

Attachment



CORR 2016 CAPER Executive Summary

Third Program Year CAPER

City of Round Rock CAPER 2016-2017

Executive Summary

The City of Round Rock received \$572,999 in Community Development Block Grant funds in the Program Year 2016-2017. This was the third program year in the 2014-2018 Consolidated Plan. In this third program year, funds were allocated to public service activities, public facilities and improvements, and program administration.

The City obligated 20% (\$114,600) of the total allocation to program administration and 15% (\$85,950) to public services. The remaining \$372,449 was allocated to Public Facilities and Improvements and Park Improvements.

In addition to expenditure caps, other federal requirements were considered to determine if a project was eligible for funding. Any project or activity must meet one of the following three National Objectives to be eligible [24 CFR § 570.200 (a)]: (1) to benefit low to moderate income persons; or (2) prevent slum and blight; or (3) to meet an urgent need (per HUD's definition).

In the 2016-2017 Program Year the City of Round Rock expended \$459,131.33 in CDBG funds. These expenditures allowed the City of Round Rock to meet the timeliness test conducted by the HUD field office with a ratio of 1.36.

To ensure that the city would meet the spending ratio, the City of Round Rock required that Sub-recipients submit beneficiary reports and reimbursement requests on a monthly basis with all back up documentation. Staff conducted desk reviews every month to track their spending and performance goals.

In addition to that Sub-recipient agreements had an expiration date of July 1 to expend their funds. This stricter deadline ensured that sub-recipients spent funds in a timely manner.

The activities in the 2016-2017 Annual Action Plan met the criteria for funding and the CDBG program's goals and objectives as well as the goal of reducing discriminatory barriers.

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.

In the 2016 program year the City of Round Rock continued to deliver programs and implement activities to achieve the goals and objectives described in the 2014-2018 Consolidated Plan and the 2016 Action Plan. Per the table below the City is making progress towards meeting the goals identified but it is important to remember that they are prone to some degree of uncertainty, particularly in the number of units of measure and outcomes. Round Rock's plans outline three overarching goals: 1) To provide decent housing by preserving housing stock, increasing the availability of affordable housing, and reducing discriminatory barriers 2) To provide a suitable living environment through safer, more livable neighborhoods 3) To expand economic opportunities through homeownership opportunities. Funding priorities for the Community Development Block Grant Program and highlights are listed below:

Goal 1: Minor Home Repair: Habitat for Humanity assisted 5 extremely low income households during the program year and the majority were elderly residents. Repairs included ADA improvements, electrical, plumbing, mechanical, roof, windows as well as other minor repairs.

Goal 2: Public Facilities and Infrastructure Improvements:

1. Improvements at Greenhill Park and Veterans Park included purchase and installation of a playground, playground shade structure, restrooms, trash receptacles, picnic tables and benches as well as ADA improvements at both parks. The ADA improvements included replacing the old bathrooms that had multiple ADA deficiencies, the addition of ADA transition ramps to the playgrounds, improved accessibility of basketball courts and picnic facilities and replacement of deficient pathways and walkways.
2. Construction of new sidewalks at the Greenhill Subdivision made many necessary ADA improvements to help residents with disabilities be more mobile in the neighborhood. ADA improvements were in the form of new sidewalks, new curb ramps, and the modification of existing driveways where the sidewalk path crossed the driveways.
3. WBCO Head Start completed the purchase and installation of a shade structure over the playground.
4. After some delays, Hope Alliance was able to hire an architect that did almost all the drawings and specifications pro-bono and successfully

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obtained sealed bids. The construction contract was awarded in December 2017 with construction to start January 2018 with an estimated completion date of April 2018.

5. The City recognized neighborhood cleanups as a "High Priority" need in the community. During the 2016 Program Year the city conducted 10 neighborhood cleanups and assisted roughly 10,678 households with curb pickup of brush and bulk items. Volunteers assisted elderly, disabled, and single parents with lawn care, minor tree trimming, pulling items to the curb for disposal and more. Volunteers are supplied with all the tools needed from the City's Tool Lending Center.

