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## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

It is anticipated that the City of Round Rock will receive CDBG funds totaling \$502,576 for FY 2014, and an estimated \$502,576 each year for the remaining four years. These numbers will change based on the final allocation approved by HUD for the City.

**Table 1 Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan: \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$502,576	\$7,895.00	0	\$510,471	\$2,010,304	CDBG funds will be used to address housing and non-housing community development needs.

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

In an effort to leverage funds, the City has combined the CDBG and General Funds to assist the social service funding process. By combining these two processes, the City can make sure to fund agencies providing high priority need with General Funds that could not be funded with CDBG funds due to the 15% funding cap. This also eliminates the duplication of services. The process of funding social services agencies is as follows: A team, consisting of Council members, City finance staff and CDBG staff, review agency applications using set criteria and performance measurement. Funding recommendations are presented to the City Council through the budget process. Awarded agencies are contracted to deliver the specific services to residents of Round Rock.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The improvements to Frontier Park, on publically owned land, will address the need in the community for improved recreation and park facilities.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

**Table 2 Goals Summary Information**

Sort Order	Goal Name	Start Year	End Year	Category	Needs Addressed	Funding	Goal Outcome Indicator	Matrix Codes
1	Public Facility and Infrastructure Improvements	2014	2015	Non-Housing Community Development	Non-housing Community Development	CDBG: \$176,674	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 300 Persons Assisted	03F
2	Affordable Housing: Minor Repairs and Modification	2014	2015	Affordable Housing	Affordable Housing	CDBG: \$50,000	Homeowner Housing Rehabilitated: 5 Household Housing Unit	03C
3	Public Services: Housing Assistance	2014	2015	Affordable Housing	Affordable Housing	CDBG: \$24,850	Public service activities for Low/Moderate Income Housing Benefit: 200 Households Assisted	05Q
4	Public Services: Food Banks	2014	2015	Public Services	Non-housing Community Development	CDBG: \$21,000	Public service activities other than Low/Moderate Income Housing Benefit: 840 Persons Assisted	05W
5	Public Services: After School Tutoring	2014	2015	Public Services	Non-housing Community Development	CDBG: \$12,000	Public service activities other than Low/Moderate Income Housing Benefit: 70 Persons Assisted	05D

Sort Order	Goal Name	Start Year	End Year	Category	Needs Addressed	Funding	Goal Outcome Indicator	Matrix Codes
6	Public Services: Meals on Wheels	2014	2015	Public Services	Non-housing Community Development	CDBG: \$7,536	Public service activities other than Low/Moderate Income Housing Benefit: 400 Persons Assisted	05W
7	Public Services: CASA Child Advocacy	2014	2015	Public Services	Non-housing Community Development	CDBG: \$10,000	Public service activities other than Low/Moderate Income Housing Benefit: 57 Persons Assisted	05N
8	Public Facility Imp.: Domestic Violence Shelter	2014	2015	Non-Housing Community Development	Non-Housing Community Development	CDBG: \$75,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 300 Persons Assisted	03C
9	Neighborhood Improvement: RRASC Clean-up	2014	2015	Neighborhood clean-ups	Non-housing Community Development	CDBG: \$25,000	Other: 200 Other (Households)	06

**Table 3 Goal Descriptions**

1	<b>Goal Name</b>	Public Facility and Infrastructure Improvements
	<b>Goal Description</b>	Funds will be used for improvements at Frontier Park, including walkways, tennis court lighting, benches, tables, drinking fountains, and trash receptacles. In addition, new construction of a park pavilion with stone features and looping trail will be undertaken.
2	<b>Goal Name</b>	Affordable Housing: Minor Repairs and Modification
	<b>Goal Description</b>	Funds will be used for the minor home repair of low-income residents of Round Rock for up to \$10,000 per unit. Funds will be spent on the purchase of materials; volunteers will do the actual home repairs.
3	<b>Goal Name</b>	Public Services: Housing Assistance
	<b>Goal Description</b>	Funds will be used to assist residents with rent or mortgage payments for up to \$100 per household.

