**AGENDA**

**A Regular Board Meeting for:**
**SAN ANTONIO HOUSING TRUST FOUNDATION**
**will be held at the**
**Municipal Plaza B Room**
**114 W Commerce St., San Antonio, TX 78205**
**and virtually via ZOOM:**
https://us02web.zoom.us/j/88070033634?pwd=SnRLdUR6MVhpNFp1TzlUUnhaZzhvQT09
**DIAL-IN NUMBER: 1-346-248-7799 Meeting ID: 880 7003 3634 & PASSWORD: 396957**
**on Friday, April 10, 2026, beginning at 2:00 p.m. or immediately following the adjournment of the San Antonio Housing Trust board meeting.**

**NOTICE:** *A quorum of the board of directors will be physically located at **114 W Commerce St. San Antonio, TX 78205** at 2:00 p.m. One or more of the Directors may attend this meeting by video conference pursuant to the requirements set forth in the Texas Open Meetings Act. 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, 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.*

1. Call to Order and Roll Call
2. Discussion and possible action to approve minutes of **February 20, 2026, and March 7, 2026.**
3. **Public Comment** – Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters.
4. Briefing, discussion, and possible action to ratify the **elected officers** in accordance with the Foundation's bylaws.
5. Briefing, discussion, and possible action to approve updated **Procurement Policies**.
6. Briefing, discussion and possible action to approve a resolution authorizing an amendment to the San Antonio Housing Trust Foundation Fiscal Year **2026 Foundation Operating and Capital Budget**.
7. Adjournment.

Executive Session. The San Antonio Housing Trust reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development). *ANY ITEM*

*DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED ON IN OPEN SESSION*

Attendance by Other Elected or Appointed Officials: It is possible that members of City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or take action on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretative services must be made 48 hours prior to this meeting. Please contact Lauren B. Cardona, for concerns or requests, at (210) 735-2772.

Posted on: April 6, 2026, at 3:20 PM

**San Antonio Housing Trust Foundation**
**Agenda Item 2**

This item includes the approval of minutes from **February 20, 2026, and March 7, 2026,** meetings.

# SAN ANTONIO HOUSING TRUST FOUNDATION

2026 OFFICIAL MEETING MINUTES

**DATE: February 20, 2026**

TIME AND PLACE: The Foundation met in session at 2:12 p.m., via Zoom and in person at 114 W. Commerce St., San Antonio, TX 78205.

PRESENT: Antoinette Brumfield, Councilmember Dr. Sukh Kaur, Councilmember Edward Mungia, Eric Cooper, Jane Paccione, Councilmember Jalen McKee-Rodriguez, Mark Carmona, Christina Martinez, and Marinella Murillo

ABSENT: Councilmember Teri Castillo, Councilmember Phyllis Viagran, and Rachell Hathaway,

STAFF/VISITORS PRESENT:
Pedro Alanis- Executive Director San Antonio Housing Trust; Nicole Collazo- San Antonio Housing Trust, Lauren Bejaran Cardona- San Antonio Housing Trust; Tom Roth- Director of Development San Antonio Housing Trust; Seema Kairam- San Antonio Housing Trust; Clarissa Rodriguez- Denton Navarro Rocha Bernal & Zech, P.C.; Summer Greathouse- Bracewell; Levi Stoneking- Bracewell; Sabine Miramontes- SEFLA Languages Interpreter; Melissa Wilson- Civic Initiatives; Dawn Rose- Civic Initiatives

**1.** CALL TO ORDER AND ROLL CALL: The meeting was called to order by Vice President Jane Paccione, and the roll was called by Michelle Barnes.

**2.** DISCUSSION AND POSSIBLE ACTION TO APPROVE MINUTES OF JANUARY 23, 2026.

MINUTES COMMISSION ACTION:
Councilmember Eric Cooper motioned, and Councilmember Mungia seconded to approve the January 23, 2026, minutes.
Ayes: 8 Nays: 0 Abstained: 0
*The motion passed.*

**3.** PUBLIC COMMENT – INTERESTED SPEAKERS WILL HAVE 3 MINUTES EACH TO ADDRESS THE BOARD ON AGENDA ITEMS OR HOUSING POLICY RELATED MATTERS.

NONE.
*No action taken.*

***4.*** Vice President Jane Paccione convened the San Antonio Housing Trust Public Facility Corporation into Executive Session at 2:17 p.m.

*Executive Session. The San Antonio Housing Trust reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development). ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED ON IN OPEN SESSION*

Executive Session adjourned at 2:54 pm. *No action taken*

**5.** ADJOURNMENT

Vice President Jane Paccione adjourned the meeting. There being no further business, the meeting was adjourned at 2:55 p.m.

**A Joint Board Retreat Workshop of the:**
**SAN ANTONIO HOUSING TRUST FOUNDATION, INC.;**
**SAN ANTONIO HOUSING TRUST;**
**SAN ANTONIO HOUSING TRUST FINANCE CORPORATION; AND**
**SAN ANTONIO HOUSING TRUST PUBLIC FACILITY CORPORATION**
**BOARD OF DIRECTORS**

**DATE: March 7, 2026**

TIME AND PLACE: The Combined Board Entities met in session at 12:10 p.m. in person at 118 N. Medina., San Antonio, TX 78207.