Goal 3: Public Services:

1. Round Rock Area Serving Center assisted 972 low income households with food from their food pantry and 250 low income households with rent or mortgage payments.
2. CASA Child Advocacy Program assisted 67 children.
3. Round Rock Housing Authority Neighborhood Outreach Center assisted 80 participants with after school tutoring, mentoring, as well as with outreach services.

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
Affordable Housing: Minor Repairs and Modification	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	25	15	60.00%	3	5	166.67%

Neighborhood Improvement: RRASC Clean-up	Neighborhood clean-ups	CDBG: \$	Other	Other	1000	455	45.50%	0	0	0
Public Facility and Infrastructure Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1500	1	0.07%	819	2295	280.22%
Public Facility and Infrastructure Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0	0	0	0	0
Public Facility Imp.: Domestic Violence Shelter	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1	1	100.00%	1	0	0
Public Facility Imp.: Domestic Violence Shelter	Non-Housing Community Development	CDBG: \$	Other	Other	1	1	100.00%	1	0	0
Public Services: After School Tutoring	Public Services	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	350	140	40.00%	100	80	80.00%

Public Services: CASA Child Advocacy	Public Services	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	285	1256	440.70%	88	67	76.14%
Public Services: Food Banks	Public Services	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4200	1874	44.62%	950	972	102.32%
Public Services: Housing Assistance	Affordable Housing	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	1000	501	50.10%	250	250	100.00%
Public Services: Meals on Wheels	Public Services	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	502	50.20%	0	0	0

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.

All of the funds expended during the program year directly addressed the priorities and objectives identified in the 2014-2018 Five Year

Consolidated Plan and the 2016 Annual Action Plan. Funding decisions were based on the following process:

Citizen Participation: During the development of this plan, the City held two public hearings to solicit input from residents and social service providers in Round Rock. The public hearings were advertised in the local newspaper in English and Spanish as well as posted on the City Hall Bulletin and the City website. The public hearings were held at the Round Rock City Hall Council Chambers which is accessible to persons with disabilities. The City is committed to compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request for the public hearings. City staff was present at all public hearings and was available to translate for persons with Limited English Proficiency.

Funding Caps: the City obligated the full 20% for program administration and the full 15 % for public services.

In addition to funding caps and meeting a High Priority need, the City considered other federal requirements in order to fund an activity. Activities had to meet a National Objective: 1) Benefit low to moderate income persons; 2) Prevent Slum or Blight or 3) Meet an urgent need.

Utilizing these needs and objectives, a CDBG application process was undertaken to identify non-profit groups and city departments that could address the objectives. Successful applicants were awarded CDBG grant funding to undertake programs and projects that addressed the needs, priorities and specific needs identified in the plan. A detailed breakdown of the CDBG funds awarded and accomplishments reported for each activity funded is available in the PR03 Activity Summary Report available as Attachment 2 to this document.

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	1,071
Black or African American	419
Asian	28
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	2
Total	1,520
Hispanic	538
Not Hispanic	982

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The table above is labeled families assisted, however, the data is reporting on both families and persons assisted.

As demonstrated in the table above, for CDBG, 30% of those assisted were racial minorities, and 35% were Hispanic.

This table does not include all ethnicities and Other/Multi-racial like it is broken down in the IDIS Actual Accomplishments reporting page so numbers are actually a bit higher than shown in the table above. A detailed breakdown of the CDBG funds awarded and accomplishments reported for each activity funded is available in the PRO3 CDBG Activity Summary Report, available as Attachment 2 to this document.

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	CDBG	580,064	459,131
HOME	HOME	0	0
HOPWA	HOPWA	0	0
ESG	ESG	0	0
Other	Other	0	0

Table 3 - Resources Made Available

Narrative

The amount of CDBG funds expended during the 2016 Program Year was \$459,131.33 which included prior year funds that were allocated to infrastructure and housing programs. At the end of the program year the City of Round Rock CDBG Program met the timeliness spending ratio of 1.5 as required by HUD. The following is the amount expended per Matrix Code Category:

