

Effective March 16, 2020 Governor Gregg Abbott authorized the temporary suspension of some of the statutory provisions of the Texas Open Meetings Law This Meeting of the Board of Trustees of the San Antonio Housing Trust Foundation, Inc is being held pursuant to this authorization and will limit face-to-face meetings to slow the spread of the Corona Virus (COVID19). See attached Open Meeting Laws Subject to Temporary Suspension

AGENDA

A meeting of the SAN ANTONIO HOUSING TRUST FOUNDATION, INC BOARD OF DIRECTORS will be held on Friday, January 22, 2021 beginning at 12:30 p.m., via video and teleconference to consider the following matters:

NOTICE: *This board meeting will be held via Zoom. Members of the public may access this meeting by the free of charge video conference link by logging into the Zoom website –*

<https://us02web.zoom.us/j/81543248966?pwd=WFFrZDRyMHFiVW5kYU50VS9ueGErdz09>

or dial in number 1 346 248 7799 Meeting ID: 815 4324 8966 Passcode: 010365 no more than 15 minutes before the meeting. An electronic copy of the agenda packet may be accessed at the San Antonio Housing Trust website under the CALENDAR/Board Meeting date page prior to the meeting.

NOTICE: *This meeting of the Board of the San Antonio Housing Trust Foundation, being held for the reasons listed below, is authorized in accordance with the Texas Government Code, Sections 551.001 - 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of the Executive Director. Closed meeting, if required, is authorized by the statute and will be conducted prior to the conclusion of the meeting. If, during the course of the meeting, any discussion of any item listed on the agenda should be held in closed meeting, the Board will convene in such closed meeting in accordance with Texas Government Code Sections 551.071 - 551.084. The Board may take action in the open portion of the meeting on items discussed in the closed meeting. The Board will consider, discuss, and take appropriate action regarding the following items.*

1. Call to Order and Roll Call
2. Approval of Board Meeting Minutes for September 16, 2020
3. Citizens to be heard – Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters; a total of 15 minutes will be provided.
4. Treasurer's Report for December 2020
5. Briefing, discussion, and possible action to authorize execution of a Professional Services Agreement with Komet Marketing Communication and resolution regarding the same.
6. Briefing, discussion, and possible action regarding funding criteria and subsequent issuance of Joint Notice of Funding Announcement and Request for Applications; and authorization to up to \$2,100,000 to be made available from San Antonio Housing Trust Foundation funds.
7. Executive Session pursuant to 551.071, 551.072, 551.074 of the Texas Government Code (Consultation with attorney on personnel, contracts, real estate and litigation matters may be discussed)

ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED ON IN OPEN SESSION

8. Adjournment

SAN ANTONIO HOUSING TRUST FOUNDATION
2021 BOARD OF DIRECTORS
MINUTES

DATE: Wednesday, September 16, 2020

TIME AND PLACE: 1:00 p.m.; Zoom meeting

PRESENT: Celina Peña, Paul DeManche, John Whitsett, Hilliard Galloway, John Harris and Estrella Garcia-Diaz

ABSENT: Frankie Gonzales Wolfe and Erica Martínez

STAFF MEMBERS: Pedro Alanis- Executive Director; Nicole Collazo- Assistant Director, Maria Bradley- Senior Administrative Assistant and Robert Wilson, Attorney

VISITORS: Benjamin Vergil- District 1; Beau Anderson- District 8

1. CALL TO ORDER AND ROLL CALL: The meeting was called to order at 1:07p.m.
2. APPROVAL OF BOARD MEETING MINUTES FOR AUGUST 12, 2020.

Director John Whitsett motioned, and Director Erica Martinez seconded to accept the meeting minutes as presented.

MOTION CARRIED 6-0

3. CITIZENS TO BE HEARD-INTERESTED SPEAKERS WILL HAVE 3 MINUTES EACH TO ADDRESS THE BOARD ON AGENDA ITEMS OR HOUSING POLICY RELATED MATTERS; A TOTAL OF 15 MINUTES WILL BE PROVIDED.

Amelia Valdez- Ms. Valdez wanted to express her concerns for residents in District 5. The residents have homes that are old and in dire need of repairs, but do not have the money to fix their homes. She spoke on how it is important to work together for our community and not to have these residents misplaced that who mostly elderly seniors.

Graciela Sanchez- Ms. Sanchez wanted to also express her concern on helping the community during this difficult time for some on the Pandemic. She would like to see Housing Trust funds help residents that need it the most to fix their home to avoid being demolished.

