

## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

The City of Round Rock has been awarded \$674,395 in Community Development Block Grant (CDBG) funds for the 2018-2019 Program Year. The 2018-2019 program year is the fifth program year in in the City of Round Rock's 2014-2018 Five Year Consolidated Plan. In this program year the City is allocating \$134,879 (20%) to program administration and \$101,000 (almost the full 15%) to the following public services:

- Round Rock Area Serving Center: Food Pantry Program \$25,000
- Round Rock Area Serving Center: Housing Assistance Program \$25,000
- CASA of Williamson County: Child Advocacy Program \$25,000
- Sacred Heart Community Clinic: Expanded Access of Primary Medical Care \$12,500
- CARY (Council on At Risk Youth): PeaceRox at Round Rock Opportunity Center \$13,500

In addition to funding program administration and public services, the city is funding the following Neighborhood and Facility Improvements and Housing Activities:

- City of Round Rock Office of Community Development: Home Repair Program \$166,993
- City of Round Rock: Frontier Park Improvements \$150,000
- City of Round Rock: Chisholm Valley Sidewalks Project \$200,000
- Hope Alliance Crisis Shelter: ADA Playground Project \$32,700

The City had an additional \$111,177 in CDBG funds from two previous program year activities that were completed but had a balance at the end. This amount was included in the citizen participation and application process. These funds will be used in addition to the 2018-2019 CDBG allocation to fund the neighborhood and facility improvements and housing activities in this annual action plan for a total of \$549,693.

#### **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The CDBG Annual Action Plan provides a framework to address the needs of the low to moderate income residents for the next program year using the \$674,395 in CDBG funds. The three overarching objectives guiding the proposed activities are:

- Providing Decent Affordable Housing
- Creating Sustainable Living Environments
- Creating Economic Opportunities

Outcomes show how programs and activities benefit a community or the people served. The three outcomes that will illustrate the benefits of each activity funded by the CDBG program are:

- Improve Availability/Accessibility
- Improve Affordability
- Improve Sustainability

All activities funded will support at least one objective and one outcome.

The overall priority for the investment of federal funds is to increase self-sufficiency and economic opportunity for lower income residents and individuals with special needs so that they can achieve a reasonable standard of living.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

In the last CDBG program year (2017) the City of Round Rock completed the following CDBG projects:

1. City of Round Rock Transportation Department: Greenhill Sidewalks. Construction and ADA improvements to the subdivision by way of new sidewalks, new curb ramps, and the modification of existing driveways where the sidewalk path crossed the new sidewalks, new curb ramps, and the modification of existing driveways where the sidewalk path crossed the new driveways.
2. Habitat for Humanity: Minor home repair. Minor home repairs for 3 low to moderate income households, elderly or disabled.
3. Round Rock Area Serving Center: Food Pantry Program: Funding was provided for the purchase of food that was distributed to 850 low to moderate income households, elderly, disabled and homeless.

4. Round Rock Area Serving Center: Housing Assistance Program. Funding for the housing assistance program provided rent and mortgage assistance to 250 low to moderate, elderly and or disabled residents.
5. Court Appointed Special Advocates (CASA): Child Advocacy Program. The Child Advocacy Program was provided funding for a volunteer recruiter/trainer that trained volunteers that would advocate for the best interest of 100 abused or neglected children.
6. Round Rock Housing Authority: Neighborhood Outreach Program (NOC). Funding to the NOC assisted with partial salary reimbursement for Round Rock ISD teachers and a resident facilitator at the Neighborhood Outreach Center located at the Housing Authority.
7. City of Round Rock Parks Department: Veterans Park. Completion of phase II of Veterans Park. ADA improvements at Veterans Park included addition of ADA ramp into playground, improved accessibility to basketball court and picnic facilities and replacement of deficient paths and walkways.
8. City of Round Rock Parks Department: Greenhill Park. Improvements at Greenhill Park included addition of ADA transition ramp into playground, replacement of deficient paths and walkways, and replacement of deficient curb ramps.