- 14A Single Family Rehab (Habitat for Humanity): \$21,140.78
- 03C Homeless Facilities (Hope Alliance): \$1,440
- 03F Park, Recreational Facilities (City of Round Rock Veterans Park and Greenhill Park) \$132,146.81
- 03L Sidewalks (City of Round Rock Greenhill Subdivision) \$127,745.78
- 03M Child Care Centers (WBCO HeadStart) \$15,000
- 05 Public Services (RRHA Neighborhood Outreach Center) \$15,950
- 05N Abused and Neglected Children (CASA) \$20,000
- 05Q Subsistence Payment (RR Area Serving Center-Housing Asst.) \$25,000
- 05W Food Banks (RR Area Serving Center-Food Pantry) \$25,000
- 21A General Program Administration \$75,707.96

Identify the geographic distribution and location of investments

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

Table 4 – Identify the geographic distribution and location of investments

Narrative

All activities were made available to eligible participants on a city-wide basis who meet the requirements

of a low to moderate income person and/or household. A large portion of the federal funds are designated for public facility improvements in "targeted" low-income neighborhoods. The CDBG program does not have any designated target areas but the following "High Priority" need activities describe the geographic distribution used:

Single Family Rehabilitation-Habitat for Humanity: The geographic distribution was city wide.

Public Services: The geographic distribution was city wide.

Infrastructure and Facility Improvements: The geographic distribution was a low to moderate income areas.

All projects funded were identified as "High Priority" in the Five Year Consolidated Plan (2014-2018). All CDBG funds (100%) were obligated to projects that benefit low to moderate income residents and all projects met a national objective.

During the 2016-2017 Program Year the City of Round Rock did not fund any activities that did not meet a National Objective or that required Anti-displacement or Relocation.

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.

In an effort to leverage funds, the City has combined the CDBG and General Fund social service funding process. By combining these two processes, we can make sure to fund agencies providing a 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 service 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. In 2016-2017 in addition to funding the full 15% in public services the City of Round Rock also funded the following agencies with General Funds to provide services for a total amount of \$180,000:

- Literacy Council-GED/ESL/Literacy classes \$2,500
- Foundation Communities, Inc.-Free tax preparation for low income residents \$15,000
- YMCA-After school care scholarships for low income families \$17,500
- Round Rock Area Serving Center-Volunteer Center Coordinator Salary \$35,000
- Senior Access-door to door senior transportation \$30,000
- Hope Alliance-Counselor salary \$40,000
- Goodwill-Job help \$10,000
- Williamson County Children's Advocacy Center-child abuse intervention \$30,000

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	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	250	250
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	3	5
Number of households supported through Acquisition of Existing Units	0	0
Total	253	255

Table 6 – Number of Households Supported

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

The City met its goal of providing rental assistance with CDBG funds to 250 low to moderate income unduplicated households. The Round Rock Area Serving Center was funded \$25,000 in CDBG funds to provide rental assistance through their Housing Assistance Program. The Serving Center had no problem meeting the goal. The goal of providing rehab to existing single family units was exceed by 2. Habitat for Humanity will continue to provide home rehab to the low to moderate income residents of Round Rock.

Although the City of Round Rock does did not invest CDBG funds in providing non-homeless residents with affordable housing units, there are several Low Income Housing Tax Credit multi family housing units available to low income families in Round Rock. The Red Villas, Townhomes at Double Creek and Waters at Sunrise are affordable multi family developments constructed by residential developers or investors with tax credits through the Texas Department of Housing and Community Affairs. Using the Housing Tax Credit program these developers were able to construct affordable housing units that are decent, safe and sanitary to low and very low income residents. Earlier this year the Round Rock city council approved a resolution in support of developers application for the state tax credit program to make major renovations at the Round Rock Oak Grove multi family housing complex. The Texas Department of Housing and Community Affairs has since announced that they have approved an allocation of housing tax credits for the Round Rock Oak Grove renovation project. Renovation could start as soon as March 2018.

Discuss how these outcomes will impact future annual action plans.

Habitat for Humanity will continue to provide minor home repair in the next program year with 2017 CDBG funds. Single family rehabilitation is identified as a "High" priority need in the 2014-2018 Consolidated Plan, therefore Round Rock will continue to fund home repair projects. Habitat for Humanity and the City of Round Rock are working together to meet current goals.

In addition to funding Habitat for Humanity to provide minor home repair the City will continue to fund the Round Rock Area Serving Center for housing assistance.