4	<b>Goal Name</b>	Public Services: Food Banks
	<b>Goal Description</b>	Funds will be used to assist residents with food from Round Rock Area Serving Center (RRASC) food pantry once a month.
5	<b>Goal Name</b>	Public Services: After School Tutoring
	<b>Goal Description</b>	Funds will be used to provide after school tutoring and mentoring for kids at Round Rock Housing Authority (RRHA) Neighborhood Outreach Center (NOC).
6	<b>Goal Name</b>	Public Services: Williamson-Burnet Counties Opportunities (WBCO) Meals on Wheels
	<b>Goal Description</b>	Funds will be used to provide meals to homebound seniors.
7	<b>Goal Name</b>	Public Services: CASA Child Advocacy
	<b>Goal Description</b>	Funds will be used to pay the salary of a person to train court appointed volunteers who will advocate for abused or neglected children in court.
8	<b>Goal Name</b>	Public Facility Improvements.: Domestic Violence Shelter
	<b>Goal Description</b>	Funds will be used for the rehabilitation of the existing domestic violence shelter. Items include replacement of flooring, windows, sliding glass door, total kitchen remodel, attic insulation, and replacement of closet doors.
9	<b>Goal Name</b>	Neighborhood Improvement: Round Rock Area Serving Center (RRASC) Clean-up
	<b>Goal Description</b>	Funds will be used for the coordination and purchase of supplies for a targeted neighborhood clean up.

# Projects

## AP-35 Projects – 91.220(d)

### Introduction

The Annual Action Plan reflects the City's funding priorities and identifies projects that the City proposes to implement with funds from the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) Program. The funding is allocated according to the community's highest priority needs.

**Table 4 Projects**

#	Project Name
1	City of Round Rock (CORR) Program Admin
2	Public Services
3	Interim Assistance
4	Shelter rehabilitation
5	Housing Rehabilitation
6	Parks and Recreational Facilities

To ensure that CDBG funds are spent in a timely and expedient manner, the City has created an alternate list of projects that can be implemented if any of the originally identified projects for funding are unable to follow-through within the fiscal year. These alternate projects are consistent with the Consolidated Plan. The following are the identified alternate projects:

#### Public Services:

- Round Rock Serving Center Food Pantry Program
- Round Rock Area Serving Center Housing Assistance Program

#### General:

- Single Family Rehabilitation: Fund an agency to complete minor home repairs
- Park Improvements at a park in a CDBG qualified area
- Interim Assistance: Neighborhood Clean-up in a CDBG qualified area
- Shade structure for playground at the WBCO Head Start building



**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The priorities were established as a result of stakeholder discussions and an analysis of need within the City.

## AP-38 Project Summary

**Table 5 Project Summary Information**

<b>1</b>	<b>Project Name</b>	City of Round Rock Program Administration
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Housing and Non-housing Community Development
	<b>Needs Addressed</b>	Administration
	<b>Funding</b>	CDBG: \$100,515.20
	<b>Description</b>	Funds will be used for the oversight and administration of the CDBG Program. Matrix Code: 21A
	<b>Target Date</b>	9/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Low- to moderate-income households.
	<b>Location Description</b>	Low- to moderate-income areas
	<b>Planned Activities</b>	Administration
<b>2</b>	<b>Project Name</b>	Public Services
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services: Housing Assistance Public Services: Food Bank Public Services: After School Tutoring Public Services: Meals on Wheels Public Services: CASA Child Advocacy
	<b>Needs Addressed</b>	Non-housing Community Development
	<b>Funding</b>	CDBG: \$75,386.40
	<b>Description</b>	Funding will pay for public service activities that were approved in the 2014-2015 Annual Action Plan. Matrix Codes: 05Q, 05W, 05D, 05N
	<b>Target Date</b>	9/30/2015

