

PROGRAM YEAR 2014

TRAVIS COUNTY, TEXAS

CDBG PY14

CONSOLIDATED ANNUAL  
PERFORMANCE EVALUATION  
REPORT (CAPER)

10/1/2014 TO 9/30/2015



*Public Comment Draft*

Approved by the TCCC on \_\_\_\_\_, 2015

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# Travis County, Texas CDBG PY14 CAPER

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***Community Development Block Grant (CDBG) Program***

Office of the County Executive

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**Approved by the TCCC on \_\_\_\_\_, 2015**

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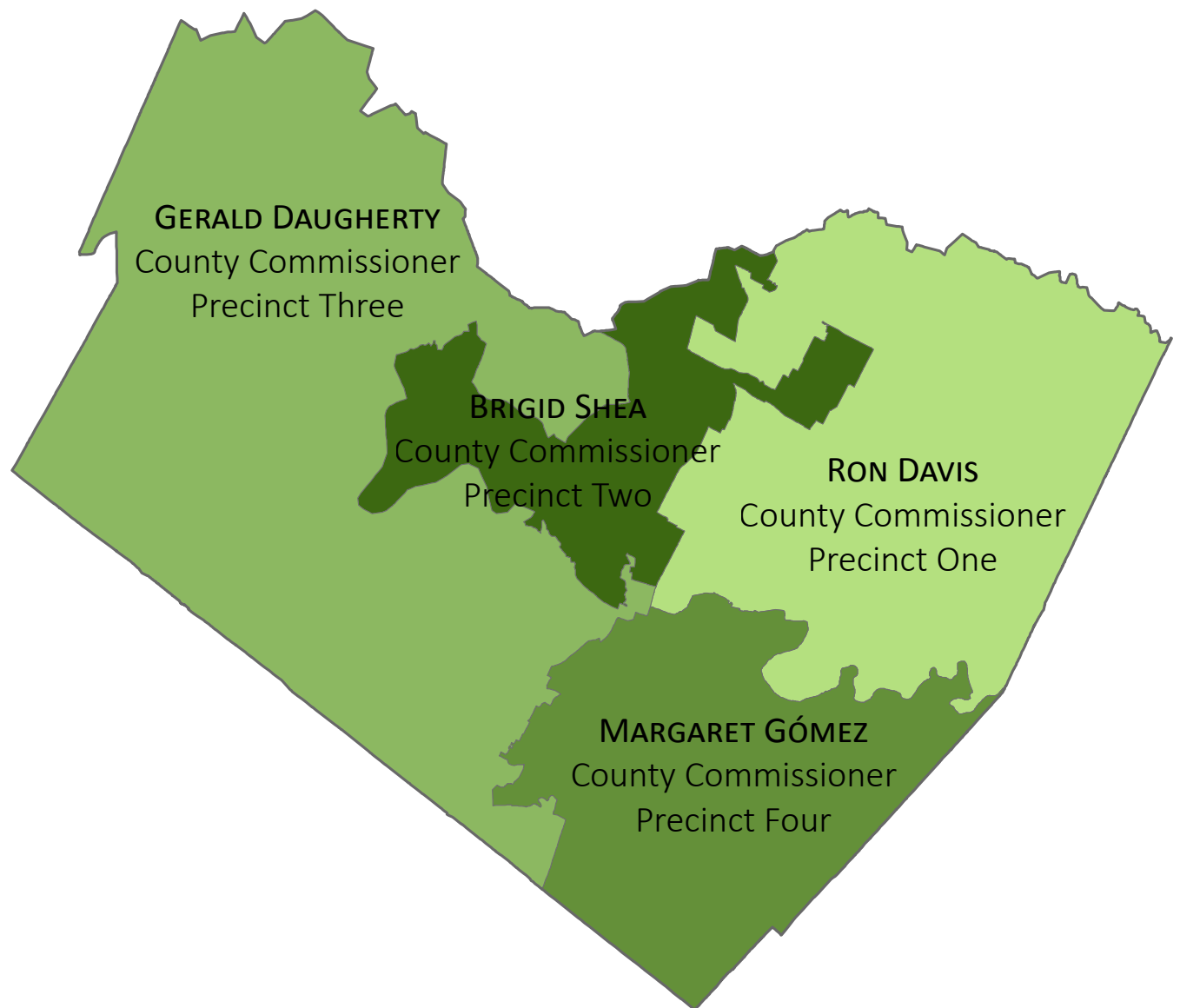
Austin, TX 78767





# Travis County, Texas COMMISSIONERS COURT

**SARAH ECKHARDT**  
Travis County Judge



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## ACRONYMS

Acronyms that may be used in this report include:

|         |                                                                                 |
|---------|---------------------------------------------------------------------------------|
| ADA     | Americans with Disabilities Act                                                 |
| AI      | Analysis of Impediments to Fair Housing Choice                                  |
| AP      | Action Plan                                                                     |
| CAPER   | Consolidated Annual Performance Evaluation Report                               |
| CDBG    | Community Development Block Grant                                               |
| CFR     | Code of Federal Regulation                                                      |
| ConPlan | Consolidated Plan (governs CDBG Programs)                                       |
| CPD     | Community Planning and Development (part of HUD)                                |
| CPP     | Citizen Participation Plan                                                      |
| EA      | Environmental Assessment                                                        |
| ESG     | Emergency Shelter Grant                                                         |
| FHA     | Federal Housing Administration (part of HUD)                                    |
| FSS     | Family Support Services (a Travis County Social Service Program)                |
| HACT    | Housing Authority of Travis County                                              |
| HHS/VS  | Travis County Department of Health and Human Service & Veteran Services         |
| HOME    | HOME Investment Partnership Program (HUD's Program)                             |
| HOPWA   | Housing Opportunities for Persons with AIDS (HUD's Program)                     |
| HTE     | Accounting Software used by Travis County                                       |
| HUD     | United States Department of Housing and Urban Development                       |
| IDIS    | Integrated Disbursement Information System (HUD's Financial Management System)) |
| LMA     | Low Mod Area of Benefit                                                         |
| LMC     | Low Mod Clientele                                                               |
| LMH     | Low Mod Housing                                                                 |
| LMI     | Low- and Moderate-Income (80% or below median household income)                 |
| LMJ     | Low Mod Jobs                                                                    |
| MFI     | Median Family Income                                                            |
| OMB     | Office of Management and Budget                                                 |
| PY      | Program Year                                                                    |
| PY14    | Program Year 2014                                                               |
| RFP     | Request for Proposals                                                           |
| RFQ     | Request for Qualifications                                                      |
| RFS     | Request for Services                                                            |
| TC      | Travis County                                                                   |
| TCHFC   | Travis County Housing Finance Corporation                                       |
| TxDOT   | Texas Department of Transportation                                              |
| TNR     | Travis County Department of Transportation and Natural Resources                |
| URA     | Uniform Relocation Act                                                          |

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## INTRODUCTION

The Community Development Block Grant (CDBG) initiative is a federal grant program administered by the U.S. Department of Housing and Urban Development (HUD). The program provides annual grants to cities and counties to carry out a variety of community development activities aimed at revitalizing neighborhoods, improving affordable housing options, and providing improved community facilities and services.

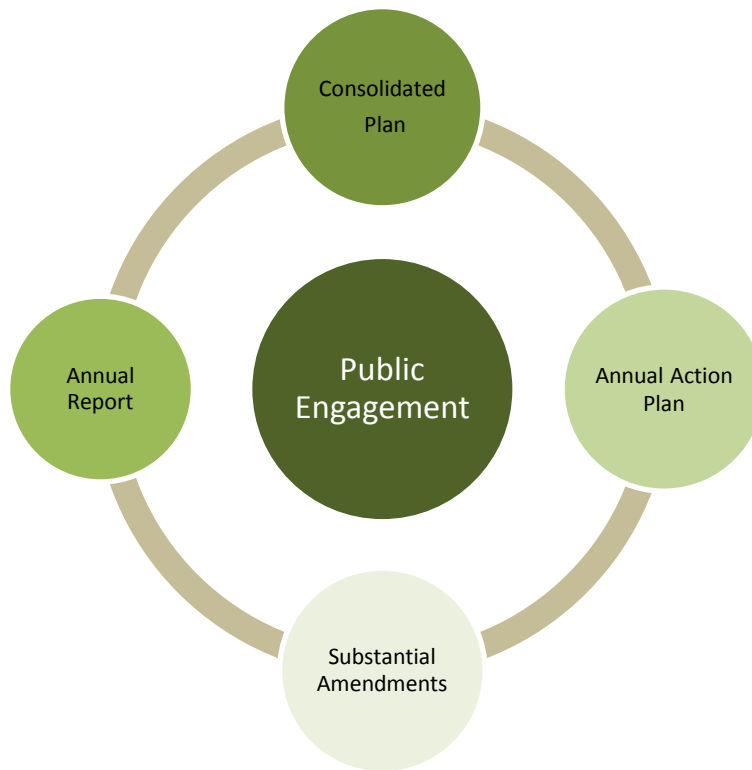
Based on its population in 2006, Travis County qualified as an urban county, a federal designation which afforded the County the opportunity to apply for CDBG funds. That year, Travis County applied for and received CDBG funds for the first time and has continued to receive funding each year through the present. The County's annual allocation is based on a HUD-designed formula that takes into account the county's population size, poverty rate, housing overcrowding, and age of housing.

Usage of CDBG funds must meet a variety of parameters set nationally by HUD and locally by the County. Federal regulation requires that a minimum of 70% of the CDBG funds focus on projects for low- to moderate-income residents. Additionally, Travis County's allocation specifically targets residents living in the unincorporated areas of the county and the Village of Webberville. Additionally, to be eligible, the activities must meet one of the following HUD national objectives:

- Benefit low- and moderate-income persons;
- Aid in the prevention or elimination of slums and blight; or
- Address other community development needs that present a serious and immediate threat to the health and welfare of the community.

The administration of the CDBG program follows a cycle that includes the drafting of a Consolidated Plan (ConPlan), an Action Plan (AP), and a Consolidated Annual Evaluation and Performance Report (CAPER). During Program Year 2014 (PY14), the program operated under the PY14-PY18 Consolidated Plan (ConPlan), which identifies the County's community and housing needs and outlines the strategies to address those needs over a five-year period from October 1, 2014 through September 30, 2019. The PY14 Action Plan defines the specific activities to be undertaken during the program year to address the priorities established in the ConPlan. A CAPER is prepared annually to assess the prior year's accomplishments.

The following figure is a simplified visual representation of the CDBG cycle. As shown, citizen participation has a central role in setting the priorities to be addressed and defining projects to tackle identified needs.

**Figure 1: CDBG Cycle**

The Travis County Health and Humans Services & Veterans Service Department (HHS/VS) is the lead agency designated by the County for the grant administration of the CDBG program and the single point of contact with HUD.

## EXECUTIVE SUMMARY

As a CDBG urban entitlement, Travis County must compile and publish a report detailing the use of CDBG funds and associated progress and accomplishments for every program year. HUD calls this annual report the Consolidated Annual Performance and Evaluation Report (CAPER). Specifically, the CAPER describes the County's CDBG housing and community development activities as well the County's overall housing and community development efforts.

The CAPER is written to provide HUD with required CDBG information and provide the public an update of the progress made in this initiative. As a result of serving two audiences, the report follows the federal reporting requirements, while also presenting information in a format meant to be easily understood by County departments, service providers, and residents.

### SUMMARY OF RESOURCES AND DISTRIBUTION OF FUNDS

The PY14 Action Plan detailed the proposed use of program funds from October 1, 2014 through September 30, 2015. Funds allocated for PY14 were used along with remaining funds from prior years. The following table details the use of funds for PY14 by project, and includes information on beneficiaries and project status.

**Figure 2: Progress of CDBG Projects as of September 30, 2015\***

| Activities                                                                                       | Expected Benefit/<br>Served in<br>PY14 | Budgeted<br>PY14 Funds | Prior Year<br>funds<br>available for<br>PY14 | Amount Spent<br>in Prior Years | Amount<br>Spent in<br>PY14 | Status                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------|----------------------------------------|------------------------|----------------------------------------------|--------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Production of New Owner Housing Units</b> Via land acquisition and infrastructure development | 0/23<br>Housing<br>Units               | \$0                    | \$4                                          | \$1,062,544.90                 | \$0                        | <b>Completed:</b> Property acquired October 2010 & July 2011. All 31 houses have been completed and are currently occupied.                                                                                                 |
| <b>Homeowner Rehabilitation</b><br>Minor home repair up to \$24,999                              | 14/ 17<br>Housing<br>Units             | \$411,836^             | \$388,181                                    | \$1,136,889                    | \$445,239                  | <b>Continuing:</b> Project was launched in 2012, and repairs were completed on seven (7) houses during that program year. During PY13 repairs were completed on 35 houses. During PY14 repairs were completed on 17 houses. |

|                                                                                                                             |         |                     |                    |                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------|---------|---------------------|--------------------|--------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Street Improvements:</b><br>Lake Oak Estates                                                                             | 126/126 | \$0                 | \$725,268          | \$171,330          | \$614,170          | <b>Completed:</b> This was a multi-year phased project. During PY12, design and the environmental study were completed. During PY13, the environmental clearance was received. Project was delayed due to an acquisition issue. All construction phases were completed in PY14.                                                                                                                                                                                                            |
| <b>Street Improvements:</b><br>Ross Road 1&2                                                                                | 3,150/0 | \$312,283           | \$0                | \$0                | \$0                | <b>Project scheduled for cancellation.</b> The Ross Road street improvement projects were originally planned to be completed during the summer of 2015. Del Valle ISD contacted TNR and indicated that the planned timeline for the project was not soon enough for their needs. To expedite the project, TNR made the decision to move forward without using CDBG funds. The project was completed without CDBG funds, and therefore requires cancellation and the reallocation of funds. |
| <b>Public Services:</b><br>Family Support Services (FFS)<br>Social Work Services Expansion<br>—Travis County HHS/VS Program | 400/170 | \$80,110            | \$0                | \$0                | \$80,110           | <b>Completed 9/30/15</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Public Services:</b><br>Fair Housing Counseling                                                                          | 68/55   | \$50,000            | \$0                | \$0                | \$21,277           | <b>Completed 9/30/15</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Administration &amp; Planning: CDBG</b>                                                                                  | N/A     | \$199,529           | \$0                | \$0                | \$145,382          | <b>Completed 9/30/15</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Total</b>                                                                                                                |         | <b>\$1,053,758^</b> | <b>\$1,113,453</b> | <b>\$2,370,764</b> | <b>\$1,306,178</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

\* Please note these numbers are estimates and may change in the final draft as final payments are made and financial close out is complete.

^This amount includes reallocated funds from prior year's project savings.

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## SUMMARY OF MAJOR ADMINISTRATIVE AND PLANNING ACTIVITIES

### Substantial Amendment to the PY14-18 Consolidated Plan and PY14 Action Plan

According to Travis County's Citizen Participation Plan as required by HUD rules, a substantial amendment is necessary if any of the changes represent:

- A change in the location or beneficiaries of a project proposed under the Consolidated Plan or Action Plan;
- A change in the scope of the project by more than 25%; or
- A change in the funding of a new project that was not originally subject.

Two approved projects for PY14 did not proceed, requiring the reallocation of \$468,010 in PY14 funds to PY14 approved alternate projects. One additional alternate project is being proposed as part of the Substantial Amendment to the PY14 Action Plan. The goals outlined in the Consolidated Plan were amended to reflect these changes and to generalize the goals to allow for flexibility in approving projects in the remaining years of the Consolidated Plan that were not originally contemplated at the time of plan drafting.

### PY15 Action Plan

During PY14, CDBG staff prepared the next program year Action Plan. The annual Action Plan specifies the activities to be undertaken with CDBG funds in the upcoming program year. Project ideas are solicited from the public, service providers, and Travis County departments. Travis County's CDBG allocation for Program Year 2015 is \$1,075,760. A minimum of 65% of the allocation must be spent on Housing and Community Development projects. Funds for Administration and Planning projects are capped at 20% and Public Services at fifteen percent.

On June 2, 2015, the Travis County Commissioners Court approved all proposed projects for PY15 funding. On June 23, 2015, the Travis County Commissioner's Court approved the draft PY15 Action Plan for public review. After a public comment period, the plan was approved by TCCC on August 5, 2015 and submitted to HUD on August 14, 2015.

### Summary of Timeliness and Past Performance

As part of the mandate from Congress, HUD is required to determine whether Community Development Block Grant (CDBG) grantees carry out their program in a timely manner. A grantee is considered to be timely if 60 days prior to the end of the grantee's program year, the balance in its line-of-credit does not exceed 1.5 times the annual grant. If the grantee exceeds the amount allowed at that 60-day mark, they are considered to be non-compliant. For Travis County, the timeliness test occurs every August. If the grantee fails to meet the timeliness requirements for two consecutive years, HUD can reduce the grant amount available for the next program year by the exact amount of the credit balance in excess of 1.5 times the annual grant.

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Throughout PY14, CDBG staff worked in conjunction with subrecipients and other Travis County departments to ensure that projects met all deadlines and funds were spent in a timely fashion. In August 2015, the Travis County met its timeliness test with a ratio of 1.46.

### **Summary of Public Engagement**

Travis County implements a citizen participation process based upon 24 CFR Part 91.105 and the Citizen Participation Plan (CPP) approved by Travis County Commissioners Court on April 11, 2006 and amended on July 20, 2010. The approved CPP identifies the strategies and structure to fully engage the community. A brief summary of public engagement activities follows. For a full description of all activities undertaken during PY14, please refer to the “Public Engagement” section of this report.



# SECTION I

## *GENERAL QUESTIONS*

## PROJECTS

### PROJECT 1. OWNER HOUSING PRODUCTION OF NEW UNITS: GILBERT LANE LAND ACQUISITION

**Activity:** Land Acquisition

**IDIS Activity Numbers:** 7 for PY06, 10 for PY07, 26 for PY08, and 33 for PY10



#### Project Description

Parcels on one large tract of land in unincorporated Travis County were acquired to build affordable single-family housing of which 17 units were dedicated to low-income families (25-50% Median Family Income (MFI)) and 14 units to moderate-income families (up to 80% MFI). Financing for the lots was available to homeowners as a 10-year forgivable loan. Single-family housing is defined as a one- to four-family residence. Public hearings were held to inform the public of the location(s) prior to the purchase of the land.

Austin Habitat for Humanity, a local nonprofit, secured funding for the construction of homes on the acquired property. A total of 31 units of affordable housing were created.

| Activity         | ConPlan Priority | Funds Sources | CDBG Funding | Leveraged Funding | CDBG funds Expended during PY14 | Total CDBG funds Expended | Amended Goal/ Actual |
|------------------|------------------|---------------|--------------|-------------------|---------------------------------|---------------------------|----------------------|
| Land Acquisition | High             | CDBG          | \$1,062,549  | \$3,310,114       | \$0                             | \$1,062,545               | 31/31 households     |

---

**Project Status and Progress-to-Date**

- Parcels of land were acquired in October 2010 and July 2011.
- Two houses were completed and occupied during PY11.
- With the closing of six houses in PY13, the PY2006 project was closed.
- During PY14, the remaining 23 houses were completed and are currently occupied, completing the project.
- In total the project created 31 new, affordable single family homes with affordability periods of a minimum of 10 years.
- A total of 129 individuals benefitted from the project.
- The project is located in a desirable development area.
- The units were built to visibility standards, City of Austin energy efficiency standards and included fire suppression systems.

**Performance Measure**

Affordability for the purpose of creating decent housing.

---

## PROJECT 2. OWNER OCCUPIED HOME REHABILITATION

**Activity:** Home Repair

**IDIS Activity Numbers:** 39 and 43 for PY06-12, 47 and 48 for PY13, 52 and 53 for PY14



### Project Description

This project funds minor home repair services for low- and moderate-income homeowners in the unincorporated areas of Travis County and the Village of Webberville. The program seeks to improve the energy efficiency, physical living conditions, and safety in owner-occupied homes and move homes towards Housing Quality Standards.

A 0% interest, 5-year, forgivable loan of up to \$24,999 with no required annual or monthly payments, is available. The loan is forgiven at a pro-rata rate of 20% for each year of home ownership. Examples of potential improvements include, but are not limited to: connections of houses to long-term viable sources of water (not part of a stand-alone infrastructure project), complementing weatherization services of other funding sources, septic tank repairs, and electrical and plumbing repairs. In the event that program income is created, it will be reinvested into the existing Home Rehabilitation project.

