

Neighborhood Housing and Community Development Monitoring Overview



April 28, 2017

City of Austin, TX



Who We Are

Housing & Community Development

Mission of the City of Austin's Neighborhood Housing and Community Development (NHCD):

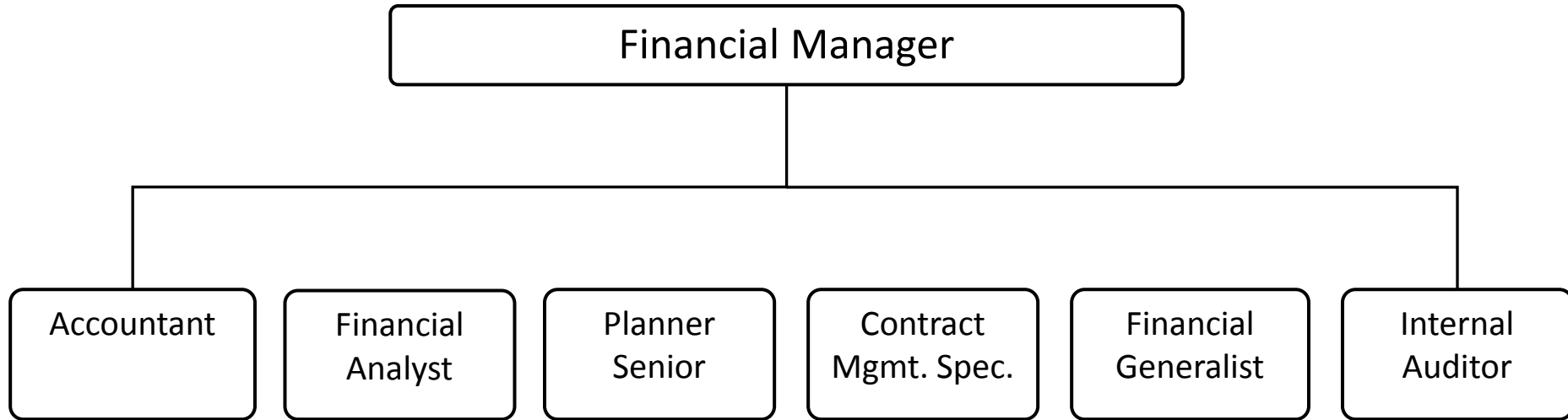
To provide housing, community development and small business development services to benefit eligible residents, so they can have access to livable neighborhoods and increase their opportunities for self-sufficiency.

Objective of the Auditing and Monitoring Team at NHCD:

To design systems, controls, processes and procedures to both ensure the accuracy of and protect the investment decisions of council.

Who We Are

Auditing and Monitoring Team



What We Do

Accounting

- Conduct accounting reconciliations, entries and financial reporting
- Prepare and review fiscal notes for RCA/RBA's

Finance

- Respond to Budget/Finance Deliverables
- Track and report performance measures, production
- Report on Federal Grants

Audit

- Serve as Liaison for all audits
- Design and test internal/audit controls
- Conduct risk assessments and desk reviews
- Design and implement business processes and procedures

Monitoring

- Oversee compliance of federal and local regulations
- Monitor subrecipient agencies, multi-family and single family projects
- Provide technical assistance and research for regulatory compliance

Types of Monitoring

- Subrecipient
 - Agencies providing grant funded services on behalf of NHCD
- Funded Multi-Family Projects
 - Projects receiving federal or local dollars
- Incentive Based Multi-Family Projects
 - Projects obtained through zoning or incentive action
- Single Family
 - Homebuyer and homeowner assistance programs for individuals

Subrecipient Monitoring

1. Scale/Population

- 12 subrecipients funded through formula/HUD grants
- Renter, Homeowner, Business and Public Service Assistance

2. Methodology/Approach

- Annual risk assessment
- Evaluate agency performance
- Review contract files against HUD checklists
- Conduct on-site review
- Provide technical guidance

Funded Multi-Family Monitoring

1. Scale/Population

- 78 development projects
- 3,506 affordable units

2. Methodology/Approach

- Annual risk assessment
- Randomly select 10% of units during review
- On-site monitoring by NHCD staff
- Physical inspections performed by Blueprint Housing Solutions (3rd party)
- Provide technical assistance

Incentive Based Multi-Family Monitoring

1. Scale/Population

- 75 projects
- 2,751 affordable units

2. Methodology/Approach

- Annual risk assessment
- Randomly select 10% of units during review
- Rent/income certifications performed by Blueprint Housing Solutions
- Provide technical guidance

Single Family Monitoring

1. Scale/Population

- 1,454 loans outstanding
- Down Payment Assistance, Homeowner Rehabilitation Loan Program

