

**RENTAL HOUSING DEVELOPMENT ASSISTANCE (RHDA)**  
**Application for Rental Development Financing**

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

**Project Name:** Pecan Springs Commons, Phase III

**Project Address:** 5801 & 5803 Sweeney Circle and 2907 Sweeney Lane **Zip Code** 78723

**Total # units in project/property:** 12  
**Total # units to be assisted with RHDA Funding:** 12

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

**Amount of funds requested:** \$640,000 **Terms Requested:** 0% Forgivable Loan/99 Years

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

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

Community Partnership for the Homeless, Inc. dba Green Doors  
**Name**

1503 S. IH 35  
**Street Address**

Austin TX, 78741 512-469-9130  
**City State, Zip Telephone #**

Frank Fernandez 512-469-9130 ffernandez@greendoors.org  
**Contact Person Contact Telephone # E-mail address**

[Redacted]  
**Federal Tax ID Number or SS#**

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

Community Partnership for the Homeless, Inc.  
**Legal Name of Developer/Entity**

[Handwritten Signature]  
**Signature of Authorized Officer**

12/06/11  
**Date**

Executive Director  
**Title**

**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)

x  **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)  x

**B. Numbers of proposed PSH Units:**

12  Total Number of Units in project

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

12  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.  x  **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  12

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.

Pecan Springs Commons, Phase III is an expansion of an existing Green Doors' project which entails acquiring 12 additional apartments dedicated to permanent supportive housing. These apartments are located at three properties – 5801 Sweeney Circle, 5803 Sweeney Circle, and 2907 Sweeney Lane. These units will serve individuals struggling with homelessness and disabilities. Specifically, the population targeted will be among the hardest to serve and those identified by the City's PSH Strategy report as the highest priority– homeless veterans with long periods of homelessness. While Green Doors will be serving individuals and families whose income is below 30% mfi, the organization would request to limit the income level to 50% mfi and below and ensure that residents pay no more than 30% of their adjusted gross monthly income through operational subsidies (e.g., HUD-VASH).

The individuals 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.

(For more detailed description of services, please refer to **Attachment K**).

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

Pecan Springs Commons, Phase III is a multi-family 12-unit expansion comprised of one-bedroom and two-bedroom apartments with the following unit specifications:

- 4 One bedroom/One bathroom units with 510 sq. ft. of living area
- 4 One bedroom/One bathroom units with 510 sq. ft. of living area
- 2 One bedroom/One bathroom units with 500 sq. ft. of living area
- 2 Two bedroom/One bathroom units with 885 sq. ft. of living area

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

Of the 12 units, 4 units are currently vacant. The remaining 8 units are occupied and current leases will be adhered to accordingly upon acquisition.

- 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.

The proposed project will preserve existing affordable housing in a neighborhood that greatly needs quality, well-managed and well-maintained affordable housing. Moreover, it is converting cheap, poorly maintained, poorly managed housing into quality, green affordable housing.

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

Please see **Attachment B** for documentation from the taxing authority indicating the year that the structure was built.

- 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.

1 unit will be accessible for persons with mobility disabilities and 1 unit 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. Green Doors will not be asking for any neighborhood plan amendments and will continue to use the properties as currently allowed – as residential multi-family housing.

- 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 \$1.107 million. Green Doors is requesting \$640,000 in AHFC Rental Development financing funds to assist with acquisition of the one of the properties (2907 Sweeney Lane) and rehabilitation construction costs for all three properties (12 units). The remainder of the financing needed (\$467,047) is being provided/or has been provided by the Texas Veteran Commission (\$438,972; already committed), and private fundraising (\$28,075; being fundraised).

**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 C** for a map indicating Pecan Springs Commons, Phase III'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 "Very Low" from a comprehensive opportunity perspective. However, Green Doors was intentional about selecting this location because it is such a blighted neighborhood block. One of the primary purposes of the project is to revitalize a disinvested, distressed area in order to increase these residents' access to housing opportunity.

## 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.

Current money earnest contracts and tax documentation are provided as **Attachment D**. Green Doors is seeking AHFC funds to assist with acquisition of only of one of the three properties – 2907 Sweeney Lane. It is using other project funds to acquire the other two properties – 5801 Sweeney Circle and 5803 Sweeney Circle.

## 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.

The PDRD zoning verification letter is provided as **Attachment E**.

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 F**.

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.

	<b>Name(s) &amp; Any Comments on Role</b>	<b>MBE? (Mark X if Yes)</b>	<b>WBE? (Mark X if Yes)</b>	<b>Non- profit? (Mark X if Yes)</b>
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.

	<b>DATE(S)</b>
Acquisition and/or holding	February 2012
Environmental and/or historic review (AHFC)	December 2011
Securing and packaging project financing	NA
Construction Specifications and Cost estimates	April 2012
Construction Bids	May 2012
Construction Start	June 2012
Anticipated Draws (list all)	
End Construction	December 2012
Start of Rent-up	January 2013
Completion & Operation	March 2013

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.

- 1   Units adaptable for persons with mobility disabilities
- 1   Units accessible for persons with mobility disabilities
- 1   Units adaptable for persons with sight and hearing disabilities
- 1   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):

<b>COMPLETED PROJECTS</b>				
<b>Address</b>	<b># of Units</b>	<b>New or Rehab</b>	<b>Type of Property (apartments, SF units, etc.)</b>	<b>Year Completed</b>
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 <sup>th</sup> Street, Austin	4	Acquired & rehab'd	SF Rental house	1998
7605 Elderberry, Austin	4	Acquired & rehab'd	SF Rental house	1998
<b>Recently Rehabilitated</b>				
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 <sup>th</sup> 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
<b>Recently Purchased</b>				
2014 Covered Wagon, Austin	3	Acquired & rehab'd	SF Rental house	2007
5611 Teri Road, Austin	4	Acquired & rehab'd	SF Rental house	2007
<b>New Construction</b>				
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
<b>In Progress</b>				
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 acquiring and rehabilitating properties to be used for rental housing programs, similar to the proposed Pecan Springs Commons, Phase III 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.

Green Doors also has extensive experience with projects that involve temporary relocation of tenants. For example, the organization undertook an extensive rehabilitation project in 2003, under the direction and funding of the Department of Veterans Affairs, to bring properties into compliance with the Life Safety Code of the National Fire Protection Association. This rehabilitation project required the temporary relocation of program tenants as properties were modified to be in code compliance. In addition, Green Doors successfully temporarily relocated tenants at the 5811, 5802, and 5800 Sweeney Circle properties during rehabilitation.

