

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN



BOARD OF COMMISSIONERS

Chairperson - Carl S. Richie, Jr.

Charles Bailey

Mary Apostolou

Tyra Duncan-Hall

Edwina Carrington

Michael G. Gerber, President & CEO

BOARD OF COMMISSIONERS

Regular Meeting

Thursday, September 19, 2019

12:00 PM

HACA Central Offices
1124 S. IH 35 Austin, TX
Austin, TX

**PUBLIC NOTICE OF A MEETING
TAKE NOTICE OF A BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
OF THE HOUSING AUTHORITY OF THE CITY OF AUSTIN**

**TO BE HELD AT
HACA Central Offices
1124 S. IH 35 Austin, TX
Austin, TX
(512.477.4488)**

**Thursday, September 19, 2019
12:00 PM**

Program Review Committee

HACA's Program Review Committee will meet from 10:30 AM - 12 Noon. This Committee's objective is to provide the Board with an opportunity to receive written and oral reports from staff, to review program operations and outcomes, to review agency budgets, and to ensure that programs are meeting HACA's strategic goals. The Program Committee consists of all members of HACA's Board of Commissioners. No votes on any matter shall be taken during Program Review Committee Meetings.

Partner Presentation

Presentation on Communities in Schools Youth Services on HACA Properties

CALL TO ORDER, ROLL CALL

CERTIFICATION OF QUORUM

Citizens Communication (Note: There will be a three-minute time limitation)

Informational Presentation - Active Shooter Training

CONSENT ITEMS

1. Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on August 29, 2019

ACTION ITEMS

2. Presentation, Discussion, and Possible Action regarding Resolution No. 02611: Approval to Renew In-Schools Case Management and Property- Based Tutoring Services
3. Presentation, Discussion and Possible Action regarding Resolution No. 02610: Approval of Changes to the Tenant Selection Plans for all Project Based Rental Assistance (PBRA) Properties
4. Presentation, Discussion, and Possible Action regarding Resolution No. 02609: Approval of the acceptance and reallocation of 15 tenant-based Veteran Affairs Supportive Housing (VASH) Vouchers from Central Texas Council of Governments (CTCOG) to the Housing Authority of the City of Austin (HACA)
5. Update on HACA's Rental Assistance Demonstration Program

6. Update on AAHC's acquisition and development programs
7. Presentation, Discussion, and Possible Action on Resolution No. 02612 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") to take such actions necessary or convenient to facilitate the development of SOCO II

EXECUTIVE SESSION

The Board may go into Executive Session (close its meeting to the public) Pursuant to:

- a. 551.071, Texas Gov't Code, consultations with Attorney regarding legal advice, pending or contemplated litigation; or a settlement offer;
- b. 551.072, Texas Gov't Code, discussion about the purchase, exchange, lease or value of real property;
- c. 551.074, Texas Gov't Code, discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.
- d. 551.087, Texas Gov't Code, discuss certain economic development negotiations.

OPEN SESSION

If there is an Executive Session, the Board will return to Open Session for discussion, consideration and possible action of matters discussed in Executive Session.

REPORTS

The Board accepts the following reports:

- President's Report
- Other Staff Reports
- Commissioners' Reports/Questions to the Department Staff

- President's Report
- Other Staff Reports

- Commissioners' Reports/Questions to the Department Staff

ADJOURNMENT

"Pursuant to 30.06, Penal Code, (trespass by holder of license with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a concealed handgun."

"Pursuant to 30.07, Penal Code (trespass by holder of license with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a handgun that is carried openly."

"En virtud del 30.06, Código Penal, (traspaso titular de licencia con una pistola), una persona bajo el subcapítulo H, capítulo 411, código de gobierno (Ley de licencia de arma o pistola), no se permiten en esta reunión con una arma o pistola.

"En virtud de 30.07, Código Penal (prevaricación por titular de la licencia con un arma o pistola abiertamente llevado), una persona bajo el subcapítulo H, capítulo 411, código de gobierno (Ley de licencia de arma o pistola), no se permiten en esta reunión con un arma o pistola que lleva abiertamente.

*The Housing Authority of the City of Austin (HACA) Board of Commissioners reserves the right to discuss and consider items out of order on the agenda on an as needed basis.

The Housing Authority of the City of Austin is committed to compliance with the Americans with Disability Act. Reasonable modifications and equal

access to the communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Please call Nidia Hiroms at HACA at 512.477.4488, for additional information; TTY users route through Relay Texas at 711. For more information on HACA, please contact Nidia Hiroms at 512.477.4488 x2104.

HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
HOUSING AND COMMUNITY DEVELOPMENT
ITEM NO.

MEETING DATE: September 19, 2019

STAFF CONTACT: Leilani Lim-Villegas, Director of Community Development

ITEM TITLE: Presentation on Communities in Schools Youth Services on HACA Properties

BUDGETED ITEM: N/A

TOTAL COST: N/A

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

**EXECUTIVE
ITEM NO. 1.**

MEETING DATE: September 19, 2019

STAFF CONTACT: Michael Gerber, President & CEO

ITEM TITLE: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on August 29, 2019

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to review and approve the Board Minutes Summary for the Board Meeting held on August 29, 2019.

ATTACHMENTS:

- ▣ **20190829 HACA Minutes Summary**

**HOUSING AUTHORITY OF THE CITY OF AUSTIN
STRATEGIC PLANNING SESSION AND BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

AUGUST 29, 2019

SUMMARY OF MINUTES

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) BOARD OF COMMISSIONERS STRATEGIC PLANNING SESSION AND PUBLIC MEETING NOTICE WAS POSTED FOR 10:00 AM ON THURSDAY, AUGUST 29, 2019, AND WAS HELD AT THE HACA CENTRAL OFFICE, 1124 S. IH 35, AUSTIN, TX

CALL TO ORDER, ROLL CALL, CERTIFICATION OF QUORUM

The Board of Commissioners Strategic Planning Session Regular Board Meeting of the Housing Authority of the City of Austin, of August 29, 2019, was called to order by Carl S. Richie, Jr., HACA Chairperson, at 10:17 a.m. The meeting was held at the HACA Central Office, 1124 S. IH 35, Austin, TX

Roll call certified a quorum was present.

MEMBERS PRESENT:

Carl S. Richie, Jr., Chairperson
Charles Bailey, Vice-Chairperson (arrived at 10:20 a.m.)
Dr. Tyra Duncan-Hall, 2nd Vice-Chairperson
Edwina Carrington, Commissioner
Mary Apostolou, Commissioner

MEMBER(S) ABSENT:

ALSO IN ATTENDANCE:

N/A

STAFF PRESENT:

Andrea Galloway, Ann Gass, Gloria Morgan, Jimi Teasdale, Kelly Crawford, Lisa Garcia, Michael Cummings, Michael Gerber, Nidia Hiroms, Nora Morales, Pilar Sanchez, and Sylvia Blanco

CITIZENS COMMUNICATION – NONE.

EMPLOYEE OF THE QUARTER –Leander Corbett, HACA HUD VASH Coordinator, was named Employee of the Quarter. Leander was nominated by his co-workers, who state that Leander is a true team player and will assist in any way to help get homeless veterans housed. Leander consistently displays a very happy disposition, and a willingness to help or train anyone.

STRATEGIC PLANNING SESSION

The Board of Commissioners held a Strategic Planning Session where they engaged in several exercises designed to elicit focused responses about HACA and its subsidiaries' goals and objectives. These exercises included a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) to identify internal and external conditions influencing current and future operations. Visioning exercises guided by our consultant, CVR Associates, Inc., were also conducted to obtain priorities from the Board for the direction of the organization over the next 3 to 5 years. During these discussions, consideration was given to funding constraints, staffing, redevelopment of properties, residents, and client services.

PUBLIC HEARING – A PUBLIC HEARING TO ACCEPT PUBLIC COMMENT ON THE BRIDGE AT GRANADA WAS HELD.

Lisa Hinely, North Lamar Neighborhood Team provided testimony in favor of the Bridge at Granada.

CONSENT AGENDA

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS:

ITEM 1: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on June 26, 2019

Commissioner Apostolou moved to Approve the Board Minutes Summary for the Board Meeting held on June 26, 2019. **2nd Vice-Chairperson Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ACTION ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS

ITEM 2: Update on HACA's Rental Assistance Demonstration Program (RAD)

Ann Gass, HACA Director of Strategic Housing Initiatives, provided an update to the Board regarding progress with HACA's Rental Assistance Demonstration Program, ongoing construction and rehabilitation of units in HACA's public housing portfolio, and implications for residents and the broader community.

ITEM 3: Presentation, Discussion, and Possible Action on Resolution No. 02608 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") to take such actions necessary or convenient to facilitate the development and rehabilitation of Pathways at Lakeside Apartments

The Rental Assistance Demonstration (RAD) Program was authorized by the Consolidated and Further Continuing Appropriations Act of 2012. RAD is a tool that enables Public Housing Authorities to convert public housing subsidies into long-term, Section 8 rental assistance subsidy. This is beneficial to PHAs because historically public housing subsidies and funding for capital projects have been unpredictable and fluctuate annually due to federal budget cuts.

As part of this conversion to RAD, HACA plans to make certain minor repairs to ensure the ongoing usefulness of the community space and units at Lakeside. Improvements include new elevators, community room floors and exterior doors, replacement of 25% of screen doors, addition of GFCI circuit breakers and upgrades of the emergency call system. This scope of work was developed with input from residents and property staff during a three-year planning process. Staff does not expect the repairs to require relocation of any residents. HACA hopes to undertake a more comprehensive redevelopment of Lakeside in the next several years.

Resolution No. 02608 asks the Board of Commissioners to authorize the Housing Authority of the City of Austin to take such actions necessary or convenient to facilitate the development and rehabilitation of the Pathways at Lakeside.

Commissioner Apostolou moved to Approve Resolution No. 02608 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") to take such actions necessary or convenient to facilitate the development and rehabilitation of Pathways at Lakeside Apartments. **2nd Vice-Chairperson Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

THE BOARD DID NOT RECESS INTO EXECUTIVE SESSION.

REPORTS

The Board accepts the following reports from the President:

- NONE

ADJOURNMENT

Commission Carrington moved to Adjourn the meeting. **2nd Vice-Chairperson Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

The meeting adjourned at 3:15 p.m.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02611

HOUSING AND COMMUNITY DEVELOPMENT

ITEM NO. 2.

MEETING DATE: September 19, 2019

STAFF CONTACT: Leilani Lim-Villegas, Director of Community Development

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02611: Approval to Renew In-Schools Case Management and Property- Based Tutoring Services

BUDGETED ITEM: Yes

TOTAL COST: \$600,000

ACTION

The Board is being asked to approve a contract with Communities in Schools to provide In-School Case Management and Enrichment and Tutoring Services to HACA youth at nine (9) local schools and four (4) HACA properties:

Schools

- Oaksprings Elementary
- Zavala Elementary
- Becker Elementary
- Dawson Elementary
- Fulmore Elementary
- Kealing Middle
- Martin Middle
- Eastside Memorial High School
- Travis High School

HACA Properties

- Meadowbrook
- Santa Rita
- Bouldin Oaks
- Booker T. Washington

SUMMARY

Background:

HACA has contracted with Communities in Schools (CIS) since 2001. CIS has consistently met or

exceeded their contract outcomes each year. The program is one of the top evidence-based dropout prevention programs in the country, and has received ongoing support by the AISD Board of Trustees.

The goal of the program is to support public housing resident youth in their journey to economic self-sufficiency through school-based and property-based educational, enrichment, and case management services. CIS will provide the following services to public housing youth:

- After school programming (2-4 days a week per site)
- Educational enrichment
- Home visits
- Supportive guidance
- Enrichment activities
- Family engagement
- Summer transition camps

Process:

A notification and request for approval to utilize Communities in Schools (CIS) as a sole-source for providing in-school case management and tutoring services to HACA youth grades K-12 was sent to HUD on September 12, 2017. In addition to the notification request, an Independent Cost Estimate (ICE) was also submitted for HUD review.

On Tuesday, May 8, 2018, Nora Morales, Director of Operations & Procurement, was informed via e-mail by the HUD field office in San Antonio that HACA's request for CIS to be a sole-source provider was noted in their file, and that HACA could proceed with the contract, as long as HACA followed Procurement Policy, and verified through an Independent Cost Estimate that the price for CIS services is reasonable.

Staff Recommendation:

That Communities in Schools be awarded the contract to provide in-school case management and tutoring to HACA youth grades K-12.

ATTACHMENTS:

- ▢ **Communities in Schools Contract Renewal - Sole Source**

RESOLUTION NO. 02611

**RESOLUTION APPROVING RENEWAL OF FUNDING FOR IN-SCHOOL CASE
MANAGEMENT AND PROPERTY-BASED TUTORING SERVICES**

WHEREAS, the Housing Authority of the City of Austin (HACA) provides programming focused on youth educational success and dropout prevention for children living at HACA public housing developments;

WHEREAS, HACA currently contracts with Communities in Schools (CIS) to provide targeted school-based educational and case management services at seven schools and property-based tutoring services at four sites; **WHEREAS**, Communities in Schools' program help support children with the journey toward economic self-sufficiency through school-based case management services and property-based educational, enrichment, and tutoring services; **WHEREAS**, funding for the program was approved on September 19, 2013, to allow for Communities in Schools to provide services during the 2013-2014 school year and following summer;

WHEREAS, the September 19, 2013, resolution (Resolution #2328) stipulated that funding was being provided to CIS to operate for one year, with the option for the contract to be extended up to four years through an annual renewal process;

WHEREAS, HACA and CIS negotiated funding for programs and services for the 2014-2015 school year to include two additional days of SmartKids afterschool programming at Booker T. Washington and Santa Rita Courts, and the Compass to College program at Eastside Memorial and Travis High Schools;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Authority of the City of Austin approves the renewal of Communities in Schools In-school case Management and Tutoring Services contract from October 1, 2019 through September 30, 2020 in the amount of \$600,000.

PASSED, APPROVED, AND ADOPTED this 19th of September of 2019.

Carl S. Richie, Jr., Chairperson

Michael G. Gerber, Secretary

Communities in Schools SmartKids Program

Contract # C 14-0183

Contract Dates: October 1, 2019 and ending September 30, 2020

Amount of Contract: \$600,000

NEGOTIATED TERMS

The contractor agrees to the following **case management** services over the life of this agreement:

- 1) Outreach to HACA children and families in the following catchment areas:
 - Oak Springs Elementary (Booker T. Washington)
 - Zavala Elementary (Chalmers and Santa Rita Courts)
 - Becker Elementary (Meadowbrook)
 - Dawson Elementary (Bouldin Oaks)
 - Fulmore Middle School (Meadowbrook and Bouldin Oaks)
 - Kealing Middle School (Booker T. Washington and Rosewood Courts)
 - Martin Middle School (Chalmers and Santa Rita Courts)
 - Eastside Memorial High School (Booker T. Washington, Chalmers, Rosewood, and Santa Rita Courts)
 - Travis High School (Meadowbrook and Bouldin Oaks)

- 2) Provide School based services for a minimum of 300 unduplicated HACA youth during the contract period. No less than 275 of these children will be case-managed students.
 - Zavala Elementary - no less than 50 case-managed students /month
 - Oak Springs Elementary - no less than 60 case-managed students /month
 - Becker Elementary - no less than 40 case-managed students / month
 - Dawson Elementary- no less than 50 case-managed students/ month
 - Fulmore Middle School – no less than 30 case-managed students / month
 - Kealing Middle School - no less than 30 case-managed students / month
 - Martin Middle School - no less than 10 case-managed students / month
 - Eastside Memorial High School - no less than 10 case-managed students / month
 - Travis High School - no less than 25 case-managed students / month

Note: See below for the definition of a case-managed student. Effort will be made to provide weekly services to all case-managed students.