These funds are targeted toward homeowners at or below 80% MFI in the CDBG service area. This project is administered by Meals on Wheels and More, Inc. Some of the allocation partially funds a CDBG Planner position to complete environmental paperwork, final inspections and sign off, and any other needed project delivery related costs.

### Project Status and Progress-to-Date

- The project was launched and repairs to seven (7) homes were completed in PY12.
- During Program Year 2013 (PY13):
  - ♦ Home repairs were completed on 35 homes.

- During Program Year 2014 (PY14):
  - ◆ Home repairs were completed on 17 homes
- Of the 17 home rehabilitated during the PY14 reporting period:
  - ◆ 9 units received modifications for ADA accessibility
  - ◆ 17 units received repairs to address health and safety concerns
  - ◆ 17 units received repairs to address major system failures
  - ◆ 14 units received repairs to address energy efficiency

| Activity            | ConPlan Priority | Funds Sources | CDBG Funding                              | Leveraged Funding | CDBG funds Expended during PY14 | Total CDBG funds Expended | Amended Goal/ Actual |
|---------------------|------------------|---------------|-------------------------------------------|-------------------|---------------------------------|---------------------------|----------------------|
| Home Rehabilitation | High             | CDBG          | Prior Years: \$388,181<br>PY14: \$411,836 | \$172,680         | \$445,239*                      | \$1,582,129*              | 14/17 households     |

\*Please note these numbers are estimates and may change in the final draft as final payments are made and financial close out is complete.

## Performance Measure

Improving the quality of owner-occupied housing.

---

## PROJECT 3. LAKE OAK ESTATES STREET IMPROVEMENTS

**Activity:** Street Improvements

**IDIS Activity Numbers:** 35 for PY11, 38 for PY12, 50 for PY13



### Project Description

The Lake Oak Estates Neighborhood completed a primary survey in March 2011 and was identified as a low- to moderate- income area. The roads in the unincorporated areas of Lake Oak Estates do not meet Travis County standards; therefore, the substandard roads cannot be accepted into the Travis County road maintenance program.

The street improvement scope of work included to: 1) design services, 2) land surveying services, 3) geo-technical services, 4) drainage design services, 5) utility location and relocation coordination services, 6) environmental review and related regulatory permits, 7) acquisition of right-of-way and easements, and 8) construction.

The project included improvements to sections of Cavalier Canyon Drive, Bowling Lane, Covenant Canyon Trail, Holly Lane, and related cross streets. The first phase of the project, funded with PY11 grant funds, included: 1) design services, 2) land surveying services, 3) geo-technical services, 4) drainage design services, 5) utility location and relocation coordination services, 6) environmental review and related regulatory permits, and 7) project management time. The improvements impact 126 people, of which, 85.7% are considered low-to-moderate income based on the primary survey.

### Project Status and Progress to Date

- A Request-for-Qualifications (RFQ) process took place in PY11 and an Architectural and Engineering firm was selected to administer the design phase of the program.
- In July of 2011 a Notice to Proceed was issued to the chosen firm.

- During PY12 the Design Phase of the project and Environmental Assessment for the project were completed.
- During PY13 the environmental clearance was received. The project was delayed due to acquisition issues.
- During PY14, all construction phases of the project were completed.

| Activity            | ConPlan Priority | Funds Sources | CDBG Funding           | Leveraged Funding | CDBG funds Expended during PY14 | Total CDBG Funds Expended | Goal/ Actual   |
|---------------------|------------------|---------------|------------------------|-------------------|---------------------------------|---------------------------|----------------|
| Street Improvements | High             | CDBG          | Prior Years: \$896,598 | \$0               | \$614,170*                      | \$785,500*                | 126/126 people |

\*Please note these numbers are estimates and may change in the final draft as final payments are made and financial close out is complete.

## Performance Measure

Accessibility for the purpose of creating a suitable living environment.

## PROJECT 4. PUBLIC SERVICES SOCIAL WORK SERVICES EXPANSION

**Activity:** HHS/VS Family Support Services (FFS) Division Social Work Services Expansion

**IDIS Activity Number:** 55

### Project Description

This program is an internal Travis County Health and Humans Services & Veterans Service expansion of existing services. In PY11, the program was redesigned to increase program capacity to provide case management, information and referral, non-clinical counseling, crisis intervention, and outreach in all four precincts of the unincorporated areas. The project is targeted to individuals who are at 80% MFI or below. The project funds the equivalent of one FTE social worker who works at a Travis County HHS&VS facility; however, to reduce transportation barriers, the social worker provides the majority of service provision through home visits. Part of the funds are used for outreach events, and operating expenses, such as items necessary to provide home-based services, mileage, and training.

### Project Status and Progress-to-Date

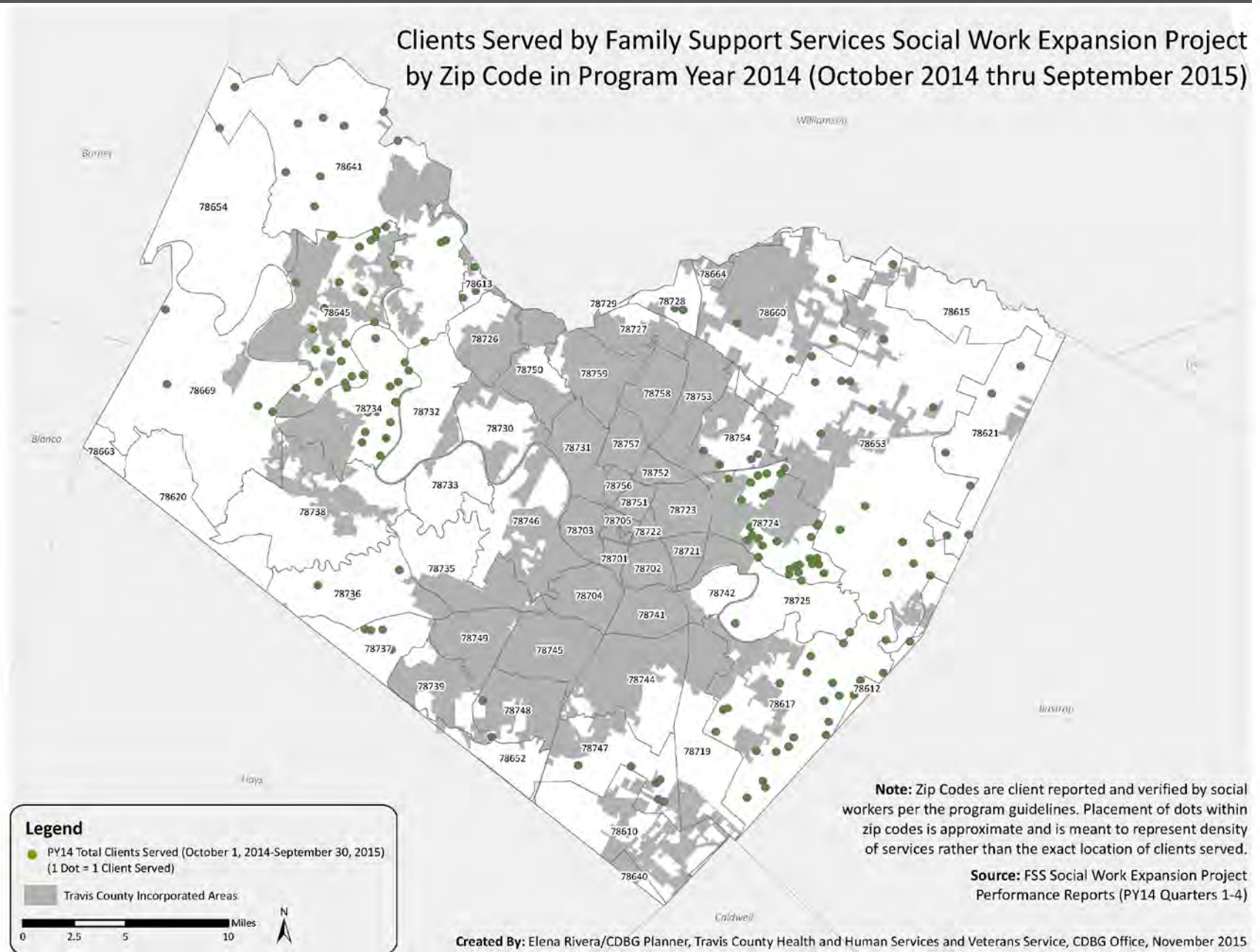
- The project served 170 people and spent all of its funding for PY14. This year, the social work staff had more intensive cases rather than the mix of information/referral and less intensive case management traditionally seen since the project's inception in 2007. This movement to more intensive case management is considered a success as it demonstrates a stronger level of client engagement necessary to address the geographic isolation occurring outside the urban core.
- During PY14, outreach to a total of 137 agencies, school districts, churches, and neighborhood associations to inform community members about the social work services available.
- 1 client received assistance through the Youth and Family Assessment Center program.
- 30 clients were assisted with Travis County or State funded rent or utility assistance programs.
- Map 1 below shows the distribution of clients served by the program in PY14.

| Activity        | ConPlan Priority | Fund Sources | CDBG Funding | Leveraged Funding                                          | CDBG Funds Expended during PY14 | Total CDBG Funds Expended | Goal/ Actual   |
|-----------------|------------------|--------------|--------------|------------------------------------------------------------|---------------------------------|---------------------------|----------------|
| Public Services | High             | CDBG         | \$80,110     | Rent and Utility Assistance:<br>\$17,555;<br>YFAC: \$2,370 | \$80,110                        | \$80,110                  | 400/170 people |

### Performance Measure

Availability for the purpose of creating a suitable living environment.

Map 1



## PROJECT 5. PUBLIC SERVICES FAIR HOUSING

**Activity:** Fair Housing Counseling

**IDIS Activity Number:** 54

### Project Description

The funds are allocated for Tenant's Rights and Fair Housing Counseling for residents of the unincorporated areas and the Village of Webberville. This program expands existing services in the unincorporated areas of the County and the Village of Webberville, and proposes to serve approximately 68 people. Tenant's Rights services include: telephone counseling and in-person mediation, as needed. Fair housing services include: fair housing counseling, fair housing complaint processing, and testing in support of an individual complainant. Additionally, part of the funds are to be used for allowable program delivery costs such as marketing and outreach. At least 51% of the recipients will be at or below 80% of the Median Family Income (MFI). Because housing discrimination occurs at all income levels, the project is allowed to serve up to 33 households above 80% MFI. Austin Tenant's Council, designated as a subrecipient, provides these services.

### Project Status and Progress-to-Date

- Outreach was made to 30 community contacts, with an additional 7 contacts made through advertising.
- 29 households received landlord/tenant counseling, benefitting a total of 55 people in the households.

| Activity        | ConPlan Priority | Fund Sources | CDBG Funding | Leveraged Funding | CDBG Funds Expended during PY14 | Total CDBG Funds Expended | Goal/ Actual |
|-----------------|------------------|--------------|--------------|-------------------|---------------------------------|---------------------------|--------------|
| Public Services | High             | CDBG         | \$50,000     | \$0               | \$21,277*                       | \$21,277*                 | 68/55 people |

\*Please note these numbers are estimates and may change in the final draft as final payments are made and financial close out is complete.

### Performance Measure

Availability for the purpose of creating a suitable living environment.

## PROJECT 6. ADMINISTRATION AND PLANNING

**Activity:** Administration

**IDIS Activity Number:** 56

### Project Description

The funds allocated for administration pay for the operating expenses associated with the grant including office supplies, training, contracted services, fair housing activities, membership, Action Plan, annual report, reporting, and other business related expenses. Additionally, the funds pay for a portion (100% and 60%) of the salaries for the two CDBG Planners (one full-time and one part-time), and a portion (25%) of the salary of a TNR Senior Engineer. These positions are responsible for project development, environmental reviews, action plan and annual report development, monitoring, and reporting and other tasks relating to administration and planning.

### Project Status and Progress-to-Date

- Staff provided significant amounts of technical assistance and training to contractors, internal departments, and subrecipients.
- A substantial amendment to the Consolidated Plan and PY14 Action Plan was passed.
- The PY13 CAPER, and PY15 Action Plan were completed on time.
- The program met its timeliness test in August 2015.
- Staff assisted the Research and Planning Department of HHS/VS in drafting two reports: Travis County Snapshot from the American Community Survey and an annual Community Impact Report.
- Staff attended community meetings for housing and homelessness and participated in the planning for the expansion of social services and executed contracts with specific performance measure to target the unincorporated areas.
- CDBG staff assisted in the convening of the Affordable Housing Policy Committee. CDBG staff participate as committee members and provide ongoing staff support to the committee.
- CDBG staff participated in the development of the RFS for Travis County Social Service Contract Housing Continuum funding to create alignment with ConPlan goals and community housing conditions, which will go out for bid in the next program year.
- CDBG staff participated in several initiatives around homelessness including serving on the Membership Council, PSH Leadership Finance Committee, and Pay for Success Feasibility Study committee.

| Activity | ConPlan Priority | Fund Sources       | CDBG Funding | Leveraged Funding | CDBG funds Expended during PY14 | Total CDBG Funds Expended | Goal/ Actual |
|----------|------------------|--------------------|--------------|-------------------|---------------------------------|---------------------------|--------------|
| Planning | High             | CDBG Travis County | \$199,529    | TBD               | \$145,382*                      | \$145,382*                | N/A          |

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\*Please note these numbers are estimates and may change in the final draft as final payments are made and financial close out is complete.

**Performance Measure**

N/A

## GEOGRAPHIC DISTRIBUTION OF PROJECTS

Travis County's CDBG program serves the unincorporated areas of the county and the Village of Webberville. The program does not have any designated target areas. Refer to the table below for specific descriptions of geographic distribution for each one of the CDBG projects. For project locations and racial and ethnic concentrations in the areas, please refer to the maps that follow.

**Figure 3: Geographic Distribution of Grant Activity for PY14**

| <b>Project</b>                                                                | <b>Location/ Census Tract</b>                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Production of New Owner Housing Units: via Land acquisition                   | Precinct 1, Census Tract: 22.05 Block Group: 4                                                                                                                                                                                                                                   |
| Street Improvements: Lake Oak Estates                                         | Precinct 4, Census Tract: 17.42, Block Group: 2                                                                                                                                                                                                                                  |
| Public Services: Family Support Services (FSS) Social Work Services Expansion | Various eligible households in the unincorporated areas of Travis County. Specifically residents in the following zip codes were served in PY14: 78612, 78613, 78617, 78621, 78641, 78645, 78653, 78654, 78660, 78669, 78724, 78725, 78728, 78734, 78736, 78737, 78747, 78754.   |
| Public Services: Fair Housing Counseling                                      | Various eligible households residing in the unincorporated areas of the County and the Village of Webberville. Specifically residents in the following zip codes were served in PY14: 78615, 78617, 78652, 78653, 78660, 78719, 78724, 78725, 78728, 78734, 78736, 78747, 78754. |
| Housing Rehabilitation                                                        | Various eligible households residing in the unincorporated areas of the County and the Village of Webberville. Specifically in the following zip codes were served in PY14: 78617, 78641, 78652, 78653, 78660, 78724, 78725, 78748, 78758.                                       |

## RACIAL AND ETHNIC COMPOSITION OF FAMILIES ASSISTED

The table below demonstrates the race and ethnicity of persons served by projects implemented during PY14.

**Figure 4: PY14 Project Beneficiaries by Race and Ethnicity**

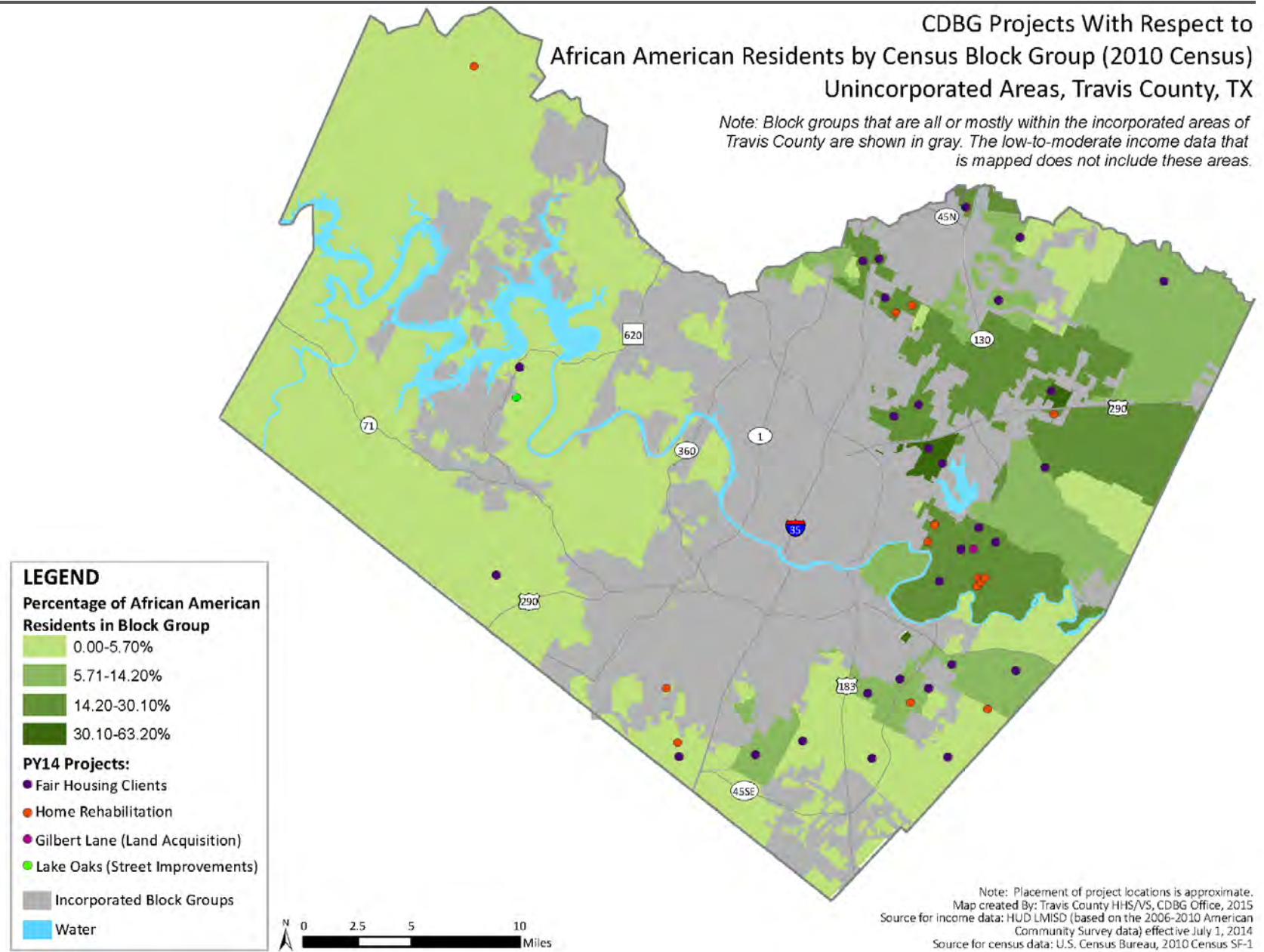
| Project                                                                      | Ethnicity |              | Race                              |                        |                           |       |                   | Total People Benefited |
|------------------------------------------------------------------------------|-----------|--------------|-----------------------------------|------------------------|---------------------------|-------|-------------------|------------------------|
|                                                                              | Hispanic  | Non-Hispanic | American Indian or Alaskan Native | Asian/Pacific Islander | Black or African American | White | Other/ Multi Race |                        |
| <b>Gilbert Lane Land Acquisition*</b>                                        | 28        | 67           | 0                                 | 6                      | 38                        | 51    | 0                 | 95                     |
| <b>Public Services, Other – FFS Services*</b>                                | 59        | 110**        | 1                                 | 1                      | 29                        | 127   | 12                | 170                    |
| <b>Public Services, Other – Landlord/Tenant and Fair Housing Counseling*</b> | 30        | 25           | 0                                 | 1                      | 13                        | 35    | 6                 | 55                     |
| <b>Street Improvements: Lake Oak Estates^</b>                                | 88        | 38           | 0                                 | 0                      | 0                         | 29    | 97                | 126                    |
| <b>Homeowner Rehabilitation*</b>                                             | 16        | 19           | 3                                 | 1                      | 9                         | 22    | 0                 | 35                     |
| <b>Administration and Planning</b>                                           | N/A       | N/A          | N/A                               | N/A                    | N/A                       | N/A   | N/A               | N/A                    |
| <b>Total</b>                                                                 | 221       | 259          | 4                                 | 9                      | 89                        | 264   | 115               | 481                    |

\*Data gathered from the PY14 performance reports submitted by service providers.