2. Methodology/Approach

- Annual risk assessment
- Review tax records, code compliance, TCAD, utility records, etc.
- Manage release of liens, loan modifications, refinancing, etc.
- Manage repayment process
- Work with City Law Department
- Provide technical guidance

Systems We Use

Compliance & Monitoring Systems of Record

Affordable Housing Inventory (AHI)

- Affordable housing tracking & reporting
- System of record for multi-family monitoring
- Affordability compliance
- Performance measurement

Application Mgmt. and Data Automation (AMANDA)

- City's development review, permitting, and inspection system
- Project tracking
- Informs Affordable Housing Inventory

Nortridge Loan System (NLS)

- Loan servicing software
- System of record for single family monitoring
- Reconciled to AIMS accounting system and notes receivable

Systems We Use

Affordable Housing Inventory (AHI)

Affordable Housing Inventory

MN08: Three-Year Monitoring Plan

Report Filter(s): Fiscal Year: 2017; Program: NHCD Program; Housing Type Rental

<----- CONTRACT ----->					<----- PROJECT ----->							
ID	Afford Unit(s)	Unit(s) To Mon	No Proj	Developer	ID	Name	Afford Unit(s)	Unit(s) to Monitor	Staff Sch FY	2017	2018	2019
2	140	14	1	Foundation Communities,	3225	M Station	140	14	2018	-	14	-
3	15	2	1	Foundation Communities,	3226	Garden Terrace Expansion	15	2	2019	-	-	2
4	12	1	1	Lifeworks	3227	LifeWorks Transitional Livi	12	1	2017	1	-	-
5	30	3	1	Mary Lee Foundation	3228	Cornerstone	30	3	2019	-	-	3
6	64	6	1	Mary Lee Foundation	3229	The Willows	64	6	2019	-	-	6
7	120	12	1	Foundation Communities,	3230	Arbor Terrace	120	12	2019	-	-	12
8	233	23	1	Foundation Communities,	3231	Sierra Vista	233	23	2017	23	-	-
9	14	1	1	Foundation Communities,	3232	Crossroads Apartments	14	1	2017	1	-	-
10	1	1	1	Guadalupe Neighborhood	3233	904 Lydia	1	1	2019	-	-	1
11	8	1	4	Guadalupe Neighborhood	3235	1216 Paul Theresa Saldan	2	0	-	-	-	-
11	8	1	4	Guadalupe Neighborhood	3236	1212 Paul Theresa Saldan	2	0	-	-	-	-
11	8	1	4	Guadalupe Neighborhood	3237	1208 Paul Theresa Saldan	2	0	-	-	-	-
11	8	1	4	Guadalupe Neighborhood	3234	1220 Paul Theresa Saldan	2	0	2017	1	-	-
Contract Total							8	1		1	-	-

Systems We Use

Affordable Housing Inventory (AHI)

Neighborhood Housing and Community Development Office

Project Details

Save & Close

Profile, Location, & NotesReference, Unit, & MFI DataDEVI & ContactsDEVI & FundingMonitoringFee Contributions

Project Name1220 Paul Theresa Saldana StreetPrivate Address1220 Paul Theresa Saldana Street

History

[New Record](#)[Delete Record](#)

ID	Projec	Fis Yr	Plan	Desk	On Site	PI	Project Stati	Attachments
198	3234	2014	1/1/2017		2/22/2017	3/31/2017	Compliant	📎(1)

Record: 1 of 1No FilterSearch

Monitoring

Last Monitoring Date3/31/2017Notes

AHI Auto-Populated Field:

Monitoring Frequency3

Next Monitoring Plan Date3/31/2020

Next Monitoring Plan FY2020

Monitoring Approval Status`Not Approved - Monitoring data can be edited`


Systems We Use

Affordable Housing Inventory (AHI)

Neighborhood Housing and Community Development Office

Monitoring Details

Save & Close

ID	198	Project ID	3234
AHI Sched Monitoring FY	2017	Staff Sched Monitoring Date	1/1/2017
Staff Sched Monitoring FY	2017	Units to Inspect and/or Monitor	1
Desk Audit Date		Project Status	Compliant
On Site Monitoring Date	2/22/2017	Physical Inspection Date	3/31/2017
On Site Monitored By	In-House	Physical Inspection By	BluePrint
On Site Monitoring Status	Compliant	Physical Inspection Status	Compliant
Supporting Documents			

Challenges We Are Addressing

Ongoing Initiatives

- NHCD is continuing to pursue changes to integrate and automate business systems to increase efficiency in tracking and reporting
- AMANDA Development Incentive Folders
- Potential NHCD-Development Services Department Business Process Changes and AMANDA Integration
- Improving monitoring systems/processes to allow for increased volume and improved productivity
- Tracking Strategic Housing Blueprint Accomplishments
- Increased reporting opportunities



**Questions, Comments,
Feedback**