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 and is doing so at Pecan Springs Commons, Phase I and II. 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 rehabilitation of property requested in this application.

**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 G**.

**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 G**) and award letter from the Texas Veterans Commission (**Attachment H**).

- 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.

<b>TABLE C: LEVERAGE SUMMARY</b>	
<b>TOTAL RHDA FUNDS</b>	\$640,000
<b>TOTAL OTHER FUNDS</b>	\$467,047
<b>LEVERAGE (%)</b>	57.8%

- 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 I**.

- 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 provided a neighborhood community organization support letter as **Attachment J**. In addition, Green Doors has received a \$1000 donation from the Pecan Springs-Springdale Neighborhood Association (which is the applicable NA) for the project – a great indicator of the neighborhood’s support (also attached). Lastly, through the community engagement process with the neighborhood association, Green Doors invited the president of the Pecan Springs-Springdale Neighborhood Association, DeWayne Lofton, to join the board. DeWayne has now been on Green Doors’ board for over 2 years.

- 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 Pecan Springs Commons, Phase III. Green Doors’ primary service partner will be the VA. A service plan is attached, as **Attachment K**.

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

Green Doors anticipates that all residents (12 households) of Pecan Springs Commons Phase III will be provided supportive services annually. It believes this will include 15 individuals and families annually, including 12 PSH veteran residents.

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

Information is included on **Attachment K**.

- 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 the VA.

- 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 L**. Arly Davis, Green Doors' community manager at Pecan Springs Commons, serves as the line staff located on site and provides resident and community services (resume also included as part of **Attachment L**). 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 (\$8,500) in the project's operating budget (**Attachment I**) to help supplement the supportive services provided by the VA.

**ATTENTION:**

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

**RHDA PROGRAM  
SCORING CRITERIA**

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

**REQUIRED INFORMATION:**

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

**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.

<b>% of G.O. Bond-assisted Units in Total Project</b>										
<b>% MFI</b>	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
<b>50%</b>	3	5	7	9	11	13	15	17	19	25
<b>40%</b>	5	7	9	11	13	15	17	19	21	25
<b>30%</b>	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>
<b>10 points</b>	<\$45/unit	<\$30/unit	<\$30/eff.	<\$40/unit	<\$60/unit
<b>8 points</b>	<\$55/unit	<\$40/unit	<\$35/1-bd	<\$50/unit	<\$70/unit
<b>6 points</b>	<\$65/unit	<\$50/unit	<\$40/2-bd	<\$60/unit	<\$80/unit
<b>4 points</b>	<\$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) 5

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) 10

**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) 10

**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** 157



## ***Austin Housing Financing Corps Rental Housing Development Finance Program - Attachments***

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**ORGANIZATION NAME: GREEN DOORS**

**PROJECT NAME: PECAN SPRINGS COMMONS, PHASE III**

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- Attachment A: Basic Organization Documentation
- Attachment B: Travis County Tax Roll for Pecan Springs Commons, Phase III
- Attachment C: Transit Stop Map
- Attachment D: Purchase Contracts
- Attachment E: PDRD Zoning Verification Letter
- Attachment F: S.M.A.R.T. Housing Letter
- Attachment G: Detailed Project Budget
- Attachment H: Texas Veterans Commission Award Letter
- Attachment I: Detailed Operational Pro-Forma
- Attachment J: Neighborhood Support Letter
- Attachment K: Service Plan
- Attachment L: 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

(4) an act or omission for which the liability of a director is expressly provided for by statute.

In witness whereof, we have hereunto subscribed our names this 24th day of Sept., 1990.

Edward Blatz  
Jana Daulong  
Jane Welch

VERIFICATION

STATE OF TEXAS                    S  
  S  
COUNTY OF Williamson        S

BEFORE ME, a notary public, on this day personally appeared Edward Blatz, Jana Daulong, and

Jane Welch known to me to be the persons whose names are signed to the foregoing Articles of Incorporation, and, being by me first duly sworn, declared that the statements therein contained are true and correct.

SUBSCRIBED AND SWORN to before me this 24th day of September, 1990.

Kathy Vannoy  
Notary Public in and for  
The State of Texas

My commission expires: 1-17-94

Kathy Vannoy  
Typed or Printed Name of Notary



# The State of Texas

## SECRETARY OF STATE CERTIFICATE OF INCORPORATION

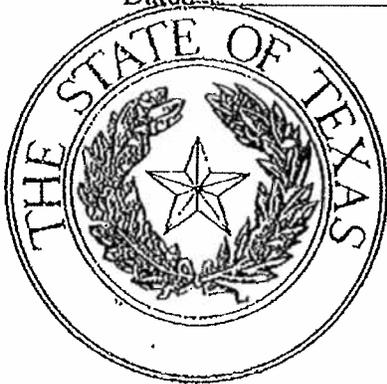
OF

COMMUNITY PARTNERSHIP FOR THE HOMELESS, 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



Geary S Bayouard 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.

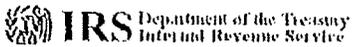
Dated: 04/17/2009

Effective: 04/17/2009



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

Hope Andrade  
Secretary of State



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



032941

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, 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 Blvd B	Austin	TX	78759
Amir Paul	Vice President	723-8109		751-7934	Aamir_Paul@del.com	3409 Esperanza Crossing # 7108	Austin	TX	78758
Yash S. Sabharwal, Ph.D.	Treasurer	(520) 388-0351		534-8340	yash.sabharwal@gmail.com	4265 Braewood 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			713-703-2104 or 512-934-4542	laura.mathieu@capitalonebank.com	901 South Mopac, Plaza One, Ste 500	Austin	TX	78746
<b>Name</b>	<b>Professional Affiliation</b>	<b>Title</b>				<b>Initial Membership</b>	<b>Term Started</b>	<b>Ethnicity/Race</b>	<b>Gender</b>
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
Amir 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 11<sup>th</sup> 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 rehabilitation of 12 units to be used to provide permanent supportive 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 6<sup>th</sup> of December 2011.