\*\*Ethnicity data not available for one client.

^Data gathered from primary survey conducted to determine project eligibility.

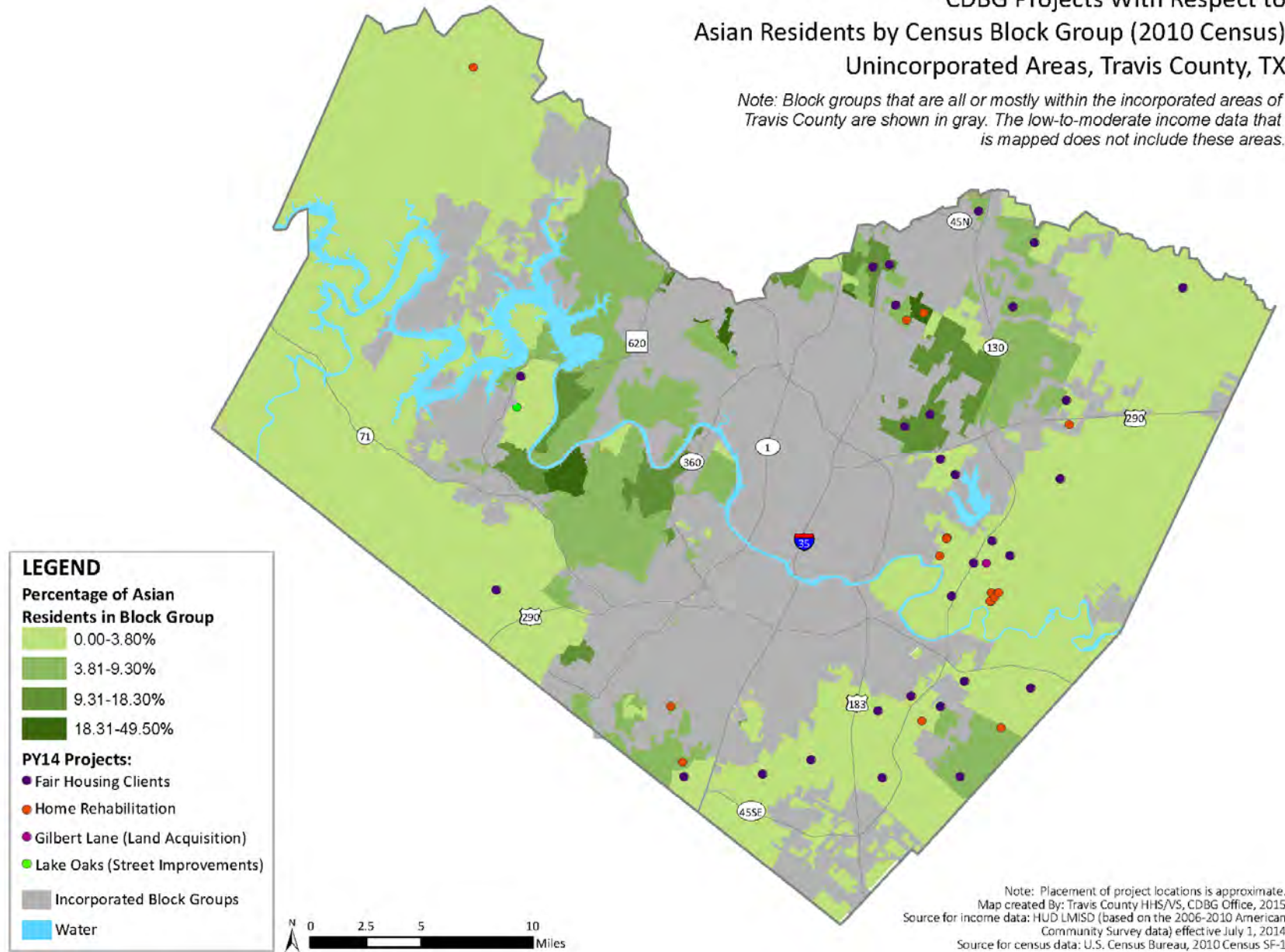
Map 2



Map 3

### CDBG Projects With Respect to Asian Residents by Census Block Group (2010 Census) Unincorporated Areas, Travis County, TX

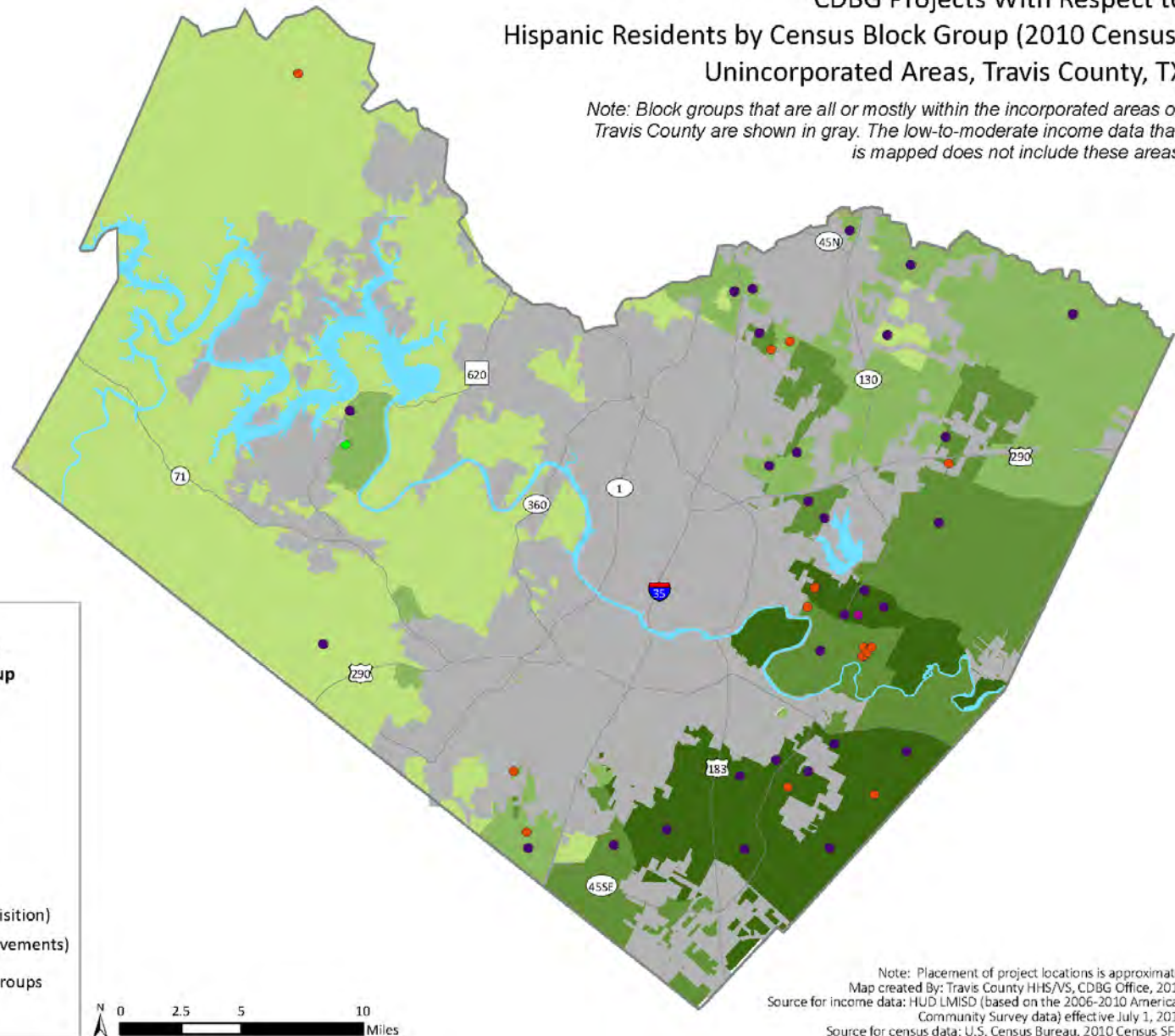
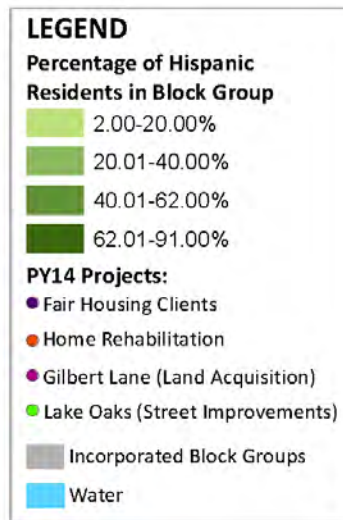
*Note: Block groups that are all or mostly within the incorporated areas of Travis County are shown in gray. The low-to-moderate income data that is mapped does not include these areas.*



Map 4

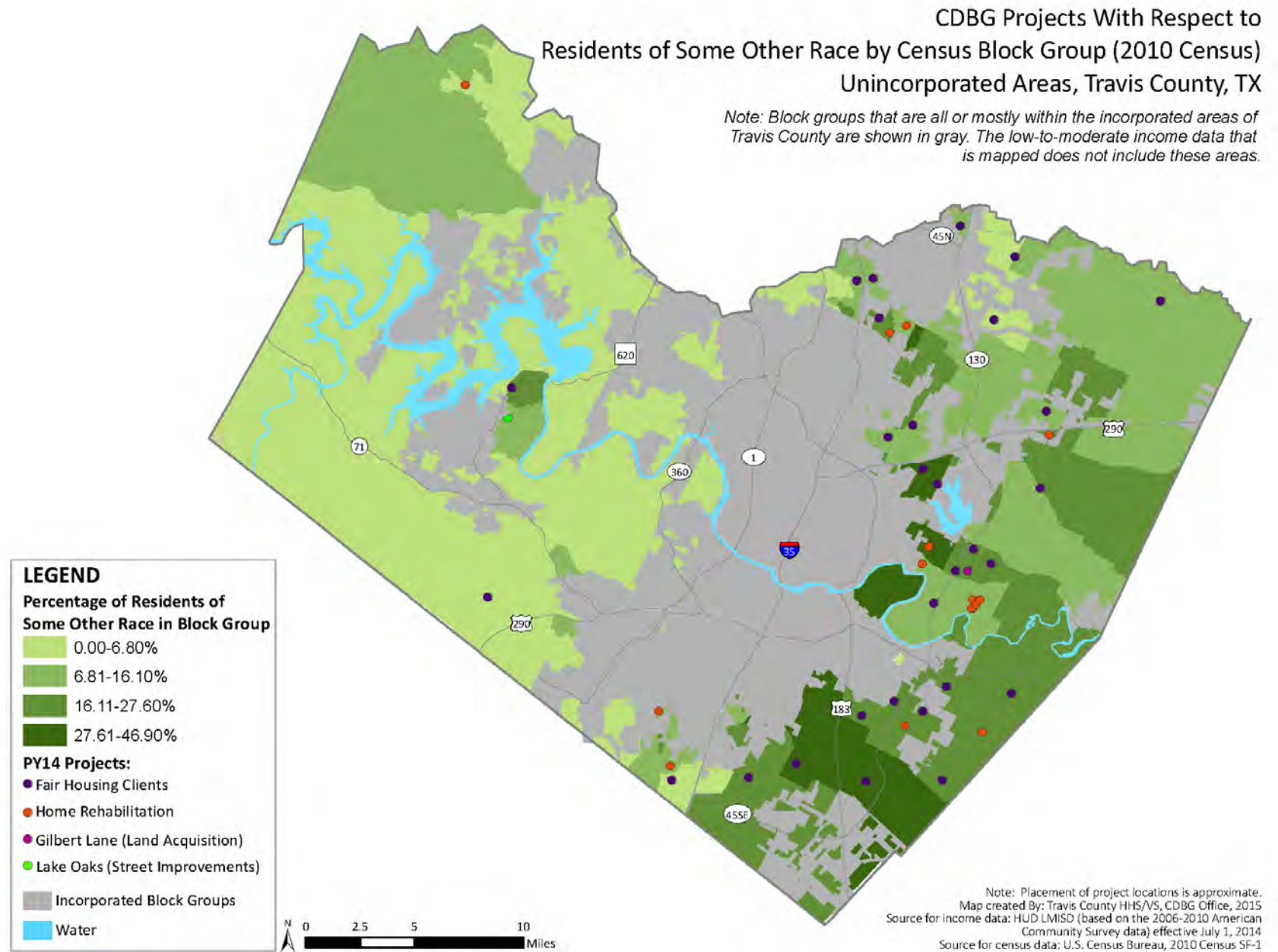
# CDBG Projects With Respect to Hispanic Residents by Census Block Group (2010 Census) Unincorporated Areas, Travis County, TX

*Note: Block groups that are all or mostly within the incorporated areas of Travis County are shown in gray. The low-to-moderate income data that is mapped does not include these areas.*



Note: Placement of project locations is approximate.  
Map created By: Travis County HHS/VS, CDBG Office, 2015  
Source for income data: HUD LMISD (based on the 2006-2010 American Community Survey data) effective July 1, 2014  
Source for census data: U.S. Census Bureau, 2010 Census SF-1

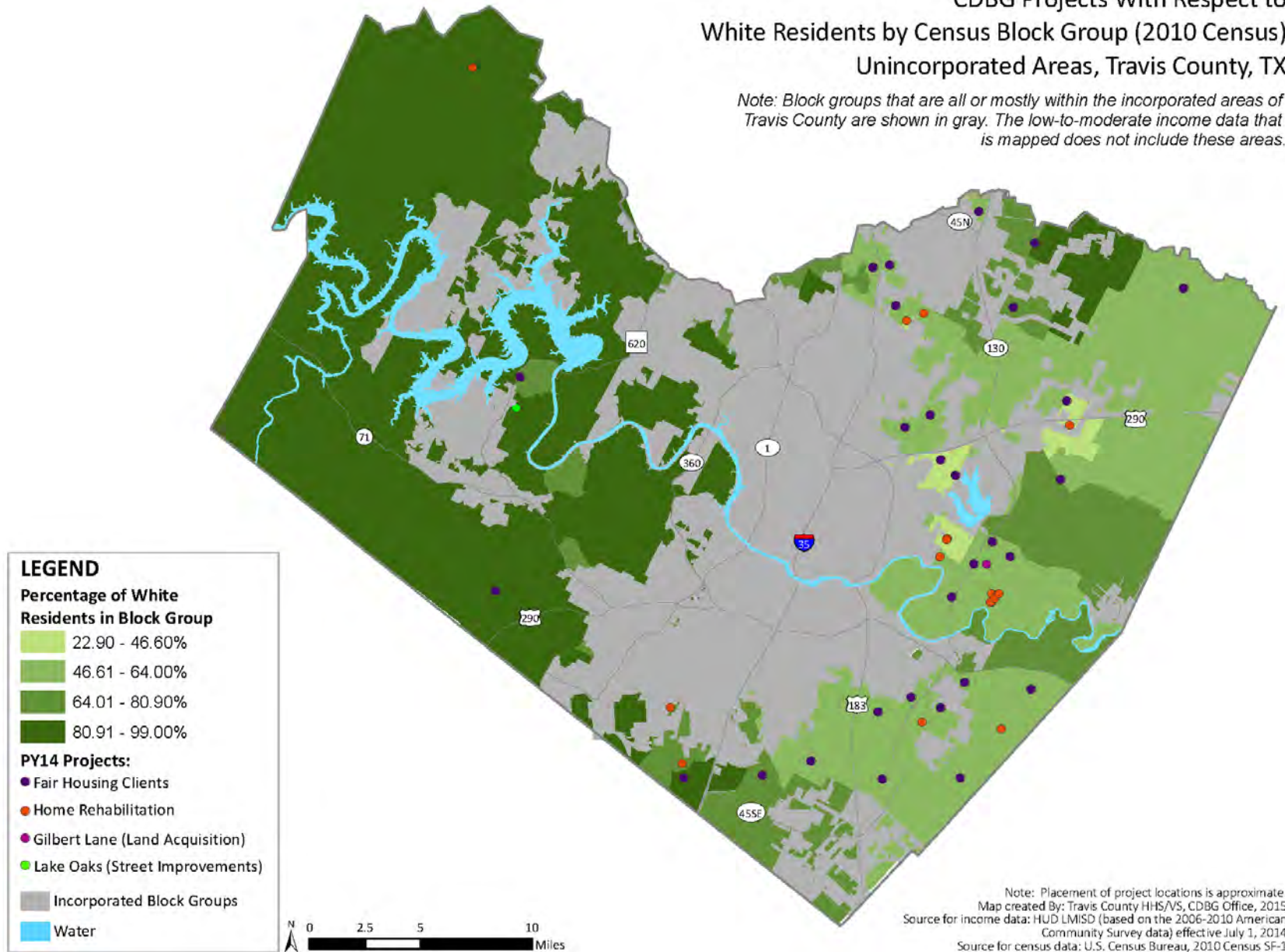
Map 5



Map 6

# CDBG Projects With Respect to White Residents by Census Block Group (2010 Census) Unincorporated Areas, Travis County, TX

*Note: Block groups that are all or mostly within the incorporated areas of Travis County are shown in gray. The low-to-moderate income data that is mapped does not include these areas.*



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## PERFORMANCE EVALUATION OF PROJECTS

### COMPLIANCE WITH CDBG NATIONAL OBJECTIVES

The use of CDBG funds requires selecting eligible projects that meet one of the three national objectives prescribed by HUD. These are:

- 1) Benefitting low/moderate income (LMI) persons;
- 2) Addressing slum or blighted areas; or
- 3) Addressing an urgent need.

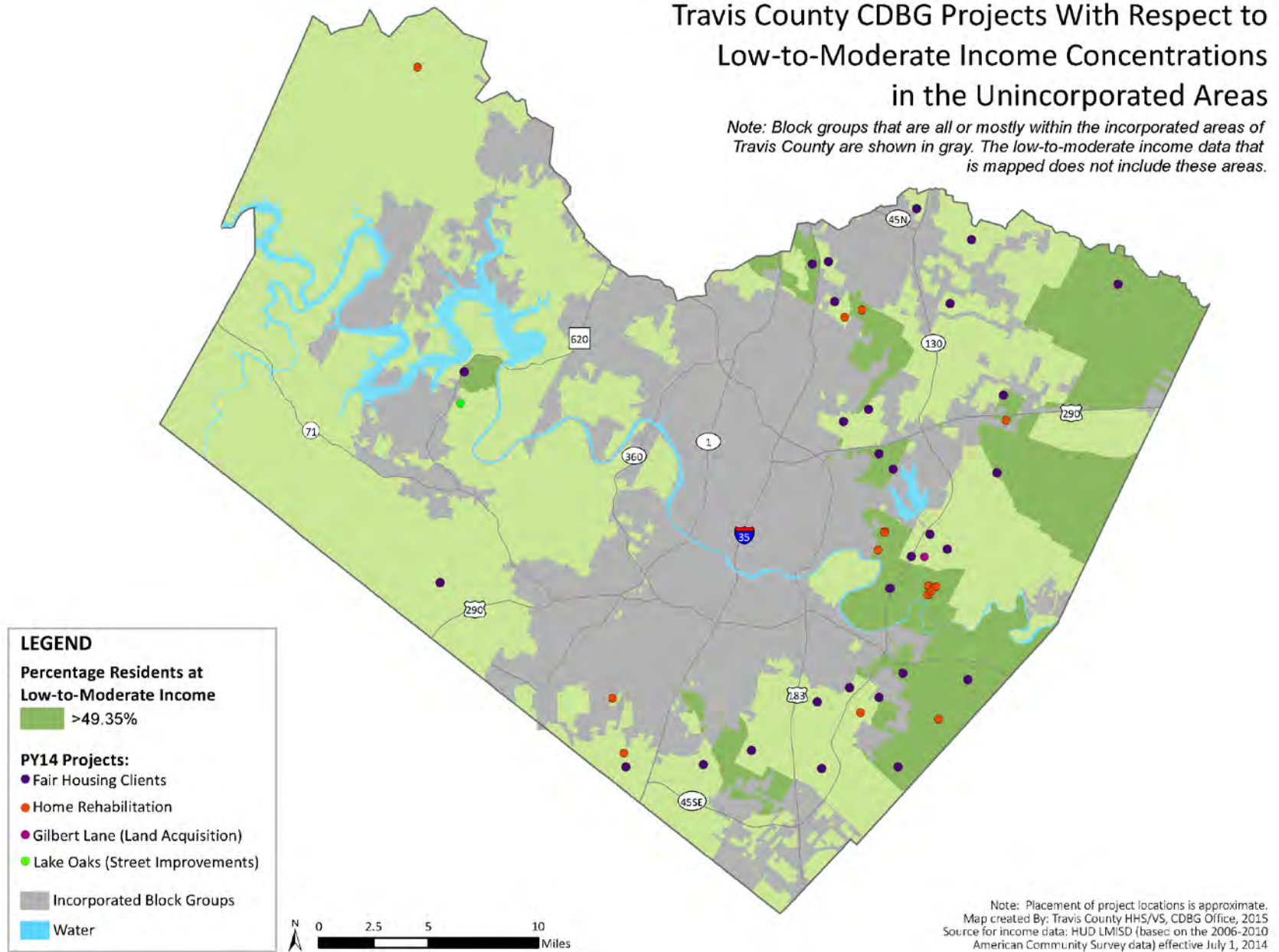
All of the projects implemented during Program Year 2014 met the national HUD objective of benefiting low/moderate income persons, thereby complying with the additional HUD requirement of spending 70% of CDBG funds on LMI persons. The CDBG Financial Summary for Program Year 2014 Report located in Appendix C shows that 100% of the PY14 expenditures benefitted low/moderate income persons.