Susana Segura- Ms. Segura is in District 5, she is renting a home that needs A/C repairs and requires major upkeep and repairs but unfortunately there aren't any programs that can help her. She also mentioned on creating a program for first time homebuyers to encourage home ownership in the community to prevent developers from demolishing houses and building apartment complexes.

Irma Hofmann- Ms. Hofmann wanted to express the same concerns as the previous speakers. She wants to see more programs to help people that are homeless. It would be nice for the Housing Trust to help and uplift the community.

Mia Loseff- Ms. Loseff a resident in District 1 and wanted more programs to help home rehabilitation.

Micheal Taylor- Mr. Taylor wanted to express wanted to add homeownership program.

Kayla Miranda- Ms. Miranda is a SAHA resident, she wants to see programs target people that are below 50% AMI.

Terri Castillo- Ms. Castillo lives in District 5, she would like for the Housing Trust to consider distributing funds for homeownerships help perverse their homes in the Historic West side.

4. BRIEFING, DISCUSSION, AND POSSIBLE ACTION REGARDING THE FINANCE COMMITTEE RECOMMENDATION TO APPROVE THE FY 2021 SAHT BUDGET, INCLUDING OPERATIONAL AND PROGRAMMATIC POLICIES

Pete Alanis mentioned in September of each year the San Antonio Housing Trust Foundation adopts a budget for the new fiscal year beginning in October. In September of 2019, the San Antonio Housing Trust Foundation board approved a \$926,718 budget for the upcoming FY 2020. Out of that amount \$716,433 was budgeted for Foundation Operations. In FY 2021 the operating budget focused on hiring consultants to increase capacity in the areas of asset management, underwriting, grant making and compliance. The proposed budget increased by 15% from the original FY 2020 budget. It went from \$716,433 to \$826,855 for FY 2021.

Pete also spoke to the Board about programmatic priorities such as programs that assist in eviction prevention, emergency, food security, utility needs, programs for Seniors, homeowner rehabilitation, and anti-displacement programs for families. Approximately \$2,283,006 will be available to assist with these programmatic priorities.

Director Celina Peña motioned and seconded by John Whitsett to approve the Fiscal Year 2021 budget.

MOTION CARRIED 6-0

5. BRIEFING, DISCUSSION, AND POSSIBLE ACTION TO AUTHORIZE EXECUTION OF THE ANNUAL PROFESSIONAL SERVICES CONTRACT FOR FY 2021 WITH CITY OF SAN ANTONIO

Pete Alanis mentioned to the Board to remove the operational support and FY 2021 and remove the requirement for the Foundation to “Float” \$700,000 for the homebuyer assistance program. The City of San Antonio will advance City funds so the Foundation can continue to expedite payments to title company to support the Homebuyers Incentive Program.

Director Celina Peña and Director Paul seconded for the approval of the annual Professional Service Contract for Fiscal year 2021.

MOTION CARRIED 6-0

6. EXECUTIVE BRIEFING, DISCUSSION, AND POSSIBLE ACTION TO AUTHORIZE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH TCAM, AN MRI COMPANY

Pete briefed on increasing the capacity in areas of asset management, contract monitoring and underwriting services to support several multi-family projects partnered through the Public Facility Corporation and Finance Corporation in the next fiscal year.

An RFQ was released on July 8,2020. TCAM was the sole respondent. The Executive Director reviewed the proposal and negotiated the scope of work and pricing.

The budget for consulting services is at \$160,000 and TCAM is within our budget.

Director John Harris motioned and Director John Whitsett seconded give authorization to the Executive Director to negotiate and execute an agreement with TCAM.

MOTION CARRIED 6-0

7. EXECUTIVE SESSION: Pursuant to 551.071, 551.072, 551.074 of the Texas Government Code (consultation with attorney, personnel, contracts, real estate, and litigation matters may be discussed)

ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED UPON IN OPEN SESSION.

8. ADJOURNMENT- Without objection the chair adjourned the meeting at 2:04p.m.

Signed this _____ of _____, 2021

Respectfully Submitted by:

Secretary

San Antonio Housing Trust Foundation, Inc.

Agenda Item 3

Agenda Date: 01-22-21

DEPARTMENT: San Antonio Housing Trust Foundation, Inc.

SUBJECT:

Citizens to be heard [Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters; a total of 15 minutes will be provided]

Instructions to sign up for Citizens to be heard via Zoom video conference.

- To sign up for Citizens to be heard in a Zoom meeting, please send name and organization to chat box.
- You can also call 210-735-2772 to place your name on the list

SUMMARY:

This item will allow 3 minutes each for interested speakers to address the Board

Agenda Item 4

Agenda Date: 01-22-21

SUBJECT:

Treasurer's Report for December 2020.