- 3) Assess all case-managed youth to determine individual needs. Track the academic progress of all case-managed youth.

- 4) Provide crisis intervention for HACA families with children who attend the schools listed above and are at risk of dropping out of school.

- 5) Provide referrals to other community programs from which the HACA families and youth can benefit from.

- 6) Provide individual and group counseling with supportive guidance.
- 7) Provide special enrichment, motivational, and recreational activities.
- 8) Provide monthly attendance reports for case management services across all participating schools that show the total number of youth served that month. The monthly attendance report shall be submitted by the 15th of each month following services.
- 9) Provide monthly reports documenting the number of services provided for each youth served, as well as aggregate the number of service hours for HACA youth listed by type of service. Services are categorized as supportive guidance and counseling, educational enhancement, enrichment, parental involvement, pre-employment, and health and human services.

Provide semi-annual and yearly-reports on the ABA (Attendance, Behavior, and Academic) outcomes of youth served during the contract period, to be submitted to HACA on or before February 15, 2020, and August 31, 2020. Reports will include a summary of the main services provided along with progress regarding the following objectives:

- 90% of all participants will stay in school
 - 90% of all participants will be promoted to the next grade
 - 70% of all participants will demonstrate academic improvement
 - 70% of all participants with attendance issues will demonstrate improved attendance
 - 85% of all participants will improve or maintain in one or more of the ABAs
- 10) Semi-annual and year-end reports showing the names of HACA youth enrolled in CIS who have met the requirements for High School graduation. Semi-annual and year-end reports will also include the names of HACA children who are no longer at the school and any follow-up services completed.
 - 11) Provide year-end reports showing all the HACA case-managed students that have improved their GPA by 0.5 or more since the start of the school year.
 - 12) Contractor will work with HACA on methods to collect and track data regarding the educational success of youth living at HACA public housing /PBRA communities, to include children not participating in HACA/CIS programs.
 - 13) Definition of Terms:
 - A **case-managed student** is defined as a HACA youth who has received a minimum of three (3) services, as documented in the students' case files, per month. Every effort will be made to provide weekly services to participants.
 - One **service** is defined as one case management intervention of no less than .25 hours in duration.

- A HACA youth is defined as a child or youth currently living in a public housing/PBRA property managed by HACA. The child or youth must be on the family's lease.
- Attendance issues are defined as a student having missed 4 or more days of school in the previous grading period.

The Contractor agrees to the following **college readiness** (Compass to College) services over the life of this agreement:

- 1) Provide Compass to College services to no less than 15 youth attending Eastside Memorial or Travis High Schools, consisting of activities designed to cultivate the knowledge, skills, and habits that are the basis for successful college enrollment and completion.
- 2) Provide monthly service reports including a summary page for all college readiness services that lists the cumulative number of youth served, and the total number of youth served that month. The monthly reports will also include this information by site, including youth names as written on the HACA Youth by Property list (sent to Contractor), student DOB, grade levels, narrative description of services provided, and upcoming events.
- 3) Provide a semi-annual report on the Compass to College outcomes to be submitted to HACA on or before February 15, 2020. This report should include participants (juniors and seniors) that have completed college level courses, college entrance exams such as PSAT, SAT, ACT, and COMPASS test or have completed test prep courses.
- 4) Provide a year-end report on the Compass to College outcomes to be submitted to HACA on or before August 31, 2020. Reports will include a summary of the services provided along with progress regarding the following objectives:
 - a. Participants (seniors) will complete a minimum of one college application.
 - b. Participants (seniors) will complete a minimum of one college scholarship application.
 - c. Participants (seniors) will complete the FAFSA application.
 - d. College enrollment and persistence reports as available.

The Contractor agrees to the following **afterschool program** services over the life of this agreement:

- 1) Provide outreach to HACA youth and families living at Booker T. Washington, Bouldin Oaks, Chalmers Courts/Santa Rita, and Meadowbrook. In the event HACA site changes are made, the Contractor will move services to a mutually agreed upon HACA property.
- 2) Provide tutoring services to a minimum of **250** unduplicated HACA youth throughout the year living at Booker T. Washington, Bouldin Oaks, Chalmers Courts/Santa Rita, and Meadowbrook. The afterschool program will operate 4 days per week at BTW and Santa Rita, and 2 days per week at Meadowbrook and Bouldin Oaks. Of the HACA youth participating in tutoring services throughout the year, a minimum of 100 should qualify

as participants. Note: See below for the definition of participant.

- 3) Provide special enrichment, motivational, and recreational activities.
- 4) Adhere to HACA's Key Use Agreement and Space Use Agreement.
- 5) Provide monthly reports including a summary of all tutoring sites of the total number of youth served and total number of participants served. The monthly report will also include a breakdown of this information by site, including the total number of youth at each site and the total number of participants at each site.
- 6) Provide semi-annual and year-end reports documenting the ABA (Academic, Behavior, Attendance) outcomes of youth served in the contract period submitted on or before February 15, 2020 and Aug. 31, 2020. The annual reports will include the number of participants promoted to the next grade, the number of participants who stayed in school, the number of participants who maintained or improved their grades, the number of participants that improved their GPA by 0.5 or more, the number of participants that graduated from high school, and a description of services provided. The year-end report will also include a summary of services provided and progress regarding the following objectives:
 - 90% of all participants will stay in school
 - 90% of all participants will be promoted to the next grade level
 - 70% of all participants will demonstrate academic improvement
 - 85% of all participants will improve or maintain in one or more of the ABAs
- 7) Definition of Terms:
 - A **participant** is defined as a youth living in a HACA public housing/PBRA who attends the program ten (10) times or more during the contract period.
 - A **HACA youth is** defined as a child or youth living in HACA public housing/PBRA and is on the lease agreement.

The Contractor agrees to the following for all contracted services over the life of this agreement:

- 1) Contractor agrees that it is solely responsible for the transportation, selection, monitoring, and control over all staff and volunteers or any other personnel of Contractor in connection with their services provided. Contractor agrees that it will advise all participants in their program that HACA has no responsibility or liability for transportation, selection, monitoring or control over Contractor's personnel or volunteers.
- 2) The contractor warrants they will screen employees/volunteers for a professional reference check, social security trace, criminal background search, driver's license search, and national sex offender search in a background check. Contractor agrees to defend, indemnify and hold harmless HACA, its officers, directors and employees for any claims, suits or proceedings alleging a breach of this warranty.
- 3) Funding provided by HACA will be used exclusively to serve youth living within HACA public housing/PBRA properties. If youth not living at HACA properties are served by HACA-paid CIS staff, CIS shall disclose that information to HACA.

HACA agrees to the following over the life of this agreement:

- 1) Provide Contractor with lists of HACA school-aged youth who live in Public Housing/PBRA developments in the above listed catchment areas.
- 2) Provide assistance with program outreach and referral services to participant families who live in the above HACA sites.
- 3) Provide Contractor's staff access to the assigned HACA communities for afterschool tutoring services, or appropriate alternate sites, with building alarm codes and building keys, if necessary.
- 4) Provide space for SmartKids tutoring and enrichment activities at the designated HACA communities or appropriate alternate sites.
- 5) HACA will work with the Contractor on methods to collect and track data regarding the educational success of children living at HACA public housing/PBRA communities, to include children not participating in HACA/CIS programs.

Both parties shall secure the confidentiality of records and agree and acknowledge that all information provided to them by the other party is confidential by law and will only be used for the purposes set forth in the agreement.

Compensation shall be paid to the contractor based on one twelfth of the contracted amount per month for the length of the contract.

Compensation for this contract is scheduled at twelve (12) monthly payments of \$50,000, or in an amount not to exceed \$600,000 over the duration of the contract term. Contractor invoices must be accompanied by a monthly attendance report. Contractor should allow a minimum of 30 days after submitting invoices for payment to allow quality inspection and verification of 100% completion of work submitted for payment. HACA will only pay for services that are verified on the corresponding monthly report. Quarterly progress meetings will be held between HACA and the Contractor to discuss the program and assess achievement of benchmarks outlined, and/or plans for corrective action should the appropriate benchmarks not be achieved at the time of the quarterly check-ins.

Received: HACA _____
 Contractor _____

EXHIBIT 5



Housing Authority of the City of Austin

Established in 1937

Board of Commissioners,
Carl S. Richie, Jr., Chairman
Charles Bailey
Edwina Carrington
Tyra Duncan-Hall
Isaac Robinson

President & CEO
Michael G. Gerber

September 12, 2017

Simona Berrellesa
U.S. Dept. of Housing and Urban Development
Office of Public Housing
615 E. Houston, Suite 347
San Antonio, TX 78205

Dear Mrs. Berrellesa:

This letter serves as notification and request for approval to utilize Communities in Schools (CIS) as the sole source for providing in-school case management and tutoring services to the Housing Authority of the City of Austin's (HACA) youth (grades K-12).

A formal partner of HACA's since 2002, CIS is the only provider of in-school case management services and tutoring expertise with the ability to track and support the academic improvement and scholarly potential of HACA student residents. Through its collaboration, CIS and HACA have worked together to develop HACA-specific programs that have been implemented across many of HACA's properties for the last 15 years. While currently providing case management services to HACA youth at nine (9) local schools and tutoring and enrichment at four (4) HACA properties, as many as 12 local feeder schools and seven (7) HACA properties have supported HACA youth with these CIS services in the past.

In-school case management focuses on academic progress, social and emotional support, crisis intervention, peer networks and family support. In-school teams conduct needs assessments early in the year, based on student interactions and teacher and parent recommendations, and utilize these assessments to determine group and individual services. Specific behavioral and academic needs may be addressed through individual and group counseling, motivational activities, intensive academic remediation services, community referrals, mentoring and advocacy. As a complement, CIS SmartKids provides afterschool tutoring and enrichment activities on site at HACA communities, and helps students and their parents to prioritize learning and academics outside of the school day. Greater than 70% of HACA youth engaged in case management also participate in SmartKids – with school-based CIS staff providing both in-school and afterschool services for continuity and continued support of HACA youth. On average, 315 HACA youth receive CIS in-school case management services annually— with elementary students averaging 210 participants, middle school averaging 75 participants and high school averaging 30 participants. Approximately 230 HACA youth participate in SmartKids tutoring and enrichment annually.

CIS also provides the Compass to College program to HACA youth at two local feeder high schools, encouraging and preparing HACA youth to stay on track with their academic progress and pursue higher education. Activities and supports undertaken as part of the program include post-secondary goal setting, success coaching, career interest exploration, leadership development, extracurricular pursuits, college and financial aid applications, scholarship applications and visits to colleges and technical training programs. HACA youth participating in Compass to College receive mentoring and support from the CIS case manager that also provides in-school case management services. During the most recent academic year, 28 HACA high school students

*"We envision neighborhoods where poverty is alleviated,
communities are healthy and safe, and all people can achieve their full potential"*



participated in the program.

Continued service to HACA youth in their schools and near their homes will work to foster ongoing cohesion, participation and improved student success. This continued partnership will allow the ability to provide services within AISD public schools, the ability to access AISD student performance data (of which CIS is one of the few organizations that has a data-sharing partnership) and a keen knowledge of the needs of youth living in public housing.

Per HUD requirements, HACA has gone out to bid on multiple occasions for its in-school case management and tutoring program over the last 12 years. However, Communities in Schools has been the single bidder for the contract during the last two Requests for Proposals – in 2009 and 2013. Additionally, HUD approved CIS as the sole source provider for HACA’s In-School Case Management and Tutoring Services in September 2013, following the last RFP, for which the approval letter is attached. As this would be HACA’s third attempt at soliciting the continuum of services currently provided very successfully by CIS, through another RFP process for in-school case management and tutoring, HACA respectfully requests permission to renew the contract with Communities in Schools for five years with annual reviews.

Services provided to HACA youth by CIS during the 2016-17 school year included:

Crisis intervention	Individual & Group Counseling	Parental involvement
Case management	Supportive guidance	Educational enhancement
Health/Human Services	Tutoring services	Recreational activities

For a contracted amount of \$600,000 annually, Communities in Schools spent 11,910 hours with HACA youth offering the aforementioned services, and parent and family engagement. That’s \$50.37 per hour spent on case management services for each HACA youth at nine (9) local schools and tutoring and enrichment at four (4) HACA properties, as many as 12 local feeder schools and seven (7) HACA properties have supported HACA youth with these CIS services in the past. CIS has a foundation and a positive presence within the Austin ISD and the Housing Authority of the City of Austin. However, the HACA specific collaboration is the only one that provides both on-campus case management and after school programming to a target group of students. This model results in higher annual service hours per HACA student and higher number of years in services for HACA students versus other low-income CIS students.

Based on an analysis of data conducted by CIS, the following was found:

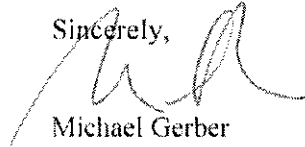
- On average, CIS HACA students participate in CIS for longer periods of time. Average participation for elementary students is four years, middle school students is five years, and high school students is seven years – versus a three year average in CIS services for non-HACA low-income students.
- HACA students receive a higher “dosage” of service. The average number of service hours per CIS HACA student is 75 annually versus 33 for non-HACA CIS students.

- While not studied formally, HACA attributes longer duration and higher dosage services as an element that contributes to higher outcomes for HACA CIS students in several areas, including: significantly better attendance beginning early in the school year, significantly less chronic absenteeism across the school year, and higher grade promotion and graduation rates for HACA CIS youth than other CIS participants (97% and 100% for case-managed and Compass to College students, versus 90% for other low-income CIS students).

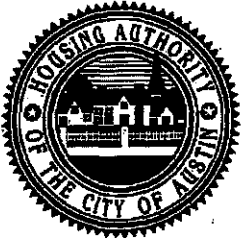
Considering HACA's very successful ongoing relationship with CIS that has produced significant outcomes for HACA youth, the responses to HACA's last two In-School Case Management and Tutoring RFPs, CIS's unique relationship with the Austin Independent School District for data-sharing and student tracking, and the unique HACA-specific programs that CIS has built – we hope that you will consider allowing HACA to move forward with a sole source agreement with Communities in Schools.