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 Households Served	CDBG Actual	HOME Actual
Extremely Low-income	247	0
Low-income	8	0
Moderate-income	0	0
Total	255	0

Table 7 – Number of Households Served

Narrative Information

The number of extremely low, low and moderate income households listed in the table above are only for the housing programs discussed in this section. The PR03 report in Attachment 2 goes into detail on the income of households/persons served for every activity where information by family size is required to determine eligibility.

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 City's efforts to prevent homelessness is referring citizens to organizations who address the homelessness issue that affect their quality of life such as Round Rock ISD, Round Rock Area Serving Center and the Round Rock Head Start.

Other efforts to prevent homelessness, include the continued funding of public services that provide services to assist low-income households improve their abilities for self-sufficiency; and providing on-going technical assistance to local service providers to increase their organizational capacity and ability to provide effective services.

Round Rock ISD

Round Rock ISD has a Homeless Liaison that assists homeless and at risk homeless students as well as administers a Texas Support for Homeless Education Program (TEXSHEP).

The Homeless Liaison provides the following:

- Verify and track students
- Coordinate services for homeless students
- Works with campuses to make sure students are receiving academic support
- Coordinates with transportation and food services to ensure transportation and breakfast/lunch for students

TexShep funds are also used to provide school supplies and emergency clothes and food as well as summer school credit recovery tuition.

During the 2016 program year the RRISD provided services to 746 students, a decrease of 51 students from last year.

The Round Rock Area Serving Center

The Round Rock Area Serving Center assists the homeless with the following:

- Access to a food pantry
- Temporary shelter
- Transportation
- Gasoline

Round Rock Head Start

Head Start provides affordable childcare for children whose families are homeless. The children are living with their families or with a parent that is either doubled up with another family or living in a shelter. In addition to providing child care, Head Start also feeds the children two meals and a snack every day. By providing child care, the parents can go to work or actively look for employment that will help them make the transition to permanent housing and independent living.

Addressing the emergency shelter and transitional housing needs of homeless persons

Bluebonnet Trails Supportive Housing program provides a safe and supportive program for adults in transition from crisis to stability while the individual resides in the program. The expected length of stay in the Supported Housing program is up to 90 days. At the end of the three month stay, participants will have increased resources for income, employment and sustainable residential stability.

The Bluebonnet Trails Supportive Housing Program accepts applications from interested individuals who are homeless or at risk of homelessness. Each application is reviewed by the housing committee to determine enrollment into the program. The transitional homes are tobacco, alcohol, and drug free and encourage spiritual, mental and emotional growth.

The goal of the Supportive Housing Program is to facilitate the change process for individuals with substantial mental illness through skills building, self-awareness, self-advocacy, and providing supports necessary for stable lives in a community setting. While in the home setting, individuals will receive the following services:

- Skills Building
- Peer Support
- Supported Employment
- Referrals and Education

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 Round Rock Area Serving Center assists low-income individuals and families with the following services to help them avoid becoming homeless by providing the following services:

- Access to the food pantry
- Prescription assistance
- Rent/mortgage and utilities assistance
- Vouchers to the thrift store for clothes and furniture

By providing these resources, a family can pay their rent and mortgage when facing difficult times. Often the loss of a job or an illness may cause a family to fall behind in the rent or mortgage in order to buy food or prescriptions.

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 Texas Baptist Children's Home provides transitional housing to mothers and their children. Family Care is a place for motivated mothers and their children to live while they transition into successful, independent futures.

The ministry has nine cottages, housing up to five families in each cottage, with live-in Family Life Coordinators. Each unit has a bedroom, bathroom, and kitchen areas, and families share large dining, living, laundry and play space.

A staff therapist offers individual, group and family therapy for every mother and child, as needed.

Assistance is provided in goal setting, education, budgeting, parenting, effective communication, relationship building and spiritual growth. As the residents buy-in, they must commit to being gainfully employed and saving toward future stability.

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

Actions taken to address the needs of public housing

Public housing is administered and managed by the Round Rock Housing Authority. The Round Rock Housing Authority was established in 1966, with the first development built in 1972. Today the Housing Authority owns 100 units at the following three locations: 1505 Lance Lane, 1100 Westwood and 1007 Cushing Drive. The housing authority also administers Section 8 Housing Vouchers. During the 2016 program year the housing authority administered 209 housing vouchers.