For an activity to qualify as meeting the LMI national objective, grantees must certify they are following one of four qualifying categories: area of benefit activities, limited clientele activities, housing activities, or job creation/retention activities. A low-to-moderate (low-mod) area of benefit (LMA) activity is one that benefits all residents in a particular area, where at least 49.36% (based on an exception criteria in effect for the PY14 Action Plan) of the residents are LMI persons. A limited clientele (LMC) activity is one where 51% of the beneficiaries have to be LMI persons. Low-mod housing (LMH) applies to activities that aim to provide or improve permanent residential structures, which upon completion will be occupied by LMI households. A low-mod job (LMJ) creation activity is one designed to create or retain permanent jobs, at least 51% of which will be made available to or held by LMI persons.

Map 7

# Travis County CDBG Projects With Respect to Low-to-Moderate Income Concentrations in the Unincorporated Areas

*Note: Block groups that are all or mostly within the incorporated areas of Travis County are shown in gray. The low-to-moderate income data that is mapped does not include these areas.*



The following table summarizes the category under which each project qualifies to meet the LMI national objective as well as the specific number of clients served in each target income area.

**Figure 5: PY14 Beneficiaries By Income**

| Project                                                                     | National Objective                          | Low to Moderate Income Target |                       |                            | Above Moderate Income (Above 80% MFI) | Total People Benefited |
|-----------------------------------------------------------------------------|---------------------------------------------|-------------------------------|-----------------------|----------------------------|---------------------------------------|------------------------|
|                                                                             |                                             | Very Low (<30% MFI)           | Low (30.1 to 50% MFI) | Moderate (50.1 to 80% MFI) |                                       |                        |
| <b>Gilbert Lane Land Acquisition</b>                                        | Low/Moderate Income Housing (LMH)           | 15                            | 65                    | 15                         | 0                                     | <b>95</b>              |
| <b>Home Rehabilitation</b>                                                  | Low/Moderate Income Housing (LMH)           | 12                            | 11                    | 12                         | 0                                     | <b>35</b>              |
| <b>Street Improvements Lake Oak Estates</b>                                 | Low/Moderate Income Area Benefit* (LMA)     | 53                            | 38                    | 17                         | 18                                    | <b>126</b>             |
| <b>Public Services, Other – FFS Services</b>                                | Low/Moderate Income Limited Clientele (LMC) | 126                           | 41                    | 3                          | 0                                     | <b>170</b>             |
| <b>Public Services, Other – Landlord/Tenant and Fair Housing Counseling</b> | Low/Moderate Income Limited Clientele (LMC) | 33                            | 20                    | 2                          | 0                                     | <b>55</b>              |
| <b>Administration and Planning</b>                                          | N/A                                         | N/A                           | N/A                   | N/A                        | N/A                                   | <b>N/A</b>             |
| <b>Total persons served</b>                                                 |                                             | <b>239</b>                    | <b>175</b>            | <b>49</b>                  | <b>18</b>                             | <b>481</b>             |

MFI = Median Family Income as defined by HUD Area Benefit

\* Low-Mod Area of Benefit projects qualify through an Exception Rule Provision or Upper Quartile Criterion permitted by HUD. For PY14 projects, the Travis County's exception rule is 49.36%. To learn more about the Exception rule visit the following site: <http://www.hud.gov/offices/cpd/lawsregs/notices/2005/05-06.pdf>.

## COMPLIANCE WITH CONPLAN GOALS

CDBG projects must also fit within one of the priority project categories approved by Travis County Commissioners Court for the PY14-18 planning period. The following list summarizes those priorities identified and the corresponding projects implemented during PY14.

**Figure 6: Priorities in the 2014-2018 Consolidated Plan and Projects Implemented in PY14**

| High Priorities                    | Projects                                                        |
|------------------------------------|-----------------------------------------------------------------|
| Housing                            | Home Repair; Land Acquisition                                   |
| Infrastructure                     | Street Improvements: Lake Oak Estates                           |
| Community Services                 | Public Services: Social Work Expansion; Fair Housing Counseling |
| Populations with Specialized Needs | N/A                                                             |

### Assessment of Goals and Objectives

This section articulates the CDBG accomplishments for PY14 as they relate to the goals and objectives, spending, overall performance, and effective grant management. A total of 481 people benefited from the projects completed under the first year of the 2014-2018 Consolidated Plan.

It is important to note that in many cases the impact of the projects will not be captured for a number of years, given some of the projects will take 12-60 months to implement and complete.

**Figure 7: Summary of Specific Objectives**

| SL-1 Availability/Accessibility of Living Environment (Outcome/Objective) |                                                                 |                  |                                                      |      |          |          |                   |
|---------------------------------------------------------------------------|-----------------------------------------------------------------|------------------|------------------------------------------------------|------|----------|----------|-------------------|
| Project Title                                                             | Specific Objectives                                             | Sources of Funds | Performance Indicators                               | Year | Target # | Actual # | Percent Completed |
| Infrastructure                                                            | Improve quality of public improvement for lower income persons  | CDBG             | Number of people who will benefit from improved road | 2014 | 3,150    | 126      | 4%                |
|                                                                           |                                                                 |                  |                                                      | 2015 |          |          |                   |
|                                                                           |                                                                 |                  |                                                      | 2016 |          |          |                   |
|                                                                           |                                                                 |                  |                                                      | 2017 |          |          |                   |
|                                                                           |                                                                 |                  |                                                      | 2018 |          |          |                   |
|                                                                           |                                                                 |                  | Multiyear Goal                                       |      | 7,500    | 126      | 2%                |
| SL-1 Availability/Accessibility of Living Environment (Outcome/Objective) |                                                                 |                  |                                                      |      |          |          |                   |
| Project Title                                                             | Specific Objectives                                             | Sources of Funds | Performance Indicators                               | Year | Target # | Actual # | Percent Completed |
| Community Services                                                        | Improve the availability of services for low/mod income persons | CDBG             | Number of people with expanded access to service     | 2014 | 468      | 225      | 48%               |
|                                                                           |                                                                 |                  |                                                      | 2015 |          |          |                   |
|                                                                           |                                                                 |                  |                                                      | 2016 |          |          |                   |
|                                                                           |                                                                 |                  |                                                      | 2017 |          |          |                   |
|                                                                           |                                                                 |                  |                                                      | 2018 |          |          |                   |
|                                                                           |                                                                 |                  | Multiyear Goal                                       |      | 45,000   | 225      | 0.5%              |

|                                                           |                                      |                  |                                       |      |          |          |                   |
|-----------------------------------------------------------|--------------------------------------|------------------|---------------------------------------|------|----------|----------|-------------------|
| Homeowner Rehabilitation                                  | Improve the quality of owner housing | CDBG             | Number of housing units rehabilitated | 2014 | 14       | 17       | 121%              |
|                                                           |                                      |                  |                                       | 2015 |          |          |                   |
|                                                           |                                      |                  |                                       | 2016 |          |          |                   |
|                                                           |                                      |                  |                                       | 2017 |          |          |                   |
|                                                           |                                      |                  |                                       | 2018 |          |          |                   |
|                                                           |                                      |                  | Multiyear Goal                        |      | 90       | 17       | 19%               |
| Populations with Specialized Needs                        |                                      | CDBG             |                                       | 2014 | 0        | 0        | 0                 |
|                                                           |                                      |                  |                                       | 2015 |          |          |                   |
|                                                           |                                      |                  |                                       | 2016 |          |          |                   |
|                                                           |                                      |                  |                                       | 2017 |          |          |                   |
|                                                           |                                      |                  |                                       | 2018 |          |          |                   |
|                                                           |                                      |                  | Multiyear Goal                        |      | 27,000   | 0        | 0%                |
| DH-2 Affordability of Decent Housing (Outcome/Objective)  |                                      |                  |                                       |      |          |          |                   |
| Project Title                                             | Specific Objectives                  | Sources of Funds | Performance Indicators                | Year | Target # | Actual # | Percent Completed |
| Owner Housing - Production of New Units: Land Acquisition | Owner Housing                        | CDBG             | Number of housing units constructed   | 2014 | 0        | 23       | N/A               |
|                                                           |                                      |                  |                                       | 2015 |          |          |                   |
|                                                           |                                      |                  |                                       | 2016 |          |          |                   |
|                                                           |                                      |                  |                                       | 2017 |          |          |                   |
|                                                           |                                      |                  |                                       | 2018 |          |          |                   |
|                                                           |                                      |                  | Multiyear Goal                        |      | 10       | 23       | 230%              |

\*The project is complete.

The coding system used in the Outcome/Objective rows in the table above follows the numbering system established in the Community Planning and Development Outcome Performance Measurement System. The numbering system is outlined in the figure below.

| <b>Figure 8: Numbering System for Outcome and Objective Coding</b> |                                   |                      |                       |
|--------------------------------------------------------------------|-----------------------------------|----------------------|-----------------------|
| <b>Objective</b>                                                   | <b>Outcome</b>                    |                      |                       |
|                                                                    | <b>Availability/Accessibility</b> | <b>Affordability</b> | <b>Sustainability</b> |
| <b>Decent Housing</b>                                              | DH-1                              | DH-2                 | DH-3                  |
| <b>Suitable Living Environment</b>                                 | SL-1                              | SL-2                 | SL-3                  |
| <b>Economic Opportunity</b>                                        | EO-1                              | EO-2                 | EO-3                  |

## EXPENDITURES AND LEVERAGED RESOURCES FOR PY14

### OVERALL EXPENDITURES

During PY14, spending occurred in five different projects. Of the funds available to the activities, \$1,306,178 was spent, per HUD's data management system called IDIS.

**Figure 9: CDBG PY14 Summary Financial Report from IDIS**

|                                     |                |
|-------------------------------------|----------------|
| Carryover from PY13                 | \$1,200,255.65 |
| PY14 CDBG Entitlement Grant         | \$997,649      |
| Total CDBG Funds Available for PY14 | \$2,197,904.65 |
| PY14 Funds Committed                | \$2,197,904.65 |
| PY14 Funds Expended                 | \$1,306,178*   |
| Carryover to PY15                   | \$891,726.65*  |
| HUD Timeliness Ratio                | 0.89*          |

\* Please note these numbers are estimates and may change in the final draft as final payments are made and financial close out is complete.

## EXPENDITURES PER PROJECT

The following figure summarizes the budgeted funding, the expended funds and the percent expended for each of the projects.

**Figure 10: Summary of PY14 Expenditures by Project\***

| Activities                                                                                                                   | PY14 Budgeted Funding Available | Expended during PY14                                           | Percent PY14 Expended | PY14 Cap Percentages |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------------------------------------------------|-----------------------|----------------------|
| <b>Production of New Owner Housing Units:</b><br>Via land acquisition and infrastructure development                         | \$0                             | \$0                                                            | N/A                   | N/A                  |
| <b>Homeowner Rehabilitation:</b><br>Minor home repair up to \$24,999                                                         | \$411,836                       | Prior Year Funds:<br>\$401,843;<br><br>PY14 funds:<br>\$43,397 | 11%                   | N/A                  |
| <b>Street Improvements:</b><br>Lake Oak Estates                                                                              | \$0                             | Prior Year Funds:<br>\$614,170                                 | N/A                   | N/A                  |
| <b>Public Services, Other:</b><br>Family Support Services (FFS) Social Work Services Expansion –Travis County HHS/VS Program | \$80,110                        | \$80,110                                                       | 100%                  | 8%                   |
| <b>Public Services, Other:</b><br>Fair Housing Counseling                                                                    | \$50,000                        | \$21,277                                                       | 43%                   | 2%                   |
| <b>Administration &amp; Planning:</b><br>CDBG                                                                                | \$199,529                       | \$145,382                                                      | 73%                   | 15%                  |

\*Please note these numbers are estimates and may change in the final draft as final payments are made and financial close out is complete.

## TIMELY SPENDING OF FUNDS

As part of the mandate from Congress, HUD is required to determine whether Community Development Block Grant (CDBG) grantees carry out their program in a timely manner. A grantee is considered to be timely if 60 days prior to the end of the grantee's program year, the balance in its line-of-credit does not exceed 1.5 times the annual grant. If the grantee exceeds the amount allowed at that 60-day mark, they are considered to be non-compliant. For Travis County, the timeliness test occurs every August. If the grantee fails to meet the timeliness requirements for two consecutive years, HUD can reduce the grant amount available for the next program year by the exact amount of the credit balance in excess of 1.5 times the annual grant.

Throughout PY14, CDBG staff worked in conjunction with subrecipients and other Travis County departments to ensure that projects met all deadlines and funds were spent in a timely fashion. In August 2015, the Travis County met its timeliness test of 1.5 with a ratio of 1.46. As of September 30, 2015 the timeliness ratio was .89.

## LEVERAGING RESOURCES

Although no matching requirements are mandated for CDBG, during the reporting period, Travis County was successful in using HUD's CDBG funds to leverage additional funds from public sources.

The following table summarizes the amount of dollars leveraged:

**Figure 11: PY14 Leveraged Resources**

| Project/Activity Leveraged                             | Partners                                              | Committed Leveraged Resources | Spent during PY14  |
|--------------------------------------------------------|-------------------------------------------------------|-------------------------------|--------------------|
| Family Support Services Social Work Services Expansion | General Fund rent and utility assistance programs     | TBD                           | \$17,555*          |
|                                                        | State rent and utility assistance programs            | TBD                           | \$0                |
|                                                        | Youth and Family Assessment Center (flexible funding) | TBD                           | \$2,370*           |
| Administration and Planning of CDBG                    | Travis County General Fund                            | \$120,000                     | TBD*               |
| Gilbert Lane Land Acquisition                          | Private Funds                                         | TBD                           | \$3,310,114        |
| Owner Occupied Home Rehabilitation                     | Other Federal Resources                               | TBD                           | \$0                |
|                                                        | State or Local Resources                              | TBD                           | \$172,680          |
| <b>Total Leveraged Funding</b>                         |                                                       |                               | <b>\$3,502,719</b> |

\*Please note these numbers are estimates and may change in the final draft as final payments are made and financial close out is complete.

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## MANAGING THE PROCESS

### COMPREHENSIVE PLANNING

The Travis County Health and Human Services & Veterans Service (HHS/VS) Department has a Research and Planning (R&P) Division tasked with much of the comprehensive planning for the department, both internally and externally with community partners. The R&P Division focuses on different issue areas including basic needs, workforce development, child and youth services (with particular emphasis on early childhood education), public health (particularly HIV/AIDS), behavioral health, and efforts to organize the community around support for the elderly and immigrants. Additionally, the R&P Division provides information services to inform decision making in the HHS/VS Department and across the community. These services include: an annual report of community trends and statistics based on the American Community Survey, periodic surveys of community-based organizations, and focused research and analysis upon request.

CDBG makes requests of the R&P Division for technical assistance, as needed, to assist with data collection, resource development, and planning in the areas related to housing, homelessness, and community development. This collaborative effort increases capacity and reduces duplication of planning efforts for the Department.

During PY14, CDBG staff collaborated with R&P staff on data verification and review of the Travis County Snapshot from the American Community Survey, an annual summary of Travis County's social, housing, and economic characteristics, based on the results from the U.S. Census Bureau's American Community Survey. Additionally, CDBG staff drafted portions relating to housing and homelessness for the Community Impact Report, an annual report that provides performance data, client data, and other information about the social service investments of the Travis County HHS/VS Department.

Over the Program Year 2014, CDBG staff has also participated in the following comprehensive planning efforts:

#### Homelessness

During PY14, CDBG staff represented HHS/VS in the Ending Community Homelessness Coalition (ECHO). This membership provided the opportunity to be involved in the issue area, to advocate for the homeless population found in the unincorporated areas, to identify service strategies, and to ensure identified pockets of homeless persons in the unincorporated areas are included in the annual homeless count. The Case Management Coordinator from the Family Support Services (FSS) Division participated in the Independent Review Team for the Continuum of Care applications. The CDBG Planning Manager served on ECHO's Membership Council, the PSH Leadership Finance Committee, Pay for Success Feasibility Study work group and participated in a Health and Housing Plan work session. A social worker from FSS was chair of the Homelessness Prevention Committee, a task group of the

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Housing Committee. The FSS Division and CDBG worked collaboratively to find a solution for participation in Coordinated Assessment.

### **Affordable Housing**

The County created an Affordable Housing Policy Committee in order to align affordable housing policies across all Travis County departments, in accord with the recommendations outlined in the Fair Housing Plan of the Analysis of Impediments. On April 14, 2015, the Travis County Commissioners Court approved a structure and charge for the committee. Travis County HHS/VS, through the CDBG Office, convened the first session of the Affordable Housing Policy Committee on June 3, 2015. And the committee has met on a monthly basis. The committee consists of key staff from various County departments that implement programs relevant to housing development and services. To date, values have been drafted and are moving through the approval process. In addition, the committee has identified a series of categories to create policy to influence County resources and future development as allowable by law. Additionally, an Advisory Group will be convened with the intention of providing technical expertise and stakeholder feedback on the committee recommendations.

### **Foreclosures**

During PY14, CDBG purchased county-wide foreclosure data. This data was presented in the 2013 Community Impact Report. CDBG anticipates continuing to work collaboratively through participatory research in this area to ensure a consistent message on the issue.

### **Board, Commission and Association Involvement**

Staff from different divisions of the HHS/VS department, including CDBG and R&P, are currently involved in numerous boards, commissions, associations, and councils, not only to further the understanding of the relationship between the community and the needs of its most vulnerable residents, but also to be a resource to the community, offering data and analysis, grant-writing skills, contacts with influential businesses, community and government leaders, and knowledge of government-funded program opportunities.

### **Compliance with Certifications**

Travis County carried out all planned actions described in the HUD–approved Consolidated Plan, including:

- Pursuing all resources indicated in the Consolidated Plan. Resources include leveraged dollars for grant administration, homes built on acquired land, and public services.
- Travis County provided requested certifications of consistency for HUD programs in a fair and impartial manner.
- Travis County did not hinder the Consolidated Plan implementation through any action or willful inaction.

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## Anti-Displacement and Relocation

Consistent with the goals and objectives of 24 CFR Part 570.606, Travis County commits to making all reasonable efforts to ensure activities undertaken with federal funds will not cause unnecessary displacement or relocation of persons (families, individuals, businesses, nonprofit organizations and farms).

Travis County's policy on displacement, at present, is to not fund projects that displace persons. Travis County did not demolish real property with PY14 funds. The rehabilitation work that occurred was of a voluntary nature and conducted in such a manner that no one was displaced.

## Specific Activities

HUD requires reporting on certain types of activities funded by CDBG. Below is the list of responses to the required questions.

- **Low/Mod Job Activities:** Travis County did not undertake any low/mod job activities during the reporting year.
- **Low/Mod Limited Clientele Activities:** The Social Work Services Expansion and Fair Housing Counseling project is currently being implemented successfully. Please refer to the table title "Benefit to Low and Moderate Income Persons by Project" to see the breakdown of clients by income level.
- **Housing Rehabilitation:** Travis County funded housing rehabilitation project during PY14 using CDBG funds. Seventeen (17) units were rehabilitated with CDBG funds this year. Please refer to the section "Project 2: Homeowner Rehabilitation" of this report for more detailed information.
- **Neighborhood Revitalization Strategies:** Travis County does not currently have any HUD-approved neighborhood revitalization strategy areas.

## Fiscal Related Items

HUD requires reporting on certain types of fiscal-related items funded by CDBG. Below is the list of responses to the required questions.