Please advise if this request is approved. Upon approval, we will seek approval from our Board of Commissioners. If you need additional information regarding this request, please do not hesitate to contact Nora Morales, Purchasing Director, at 512-477-4488 x 2119 or noram@hacanet.org

Sincerely,



Michael Gerber
President and CEO



Housing Authority of the City of Austin

Established in 1937

INDEPENDENT COST ESTIMATE

In-school Case Management and Tutoring Program
HACA-13-P-183

This Independent Cost Estimate (ICE) is being conducted as required by 2 CFR 200.323(a) and as detailed within Section 3.2 of HUD Procurement Handbook 7460.8 REV 2.

DEFINITION: An ICE is a HA's estimate, based on previous history or current market conditions, of how much the HA expects the item(s)/service(s) to cost.

JUSTIFICATION:

The basis for this ICE is the examination of the price paid in the most recent contract(s) reflected in the data below:

Properties	Services
Meadowbrook	Afterschool Academic Support/Case Management & Compass to College
Chalmers	Case Management
Rosewood	Case Management
Santa Rita	Afterschool Academic Support/Case Management & Compass to College
Booker T. Washington	Afterschool Academic Support/Case Management & Compass to College
Bouldin Oaks	Afterschool Academic Support/Case Management & Compass to College


Firm fixed budget for Comprehensive Youth Services- \$600,000.00 annually.

Communities in Schools spent 11,910 hours with HACA youth offering the aforementioned services, and parent and family engagement. That's \$50.37 per hour spent on case management services for each HACA youth at nine (9) local schools and tutoring and enrichment at four (4) HACA properties. As many as 12 local feeder schools and six (6) HACA properties have supported HACA youth with these CIS services in the past. CIS has a foundation and a positive presence within the Austin ISD and the Housing Authority of the City of Austin. HACA students receive a higher "dosage" of service. The average number of service hours per CIS HACA student is 75 annually versus 33 for non-HACA CIS students. In 2016, 335 HACA students received case-management, and 215 HACA students participated in afterschool academic support. 28 HACA high school students participated in Compass-to-College.

EXPLANATION OF COSTS

The program is part of the Housing Authority's ongoing effort to improve the education and economic well-being of its youth by engaging in activities that build academic and interpersonal skills which is an important part of HACA's dropout prevention strategy.

COMPLETED BY:

 11/27/2017

Signature Date

Nora Morales

Printed Name

Director of Purchasing

Title

**Communities In Schools of Central Texas, Inc.
SmartKids Program
Prepared for the Housing Authority of the City of Austin**

Spring 2019 Quarterly Report

Total Number of Enrolled Youth Year to Date:

Total Number of New "Participants" this Quarter:

Total Number of "Participants" Year to Date:

"Participant" is defined as attending ten (10) or more tutoring sessions

**Communities In Schools
SmartKids Monthly Service Reports
In-School Case Management
March 2019-May 2019**

Becker Elementary School

Prepared by Meredith Evett, SmartKids Coordinator

Number of HACA Students Receiving Services: 47

Service Synopsis:

As the end of the year wrapped up, Communities In Schools at Becker had no shortage of exciting activities to keep up with! We successfully closed out the year serving 47 HACA students through case-management. Students enjoyed the celebration and reflection during their final sessions with CIS staff, interns, and community reading buddy and mentor volunteers. Some favorite termination activities included making "marshmallow play-doh," cooking mug cakes, nachos, and guacamole, writing and decorating cards, and working hard on memory boxes to commemorate their year in CIS. One first grade boy made a card to CIS that proclaimed, "You are nice. Thank you for helping me."

All third, fourth, and fifth grade students made it through their STAAR testing unscathed! The school's field day was well-attended by all students, and even some parents, who enjoyed watching their children compete in events such as the potato sack race, relay race, and water balloons. Fifth graders got to celebrate all of their hard work and years at Becker by spending a day at Austin Parks and Pizza, and wrapped up their year on a three day, two night outdoor education field trip at Camp Champion. CIS worked hard to ensure that all students had a great time on the trip by providing HACA students with swimsuits and toiletries.

The year also wrapped up with graduation ceremonies for both fifth graders and kindergarteners. Both were emotional ceremonies for children, parents, and even school staff. Graduations are such strong symbols of reaching milestones, working hard, achieving goals, and continuing to set plans and goals for the future. The CIS team at Becker was grateful for the opportunity to celebrate with students and families, send fifth graders off to successful middle school careers and promote the importance of staying in school and graduating!

Success Story

One third grade student has consistently been one of our highest-needs CIS students for the past three years. She has made tremendous progress in respecting boundaries, relationship-building, communication, and following directions. However, this year, her third-grade classroom was in the same hallway as our CIS office. The temptation to stop by the CIS office for a "visit" quickly became too strong to resist, and around March-April, she was coming in to the office nearly 10 times per day.

It became difficult to decide what to do with this situation; it was clearly obvious that the CIS office was a safe space for this student. She felt welcomed and comfortable there, and she began building deep relationships with other CIS staff that she did not previously know. Oftentimes, her visits would give her the space to debrief from her night at home, share personal stories, and explore feelings that she was not willing or able to discuss otherwise. We did not want that trust and comfort to dissipate by banning her from visiting the CIS office outside of her weekly sessions. However, on the other hand, it was also obvious that she was missing out on quite a bit of important academic instruction in her classroom. We wanted to be sure to promote the importance of academic work and learning at school.

After some lengthy discussion with the CIS team, a behavior management system was set up for this student. It was decided that the student could visit the CIS office for a 5-10 minute break (whether that involved talking, using sensory tools, or just taking a few minutes to relax in an inclusive space) three times per day. A special sign was made and hung in the window of the CIS office with 3 blank squares. The student could see the sign from the hallway, and decide if she wanted to “check off” a blank square with one of her breaks for the day. After the break was up, she would draw a check mark in the blank square until all three were filled. She still had the opportunity to visit throughout the day (up to three times) and understood that we valued her and enjoyed spending time with her. However, she also significantly decreased the amount of time that she was avoiding work in the CIS office, thereby promoting her academic learning.

Upcoming Events:

- 5/24/19: Last day of school for students
- 5/29/19: Summer kickoff family event at Meadowbrook
- 6/24/19-6/27/19: Austin Bat Cave creative writing camp at Meadowbrook

Dawson Elementary School

Prepared by Ky Haven, SmartKids Coordinator

Number of HACA Students Receiving Services: 52

Service Synopsis:

What an action-packed end to the 2018-2019 school year! Dawson CIS staff participated with our Dawson students in many fun campus-wide activities, including Big Art Day, Kite and Bubble Day, Spring Sock Hop, and 5th Grade Celebration (a graduation-esque ceremony to send off our 5th graders to their middle school adventures).

One wonderful campus highlight this season included our cross-site field trip to Booker T. Washington SmartKids for a STEM Day! 6 Dawson students got to explore science, technology, engineering, and mathematics-based challenges under the guidance of UT student volunteers. Students accomplished feats such as building a floating mini-boat, trying to build a structure to protect their team’s egg for the Egg Drop Challenge, and even building their own marshmallow catapults for some extra sciency, sugary fun! Despite the terrible traffic conditions that day, our students said an awesome time was had by all.

Our volunteers, mentors, and groups all finished strong this year. Students made personalized thank-you cards and presented them to each volunteer, many of whom have said they hope to return to Dawson next year. Many of the final mentor and group sessions had some emotional moments as everyone prepared for the end of the school year, students, volunteers, and staff all reflecting on the awesome learning and growth opportunities they've experienced together this year!

Success Story

One of our groups this year was a 1st grade "Read and DO" group. Each week we met to read a story together and do a short activity based on the story. While at the beginning of the group many of our students struggled to maintain their attention through to the end of the story, by the end of the school year, the students began unprompted to read out loud with the group facilitator. During the group's last activity, they even wrote and illustrated their own storybook together, then each student got to take home a copy of the team-written story. What a special example of the power of stories to bring people together and inspire learning!

Upcoming Events:

- May 28th: Travis HS Graduation
- May 30th: Bouldin Oaks Summer Kickoff
- May 31st – June 27th: CIS SmartKids Summer Field Trips
- July 15th: Agency Break

Oak Springs Elementary School

Prepared by Javier Sanchez Jr., SmartKids Coordinator

Number of HACA Students Receiving Services: 53

Service Synopsis

The 3rd quarter of the semester was filled with various achievements, events, and services for the Oak Springs Community. CIS at Oak Springs continued to provide 1:1 individualized and group services alongside SEAL, ACE, community volunteers, the Seedling program, Austin Partners in Education, UT interns, and Sparks for Success. In preparation for the STAAR exam, some Oak Springs Professors were assigned particular subjects and students. The school's climate shifted its attention towards the development of skills to prepare students for their STAAR exams which created a sense of urgency and stress to the scholars at Oak Springs. Therefore, CIS staff and interns assured to create time and space for the development of coping skills due to test-anxiety and exploration of self-care with scholars.

CIS staff at Oak Springs continued to demonstrate their strong efforts to facilitate and coordinate scholar transitions to other CIS campuses. Similar to previous scholar transfers, SK Coordinator was able to discuss with the scholar's former professor and class to make personalized cards and letters to the scholar. The scholar at Langford Elementary was elated to see the many letters his peers had made him and the SK coordinator was pleased to witness how the scholar had adapted

to the environment. The scholar was even able to walk the SKC around his new campus and show him his classroom.

Furthermore, CIS Staff continued to work intentionally and efficiently to provide the appropriate services to our scholars and families. CIS staff attended trainings such as, workshops in the CIS All-Staff, Intro to Domestic Minor Sex Trafficking, a vision board workshop, and a training on Supporting Children and Teens Who are Grieving in order to expand knowledge and attain resources.

Oak Springs Elementary has solidified numerous community partnerships that has allowed the campus to provide resources and academic support to the school's community. Therefore, in companionship with the school's PSS, Instructional Coach, and parent volunteer, CIS's program manager invited and hosted all of the organizations that partner with Oak Springs for the academic school year to thank them for their commitment. Some partners include: Austin Community College, RBI, SEAL, Literacy First, Seedling Foundation, Bank of America, and Housing Authority of the City of Austin among many others. The partner luncheon assisted in solidifying relationships and was an extension of gratitude and appreciation.

All in all, the CIS staff at Oak Springs Elementary has worked to provide support and services to the needs of its community. We continuously are assessing needs and fulfilling basic and immediate needs assistance, such as food, clothing, economic assistance, referrals, and school supplies to our HACA families. As an effect, the CIS PM has taken a role in the campus monitoring team to assist in creating a system of brokering social emotional support and therapeutic services on campus. The campus monitoring team is working to create a referral process that will facilitate the overview of what services are being provided on campus and which scholars are being served by a service provider. The development and importance of this team has demonstrated the result of the impact CIS has had on the community in Oak Springs. Communities In Schools is viewed as a vital service provider in Oak Springs and is working deliberately to fill in the gaps needed to achieve individualized scholar success.

Success Story

As the year comes to an end, the school experiences various forms of termination with interns, volunteers, classmates, professors, and the school as a whole. These forms of terminating a relationship are celebrated in various ways to highlight the scholar's progress and successes through the academic year. This year, Communities In Schools had 15 5th grade scholars graduate to 6th grade. CIS staff was extremely proud to have witnessed all of our CIS 5th grade scholars walk the stage in the commencement ceremony as their friends and families cheered them on. The CIS program manager created individualized letters to all the CIS 5th grade scholars to wish them luck in their future endeavors and congratulate them. Two particular 5th grade scholars who work with the SK Coordinator were working on some particularly difficult goals the entire year. One of their goals was to graduate with A's and B's and the other scholar's goal consisted of being able to communicate her emotions and needs in an appropriate manner. The SK coordinator and scholars worked tirelessly to develop coping skills in the classroom and

learn to increase their attentiveness and ability to think before taking part in behavior that could acquire consequences. Both scholars would attend tutoring and take homework to SmartKids afterschool programming where they were able to get academic support and complete their homework. Additionally, through the spring semester scholars worked in creating a tool box of coping tools such as: a coloring book, calming jars, stress balls, sensory toys, scented stickers, scented bubbles, journals, and slime. The scholars learned the appropriate way to use these tools as well as learning what would assist in building the skill to be resilient and manage their emotions. The scholars agreed to reach their goals in order to receive their “tool box” during the graduation ceremony. Through their hard work and perseverance both scholars graduated and walked away with a set of tools that they learned to use at necessary moments in their future. CIS staff is extremely proud of the progress the 5th grade class had. Additionally, the CIS staff wishes them luck in middle school!

Upcoming Events:

- SmartKids Summer Programming: 6/3-6/26
- CIS Oak Springs Summer Programming: 6/3- 6/14

Zavala Elementary School

Prepared by Ida Marie Ramirez, SmartKids Coordinator

Number of HACA Students Receiving Services: 51

Service Synopsis

Zavala has had several fun events for its students during the spring semester, including Field Day in March. There were numerous activities all over campus, including soccer, Frisbee toss, and different relays. Students had a jammed packed day full of activities all around the school campus. CIS staff helped at different booths and were able to engage with all Zavala students and staff.

May was busy at Zavala. To start of the month, Zavala held its annual Reading Rally! Our Program Manager was in charge of Animal Yoga and went into a 1st grade, 2nd grade, and 5th grade classrooms. The students were able to learn and practice different yoga poses, as well as relax and practice mindfulness during Shavasana. It was amazing to see the students complete the poses and have a space to relax. The students also participated in a parade and the UT band came to Zavala for an incredible performance.

To celebrate the end of SEEK, CIS staff took seven students to the UT School of Engineering for a day full of science experiments! The students watched awesome bottle rockets, created their own tiny boats, made their own play dough, and took a tour of the beautiful engineering school.

CIS staff began terminating with all of our students at the beginning of May. Staff was successful in celebrating our time with students with fun termination activities including pizza parties, making slime, cooking, ice cream sundaes, and adorable cards.

Success Story

A student who participated in CIS at school and in our after school programming at Santa Rita struggled to open up to CIS staff and had been struggling to meet expectation both at school and at Santa Rita. It was difficult to try to get the student to open up and discuss his behavior and self-regulation. Staff continued to meet with him individually at school and welcomed him to SmartKids every day with a fresh start. The student slowly began getting comfortable with staff, began sharing during individual sessions, and meeting expectations more often in SmartKids. Although this student still had some behaviors that could be challenging, he began to communicate when he was feeling upset. This was the first step in his growth towards learning how to communicate his feelings with others and working on self-regulation. The student continued to grow through the spring semester and it has been amazing to watch this students grow and now have the ability to communicate his feelings to the adults that he trusts.