**Green Doors**

  
\_\_\_\_\_  
Lee Chapman  
President, Board of Directors

Attachment B:  
Travis County Tax Roll for Pecan Springs  
Commons, Phase III

**TaxNetUSA: Travis County Property Information**

Property ID Number: 217259 Ref ID2 Number: 0220211439000

Owner's Name **DE BEST FAMILY TRUST**

**Property Details**

Mailing Address 19020 MAPLE LEAF LN  
YORBA LINDA, CA 92886-  
Location 2907 SWEENEY LN 78723  
Legal LOT 7 MANOR ESTATES

Deed Date 08032010  
Deed Volume  
Deed Page  
Exemptions  
Freeze Exempt F  
ARB Protest F  
Agent Code 0  
Land Acres 0.2056  
Block  
Tract or Lot 7  
Docket No. 2010126943TR  
Abstract Code S08514  
Neighborhood Code D5505

**Value Information**

**2011 Certified**

Land Value 30,000.00  
Improvement Value 119,214.00  
AG Value 0.00  
AG Productivity Value 0.00  
Timber Value 0.00  
Timber Productivity Value 0.00  
Assessed Value 149,214.00  
10% Cap Value 0.00  
Total Value 149,214.00

Data up to date as of 2011-11-15

- AGRICULTURAL (1-D-1)
- APPOINTMENT OF AGENT FORM
- FREEPORT EXEMPTION
- HOMESTEAD EXEMPTION FORM
- PRINTER FRIENDLY REPORT
- PROTEST FORM
- RELIGIOUS EXEMPTION FORM
- PLAT MAP

**Value By Jurisdiction**

Entity Code	Entity Name	2010 Tax Rate	Assessed Value	Taxable Value	Market Value	Appraised Value
0A	TRAVIS CENTRAL APP DIST		149,214.00	149,214.00	149,214.00	149,214.00
01	AUSTIN ISD	1.227000	149,214.00	149,214.00	149,214.00	149,214.00
02	CITY OF AUSTIN	0.457100	149,214.00	149,214.00	149,214.00	149,214.00
03	TRAVIS COUNTY	0.465800	149,214.00	149,214.00	149,214.00	149,214.00
2J	TRAVIS COUNTY HEALTHCARE DISTRICT	0.071900	149,214.00	149,214.00	149,214.00	149,214.00
68	AUSTIN COMM COLL DIST	0.095100	149,214.00	149,214.00	149,214.00	149,214.00

**Improvement Information**

Improvement ID 178260 State Category Description FOURPLEX

**Segment Information**

Imp ID	Seg ID	Type Code	Description	Class	Effective Year Built	Area
178260	207184	1ST	1st Floor	WW4	1972	1,385
178260	207185	2ND	2nd Floor	WW4	1972	1,385
178260	842380	011	PORCH OPEN 1ST F	*4	1972	32
178260	842381	012	PORCH OPEN 2ND F	*4	1972	32
178260	842382	095	HVAC RESIDENTIAL	**	1972	2,770
178260	842383	251	BATHROOM	**	1972	4
178260	842384	303	STAIRWAYS FV	F-V*	1972	1
178260	842385	512	DECK UNCOVRED	*4	1972	80
178260	842386	551	PAVED AREA	AA*	1972	3,375
178260	842387	591	MASONRY TRIM SF	AVG*	1972	1,050
178260	842388	612	TERRACE UNCOVERD	*4	1972	224

Total Living Area **2,770**

**TaxNetUSA: Travis County Property Information**

Property ID Number: 217253 Ref ID2 Number: 02202114330000

Owner's Name **FISHBACH STEVEN G**

**Property Details**

Mailing Address 11078 E EVANS RD  
SCOTTSDALE, AZ 85255-1604

Location 5801 SWEENEY CIR 78723

Legal LOT 13 MANOR ESTATES

Deed Date 10262005

Deed Volume

Deed Page

Exemptions

Freeze Exempt F

ARB Protest F

Agent Code 0

Land Acres 0.1723

Block

Tract or Lot 13

Docket No. 2005201558TR

Abstract Code S08514

Neighborhood Code D5505

**Value Information**

**2011 Certified**

Land Value 30,000.00

Improvement Value 86,524.00

AG Value 0.00

AG Productivity Value 0.00

Timber Value 0.00

Timber Productivity Value 0.00

Assessed Value 116,524.00

10% Cap Value 0.00

Total Value 116,524.00

Data up to date as of 2011-11-15

- AGRICULTURAL (1-D-1)**
- APPOINTMENT OF AGENT FORM**
- FREEPORT EXEMPTION**
- HOMESTEAD EXEMPTION FORM**
- PRINTER FRIENDLY REPORT**
- PROTEST FORM**
- RELIGIOUS EXEMPTION FORM**
- PLAT MAP**

**Value By Jurisdiction**

Entity Code	Entity Name	2010 Tax Rate	Assessed Value	Taxable Value	Market Value	Appraised Value
0A	TRAVIS CENTRAL APP DIST		116,524.00	116,524.00	116,524.00	116,524.00
01	AUSTIN ISD	1.227000	116,524.00	116,524.00	116,524.00	116,524.00
02	CITY OF AUSTIN	0.457100	116,524.00	116,524.00	116,524.00	116,524.00
03	TRAVIS COUNTY	0.465800	116,524.00	116,524.00	116,524.00	116,524.00
2J	TRAVIS COUNTY HEALTHCARE DISTRICT	0.071900	116,524.00	116,524.00	116,524.00	116,524.00
68	AUSTIN COMM COLL DIST	0.095100	116,524.00	116,524.00	116,524.00	116,524.00

**Improvement Information**

Improvement ID	State Category	Description
178254		FOURPLEX

**Segment Information**

Imp ID	Seg ID	Type Code	Description	Class	Effective Year Built	Area
178254	207174	1ST	1st Floor	WW4	1972	2,040
178254	842346	095	HVAC RESIDENTIAL	**	1972	2,040
178254	842347	251	BATHROOM	**	1972	4
178254	842348	551	PAVED AREA	AA*	1972	2,000

Total Living Area **2,040**

**Land Information**

Land ID	Type Code	SPTB Code	Homesite	Size-Acres	Front	Depth	Size-Sqft
214493	LAND	B4	T	0.172	0	0	7,507

[show history](#)