- **Program Income:** Travis County did not receive any program income during the 2014 program year.
  - **Prior Period Adjustments:** Travis County did not have any prior period adjustments for the 2014 program year.
  - **Loans and Other Receivables:**
    - ♦ Travis County retained promissory notes and deeds of trust with Austin Habitat for Humanity, Inc. on the lots related to the Gilbert Lane Land Acquisition project. At the closing of each home, these were replaced with Restrictive Covenants. The project is complete and the County no longer retains notes or deeds on the lots.
    - ♦ Travis County retains a promissory note and deed of trust for one Shared Appreciation Gap financing loan in the amount of \$30,000, and one Down Payment Assistance loan in the amount
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of \$3,930.58. Both loans were made through the Homebuyer Assistance program to the same homebuyer. No payments are required and no interest is accrued on either loan. The Shared Appreciation loan has a 30-year term, to be repaid upon refinancing, sale, or transfer of title of the home. The Down Payment Assistance loan is forgivable over a five-year term, or must be repaid on a pro rata schedule if refinancing, sale, or transfer of title of the home occurs before the five years have elapsed.

- ♦ Travis County retains a contract with 59 homeowners for variable amounts for home rehabilitation. The loan is forgivable over a five-year term or must be repaid on a pro rata schedule if refinancing, sale, or transfer of title of the home occurs before the five years have elapsed.
- **Lump Sum Agreements:** Travis County did not use any lump sum agreements during the 2014 program year.

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## MONITORING

As the lead agency for the development and implementation of the Consolidated Plan, the Travis County HHS&VS Department implements standard policies and procedures for monitoring CDBG programs. These monitoring activities ensure compliance with program regulations and compliance with financial requirements. Federal guidelines include: OMB A-110, OMB A-122, 24 CFR Part 570.603 (CDBG Labor Standards), 570.901-906 (CDBG) and the Davis Bacon Act and Contract Work Hours and Safety Standards Act (CDBG).

HHS/VS provides contract administration for community development activities in conjunction with the Transportation and Natural Resources Department, including but not limited to contract negotiations, compliance monitoring, and payment and contract closeout.

### MONITORING ACTIVITY PROCESS & FREQUENCY

#### Subrecipients

Subrecipient agreements will be used to conduct housing, community development, and public service activities. The subrecipient agreement will be the foundation for programmatic monitoring. Subrecipients will be monitored for programmatic compliance on-site or remotely in the following manner:

1. All invoices and reports will be routed via HHS/VS CDBG staff prior to final approval by financial services and the Auditor's Office.
2. Most subrecipients will be desk audited monthly during invoice review
3. Programmatic monitoring will occur for the previous year, preferably in the first quarter, unless an issue is found during the year then a technical assistance visit and/or increased oversight will be instituted.

Financial monitoring will be completed as necessary and as directed by the subrecipient fiscal performance and the external monitoring needs of the Travis County Auditor's office. Programmatic and fiscal monitoring may not occur concurrently.

#### Contractors

Contractors may be used to provide some housing, community development and public services. Contractors submit periodic reimbursement requests that document and verify expenditures. The contract agreement will be used as the primary basis for monitoring. The following steps are an integral part of the monitoring process for each contract:

1. On-site or remote reviews at an established periodic interval (prior to project commencement) will occur to ensure compliance with terms of the contract, HUD guidelines, state/local building and construction standards, and review of engineering plans and specifications.

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2. If a contractor is found to be out of compliance, a notice is sent stating their contractual obligation and required action. Failure to comply may result in loss of current and/or future contracts as well as a hold on any payments.
  3. All invoices and reports will be routed via HHS/VS CDBG staff prior to final approval by financial services and the Auditor's Office.

### **Internal Travis County Departments**

For CDBG funded projects implemented by Travis County Departments, the CDBG office has instituted controls at key points of the project implementation process to ensure program compliance. The CDBG office:

- Discusses with each project manager and relevant project-related staff at regular intervals throughout the implementation period to review project status, implementation, effectiveness of programs, and compliance issues.
- Reviews any request for purchase prior to HHS/VS department approval.
- Reviews all Request for Qualifications, Request for Proposals, Request for Services, Invitations for BID, and contracts prior to the release by the Purchasing Department.
- Requests technical assistance from HUD, as needed, on behalf of each project.
- Reviews the results of project environmental reviews, and submits the appropriate paperwork to HUD.
- Verifies and documents target area, and service area eligibility, monitoring documentation on a quarterly basis.
- Reviews CDBG project expenditures on a monthly basis before draw-downs are made.

### **Monitoring Activity Completed**

CDBG staff completed a variety of monitoring tasks for each project.

#### **Street Improvements: Lake Oak Estates**

- Kept in communication with the project manager and met about contractor performance during construction.
- Attended preconstruction meeting.
- Tracked all contractor invoices moving through TNR.
- Reviewed Section 3 compliance from contractor.
- Reviewed draws prior to requesting reimbursement from IDIS.

#### **Street Improvements: Ross Road 1&2**

- Kept in communication with the project manager.
- Determined work had been completed with alternate funding source without notification to project manager.

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- Moved costs charged to project for project management time to ready the project for implementation to the administration and planning project and disallowed some costs and moved them to General Fund.
  - Made adjustments in IDIS and worked with the Auditor's Office to make sure CDBG staff did not overdraw funds from IDIS to adjust to funding moved to General Fund.

#### **Land Acquisition Project with Austin Habitat for Humanity, Inc. (AHFH)**

- Reviewed eligibility packet for each of the homes started.
- Sent information to County Attorney's Office as houses needed to close to release lien and replace the lien with the restrictive covenant.
- Single Audit was reviewed.

#### **Public Services, Other: Family Support Services Social Work Services Expansion**

- Provided technical assistance and worked out service delivery issues as needed throughout the year.
- Reviewed quarterly performance reports.
- Review of PY14 files to occur during PY15.

#### **Home Rehabilitation Project**

- CDBG staff meets with each client to sign rehabilitation contract at the preconstruction meeting to ensure program compliance and comprehension of forgivable loan.
- Responded to technical assistance questions as needed.
- Reviewed monthly performance reports.
- Reviewed bi-monthly invoices with back up documentation.
- Reviewed some PY13 and PY14 client files and provided technical assistance. While no client files were determined to be ineligible, but some TA issues were identified.
- Single Audit was reviewed.

#### **Fair Housing Project**

- Responded to technical assistance questions as necessary.
- Reviewed monthly invoices with back up documentation and verified each address to be within the CDBG service area.

#### **Results of Monitoring Efforts**

- CDBG staff provided feedback on files that needed to have work done.
- Disallowed costs for one project and addressed IDIS appropriately.
- CDBG staff provided training as needed to address capacity issues.

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## INSTITUTIONAL STRUCTURE AND PROCESS

Effective implementation of the PY14 Action Plan involved a variety of key stakeholders. Coordination and collaboration within the Travis County departments and between agencies was instrumental in meeting community needs effectively. The departments within Travis County involved in the implementation of projects are described below.

### **Health and Humans Services & Veterans Service Department**

The HHS/VS Department is the lead county agency responsible for the administration of the County's CDBG funding. This Department has the primary responsibility of assessing community needs, developing the Consolidated Plan and annual Action Plans, managing project activities in conjunction with other county departments and community partners, administering the finances, and monitoring and reporting. The CDBG office is located in the Office of the County Executive within HHS/VS. The Department reports to the Travis County Commissioners Court for oversight authority.

The CDBG office works with the Research and Planning Division (R&P) within HHS/VS in the areas of community planning and data collection. The CDBG office will continue to keep R&P informed about HUD funding streams and continue to work collaboratively identifying and sharing relevant data to ensure a consistent message on emerging issues such as changing housing needs and foreclosure.

Additionally, the Family Support Services (FSS) Division of HHS/VS is the project manager for a CDBG public service project. FSS also manages the seven Travis County Community Centers which provide a key access point for the public to access CDBG information. The CDBG office works closely with the Division to ensure the public's access to CDBG documents and encourage outreach and public engagement through the Centers.

### **Travis County Commissioners Court**

The Commissioners Court is made up of four elected commissioners, one to represent each county precinct, and the County Judge who serves as the presiding officer. As a group, the Commissioners and County Judge are the chief policy-making and governing body of the county government. The Commissioner's Court makes all final decisions about CDBG fund allocations.

### **Transportation and Natural Resources Department**

The Transportation and Natural Resources Department (TNR) and the CDBG office work closely to coordinate environmental review functions, project planning, project implementation and GIS mapping. Additionally, over the last year, TNR's planning division and CDBG staff have begun to work more collaboratively to ensure consistent messaging regarding housing, transportation and community development. TNR and CDBG employees have been trained in HUD environmental regulations. This cross training of both departments allows for quality review and peer consultation. Finally, the CDBG office and the CDBG funded Senior Engineer coordinate the preparation of project scopes, eligibility, cost estimates, and project design. The Senior Engineer also plays an active role in the implementation

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of CDBG projects that are managed by TNR such as the street improvement projects for Lake Oak Estates.

### **County Attorney's Office**

The County Attorney is an elected official and the County Attorney's Office creates and reviews legal agreements as well as provides legal advice and consultation for the Department. They have created templates to assist with CDBG procurement actions, related consultant services, construction documents, and templates for subrecipient agreements.

### **Purchasing Office**

The Purchasing Office manages the CDBG procurement processes for commodities, professional services and construction. Expertise in the area of federal standards has been created within the Office. The Office ensures compliance with required labor standards and submits related reports to the CDBG office. The Purchasing Office reports to the Purchasing Board, which was established by the Travis County Commissioner's Court.

## PUBLIC ENGAGEMENT

Travis County implements a citizen participation process based upon 24 CFR Part 91.105 and the Citizen Participation Plan (CPP) approved by Travis County Commissioners Court on April 11, 2006 and it was amended on July 20, 2010. The approved CPP identifies the strategies and structure to fully engage the community. All public engagement activities undertaken in PY14 are detailed below.

### PY15 ACTION PLAN

For the Program Year (PY) 2015 Action Plan, information on community needs was gathered through a variety of mechanisms. During the months of February and March 2015, the public and service providers had the opportunity to provide input by 1) attending one of five public hearings, 2) completing a survey, and 3) completing a project proposal form.

#### Public Hearings and Participation Forms

Community meetings were held at several locations throughout the County in two different formats: a public hearing and facilitated discussions. Information was collected to help determine needs for the PY15 Action Plan, as well as projects for PY15.

One meeting was held at Travis County Commissioners' Court during the normally scheduled voting session. This public hearing was held in the traditional public hearing format with oral testimony. Public hearings were also held in each of the four precincts. Participants were asked for input regarding their housing, community development and public service needs. These meetings were structured as an information session regarding the uses of CDBG, with facilitated discussion and decision-making for meaningful, comprehensive input from participants regarding their housing, community development and public service needs.

Public hearings were held according to the schedule below.

| Location of Hearings   |                                               | Dates / Times                        |
|------------------------|-----------------------------------------------|--------------------------------------|
| Community-Wide Hearing | Travis County Commissioners Court, 700 Lavaca | Tuesday, February 17, 2015, 9:00 am  |
| Precinct 1             | Travis County Community Center at Manor       | Monday, March 2, 2015, 6:30 pm       |
| Precinct 2             | Wells Branch Community Library                | Thursday, February 26, 2015, 6:30 pm |
| Precinct 3             | Travis County Community Center at Oak Hill    | Monday, March 9, 2015, 6:30 pm       |
| Precinct 4             | Travis County Community Center at Del Valle   | Thursday, March 5, 2015, 6:30 pm     |

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A total of 9 people attended public hearings to provide input on the Needs Assessment and Action Plan.

### Surveys

Resident surveys were available online or by postal mail from February 17-March 31, 2015 and were offered in English and Spanish. Written surveys were available at public hearings and upon request for those without access to a computer or the internet. A total of 31 residents completed surveys to provide input on the Action Plan.

A provider survey was also available to gather input and was offered in English only. Several list-serves, including the County's contracted social service providers, were used to send out the link to the online survey through email. A total of 70 surveys were completed by agencies.

### Project Proposals

Project proposals which identified a community need and provided specific project ideas are accepted throughout the year. However, only project proposals received by March 31, 2015 will be considered for funding in the next program year. Project proposals can be submitted by Travis County Departments, neighborhoods, individuals, and service providers. Proposals can identify potential projects for PY15. A total of nine project proposals were received during the time specified.

### Public Comment to Solicit Feedback on PY15 Action Plan

After presentation to Travis County Commissioners Court, the draft PY15 Action Plan was posted for written comment for thirty days, prior to the final approval by the Travis County Commissioners Court. Comments were received simultaneously and were accepted in writing via email or regular mail to the Travis County Health and Human Services and Veterans' Service CDBG staff. The Draft Plan was posted on the Travis County website and copies were located at the seven Travis County Community Centers for public review. During the 30-day comment period, two public hearings were held to inform and enable the community to comment on the proposed uses of PY15 CDBG funds. These two public hearings were held at the Travis County Commissioners' Court during the normally scheduled voting session, and were held in the traditional public hearing format with oral testimony.

| Location of Hearings                             | Dates / Times                                     |
|--------------------------------------------------|---------------------------------------------------|
| Travis County Commissioners Court,<br>700 Lavaca | July 7, 2015 at 9 a.m.<br>July 14, 2015 at 9 a.m. |

Two comments were received at the public hearings.

## SUBSTANTIAL AMENDMENT TO THE PY14-18 CONSOLIDATED PLAN AND PY14 ACTION PLAN

During the week of June 8, 2015 Travis County published a Public Notice announcing the availability of the draft Substantial Amendment, the public comment period, and the public hearings at Travis County Commissioners Court. The notice appeared in several area newspapers of general circulation that target the unincorporated areas of Travis County. Copies of the notices may be found in *Appendix A* (English) and *Appendix B* (Spanish). Public notices were also posted at the seven Travis County Community Centers, on the Travis County Website, the HHS/VS Department webpage, the CDBG website (English and Spanish), and Facebook and Twitter pages. Email and postal mail notices were provided to people who attended public hearings previously or who requested to be on the notification list.

Travis County HHS/VS drafted the Substantial Amendment and presented it to the Travis County Commissioners Court on June 23, 2015. The Substantial Amendment was posted for public review and written comments prior to final approval by the Travis County Commissioners Court.

The comment period was held from June 29, 2015 to July 28, 2015. The public had the opportunity to submit comments in writing via email or postal mail, or verbally at the public hearing. The draft Substantial Amendment was posted on the Travis County CDBG website, and copies of the document were available for review at the seven Travis County Community Centers. The public hearings were held at Travis County Commissioners Court according to the following schedule.

| Location of Hearings                             | Dates / Times                                     |
|--------------------------------------------------|---------------------------------------------------|
| Travis County Commissioners Court,<br>700 Lavaca | July 7, 2015 at 9 a.m.<br>July 14, 2015 at 9 a.m. |

- Two comments were received at the public hearings.

## CAPER PUBLIC COMMENT PERIOD

During the week of November 9<sup>th</sup>, Travis County published a Public Notice announcing the availability of the PY14 CAPER, the public comment period and the public hearing at Travis County Commissioners Court. Travis County HHS/VS drafted the CAPER and presented it to the Travis County Commissioners Court on November 17, 2015. After presentation to Travis County Commissioners Court, the CAPER will be posted for public review and written comments prior to approval by the Travis County Commissioners Court on December 17, 2015. The comment period will be held from November 23, 2015 to December 7, 2015. Additionally, a public hearing will be held at Travis County Commissioners Court on December 1, 2015.

### Summary of Citizen Comments on the CAPER

- To be added to final draft.

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## EVALUATION OF THE CDBG PROGRAM

### Strengths

The CDBG Program is concluding its ninth year now and with time and experience, its capacity to implement programs and work within the institutional structure has grown. Staff understands where to push the system to increase the speed with which projects are implemented. Furthermore, the same staff in various Departments has been implementing CDBG so most everyone else in a supportive role to CDBG understands the program as well. Additionally, CDBG staff has stabilized with the three staff being with the program 9, 5 and 3 years, respectively.

Staff continued to work with Departments, evaluate systems, identify weaknesses and work on improvements to address areas of concern. The Program completed some long standing projects this year, finally clearing out some old funding and projects in IDIS.

The program excels in providing quality planning and detailed program guidance. Every year, staff spend a large amount of time giving technical assistance to programs.

### Challenges

The Program achieved timeliness two years in a row, and while difficult, it was achievable. Based on spending by the end of the program year, the Program hopes its struggle to remain timely will end in PY15. The Program struggled with consistent communication with some projects, but was able to overcome the challenge and make adjustments as needed. Finally, we are starting to see transition in the long time CDBG support team. Our main attorney retired, and a couple of other plan to retire in the next 12-18 months. In some ways, it is similar to starting over due to the learning curve of new people and having to re-address matters that were worked out years ago.

### Goals for Improvement

Staff has identified the following goals for improvement:

1. Better document procedures for succession planning and continuity.
2. Continue to disburse the work between all three positions to prevent slow implementation.
3. Continue to push the system track expenditures and the length of time it takes to draw down funds.
4. Continue to support timely spending of funds.
5. Shift away from crisis mode.
6. Work with new colleagues to get them up to speed and prevent slow project implementation.



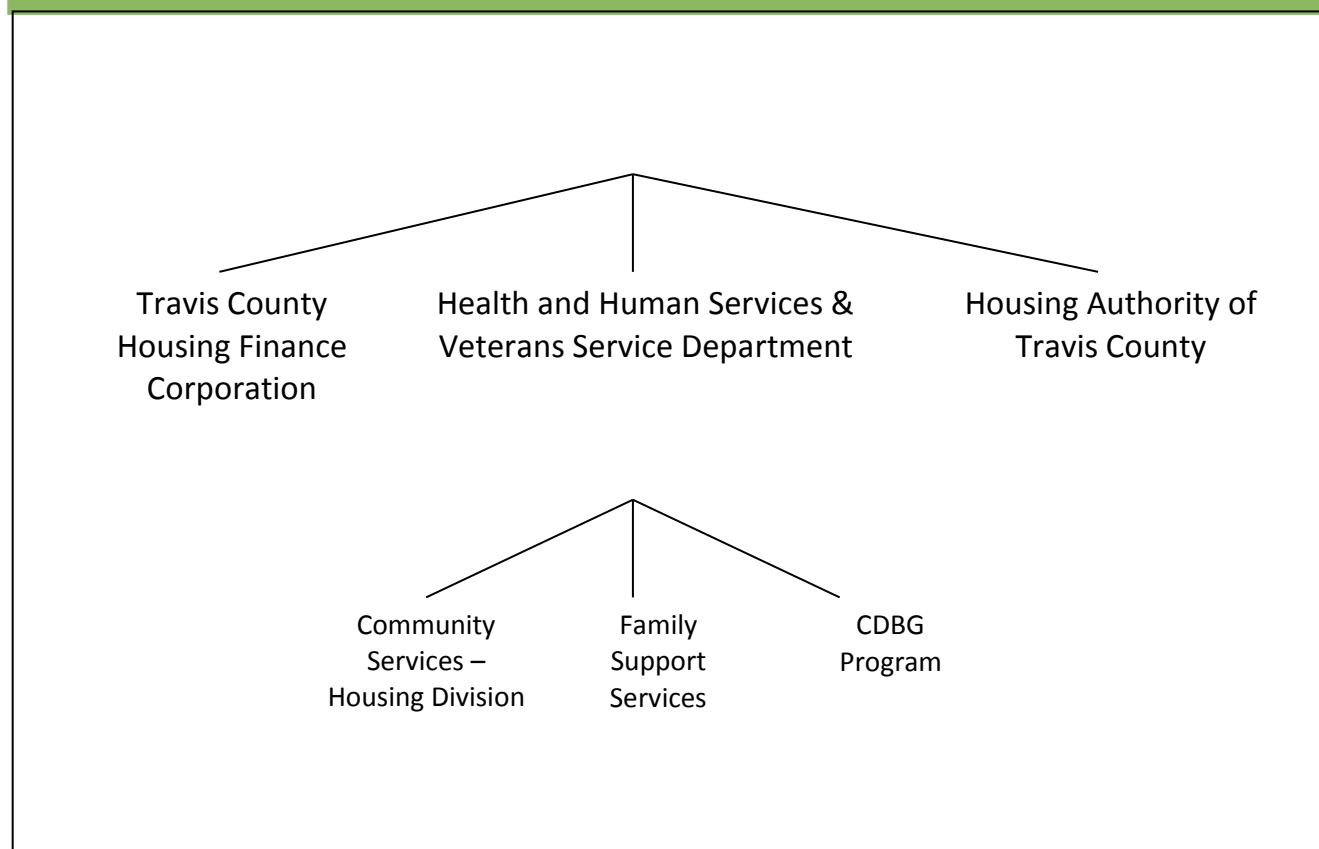
## SECTION II

# *HOUSING AND SERVICES FOR THE HOMELESS*

## OVERVIEW OF HOUSING SERVICES

In addition to CDBG, Travis County addresses the housing needs of its residents through diverse strategies that include the support of homeless and emergency shelters; transitional, public, assisted, and rental housing; first-time homebuyer programs; and owner-occupied assistance programs. These services are either directly delivered by county departments, affiliate entities or by contracted not-for-profit agencies. The following chart is a visual representation of the different departments/affiliate entities of the County working on a variety of housing services.