The Round Rock Housing Authority received approximately \$104,871.57 in Capital Grant Funds that was used for operations during the 2016 program year.

In an effort to address and improve the needs of public housing and resident initiatives the City of Round Rock funded the Round Rock Housing Authority (RRHA) Neighborhood Outreach Center (NOC) Program. The RRHA partnered with the Round Rock ISD to employ retired educators to tutor/mentor elementary and secondary children after school at the NOC. CDBG funding was used to pay for the partial salaries of teachers and a resident facilitator. The facilitator worked with resident families and was the community link to education. By implementing a reading program for the afterschool tutoring program, the facilitator has noticed improvements in reading levels with the children that attend the NOC.

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

To help housing residents become more involved in management and participate in homeownership the Round Rock Housing Authority administers the Family Self Sufficiency (FSS) Program. The FSS program served 25 families in the Housing Voucher Choice and Public Housing Programs. Through the FSS program these families received supportive case management to help them reach their individual goals towards self-sufficiency.

The FSS program provided the following classes and workshops during the program year:

- Banking Basics
- Budgeting Workshop
- Wellness
- Financial Literacy
- Financial Recovery
- Pay Yourself First
- Own Your Home
- Credit Repair
- Borrowing Basics

- Money Matters

At the end of the 2016-2017 program year 1 FSS participant family purchased a home, 1 participant started a daycare, and 1 participant that was unemployed is now working at a hospital.

Actions taken to provide assistance to troubled PHAs

The Round Rock Housing Authority continues to hold a "High Performer" status under HUD's Section Management Assessment Program (SEMAP); therefore, it is not designated as a "troubled" agency. Units are inspected, repaired and maintained on a regular basis. According to RRHA, the physical condition of its public housing stock is considered to be in compliance with building standards according to their previous review per HUD.

"High Performer" status will allow RRHA to apply for additional programs and funding, allowing for an increased level of service for families in the City of Round Rock.

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)

In an effort to remove barriers to affordable housing the Round Rock City Council approved a resolution of support for a developer's application for state tax credits that would allow for major renovations to the Round Rock Oak Grove multi family housing complex. This fall the state announced that they have approved an allocation of housing tax credits for the Round Rock Oak Grove renovation project. The renovation could start as early as March 2018.

Council has also approved several Planned Unit Developments that allow for detached single family housing units on condominium lots. By providing this housing alternative to standard single family home on fee simple lots, developers are able to offer quality housing units at a lower price points due to reduced infrastructure and public improvement costs. These types of single family condominium developments are being recommended for infill or remnant tracts where larger scale residential developments would not be feasible.

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

Despite efforts, there remain a number of significant obstacles to meeting underserved needs. The following obstacles to meeting these needs in Round Rock are: Population growth; High cost of housing; Cut backs in state and federal funding for basic needs and the need to transportation to existing services and childcare exceed available resources to meet these needs. To address the population growth and the high cost of housing, the Round Rock Area Serving Center provides rent/mortgage, food pantry and utility assistance.

The following programs also help address the cut backs in state and federal funding and the need for childcare and transportation to existing services:

Senior Access provides door to door transportation to seniors to doctors appointments, pharmacies, grocery stores, to pay bills, and to social service agencies for services.

Foundation Community provides free tax preparation to low to moderate income families.

Meals on Wheels provides warm meals to homebound and congregate seniors.

Head Start provides affordable childcare to low income and homeless families.

In order to meet transportation demand, the city developed a fix route bus service that was designed and focused on access to employment services to meet the needs of the low income and minority populations to jobs, education and employment. This service offers ADA paratransit services as well for anyone with a disability that prevents them from being able to ride any fixed route vehicle, disembark from any fixed route vehicle or travel independently all or some of the time on any fixed route vehicle.

Council has also passed an ordinance that allows Round Rock Transit to sell discount bus passes to non-profit and government agencies for the purpose of distributing the passes to low income persons and families that meet the participation requirements.

The City also provides residents with the Guide to Affordable Housing in the Greater Austin Area. This guide is a tool for people seeking affordable rental housing in the Austin area that includes Round Rock. The guide contains general information on housing programs funded on the local, county, state and federal levels, as well as specific information about complexes participating in these programs. It contains lists and explanations of rental housing with rent restrictions, income based rents and tenant income limits.