Upcoming Events:

- 6/3 STEM Academy begins at Zavala
- 6/3 Prime Time begins at Zavala
- 6/18 BBQ @ Chalmers Courts
- 7/4 Independence Day

Fulmore Middle School (soon to be “Sarah Lively Middle School”)

Prepared by Deaven Rodriguez, SmartKids Coordinator

Number of HACA Students Receiving Services: 32

Service Synopsis

Ending out the school year with many field trips and the wonderful 8th grade graduation has kept our students very busy! In addition the CIS staff, AmeriCorps and Intern have all been busy planning and carrying out thoughtful termination activities for each student. February was a time of change and students were getting used to the idea of their school name change to Lively Middle School. The students were also in the long stretch of the year to finish it out. The atmosphere in the CIS office was motivating and encouraging to get the students to feel like they had all the support to finish out strong. With the help of LifeWorks we were able to continue integral groups to every single grade level! In addition to our outside provider group CIS was able to have many other kinds of groups including the addition of an 8th Grade Transition group, along with our already in place groups like Sixth Grade Transition group, Big Decisions, Lunch Bunch, and a unique Diversity Lunch Bunch that served students school wide. With only 3 months left of school CIS staff and students worked to keep students' attendance high and grades satisfactory by working with incentive systems and academic plans and checks. Many home visits were conducted to communicate further with students and families and it allowed us to further build on relationships. The Lively CIS team worked hard to provide individual and group services and basic needs to over 100 students!

The Lively CIS team has been so fortunate to have the help of over 10 community volunteers! They have continued to give unwavering support to our students and developing those mentoring relationships. Students took the time during volunteer appreciation month to individually write and thank each of their mentors for all of their time and work. With planning and collaboration mentors were also able to have special termination activities to wrap up the year with their

student. We have additionally had our 12 St. Edward's volunteers from the College Assistance Migrant Program! They have been a tremendous asset to our program and have been providing mentoring services to our diverse student population.

Success Story

With the end of the year in sight some of our students get summer fever. This was the case for one of our 8th graders who has shown tremendous strides all year. Beginning this last six weeks she began to really struggle due to relationship difficulties and it affected her in every aspect of her life. This year she had put in so much work to improve her behavior and her academics, and these obstacles lead to a dysregulated feeling and her grades began to fall, her attendance dropped due to lack of motivation, and she got into several fights. Her CIS staff Deaven along with all of the office support of this student and collaboration and communication with the counselors, teachers, administration, and her family were able to provide her continual support to bridge school and home services. This student put in a lot of work herself as well to finish out her time at Fulmore Middle School successfully and enter high school.

Upcoming Events:

- CIS Summer Programing!

Kealing Middle School

Prepared by Nicole Ornelas, SmartKids Coordinator

Number of HACA Students Receiving Services: 32

Service Synopsis

This spring quarter Kealing continued to host multiple activities to get the students involved on and off campus. CIS joined with Kealing to host a 5th grade transition day, during this time the 5th graders were provided with healthy snacks, given a tour of Kealing, and were able to ask questions to a panel of CIS 8th graders, in hopes this would put the 5th graders more at ease when transitioning into 6th grade next year. CIS also hosted the Eastside Vertical Team for their semester meeting about potential service learning project with was the making of dog beds, dog toys, and cat toys that was donated to Austin's local Austin Animal Center. There were multiple campuses involved including Kealing Middle School, Martin Middle School, Oak Springs Elementary, Zavala Elementary, and Eastside Memorial High School.

Although the school year was coming to an end, CIS continued to have a larger focus on providing school-wide services to both the Academy and Magnet programs, while still continuing to provide intensive case-management services to a large number of students, including crisis interventions and referrals for mental health concerns. CIS hosted its last week of Lunch Bunch, where the both CIS and non-CIS students were able to spend time in the CIS room together and eat lunch with CIS staff. CIS continued to provide basic needs assistance until the end of the school year which included missed breakfast supplement, hygiene products, clothing closet, and school supplies. The many case managed CIS students finished up their last group session of the year with Boys with Grit, their mentors, and the after school group activities with SmartKids at Booker T. Washington. The various students who were receiving weekly individual sessions by CIS staff, an undergraduate social work intern, weekly mentoring by our

AmeriCorps member, all came to an end by celebrating their last sessions together. The students were rewarded during their last sessions for all their goals that were achieved throughout the school year, as well as all the improvement each student demonstrated this year.

Success Story

This spring quarter CIS served a student who thrived tremendously this semester. This student's past school years were labeled predominately difficult due to past family history involved with the local authorities causing the student to move schools multiple times throughout the school year, being separated from his other 6 siblings, and a family accident involving a sibling being sent to the hospital for an extended amount of time. Throughout all of the trauma this student faced he still continued to be present at school every day, both physically and mentally, he passed all of his classes including core classes and electives each 6 weeks, and passed all of his STAAR tests. This student also set multiple goals for himself throughout the semester – reaching all of them and being rewarded with incentives of his choice. This student's dedication to reaching goals and his academics was a constant in his life that made him feel secure although his home life may have not been as stable. The student demonstrated just how resilient he could be throughout difficult circumstances and I know he will continue to prosper as he gets older and navigates through life.

Upcoming Events:

- 5/24/18 Last day of school
- 5/30/18 SmartKids Kick Off
- 6/3/18 First day of SmartKids Summer Camp
- 7/4/19 July 4th Holiday

Martin Middle School

Prepared by Alexa Johnson, SmartKids Coordinator

Number of HACA Students Receiving Services: 15

Service Synopsis:

In March the CIS office stayed very busy meeting with students between many testing days, assisting with numerous crisis for CIS and non-CIS students, and Miss Alexa started delivering free diapers to several HACA families through our partnership with Austin Diaper Bank. Finally, after spring break, we welcomed Miss Julie back from maternity leave!

In April we had our annual CIS all-staff training to celebrate our work and also attend various trainings during the day. At Martin, the office remained busy, with many ARD meetings to support students and their parents; refocusing on creating new goals and rewarding students for achieving their old goals with prizes; and delivering fans and food to families needing assistance.

In May we ended all CIS groups with parties and treats to celebrate the end of our time together. Also, as we ended our last individual sessions students finally were able to make the slime they

waited all year for, and Miss Alexa's students got to take a Polaroid picture, bag of treats, and long notes about their accomplishments over the year and hopes for the future! Lastly, Miss Alexa and several students painted a room divider by hand with alternating colors to add more memories and beauty for the next year.

Success Story

Eighth graders with year had a lot of help with transitions this year! Between Miss Elsa's success folders that she made for every 8th grader in CIS, the research projects and presentations teachers helped with, Innovation Academy student field trips, and Miss Alexa's list of tips and personalized information about different schools, our students graduated a little nervous, but excited and ready for their next steps!

Upcoming Events:

- 6/3-6/25: SmartKids Summer Camp
- 6/5-6/26: Summer school improve attendance, grades, or STAAR scores
- 6/18: CIS/SmartKids BBQ at Chalmers
- 8/20: AISD first day of school

Eastside Memorial Early College High School

Prepared by Lindsey Knowles, Senior Program Coordinator

Number of HACA Students Receiving Services: 18

Service Synopsis

The final quarter of this school year have been full of hard work, celebration and transition. We worked hard to complete all of our student's end of year paperwork for case management, a process that includes gathering grades/ attendance/ behavior information, completing end of year surveys and making plans for summer. Students have completed their final rounds of STAAR/ EOC testing, completed their finals in every class, and turned in makeup hours for credit. One of my students has decided to continue her high school education at a school other than Eastside due to an ongoing struggle with attendance. While I am sad to see her go I am also incredibly proud of the improvements she has made in her life this semester. She started working at a local restaurant and is learning a lot about professional communication and all the other skills that it takes to enter the work force successfully. Upon leaving Eastside she plans on enrolling at Austin Can Academy to complete her high school diploma. Many of our students will participate in our summer activities while some of them enroll in summer school. We had a blast celebrating the class of 2019 at our Communities In Schools Senior party, complete with Olive Garden catering, a Polaroid photo booth, throwback music, special appearances by our principal and tons of fun quality time together. We also enjoyed celebrating our graduating class at Frank Erwin Center! We are so proud of our Panthers and excited to see what they do next.

Success Story

The success story this month goes to two "freshmore" students. This is mash up word used to describe students who did not earn enough credits their freshman year to be considered

sophomores in their second year in high school. During their freshman year, one of these students attended Premier Academy while the other one attended Eastside Memorial and Austin Can Academy. After a year of hard work, amazing attendance, and exhibiting incredible decision making both of these students have earned enough credits to be considered true “Juniors” next year, catching up with their original cohort. This means they went from having less than 5 credits to having more than 10 in just one school year. While they are technically “on level” they have truly transformed into scholars this school year, making huge improvements in attendance, grades and behavior.

Upcoming Events:

- March 18th-22nd Spring Break
- March 29th End of 5th Six weeks
- April 1st Beginning of 6th / final Six weeks
- May 24th End of 6th six weeks/ last day of school
- May 28th 12:00pm Class of 2019 Graduates at the Frank Erwin Center

Travis Early College High School

Prepared by Anna Zamarripa, SmartKids Coordinator

Number of HACA Students Receiving Services: 18

Service Synopsis:

Further developed connection with the Travis CIS team which continued to provide guidance, feedback, and support during my first semester. This relationship allowed us to feel comfortable working with one another’s students which allowed students to feel supported and welcomed regardless of who was in the office. I also worked towards developing relationships with school staff and teachers who worked with my students.

Learned how to support students based on their inherit dignity and worth as a person, rather than focusing only on grades and attendance. Supervision helped me realize other staff members already were heavily focusing on these issues, which gave me the freedom to focus on supporting the students in areas of self-esteem, recognizing progress in themselves, and talking about barriers to their goals. While I still have much to learn, I see I have made progress in my ability to meet the students where they are at. I learned the importance of incorporating more play into case management and the significance of creating safe spaces for student to socialize.

Continued to provide case management to students and help them work towards their goals. I met more parents and had the opportunity to see student projects and performances. While wrapping up the school year, I also prepared for summer programming. Participating in our Travis Senior celebration helped me rediscover the ease of working with parents and using my Spanish. I learned the process of closing out a school year with my students and helping them reflect on the year and express what they were most proud of.

Success Story

For students who value their space, it can be difficult to provide support, even when they need it most. One particular student had begun missing school and having lower grades. With the help and guidance of my PM I worked to remind the student of their strengths and what they were capable of. When other school staff and teachers did not recognize his efforts or said things that unmotivated him, I worked to counteract those statements and encouraged the student not to give up on himself. Through his self-motivation, student's attendance increased and he improved the grades that he could. I had another student who wanted to bring up her GPA. Student began putting in work and eventually ended up with A's and B's for the entire second semester. They still struggled with attendance, however I remain very proud of the progress she has made.

Upcoming Events:

- June 2019 Summer Programming

Travis & Eastside Memorial High School

Prepared by Ashika Raval, Compass to College SmartKids Coordinator

Number of HACA Students Receiving Services: 22

Service Synopsis

For the past three months, I have continued to work one on one with students at both William B. Travis and Eastside Memorial High School, as well as provide group services for students. I have strengthened relationships with students with the individual catered services – assisting with providing support for emotional/mental needs and when handling high crisis situations, implementing healthy conflict resolution options to avoid getting into trouble both in and outside of the classroom and checking in on current and future career and education goals/progress to set tangible goals. With my group services, I have worked on taking the already built relationships we have made and start applying the self-awareness, self-worth/exploration skills and show my students how to apply that in their futures. Students and I have built relationships that will lead to making and reaching goals next year when we begin our 1x1 case management.

A major portion of the past months has been on providing students with resources and assistance when it comes to basic needs and learning what it means to budget. But even more so, these past months have been very focused on making sure all seniors were on track to achieving their post-secondary goals (which varied).

Highlights

Partnerships

These last months of the school year were a busy and crucial time for my seniors, which meant taking the two major partnerships made for them and putting them into full gear!

First with Capital Idea, I helped all students solidify their interest in working towards Capital Idea and confirmed that they were on board. After this, I reached out to my connect at Capital Idea and informed him of all my students interested and had him come down to campus to

individually hear what each student was interested in and help troubleshoot any issues or misinformation. A major obstacle with students successfully joining Capital Idea is not correctly filling out/submitting paperwork for the application, so we both wanted to make sure this wasn't an issue. If students successfully complete all required steps are eligible for full financial support, child care, and a weekly career coach to support them through their post-secondary journey at ACC.

The other major senior specific partnership that I have been working with students on successfully becoming a part of is the Goodwill program. Two seniors received Cap and Gown assistance, gas cards for transportation, assistance with purchasing school supplies, resume assistance and textbook assistance. One senior received full financial assistance and guidance in receiving her driver's license and will begin a summer internship with Goodwill.

A new partnership that has tremendously assisted two of my students is the Lifeworks Program. I have connected my students into receiving financial assistance while overcoming having to balance going to school full-time/both maintaining above a 3.0 – as well as having to be financially independent. This partnership has helped students avoid attendance/academic decline due to over-working.

Two new scholarship partnerships have included, the IDEAYA organization and Austin Board of Realtors scholarship.

As always, continued partnerships with working with the CIS Volunteer Coordinator, Advanced Facilitators (College and Career Center), Educational Talent Search and College Forward to expand opportunities for the C2C students such as college visits, speakers, workshops, and family events both on and off campus.

Alumni

I have connected with two alumni – one who put a pause on going to school and instead work full-time and who reached out for assistance on getting started again. This student and I have stayed connected throughout the year and I have seen them grow and really see the importance of a post-secondary goal – we are now working with Capital Idea and ACC to get them set to pursue nursing this fall.

Another alumni who was attending college outside of Austin will be transferring to ACC this fall and reached out for assistance in soft skills.

Parental Involvement

These past few months have been focused on the parental assistance with two specific students. I have recently added a new student to my caseload who due to a recent accident was unable to attend school. Despite this, because of his amazing grades/attendance he was able to finish and graduate as a senior. I connected with both the parent and student during these months to help this student stay in touch with his goals, see what mom wanted – and help make it happen. Having this relationship with his mom helped make his goals and possibilities a reality! We

worked together to successfully submit two scholarship applications and he is now ready to attend ACC this fall. I will also start regularly meeting with his brother who will be a senior – and will continue to communicate with mom.

With my students I have made it a point to make phone calls and reminders home for upcoming field trips and deadlines to keep the parents in the loop (rather than solely sending home a field trip form). I have also done visits to SmartKids sites and homes to check in with parents on senior students' progress and check in with their siblings on what their older siblings are doing.

Past Event Highlights

A big highlight of these past months has been a field trip that I took five students on from Travis High School. During a discussion my students and I were talking about travel goals which led to the discussion about studying abroad in college and how studying abroad is a financially easier way to travel the world. I had many student express interest in traveling to Japan/Southeast Asia so I reached out to St. Edwards University and we set up a student abroad info session at their student union. Students were able to learn about the ins and outs of studying abroad and spoke with a professor who frequently takes students to Japan, and other students who have traveled abroad. After this, students and I ate a Japanese Ramen meal at a local Japanese restaurant! Students loved it and left feeling like not only could they attend university, but that they could study abroad.