**Figure 13: Travis County Departments Providing Housing Services**



### Travis County HHS/VS Housing Services

The Travis County Housing Services Division performs weatherization and home repairs on houses occupied by county residents to improve energy efficiency, the physical living conditions, and safety in these homes. Funding for services comes from the Texas Department of Housing and Community Affairs, and the Travis County General Fund.

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In the reporting period, a total of 323 households received energy saving and home repair assistance. The assistance was distributed in the following manner:<sup>1</sup>

- 241 low-income households were assisted with energy savings through the state-funded Low Income Home Energy Assistance Program (LIHEAP) and a state-funded grant from the Department of Energy.
- 82 low-income homeowners were assisted with home repair through General Fund dollars.

### **Travis County HHS/VS Family Support Services Division**

The Family Support Services (FSS) Division provides rent and mortgage assistance for 30-day housing stabilization as well as utility assistance. Funding for services comes from the Travis County General Fund, the Federal Emergency Management Agency (FEMA), the Comprehensive Energy Assistance Program, and a variety of local electric and gas utility providers.

### **Other Travis County HHS/VS Divisions**

Other HHS/VS Divisions provide emergency rent or utility assistance on a smaller scale than FSS. These dollars are usually a part of a comprehensive case management program with strategic use of funds for families in need.

### **Travis County Housing Finance Corporation**

Through the Travis County Housing Finance Corporation (TCHFC), Travis County is engaged in a number of efforts to foster and maintain affordable housing. The Corporation provides single-family home ownership (including down-payment assistance) opportunities to homebuyers who meet certain income requirements. The Corporation also issues tax-exempt bonds to finance the construction or acquisition of multifamily apartments that must provide rental units to certain low and moderate-income families. The Corporation can also participate in these multifamily projects as a General Partner and/or General Contractor.

TCHFC continued to collaborate with FSS on the Tenant Based Rental Assistance (TBRA) program funded through HOME funds from the Texas Department of Housing and Community Affairs to provide rental assistance and case management for up to 36 months for certain low income households. However, TCHFC has not received additional HOME funds for this program: the contract ended in September 2015. Six households received Tenant Based Rental Assistance during the past year with \$33,957.00 spent for rent and utilities assistance.

In November 2014, the Board approved the creation of the Hill Country Home Down Payment Assistance program (HCHDPA), a grant program to home purchasers in Travis County that have

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<sup>1</sup> Please note that some individuals may be counted in multiple categories due to receipt of assistance from any combination of these programs.

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incomes of 140 percent of AMI or less. The program offers a slightly higher than market interest rate (usually between 50 and 70 basis points higher depending on market conditions) on FHA, VA or USDA loans with participating lenders. Qualifying participants receive 5 percent of the total mortgage amount as a grant with 1.5 percent going to the lender and 3.5 percent net to the borrower for closing costs and/or down payment assistance. As of September 30, 2015, HCHDPA had provided \$891,680.40 in down payment assistance, with 98 mortgage loans closed totaling \$18.95 million.

In March 2015, TCHFC issued \$26,800,000 in tax exempt bonds to finance the construction of a 252 unit LIHTC property, The Heights on Parmer. The property will offer one-, two- and three-bedroom units to individuals and families earning 60 percent of the Area Median Income (AMI). In September 2014, TCHFC issued \$22,000,000 in tax exempt bonds for William Cannon Apartments: this property will offer one-, two- and three-bedroom units at 50 and 60 percent of AMI. Both of these properties are under construction and should begin lease up in Program Year 2015.

In January 2015, the Board approved TCHFC to participate as General Partner (GP) and General Contractor (GC) on low income housing tax credit projects. In August 2015, the Board approved the initial inducement to issue bonds for The Terrace at Walnut Creek: TCHFC will participate as the bond issuer, GP and GC on this property should the Board provide all necessary approvals in Program Year 2015.

In 2013, the Board approved TCHFC to provide loans to developers for 9% low income housing tax credit (LIHTC) projects. The loan program satisfies TDHCA's requirements for local government participation in LIHTC developments, and allowed Travis County to participate more directly in addressing the need for workforce housing in the greater County area. The first loan was originated in October 2014 for Windy Ridge Apartments, a family property in northern Travis County, a rapidly growing submarket of the ETJ. The loan for \$1.8 million was made whole in September 2015. The project has nearly completed construction and will begin leasing in Program Year 2015.

### **The Housing Authority of Travis County**

The Housing Authority of Travis County (HATC) manages three public housing sites, a Section 8 Housing Choice Voucher Program, three Shelter Plus Care Projects, and a Lease-Purchase program.

There are currently no Public Housing Units in the Travis County CDBG service area. The three public housing sites have a total of 105 housing units and are located within the City of Austin. Additionally, HATC manages 33 units of Senior Housing in Manor, and 16 duplex units in Del Valle. The Housing Authority's affiliated entity, Strategic Housing Finance Corporation, is the general partner in three tax credit multifamily properties, including 208 units of Senior Housing in Pflugerville, 70 units of senior housing in Austin, and a 192-unit family property in Austin.

The Shelter Plus Care projects provide rental assistance for homeless people with chronic disabilities in the Austin-Travis County area. The program utilizes integrated rental housing and flexible and intensive support services to promote community tenure and independence.

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In the unincorporated areas, HATC administers the Section 8 Housing Choice Voucher Program, assisting very low income, disabled, and elderly families or individuals.

The CDBG program will continue to support HATC's efforts to provide homeownership and affordable housing opportunities to low-income residents. CDBG staff has worked with HATC staff to locate sites in the unincorporated areas that are appropriate for rehabilitation or development. Though no sites have been identified yet, staff will continue to work collaboratively to find opportunities to work together.

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## BARRIERS TO AFFORDABLE HOUSING

Texas, a Dillon's rule state, does not allow counties to adopt home rule; therefore, the powers they may exercise are limited to those explicitly granted by state government. For Texas counties, this does not include the authority to adopt building codes. What applies outside of incorporated boundaries are the standards of the International Building Code, which has been effectively adopted by the state. Additionally, Travis County is limited by state law in the extent of its land use authority. In unincorporated areas, Texas counties may approve the subdivision of land, construct and maintain subdivision roads and assess costs to landowners, and may specify minimum standards for road construction and drainage.

The County has created an Affordable Housing Policy Committee in order to align affordable housing policies across all Travis County departments, in accord with the recommendations outlined in the Fair Housing Plan of the Analysis of Impediments. On April 14, 2015, the Travis County Commissioners Court approved a structure and charge for the committee. Travis County HHS/VS, through the CDBG Office, convened the first session of the Affordable Housing Policy Committee on June 3, 2015. And the committee has met on a monthly basis. The committee consists of key staff from various County departments that implement programs relevant to housing development and services. To date, values have been drafted and are moving through the approval process. In addition, the committee has identified a series of categories to create policy to influence County resources and future development as allowable by law. Additionally, an Advisory Group will be convened with the intention of providing technical expertise and stakeholder feedback on the committee recommendations.

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## IMPEDIMENTS TO FAIR HOUSING CHOICE

HUD has a commitment to eliminate racial and ethnic segregation, physical and other barriers to persons with disabilities, and other discriminatory practices in the provision of housing. HUD extends the responsibility of affirmatively furthering fair housing to local jurisdictions through a variety of regulations and program requirements.

As an entitlement county receiving CDBG funds from HUD, Travis County must fulfill its fair housing responsibilities by developing an Analysis of Impediments (AI) to Fair Housing Choice and by taking actions to overcome the identified impediments. When the program was first implemented in 2006, the County operated under the City of Austin's AI. In addition to the City of Austin's study, the 2011-2013 Consolidated Plan allowed the County to develop a better picture of the conditions and needs of the unincorporated area and its residents.

In PY11, Travis County contracted with the firm Mullin & Lonergan with General Fund dollars totaling over \$60,000 to undertake an AI for the County. As part of the research for the AI, the consultants held two community forums, as well as on site interviews and focus groups with a wide variety of stakeholders, both internal and external to the County. The draft was presented to the Commissioners Court on November 5, 2013, followed by a public comment period with no substantive comments.

The AI identified the following impediments to Fair Housing Choice:

1. Isolation of Low-Income Rural Communities
2. Poor Condition of Housing Stock in Unincorporated Areas
3. Increasingly Prohibitive Housing Costs
4. Persistence of Housing Discrimination
5. Presence of Discriminatory Restrictive Deeds/Covenants
6. Concentration of Voucher Holders in Impacted Areas
7. Absence of Authority for Local Oversight Over Design and Construction
8. Lack of Local Human Rights or Fair Housing Ordinance
9. Need for Improved Connections between Residents and Employment Opportunities
10. Improvements Needed in Some Policy Documents
11. Questionable Patterns in Private Lending

To address these impediments, the AI included a Fair Housing Plan that CDBG staff will work to implement in coordination with other departments.

During PY14, the following actions were taken to address the identified impediments:

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Isolation of Low-Income Rural Communities:

- The Social Work Expansion project, funded through CDBG, addressed the isolation of low-income rural communities by bringing the services to 170 clients.
- The County has provided \$1,000,000 of General Funds to expand social services, with a plan to geographically target funds in areas of very low and low opportunity outside the City of Austin. An RFS was released in PY14 and a contract has been negotiated with the anticipation that it will be approved in November 2015 and services will commence in 2016.
- The CDBG program completed a street improvement project and 17 homes through the Home Repair Program.

Poor Condition of Housing Stock in Unincorporated Areas:

- The CDBG program addressed the poor condition of housing stock in the unincorporated areas by the continued investment in the Home Repair Program. Repairs were made to 17 housing units during the program year. Additional homes were repaired or improved through the Department's Housing Services Division with other Federal, State and local funds.

Persistence of Housing Discrimination:

- The CDBG program funds fair housing services through the Austin Tenant's Council to combat the persistence of housing discrimination. 55 people were served during the program year.
- The County website continues to have a fair housing page with resources and information.
- As a part of their CDBG funded fair housing program, Austin Tenant's Council conducts outreach and fair housing counseling to the CDBG service areas.

Need for Improved Connections between Residents and Employment Opportunities:

- The Department funds van service through CARTS to expand access to transportation from the Del Valle area to employment and education centers.
- TCCC participated in Cap Metro's long range planning efforts to promote the expansion of public transit services in the unincorporated areas, particularly ride-to-work routes.
- CDBG and TC General Fund are jointly funding a bus route expansion in a low to moderate income area service an affordable housing complex and a new homeless micro-housing development.

Increasingly Prohibitive Housing Costs:

- TCHFC collaborated with FSS to implement a Tenant Based Rental Assistance (TBRA) program funded through the Texas Department of Housing and Community Affairs to provide rental assistance and case management for up to 36 months for certain low income households. Six households received Tenant Based Rental Assistance during the past year. \$33,957 has been spent for rent and utilities assistance.
- TCHFC's new homebuyer assistance program began in November 2014. As of September 30, 2015, the program had provided \$891,680.40 in down payment assistance, with 98 mortgage loans

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closed totaling \$18.95 million. In March 2015, TCHFC issued \$26,800,000 in tax exempt bonds to finance the construction of a 252 unit LIHTC property, The Heights on Parmer. The property will offer one-, two- and three-bedroom units to individuals and families earning 60 percent of the Area Median Income (AMI).

- During PY14, an Affordable Housing Policy committee was convened. Values have been drafted and are moving through the approval process. In addition, the committee has identified a series of categories to create policy to influence County resources and future development as allowable by law.

#### Questionable Patterns in Private Lending

- The TCHFC's homebuyer assistance program require homebuyer education for first time homebuyers. The CDBG website has a Housing Resource page that includes link to financial counseling and homebuyer education.

#### Improvements in Some Policy Documents

- A draft Language Access Plan for persons with limited English proficiency has been created. It is ready for legal review and approval in the next program year.

#### Absence of Authority for Local Oversight of Design and Construction

- ATC provided a fair housing training in 2015 for architects, engineers and other design professionals. It was not funded with CDBG funds, but due to our contractual relationship, Travis County was able to refer people to the training.

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## HOMELESSNESS

### **Planning Efforts to End Homelessness**

Travis County is a member of the Ending Chronic Homelessness (ECHO) Coalition whose mission is to identify specific strategies and oversee ongoing planning and implementation of a plan to end chronic homelessness in Austin and Travis County. The coalition is comprised of four committees or work groups: Housing, Continuum of Care (CoC), Outreach and Education, and Data. These committees in turn have subcommittees. Regular monthly meetings for each committee/subcommittee are held, and plenary meetings for all ECHO members are held quarterly.

Travis County CDBG staff joined ECHO's Planning and Evaluation Committee during PY07. In PY11, Travis County granted ECHO \$50,000 to provide administrative and operating support to the newly formed nonprofit to administer homelessness prevention services within the County, and continues that investment to date. Since then County staff have participated in a number of subcommittees including the annual Point-in Time-Count, and the Independent Review Team that reviews and ranks CoC applications and provides feedback to contracting agencies as well as the Housing Committee and Membership Council. Refer to the section on HUD Continuum of CARE (CoC) Funding below for further details on CoC.

### **HUD Continuum of CARE (CoC) Funding**

Continuum of Care is a funding mechanism by which HUD awards through a national competition grants for the Supportive Housing Program (SHP), Shelter Plus Care (S+C) and the Section 8 Moderate Rehabilitation Single-Room Occupancy (SRO) Program to states, localities and nonprofit organizations.

The SHP program provides funding for the development of transitional housing for homeless individuals with disabilities. The S+C program provides rental assistance for homeless people with chronic disabilities (usually severe mental illness, HIV/AIDS, and chronic drug and/or alcohol dependency). All grantees are required to match their federal funding for rental assistance with equal funding for supportive services. The SRO program provides project-based rent subsidies for occupants of single-room occupancy facilities that have undergone moderate rehabilitation.

The Austin/Travis County CoC received approximately \$5.6 million in HUD Continuum of Care (CoC) funding. Part of the funding will focus on projects that qualify as part of the SHP program while the other part will target projects under the S+C programs.

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## HOME / AMERICAN DREAM DOWN PAYMENT INITIATIVE (ADDI)

Travis County does not receive HOME or ADDI funds at this time.

## EMERGENCY SHELTER GRANT

Travis County does not receive Emergency Shelter Grant funds at this time.

## ADDRESSING “WORST CASE” HOUSING NEEDS

Addressing the housing needs of persons with disabilities and households who live at or below 50% of the Median Family Income (MFI) is critical to ensuring a viable community. HUD defines households with worst case needs as unassisted renters with incomes below 50% of the local area median incomes, who pay more than half of their income for housing or live in severely substandard housing.

### **CDBG Efforts**

CDBG has funded home rehabilitation and land acquisition to support affordable housing development to reduce the cost burden for households at or below 80% MFI. During PY14, 17 households received assistance through the CDBG Home Rehabilitation program and 23 households received assistance through the Gilbert Lane Land Acquisition project.

### **Travis County Efforts**

The County addresses worst case housing needs in a variety of ways including targeted investments to low income persons. The Travis County Housing Services performs weatherization and home repairs on houses occupied by county residents to improve energy efficiency, the physical living conditions, and safety in these homes. During PY14 a total of 323 households received energy saving weatherization and emergency repair assistance.



# SECTION III

## *NON-HOUSING COMMUNITY DEVELOPMENT AND OTHER ACTIONS*

## NON-HOUSING COMMUNITY DEVELOPMENT INVESTMENTS

Non-Housing Community Development projects include infrastructure, public facilities , business and jobs, community service projects, and projects benefitting populations with specialized needs. Out of these categories Travis County identified infrastructure, populations with specialized needs and community services as high priorities for the 2014-2018 Consolidated Planning period.

## OVERVIEW OF TRAVIS COUNTY CDBG INVESTMENTS IN COMMUNITY DEVELOPMENT

The following table outlines the total amount of CDBG funding committed throughout the program's history to infrastructure, community service, public buildings and facilities, and business and jobs. For actual expenditures of current projects please refer to the specific project descriptions above, for historical expenditures please consult prior year's CAPERs.

**Figure 12: Overview of Travis County CDBG Investment in Community Development**

| Community Development Needs/Projects         | Priority Need Level | CDBG Investments   |
|----------------------------------------------|---------------------|--------------------|
| <b>Infrastructure</b>                        |                     |                    |
| Water Improvements PY06<br>Northridge Acres  | High                | \$ 200,000         |
| Street Improvements PY06<br>Apache Shores    | High                | \$ 305,000         |
| Street Improvements PY07<br>Apache Shores    | High                | \$ 500,000         |
| Street Improvements PY06<br>Lava Lane        | High                | \$ 83,659          |
| Street Improvements P 09<br>Lava Lane        | High                | \$ 60,000          |
| Street Improvements PY10<br>Lava Lane        | High                | \$ 400,000         |
| Street Improvements PY11<br>Lake Oak Estates | High                | \$ 145,000         |
| Street Improvements PY12<br>Lake Oak Estates | High                | \$326,598          |
| Street Improvements PY13<br>Lake Oak Estates | High                | \$425,000          |
| <b>Total Infrastructure</b>                  |                     | <b>\$2,445,257</b> |

| Community Service                               |        |            |
|-------------------------------------------------|--------|------------|
| Other Public Service Needs PY07                 | High   | \$0        |
| Other Public Service Needs PY08                 | High   | \$ 64,877  |
| Other Public Service Needs PY09                 | High   | \$ 35,000  |
| Other Public Service Needs PY10                 | High   | \$69,295   |
| Other Public Service Needs PY11                 | High   | \$ 118,500 |
| Other Public Service Needs PY12<br>Social Work  | High   | \$106,000  |
| Other Public Service Needs PY12<br>Fair Housing | High   | \$28,451   |
| Other Public Service Needs PY13<br>Social Work  | High   | \$75,000   |
| Other Public Service Needs PY13<br>Fair Housing | High   | \$50,000   |
| Other Public Service Needs PY14<br>Social Work  | High   | \$80,110   |
| Other Public Service Needs PY14<br>Fair Housing | High   | \$50,000   |
| Total Community Service                         |        | \$677,233  |
| Populations with Specialized Needs              |        |            |
|                                                 | High   | \$0        |
| Public Buildings & Facilities                   |        |            |
| Barkley Meadows Flood Damage Repair             | Medium | \$547,102  |
| Business & Jobs                                 |        |            |
| Business & Jobs                                 | Medium | \$ 0       |

In addition to CDBG investments, the County's infrastructure department, Transportation and Natural Resources, conducts community development activities in the form of public parks, bridge and drainage projects, storm water management, road maintenance, on-site sewage facilities, transportation planning, and various other projects, approximately totaling over \$50 million.

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## ANTI-POVERTY STRATEGY

Travis County's lead agency for administering CDBG funds is the Health and Human Services & Veterans Service Department. The goal of the department is to address community needs through internal and external investments and services. The department strives to accomplish the following: Maximize quality of life for all people in Travis County; Protect vulnerable populations; Invest in social and economic well-being; Promote healthy living: physical, behavioral, and environmental; and Build a shared understanding of our community.

Travis County operates a number of anti-poverty programs that assist individuals and families on multiple fronts in transitioning from crisis to self-sufficiency. The County carries out its anti-poverty programs both through the direct delivery of services managed by HHS/VS and by purchasing services from private and not-for-profit agencies in the community. In addition to the provision of direct services, Travis County continually assesses the poverty and basic needs of county residents, works with stakeholders in facilitating anti-poverty efforts, and supports public policy initiatives that prevent and ameliorate conditions of poverty.

Annually, approximately \$33 million is invested in alleviating the conditions which contribute to poverty by stabilizing housing, providing comprehensive case management, and increasing opportunity through workforce development and youth and child programs – just to name a few.

The CDBG program funded social work program assists residents of the CDBG service area. In PY14, 170 people were served. This program's aim is to improve access to social services to residents of the unincorporated areas.