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

The majority of residential housing development in Round Rock occurred after the use of lead based paint was banned; however, some areas of the community may have some homes with lead based paint.

With the implementation of the Minor Home Repair Program, the program policy and procedures manual addresses compliance with the Residential Lead Based Paint Hazard Reduction Act of 1992 (Title X) and subsequent changes in September 1999. The procedures include:

1. Notification
2. Identification
3. Treatment (if necessary)

The Habitat for Humanity Minor Home Repair Program funded with CDBG funds, aids in correcting substandard conditions which contribute to LBP hazards. Applicants who are eligible for the program are provided LBP information at the time of intake and were made aware of possible dangers of LBP.

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

During the 2016 program year the City of Round Rock took the following actions to reduce the number of poverty level families:

- Habitat for Humanity was funded with prior year funds to provide minor home repair for the low and very low income residents in Round Rock. A total of 5 households were assisted with repairs to include fence, plumbing, electrical, weatherization, and ADA improvements. This is an on-going project that will continue into program year 2017. Habitat assisted one low income family in Round Rock with the construction of a new home during the program year and unlike the minor home repairs this was not a CDBG funded project.
- Round Rock Area Serving Center was funded to provide rent and mortgage assistance and access to their food pantry. A total of 1292 unduplicated low to moderate income Round Rock households received services with CDBG funds at the Serving Center.

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

Executive 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 addressed. The key agencies involved are described below:

- Williamson County and Cities Health District (WCCHD)-offers a variety of a services including alcohol and drug testing, WIC, family assistance, public health services, senior services, emergency services, and HIV testing and counseling.
- Round Rock Housing Authority (RRHA) administers the Housing Choice (Section 8) Voucher program. The City works closely with the RRHA regarding public housing issues.
- Habitat for Humanity of Williamson County provides residents with minor home repair.
- Williamson-Burnet Counties Opportunities (WBCO) provides meals to seniors.
- Senior Access provides door to door as needed transportation to seniors.
- United Way continues working with people and organizations throughout Williamson County to build stronger communities and improve lives.

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

The first Tuesday of every month the Round Rock Volunteer Center holds a networking meeting at the Alan R. Baca Senior Center. Representatives from non-profit and social service agencies come together to discuss community needs and to describe actions to reduce the number of persons living below poverty level. Every month a guest speaker talks about what their agency/organization is doing to

address and reduce the number of persons living below poverty level. Ideas are exchanged and clients are referred to agencies that can help with their individual needs. Some of the agencies that attend these monthly meetings are:

- Surrounding Public Housing Authorities
- Literacy Council of Williamson County
- Hope Alliance
- American Red Cross
- Texas Workforce Commission
- Community Foundation
- Bluebonnet Trails MHMR
- WBCO
- Lifesteps
- RRISD
- United Way
- ARCIL (Advocacy Resource Center for Independent Living)

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

In 2000, consultants from the University of Texas prepared an Analysis of Impediments to Fair Housing Round Rock, TX. This study provided a comprehensive review of the City's administrative and judicial policies. The analysis profiled the housing market in Round Rock, identified the local market and addressed housing affordability, physical condition of housing stock, and public housing. Barriers to affordable housing that were identified through the city's citizen participation process were:

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

The following are CDBG and non-CDBG funded activities that the City is implementing that address the barriers to affordable housing as identified in the public participation process during the development of

the AI and/or affirmatively further fair housing for the protected classes: Race, Color, Sex, Religion, National Origin, Disability and Familial Status.