Another major event was the scholarship work seniors and I did together. With the two new partnerships I made this year, Austin Board of Realtors & IDEAYA, seniors not only successfully applied (write essays/collect paperwork), but they also interview and received scholarships from them both. This was a huge success for my seniors!

The most important highlight of these past few months and year, is the successful graduation of nine HACA seniors. Eight planning to pursue post-secondary education and one enlisting in the military with successful planning to also receive an education.

HACA/Communities In Schools of Central Texas

SmartKids and In-School Case Management

2018-2019 Annual Report

Submitted by: Cami Warren, MSW

August 30, 2019

Contents:

- CIS Staff
- Summary of Services
- Service Highlights
- Objectives
- Follow-up on HACA Seniors
- Overall Project Success
- Academic Progress for HACA Students
- Individual Progress for HACA Students
- Service List (number of services per student per month): *Attached*

CIS In-School Case Management and SmartKids Program Staff:

Meredith Evett: SmartKids Coordinator, Becker Elementary, Meadowbrook SmartKids
Vanessa Ordonez: Program Manager, Becker Elementary School
Ky Haven: SmartKids Coordinator, Dawson Elementary School, Bouldin Oaks SmartKids
Erin Jones: Program Manager, Dawson Elementary School
Javier Sanchez: SmartKids Coordinator, Oak Springs Elementary School, BTW SmartKids
Jane Kilgore: Program Manager, Oak Springs Elementary School
Ida Marie Ramirez: SmartKids Coordinator, Zavala Elementary School, Santa Rita SmartKids
Jordan Chaplik: Program Manager, Zavala Elementary School
Deaven Rodriguez: SmartKids Coordinator, Fulmore (Lively) Middle School, Meadowbrook SmartKids
Kimberly Coombs: Program Manager, Fulmore (Lively) Middle School
Nicole Ornelas: SmartKids Coordinator, Kealing Middle School, BTW SmartKids
Kirsten Marstiller: Program Manager, Kealing Middle School
Anna Zamarripa: SmartKids Coordinator, Travis High School, Bouldin Oaks SmartKids
Jami Herrera: Program Manager, Travis High School
Ashika Raval: SmartKids Compass to College Coordinator, Travis and Eastside Memorial HS
Alexa Johnson: SmartKids Coordinator, Martin Middle School, Santa Rita SmartKids
Cami Warren: CIS Program Director
Lindsey Knowles: CIS Senior Program Coordinator
Chelsea Garcia: CIS Chief of Program Operations
Suki Steinhauser: CIS Chief Executive Officer

Summary of Services:

Number of supportive guidance service hours:	5804.75
Number of academic enhancement/support hours:	1173
Number of enrichment hours:	7719.75
Number of family engagement hours:	1769
Number of college and career awareness hours:	605.25
Number of health and human services hours:	716
Total Number of hours served:	18583.25

Service Highlights:

Campus

The 2018-2019 school year at **Becker** Elementary was a momentous one! Through the many changes at Becker, Communities In Schools continues to be a consistent support to our HACA families. Students received support through individual counseling, pair counseling, and small groups, all focusing on issues such as social skills, classroom behavior, family dynamics, self-esteem, and grief and loss. Many students also participated in larger groups, including classroom restorative circles, a girls' empowerment after school club facilitated by GEN Austin, and of course, the SmartKids program. In addition to the individual, pair, and small group counseling services provided by CIS staff, interns, and volunteers, this year centered around basic needs support. CIS partnered with many community resources to provide school supplies, holiday gifts, Thanksgiving meals, snacks, and brand new clothes to our students and families. We had several big events this year that were well-attended by students and families, including a holiday meal, family game night, school field day, and graduation ceremonies. Overall, the year was a busy one, and students and families expressed gratitude to the CIS program for supporting them through it!

Dawson Elementary experienced many changes this year as we said farewell to Mayra Hernandez in August and welcomed Ky Haven as SmartKids Coordinator in October. Our CIS staff and Dawson counselors and parent support specialist collaborated to provide students with the care and support they needed. Our CIS volunteers, mentors, and reading buddies kept our students connected and curious, and our CIS groups played games and had so much fun they might not have noticed how much they were learning about their emotions and how to be good friends and fabulous students. Highlights of the year included our Pride Week, Winter Talent Show, and assisting families during the holidays. While there were several times of crisis for many of our Dawson families, these parents let CIS staff know that our support helped them survive these challenges and get back on their feet. CIS staff were also able to help several of our students who relocated during the school year with transition services, making sure they felt secure in their new homes and schools before saying our goodbyes. Overall it was a fabulous year!

As CIS at **Oak Springs** Elementary grew in staff and acclimated to more space, it continued to establish their role and presence on campus this school year. It being the 2nd year for both the Program Manager and SmartKids Coordinator, CIS staff worked deliberately to reinforce relationships, establish new CIS procedures, and provide intentional support and services. In the beginning of the year, CIS staff was able to present in the campus staff professional development days. The CIS Program Manager and SmartKids Coordinator shared with campus staff CIS' role on campus, referral procedures, intake assessments, campus needs assessments, crisis intervention guidelines and introduced the CIS Hall Pass. The CIS Hall Pass was a valuable addition to the campus-based culture at Oak Springs Elementary. It reinforced communication between campus staff and CIS staff to check-in with CIS staff when a student needed something from CIS whether it be snacks, clothes, a break, or a crisis. Furthermore, with the assistance of Bank of America, the CIS Program Manager was able to coordinate volunteers to create peace corners in every classroom on campus. This was an exciting time because it allowed campus staff to build their students' coping skills and establish a safe and welcoming environment in the classroom. Communities In Schools staff and interns worked efficiently and intentionally by facilitating various social skills groups ranging from pre-k to 5th grade, 5th grade transition groups, leadership groups, 1:1 sessions, lunch bunches and providing ongoing basic needs assistance. CIS at Oak Springs is excited to announce that 15 CIS scholars

graduated from 5th grade this year. The 5th grade cohort underwent various obstacles this year, but CIS is proud to have supported these scholars throughout the academic school year. In addition, CIS is continuing to undergo changes as it has established its role on campus. CIS will now be located at an outside portable next year where all third party service providers will be located such as VIDA clinic and others. CIS feels that this will assist in building rapport with other organizations that may have crossover of clients. CIS staff is excited to continue to serve the Oak Springs community with another year of experience and looking forward to welcoming a new assistant principal, professors, and space next year.

Zavala experienced lots of transitions this school year. Zavala welcomed Ms. Jordan to her first full year as Program Manager. Ms. Jordan was able to create amazing relationships with students, parents, teachers, and staff and always made sure CIS had a strong presence on campus. CIS began the year advocating for students and creating positive partnerships with service providers on campus and HACA to best serve our students. CIS was able to support several school events, including Meet the Teacher Night, Zavala's winter concert, Field Day, and Reading Rally. Zavala students said goodbye to Ms. Kathryn at the end of the fall semester and welcomed the new coordinator, Ms. Ida. The students showed their resilience and did amazing transitioning to a new coordinator both at Zavala and at Santa Rita. We also welcomed an intern at the beginning of the spring semester. Our intern created comfort kits for every classroom's peace corner and was able to form amazing relationships with our students and staff. Many of our students were challenged with behavior management and self-regulation. In order to help our students succeed, we implemented sticker charts that got students involved in improving behaviors. Students loved choosing their own incentives and holding ownership over their own progress. Student enjoyed cooking, painting, and making slime to celebrate their improvements. To help students learn about self-regulation DIY comfort kits were introduced to some of our groups. Students explored different methods of practicing mindfulness and ways in which they can reflect and process their feelings. Students' growth was evident in all of the amazing comfort kits made. CIS continued to provide resources to families through the use of gift cards, bus passes, food pantry runs, and a clothing closet open to the entire school. Care Coordination was provided to several HACA families throughout the year. Our families receive amazing resources through this program including mentorship and therapy for students, as well as aid parents with furthering education and finding jobs.

This was a very eventful and ever changing year for **Fulmore (Lively)** Middle School. Right out of the gate the students learned that their school would be having a name change to honor a wonderful teachers many years of service to the school, Sarah Lively. With Lively Middle School in transition students were also getting to know a host of new faces in the form of a new principal Ms. Holiday, new assistant principals, teachers, and even both new CIS staff. There was growing pains and a lot of communication to make the year as successful as possible. Thanks to all of the collaboration with the new staff CIS was able to jump into action and get our new programing going to build relationships and serve our wonderful students. As a new program the CIS staff implemented a lot of new ideas including new groups, incentive programs and reframing to provide as much quality service to as many of our students as possible. While there were many changes the CIS team wanted to keep some consistency and maintain a few awesome qualities of the program before. Students discussed how one of their favorite things was diversity lunch bunch and we were more than happy to continue that. Planning out and participating in different activities around diversity and inclusion and many meaningful conversations defined the office atmosphere and let us open the doors to serve students on a school wide level. With family events, groups led by CIS staff and outside partners like Lifeworks, individual work, and collaboration with teachers and administration it was a very busy year!

Communities In Schools at **Kealing** Middle School completed yet another successful school year despite the many changes of campus staff. Kealing's former 6th grade assistant principal transitioned into his new role as the new academy director, and both a new magnet director and 6th grade assistant principal were welcomed into the Kealing Hornet family. CIS at Kealing hosted over 40 Friday lunch bunches with a total of 80 students just in the last 6 weeks of school. Students continued to visit Kealing for a supplementary breakfast item under circumstances of missing breakfast, arriving late to school, or not getting enough to eat that morning, Kealing provided a breakfast supplement to over 100 students each six weeks during the 2018 - 2019 school year. Along with this, basic needs, the clothing closet, and school supplies was both offered and utilized by Kealing's staff and students throughout the year. CIS at Kealing ended the school year with an ice

cream party and the gifting of comfort kits and uplifting notes to teachers and staff. These kits were prepared by the students of our AmeriCorps member as her end of the year service learning project in hopes of sending off the teachers into summer with a big thank you for everything they do for our students!

The year at **Martin** began with several events to welcome new students and families! Martin hosted a back to school night with record family turn out, pop-up days to award students for good behavior and attendance, and fun themed dances to raise money for field trips. Martin CIS office started serving students in October, providing individual meetings and our own social skills and health education groups with two full-time staff, a full time AmeriCorps member, and two part-time grad school interns. We also hosted outside groups, including Expect Respect and GEN Austin, and put on a service learning project with other Eastside elementary, middle, and high schools to make and distribute comfort kits. In November many changes happened! Martin lost their awesome graduation coach, so school staff and CIS took on a bigger role to focus on maintaining and improving attendance. Our Program Manager left on maternity leave and the Alexa, the Martin SmartKids Coordinator, took over her role. Alexa also provided Christmas assistance to her students and made recommendations for students to join Break Through for college prep. Back at Martin in January, CIS took on a supportive role for teachers and staff, reaching out to help with students not on our caseload and continued to assist with fun events, like field days, chaperoning field trips, and serving food at the sports banquet. In May at Martin, all the students on Alexa's caseload got their annual handwritten note with wishes and hopes, Polaroid pictures, and snacks. Lastly we celebrated the graduation of our 8th graders with many pictures, noise making, and congratulations with their families.

This school year transportation issues were a big theme for students attending **Eastside**. Drastic eliminations in CapMetro routes forced the school to ultimately provide yellow school buses for students living in certain neighborhoods, but left them without options for late bus/ after school transportation. In late September and again in early February the CIS office at EMHS helped with the "Teen Outfitters Project" event at Target where students are invited to shop and spend \$120 tax free dollars on school clothes. We had a strong year of group work this year at the Eastside CIS office, as well, including daily lunch bunches, Amala (yoga and leadership), "Expect Respect" through the SAFE alliance, XYZone male leadership groups, and a handful of girls groups focusing on various subjects. Our office also hosted a fabulous Goodwill caseworker who worked with seniors, and we were also happy to host presentations from Urban Roots and Capital Idea to encourage and advertise opportunities for our students. The CIS team hosted a booth at this year's Harvest Festival, a fun family event with food, pony rides, live performances from student groups and tons of community organizations and vendors. Families earned entry into raffle drawings by completing "passports" and visiting various booths. This event was a great opportunity to learn about the community partners and meet students and families! This year in the CIS office we completed monthly "case management check-ins" to talk with students about their grades, attendance, behavior and progress they might have made towards their goals. These meetings consisted of checking student's grades, attendance, and disciplinary record, celebrating any success or gains that have been made and making plans for improvement. We worked hard to complete all of our student's end of year paperwork for case management, a process that includes gathering grades/ attendance/ behavior information, completing end of year surveys and making plans for summer. Students have completed their final rounds of STAAR/ EOC testing, completed their finals in every class, and turned in makeup hours for credit. Many of our students also participated in our summer activities while some of them enrolled in summer school. We had a blast celebrating the class of 2019 at our Communities In Schools Senior party, complete with Olive Garden catering, a Polaroid photo booth, throwback music, special appearances by our principal and tons of fun quality time together. We also enjoyed celebrating our graduating class at Frank Erwin Center! We are so proud of our Panthers and excited to see what they do next.

This January, **Travis** welcomed a new SK Coordinator, Ms. Anna Zamarripa. Anna gained experience administering Assessments, and creating case management goals with students. With support of Program Manager and school staff, Coordinator learned how to handle a suicide ideation crisis while following the Agency's best practice guidelines. Ms. Anna further developed connection with the Travis CIS team which continued to provide guidance, feedback, and support during her first semester. This relationship allowed everyone to feel comfortable working with one another's students which allowed students to feel supported and welcomed regardless of who was in the office. Ms. Anna learned how to

support students based on their inherent dignity and worth as a person, rather than focusing only on grades and attendance. Lunch bunches became a crucial time to connect with students and offer support and social engagement. Ms. Anna learned to the value of play while engaging in board games and physical activities during the school year and summer. The school year was wrapped up with Travis graduation, which led into summer programming.

This year the **Compass to College** program has grown tremendously on both William B. Travis and Eastside Memorial High School campuses, as well as its presence on HACA sites. Some of the big highlights are the relationship building with students, families, campus staff and program partnerships! Developing stronger relationships with partners such as Capital Idea and Goodwill has allowed for seniors to secure down their post-secondary goals and have steady support in their endeavors. These relationships have also helped seniors achieve multiple scholarship opportunities, one student received a total of six scholarships. Some exciting trips done this year with Compass to College has been individual and group student field trips to meet adult mentors with experience in fields they also want to pursue as well as college field trips to the University of San Antonio and St. Edwards University. Overall the program has helped all students either take the next step in pursuing their post-secondary goals or has helped begin the process of exploration and research into their next step.