PRESENT FOR ALL FOUR (4) ENTITIES: Antoinette Brumfield, Councilmember Dr. Sukh Kaur, Councilmember Teri Castillo, Councilmember Edward Mungia, Eric Cooper, Jane Paccione, Councilmember Jalen McKee-Rodriguez, Mark Carmona, Christina Martinez, Jordan Ghawi, Dr. Adriana Rocha Garcia, Councilmember Phyllis Viagran, and Marinella Murillo

ABSENT: None

STAFF/VISITORS PRESENT:
Pedro Alanis- Executive Director- San Antonio Housing Trust; Nicole Collazo- San Antonio Housing Trust, Lauren Bejaran Cardona- San Antonio Housing Trust; Tom Roth- Director of Development San Antonio Housing Trust; Seema Kairam- San Antonio Housing Trust; Matias Allende- San Antonio Housing Trust; Sophia Zulich- San Antonio Housing Trust; Jessica Kuehne- San Antonio Housing Trust; John Hernandez- San Antonio Housing Trust; Michelle Barnes- San Antonio Housing Trust; Susan Snowden- Darkhorse CPA; Ashley Price- Darkhorse CPA; Clarissa Rodriguez- Denton Navarro Rocha Bernal & Zech, P.C.; Summer Greathouse- Bracewell; Levi Stoneking- Bracewell

**1.** CALL TO ORDER AND ROLL CALL: The meeting was called to order by Vice President Jane Paccione, and the roll for each of the four (4) entities was called by Michelle Barnes.

**2.** BOARD OF DIRECTORS RETREAT: The Boards received information and updates, as well as engaged in discussions regarding:

a. The organizational structure, governance, operations, programs, and projects of the four corporations, including corporate formation, governing documents, and regulatory requirements.

b. Annual reporting, construction activities, and financial status of the corporations.

c. Strategic planning discussions, including organizational strengths, opportunities, and future direction.

d. Legislative and policy overview and relevant developments affecting the corporations.

e. Governance matters, including committee assignments and scheduling of future meetings.

NONE.
*No action taken.*

**3.** CONSIDERATION AND POSSIBLE ACTION REGARDING THE ELECTION OF OFFICERS OF

THE SAN ANTONIO HOUSING TRUST FOUNDATION, INC.; SAN ANTONIO HOUSING TRUST; SAN ANTONIO HOUSIN TRUST FINANACE CORPORATION; AND SAN ANTONIO HOUSING TRUST PUBLIC FACILITY CORPORATION.

**Public Facility Corporation/Finance Corporation Officers:**

**President:** Jane Paccione (self-nominated; motion passed)

**Vice President:** Councilwoman Sukh Kaur (motion by Councilmember Castillo; second by Jordan Ghawi; passed)

**Secretary:** Jordan Ghawi (motion by Councilmember Castillo; second by Jane Paccione; passed)

**Treasurer:** Councilwoman Viagran (motion by Councilmember Castillo; second by Jane Paccione; passed)

MINUTES COMMISSION ACTION:
Councilmember Castillo motioned, and Jordan Ghawi seconded to approve the election of officers for the San Antonio Housing Trust Public Facility Corporation and San Antonio Housing Trust Finance Corporation.

Ayes: 7 Nays: 0 Abstained: 0
*The motion passed.*

**Foundation/Trust Officers:**

**President:** Jane (self-nominated; motion passed)

**Vice President:** Councilwoman Sukh Kaur (motion by Councilmember Castillo; second by Jordan Ghawi; passed)

**Secretary:** Dr. Adriana Rocha Garcia (motion by Councilmember Castillo; second by Jane Paccione; passed)

**Treasurer:** Councilwoman Viagran (motion by Councilmember Castillo; second by Jane Paccione; passed)

MINUTES COMMISSION ACTION:
Councilmember Castillo motioned, and Jane Paccione seconded to approve the election of officers for the San Antonio Housing Trust Foundation and San Antonio Housing Trust.
Ayes: 11 Nays: 0 Abstained: 0
*The motion passed.*

The Board discussed the proposed committee assignments for the Governance and Policy Committee and the Finance and Audit Committee:

i. Governance and Policy:
    1. Councilmember Teri Castillo
    2. Councilmember Jalen McKee-Rodriguez
    3. Eric Cooper
    4. Dr. Adriana Rocha Garcia
    5. Christina Martinez

ii. Finance and Audit:
    1. Councilmember Phyllis Viagran
    2. Councilmember Dr. Sukh Kaur
    3. Jordan Ghawi
    4. Antoinette Brumfield
    5. Marinella Murillo

President Jane Paccione will choose to solidify the new committee members to be announced.

**4.** Vice President Jane Paccione convened the San Antonio Housing Trust All Entities into Executive

Session at 4:40 p.m.

