

# Neighborhood Housing and Community Development Monitoring Overview



March 19, 2018

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

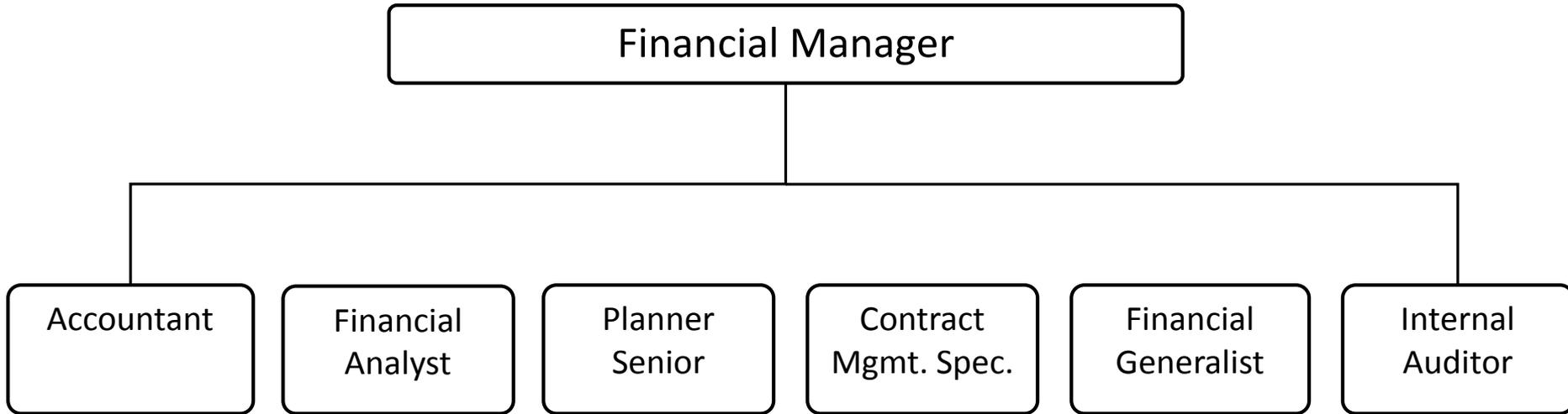
### **Objective of the Auditing and Monitoring Team at NHCD:**

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

- 128 development projects
- 4,134 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 (3<sup>rd</sup> party)
- Provide technical assistance

# Incentive Based Multi-Family Monitoring

---

## 1. Scale/Population

- 93 projects
- 3,219 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
- 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	-	-
<b>Contract Total</b>							<b>8</b>	<b>1</b>		<b>1</b>	-	-

# Systems We Use

## Affordable Housing Inventory (AHI)

Neighborhood Housing and Community Development Office

### Project Details

Save & Close

Profile, Location, & Notes | Reference, Unit, & MFI Data | DEVI & Contacts | DEVI & Funding | **Monitoring** | Fee Contributions

Project Name: 1220 Paul Theresa Saldana Street | Private Address: 1220 Paul Theresa Saldana Street

#### History

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

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

Record: 1 of 1 | No Filter | Search

#### Monitoring

Last Monitoring Date: 3/31/2017 | Notes: [Empty Box]

AHI Auto-Populated Field:

Monitoring Frequency	3
Next Monitoring Plan Date	3/31/2020
Next Monitoring Plan FY	2020

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			

# Blueprint Housing Solutions

## Third Party Contractor

---

- Contracted to perform monitoring of incentive program units and physical inspections of funded projects
- Have completed first year of physical inspections
- First year of incentive program monitoring estimated to be completed by the end of April 2018
- Technical training required as part of remediation
  - Inconclusive
  - Wrong process, no impact
  - Wrong process, impact



**Questions, Comments,  
Feedback**