

# Affordable Housing

## Tracking & Monitoring Performance

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**AUGUST 22, 2017**  
**HOUSING AND PLANNING COMMITTEE**

**PRESENTATION BY:**  
**NEIGHBORHOOD HOUSING AND COMMUNITY**  
**DEVELOPMENT DEPARTMENT**

# Summary

## Housing & Planning Committee April 2017

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### **NHCD Monitoring Process and Procedures**

#### **Scale/Population**

- Funded Projects – 78 Projects comprised of over 3,500 affordable units
  - Rent and income certifications conducted by NHCD staff
  - Property physical inspections conducted by Blueprint Housing Solutions
- Incentive Projects – 75 Projects comprised of over 2,700 affordable units
  - Rent and income certifications conducted by Blueprint Housing Solutions

#### **Methodology**

- Annual risk assessment
- 100% of projects monitored first year; minimum every 3<sup>rd</sup> year thereafter
- 10% of units reviewed during monitoring
- Technical assistance throughout affordability period

#### **System of Record**

- Affordable Housing Inventory (AHI)
  - Microsoft Access Database

# Investment Categories for increased resources for tracking/monitoring

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## **1. Third Party Contractors/Contracts with Blueprint Housing Solutions**

(Funding requirement to be identified in FY 2018-19 Business Planning process)

## **2. NHCD Staffing levels to align with expanding portfolio**

(Staff evaluation underway. Requirements to be identified in FY 2018-19 Business Planning process)

## **3. Organizational technology improvements for integration with AMANDA**

## **4. Community Partnerships for optimized data access**

(Example: Presentation by Austin CityUP)

# Requirements for Third Party Contract

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## **Blueprint Housing Solutions Contractual Services Statement of Work**

- **Contract Task 1: Property Standards Inspections**
  - Term: 1 year with two 12-month extension options (currently in year 2)
  - Amount: \$40,709 per year
  - Unit Count: Up to 600 inspections, 60 re-inspections
  - Per Unit: \$57 per inspection; \$113 per re-inspection
- **Contract Task 2: Income Eligibility and Rental Rate Verification**
  - Term: 1 year with two 12-month extension options (currently in year 1)
  - Amount: \$56,550 in year 1; \$58,000 in year 2 and 3
  - Unit Count: Up to 650 unit verifications
  - Per Unit: \$87 per verification

# AMANDA for Data Integration

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- NHCD currently utilizes the Affordable Housing Inventory (AHI), a Microsoft Access database to track and monitor its affordable housing portfolio.
- NHCD is working with Communications & Technology Management Department (CTM) to transition the current functionality of the Affordable Housing Inventory to AMANDA (\$150,000 estimated cost).
- Additionally, NHCD will be coordinating with Development Services Department to modify current DSD business processes' and leverage recently implemented AMANDA modifications to improve tracking and enforcement of affordability restrictions (\$24,000 estimated cost).

# **CITY PARTNERSHIPS PRESENTATION BY CITYUP INITIATIVE**