*Executive Session. The San Antonio Housing Trust Public Facility Corporation reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development). ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED ON IN OPEN SESSION*

Executive Session adjourned at 5:00 pm. *No action taken*

**5.** ADJOURNMENT

Vice President Jane Paccione adjourned the meeting. There being no further business, the meeting was adjourned at 5:00 p.m.

**San Antonio Housing Trust Foundation**
**Agenda Item 3**

**Public Comment**

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 Public Comment via Zoom video conference.

To sign up for Public Comment please call 210-735-2772 24 hours prior to this meeting to place your name on the list.

Los oradores interesados tendrán 3 minutos cada uno para dirigirse a la Junta sobre temas de la agenda o asuntos relacionados con la polí ca de vivienda; Se proporcionará un total de 15 minutos.

Para inscribirse en Comentario Público, llame al 210-735-2772 24 horas antes de esta reunión para incluir su nombre en la lista.

**San Antonio Housing Trust Foundation**
**Agenda Item 4**

*Presentation, discussion, and possible action to elect officers in accordance with the Foundation's bylaws.*

**Summary**
At the recent Board Retreat, Board members discussed and identified a proposed slate of officers to serve in leadership roles. While this process allowed alignment and consensus among members, the bylaws require formal approval resolution by the Board through official action.

**Bylaw Requirement**
Pursuant to the organization's bylaws, officers must be formally elected and ratified by the Board to ensure proper governance and documentation of leadership roles.

**Proposed Officer Slate**
The proposed officer slate is as follows:

- President: Jane Paccione
- Vice President: Councilwoman Sukh Kaur
- Secretary: Dr. Adriana Rocha Garcia
- Treasurer: Councilwoman Phyllis Viagran

**Staff Recommendation**
Staff recommend approval of the resolution to ratify the proposed officer slate as discussed during the Board Retreat.

**Attachment:**
Resolution

**SAN ANTONIO HOUSING TRUST FOUNDATION, INC.**

**RESOLUTION NO. F26-0410-04**

**A RESOLUTION APPROVING SAN ANTONIO HOUSING TRUST FOUNDATION ELECTION AND APPOINTMENT OF OFFICERS IN ACCORDANCE WITH FOUNDATION BYLAWS; AND ADDRESSING RELATED MATTERS**

**WHEREAS,** the San Antonio Housing Trust Foundation, Inc. (sometimes "Foundation"), as a non-profit organization, was organized, among other reasons, to support and advance affordable housing programs that serve vulnerable populations, non-profits, and social enterprises; and

**WHEREAS,** pursuant to Foundation Bylaws, the officers of President of the Board, Vice President of the Board, Secretary, and Treasurer are to be nominated and elected and by a majority of the Board; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN ANTONIO HOUSING TRUST FOUNDATION, THAT:**

**Section 1.** The above Recitals are true and correct and are a material part of this Resolution and are incorporated herein for all purposes.

**Section 2.** The Board of Directors for the San Antonio Housing Trust Foundation hereby elect the following as officers of the Foundation Board of Directors:

| | |
|---|---|
| **President** | Jane Paccione |
| **Vice-President** | Dr. Sukh Kaur |
| **Secretary** | Dr. Adriana Rocha Garcia |
| **Treasurer** | Councilwoman Phyllis Viagran |

**Section 3.** If any section, subsection, clause, phrase or provision of this Article, or any application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction to be invalid, void, or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of this Article, or any application thereof to any person or circumstance, shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

**Section 4.** That it is officially found, determined and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

**Section 5.** This Resolution shall take effect immediately from and after its passage and the publication of the caption hereof, as provided by law.

PASSED and APPROVED this the ___day of April 2026.

SIGNED:

_____
Jane Paccione, President

ATTEST:

_____
Dr. Adriana Rocha Garcia, Secretary

**San Antonio Housing Trust Foundation**
**Agenda Item 5**

*Presentation, discussion, and possible action to approve updated procurement policies.*

Staff engaged Civic Initiatives to support procurement activities, including the development and management of Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and related processes. As the San Antonio Housing Trust has continued to grow in both staffing and project activity, staff identified the need to formalize and strengthen procurement policies to better support increased operational complexity, ensure consistency, and enhance accountability.

**Background**
In June 2025, SAHT engaged Civic Initiatives to provide procurement support services and assist with the development of competitive solicitation processes. Over the past year, the organization has experienced significant growth in programs, projects, and contracting activity, resulting in a higher volume and complexity of procurements.