**TaxNetUSA: Travis County Property Information**

Property ID Number: **217254** Ref ID2 Number: **0220211434000**

Owner's Name **TEXAS CAPITAL REAL ESTATE LLC**

**Property Details**

Mailing Address 500 KATHY RD  
TAYLOR, TX 76574-  
  
Location 5803 SWEENEY CIR 78723  
  
Legal LOT 12 MANOR ESTATES

Deed Date 08202008  
Deed Volume  
Deed Page  
Exemptions  
Freeze Exempt F  
ARB Protest F  
Agent Code 2094  
Land Acres 0.1870  
Block  
Tract or Lot 12  
Docket No. 2008149831TR  
Abstract Code S08514  
Neighborhood Code D5505

**Value Information**

**2011 Certified**

Land Value 30,000.00  
Improvement Value 70,288.00  
AG Value 0.00  
AG Productivity Value 0.00  
Timber Value 0.00  
Timber Productivity Value 0.00  
Assessed Value 100,288.00  
10% Cap Value 0.00  
Total Value 100,288.00

Data up to date as of 2011-11-15

- AGRICULTURAL (1-D-1)
- APPOINTMENT OF AGENT FORM
- FREEPORT EXEMPTION
- HOMESTEAD EXEMPTION FORM
- PRINTER FRIENDLY REPORT
- PROTEST FORM
- RELIGIOUS EXEMPTION FORM
- PLAT MAP

**Value By Jurisdiction**

Entity Code	Entity Name	2010 Tax Rate	Assessed Value	Taxable Value	Market Value	Appraised Value
0A	TRAVIS CENTRAL APP DIST		100,288.00	100,288.00	100,288.00	100,288.00
01	AUSTIN ISD	1.227000	100,288.00	100,288.00	100,288.00	100,288.00
02	CITY OF AUSTIN	0.457100	100,288.00	100,288.00	100,288.00	100,288.00
03	TRAVIS COUNTY	0.465800	100,288.00	100,288.00	100,288.00	100,288.00
2J	TRAVIS COUNTY HEALTHCARE DISTRICT	0.071900	100,288.00	100,288.00	100,288.00	100,288.00
68	AUSTIN COMM COLL DIST	0.095100	100,288.00	100,288.00	100,288.00	100,288.00

**Improvement Information**

Improvement ID 178255 State Category Description FOURPLEX

**Segment Information**

Imp ID	Seg ID	Type Code	Description	Class	Effective Year Built	Area
178255	207175	1ST	1st Floor	VW4	1972	2,040
178255	842350	251	BATHROOM	**	1972	4
178255	842351	551	PAVED AREA	AI*	1972	2,000
<b>Total Living Area</b>						<b>2,040</b>

**Land Information**

Land ID	Type Code	SPTB Code	Homesite	Size-Acres	Front	Depth	Size-Sqft
214494	LAND	B4	T	0.187	0	0	8,145

[show history](#)

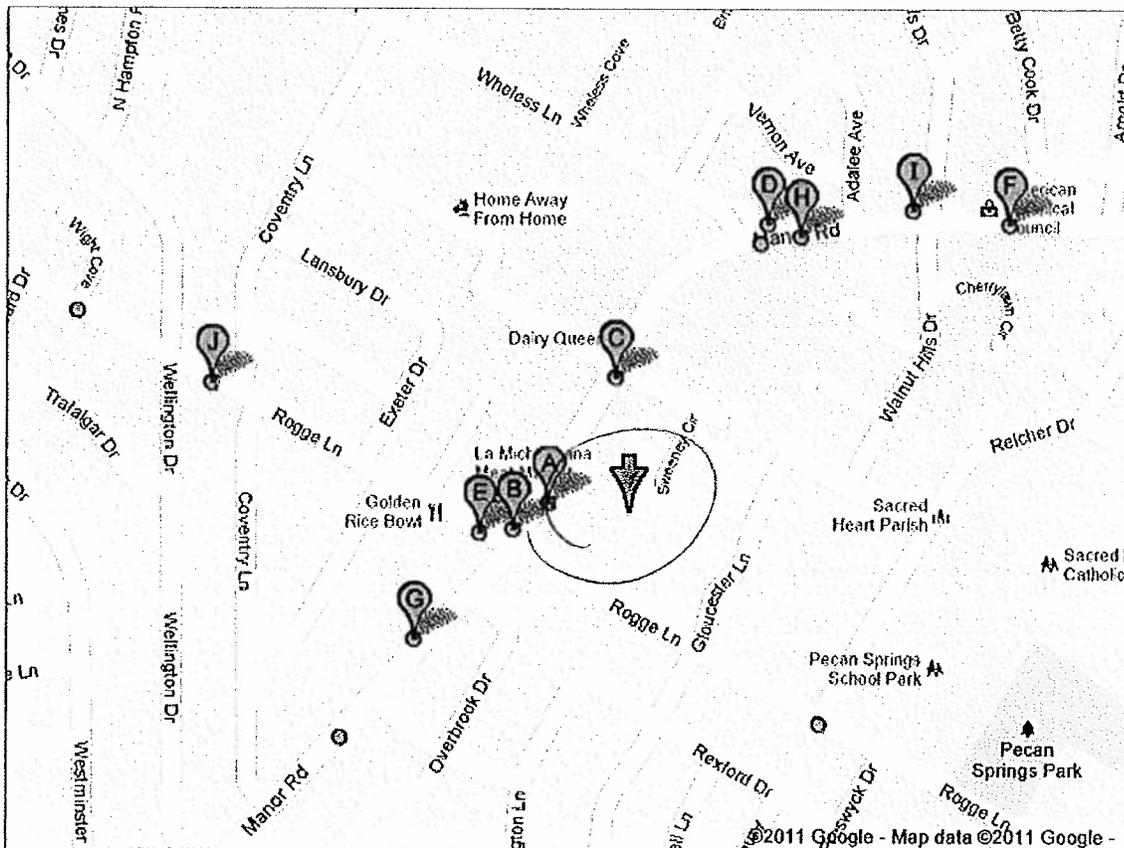
Attachment C:  
Transit Stop Map

Google maps bus stops near 5800 Sweeney Cir, Austin, TX 78723

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



- A. 5711 Manor/Rogge United States
- B. 5700 Manor/Rogge United States
- C. 5819 Manor/Sweeney United States
- D. 6102 Manor/Wheeless United States
- E. 2801 Rogge/Manor United States
- F. 6211 Manor/Walnut Hills United States
- G. 5600 Manor/Overbrook United States
- H. Manor/Wheeless United States
- I. 6118 Manor/Walnut Hills United States
- J. Rogge/Wellington United States





