with tracking performance metrics.

- Assist Deputy Director, Development Director and Office Manager, with completing reports required for funders.

Qualifications:

Bachelors degree preferred, but equivalent experience related to required duties will be considered. Minimum of two years experience in property management or non-profit housing program experience required. Commitment to working with low-income and formerly homeless people. Experience and knowledge of working with communities of poverty and specifically high-risk neighborhoods required. Previous community building experience preferred. An understanding of mental health, substance abuse and recovery issues preferred. Knowledge of landlord tenant law preferred. Excellent interpersonal and business communication skills, both written and verbal. Proven conflict resolution skills. Ability and willingness to work independently and follow instructions with minimal supervision. High level of organization, attention to detail, and ability to complete tasks. Basic computer skills including word processing, databases and spreadsheets. Ability to work with staff, tenants and community members from diverse backgrounds. Bi-lingual in Spanish preferred.

Additional Requirements: Employee must satisfactorily complete a criminal background check and have a valid Texas Driver's License to be eligible for employment. Evening and weekend hours will be required. Wearing a pager for resolution of emergencies in the community will be required.

Salary:

Commensurate with Experience

Please email a resume to the attention of Christa Noland, Deputy Director, at cnoland@greendoors.org and please include the position for which you would like to be considered in the subject line of the email. Please visit our website at www.greendoors.org for more information. Please do not contact by phone. EOE.