In response, staff requested that Civic Initiatives assist in developing updated procurement policies tailored to SAHT's evolving operational needs. The proposed policies are designed to achieve the following:

**1. Formalized Procurement Structure**
- Establishes clear procurement methods (Micro, Small Purchase, Competitive Proposal, RFQ, RFA)
- Defines when each method is required
- Introduces more structured and consistent processes across all procurements

**2. Strengthened Internal Controls**
- Clear approval thresholds and roles
- Improved separation of duties and oversight
- Enhanced documentation requirements

**3. Standardized Competitive Processes**
- Formal evaluation procedures and scoring methodologies
- Defined evaluation committee roles
- Consistent solicitation and award processes

**4. Contracting Clarity**
- Guidance on contract types (lump sum vs. time-and-expense)
- Better tracking of contract progress relative to budget and scope
- Stronger controls on amendments and change orders

**5. Increased Transparency & Accountability**
- Clear documentation requirements across procurement lifecycle
- Standardized recordkeeping practices
- Defined protest procedures and timelines

**6. Alignment with Organizational Growth**
- Policies designed to support increased development activity and funding programs

- Scalable framework to accommodate future expansion
- Improved ability to manage multiple concurrent procurements

**7. Commitment to Equity & Inclusion**

- Reinforces use of Historically Underutilized Businesses
- Encourages broader participation through structured outreach practices

| Policy Name | Description |
|---|---|
| 1. Procurement Authority and Delegation | Establishes authority levels and delegation procedures for procurement activities to help ensure efficiency, transparency, and compliance. |
| 2. Procurement Thresholds | Establishes clear and consistent guidelines for procurement thresholds to help ensure compliance with federal, state, and local law and regulations. |
| 3. Procurement Ethics | Establishes ethical standards for all employees, contractors, and agents involved in procurement activities, addressing fiscal interests, conflicts of interest, integrity, confidentiality, and public trust. |
| 4. Procurement Governance | Establishes a consistent and standardized approach to the procurement of goods, services, and works, clarifying the authority and responsibilities, to promote fairness, transparency, efficiency, integrity, and compliance. |
| 5. Procurement Methods | Establishes a framework for the use of procurement methods authorized by applicable law and policy, including competitive solicitation methods and small purchase procedures, and provides general standards for their use. |
| 6. Protest | Establishes SAHT's framework for receiving, reviewing, and resolving procurement protests in a fair, timely, and consistent manner, in accordance with applicable law, solicitation requirements, and SAHT procurement policies. |
| 7. Exceptions and Exemptions to Competitive Procurement Policy | Establishes conditions for the procurement of goods and services without competitive solicitation, resulting in the best value in the expenditure of public funds while acting in the public's best interest. |
| 8. Best Value Statement | Authorizes the use of best value procurement, where permitted, and establishes SAHT's policy for evaluating solicitation responses based on factors that support overall value and effectiveness in addition to price. |

| | |
|---|---|
| 9. Sustainability | Establishes SAHT's framework for incorporating sustainability considerations into procurement planning and contracting, where appropriate and consistent with applicable law, funding requirements, and operational needs. |
| 10. Use of Cooperative Purchasing Programs | Establishes framework for the use of cooperative purchase programs, including legal compliance, evaluation of suitability, and documentation to support efficient and cost-effective procurement. |
| 11. Federally Funded Procurement | Establishing guidelines for procuring goods and services using federal funds, to help ensure compliance with all applicable federal regulations, including Federal Uniform Guidance (2 CFR 200). |
| 12. Risk Management | Establishes a framework to identify, assess, manage, and mitigate procurement risks, while minimizing exposure to financial, operational, and reputational risks. |
| 13. Contract Terms and Conditions | Establishes standard terms and conditions for contracts, promoting effective and transparent management in compliance with laws, while providing a layer of risk mitigation. |
| 14. Contracting (Signature) Authority | Establishes SAHT's framework for designation, approval, and management of signature authority for financial accounts and legal documents, including annual review, internal controls, and documentation requirements. |
| 15. Contract Dispute / Claims | Establishes a clear and systematic approach to addressing contract disputes and claims through documented, fair, and legally compliant processes, including non-binding mediation where appropriate. |
| 16. Amendment and Change Order | Establishes a framework for reviewing, approving, and documenting contract amendments, modifications, and change orders in accordance with delegated authority and applicable requirements. |
| 17. Procurement Training | Establishes a framework for role-based procurement training for employees involved in procurement activities to support ethical purchasing, compliance, and responsible stewardship. |
| 18. Surplus Property | Establishes a framework for identifying and disposing of surplus property, including unneeded equipment and supplies, in a lawful, documented, and transparent manner. |
| 19. Vendor Onboarding & Management | Establishes SAHT's framework for vendor onboarding and vendor management, including due diligence, contract compliance, performance monitoring, and related oversight practices. |

**Recommendation:**
Staff recommends approval of the updated Procurement Policies to ensure SAHT maintains strong governance practices, supports efficient and transparent procurement, and is well-positioned to manage continued organizational growth.