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## LEAD-BASED PAINT

Activities supported with Travis County CDBG funds must be in full compliance with the Lead Safe Housing Rule (24 CFR Part 35) of the U.S. Department of Housing and Urban Development (HUD). The CDBG program has created guidelines to ensure that the necessary steps for notification, identification and treatment of Lead Based Paint are followed, for owner occupied rehabilitation projects and other projects as appropriate. In PY14, HHS/VS had an interlocal agreement to allow the City of Austin to use its lead remediation program in Travis County, outside the City of Austin. To date, no clients have been served despite outreach measures.

HHS/VS Housing Services Division, which receives funds through State grant funds and the Travis County General Fund, provides limited lead-based paint remediation on houses built before 1978 where small holes in the wall or similar acts that could cause additional possible lead exposure are made. The lead safe practices are used to ensure client and worker safety. Areas disturbed are sealed and all loose contaminates are removed. The Housing Services Division does not have a complete lead abatement process nor does it have a formal lead based paint remediation program; however, they do perform Lead Safe work as prescribed by the EPA in conjunction with their WAP and Home Repair Programs. Housing Services is an EPA Certified Lead Safe Firm who employs EPA Certified Lead Safe Renovators and complies with lead safe practices when working on homes built prior to 1978.

## SPECIFIC HOPWA OBJECTIVES

Travis County does not receive HOPWA funds at this time.



# APPENDICES



# APPENDIX A

## *PROJECT PHOTOS*

OWNER HOUSING PRODUCTION OF NEW UNITS: Gilbert Lane Land Acquisition  
PRODUCTION OF NEW UNITS  
OWNER OCCUPIED HOME REHABILITATION PROGRAM  
LAKE OAK ESTATES STREET IMPROVEMENTS

**CDBG Project 1: (Land Acquisition for) Owner Housing Production of New Units**



**CDBG Project 1: (Land Acquisition for) Owner Housing Production of New Units**



**CDBG Project 1: (Land Acquisition for) Owner Housing Production of New Units**



**CDBG Project 1: (Land Acquisition for) Owner Housing Production of New Units**

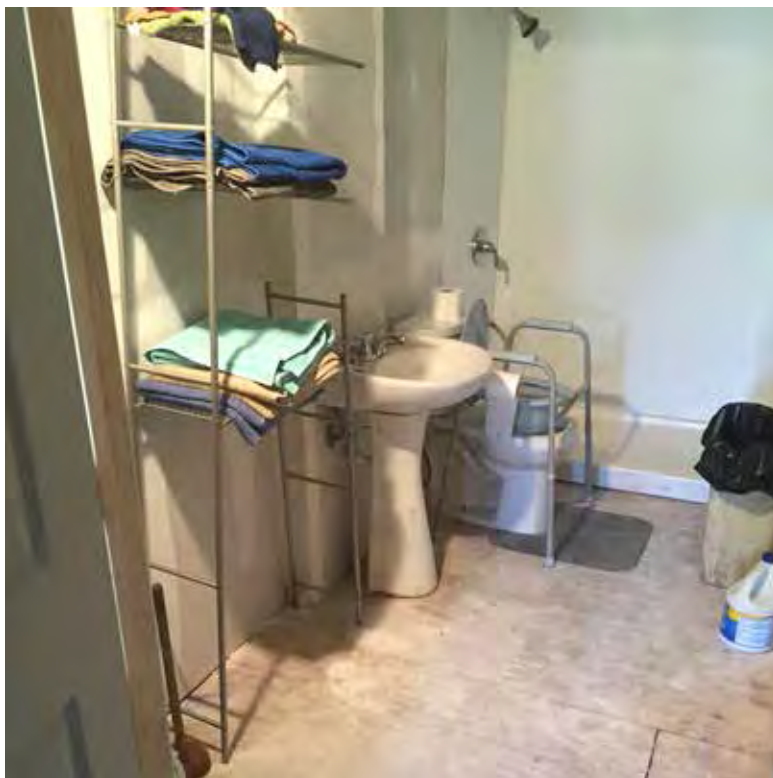


## CDBG Project 2: Owner Occupied Home Rehabilitation Program PY2014

*Before*



*After: bathroom rehabilitation, including accessible shower, new sink and toilet, etc.*



*[Photos of other  
completed home rehabilitation  
to be added to final draft.]*

**CDBG Project 3: Lake Oak Estates Street Improvements PY2014**

*Before*



### CDBG Project 3: Lake Oak Estates Street Improvements PY2014

*After*



### CDBG Project 3: Lake Oak Estates Street Improvements PY2014

*After*



### CDBG Project 3: Lake Oak Estates Street Improvements PY2014

*After*





# APPENDIX B

## *PUBLIC ENGAGEMENT ADVERTISEMENTS*

PUBLIC NOTICE in English  
PUBLIC NOTICE in Spanish

## TRAVIS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

# INVITATION TO COMMENT ON THE DRAFT OF THE PROGRAM YEAR 2014 CDBG ANNUAL REPORT

As part of Travis County's ongoing public engagement related to its Community Development Block Grant (CDBG,) Travis County will make available to the public its Program Year 2014 CDBG annual report known as the Consolidated Annual Program, Performance and Evaluation Report (CAPER).

The CAPER covers a period from October 1, 2014 to September 30, 2015, and describes progress made in carrying out the CDBG projects. This report will be submitted to the U.S. Department of Housing and Urban Development to meet federal requirements.

### COMMENT PERIOD AND DRAFT DOCUMENT

Comments will be accepted for 15 days beginning November 23, 2015 at 8:00 a.m. and ending December 7, 2015 at 5:00 p.m. Beginning November 23, 2015, a draft document will be available for download on the Travis County CDBG page [www.co.travis.tx.us/CDBG](http://www.co.travis.tx.us/CDBG), and also available for review at any of the seven Travis County Community Centers:

|                                                |                                                            |
|------------------------------------------------|------------------------------------------------------------|
| Travis County Community Center at Del Valle    | 3518 FM 973, Del Valle, TX 78617                           |
| Travis County Community Center at Pflugerville | 15822 Foothills Farm Loop, Bldg. D, Pflugerville, TX 78660 |
| Travis County Community Center at Oak Hill     | 8656-A Hwy 71 W., Suite A, Austin, TX 78735                |
| Travis County Community Center at Jonestown    | 18649 FM 1431, Jonestown, TX 78645                         |
| Travis County Community Center at Manor        | 600 W. Carrie Manor, Manor, TX 78653                       |
| Travis County Community Center at Palm Square  | 100 N. IH-35, Suite 1000, Austin, TX 78701                 |
| Travis County Community Center at Post Road    | 2201 Post Road, Suite 101, Austin, TX 78704                |

### PUBLIC HEARINGS

The public can provide their comments by attending a Public Hearing scheduled for Tuesday, December 1, 2015 at 9:00 a.m. at the Travis County Commissioners Courtroom, 700 Lavaca St., Austin, TX.

### MAILING COMMENTS

The public can also mail their comments to: CDBG Program, Travis County, HHSVS, P.O. Box 1748, Austin, TX 78767 or e-mail them to the CDBG program at [cdbg@traviscountytexas.gov](mailto:cdbg@traviscountytexas.gov)

For additional information contact Christy Moffett, at [cdbg@traviscountytexas.gov](mailto:cdbg@traviscountytexas.gov) or call 512-854-3460. To request that an American Sign Language or Spanish interpreter be present at the public hearing, please contact staff at least five business days in advance.

*Travis County is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request. Please call 512-854-3460 for assistance.*



# EL PROGRAMA DE SUBSIDIOS GLOBALES DE DESARROLLO COMUNITARIO (CDBG) DEL CONDADO DE TRAVIS

## INVITACIÓN PARA COMENTAR SOBRE LA VERSIÓN PRELIMINAR DEL **INFORME ANNUAL DEL PROGRAMA CDBG** PARA EL AÑO PROGRAMÁTICO 2014

Como parte del proceso continuo del Condado de Travis relacionado con participación pública en el Programa de Subsidios Globales para el Desarrollo Comunitario (conocido como CDBG, por sus siglas en inglés) el Condado de Travis pondrá a disposición del público el informe anual del programa CDBG para el año programático 2014 conocido como el Informe Anual Consolidado de Desempeño y Evaluación (CAPER, por sus siglas en inglés).

El informe CAPER cubre un período desde el 1 de octubre de 2014 hasta el 30 de septiembre de 2015, y describe el progreso realizado en el desarrollo de los proyectos del programa CDBG. Este informe será presentado al Departamento de Vivienda y Desarrollo Urbano de EE.UU. para cumplir con los requisitos federales.

### PERÍODO PARA COMENTARIOS Y DOCUMENTO PRELIMINAR

Se aceptarán comentarios durante 15 días a partir del 23 de noviembre de 2015 a las 8:00 a.m. hasta el 7 de diciembre de 2015 a las 5:00 p.m. A partir del 23 de noviembre de 2015, la versión preliminar del documento estará disponible para ser descargada de la página del programa CDBG del Condado de Travis en el internet [www.co.travis.tx.us/CDBG](http://www.co.travis.tx.us/CDBG), y también estará disponible para ser consultada en cualquiera de nuestros siete centros comunitarios del Condado de Travis:

|                                                          |                                                               |
|----------------------------------------------------------|---------------------------------------------------------------|
| Centro Comunitario del Condado de Travis en Del Valle    | 3518 FM 973, Del Valle, TX 78617                              |
| Centro Comunitario del Condado de Travis en Pflugerville | 15822 Foothills Farm Loop, Edificio D, Pflugerville, TX 78660 |
| Centro Comunitario del Condado de Travis en Oak Hill     | 8656-A Hwy 71 W., Suite A, Austin, TX 78735                   |
| Centro Comunitario del Condado de Travis en Jonestown    | 18649 FM 1431, Jonestown, TX 78645                            |
| Centro Comunitario del Condado de Travis en Manor        | 600 W. Carrie Manor, Manor, TX 78653                          |
| Centro Comunitario del Condado de Travis en Palm Square  | 100 N. IH-35, Suite 1000, Austin, TX 78701                    |
| Centro Comunitario del Condado de Travis en Post Road    | 2201 Post Road, Suite 101, Austin, TX 78704                   |

### AUDIENCIA PÚBLICA

El público puede hacer comentarios asistiendo a una audiencia pública el martes, 1 de diciembre de 2015 a las 9:00 a.m. en el edificio Travis County, en la sala "Commissioners Courtroom", 700 Lavaca St., Austin, TX.

### ENVÍO DE COMENTARIOS

El público también puede enviar comentarios por correo postal a: CDBG Program, Travis County, HHSVS, P.O. Box 1748, Austin, TX 78767, o por correo electrónico a [cdbg@traviscountytx.gov](mailto:cdbg@traviscountytx.gov).

Para mayor información comuníquese con Christy Moffett a través del e-mail [cdbg@traviscountytx.gov](mailto:cdbg@traviscountytx.gov) o llamando al 512-854-3460. Para solicitar que haya un intérprete en español o de lenguaje americano de señas en alguna de estas reuniones, por favor contacte al personal por lo menos con cinco días hábiles de anterioridad.

*El Condado de Travis está comprometido a cumplir con la Ley de Americanos con Discapacidades (ADA) y con la Sección 504 de la Ley de Rehabilitación de 1973, según su enmienda. Al solicitarlo, se proporcionarán modificaciones razonables e igual acceso a comunicaciones. Si necesita ayuda, por favor llame al 512-854-3460.*





# APPENDIX C

## *HUD-REQUIRED ECON PLANNING CAPER*

## CR-05 - Goals and Outcomes

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

During PY14, the CDBG Program implemented four projects with current year funding and completed two projects with prior year's funding. A brief summary of the projects follows.

- **Land Acquisition for Affordable Housing:** CDBG funding in the amount of \$1,062,549 from PY06-PY10 was used to acquire 31 lots for the purposes of creating affordable housing. Austin Habitat for Humanity, a local nonprofit, secured funding for the construction of homes on the acquired property. Eight houses were completed in prior years, with the remaining 23 houses completed and occupied in PY14. The project created new affordable single family homes with a 10 year affordability period. In total, 129 people benefitted from the project.
- **Lake Oak Estates Street Improvements:** The project included improvements to sections of Cavalier Canyon Drive, Bowling Lane, Covenant Canyon Trail, Holly Lane, and related cross streets. The project was funded in PY11-PY13. In prior years the design and environmental assessment and clearance of the project took place. The project was delayed due to acquisition issues, and therefore all phases of construction took place in PY14. The project is complete, benefitting 126 people.
- **Owner Occupied Home Rehabilitation:** This is an ongoing project, first implemented in PY12. This project funds minor home repair services for low- and moderate-income homeowners in the CDBG service area. During PY14, repairs were completed on 17 homes, exceeding the annual goal of 14 houses. Because the project has been funded over multiple years, 16 of these houses were funded with prior years funds, and one house with PY14 funding. The project is on target to complete 90 houses over the Strategic Plan period.
- **Social Work Expansion:** This ongoing program is an internal expansion of existing HHS services. The project funds the equivalent of one FTE social worker who works at a Travis County HHS&VS facility; however, to reduce transportation barriers, the social worker provides the majority of service provision through home visits. During PY14, the project served 170 people and expended all of its funding. While the number of clients served did not meet the annual goal, the social work staff had more intensive cases rather than the mix of information/referral and less intensive case management traditionally seen since the project's inception in 2007. This movement to more intensive case management is considered a success as it demonstrates a stronger level of client engagement necessary to address the geographic isolation occurring outside the urban core. Annual goals for the next program year were reduced to reflect this shift to more intensive client intervention.

- **Fair Housing Counseling:** This ongoing project provides funds for Tenant's Rights and Fair Housing Counseling for residents of the CDBG service area. The project is administered by the Austin Tenants' Council. During PY14, the project served 55 people.
- **Administration and Planning:** This project funds the operating expenses associated with the grant. During PY14, the program met all programmatic deadlines while administering the projects outlined above. In addition, CDBG staff assisted in the convening of the Travis County Affordable Housing Policy Committee consisting of staff from across the County and the City of Austin, tasked with developing countywide affordable housing policy. CDBG provide ongoing staff support to the committee and participate as a member.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

| Goal               | Category                          | Source / Amount | Indicator                                                                | Unit of Measure        | Expected – Strategic Plan | Actual – Strategic Plan | Percent Complete | Expected – Program Year | Actual – Program Year | Percent Complete |
|--------------------|-----------------------------------|-----------------|--------------------------------------------------------------------------|------------------------|---------------------------|-------------------------|------------------|-------------------------|-----------------------|------------------|
| Community Services | Non-Housing Community Development | CDBG: \$        | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted       | 45000                     | 225                     | 0.50%            | 468                     | 225                   | 48.08%           |
| Housing            | Affordable Housing                | CDBG: \$        | Homeowner Housing Added                                                  | Household Housing Unit | 10                        | 23                      | 230.00%          |                         |                       |                  |
| Housing            | Affordable Housing                | CDBG: \$        | Homeowner Housing Rehabilitated                                          | Household Housing Unit | 90                        | 17                      | 18.89%           | 14                      | 17                    | 121.43%          |

|                                             |                                         |             |                                                                                                            |                     |       |     |       |      |     |       |
|---------------------------------------------|-----------------------------------------|-------------|------------------------------------------------------------------------------------------------------------|---------------------|-------|-----|-------|------|-----|-------|
| Infrastructure                              | Non-Housing<br>Community<br>Development | CDBG:<br>\$ | Public Facility or<br>Infrastructure<br>Activities other than<br>Low/Moderate<br>Income Housing<br>Benefit | Persons<br>Assisted | 7500  | 126 | 1.68% | 3150 | 126 | 4.00% |
| Populations<br>with<br>Specialized<br>Needs | Non-Housing<br>Community<br>Development | CDBG:<br>\$ | Public Facility or<br>Infrastructure<br>Activities other than<br>Low/Moderate<br>Income Housing<br>Benefit | Persons<br>Assisted | 27000 | 0   | 0.00% |      |     |       |

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

After considering the housing, community development, and public service needs of Travis County’s low- to moderate-income residents, along with the results of public engagement efforts, Travis County Commissioners Court identified the priorities in the table below as the focus for the five-year consolidated planning period.

All of the projects implemented or completed during PY14 (with the exception of Administration and Planning) fell under one of the high priorities identified by the Court.

| Category                           | Ranking | Projects                                       |
|------------------------------------|---------|------------------------------------------------|
| Housing                            | High    | Home Repair, Land Acquisition                  |
| Infrastructure                     | High    | Street Improvements: Lake Oak Estates          |
| Community Services                 | High    | Social Work Expansion; Fair Housing Counseling |
| Populations with Specialized Needs | High    | N/A                                            |
| Business and Jobs                  | Low     | N/A                                            |
| Buildings and Facilities           | Low     | N/A                                            |

**Table 2 - Priorities in the PY14-PY18 Consolidated Plan**

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

|                                           | CDBG       |
|-------------------------------------------|------------|
| White                                     | 264        |
| Black or African American                 | 89         |
| Asian                                     | 9          |
| American Indian or American Native        | 4          |
| Native Hawaiian or Other Pacific Islander | 0          |
| <b>Total</b>                              | <b>366</b> |
| Hispanic                                  | 221        |
| Not Hispanic                              | 259        |

Table 3 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

The table below demonstrates the race and ethnicity of persons served by projects implemented during PY14. Please note that the table above will not tie to the table below, because the category "Other/Multi-Racial" is not included above.

| PY14 Project Beneficiaries by Race and Ethnicity |           |              |                                   |                        |                           |       |                   |                        |
|--------------------------------------------------|-----------|--------------|-----------------------------------|------------------------|---------------------------|-------|-------------------|------------------------|
| Project                                          | Ethnicity |              | Race                              |                        |                           |       |                   | Total People Benefited |
|                                                  | Hispanic  | Non-Hispanic | American Indian or Alaskan Native | Asian/Pacific Islander | Black or African American | White | Other/ Multi Race |                        |
| Gilbert Lane Land Acquisition*                   | 28        | 67           | 0                                 | 6                      | 38                        | 51    | 0                 | 95                     |
| Public Services, Other – FFS Services*           | 59        | 110**        | 1                                 | 1                      | 29                        | 127   | 12                | 170                    |
| Landlord/Tenant and Fair Housing Counseling*     | 30        | 25           | 0                                 | 1                      | 13                        | 35    | 6                 | 55                     |

|                                                   |     |     |     |     |     |     |     |     |
|---------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|
| <b>Street Improvements:<br/>Lake Oak Estates^</b> | 88  | 38  | 0   | 0   | 0   | 29  | 97  | 126 |
| <b>Homeowner Rehabilitation*</b>                  | 16  | 19  | 3   | 1   | 9   | 22  | 0   | 35  |
| <b>Administration and Planning</b>                | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| <b>Total</b>                                      | 221 | 259 | 4   | 9   | 89  | 264 | 115 | 481 |

**Table 3 – Table of assistance to racial and ethnic populations by project**

\*Data gathered from the PY14 performance reports submitted by service providers.

\*\*Ethnicity data not available for one client.

^Data gathered from primary survey conducted to determine project eligibility

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

| Source of Funds | Source | Resources Made Available | Amount Expended During Program Year |
|-----------------|--------|--------------------------|-------------------------------------|
| CDBG            |        | 2,197,905                | 1,306,178                           |

Table 4 – Resources Made Available

### Narrative

Projects from several CDBG Program Years were completed this year . The resources made available column includes PY14 award plus carryover funds from prior years. Much of the funding spent during PY14 was carryover funds.

### Identify the geographic distribution and location of investments

| Target Area | Planned Percentage of Allocation | Actual Percentage of Allocation | Narrative Description |
|-------------|----------------------------------|---------------------------------|-----------------------|
|             |                                  |                                 |                       |

Table 5 – Identify the geographic distribution and location of investments

### Narrative

Travis County’s CDBG program serves the unincorporated areas of the county and the Village of Webberville. The program does not have any designated target areas. Specific descriptions of geographic distribution for each of the CDBG projects is as follows:

- Production of New Owner Housing Units via Land acquisition: Precinct 1, Census Tract: 22.05 Block Group: 4
- Street Improvements Lake Oak Estates: Precinct 4, Census Tract: 17.42, Block Group: 2
- Public Services Social Work Services Expansion: Various eligible households in the unincorporated areas of Travis County. Specifically residents in the following zip codes were served in PY14: 78612, 78613, 78617, 78621, 78641, 78645, 78653, 78654, 78660, 78669, 78724, 78725, 78728, 78734, 78736, 78737, 78747, 78754.
- Public Services Tenants Rights and Fair Housing Counseling: Various eligible households residing in the unincorporated areas of the County and the Village of Webberville. Specifically residents in the following zip codes were served in PY14: 78615, 78617, 78652, 78653, 78660, 78719, 78724, 78725, 78728, 78734, 78736, 78747, 78754.