Fair Housing

Round Rock has made it a priority to diversify housing options. The adopted Comprehensive Plan has identified the diversification of housing options as a stated policy. One method of achieving this policy has been to encourage a mix of lot sizes in new subdivisions to facilitate mixed income neighborhoods. Several new neighborhoods have been designed and constructed with this policy in mind. In addition, the City adopted a new single-family residential zoning district that allows a mix of lot sizes by right, including small lots. Rental housing has also increased significantly in the City, including senior housing. The City has facilitated several attached and detached townhome projects on infill lots that provide homes at a lesser price point than homes in traditional single-family subdivisions. Finally, the goal of our multi-family housing policy is to encourage higher density housing, which may result in additional housing for low and moderate-income housing. The City has enabled accessory dwelling units in the downtown area, where there is a need for affordable housing for low to moderate income families and individuals. This means that they can add an additional unit on their lot such as a smaller home. The City has supported Low Income Housing Tax Credit projects. Currently there are several multi-family housing units available to low income families. The Red Villas, Townhomes at Double Creek and Waters at Sunrise are affordable multi-family developments constructed by residential developers with tax credits through the Texas Department of Housing and Community Affairs. Earlier this year council approved a resolution in support of developers application for the state tax credit program to make major renovations at the Round Rock Oak Grove multi-family housing complex. The Texas Department of Housing and Community Affairs has since announced that they have approved an allocation of housing tax credits for the Round Rock Oak Grove renovation project. Renovation could start as soon as March 2018. In the program year 2016 the City funded the Greenhill Sidewalk Project. This project has had delays but will start in 2018. This project focuses on providing ADA improvements in the form of new sidewalks, new curb ramps, and the modification of existing driveways where the sidewalk path crossed the driveways. Program year 2016 allocated CDBG funds to the Veteran Park and Greenhill Park for ADA park improvements that included the replacement of an old restroom that had multiple ADA deficiencies, the addition of an ADA transition ramp into the playground, improved accessibility of the basketball court and picnic facilities, replace deficient paths and walkways, replace deficient curb ramps.

CDBG funds were allocated to the Round Rock Area Serving Center to provide food and housing assistance to low income residents including senior and disabled persons. The food pantry program served over 250 households and the housing assistance program assisted over 950 households. The City conducted 10 neighborhood cleanups that assisted residents with curbside pick up of brush and bulk items as well as provide volunteers to assist disabled and single parent families that needed assistance. During the development of the 2016 action plan, the City held two public hearings to solicit input. The public hearings were advertised in the local newspaper in English and Spanish and posted on the City Hall Bulletin and City website. The public hearings were held at City Hall Council Chambers which is accessible to persons with disabilities. The City is committed to compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request for the public hearings. City staff was present at all public hearings and was available to translate for persons with Limited English Proficiency.

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

The City of Round Rock has developed a monitoring system that includes monitoring policies, procedures and standards to ensure that all activities carried out with CDBG funds are done so in a timely manner in accordance with federal monitoring requirements, and all other applicable laws, regulations, policies and sound management and accounting practices including all the requirements of 24 CFR 570.502, 2 CFR 200.238, 2 CFR 200.331 (d) and any other applicable federal requirements.

Subrecipients 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 eligible and national objective requirements. Other areas emphasized are the financial management systems, internal controls, procurement practices and compliance with civil rights requirements.

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

Subrecipients are monitored on-site yearly. On-site monitoring will consist of a 5 step process:

1. Notification letter
2. Entrance conference
3. Documentation, Data Acquisition and Analysis
4. Exit Conference
5. Follow-up monitoring letter and report

The following CDBG 2016 subrecipients will be monitored in the Spring of 2018 either by desk review or onsite visits after a risk assessment is conducted:

- Round Rock Area Serving Center
- Round Rock Housing Authority

- CASA
- Habitat for Humanity of Williamson County
- Hope Alliance Crisis Center

The on-site monitoring will evaluate program administration and regulatory compliance to include the following:

- Conformance to the Subrecipient Agreement
- Record Keeping Systems
- Financial Management Systems
- Insurance
- Procurement Procedures
- Equipment
- Non-discrimination and Actions to Further Fair Housing

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.

A Notice of Public Hearing was published in the Round Rock Leader on December 2, 2017 in English and Spanish. The notice was also posted on the City bulletin at city hall on December 1, 2017 as well as in the City news section of the website. The public hearing on the CAPER was held on December 21, 2017 before city council. The public was given 20 days to comment either in person or in writing. No comments were received. The draft CAPER was provided on the CDBG webpage on the city website as well as at city hall and other locations throughout the city.

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.

N/A-There have not been any changes in the program objectives.

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

No

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

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.

N/A-There have not been any changes in the program objectives.

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

No

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