**Attachment:**

I. Procurement Policies
II. Resolution

**SAN ANTONIO HOUSING TRUST FOUNDATION, INC.**

**RESOLUTION NO. F26-0410-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN ANTONIO HOUSING TRUST FOUNDATION ADOPTING AND IMPLEMENTING UPDATED PROCUREMENT POLICIES AND PROCEDURES; AND ADDRESSING RELATED MATTERS**

**WHEREAS,** the San Antonio Housing Trust Foundation, Inc. (sometimes "Foundation"), as a non-profit organization, was organized, among other reasons, to support and advance affordable housing programs that serve vulnerable populations, non-profits, and social enterprises; and

**WHEREAS,** as a recipient of public funds, the Foundation is committed to ensuring that such funds are expended in a manner that is transparent, efficient, and consistent with applicable laws and best practices, thereby maintaining responsible stewardship of public resources; and

**WHEREAS,** the Foundation has engaged Civic Initiatives to provide professional consulting services in connection with the development of comprehensive Procurement Policies, including the establishment of competitive solicitation processes, standardized evaluation procedures, and related policies and guidelines, all intended to promote the efficient expenditure of Foundation resources; and

**WHEREAS,** the Foundation finds that the establishment of Foundation Procurement Policies is necessary to better support the Foundation's operational needs by aligning the Foundation practices with best practices for nonprofit and quasi-public entities, while helping to provide clear guidance to Foundation officials and staff, vendors, and stakeholders; and

**WHEREAS,** the Foundation Board of Directors finds that adopting such Procurement Policies is in the best interest of the Foundation and will enable it to better realize its mission;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN ANTONIO HOUSING TRUST FOUNDATION, THAT:**

**Section 1.** The above Recitals are true and correct and are a material part of this Resolution and are incorporated herein for all purposes.

**Section 2.** The Procurement Policies document as included as Exhibit A to this Resolution is hereby approved and adopted for Foundation use.

**Section 3.** If any section, subsection, clause, phrase or provision of this Article, or any application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction to be invalid, void, or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of this Article, or any application thereof to any person or circumstance, shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

**Section 4.** That it is officially found, determined and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

**Section 5.** This Resolution shall take effect immediately from and after its passage and the publication of the caption hereof, as provided by law.

PASSED and APPROVED this the ___day of April 2026.

SIGNED:

_____
Jane Paccione, President

ATTEST:

_____
Dr. Adriana Rocha Garcia, Secretary

**San Antonio Housing Trust Foundation**
**Agenda Item 6**

*Briefing, discussion and possible action to approve a resolution authorizing an amendment to the Fiscal Year 2026 Foundation Operating and Capital Budgets.*

**Background**

Each fiscal year, the Executive Team conducts a mid-year review of revenues and expenditures while forecasting year-end performance to ensure alignment with Board-adopted priorities, operational needs, and programmatic goals.

In FY 2026, the San Antonio Housing Trust continues to successfully execute activity across its affiliated entities, including community engagement, pre-development activities, and expanded programmatic efforts. As a result, staff recommend amending the Operating & Capital Budgets to reflect current financial performance and growing organizational needs.

**Operating Budget Summary**

***Revenues***

Foundation operating revenues were projected at $1,494,861 at the beginning of the year. We are now projecting an increase of approximately $1,396,096 primarily driven by higher contributions from the PFC and a transfer of TEAM Program funds to the Foundation.

***Expenses***

Operating expense adjustments reflect alignment with programmatic priorities and increased organizational activity. Key changes include:

- **Payroll:** Increase of $48,239 to support a 1% COLA and pro-rata share of 2 FTE's related to Communications and Procurement.
- **Grant to Others:** Recognition of Mexican American Unity Council board-approved grant expenditure of $95,000.
- **Insurance & Facilities:** Slight decrease ($4,681) in insurance costs.
- **General Repars**: Increase in facility-related repairs at the Blanco House in the amount of $25,000 for foundation and interior sheetrock/painting.
- **Office Expenses**: Increase of $51,590 in equipment, furniture, phone, and internet related to 2 additional FTE's as well as subscriptions fees and licenses, mileage, and travel/training.
- **Audit Support:** Increases in Audit Services of $42,180 to support completion of FY 23/24 Audits and finalize FY 2025 Audit. New GAAP requirements, Single Audit requirements, and our increasing asset portfolio expanded the scope of the auditor's anticipated workloads.
- **TEAM Program:** Recognition of anticipated spending in FY 2026 of $31,500.
- **Rent:** While we are anticipating increasing overall leased office space later this year, we are redistributing the costs across from our corporations on a pro-rata basis with staff allocations. This results in a reduction of the Foundation rent expenses by $72,509.

### *Non-Operating Activity & Net Position*

Non-operating revenues are projected to decrease to $79,000 due to reduced operating interest income and funding for capital projects. The Foundation is expected to spend $1,575,388 to support capital projects (111 W. Travis) through the end of FY 2026, but $1,525,388 this is funded through the PFC as a loan and will be recovered upon closing of the 111 W. Travis project in FY 2027. The Foundation's end-of-year net position is projected to increase by $1,078,777, reflecting the impact of TEAMS program income of $1.16 million.

**Capital Budget**

The Foundation continues to play a critical role in managing early-stage project funding, including acquisition, predevelopment, site preparation, and initial operating reserves. Our 501(C)(3) status provides opportunities for grant applications associated with our housing related efforts.