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Public Services: Housing Assistance Public Services: Food Bank Public Services: After School Tutoring Public Services: Meals on Wheels Public Services: CASA Child Advocacy
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Funds will be used for the following public services: to assist residents with rent or mortgage payments for up to \$100 a household; to assist residents with food from Round Rock Area Serving Center (RRASC) food pantry once a month; to provide after school tutoring and mentoring for kids at the Round Rock Housing Authority (RRHA) Neighborhood Outreach Center (NOC); to provide meals to homebound seniors, and to pay the salary of a person to train court appointed volunteers who will advocate for abused or neglected children in court.
<b>3</b>	<b>Project Name</b>	Interim Assistance (Targeted Clean-up)
	<b>Target Area</b>	Chisholm Valley Neighborhood
	<b>Goals Supported</b>	Public Facility and Infrastructure Improvements
	<b>Needs Addressed</b>	Non-housing Community Development
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	Funds will be used for the coordination and for purchase of supplies for a targeted neighborhood clean-up. Matrix Code: 06
	<b>Target Date</b>	9/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	200 Households
	<b>Location Description</b>	Chisholm Valley Neighborhood
	<b>Planned Activities</b>	A targeted neighborhood clean-up.
<b>4</b>	<b>Project Name</b>	Hope Alliance Shelter Rehabilitation
	<b>Target Area</b>	Hope Alliance location
	<b>Goals Supported</b>	Public Facility and Infrastructure Improvements

	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$75,000
	<b>Description</b>	Funds will be used for rehabilitation of the existing domestic violence shelter. Items include replacement of flooring, windows, sliding glass door, total kitchen remodel, attic insulation, and replacement of closet doors. Matrix Code: 03C.
	<b>Target Date</b>	9/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	300 Persons (and 1 Facility)
	<b>Location Description</b>	Hope Alliance facility location
	<b>Planned Activities</b>	Rehabilitation of the existing domestic violence shelter. Items include replacement of flooring, windows, sliding glass door, total kitchen remodel, attic insulation, and replacement of closet doors.
<b>5</b>	<b>Project Name</b>	Habitat Minor Housing Rehabilitation Program
	<b>Target Area</b>	Low- to Moderate- Income Areas
	<b>Goals Supported</b>	Affordable Housing: Minor Repairs and Modification
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Funds will be used for the minor home repair of low-income residents of Round Rock up to \$10,000 per unit. Funds will be spent on the purchase of materials; volunteers will do the actual home repairs. Matrix Code: 03C.
	<b>Target Date</b>	9/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5 Housing Units
	<b>Location Description</b>	City of Round Rock
	<b>Planned Activities</b>	Minor home repair.
<b>6</b>	<b>Project Name</b>	Parks and Recreational Facilities: Frontier Park
	<b>Target Area</b>	Frontier Park
	<b>Goals Supported</b>	Public Facility and Infrastructure Improvements

<b>Needs Addressed</b>	Non-housing Community Development
<b>Funding</b>	CDBG: \$176,674.40
<b>Description</b>	Funds will be used for improvements at Frontier Park. Improvements will include walkways, tennis court lighting, benches, tables, drinking fountains, and trash receptacles. In addition, funds will be used for the new construction of a park pavilion with stone features and looping trail. Matrix Code: 03F.
<b>Target Date</b>	9/30/2015
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	300 Persons Assisted
<b>Location Description</b>	Frontier Park
<b>Planned Activities</b>	Improvements will include walkways, tennis court lighting, benches, tables, drinking fountains, and trash receptacles. In addition, funds will be used for the new construction of a park pavilion with stone features and looping trail.

## AP-50 Geographic Distribution – 91.220(f)

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

Priority CDBG funding areas in the City of Round Rock include those areas where there is a high rate of low- and moderate- income (LMI) persons.

The following table shows the LMI block groups within the City of Round Rock. These are based on recently (June 2014) released LMI data.