Attachment E:  
PDRD Zoning Verification Letter



CITY OF AUSTIN

## ZONING VERIFICATION LETTER

### 1. Party Requesting Verification

Name: Frank Fernandez

Address: P.O.Box 685065  
Austin, Tx. 78768

### 2. Property Address

5801 Sweeney Cir.  
Austin, Tx. 78723

### 3. Tax Parcel Identification Number

02-2021-1433

### 4. City of Austin Grid Name

M25

### 5. Current Zoning

MF-3-NP: Multi-Family Residence-Medium Density-  
Neighborhood Plan

### 6. Zoning Case Number and Ordinance \*

C14-02-0142.001 & Ordinance Number 021107-Z-12a

### 7. Zoning Overlays and Neighborhood Plans \*

RESIDENTIAL DESIGN STANDARDS

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

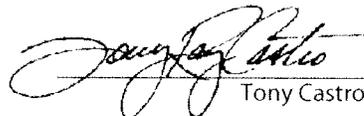
PECAN SPRINGS/SPRINGDALE-NEIGHBORHOOD PLANNING AREA

Referenced in City of Austin Ordinance Number 021107-Z-12a

\* To access the zoning ordinance and overlay district documentation, visit the following web page: <http://www.cityofaustin.org/>

For questions concerning Zoning Compliance or any Development Criteria, Parking, Permitted Use, Zoning Violations, Conditional Uses, Variances, Destruction and Rebuilding, et cetera, Contact the Development Assistance Center of the City of Austin at (512) 974-6370 for a Land Use Planner Correspondence Session.

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

  
Tony Castro

Wednesday, December 7, 2011

Date



CITY OF AUSTIN

## ZONING VERIFICATION LETTER

### 1. Party Requesting Verification

Name: Frank Fernandez

Address: P.O.Box 685065  
Austin, Tx. 78768

### 2. Property Address

5803 Sweeney Cir.  
Austin, Tx. 78723

### 3. Tax Parcel Identification Number

02-2021-1434

### 4. City of Austin Grid Name

M25

### 5. Current Zoning

MF-3-NP: Multi-Family Residence-Medium Density-  
Neighborhood Plan

### 6. Zoning Case Number and Ordinance \*

C14-02-0142.001 & Ordinance Number 021107-Z-12a

### 7. Zoning Overlays and Neighborhood Plans \*

RESIDENTIAL DESIGN STANDARDS

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

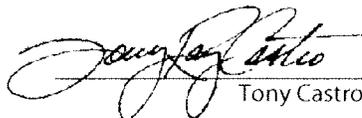
PECAN SPRINGS/SPRINGDALE-NEIGHBORHOOD PLANNING AREA

Referenced in City of Austin Ordinance Number 021107-Z-12a

\* To access the zoning ordinance and overlay district documentation, visit the following web page: <http://www.cityofaustin.org/>

For questions concerning Zoning Compliance or any Development Criteria, Parking, Permitted Use, Zoning Violations, Conditional Uses, Variances, Destruction and Rebuilding, et cetera, Contact the Development Assistance Center of the City of Austin at (512) 974-6370 for a Land Use Planner Correspondence Session.

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

  
Tony Castro

Wednesday, December 7, 2011

Date



CITY OF AUSTIN

## ZONING VERIFICATION LETTER

### 1. Party Requesting Verification

Name: Frank Fernandez

Address: P.O.Box 685065  
Austin, Tx. 78768

### 2. Property Address

2907 Sweeney Ln.  
Austin, Tx. 78723

### 3. Tax Parcel Identification Number

02-2021-1439

### 4. City of Austin Grid Name

M25

### 5. Current Zoning

MF-3-NP: Multi-Family Residence-Medium Density-  
Neighborhood Plan

### 6. Zoning Case Number and Ordinance \*

C14-02-0142.001 & Ordinance Number 021107-Z-12a

### 7. Zoning Overlays and Neighborhood Plans \*

RESIDENTIAL DESIGN STANDARDS

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

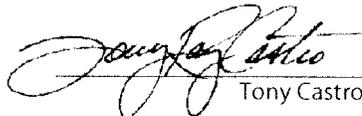
PECAN SPRINGS/SPRINGDALE-NEIGHBORHOOD PLANNING AREA

Referenced in City of Austin Ordinance Number 021107-Z-12a

\* To access the zoning ordinance and overlay district documentation, visit the following web page: <http://www.cityofaustin.org/>

For questions concerning Zoning Compliance or any Development Criteria, Parking, Permitted Use, Zoning Violations, Conditional Uses, Variances, Destruction and Rebuilding, et cetera, Contact the Development Assistance Center of the City of Austin at (512) 974-6370 for a Land Use Planner Correspondence Session.

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

  
Tony Castro

Wednesday, December 7, 2011

Date

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

Attachment G:  
Detailed Project Budget

**Green Doors**  
**Pecan Springs Commons, Phase III**  
**Development Budget - As of 12/03/11**



<b>SOURCES OF FUNDS</b>	<b>Funding (\$)</b>
Texas Veterans Commission	\$438,972
City of Austin GO Bond Funds	\$640,000
City of Austin HUD CHDO HOME Funds	\$0
TDHCA Loan	\$0
Private Bank Financing	\$0
Green Doors Private Fundraising	\$28,075
<b>TOTAL SOURCES OF FUNDS</b>	<b>\$1,107,047</b>