Two CDBG 2017 projects had delays: Frontier Park Improvements and Chisholm Valley Neighborhood Sidewalks. Both projects required a permit and clearance from Texas Commission for Environmental Quality (TCEQ). The projects are in the process of being reviewed and construction is expected to start Fall of 2018. To prevent these delays with future projects, the city will request in future applications if a TCEQ permit will be required and the department applying for funding will be asked to attach a timeline for the permit process as well as construction timeline.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The City of Round Rock's goal for citizen participation is to ensure a broad participation of City residents, housing, economic, and service providers in the planning and implementation of community development and housing programming. Citizen participation is strongly encouraged. In an effort to broaden participation and to try and reach as many participants as possible the following actions were taken:

- Two public hearings before city council, the first on March 22, 2018 and the second on June 14, 2018
- Public hearing notices advertised on the City News section of the city website and CDBG webpage
- Posting of the Public Hearing notice on the city hall bulletin
- Publication of the public hearing notices in the Round Rock Leader

- Posting of the public hearing notices at the Round Rock Housing Authority 3 locations, Round Rock Area Serving Center, ARCIL, the Alan R. Baca Center, Round Rock Head Start and the Round Rock Library
- Flyers advertising the public hearings were distributed to social service providers at the Williamson County Non Profit Networking Meetings in February and June
- Email to social service agencies that receive or have received CDBG funding notifying of the public hearings
- Public hearing notices and information on the CDBG grant including a digital solicitation for public comment was distributed through the official agency Nextdoor account. Over 5,700 local residents viewed the post

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Despite strong efforts and various methods used to encourage citizen participation, one comment was received at the needs assessment public hearing held before city council on March 22, 2018 and \_\_\_\_\_ comments were received at the public hearing for the proposed CDBG 2018 Annual Action Plan.

The following were the needs identified in the comment during the public meeting:

Request for continued funding of activities that benefit children and youth.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

Comment and view received was accepted and taken into consideration. Please see the summary of public comments above.

## **7. Summary**

The City of Round Rock is confident that a thorough outreach program was conducted to enable input on the needs of the community and the development of the CDBG 2018 Annual Action Plan.

## PR-05 Lead & Responsible Agencies – 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	ROUND ROCK	Elizabeth Alvarado

Table 1 – Responsible Agencies

### Narrative (optional)

The City of Round Rock Office of Community Development is the lead agency for the preparation of the 2018 Annual Action Plan and administration of the CDBG program. Annual funding requests generally open in February with applications due in Mid-March. Funding decisions are made in April or May.

### Consolidated Plan Public Contact Information

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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

The City of Round Rock has developed an outreach effort to encourage input from a large cross section of residents and stakeholders. This outreach effort included two public hearings before city council, published and posted meeting notices, social media notifications, emails and flyers.

#### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))**

In order to enhance coordination and form effective relationships between public and assisted housing providers, private and governmental health, mental health and service agencies the City of Round Rock actively consults with a variety of non-profits, social service providers, neighborhoods and citizens, and other governmental agencies. CDBG staff attend the monthly Williamson County Non Profit Networking meetings the first Tuesday of every month at the Alan R. Baca Senior Center. Local non profits come together to network and also to promote meetings, public hearings and events. A variety of non profits attend the montly networking meetings including non profits that provide housing, mental health, health, transportation, affordable childcare and other services to low income, disabled and elderly residents of Round Rock.

CDBG staff attends the Round Rock Housing Authority (RRHA) monthly board meetings as well as meets regularly with the RRHA staff to provide technical assistance on the CDBG grant and to work together on the Analysis of Impediments to Fair Housing meetings with the consultant hired to conduct the study.

CDBG staff has recently met with several agencies in Round Rock to ask for their participation in the upcoming community and stakeholder meetings during the development of the Analysis of Impediments to Fair Housing. City staff is working to coordinate meetings with public and assisted housing providers and private and governmental health, mental health and service agencies in locations citywide.

City CDBG staff sent the public hearing notices to the following agencies and asked that the notices be posted where their clients would have access to read the notices. These agencies provide services to the low and moderate income, elderly, disabled, public housing residents, female head of household, and homeless:

Round Rock Area Serving Center

Round Rock Housing Authority

Round Rock Head Start

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

In an effort to address the needs of homeless persons and persons at risk of becoming homeless the City of Round Rock is funding the following agencies with either CDBG or general funds:

- Round Rock Area Serving Center/Housing Assistance Program is funded with \$25,000 of 2018 CDBG funds to provide assistance with rent or mortgage payments.
- Hope Alliance Crisis Shelter/Shelter Improvements is funded with \$32,700 of 2018 CDBG funds to make improvements at the shelter that sleeps up to 30 victims of domestic violence and their children every night. The CDBG funds will allow the Hope Alliance Shelter to replace the existing playground with a new ADA playground and shade structure.
- Hope Alliance Crisis Shelter/Safety and Recovery for Family Violence Victims program is funded with \$35,000 of general funds to provide services to victims of domestic violence at the shelter.
- Texas Baptist Children's Home/Trust Based Relational Intervention Specialist program is funded with \$10,000 of general funds to provide services to women and children in transitional housing.
- Sacred Heart Community Clinic/Expanded Access of Primary Medical Care program is funded with \$12,500 of 2018 CDBG funds to provide medical, dental and mental health services to low income including those that are homeless and those at risk of becoming homeless.
- Round Rock Area Serving Center/Food Pantry Program program is funded with \$25,000 of 2018 CDBG funds to provide food for the very low income to include homeless and those at risk of becoming homeless.