SmartKids

SmartKids at **Booker T. Washington** had a very successful year despite going through a few room transitions. Booker T. Washington started off their 1st quarter of the year with 27 SK participants and 50 enrolled students which only steadily grew from there to ending the year with a total of 40 participants and 75 enrolled students. Students were engaged in themed-day programming which included science, arts and crafts, group activity, and literacy days. The students were also introduced to a new large group behavioral management incentive – rock star points. This allowed students to receive in the moment feedback and validation for following the rules at SmartKids and continuing to be leaders for their peers. This allowed students to collect their rock star points in order to return receive prizes of their choice. The students at SmartKids continued to thrive and be just as excited towards the end of the year as they were the beginning, and it was just as exciting to see each student grow and develop in their own individual way as they all prepared for the end of the school year and start of the summer!

In August, our marvelous **Bouldin** SmartKids Coordinator, Ms. Mayra, left to pursue her graduate degree, so Ms. Lindsey stepped in temporarily while we searched for our new SKC. In October, Mx. Ky joined the CIS team at Dawson Elementary. Fall highlights included rolling out our new Circle Time, deepening our sense of community in our Bouldin SmartKids family, as well as an outrageously fun Halloween Bash. In January, we finally found our permanent addition to the SmartKids team, Ms. Anna, who joined the Travis High School CIS team. We welcomed her with a Bouldin Oaks Pizza Party and family game night. Our new Circle Time became indispensable as our SmartKids community supported students moving or experiencing times of stress and crisis in their lives. Spring highlights included artistic exploration and a book giveaway spearheaded by our amazing SEAL volunteers.

This year, **Meadowbrook** SmartKids remained a popular afterschool choice for students due to the constant adaptation of programming and supports to meet unique needs and interests. Elementary and middle/high school times were structured similarly with developmental adjustments to allow students to make academic strides, explore new interests, and develop socially-emotionally. Elementary students benefited from the support of SEAL volunteers, which led to an increased number of completed reading logs and overall student confidence in reading. The SEAL partnership also helped grow the Meadowbrook SmartKids library to offer a diverse array of reading materials. Activities for students emphasized values such as gratitude, acceptance and team work throughout the year. And the incentive system, which promoted academics, respect and participation, extended these lessons by allowing students to earn various prizes including special lunch bunches with CIS staff at school. For the middle/high school group, introducing homework time was met with some apprehension at first, but proved to be valuable as many students regularly took advantage of a quiet and supportive workspace. The incentive system was also a change for this group, as the students and SmartKids Coordinators collectively decided that students could guide a decision on their daily behavior rating. This increased accountability and

allowed students to self-reflect on their personal successes and goals. Daily attendance and positive relationships with students remind us that Meadowbrook maintains a strong SmartKids program, and the amazing turnout at our Family Game Night is another affirmation. In addition, we also proud to highlight that the SmartKids cohesion as a team allowed for students moving from other HACA sites to quickly enroll in Meadowbrook SmartKids and become among our top participants!

This year was a year of transition as **Santa Rita** said goodbye to our beloved Miss Kathryn, welcomed the awesome Miss Ida, Miss Alexa left and came back, and even more staffing transitions at school and Santa Rita! In the midst of a sea of change, our SmartKids rolled with the punches and opened their hearts to new friends, continued to make beautiful art, and worked hard at school. This year our SmartKids Coordinators dedicated a lot of time helping parents with basic needs (such as furniture, clothing, food, and school supplies), making home visits, meeting with housing manager and community partners to problem solve and support each other, and advocating for their families whenever possible, showing that we can quickly build trust and community! Lastly, we showed HACA love beyond our site, working with Chalmers' Boys and Girls to bring families to their Halloween Haunted House and Thanksgiving Dinner, brought volunteers to celebrate a Winter Holiday Party and Summer Kickoff, and Miss Jordan planned the Chalmers BBQ! All in all, it's been a whirlwind of fun, partnership, and growth and we are excited for what next year has in store!

In-School Objectives:

<p>Number of HACA students case managed in-school:</p>	<p>Becker: 46 Dawson: 56 Oak Springs: 60 Zavala: 51 Fulmore: 36 Kealing: 31 Martin: 17 Eastside: 19 Travis: 18 Compass to College: 21 <i>Total: 355</i></p>
<p>Number of HACA case managed students who stayed in school:</p>	<p>Becker: 46 of 46 Dawson: 56 of 56 Oak Springs: 60 of 60 Zavala: 51 of 51 Fulmore: 36 of 36 Kealing: 31 of 31 Martin: 17 of 17 Eastside: 19 of 19 Travis: 18 of 18 Compass to College: 21 of 21 <i>Total: 355 of 355</i></p>

<p>Number of HACA case managed students who demonstrated improvement in academics:</p> <p><i>Academic outcomes could not be assessed for certain students who transferred/moved during the school year</i></p>	<p>Becker: 44 of 46 Dawson: 55 of 56 Oak Springs: 58 of 59 Zavala: 47 of 50 Fulmore: 34 of 34 Kealing: 30 of 31 Martin: 15 of 17 Eastside: 16 of 19 Travis: 17 of 18 Compass to College: 18 of 19 Total: 334 of 349</p>
<p>Number of HACA case managed students who improved their GPA by .5 or more:</p> <p><i>Academic outcomes could not be assessed for certain students who transferred/moved during the school year</i></p>	<p>Becker: 11 of 46 Dawson: 16 of 56 Oak Springs: 44 of 55 Zavala: 31 of 50 Fulmore: 32 of 36 Kealing: 19 of 31 Martin: 2 of 17 Eastside: 6 of 19 Travis: 6 of 18 Compass to College: 10 of 19 Total: 186 of 347</p>

SmartKids Objectives:

<p>Number of HACA SmartKids served per site:</p>	<p>Booker T. Washington: 75 Bouldin Oaks: 27 Meadowbrook: 60 Santa Rita: 48 Total: 210</p>
<p>Number of HACA SmartKids participants per site:</p> <p><i>*A "participant" is a student who comes to SmartKids at least ten (10) times. *7 students moved within the school year or attend non-CIS schools and are not accounted for in ABA outcomes.</i></p>	<p>Booker T. Washington: 40 Bouldin Oaks: 16 Meadowbrook: 29 Santa Rita: 31 Total: 116</p>

<p>Number of HACA SmartKids retained from the 2017-2018 school year:</p> <p><i>Total number reflects students who moved within SmartKids housing sites.</i></p>	<p>Booker T. Washington: 45</p> <p>Bouldin Oaks: 21</p> <p>Meadowbrook: 33</p> <p>Santa Rita: 31</p> <p style="text-align: right;">Total: 130</p>
<p>Number of HACA SmartKids participants retained from the 2017-2018 school year:</p> <p><i>Total number reflects students who moved within SmartKids housing sites.</i></p>	<p>Booker T. Washington: 24</p> <p>Bouldin Oaks: 9</p> <p>Meadowbrook: 19</p> <p>Santa Rita: 18</p> <p style="text-align: right;">Total: 70</p>
<p>Number of HACA SmartKids participants who improved their GPA by .5 or more:</p> <p><i>7 students moved within the school year or attend non-CIS schools and are not accounted for.</i></p>	<p style="text-align: right;">Total: 55 of 109</p>

Follow-Up on HACA Seniors

Eastside Memorial HS:

- Anastasia Zuniga - Attending ACC through Capital Idea program to pursue degree in Information Technology/CAD - Computer Aided Design. Plans to transfer to four year after completion.
- Daniel Campos - Attending ACC through Capital Idea program to pursue degree in Automotive Technician then transfer to Texas A&M to pursue bachelors in business management & Communications.
- Mpawenayo Mariyam - Attending ACC through Capital Idea to pursue getting Associates and then Bachelor of Science in Nursing.
- Amani McDonald - Studying for ASVAB to pursue going to the military (air force branch) and taking classes part-time through air force
- Keonna Herrera - Planning to Attend Trinity College in San Antonio to become dental hygienist.
- David Longoria - Plans to attend ACC through Capital Idea to pursue degree in Automotive Technician
- Joseph Quinn - Plans to attend ACC
- Mikeyia Murray - Completed her classes at Austin CAN before pursuing additional degree options

Travis High School:

- Ulysses Garcia - Attending ACC to pursue degree in business management.
- Hilario Cruz - Attending ACC and plans to transfer to Texas State to pursue theater production.

Progress Definitions:

1. Attendance improvement for elementary students:

-Student attended at least 2 more days of school than the previous 9 weeks.

Attendance improvement for middle school and high school students:

-Student attended at least 2 more days of school than the previous 6 weeks, or improved overall attendance based on his/her CIS attendance agreement.

2. Academic improvement for elementary, middle school, and high school students:

Student maintained passing grades in core subjects*; raising grade in a core subject by one letter grade or at least 3 points; or student improved dramatically in specific core subjects (even if he/she did not reach passing)

*We consider maintaining grades as academic progress because the student is making overall progress toward being promoted to the next grade level.

3. Behavior improvement for elementary students:

-Teacher indicated student's behavior improved on teacher feedback form, or at least 6 out of 13 marks increased by one point out of four (4) in behavior areas on student's report card.

Behavior improvement for middle school and high school students:

-Teacher indicated student's behavior improved on teacher feedback form; student decreased number of referrals or days spent in ISS (in-school suspension); or student successfully completed his/her CIS behavioral agreement.

Overall Project Success:

- 100% (353 out of 353) of HACA case managed students stayed in school.
- 100% (109 out of 109) of HACA SmartKids *participants* stayed in school.

Academic Progress for HACA Students:

- 96% (334 out of 349) of HACA case managed students demonstrated improvement in academics.
- 95% (103 out of 109) of HACA SmartKids *participants* demonstrated improvement in academics.

Individual progress for HACA Case Managed Students:

- 99% (345 out of 349) of HACA students demonstrated improvement in at least one or more areas (academics, behavior, attendance).
- 60% (32 out of 53) of HACA students identified with attendance needs demonstrated improvement in attendance.
- 90% (282 out of 312) of HACA students identified with behavior needs demonstrated improvement in behavior.

Individual Progress for HACA SmartKids *Participants*:

- 98 % (107 out of 109) of HACA SmartKids *participants* demonstrated improvement in at least one or more areas (academics, behavior, attendance).
- 42% (5 out of 12) of HACA SmartKids *participants* identified with attendance needs demonstrated improvement in attendance.
- 92% (84 out of 91) of HACA SmartKids *participants* identified with behavior needs demonstrated improvement in behavior.

Individual Progress for HACA Compass to College Participants:

- 92% (18 out of 19) of HACA Compass to College participants demonstrated improvement in academics.
- 90% (9 out of 10) of HACA Compass to College senior students have enrolled or plan to enroll in continuing or higher education for the 2018-2019 school year.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02610

HOUSING AND COMMUNITY DEVELOPMENT

ITEM NO. 3.

MEETING DATE: September 19, 2019

STAFF CONTACT: Pilar Sanchez, Vice President of Housing and CD

ITEM TITLE: Presentation, Discussion and Possible Action regarding Resolution No. 02610: Approval of Changes to the Tenant Selection Plans for all Project Based Rental Assistance (PBRA) Properties

BUDGETED ITEM: N/A

TOTAL COST: NA

ACTION

The Board is being asked to approve and adopt the changes to the Tenant Selection Plans for all Project Based Rental Assistance (PBRA) properties.

SUMMARY

Background:

During the past several months, HACA has seen an increase in aggressive behavior and activity on property. This has included a resident involved homicide, resident guest vandalism, aggressive behavior between residents and aggressive behavior toward staff.

HACA has taken several steps to address these issues:

1. Property staff has addressed each individual issue with appropriate lease enforcement, up to and including eviction.
2. HACA provided Mental Health First Aid training to all staff to help them learn to identify and diffuse issues that may arise.
3. HACA provided Active Shooter / Active Incident training to all staff.

In addition, staff has undertaken a review of policies including the look back periods for criminal background checks at admission as well as the grievance hearing process. Today we are bringing to the board proposed changes to the look back periods for the criminal background checks at admission.

In the Project Based Rental Assistance (PBRA) program, the criminal look back periods are identified in the Tenant Selection Plan (TSP). When changes are made to the TSP, they go into effect for all new applicants. Applicants are screened based on the policy that was in place at the time they applied.

Process:

Under PBRA regulations HACA is not required to provide public notice of changes to the TSP. However, HACA believes that transparency is important and values the input received in the past. Therefore, HACA did the following:

1. Provided a copy of the proposed changes to Texas Riogrande Legal Aid and the Austin Tenants Council.
2. Met with the Director of the Austin Tenants Council to review the proposed changes.
3. Sought input from the City Wide Advisory Board of HACA residents.

Texas Riogrande Legal Aid did not respond with any comments. However, the Austin Tenants Council did respond. Their comments are attached along with HACA's response to their comments.

On September 10th, the proposed changes were presented to the City Wide Advisory Board. The residents passed a resolution supporting the changes. The resolution and resident signatures are also attached.

If approved by the Board of Commissioners, the changes would become effective in the 11/1/2019 Tenant Selection Plans.

Staff Recommendation:

The proposed changes would gather all criminal look backs into four categories: Lifetime Look Back, 7 Year Look Back, 4 Year Look Back or a 5 Year Look Back for a pattern of certain activities. In the proposal:

1. the Lifetime Look Backs would remain unchanged;
2. the previous category of 4 Year Look Backs for drug-related and violent criminal activity would be separated into 2 categories. The 7 year Look Back would be for Felony drug-related and violent criminal activity, while the 4 year Look Back would be for Misdemeanor drug-related and violent criminal activity.
3. The pattern category would change from "3 incidents in 5 years with at least 2 in the last 3 years" to "3 incidents in 5 years with at least 1 in the last 3 years."

Staff recommends approval of these changes.

EXHIBITS:

Exhibit 1: Summary of Proposed Changes

Exhibit 2: Tenant Selection Plan Select Pages with Updated Language

Exhibit 3: City Wide Advisory Board Resolution and Resident Signatures

Exhibit 4: Austin Tenants Council Comments

Exhibit 5: HACA Response to Austin Tenants Council Comments

EXHIBIT 1



Housing Authority of the City of Austin

Established in 1937

Summary of Changes to the Tenant Selection Plan Criminal Look Back Policy

HACA is simplifying the criminal look back policy by fitting all look backs into four categories: Lifetime, 7 Years, 4 Years, or a 5 Year Pattern.

HACA is not making any changes to crimes that fit into the lifetime look back period.

HACA is combining manslaughter, criminally negligent homicide and felony violent or drug related crimes into a 7-year look back period.

HACA is combining all misdemeanor violent and drug related criminal activity into a 4-year look back period.

For crimes that fit into the 5-year pattern category, HACA has changed the definition of a pattern to include three incidents within 5 years, with at least one occurring within the past 3 years. Previously, two incidents had to occur within the past 3 years.

The combination of these changes will allow HACA to take into account the severity of the crime when evaluating suitability for living at a HACA property. Felony violent and drug-related crime will now carry more weight with a look back of 7 years. Misdemeanor violent and drug-related crimes will carry the same weight as previously, with a look back of 4 years.

HACA did not make any changes to the mitigating circumstances that would be considered if the applicant appeals the denial.