<b>USES OF FUNDS</b>	<b>Total Cost (\$)</b>	<b>Cost/Sq Ft (\$)</b>	<b>Cost/Unit (\$)</b>
<b>Predevelopment</b>			
Engineering	\$0	\$0.00	\$0
Survey & Environmental	\$2,000	\$0.29	\$167
Demolition	\$0	\$0.00	\$0
Market Study/Appraisal	\$1,500	\$0.22	\$125
Architectural	\$2,500	\$0.36	\$208
Fees	\$5,000	\$0.73	\$417
<b>Total Predevelopment</b>	<b>\$11,000</b>	<b>\$1.61</b>	<b>\$917</b>
<b>Acquisition</b>			
Site and/or Land	\$480,000	\$70.07	\$40,000
Closing Costs/Legal	\$9,500	\$1.39	\$792
<b>Total Acquisition</b>	<b>\$489,500</b>	<b>\$71.46</b>	<b>\$40,792</b>
<b>Hard Costs - Construction</b>			
Permits/Fees	\$15	\$0.00	\$1
Demolition	\$7,739	\$1.13	\$645
Utility Connections	\$648	\$0.09	\$54
Framing Materials	\$19,013	\$2.78	\$1,584
Framing Labor	\$24,973	\$3.65	\$2,081
Plumbing	\$24,093	\$3.52	\$2,008
Plumbing Fixtures	\$18,983	\$2.77	\$1,582
Electrical U/G Service	\$8,947	\$1.31	\$746
Electrical Fixtures	\$5,908	\$0.86	\$492
Electrical	\$27,733	\$4.05	\$2,311
HVAC	\$43,949	\$6.42	\$3,662
Roofing	\$13,583	\$1.98	\$1,132
Windows	\$7,921	\$1.16	\$660
Exterior Doors	\$4,123	\$0.60	\$344
Interior Doors	\$9,644	\$1.41	\$804
Insulation	\$8,728	\$1.27	\$727
Painting	\$23,130	\$3.38	\$1,928
Drywall	\$17,695	\$2.58	\$1,475
Flooring	\$34,009	\$4.96	\$2,834
Interior Trim Labor	\$3,330	\$0.49	\$278
Interior Trim Materials	\$203	\$0.03	\$17
Countertops	\$7,033	\$1.03	\$586
Hardware Labor	\$5,493	\$0.80	\$458
Hardware Materials	\$600	\$0.09	\$50
Cabinets	\$20,842	\$3.04	\$1,737
Appliances	\$13,343	\$1.95	\$1,112
Cleanup Building	\$10,384	\$1.52	\$865
Make-Ready Cleaning	\$0	\$0.00	\$0
Landscaping & Irrigation	\$2,740	\$0.40	\$228
Fencing	\$0	\$0.00	\$0
Site Management	\$8,871	\$1.30	\$739
Builders Risk Insurance	\$4,340	\$0.63	\$362
Builders Fee	\$6,704	\$0.98	\$559
Construction Contingency	\$96,179	\$14.04	\$8,015
<b>Total Hard Costs</b>	<b>\$480,895</b>	<b>\$70.20</b>	<b>\$40,075</b>
<b>Soft Costs/Other</b>			
Professional Fees			

**Green Doors**  
**Pecan Springs Commons, Phase III**  
**Development Budget - As of 12/03/11**



Architect - Design/Construction	\$15,389	\$2.25	\$1,282
Engineering	\$4,000	\$0.58	\$333
Construction Management	\$0	\$0.00	\$0
Legal (including syndication)	\$0	\$0.00	\$0
Accounting/Audit	\$0	\$0.00	\$0
Material Testing	\$0	\$0.00	\$0
<b>Total Professional Fees</b>	<b>\$19,389</b>	<b>\$2.83</b>	<b>\$1,616</b>
<b>Developer-Related Costs</b>			
General Liability Insurance	\$0	\$0.00	\$0
Real Estate Taxes	\$0	\$0.00	\$0
Permits, Inspections, Impact Fees	\$0	\$0.00	\$0
Advertising/Marketing/Outreach	\$660	\$0.10	\$55
Furnishings	\$1,200	\$0.18	\$100
Equipment	\$1,200	\$0.18	\$100
Replacement Reserve	\$3,000	\$0.44	\$250
Development Fee	\$82,004	\$11.97	\$6,834
Construction Interest	\$0	\$0.00	\$0
Construction Period Insurance	\$500	\$0.07	\$42
Financing Fees - Permanent	\$1,924	\$0.28	\$160
LIHTC Monitoring/Compliance/Fees	\$0	\$0.00	\$0
Operating Reserve	\$10,777	\$1.57	\$898
Rent-Up Reserve	\$0	\$0.00	\$0
Soft Cost Contingency	\$5,000	\$0.73	\$417
<b>Total Developer-Related Costs</b>	<b>\$106,264</b>	<b>\$15.51</b>	<b>\$8,855</b>
<b>Total Soft Costs</b>	<b>\$125,652</b>	<b>\$18.34</b>	<b>\$10,471</b>
<b>TOTAL USES OF FUNDS</b>	<b>\$1,107,047</b>	<b>\$161.61</b>	<b>\$92,254</b>

Attachment H:  
Texas Veterans Commission Award Letter



# TEXAS VETERANS COMMISSION

Stephen F. Austin Building, Suite 800  
P.O. Box 12277, Austin, Texas 78711-2277  
(Phone) 512/ 463-6564; (FAX) 512/ 475-2395  
Veterans' HOTLINE: 1-800-252-VETS (8387)  
E-Mail: [info@tvc.state.tx.us](mailto:info@tvc.state.tx.us)  
Web: [www.tvc.state.tx.us](http://www.tvc.state.tx.us)

**T.P. O'MAHONEY**  
Chairman

**ELISEO "AL" CANTU, JR.**  
Major, US Army (Retired)  
Vice Chairman

**JAMES H. SCOTT**  
Colonel, USAF (Retired)  
Secretary

**RICHARD A. McLEON, IV**  
Member

**DANIEL P. MORAN**  
Captain, USMC (Retired)  
Member

**THOMAS P. PALLADINO**  
Colonel, US Army (Retired)  
Executive Director

**KYLE V. MITCHELL**  
Deputy Executive Director

**JAMES O. RICHMAN**  
Director, Claims  
Representation & Counseling

**SHAWN DEABAY**  
Director  
Veterans Employment Services

**CONSUELO M. JACKSITS**  
Director  
Veterans Education

**BILL WILSON**  
Director  
Fund for Veterans' Assistance

November 17, 2011

Mr. Frank A. Fernandez  
Green Doors  
P. O. Box 685065  
Austin, TX 78768

Dear Mr. Fernandez,

The Texas Veterans Commission is pleased to award a Fund for Veterans' Assistance Housing4TexasHeroes grant to Green Doors in the amount of \$600,000. This project will improve the lives of the veterans and their families in your community.

You will receive the Grant Agreement for your review and signature shortly. Our goal is to have the agreement fully executed before your January 1, 2012 project start date. The authorized representative designated in your application will need to sign the Grant Agreement.

We look forward to working with you to accomplish the goals of this worthwhile project. Congratulations! On behalf of the Texas Veterans Commission, thank you. We salute you for your time and continued support to Texas veterans and their families.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Palladino".