**Table 6 Low- and Moderate Income (LMI) Block Groups**

Census Tract	Block Group	Persons	% Low- to Moderate-Income (LMI)
18.51	3	1,165	50.00%
	4	1,000	66.45%
205.04	1	1,055	66.14%
	2	920	49.33%
	4	1,655	75.74%
206.02	2	265	47.75%
207.01	1	710	57.96%
207.03	2	2,025	54.22%
207.04	2	1,045	53.18%
	3	750	70.42%
207.07	2	1,095	71.34%
208.03	1	1,250	53.19%
215.02	1	2,425	62.02%
	2	850	79.44%
215.03	1	1,205	59.21%
215.05	1	795	54.27%

**Table 7 Geographic Distribution**

Target Area	Percentage of Funds
LMI Areas	<b>100%</b>

### **Rationale for the priorities for allocating investments geographically**

The City of Round Rock estimates that 100% of the funds will be dedicated to the target area projects and that these funds assist a large number of low- to moderate- income residents.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The City of Round Rock will support two programs in FY 2014 (2014-2015) that support affordable housing. These include the housing assistance program through the Round Rock Area Serving Center (ASC) to assist up to 200 residents with rent or mortgage up to \$100 a household, and a program through Habitat for Humanity for the minor home repair of low-income residents of Round Rock up to \$10,000 per unit. Funds will be spent on the purchase of materials; volunteers will do the actual home repairs.

**Table 8 One Year Goals: Support Requirement**

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

**Table 1 - One Year Goals for Affordable Housing by Support Requirement**

**Table 9 One Year Goals: Support Type**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	200
The Production of New Units	0
Rehab of Existing Units	5
Acquisition of Existing Units	0
Total	205

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

Round Rock Housing Authority was established in 1966, with the first development built in 1972. Today, the Housing Authority owns 100 units and administers 92 Section 8 Housing Choice Vouchers. Approximately 200 persons are assisted through these programs.

### **Actions planned during the next year to address the needs to public housing**

Round Rock Housing Authority receives approximately \$100,000 annually in Capital Funds from HUD to provide for the maintenance and renovation needs of its public housing stock, which it considers to be in good condition. RRHA would like to use its development funds to acquire/rehab/resale reduced-priced homes to public housing residents.

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

A five member board, including a resident board member, oversees the organization. The board is appointed by the Mayor and City Council. Each board member serves a two year term.

To meet RRHA's goal to promote self-sufficiency, the housing authority administers the family self-sufficiency (FSS) program and offers a summer learning enrichment program along with its after-school program during the school year. The housing authority continues to partner with several local agencies, faith-based organizations, the City, and the school district in order to bring resources to residents.

Currently, there are no public housing homeownership initiatives in place either under the public housing program or the Section 8 program.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

RRHA is not designated as troubled. RRHA's units are considered to be in good physical condition.



## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The City of Round Rock and Williamson County are part of the Texas Balance of State Continuum of Care (BoS CoC). The BoS CoC is part of the Texas Homeless Network (THN), a non-profit membership-based organization helping Texas communities to prevent and end homelessness. THN is a 501(c)(3) organization that is partially funded through Texas Department of Housing and Community Affairs and Texas Department of State Health Services.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:**

Homeless needs are being addressed on a regional basis with coordinated services and shelters provided by agencies located in Round Rock and Austin, Texas.

The City of Round Rock is using General Funds to pay for a staff member at Hope Alliance who counsels persons who might become homeless due to personal issues.

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

The following agencies provide temporary shelter, transitional housing and other services:

- The Williamson County Crisis Center (Hope Alliance) offers two housing programs to assist its recent clients. They offer a short-term, transitional housing program that helps families who are transitioning out of the shelter and a long term, supportive housing program.
- STARRY Emergency Shelter serves children who need immediate protection, typically after being removed from their home by court order due to life-threatening abuse or neglect.
- Lifeworks provides emergency shelter and transitional housing as well as counseling, education/workforce and youth development to youth and their families.
- Round Rock Area Serving Center provides emergency shelter, food and clothing vouchers as well as mortgage and utility assistance in an effort to prevent homelessness.