**Proposed Changes to Look Back Periods for Crimes in Tenant Selection Plans
September 2019**

Crime	Look Back Period
Lifetime	
Registered Sex Offender	Lifetime Ban
Manufacture of Methamphetamines	Lifetime Ban
Murder	Lifetime Look Back
Arson	Lifetime Look Back
Kidnapping	Lifetime Look Back
Rape or Crimes of a Sexual Nature	Lifetime Look Back
Child Molestation/ Indecency with a Child	Lifetime Look Back
First Degree Felony Injury to a Child, Elderly Individual, or Disabled Individual	Lifetime Look Back
Crimes Involving Terrorism	Lifetime Look Back
Crimes Involving Explosives	Lifetime Look Back
Five-Seven Years	
Criminally Negligent Homicide	5-7 years
Manslaughter	5-7 years
Violent Criminal Activity (Felony)	7 years
Assault/Threat of Bodily Injury (Felony)	7 years
Physical Violence to Persons or Property, or Criminal Activity (Felony)	7 years
Burglary	7 years
Robbery	7 years
Delivery of a Controlled Substance (Felony)	7 years
Possession of a Controlled Substance (Felony)	7 years
Four Years	
Public Lewdness	4 years
Assault (Misdemeanor)	4 years
Unlawful Restraint (Misdemeanor only)	4 years
Fraud Committed Against a Government Entity	4 years

Proposed Changes to Look Back Periods for Crimes in Tenant Selection Plans September 2019

<u>Crime</u>	<u>Look Back Period</u>
Violent/Abusive Behavior toward HACA staff	4 years
Drug-Related Criminal Activity (Misdemeanor)	4 years
Violent Criminal Activity (Misdemeanor)	4 years
Criminal Activity	4 years
Illegal Possession / Discharge / Display / Carrying of Firearm or Illegal or Deadly Weapon	4 years
Assault, Aggravated Assault, Assault by Threat, Stalking (Misdemeanor)	4 years
Physical Violence to Persons or Property, or Criminal Activity (Misdemeanor)	4 years
Burglary of a Habitation	4 years
Crime	Look Back Period
Four-Five Year Pattern	
Alcohol Related Criminal Activity	4 year Pattern – within the past 4 years, 3 or more incidences or convictions of alcohol related criminal activity, including Driving under the Influence and Public Intoxication 5 year Pattern – within the past 5 years, 3 or more incidents with a minimum of 2 incidents within the last 3 years
Five Year Pattern	
Pattern of Misdemeanor Possession of Marijuana (2 ounces or less)	5 year Pattern – within the past 5 years, 3 or more incidents with a minimum of 2 incidents within the last 3 years
Pattern of Theft or Fraud	5 year Pattern – within the past 5 years, 3 or more incidents with a minimum of 2 incidents within the last 3 years
Pattern of Organized Criminal Activity	5 year Pattern – within the past 5 years, 3 or more incidents with a minimum of 2-1 incidents within the last 3 years
Pattern of Prostitution	5 year Pattern – within the past 5 years, 3 or more incidents with a minimum of 2-1 incidents within the last 3 years
Pattern of Misdemeanor Harassment	5 year Pattern – within the past 5 years, 3 or more incidents with a minimum of 2 incidents within the last 3 years
Pattern of Abuse of Alcohol	5 year Pattern – within the past 5 years, 3 or more incidents with a minimum of 2 incidents within the last 3 years

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EXHIBIT 2

Pathways Asset Management PBRA/LIHTC Tenant Selection Plan

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The owner/agent will be the final judge of the credibility of any verification submitted by an applicant. If the owner/agent questions the validity of a document or the validity of information provided, it will be reviewed by management staff for a ruling regarding acceptability.

CONSENT AND VERIFICATION FORMS

Regardless of age, the Head-of-Household (HOH), the co-Head-of-Household (HOH) the spouse of the Head-of-Household (HOH) and all adult members of a household must sign HUD's consent forms so that the owner/agent can verify eligibility. When a minor living in the unit turns 18, he/she will have thirty (30) days to meet with the management staff and sign appropriate forms. Failure to do so will result in termination of subsidy for the entire household.

PROVISIONS FOR REFUSAL TO SIGN

If any member of the applicant's household does not sign and submit the consent forms as required, the owner/agent must reject the application and deny assistance and/or tenancy.

MISREPRESENTATION

Any information, provided by the applicant that proves to be untrue may be used to disqualify the applicant because of misrepresentation or attempted fraud. The owner/agent will not take any action to reduce or deny assistance based on inconsistent information received during the verification process until the owner/agent has independently investigated the information.

The owner/agent considers false information about the following to be grounds for rejecting an applicant:

- Identity
- Social Security Numbers/Information
- Income
- Assets/Income From Assets
- Household Composition
- Disability
- Birth Date/Age
- Citizenship, Naturalization, and/or Eligible Immigration Status
- Eviction History
- Criminal History
- Sexual Offender Status
- Eligibility For Preferences and Priorities
- Allowances
- Current/Previous Residence History
- Current Housing Assistance
- Status as a Student

Unintentional errors that do not cause preferential treatment will not be used as a basis to reject applicants.

APPLICANT SCREENING CRITERIA

Screening is performed in a manner that is reasonable, consistent, and complies with fair housing laws. Screening is used to help ensure that households admitted to a property will abide by the terms of the lease, pay rent on time, take care of the property and unit, and allow all residents to peacefully enjoy their homes.

Anyone who wishes to live on the property must be screened prior to moving in. This includes, but is not limited to, live-in aides, security/police officers or additional household members wishing to move-in after the initial move-in. *Certain exceptions apply to children/minors.* The current screening guidelines in place at the time the new household member applies will be used to determine eligibility for admission. [Applicants will be provided the names of any third party screening companies upon request.](#)

Note: The Owner / Agent followed HUD guidelines for the Rental Assistance Demonstration (RAD) requiring owners to not re-screen families at the time of conversion. Therefore, families living at the property at the time



Pathways Asset Management PBRA/LIHTC Tenant Selection Plan

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of conversion from Public Housing to PBRA and LIHTC were not re-screened. However, they were screened for these criteria at the time of their original move in to the Public Housing program.

SCREENING FOR DRUG ABUSE AND OTHER CRIMINAL ACTIVITY

HUD has established standards that prohibit admission of:

- Any household in which any member was engaged in the production of methamphetamine.
- *A household in which any member is currently engaged in illegal use of drugs or for which the owner/agent has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents
- Any household member who is subject to any state lifetime sex offender registration requirement
- Any household member if there is reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse

*"Currently engaged in" is defined as any use of illegal drugs during the previous six months.

In addition to these HUD requirements, the owner/agent has established a policy to reject all applications where the applicant or any household member has engaged in criminal activity as described in this document. The owner/agent will reject applications if any household member's criminal history includes any of the following:

- Any household in which any member was evicted in the last five years from federally assisted housing for drug-related criminal activity
- Sex Offender Registration: Applicant, or any member of the applicant family, is or ever has been subject to registration under a state sex offender registration program
- If any household member has engaged in or attempted any of the following criminal activities regardless of the date committed, the family will be denied admission:
 - Capital murder
 - Murder
 - Arson
 - Kidnapping
 - Indecency with a child
 - Rape or crimes of a sexual nature
 - First degree felony injury to a child, elderly individual, or disabled individual
 - Crimes involving explosives
 - Crimes involving terrorism
- If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past ~~five~~seven years, the family will be denied admission:
 - Manslaughter
 - Criminally Negligent Homicide
 - Violent Criminal Act (Felony)
 - Felony Assault / Threat of Bodily Injury
 - Felony Physical violence to Persons or Property
 - Felony Burglary
 - Felony Burglary of Habitation
 - Felony Robbery
 - Felony Delivery of a Controlled Substance
 - Felony Possession of a Controlled Substance



Pathways Asset Management PBRA/LIHTC Tenant Selection Plan

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- o If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past four years, the family will be denied admission:
 - o Public lewdness
 - o ~~Misdemeanor~~ Drug-related criminal activity, defined by HUD as the illegal manufacture, sale, distribution or use of a drug or the possession of a drug with intent to manufacture, sell, distribute or use the drug
 - o ~~Misdemeanor~~ Assault
 - o ~~Fraud Committed Against a Government Entity~~
 - o ~~Misdemeanor~~ Violent criminal activity, defined by HUD as any criminal activity that has as one of its elements the use, attempted use or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage
 - o ~~Misdemeanor~~ Criminal activity that may threaten the health, safety or welfare of other residents
 - o Illegal possession/discharge/display/carrying of firearm or illegal weapon/ deadly weapon.
 - o ~~Assault, aggravated assault, assault by threat, stalking~~
 - o ~~Misdemeanor~~ Physical violence to persons or property, or criminal activity that has as one of its elements the use, attempted use or threatened use of physical force against the person or property of another
 - o ~~Criminal activity-Violent or abusive behavior~~ that may threaten the health or safety of property staff, contractors, subcontractors or agents
 - o ~~Three or more incidences or convictions of alcohol-related criminal activity, including Driving Under the Influence and Public Intoxication~~
 - o ~~Burglary of a Habitation~~
 - o ~~Misdemeanor~~ Unlawful restraint (~~misdemeanor~~)
- o If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past three years, the family will be denied admission:
 - o ~~A pattern of alcohol-related criminal activity, including driving under the influence and public intoxication~~
 - o A pattern of misdemeanor possession of marijuana (two ounces or less)
 - o A pattern of theft or fraud
 - o A pattern of organized criminal activity
 - o A pattern of prostitution
 - o A pattern of misdemeanor harassment

A pattern (for the purposes listed above) consists of three or more incidents of criminal activity within the same category (not three total incidents from separate categories) within the past five years, with at least ~~two~~ one of those incidents occurring within the past three years. If an applicant has one offense of a Class C misdemeanor within the past four years, the owner/agent will not deny the applicant.

Evidence of such criminal activity includes, but is not limited to, any record of convictions, arrests or evictions for suspected drug-related or violent criminal activity of household members. A conviction for such activity will be given more weight than an arrest or an eviction.

The owner/agent will not deny an application solely on the basis of an arrest. If the owner/agent receives arrest information which may be for a disqualifying activity, the owner/agent may request additional information. Additional information that may be considered, if available, includes the following:

- The police report associated with the arrest which provides the reported circumstances of the arrest
- Any statements made by witnesses or the applicant, not included in the report



Pathways Asset Management PBRA/LIHTC Tenant Selection Plan

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- Whether criminal charges were filed
- Whether, if filed, criminal charges were abandoned, dismissed, not prosecuted, or ultimately resulted in an acquittal
- Any other evidence relevant to determining whether or not the applicant engaged in the disqualifying activity

Evidence of criminal conduct will be considered if it indicates a demonstrable risk to safety and/or property.

If a resident or applicant has requested VAWA protections and such protections have been justified based on owner/agent investigation, the abuser/perpetrator will not be approved to live on the property.

If the owner/agent is unable to complete required criminal or sex offender screening, the application will be rejected. If the owner/agent determines that a sex offender is part of the household, the owner/agent will allow the household to remove the sex offender from the application. Removal must be documented using the change of address receipt from the Texas Department of Sex Offender Registration.

The household will have five (5) business days to provide verification that the household member has alternative housing or that the household member has applied for alternative housing. Failure to provide such documentation will result in rejection of the application for all household members.

The owner/agent reserves the right to monitor household composition after move-in. The owner/agent will conduct quarterly reviews matching residents against the registered sex offender database. If the owner/agent discovers that a sex offender has moved in to the unit, the household will be evicted.

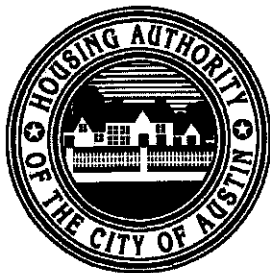
If criminal screening indicates that the applicant has an unacceptable criminal history, the owner/agent will reject the applicant in accordance with HUD guidance and the owner/agent's standards for applicant rejection.

- Consideration of Extenuating Circumstances
In deciding whether to exercise discretion to admit an individual who has engaged in prohibited criminal activity, the owner/agent will consider all of the circumstances relevant to the particular admission decision, including but not limited to: the seriousness of the offending action; the effect that denial of the entire household would have on family members not involved in the criminal activity; and the extent to which the applicant has taken all reasonable steps to prevent or mitigate the criminal activity.

Additionally, when specifically considering whether to deny admission for illegal drug use by a household member who is no longer engaged in such activity, the owner/agent will consider whether the household member is participating in or has successfully completed a drug rehabilitation program, or has otherwise been rehabilitated successfully.

- Criminal Screening Discoveries
If the criminal background investigation indicates that the applicant does not meet the criminal screening criteria, the owner/agent will reject the applicant in accordance with HUD guidance and the owner/agent's standards for applicant rejection. Before rejecting the household, the owner/agent will compare the information provided by the applicant with the criminal history report. If the information conflicts, the owner/agent will:
 - Notify the household of the proposed action based on the information;
 - Provide a copy of the criminal history report;
 - Provide the applicant with an opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency;





Housing Authority of the City of Austin

Established in 1937

September 10, 2019

The Housing Authority of the City of Austin shared information about proposed changes to the criminal background checks for admission of new residents. The City Wide Advisory Board values the safety of all residents at HACA properties. Therefore, the City Wide Advisory Board supports HACA's proposed changes to the criminal background checks.