ATTACHMENTS:

Operating Budget Report December 2020.

SAN ANTONIO HOUSING TRUST FOUNDATION
OPERATING EXPENSE AMENDED BUDGET
FY 2021

	<i>Adopted FY 2021 Budget</i>	End of December 2020	<i>FY 2021 Remaning Budget</i>	% Expended
USES				
Personnel Services				
Salaries	\$ 361,090	\$ 96,681	264,409	27%
Auto Allowance	6,000	1,615	4,385	27%
Telephone Allowance	600	162	438	27%
Taxes-Payroll	27,623	8,733	18,890	32%
Taxes-Unemployment	2,000	-	2,000	0%
Insurance - Workmen's Comp	1,100	548	552	50%
Insurance - Life	5,417	56	5,361	1%
Insurance - Health	54,000	13,708	40,292	25%
Leave Buyback	9,944	1,629	8,315	16%
Retirement Plan Exp.	43,331	3,077	40,254	7%
Travel & Training	4,000	-	4,000	0%
<i>Subtotal Personnel Services</i>	\$ 515,105	\$ 126,208	\$ 388,897	25%
Contractual Services				
Audit	\$ 16,000	\$ 2,100	13,900	13%
Contract-Bookkeeping	12,000	2,850	9,150	24%
Legal Fees	50,000	8,966	41,034	18%
Fees to Professional	160,000	(556)	160,556	0%
Maint. & Repairs	25,000	2,454	22,546	10%
Rental of Equipment & Facilities	2,000	1,008	992	50%
Telephone and Internet	3,000	741	2,259	25%
<i>Subtotal Contractual Services</i>	\$ 268,000	\$ 17,563	\$ 250,437	7%
Commodities				
Bind, print & repoducton	\$ 200	\$ -	200	0%
Mail & parecel post	1,500	227	1,273	15%
Office Supplies	5,000	1,290	3,710	26%
Utilites	7,500	1,596	5,904	21%
<i>Subtotal Commodities</i>	\$ 14,200	\$ 3,113	\$ 11,087	22%
Insurance/Other Expenditures				
Insurance - Business package	\$ 20,000	\$ 10,679	9,321	53%
Advertising	1,800	-	1,800	0%
Membership, Fees & Licenses	3,000	864	2,136	29%
Subscriptions & Dues	1,000	728	272	73%
Entertainment & food	250	-	250	0%
<i>Subtotal Insurance/Other Expenditures</i>	\$ 26,050	\$ 12,270	\$ 13,780	47%
Capital Outlay				
Equipment purchases	\$ 3,000	\$ -	3,000	0%
Furniture purchases	500	-	500	0%
<i>Subtotal Capital Outlay</i>	\$ 3,500	\$ -	\$ 3,500	0%
Total General Operating Budget	\$ 826,855	\$ 159,155	\$ 667,700	19%

San Antonio Housing Trust Foundation, Inc.

Agenda Item 5

Agenda Date: 01-22-21

SUBJECT:

Briefing, discussion, and possible action to authorize execution of a Professional Services Agreement with Komet Marketing Communications.

SUMMARY:

The Executive Director released a Request for Proposals (RFP) on December 7, 2020 requesting qualified communications and public relations firm to assist the San Antonio Housing Trust with developing a communication strategy, website and social media development, media engagement, branding, and graphic design/visualization services.

The RFP was advertised in the SA Business Journal, emailed to a list of qualified firms, and posted to our website. Staff received three qualified respondents to the RFP which was due on January 5, 2021. Staff evaluated and scored the proposals based on the criteria established in the RFP.

Staff selected San Antonio based Komet Marketing Communications, a boutique WBE Certified firm led by President and CEO, Leslie Komet Ausburn. Komet will strategically support the San Antonio Housing Trust with a cohesive communications campaign to support our affordable housing projects, programs, and initiatives. Komet has acknowledged the utmost importance of economic inclusion, racial and ethnic diversity, and a focus on underserved and vulnerable populations.

The following proposed fee schedule:

- Fees are \$2,000 per month on retainer to support communication strategy development and execution, account management, community engagement needs, media relations services, media monitoring and reporting
- Website Development, Creative Design, and Social Media services will be billed at \$125/hour

FISCAL IMPACT:

The FY 2021 Adopted Budget for Fees to Pros was budgeted for \$160,000 for an array of contractual services including securing a PR firm. The Executive Director has specifically set aside up to \$40,000 within this budget for these services. The monthly retainer shall be approximately \$16,000 for the remainder of the 8-month fiscal year. This shall provide up to \$24,000 (or 192 hours) dedicated for Website Development, Creative Design, and Social Media.