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

The City of Round Rock is not a recipient of Emergency Shelter Grant Funds. Williamson-Burnet Counties Opportunities (WBCO) is expected to be awarded ESG funds for program

year 2014-2015. Funds will be used for Homeless Prevention Activities, Housing Relocation & Stabilization Services, Tenant & Project Based Rental Assistance and for the Homeless Management Information System.

**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**

The City of Round Rock will continue to fund the Round Rock Area Serving Center over the next five years. Funding is used for the purchase of food for the food pantry at the Round Rock Area Serving Center. In the past, the Round Rock Area Serving Center assisted over 1,000 households with food during this program year. In an effort to prevent homelessness, the Round Rock Area Serving Center also provides mortgage assistance to the residents of Round Rock.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Homelessness is a regional issue and is best addressed countywide through the efforts of both Williamson and Travis Counties and local jurisdictions. Since Round Rock's emergency shelter only provides temporary facilities for displaced women and children, the City will work with area providers to address its share of the homeless need through facilities and services provided at the regional level.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

In 2000, consultants from the University of Texas prepared a report titled “Analysis of Impediments to Fair Housing, Round Rock, Texas” (AI). This document provided a comprehensive review of the City’s administrative and judicial policies. This study’s assessment of the location, availability, and accessibility of housing will assist in the future planning to address impediments to fair and affordable housing. The analysis profiled the housing market in Round Rock, addressed housing affordability, physical condition of housing stock, and public housing. Barriers to affordable housing identified through the City’s citizen participation process were:

- Lack of options
- Lack of transitional support, assistance needed for move-in-costs/deposits
- Land prices
- Lack of community involvement and creativity in problem solving
- Negative neighborhood perception regarding low income housing
- Lack of public transportation

Identified policies impacting the development of affordable housing included the following:

- Inflexible development standards
- Lack of incentives for developers to construct affordable housing
- High development fees

The City of Round Rock CDBG staff refers anyone needing to file a housing discrimination complaint or needing information on fair housing to Austin Tenants Council. Austin Tenants Council Fair Housing Program helps any person who has been discriminated against in the rental, sale, financing or appraisal of housing. The state and federal Fair Housing Act prohibits discrimination because of a person’s race, color, national origin, religion, sex, disability (mental or physical), or familial status. The Fair Housing Program documents and investigates complaints; provides advice about remedies under fair housing laws; and, coordinates legal services to assist victims of housing discrimination. The Fair Housing Program provides fair housing seminars and presentations to interested groups.

The AI is dated at this point, and the City anticipates undertaking a new AI within the next year.

The City of Round Rock Mayor and Council proclaimed April 2014 as Fair Housing Month. An

all-day fair housing and landlord/tenant training workshop was conducted on April 9, 2014 in the City Council Chambers.

**Actions it planned 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**

See above.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The City of Round Rock will continue to work with partners in the region to improve the housing and employment opportunities for low and moderate income persons and other special populations.

### **Actions planned to address obstacles to meeting underserved needs**

Despite ongoing efforts, there remain a number of significant obstacles to meeting underserved needs. The following obstacles to meeting these needs in Round Rock include:

- Population growth
- Cut backs in state and federal funding for basic needs and services
- High cost of housing
- Need for transportation to existing services and childcare exceed available services

To address these needs, the City of Round Rock dedicated CDBG funds for the purchase and distribution of food by the Round Rock Area Serving Center, funded the position of the resident services coordinator for the Round Rock Housing Authority (RRHA), and supported the Round Rock Area Service Center for a neighborhood clean-up. These activities are anticipated to continue in FY 2014 (2014-2015).