- Housing Rehabilitation: Various eligible households residing in the unincorporated areas of the County and the Village of Webberville. Specifically in the following zip codes were served in PY14: 78617, 78641, 78652, 78653, 78660, 78724, 78725, 78748, 78758.

### **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Although no matching requirements are mandated for CDBG, during the reporting period, Travis County was successful in using HUD's CDBG funds to leverage additional \$3,502,719 in funds from other sources, as detailed below.

- Social Work Expansion: \$17,555 (General Fund rent and utility assistance programs); \$2,370 (Youth and Family Assessment Center flexible funding)
- Gilbert Lane Land Acquisition: \$3,310,114 (private and local sources)
- Home Repair: \$172,680 (state and local sources)
- Administration and Planning: TBD (General Fund)

## CR-20 - Affordable Housing 91.520(b)

**Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.**

|                                                                            | One-Year Goal | Actual    |
|----------------------------------------------------------------------------|---------------|-----------|
| Number of Homeless households to be provided affordable housing units      | 0             | 0         |
| Number of Non-Homeless households to be provided affordable housing units  | 0             | 95        |
| Number of Special-Needs households to be provided affordable housing units | 0             | 0         |
| <b>Total</b>                                                               | <b>0</b>      | <b>95</b> |

**Table 4 – Number of Households**

|                                                                      | One-Year Goal | Actual    |
|----------------------------------------------------------------------|---------------|-----------|
| Number of households supported through Rental Assistance             | 0             | 0         |
| Number of households supported through The Production of New Units   | 0             | 23        |
| Number of households supported through Rehab of Existing Units       | 14            | 17        |
| Number of households supported through Acquisition of Existing Units | 0             | 0         |
| <b>Total</b>                                                         | <b>14</b>     | <b>40</b> |

**Table 5 – Number of Households Supported**

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The Owner Occupied Home Rehabilitation project completed repairs on 17 homes during PY14, exceeding the goal of 14 homes.

Twenty-three housing units in the Gilbert Lane Land Acquisition project were completed in PY14. The project was funded in prior years under the PY11-PY13 Consolidated Plan, and the annual goals associated with the project were attached to the prior Strategic Plan.

**Discuss how these outcomes will impact future annual action plans.**

Since PY12, the administrator of the Owner Occupied Home Rehabilitation project has completed repairs on 57 homes. It is likely that demand for the services will continue and the project is being funded in PY15.

The CDBG program is not funding production of any new housing units in PY15. However, as there is a demand for affordable housing in the service area, program staff will continue to look for opportunities to partner on projects in the remaining years of the Strategic Plan.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

| Number of Persons Served | CDBG Actual | HOME Actual |
|--------------------------|-------------|-------------|
| Extremely Low-income     | 239         | 0           |
| Low-income               | 175         | 0           |
| Moderate-income          | 49          | 0           |
| <b>Total</b>             | <b>463</b>  | <b>0</b>    |

**Table 6 – Number of Persons Served**

**Narrative Information**

The following table summarizes the category under which each project qualifies to meet the LMI national objective as well as the specific number of clients served in each target income area.

**PY14 Beneficiaries By Income**

| Project                                            | National Objective                          | Low to Moderate Income Target |                       |                            | Above Moderate Income (Above 80% MFI) | Total People Benefited |
|----------------------------------------------------|---------------------------------------------|-------------------------------|-----------------------|----------------------------|---------------------------------------|------------------------|
|                                                    |                                             | Very Low (<30% MFI)           | Low (30.1 to 50% MFI) | Moderate (50.1 to 80% MFI) |                                       |                        |
| <b>Land Acquisition</b>                            | Low/Moderate Income Housing (LMH)           | 15                            | 65                    | 15                         | 0                                     | <b>95</b>              |
| <b>Home Rehabilitation</b>                         | Low/Moderate Income Housing (LMH)           | 12                            | 11                    | 12                         | 0                                     | <b>35</b>              |
| <b>Street Improvements Lake Oak Estates</b>        | Low/Moderate Income Area Benefit* (LMA)     | 53                            | 38                    | 17                         | 18                                    | <b>126</b>             |
| <b>Social Work</b>                                 | Low/Moderate Income Limited Clientele (LMC) | 126                           | 41                    | 3                          | 0                                     | <b>170</b>             |
| <b>Landlord/Tenant and Fair Housing Counseling</b> | Low/Moderate Income Limited Clientele (LMC) | 33                            | 20                    | 2                          | 0                                     | <b>55</b>              |
| <b>Administration and Planning</b>                 | N/A                                         | <b>N/A</b>                    | <b>N/A</b>            | <b>N/A</b>                 | <b>N/A</b>                            | <b>N/A</b>             |
| <b>Total persons served</b>                        |                                             | <b>239</b>                    | <b>175</b>            | <b>49</b>                  | <b>18</b>                             | <b>481</b>             |

**Table 9 – Number of Persons Served by Income Level**

MFI = Median Family Income as defined by HUD Area Benefit

\* Low-Mod Area of Benefit projects qualify through an Exception Rule Provision or Upper Quartile Criterion permitted by HUD. For PY14 projects, the Travis County's exception rule is 49.36%.

**CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The social work team, which is partially funded by the CDBG program, holistically assist individuals and families in gaining or maintaining housing stability.

The CDBG funded Social Work project is assisting in piloting the Continuum of Care's Coordinated Assessment system in areas outside the urban core. During PY14, staff were trained in the system.

Additionally, HHS/VS provides general fund dollars to variety of agencies that work on homelessness issues through its social service contract investments.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

HHS/VS provides general fund dollars to a variety of agencies that work on homelessness issues through its social service contract investments. No federal funds were used in PY14 for emergency or transitional housing.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The social work team, which is partially funded by the CDBG program, holistically assist individuals and families in gaining or maintaining housing stability. Additionally, HHS/VS provides general fund dollars to variety of agencies that work on homelessness issues through its social service contract investments.

**Helping homeless persons (especially chronically homeless individuals and families, families**

**with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Travis County is a member of the Ending Chronic Homelessness (ECHO) Coalition whose mission is to identify specific strategies and oversee ongoing planning and implementation of a plan to end chronic homelessness in Austin and Travis County. The coalition is comprised of four committees or work groups: Housing, Continuum of Care (CoC), Outreach and Education, and Data. These committees in turn have subcommittees. Regular monthly meetings for each committee/subcommittee are held, and plenary meetings for all ECHO members are held quarterly.

Travis County CDBG staff joined ECHO's Planning and Evaluation Committee during PY07. In PY11, Travis County granted ECHO \$50,000 to provide administrative and operating support to the newly formed nonprofit to administer homelessness prevention services within the County, and continues that investment to date. Since then County staff have participated in a number of subcommittees including the annual Point-in Time-Count, and the Independent Review Team that reviews and ranks CoC applications and provides feedback to contracting agencies as well as the Housing Committee and Membership Council.

Continuum of Care is a funding mechanism by which HUD awards through a national competition grants for the Supportive Housing Program (SHP), Shelter Plus Care (S+C) and the Section 8 Moderate Rehabilitation Single-Room Occupancy (SRO) Program to states, localities and nonprofit organizations.

The SHP program provides funding for the development of transitional housing for homeless individuals with disabilities. The S+C program provides rental assistance for homeless people with chronic disabilities (usually severe mental illness, HIV/AIDS, and chronic drug and/or alcohol dependency). All grantees are required to match their federal funding for rental assistance with equal funding for supportive services. The SRO program provides project-based rent subsidies for occupants of single-room occupancy facilities that have undergone moderate rehabilitation.

The Austin/Travis County CoC received approximately \$5.6 million in HUD Continuum of Care (CoC) funding. Part of the funding will focus on projects that qualify as part of the SHP program while the other part will target projects under the S+C programs.

### **CR-30 - Public Housing 91.220(h); 91.320(j)**

#### **Actions taken to address the needs of public housing**

There are no public housing units in the jurisdiction. Therefore there are no actions related to public housing for the CDBG program in PY14.

#### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

There are no public housing units in the jurisdiction. Therefore there are no actions related to public housing for the CDBG program in PY14.

#### **Actions taken to provide assistance to troubled PHAs**

The Housing Authority of Travis County is not designated as troubled.

### **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The County has created an Affordable Housing Policy Committee in order to align affordable housing policies across all Travis County departments, in accord with the recommendations outlined in the Fair Housing Plan of the Analysis of Impediments. On April 14, 2015, the Travis County Commissioners Court approved a structure and charge for the committee. Travis County HHS/VS, through the CDBG Office, convened the first session of the Affordable Housing Policy Committee on June 3, 2015. And the committee has met on a monthly basis. The committee consists of key staff from various County departments that implement programs relevant to housing development and services. To date, values have been drafted and are moving through the approval process. In addition, the committee has identified a series of categories to create policy to influence County resources and future development as allowable by law. Additionally, an Advisory Group will be convened with the intention of providing technical expertise and stakeholder feedback on the committee recommendations.

#### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The CDBG funded Social Work project addresses the isolation of low-income rural communities by bringing the services to clients. Additionally, the County has provided \$1M of General Funds to expand social services, with a plan to geographically target funds in areas of very low and low opportunity outside the City of Austin. An RFS was released in PY14 and a contract has been negotiated with the anticipation that it will be approved in November 2015 and services will commence in 2016.

The CDBG program has continuing investments in the Home Repair Program and infrastructure projects to improve conditions in the unincorporated areas. In PY14 repairs were made to 17 housing units during the program year and the Lake Oak Estates street improvement project was completed. Additional homes were repaired through the Housing Services Division with other funds

To improve connections access to transportation, the Department funds van service to expand access to transportation from the Del Valle area to employment and education centers. TCCC participated in long range planning efforts to promote the expansion of public transit services in the unincorporated areas, particularly ride-to-work routes. CDBG and TC General Fund are jointly funding a bus route expansion in a low to moderate income area service and to a new homeless micro-housing development.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

Activities supported with Travis County CDBG funds must be in full compliance with the Lead Safe Housing Rule (24 CFR Part 35) of the U.S. Department of Housing and Urban Development (HUD). The CDBG program has created guidelines to ensure that the necessary steps for notification, identification and treatment of Lead Based Paint are followed, for owner occupied rehabilitation projects and other projects as appropriate. In PY14, HHS/VS had an interlocal agreement to allow the City of Austin to use its lead remediation program in Travis County, outside the City of Austin. To date, no clients have been served despite outreach measures.

HHS/VS Housing Services Division, which receives funds through State grant funds and the Travis County General Fund, provides limited lead-based paint remediation on houses built before 1978 where small holes in the wall or similar acts that could cause additional possible lead exposure are made. The lead safe practices are used to ensure client and worker safety. Areas disturbed are sealed and all loose contaminates are removed. The Housing Services Division does not have a complete lead abatement process nor does it have a formal lead based paint remediation program; however, they do perform Lead Safe work as prescribed by the EPA in conjunction with their WAP and Home Repair Programs. Housing Services is an EPA Certified Lead Safe Firm who employs EPA Certified Lead Safe Renovators and complies with lead safe practices when working on homes built prior to 1978.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Travis County's lead agency for administering CDBG funds is the Health and Human Services & Veterans Service Department. The goal of the department is to address community needs through internal and external investments and services. The department strives to accomplish the following: Maximize quality of life for all people in Travis County; Protect vulnerable populations; Invest in social and economic well-being; Promote healthy living: physical, behavioral, and environmental; and Build a shared understanding of our community. Travis County operates a number of anti-poverty programs that assist individuals and families on multiple fronts in transitioning from crisis to self-sufficiency. The County carries out its anti-poverty programs both through the direct delivery of services managed by HHS/VS and by purchasing services from private and not-for-profit agencies in the community. In addition to the provision of direct services, Travis County continually assesses the poverty and basic needs of county residents, works with stakeholders in facilitating anti-poverty efforts, and supports public policy initiatives that prevent and ameliorate conditions of poverty.

Annually, approximately \$33 million is invested in alleviating the conditions which contribute to poverty by stabilizing housing, providing comprehensive case management, and increasing opportunity through workforce development and youth and child programs – just to name a few.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The CDBG Program is concluding its ninth year now and with time and experience, its capacity to implement programs and work within the institutional structure has grown. Staff understands where to push the system to increase the speed with which projects are implemented. Furthermore, the same staff in various Departments has been implementing CDBG so most everyone else in a supportive role to CDBG understands the program as well. Additionally, CDBG staff has stabilized with the three staff being with the program 9, 5 and 3 years, respectively.

Staff continued to work with Departments, evaluate systems, identify weaknesses and work on improvements to address areas of concern. The Program completed some long standing projects this year, finally clearing out some old funding and projects in IDIS.

The program excels in providing quality planning and detailed program guidance. Every year, staff spend a large amount of time giving technical assistance to programs.

The Program achieved timeliness two years in a row, and while difficult, it was achievable. Based on spending by the end of the program year, the Program hopes its struggle to remain timely will end in PY15. The Program struggled with consistent communication with some projects, but was able to overcome the challenge and make adjustments as needed. Finally, we are starting to see transition in the long time CDBG support team. Our main attorney retired, and a couple of other key staff plan to retire in the next 12-18 months. In some ways, it is similar to starting over due to the learning curve of new people and having to re-address matters that were worked out years ago.

**Goals for Improvement**

Staff has identified the following goals for improvement:

1. Better document procedures for succession planning and continuity.
2. Continue to disburse the work between all three positions to prevent slow implementation.
3. Continue to push the system track expenditures and the length of time it takes to draw down funds.
4. Continue to support timely spending of funds.
5. Shift away from crisis mode.
6. Work with new colleagues to get them up to speed and prevent slow project implementation.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The structure of the Affordable Housing Policy Committee work includes an advisory group with representatives from other units of local government, nonprofit and for profit housing developers and social service agencies. As the committee creates or refines policies, they will seek input from this group to insure effective coordination between all parties.

During PY14, the Housing Authority of Travis County and the Strategic Housing Finance Corporation requested assistance from the Travis County Commissioners Court during a period of transition. Under new executive leadership, CDBG and the Housing Authority are actively looking to find areas to collaborate and coordinate including fair housing, mapping, and policy work.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

During PY14, the following actions were taken to address the identified impediments:

Isolation of Low-Income Rural Communities:

- The CDBG funded Social Work project addressed the isolation of low-income rural communities by bringing the services to 170 clients.
- The County has provided \$1M of General Funds to expand social services, with a plan to geographically target funds in areas of very low and low opportunity outside the City of Austin. An RFS was released in PY14 and a contract has been negotiated with the anticipation that it will be approved in November 2015 and services will commence in 2016.
- The CDBG program completed a street improvement project in the unincorporated area. Poor Condition of Housing Stock in Unincorporated Areas:
- The CDBG program has continuing investment in the Home Repair Program. Repairs were made to 17 housing units during the program year. Additional homes were repaired through the Housing Services Division with other funds. Persistence of Housing Discrimination:
- The CDBG program funds fair housing services. 55 people were served during the program year.
- The County website has a fair housing page with resources and information.
- Austin Tenant's Council conducts outreach and fair housing counseling to the CDBG service areas. Need for Improved Connections between Residents and Employment Opportunities:
- The Department funds van service to expand access to transportation from the Del Valle area to

employment and education centers.

- TCCC participated in long range planning efforts to promote the expansion of public transit services in the unincorporated areas, particularly ride-to-work routes.
- CDBG and TC General Fund are jointly funding a bus route expansion in a low to moderate income area service and to a new homeless micro-housing development.Increasingly Prohibitive Housing Costs:

- TCHFC collaborated with FSS to implement a Tenant Based Rental Assistance program funded through the Texas Department of Housing and Community Affairs to provide rental assistance and case management for up to 36 months for certain low income households. Six households received Tenant Based Rental Assistance during the past year. \$33,957 has been spent for rent and utilities assistance.
- TCHFC's new homebuyer assistance program provided \$891,680.40 in down payment assistance, with 98 mortgage loans closed totaling \$18.95 million. In March 2015, TCHFC issued \$26,800,000 in tax exempt bonds to finance the construction of a 252 unit LIHTC property. The property will offer one-, two- and three-bedroom units to individuals and families earning 60 percent of the Area Median Income (AMI).
- During PY14, an Affordable Housing Policy committee was convened. Values have been drafted and are moving through the approval process. In addition, the committee has identified a series of categories to create policy to influence County resources and future development as allowable by law.Questionable Patterns in Private Lending
- The TCHFC's homebuyer assistance program requires homebuyer education for first time homebuyers. The CDBG website has a Housing Resource page that includes link to financial counseling and homebuyer education.

#### Improvements in Some Policy Documents

- A draft Language Access Plan for persons with limited English proficiency has been created.

#### Absence of Authority for Local Oversight of Design and Construction

- Austin Tenants Council provided a fair housing training for design professionals.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

As the lead agency for the development and implementation of the Consolidated Plan, the Travis County HHS&VS Department implements standard policies and procedures for monitoring CDBG programs. These monitoring activities ensure compliance with program regulations and compliance with financial requirements. Federal guidelines include: OMB A-110, OMB A-122, 24 CFR Part 570.603 (CDBG Labor Standards), 570.901-906 (CDBG) and the Davis Bacon Act and Contract Work Hours and Safety Standards Act (CDBG).

HHS/VS provides contract administration for community development activities in conjunction with the TNR, including but not limited to contract negotiations, compliance monitoring, and payment and contract closeout.

### **Subrecipients**

The subrecipient agreement will be the foundation for programmatic monitoring. Subrecipients will be monitored for programmatic compliance on-site or remotely in the following manner:

1. All invoices and reports will be routed via HHS/VS CDBG staff prior to final approval by financial services and the Auditor's Office.
2. Most subrecipients will be desk audited monthly during invoice review
3. Programmatic monitoring will occur for the previous year, preferably in the first quarter, unless an issue is found during the year then a technical assistance visit and/or increased oversight will be instituted.
4. Financial monitoring will be completed as necessary and as directed by the subrecipient fiscal performance.

### **Contractors**

Contractors may be used to provide some housing, community development and public services. Contractors submit periodic reimbursement requests that document and verify expenditures. The contract agreement will be used as the primary basis for monitoring. The following steps are the monitoring process for each contract:

1. On-site or remote reviews at an established periodic interval (prior to project commencement) will occur to ensure compliance with terms of the contract, HUD guidelines, state/local building and construction standards, and review of engineering plans and specifications.
2. If a contractor is found to be out of compliance, a notice is sent stating their contractual obligation and required action. Failure to comply may result in loss of current and/or future contracts as well as a hold on any payments.
3. All invoices and reports will be routed via HHS/VS CDBG staff prior to final approval by financial services and the Auditor's Office.

**Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

During the week of November 9th, Travis County published a Public Notice announcing the availability of the PY14 CAPER, the public comment period and the public hearing at Travis County Commissioners Court. Travis County HHS/VS drafted the CAPER and presented it to the Travis County Commissioners Court on November 17, 2015. After presentation to Travis County Commissioners Court, the CAPER will be posted for public review and written comments prior to approval by the Travis County Commissioners Court on December 17, 2015. The comment period will be held from November 23, 2015 to December 7, 2015. Additionally, a public hearing will be held at Travis County Commissioners Court on December 1, 2015.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

During PY14, the CDBG program drafted a Substantial Amendment to the PY14-PY18 Consolidated Plan and PY14 Action Plan. The amendments were required because two approved projects for PY14 did not proceed, requiring the reallocation of \$468,010 in PY14 funds to PY14 approved alternate projects. One additional alternate project was added to the PY14 Action Plan. The goals outlined in the Consolidated Plan were amended to reflect these changes. In addition, the Consolidated Plan goals were originally tied to specific projects that were in place at the time of report drafting. In the amendment the goals were generalized to tie to overarching Strategic Priorities in order to allow for flexibility in approving projects in the remaining years of the Consolidated Plan that were not originally contemplated at the time of plan drafting. This allows the program to respond more easily to changing conditions and project status without necessitating future amendments to the Consolidated Plan.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**



# APPENDIX D

## *IDIS REPORTS*

ATTACHMENT A. CDBG Financial Report (CO4PR26)  
ATTACHMENT D. CDBG Activity Summary Report for PY14 (CO4PR03)

*[IDIS Reports,  
comprised of Attachments A & B,  
to be added to final draft.]*