***111 W. Travis - Residential***

The project is supported through a loan from the SAHT PFC to acquire and provide predevelopment and operational support to the project prior to the 9% Tax Credit execution.

***111 W. Travis - Commercial***

Due to the 9% LIHTC residential project being separated out from the commercial space, we are required to create a separate capital budget. We are proposing budgeting $50,000 from Foundation funds to support predevelopment costs such as architectural and utility exploration services. SAHT will need to create a funding plan to activate the site to meet the needs of residents in the area.

The Foundation will maintain these budgets until projects are transferred to the appropriate entity for long-term ownership and development.

**Staff Recommendation**

Approval of the FY2026 mid-year Operations and Capital Budget amendments.

**Attachment:**

I. Foundation Operational Budget
II. Foundation Capital Budget
III. Resolution

SAN ANTONIO HOUSING TRUST

**SAN ANTONIO HOUSING TRUST FOUNDATION, INC.**
FY 2026 Proposed Mid-Year Budget Amendment
Budget Amendment #F26-001

| | OPERATING BUDGET | | |
|---|---|---|---|
| | **FY 2026 Adopted Budget** | **Proposed Amendment** | **FY 2026 Amended Budget** |
| **OPERATING REVENUES** | | | |
| Grant Income | | | |
| CoSA - NHSD Sponsored Events | $ 32,500.00 | $ - | $ 32,500.00 |
| Total Grant Income | 32,500.00 | - | 32,500.00 |
| Fee Income | | | |
| SAHT Finance Corporation | 30,210.00 | (1,755.00) | 28,455.00 |
| SAHT Public Facility Corporation | 1,410,151.70 | 234,574.16 | 1,644,725.86 |
| Total Fee Income | 1,440,361.70 | 232,819.16 | 1,673,180.86 |
| Program Income | | | |
| TEAMS Program Income | - | 1,160,277.00 | 1,160,277.00 |
| Total Program Income | - | 1,160,277.00 | 1,160,277.00 |
| Sponsorship Income | - | 5,000.00 | 5,000.00 |
| Interest Income - Loans | 22,000.00 | (2,000.00) | 20,000.00 |
| **TOTAL OPERATING REVENUES** | **1,494,861.70** | **1,396,096.16** | **2,890,957.86** |
| **OPERATING EXPENSES** | | | |
| Disbursements to COSA | 40,000.00 | - | 40,000.00 |
| Grants to Others | | | |
| CoSA - NHSD Sponsored Events | 32,500.00 | - | 32,500.00 |
| Corazon Ministries | 141,750.00 | - | 141,750.00 |
| Mexican American Unity Council | - | 95,000.00 | 95,000.00 |
| Total Grants to Others | 174,250.00 | 95,000.00 | 269,250.00 |
| Insurance Expense | | | |
| Insurance - Business Owner's | 10,500.00 | (3,720.00) | 6,780.00 |
| Insurance - Crime | 1,545.00 | (189.00) | 1,356.00 |
| Insurance - Directors & Officers | 25,750.00 | (772.00) | 24,978.00 |
| Insurance - Workers Comp | 18,540.00 | - | 18,540.00 |
| Total Insurance Expense | 56,335.00 | (4,681.00) | 51,654.00 |
| Office and Administrative Expenses | | | |
| Advertising and Marketing | 2,500.00 | - | 2,500.00 |
| Bank Fees & Service Charges | 500.00 | - | 500.00 |
| Equipment Purchases | 5,000.00 | 7,500.00 | 12,500.00 |
| Furniture Purchases | 6,000.00 | 1,500.00 | 7,500.00 |
| General Maintenance & Repairs | 5,000.00 | 25,000.00 | 30,000.00 |
| Meals & Events | 8,100.00 | - | 8,100.00 |
| Mileage, Parking & Tolls | 1,500.00 | 2,700.00 | 4,200.00 |
| Office Supplies | 8,100.00 | - | 8,100.00 |
| Printing & Photocopying | 500.00 | - | 500.00 |
| Shipping & Postage | 1,200.00 | - | 1,200.00 |
| Subscriptions - Memberships & Fees | 8,500.00 | 5,300.00 | 13,800.00 |
| Subscriptions - Software Licenses | 28,000.00 | 10,400.00 | 38,400.00 |
| Telephone & Internet | 4,800.00 | 1,700.00 | 6,500.00 |
| Travel & Training | 17,300.00 | 22,490.00 | 39,790.00 |
| Total Office and Administrative Expenses | 97,000.00 | 76,590.00 | 173,590.00 |