RECOMMENDATION:

Staff recommends authorizing the Executive Director to negotiate and execute a Professional Services Agreement with Komet Marketing Communications to provide Public Relations and Communications services.

San Antonio Housing Trust Foundation, Inc.

Agenda Item 6

Agenda Date: 01-22-21

Subject:

Briefing, discussion, and possible action regarding a recommendation from the Trust Assistance Oversight Committee regarding a Joint FY 2021 Notice of Funding Announcement (NOFA) for both the SAHT Foundation and the SAHT Trust Fund for a total of \$3,000,000.

Background:

The SAHT Foundation contracts with the City of San Antonio to be the managing entity for any Notice of Funding Announcements (NOFA's) for the Trust Fund as well as management of funding awards. Selection recommendations are made by the Trust Fund Board of Trustees which are provided to the San Antonio City Council for final approval. For FY 2021, the SAHT Foundation shall provide Foundation funds in a Joint NOFA with the SAHT Trust Fund through a combined Request for Application process.

Issue:

Towards this effort, the Trust Assistance Oversight Committee met to refine funding criteria within the existing policy framework established in the Trust and Foundation. The criteria include awardees meeting one of the following three programmatic goals, as well as, identifying the number and type of households the program will impact, such as the elderly, persons with physical or mental disabilities, low-income families with children, homeless, chronically ill, or other inequitably disadvantaged populations.

- Applicants must meet one of three programmatic goals and identify the underserved population.
 - A. Preserve Low Income Housing
 - B. Protect Residents
 - C. Create New Low Income Housing Opportunities
- Applicants must meet one of the following two organizational categories:
 - A. Non-profit 501(c)(3) entities including affordable housing providers, housing related charities, community-based development organizations, community housing development organizations, community development corporations, or other non-profit organizations
 - B. Social Enterprises that have affordable housing objectives in line with the program goals of the San Antonio Housing Trust. The Social Enterprise should document how it centers itself around a shared social mission while maximizing benefits to our community and the environment.
- Applications must meet income target thresholds as follows:
 - A. Single family "for sale" housing new construction programs must benefit persons or households at or below 80% of the Area Median Income based on household/family size.
 - B. Other housing programs and initiatives must benefit persons or households at or below 50% of the Area Median Income based on household/family size.

- All applications must meet household affordability thresholds as follows:
 - A. For “for-sale” single family housing, applicant shall ensure households supported by these funds are not cost burdened above a 31% front end ratio and 43% back end ratio.
 - B. For all other housing programs categories, applicant shall ensure households supported by these funds are not cost burdened above 30% housing cost to gross income.
- Applicants will also be evaluated on the duration for the Term of Affordability, preferencing longer periods of affordability.
- Applicants must demonstrate the program/project either actively prevents displacement or does not result in permanent housing displacement.
- Applicant must show a minimum 10% match, except for the Executive Directors Challenge as described below.
- San Antonio Housing Trust shall preference eligible entities that provide demographic information documenting at least 51% of board makeup and/or 51% of key leadership positions are occupied by women and persons of color, except for the Executive Directors Challenge as described below.
- San Antonio Housing Trust will utilize the City of San Antonio’s Equity Atlas to assist with making data-informed decisions to address disparities with Trust and Foundation funding.
- Programs or initiatives funded by Housing Trust funds which provide for multi-family rental housing opportunities shall not to refuse to rent residential units based solely on the renter’s source of income such as Section 8, Housing Choice Vouchers, Section 8 Veterans Affairs Supportive Housing, other rental vouchers, child support, spousal maintenance, social security and supplemental security income, emergency assistance, retirement income or any other legal form of income.

The Trust Assistance Oversight Committee recommends utilizing \$900,000 in available Trust Funds and \$2,100,000 in available Foundation Funds through a competitive Request for Application (RFA) process.

The Trust Assistance Oversight Committee recommends establishing a \$300,000 allocation from the Foundation’s contribution to the NOFA to be provided as *Executive Director’s Challenge*, which will consider only new demonstration programs, pilot programs, and other creative initiatives aimed at offering solutions to our communities most pressing housing needs. The allocation of funds would be evaluated by the Executive Director in accordance with more favorable evaluation criteria intended to provide more flexibility for these types of programs.

Recommendation out of Committee:

On January 16th, the Trust Assistance Oversight Committee approved for board consideration, the above NOFA criteria and funding level recommendations to release a Joint NOFA/Request for Applications and authorizing up to \$2,100,000 to be made available from San Antonio Housing Trust Foundation funds.