### **Actions planned to foster and maintain affordable housing**

The City of Round Rock will support two programs in FY 2014 (2014-2015) that support affordable housing. These include the housing assistance program through the Round Rock Area Serving Center (ASC) to assist up to 200 residents with rent or mortgage up to \$100 a household, and a program through Habitat for Humanity for the minor home repair of low-income residents of Round Rock up to \$10,000 per unit. Funds will be spent on the purchase of materials; volunteers will do the actual home repairs.

### **Actions planned to reduce lead-based paint hazards**

The Home Repair Program has procedures in place to comply with the Residential Lead Based Paint Hazard Reduction Act of 1992 (Title X) and subsequent changes in September 1999. These procedures include notification, identification, and treatment (if necessary).

Most of the development in Round Rock occurred after the use of the lead based paint was banned.

HUD estimated that as many as 540 housing units in Round Rock built prior to 1970 and occupied by extremely low-, low- and moderate-income households could contain lead-based paint.

### **Actions planned to reduce the number of poverty-level families**

The City's anti-poverty strategy is based on attracting a range of businesses and providing workforce development including job training services for low income residents.

Planned economic development and anti-poverty programs include:

- Friendly Rock Program to assist residents with utility bills
- Food Pantry Program provides residents access to food
- Foundation Communities Tax Center provides free tax preparation
- Literacy Council provides literacy, English as a Second Language (ESL) and GED Tutoring to adults in Round Rock
- YMCA provides after school and summer scholarship dollars to low- and moderate-income families in Round Rock

### **Actions planned to develop institutional structure**

The City relies on a network of public sector, private sector, and non-profit organizations to implement the Strategic Plan, particularly to address homelessness and special needs.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

Implementation of the Consolidated Plan involves a variety of agencies. Collaboration and coordination between agencies is important to ensuring that the needs in the community are being addressed.

The City of Round Rock, Office of Community Development is responsible for the administration of the City's program funded with CDBG funds. This office has the primary responsibility for managing and implementing the City's affordable housing and infrastructure program, the Consolidated Plan programs, and related documents.

## **Monitoring**

The City of Round Rock has developed a monitoring system to ensure that the activities carried out in the Plan are done so in a timely manner in accordance with the federal monitoring requirements of [24 CFR 570.501 (v)] and [24 CFR 85.40] and all other applicable laws, regulations, policies and sound management and accounting practices.

Sub-recipients are monitored to ensure that they have implemented and administered their CDBG funded activities according to applicable federal requirements. Particular attention is paid to compliance with eligibility and national objective requirements. Other areas are their financial management systems, procurement practices and compliance with civil rights requirements.

When applicable, sub-recipients are required to submit copies of paid receipts, timesheets, income documentation, client data and self-certification forms with their monthly reimbursement requests. This information is used to determine the number of unduplicated beneficiaries. Monthly reports were submitted by each sub-recipient so staff could monitor the progress of each activity, provide technical assistance or consultation when needed and to ensure that all objectives are met.

The City of Round Rock monitors all of the sub-recipients during the program year. A full monitoring is conducted every summer. Particular attention was paid to compliance with eligibility and national objective requirements. The HUD monitoring checklist was used during these on-site monitoring visits. The monitoring was conducted by CDBG Coordinator Liz Alvarado. The monitoring visits revealed that the sub-recipients systems and procedures in all areas monitored were satisfactory and there were no findings. Technical assistance is provided anytime for subrecipients.

Throughout the year staff conducted mini desk reviews of all subrecipients. Sub-recipients are required to submit monthly progress reports and reimbursement requests. This allowed the City to monitor the sub-recipients progress and spending on a monthly basis.

The City will continue to conduct monthly desk reviews and a full monitoring for each agency in the next program year. The Office of Community Development maintains an open door policy for all agencies and frequent unofficial visits are made at participating agencies throughout the year.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

**Introduction:**

**Community Development Block Grant Program (CDBG)  
Reference 24 CFR 91.220(I)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$7,895.00
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
<b>Total Program Income</b>	<b>\$7,895.00</b>

**Other CDBG Requirements**

1. The amount of urgent need activities	0
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2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income

100.0
(##.##)

Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.