SAN ANTONIO HOUSING TRUST

**SAN ANTONIO HOUSING TRUST FOUNDATION, INC.**
FY 2026 Proposed Mid-Year Budget Amendment
Budget Amendment #F26-001

| | OPERATING BUDGET | | |
|---|---|---|---|
| | **FY 2026 Adopted Budget** | **Proposed Amendment** | **FY 2026 Amended Budget** |
| Payroll Expenses | | | |
| Allowance - Auto | 9,000.03 | 24.72 | 9,024.75 |
| Allowance - Telephone | 900.12 | 52.77 | 952.89 |
| Bonuses | - | 3,000.00 | 3,000.00 |
| Insurance - Health | 66,500.00 | 9,333.72 | 75,833.72 |
| Insurance - Life | 7,800.00 | - | 7,800.00 |
| Payroll Tax Expense | 39,579.23 | 4,029.51 | 43,608.74 |
| Retirement Plan Expense | 57,265.80 | (7,837.20) | 49,428.60 |
| Salaries & Wages | 470,714.94 | 41,636.36 | 512,351.30 |
| Tuition Reimbursement | 2,000.00 | (2,000.00) | - |
| Total Payroll Expense | 653,760.12 | 48,239.88 | 702,000.00 |
| Professional Services | | | |
| Accounting & CFO Services | 86,433.48 | - | 86,433.48 |
| Audit Services | 25,000.00 | 42,180.00 | 67,180.00 |
| Legal Services | 25,000.00 | - | 25,000.00 |
| IT Services | 15,000.00 | - | 15,000.00 |
| Marketing & Public Relations Services | 50,000.00 | - | 50,000.00 |
| Strategic Planning Services | 8,000.00 | - | 8,000.00 |
| Web Hosting | 3,193.00 | - | 3,193.00 |
| Other Professional Services | 250,466.65 | - | 250,466.65 |
| Total Professional Services | 463,093.13 | 42,180.00 | 505,273.13 |
| Program Expenses | | | |
| Sponsorship Expense | 25,000.00 | - | 25,000.00 |
| TEAMS Program Expense | - | 31,500.00 | 31,500.00 |
| Total Program Expenses | 25,000.00 | 31,500.00 | 56,500.00 |
| Rent Expense | | | |
| Equipment Rent | 5,100.00 | - | 5,100.00 |
| Facilities Rent (Cash Basis) | 87,693.45 | (39,661.24) | 48,032.21 |
| Tenant Operating Costs (CAM) | 72,630.00 | (32,848.47) | 39,781.53 |
| Total Rent Expense | 165,423.45 | (72,509.72) | 92,913.73 |
| **TOTAL OPERATING EXPENSES** | **1,674,861.70** | **216,319.16** | **1,891,180.86** |
| **OPERATING INCOME (LOSS)** | **(180,000.00)** | **1,179,777.00** | **999,777.00** |
| Interest Income | | | |
| Interest - Investing | 36,000.00 | 21,000.00 | 57,000.00 |
| Interest - Operating | 144,000.00 | (72,000.00) | 72,000.00 |
| Total Interest Income | 180,000.00 | (51,000.00) | 129,000.00 |
| Transfers In from PFC - Capital Projects | - | 1,525,388.36 | 1,525,388.36 |
| Transfers Out - Capital Projects | - | (1,575,388.36) | (1,575,388.36) |
| **TOTAL NONOPERATING REVENUES (EXPENSES)** | **180,000.00** | **(101,000.00)** | **79,000.00** |
| **INCREASE (DECREASE) IN NET POSITION** | **$ -** | **$ 1,078,777.00** | **$ 1,078,777.00** |

**SAN ANTONIO HOUSING TRUST FOUNDATION**
FY 2026 Proposed Mid-Year Budget Amendment
Budget Amendment #F26-002

| | CAPITAL BUDGET | | | |
|---|---|---|---|---|
| | FY 2026 Adopted Budget | Proposed Amendment | FY 2026 Amended Budget | FY 2024 - 2030 Proposed Budget |
| **REVENUES** | | | | |
| Capital Contributions | | | | |
| Funded by Foundation Operations | $ - | $ 50,000.00 | $ 50,000.00 | $ 50,000.00 |
| Total Capital Contributions | - | 50,000.00 | 50,000.00 | 50,000.00 |
| **TOTAL REVENUES** | **-** | **50,000.00** | **50,000.00** | **50,000.00** |
| **EXPENSES** | | | | |
| Capital Projects | | | | |
| 111 W. Travis - Commercial | - | 50,000.00 | 50,000.00 | 50,000.00 |
| 111 W. Travis - Residential | - | 1,525,388.36 | 1,525,388.36 | 7,000,000.00 |
| Total Capital Projects | - | 1,575,388.36 | 1,575,388.36 | 7,050,000.00 |
| **TOTAL EXPENSES** | **-** | **1,575,388.36** | **1,575,388.36** | **7,050,000.00** |
| **INCOME (LOSS)** | **-** | **(1,525,388.36)** | **(1,525,388.36)** | **(7,000,000.00)** |
| **NONOPERATING REVENUES (EXPENSES)** | | | | |
| Transfers In - Public Facilities Corporation | - | 1,525,388.36 | 1,525,388.36 | 7,000,000.00 |
| **NET NONOPERATING REVENUES (EXPENSES)** | **-** | **1,525,388.36** | **1,525,388.36** | **7,000,000.00** |
| **NET INCOME** | **$ -** | **$ -** | **$ -** | **$ -** |