**THOMAS P. PALLADINO**  
Executive Director

TPP:sttd

Attachment I:  
Detailed Operational Pro-Forma

**Green Doors  
Pecan Springs Commons, Phase III  
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	\$102,240	\$105,307	\$108,466	\$111,720	\$115,072	\$133,400	\$154,647	\$179,278	\$207,833	\$240,935
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	\$102,240	\$105,307	\$108,466	\$111,720	\$115,072	\$133,400	\$154,647	\$179,278	\$207,833	\$240,935
Vacancy & Collection Loss	(\$7,668)	(\$7,898)	(\$8,135)	(\$8,379)	(\$8,630)	(\$10,005)	(\$11,599)	(\$13,446)	(\$15,587)	(\$18,070)
Rental Concessions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Effective Gross Annual Income	\$94,572	\$97,409	\$100,331	\$103,341	\$106,442	\$123,395	\$143,049	\$165,833	\$192,245	\$222,865
<b>EXPENSES</b>										
General & Administrative Expenses	\$2,250	\$2,340	\$2,434	\$2,531	\$2,632	\$3,202	\$3,896	\$4,740	\$5,767	\$7,017
Management Fee	\$5,112	\$5,265	\$5,423	\$5,586	\$5,754	\$6,670	\$7,732	\$8,964	\$10,392	\$12,047
Partnership Management Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll, Payroll Tax & Employee Benefits	\$3,625	\$3,770	\$3,921	\$4,078	\$4,241	\$5,160	\$6,277	\$7,637	\$9,292	\$11,305
Resident Services Coordinator	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Desk Auditors	\$3,875	\$4,030	\$4,191	\$4,359	\$4,533	\$5,515	\$6,710	\$8,164	\$9,933	\$12,085
Property Manager	\$3,500	\$3,640	\$3,786	\$3,937	\$4,095	\$4,982	\$6,061	\$7,374	\$8,972	\$10,915
Maintenance Staff	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assistant Property Manager	\$842	\$875	\$910	\$947	\$984	\$1,198	\$1,457	\$1,773	\$2,157	\$2,624
Payroll Taxes	\$1,800	\$1,872	\$1,947	\$2,025	\$2,106	\$2,562	\$3,117	\$3,792	\$4,614	\$5,614
Employee Benefits	\$500	\$520	\$541	\$562	\$585	\$712	\$866	\$1,053	\$1,282	\$1,559
Janitorial Services & Supplies	\$9,000	\$9,360	\$9,734	\$10,124	\$10,529	\$12,810	\$15,585	\$18,962	\$23,070	\$28,068
Repairs & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities (Electric & Gas, Water, Sewer, & Trash)	\$10,752	\$11,182	\$11,629	\$12,095	\$12,578	\$15,303	\$18,619	\$22,653	\$27,561	\$33,532
Telephone	\$2,688	\$2,796	\$2,907	\$3,024	\$3,145	\$3,826	\$4,655	\$5,663	\$6,890	\$8,383
Electricity	\$600	\$624	\$649	\$675	\$702	\$854	\$1,039	\$1,264	\$1,538	\$1,871
Water & Sewer	\$500	\$520	\$541	\$562	\$585	\$712	\$866	\$1,053	\$1,282	\$1,559
Gas	\$900	\$936	\$973	\$1,012	\$1,053	\$1,281	\$1,559	\$1,896	\$2,307	\$2,807
Extermination & Supplies	\$500	\$520	\$541	\$562	\$585	\$712	\$866	\$1,053	\$1,282	\$1,559
Trash Removal	\$7,851	\$8,165	\$8,492	\$8,831	\$9,185	\$11,175	\$13,596	\$16,541	\$20,125	\$24,485
Landscaping	\$6,000	\$6,240	\$6,490	\$6,749	\$7,019	\$8,540	\$10,390	\$12,641	\$15,380	\$18,712
Elevator Maintenance	\$1,800	\$1,872	\$1,947	\$2,025	\$2,106	\$2,562	\$3,117	\$3,792	\$4,614	\$5,614
Advertising/Marketing	\$1,250	\$1,300	\$1,352	\$1,406	\$1,462	\$1,779	\$2,165	\$2,634	\$3,204	\$3,898
Property Insurance	\$8,500	\$8,840	\$9,194	\$9,561	\$9,944	\$12,098	\$14,719	\$17,908	\$21,788	\$26,509
Property Tax	\$71,845	\$74,667	\$77,601	\$80,651	\$83,821	\$101,651	\$123,292	\$149,560	\$181,448	\$220,163
Replacement Reserve	\$22,727	\$22,742	\$22,730	\$22,690	\$22,620	\$21,744	\$19,757	\$16,273	\$10,798	\$2,702
Legal & Accounting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supportive Services Assistance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	\$71,845	\$74,667	\$77,601	\$80,651	\$83,821	\$101,651	\$123,292	\$149,560	\$181,448	\$220,163
<b>Net Operating Income</b>	\$22,727	\$22,742	\$22,730	\$22,690	\$22,620	\$21,744	\$19,757	\$16,273	\$10,798	\$2,702
<b>DEBT SERVICE</b>										
First Deed of Trust Annual Loan Payment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Surplus/(Deficit)	\$22,727	\$22,742	\$22,730	\$22,690	\$22,620	\$21,744	\$19,757	\$16,273	\$10,798	\$2,702
Net Cash Flow	\$38,580	\$63,965	\$89,921	\$116,435	\$143,489					
<b>Debt Coverage Ratio</b>	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Attachment J:  
Neighborhood Support Letter



3036 S. 1st St.  
Suite 200  
Austin, TX 78704

tel: 512-447-2026  
fax: 512-447-0288

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

April 14, 2009

Gary Adrian  
Neighborhood Housing and Community Development  
The Street-Jones Building  
1000 East 11<sup>th</sup> Street - 2<sup>nd</sup> Floor  
Austin, TX 78702

Dear Gary:

I am writing to support Community Partnership for the Homeless in their effort to purchase an additional 46 units in Northeast Austin and convert them into quality affordable housing as part of Sweeney Circle Phase II. The proposed development will not only provide much-needed housing for working poor families in Austin, but will also help to revitalize an area of Austin with considerable urban blight.

As the nonprofit owner and manager of Vintage Creek Apartments in Northeast Austin, we know the positive impact that a revitalized property run by a responsible owner can make on a neighborhood. Since Foundation Communities acquired Vintage Creek, a new, on-site, state-of-the-art community center has been developed that provides over 200 children and adults access to an after-school program, as well as programs in teen technology and summer job training, and adult programs including ESL, GED, computer skills, money management and home buying. The property has become a hub of positive activity for the surrounding neighborhood.