Jelien Voz

President of the City Wide Advisory Board

9-10-19

Date

Mary Aleshire

Cindy Lankford

Jesse Law

Gloria CHAPA

Keye A ROBERTS

Floyd Labee

Shelma Pannell

Amelia Pausan

Justia N. Jensen

Jesse R. Austin

Marcia H. Leal

Patricia Perez

Ashley Saulral

amanda jordan

Alice merida

Anna D. Davis

Blanca Resto

Ernesto Resto

Clarence Jones

Kaydian ROBERSON

BRETHELLA ROBERSON

Jim Tragan

EXHIBIT 4



AUSTIN TENANTS COUNCIL

Safe • Decent • Fair • Housing for All

1124 S. IH 35
Austin, TX 78704

512.474.7006
housing-rights.org

Delivery: By Email

September 4, 2019

Housing Authority of the City of Austin

Attn: Vice President Pilar Sanchez/ Director Michael Roth

1124 S IH 35

Austin, TX 78704

Dear Ms. Sanchez and Mr. Roth:

Thank you for providing Austin Tenants Council (ATC) the opportunity to review the proposed changes to your Look Back Periods for Crimes in Tenant Selection Plans and for taking the time to meet with me to explain the rationale behind these changes. ATC's comments regarding specific elements of the plan are listed below:

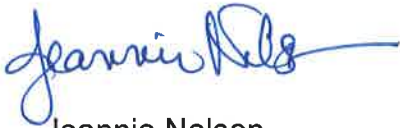
1. Registered Sex Offender-Lifetime Ban: *ATC will go on record with the opinion that this crime warrants a lifetime look back rather than a lifetime ban. This opinion is based on the significant potential for mitigating circumstances. However, we realize that this is currently a HUD mandate.*
2. Manufacture of Methamphetamines: *ATC will go on record with the opinion that this crime warrants a Lifetime Look Back rather than a Lifetime Ban. Manufacture of methamphetamines is a less serious crime than others in the Lifetime Look Back category. However, we realize that this is currently a HUD mandate.*
3. Robbery vs. Burglary: Both robbery and burglary are listed in the 7 Year Look Back section. By definition, burglary involves a person illegally entering a building in order to commit a crime while inside. Robbery is defined as someone taking something of value directly from another person by the use of force or fear. ATC believes the look back period for burglary should be shorter than the look back period for robbery. *ATC suggests a 5-year look back period for burglary.*
4. Violent/Abusive Behavior toward HACA staff: This is not a specific crime. Furthermore, ATC believes staff could evaluate this very subjectively. If a crime is committed against HACA staff, the conviction would fall into one of the other categories listed. *ATC recommends that this item be removed from the list.*
5. Burglary of a Habitation vs. Burglary: Burglary is listed in the 7 Year Look Back category, while burglary of a habitation is listed in the 4 Year Look Back

category. Burglary of a habitation carries a much stricter penalty than simple burglary. ATC believes the look back periods should similarly be different. *ATC recommends a 7-year look back for burglary of a habitation and 5 years for burglary.*

6. Pattern of Misdemeanor Possession of Marijuana: Laws across the country have begun to relax with regard to marijuana use. Furthermore, data shows significant racial bias in arrests for marijuana use. According to the American Civil Liberties Union, blacks are 3.73 times more likely than whites to be arrested for marijuana. *ATC strongly recommends that HACA remove this from the list.*

ATC understands changes to the plan have been informed by recent events at HACA properties and a resident call for action. As such, ATC hopes that HACA will provide residents the opportunity to make comment on the plan as well.

Sincerely,



Jeannie Nelson
Executive Director



Housing Authority of the City of Austin

Established in 1937

Delivery: By Email

September 11, 2019
Austin Tenants Council
Attn: Executive Director Jeannie Nelson
1124 S IH 35
Austin, TX 78704

Dear Ms. Nelson:

Thank you for providing written comment to the proposed Tenant Selection Plan changes for criminal background checks. We appreciate that you are providing us with your perspective on these issues. You made comments regarding six specific elements of the proposed policy. Below are HACA's responses to each of those comments.

1. Registered Sex Offender Lifetime Ban

ATC Comment: *ATC will go on the record with the opinion that this crime warrants a lifetime look back rather than a lifetime ban. This opinion is based on the significant potential for mitigating circumstances. However, we realize that this is currently a HUD mandate.*

HACA Response: As you noted, HUD has the requirement that registered sex offenders are not allowed to live on the property.

2. Manufacture of Methamphetamines:

ATC Comment: *ATC will go on record with the opinion that this crime warrants a Lifetime Look Back rather than a Lifetime Ban. Manufacture of methamphetamines is a less serious crime than others in the Lifetime Look Back category. However, we realize that this is currently a HUD mandate.*

HACA Response: As you noted, HUD has the requirement that individuals that have committed this crime are not allowed to live on the property.

3. Robbery vs. Burglary

ATC Comment: *Both robbery and burglary are listed in the 7 Year Look Back section. By definition, burglary involves a person illegally entering a building in order to commit a crime while inside. Robbery is defined as someone taking something of value directly from another person by the use of force or fear. ATC believes the look back period for burglary should be*

shorter than the look back period for robbery. ATC suggests a 5-year look back period for burglary.

HACA Response: Thank you for raising this issue. It led us to do some deeper research on the subject. We confirmed with the Austin Police Department that a Burglary conviction means that the individual both illegally entered a building or residence and committed a felony (theft or assault or other). For that reason, we will be placing robbery, burglary and burglary of habitation in the 7-year look back period.

4. Violent / Abusive Behavior toward HACA staff

ATC Comment: *This is not a specific crime. Furthermore, ATC believes staff could evaluate this very subjectively. If a crime is committed against HACA staff, the conviction would fall into one of the other categories listed. ATC recommends that this item be removed from the list.*

HACA Response: HACA believes that this is a valid reason for denial of admission. Residents who are bold enough to be violent or abusive toward people in positions of authority (like the property manager), are also likely to treat others in the same way. This presents a risk to staff and residents. However, HACA agrees that subjectivity could create an unequal application of this denial reason. Therefore, HACA will work to create a consistent criteria and definition for “violent or abusive behavior.”

5. Burglary of a Habitation vs. Burglary

ATC Comment: *Burglary is listed in the 7 Year Look Back category, while burglary of a habitation is listed in the 4 Year Look Back category. Burglary of a habitation carries a much stricter penalty than simple burglary. ATC believes the look back periods should similarly be different. ATC recommends a 7-year look back for burglary of a habitation and 5 years for burglary.*

HACA Comment: HACA agrees regarding the seriousness of burglary of habitation and will move it to the 7-year look back category. However, as noted above in comment number 3, HACA will also keep burglary in the 7-year look back period.

6. Pattern of Misdemeanor Possession of Marijuana

ATC Comment: *Laws across the country have begun to relax with regard to marijuana use. Furthermore, data shows significant racial bias in arrests for marijuana use. According to the American Civil Liberties Union, blacks are 3.73 times more likely than whites to be arrested for marijuana. ATC strongly recommends that HACA remove this from the list.*

HACA Comment: HACA recognizes the law changes and the historical issues of bias in application of the law. As a result, HACA significantly reduced this standard from a single instance in 4 years to a pattern of three within 5 years. In addition, HUD sent out a memo in December 2014 stating that regardless of state laws decriminalizing marijuana, Multifamily Owners are still required to deny admission to anyone determined to be using marijuana. In the eyes of the federal government, marijuana is still an illegal substance. Anyone determined to be using marijuana is not eligible for federal housing programs. Therefore, HACA will retain the denial reason for a pattern of misdemeanor possession of marijuana.

RESOLUTION NO. 02610

Approving the changes to the Tenant Selection Plans for all Project Based Rental Assistance properties

WHEREAS, the Housing Authority of the City of Austin (HACA) is required by federal regulation to establish and adopt written policies for admission to its Project Based Rental Assistance (PBRA) properties; and

WHEREAS, these written policies must be made available to the public through the Tenant Selection Plan (TSP) for each property; and

WHEREAS, HACA has invited comment on the proposed changes to the criminal background look back periods in the TSP from Texas RioGrande Legal Aid, the Austin Tenants Council and the City Wide Advisory Board of HACA residents; and

WHEREAS, the City Wide Advisory Board of HACA residents passed a resolution in support of these changes; and

WHEREAS, HACA seeks to formally adopt the proposed changes to the Tenant Selection Plans to update the criminal background screening criteria for admission to the program;

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Housing Authority of the City of Austin Board of Commissioners approves and adopts the changes to the Tenant Selection Plans for all PBRA properties accordingly on this 19th day of September 2019.

PASSED, APPROVED AND ADOPTED this 19th day of September, 2019.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02609

**ASSISTED HOUSING
ITEM NO. 4.**

MEETING DATE: September 19, 2019

STAFF CONTACT: Lisa Garcia, Vice President of Assisted Housing

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02609: Approval of the acceptance and reallocation of 15 tenant-based Veteran Affairs Supportive Housing (VASH) Vouchers from Central Texas Council of Governments (CTCOG) to the Housing Authority of the City of Austin (HACA)

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

Motion to approve Resolution No. 02609 to accept the reallocation of 15 tenant-based VASH Vouchers from Central Texas Council of Governments (CTCOG) to the Housing Authority of the City of Austin.

SUMMARY

Background:

Central Texas Council of Governments (CTCOG) has agreed to transfer 15 tenant-based VASH Vouchers to the Housing Authority of the City of Austin (HACA) due to under utilization in the Temple area and an emergent need to provide affordable housing to homeless Veterans in the Austin area.

Process:

CTCOG's Board of Commissioners need to approve the transfer of 15 VASH Vouchers to HACA and HACA's Board of Commissioners need to approve the acceptance of the 15 VASH Vouchers.

Both approved Resolutions will be submitted to the Department of Housing and Urban Development to approve the re-allocation of 15 tenant-based VASH vouchers from CTCOG to HACA.

Staff Recommendation:

HACA should agree to accept the transfer of 15 VASH vouchers from CTCOG.

RESOLUTION NO. 02609

WHEREAS, Central Texas Council of Governments (CTCOG) has agreed to transfer 15 tenant-based VASH Vouchers to the Housing Authority of the City of Austin (HACA) due to under utilization in the Temple area and an emergent need to provide affordable housing to homeless Veterans in the Austin area.

WHEREAS, CTCOG's Board of Commissioners need to approve the transfer of 15 VASH Vouchers to HACA and HACA's Board of Commissioners needs to approve the acceptance of the 15 VASH Vouchers.

WHEREAS, Both approved Resolutions will be submitted to the Department of Housing and Urban Development to approve the re-allocation of 15 tenant-based VASH vouchers from CTCOG to HACA.

NOW, THEREFORE BE IT RESOLVED, upon approval by CTCOG's Board of Commissioners to transfer the 15 VASH vouchers and HUD's approval to reallocate 15 VASH vouchers to HACA, the Housing Authority of the City of Austin's Board of Commissioners approves the acceptance of the reallocation of 15 tenant-based VASH Vouchers from the Central Texas Council of Governments (CTCOG).

PASSED, APPROVED, AND ADOPTED this 19th day of September, 2019.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
RENTAL ASSISTANCE DEMONSTRATION
ITEM NO. 5.

MEETING DATE: September 19, 2019

STAFF CONTACT: Ann Gass, Director of RAD

ITEM TITLE: Update on HACA's Rental Assistance Demonstration Program

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

No action is being requested. Staff will provide an update to the Board regarding progress with HACA's Rental Assistance Demonstration Program, ongoing construction and rehabilitation of units in HACA's public housing portfolio, and implications for residents and the broader community.

HOUSING AUTHORITY OF THE CITY OF AUSTIN
REPORT
AUSTIN AFFORDABLE HOUSING CORPORATION
ITEM NO. 6.

MEETING DATE: September 19, 2019

STAFF CONTACT: Ron Kowal, Vice President of Housing Development/Asset Mgmt

ITEM TITLE: Update on AAHC's acquisition and development programs

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

No action is being requested. Staff will provide an update on AAHC's acquisition and development programs.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02612

AUSTIN AFFORDABLE HOUSING CORPORATION

ITEM NO. 7.

MEETING DATE: September 19, 2019

STAFF CONTACT: Ron Kowal, Vice President of Housing Development/Asset Mgmt

ITEM TITLE: Presentation, Discussion, and Possible Action on Resolution No. 02612 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") to take such actions necessary or convenient to facilitate the development of SOCO II

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

Motion to approve Resolution No. 02612 authorizing actions necessary or convenient to facilitate the development of SOCO II.

SUMMARY

Background:

AAHC has been presented an opportunity to partner with the NRP Group to develop a property on South Congress called SOCO II. AAHC and NRP have previously partnered to develop a property called Harris Ridge in Northeast Austin and wish to further their partnership with the development of the SOCO II apartments. Once built, 50% of this property's units will target individuals and families making 80% median family income and below. Located in a high opportunity area, this property meets AAHC's goals of providing housing in proximity to jobs, schools, grocers and transit.

SOCO II will provide 270 units: 26 studios (558 sq. ft.), 141-one bedroom/one bath (633-917 sq. ft.), 97-two bedroom/two bath (1093-1273 sq. ft.), and 6-three bedroom/two bath (1363 sq. ft.). Located at 8104 South Congress Avenue, Austin, Texas 78745 (South Congress between William Cannon and Slaughter Lane). Community amenities will include a swimming pool with a gazebo and outdoor kitchen, a large clubhouse with full kitchen and business center, a 24-hour fitness center, three 24-hour laundry facilities and covered parking. The property is close to many major employers in and around the area. The property will accept Housing Choice Vouchers upon completion. The closest apartment in the AAHC portfolio currently is Urban Oaks Apartments located at 6725 Circle S Road, Austin, Texas 78745, which is 1.4 miles north.

Process:

The PFC financing structure will facilitate a lease of both the land and the improvements to a newly formed

partnership. South Congress PFC will be the landlord and lease both the land and the improvements to the partnership for 75 years. At the end of 75 years both the land and improvements will revert back to the South Congress PFC.

The property will be developed using a combination of equity from NRP and Prudential and conventional debt through Regions Bank. The anticipated close and construction start is October/November of 2019.

Staff Recommendation:

Approval of Resolution No. 02612 authorizing actions necessary or convenient to facilitate the development of SOCO II.

RESOLUTION NO. 02612

Resolution authorizing the Housing Authority of the City of Austin (the “Authority”) to take such actions necessary or convenient to facilitate the development of SOCO II, a multifamily housing development (the “Project”)

WHEREAS, the Authority has created South Congress Public Facility Corporation (“PFC”) to assist in the development of the multifamily housing development comprising the Project;

WHEREAS, the Authority desires for the PFC to purchase the real property on which the Project will be constructed (the “Land”) from South Congress IVP II Apartments II (the “Partnership”) pursuant to an earnest money contract between PFC and the Partnership;

WHEREAS, the PFC will enter into a lease with the Partnership (the "Lease") granting site control of the Land to the Partnership and a regulatory agreement providing that no less than 50% of the units in the Project are made available for rental to persons of moderate income (the “Regulatory Agreement”);

WHEREAS, the PFC will serve as the non-managing member of South Congress IVP Apt II LP LLC, which is the limited partner of the Partnership and the sole member of NRP South Congress IVP II GP LLC, the general partner of the Partnership;

WHEREAS, pursuant to the terms of the Lease and the Regulatory Agreement, the Partnership is required to develop the Project in a manner so that no less than 50% of the units are made available for rental to persons of moderate income;

WHEREAS, the Partnership will obtain a loan in the approximate amount of \$34,600,000 (“Mortgage Loan”) from Regions Bank, an Alabama banking corporation (“Lender”) to finance the Project and, in connection with the making of the Mortgage Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Mortgage Loan (collectively, the “Loan Documents”);

NOW, THEREFORE, in connection with the foregoing, the Board of Commissioners hereby adopts the following resolutions:

BE IT RESOLVED, that the Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, leases, company agreements, documents and other writings, including the Loan Documents (collectively the "Agreements") the Chief Executive Officer or his designee shall deem to be necessary or desirable in the consummation of the transactions and the formation of the entities herein contemplated;

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Chief Executive Officer of the Authority or his designee, in connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Chief Executive Officer and his designee are hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Chief Executive Officer or his designee shall deem to be necessary or

desirable, and all acts heretofore taken by the Chief Executive Officer and his designee to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

This resolution shall be in full force and effect from and upon its adoption.

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PASSED, APPROVED, and ADOPTED this 19th day of September, 2019.

ATTEST:

Carl S. Richie, Jr., Chairperson

Michael G. Gerber, Secretary