**FOUNDATION**
Multi-Year Capital Budget
As of March 6, 2026

| | 111 W. TRAVIS - COMMERCIAL | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Actuals To Date | Multi-Year Capital Budget | | | | | | | |
| | | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 | FY 2030 | TOTAL |
| **Funding Sources** | | | | | | | | | |
| Funded by Foundation Operations | $ - | $ - | $ - | $ 50,000.00 | $ - | $ - | $ - | $ - | $ 50,000.00 |
| **Total Funding Sources** | **$ -** | **$ -** | **$ -** | **$ 50,000.00** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 50,000.00** |
| **Capital Project Costs** | | | | | | | | | |
| Pre-Development Costs | $ - | $ - | $ - | $ 50,000.00 | | | $ - | $ - | $ 50,000.00 |
| **Total Capital Project Costs** | **$ -** | **$ -** | **$ -** | **$ 50,000.00** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 50,000.00** |

**FOUNDATION**
Multi-Year Capital Budget
As of March 6, 2026

| | 111 W. TRAVIS - RESIDENTIAL | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Actuals | Multi-Year Capital Budget | | | | | | | |
| | To Date | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 | FY 2030 | TOTAL |
| **Funding Sources** | | | | | | | | | |
| Loan Assigned - City of San Antonio | $ 1,700,000.00 | $ - | $ 1,700,000.00 | | | $ - | $ - | $ - | $ 1,700,000.00 |
| Loan from SAHTPFC | 3,959,167.53 | - | 3,413,611.64 | 1,525,388.36 | 361,000.00 | - | - | - | 5,300,000.00 |
| **Total Funding Sources** | **$ 5,659,167.53** | **$ -** | **$ 5,113,611.64** | **$ 1,525,388.36** | **$ 361,000.00** | **$ -** | **$ -** | **$ -** | **$ 7,000,000.00** |
| **Capital Project Costs** | | | | | | | | | |
| Acquisition Costs | $ 5,354,576.36 | $ - | $ 5,113,611.64 | $ 1,055,758.46 | $ - | $ - | $ - | $ - | $ 6,169,370.10 |
| Pre-Development Costs | 180,829.90 | - | - | 180,829.90 | - | - | - | - | 180,829.90 |
| Operational Costs | 123,761.27 | - | | 288,800.00 | 361,000.00 | | - | - | 649,800.00 |
| **Total Capital Project Costs** | **$ 5,659,167.53** | **$ -** | **$ 5,113,611.64** | **$ 1,525,388.36** | **$ 361,000.00** | **$ -** | **$ -** | **$ -** | **$ 7,000,000.00** |

**SAN ANTONIO HOUSING TRUST FOUNDATION, INC.**

**RESOLUTION F26-0410-06**

**A RESOLUTION APPROVING A BUDGET AMENDMENT FOR THE SAN ANTONIO HOUSING TRUST FOUNDATION, INC., FOR FISCAL YEAR 2026, TO REFLECT UPDATED REVENUES, EXPENDITURES, AND OPERATIONAL PRIORITIES; AND ADDRESSING RELATED MATTERS**

**WHEREAS,** on (DATE), the San Antonio Housing Trust Foundation (sometimes "Foundation") adopted its Fiscal Year 2026 Foundation Operating Budget, setting forth the revenues and expenses necessary to support and carry out its mission; and

**WHEREAS,** upon review and assessment of the actual performance against prior projections of Foundation operations, staff has determined that a budget amendment is warranted to better align expenditures with current program activity to reflect updated revenue reflections and reallocate funds based on operational needs; and

**WHEREAS,** the Foundation Board of Directors finds this budget adjustment, as more specifically provided by Exhibit A, to be in the public interest and will improve the ability of the Foundation to support the community.

**NOW THEREFORE, BE IT RESOLVED BY THE SAN ANTONIO HOUSING TRUST FOUNDATION, INC. THAT:**

**Section 1.** The above Recitals are true and correct and are a material part of this Resolution and are incorporated herein for all purposes.

**Section 2.** The Board of Directors for the San Antonio Housing Trust Foundation, Inc. does hereby approve the mid-year budget amendment as recommended by the Executive Director for Fiscal Year 2026, as more specifically indicated in Exhibit A.

**Section 3.** If any section, subsection, clause, phrase or provision of this Article, or any application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction to be invalid, void, or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of this Resolution, or any application thereof to any person or circumstance, shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

**Section 4.** This Resolution shall be cumulative of all provisions of the San Antonio Housing Trust Foundation, except where the provisions of this Resolution are in direct conflict with the provisions of such Resolution, in which event the conflicting provisions of such Resolution are hereby repealed.

**Section 5.** That it is officially found, determined and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was

given, all as required by Chapter 551, as amended, Texas Government Code.

**Section 6.** This Resolution shall take effect immediately from and after its passage and the publication of the caption hereof, as provided by law.

PASSED and APPROVED this the ___day of April 2026.

SIGNED:

_____
Jane Paccione, President

ATTEST:

_____
Dr. Adriana Rocha Garcia, Secretary