Foundation Communities fully supports Community Partnership in their endeavor to expand the Sweeney Circle development by an additional 46 units. As a responsible and committed nonprofit, we are assured that Community Partnership will create quality, affordable housing which will revitalize the surrounding area and become a source of neighborhood pride.

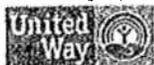
Foundation Communities highly commends the efforts of Community Partnership to grow the number of housing units available for working poor families in Austin and enhance the surrounding Northeast Austin neighborhood with a positive sense of community.

Sincerely,

Walter Moreau  
Executive Director



a Partner Agency of



United Way Capital Area





Austin  
Community  
Foundation

GRANT TRANSMITTAL

December 13, 2010

Community Partnership for the Homeless dba Green Doors  
P.O. Box 685065  
Austin, TX 78768

RE: Grant from Pecan Springs - Springdale Hills Neighborhood Association  
Fund of the Austin Community Foundation for the Capital Area.

AMOUNT: \$1,000.00

PURPOSE: Pecan Springs Commons Project

ACKNOWLEDGE TO: Mr. DeWayne Lofton  
P. O. Box 14206  
Austin, TX 78761

Please be advised that Community Partnership for the Homeless dba Green Doors's endorsement of the enclosed check constitutes an acknowledgment that this check represents a charitable contribution and does not represent payment for goods, services or other value provided by Community Partnership for the Homeless dba Green Doors to any person or organization. Additionally, the tax receipt letter should be sent only to the Austin Community Foundation and not to any other person.

It is our pleasure to assist you in your endeavors through the generosity of this donor.

Sincerely,

  
MariBen Ramsey  
Vice President & General Counsel

Enclosure

Attachment K:  
Service Plan

## **Supportive Housing Service Plan for Pecan Springs Commons, Phase III (A Green Doors Project in Austin, Texas)**

### **Project Overview**

#### ***Pecan Springs Commons, Phase III Overall Project Description***

Green Doors will acquire and rehabilitate 3 multi-family properties (12 units). The project is These units will serve individuals struggling with homelessness and disabilities whose income is below 30% 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 12 supportive housing units at Pecan Springs Commons, Phase III. These PSH units will serve disabled, hard-to-serve homeless veterans.

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 and the Department of Veteran Affairs (VA). 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 between Green Doors (owner/manager), the VA, 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**

*Pecan Springs Commons, Phase III 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, 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 Pecan Springs Commons, Phase III 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**

Pecan Springs Commons, Phase III has 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, Front Steps, or Safe Place. 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 2011, Green Doors owns/manages 25 properties throughout Austin, serving over 200 residents. The organization has grown housing options through establishing a continuum which includes transitional housing, supportive housing, affordable rental housing and transitional voucher programs.

Pecan Springs Commons, Phase III 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 12 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 Pecan Springs Commons, Phase III.***

Attachment L:  
Staff Resumes

# CHRISTA M. NOLAND

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## PROFESSIONAL EXPERIENCE

### *GREEN DOORS (Austin, Texas)*

8/2008 – Present

#### *Deputy Director (Full-time)*

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)*

2/2006 – 7/2008

#### *Regional Director, Texas (Full-time)*

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)*

1/2004 – 2/2006

#### *Development Director (Full-time)*

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.)*

## ARLY-ASSYRIA DAVIS

### **PERSONAL QUALIFICATIONS**

Confident, hard worker who is personable, empathetic, and creates and maintains positive relationships with clients, staff, and service providers. Good listener and motivator. Detail-oriented, organized, and able to work independently and as a team member. Reliable. Completes assignments in a timely manner. Good problem solver and communicator who works effectively during routine as-well-as crisis situations. Extensive knowledge of local and regional resources for homeless and disabled individuals. Computer literate. Skilled in using American Sign-Language.

### **WORK EXPERIENCE**

#### **SAFEPLACE**

Austin, TX

11/2005 – Present

#### **RESOURCE ADVOCATE**

08/2009 – Present

- Committed to successfully screening clients requesting non-residential services from SafePlace, a non-profit organization serving the homeless and victims of Domestic Violence and Sexual Abuse, and guiding eligible clients with immediate and concrete needs through information and referral, advocacy, and case management.
- Listens intently to client's description of their personal situation and needs; partners with client to identify and set goals to address each area of concern; and assists them, long term, to achieve their chosen goals towards self-sufficiency and independence.
- Extensive experience working with collaborative partners from local social service agencies and agencies who refer clients to SafePlace to provide services and support including: housing, medical, legal, financial support, crisis services, education, employment, mental health, counseling, and childcare.
- Oversees clients in their residences, inspects facility conditions, makes recommendations to client and or landlord, with intend to keep resident in a safe, livable situation.
- Strong use and knowledge of: WISP, an education program offering scholarships; Rapid Re-housing, providing the homeless housing for one year; BSS—Best Single Source, a program to help the homeless in managing on their own with limited barriers; and SafePlace's in house financial assistance.
- Well practiced in: assisting quarterly and annual grant report preparation; tracking Good Will vouchers and bus passes; and supervising and providing training for program volunteers.
- Maintains accurate and current documentation of client activities and contacts in their files follows all policies and procedures of the agency, and strictly follows confidentiality protocols.

#### **FAMILY ADVOCATE**

11/2005 – 08/2009

- Effectively guided clients in a short-term shelter for victims of Domestic Violence and Sexual Abuse by researching and supplying clients with appropriate information, resources, contacts, and applications from large inventory of local and regional services to assist them in identifying, pursuing, and successfully reaching their stated goals.
- Assisted clients with coordinating services provided by other social service agencies and their representatives and attended court when necessary.
- Regularly monitored and documented client's activities and encouraged them to stay actively engaged in seeking needed services or ascertained whether alternative goals and resources need to be selected.
- Provided regular documents on client's activities and followed all policies and procedures of agency.

### **EDUCATION**

Huston-Tillotson University, Austin, TX Completed 3 years. Working towards BS degree in Biology  
American Red Cross: African-American HIV/AIDS Program: Trained and Registered HIV/AIDS Peer Educators  
Social Security SOAR training  
MANDT System training – Building Healthy Relationships  
Trained to assist with Crime Victims Compensation applications through The Office of Attorney General