Currently at this time, there are no agencies receiving Continuum of Care (COC) grant funding in Round Rock or Williamson County. City of Round Rock CDBG staff has reached out to the Texas Homeless Network (THN) to stay informed on the homeless population issues and efforts to end homelessness in Central Texas. As per the Texas Homeless Network, they have not had participation in the Texas Balance of State CoC (TX BoS CoC) from homeless service providers in Williamson County for some time and there is not currently an active Local Homeless Coalition (LHC) in the area that usually would lead the homeless point in time counts and community efforts to end homelessness. Because there was not a LHC in Williamson County and there was not a point in time homeless count, Texas Homeless Network uses an extrapolation to determine estimates where actual counts are not conducted.

Hope Alliance participated in the homeless bed inventory count in this year and provided information to the Texas Homeless Network.

The City of Round Rock CDBG staff has consulted with the Texas Homeless Network/TX BoS CoC and discussed the next steps to actively participate in the effort to end homelessness in Williamson County.

In the next couple of months, Round Rock CDBG staff will do the following:

1. Reach out to Williamson County CDBG staff and partner with them in this effort.
1. Reach out to non-profit agencies that provide services to homeless persons in Williamson County and encourage them to participate in coming together to discuss the homeless issues in the area.
1. Set up a meeting that includes the homeless providers in Williamson County and a presentation by the Texas Homeless Network on the steps and process to plan a "Point in Time" count in January 2019, discuss forming a Local Homeless Coalition in Williamson County as well as provide information on the COC grant.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

At this time the City CDBG staff is not consulting with any nor are there any Continuum of Care recipients that serve this jurisdiction. As stated above, the City of Round Rock staff has started networking and forming a relationship with the Texas Homeless Network staff to stay informed of what is happening in the TX BoS CoC regarding homelessness as well as encouraging homeless providers in Williamson County to join the effort to end homelessness.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**



**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	ROUND ROCK HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs Homelessness Needs - Veterans
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	City CDBG staff invited the Round Rock Housing Authority staff and encouraged they include their clients to attend the two public hearings held during the development of this plan. Public hearing notices were posted where RRHA clients could see the notices in English and Spanish.
2	<b>Agency/Group/Organization</b>	ROUND ROCK AREA SERVING CENTER
	<b>Agency/Group/Organization Type</b>	Services - Housing food pantry
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Round Rock Area Serving Center staff was invited to attend the two public hearings held during the development of this action plan. Public notices were posted where RRASC clients could see the notices in English and Spanish.
3	<b>Agency/Group/Organization</b>	CASA of Williamson County
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	CASA staff was notified of the two public hearings held during the development of this action plan and they were encouraged to attend.
4	<b>Agency/Group/Organization</b>	Habitat for Humanity of Williamson County
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Habitat for Humanity staff was notified about the two public hearings held during the development of this action plan and were encouraged to attend.
5	<b>Agency/Group/Organization</b>	Texas Homeless Network
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	City of Round Rock CDBG staff is working with Texas Homeless Network to encourage non profit agencies in Williamson County to come together and create coordinated entry and a lead agency to possibly conduct a point in time homeless county in Williamson County in the near future.

6	<b>Agency/Group/Organization</b>	ARCIL, INC.
	<b>Agency/Group/Organization Type</b>	Housing Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Veterans
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	City of Round Rock staff works with ARCIL staff to promote fair housing events and participation in the analysis of impediments residential and stakeholder meetings. ARCIL also assisted in the promotion of the public hearings held during the development of this plan. ARCIL posted the public hearing notices at their offices in the client area.
7	<b>Agency/Group/Organization</b>	WILLIAMSON COUNTY CRISIS CENTER D/B/A HOPE ALLIANCE
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence
	<b>What section of the Plan was addressed by Consultation?</b>	Services: Victims of Domestic Violence
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Hope Alliance is invited by City CDBG staff to participate in the development of the CDBG 2018 Action Plan and in the Analysis of Impediments to Fair Housing focus group meetings.
8	<b>Agency/Group/Organization</b>	Williamson-Burnet Counties Opportunities
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	affordable childcare

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	City of Round Rock City staff actively works with the Head Start Director during the development of the CDBG 2018 Annual Action Plan and to encourage their participation in the Analysis of Impediments to Fair Housing focus group meetings. Head Start posted the public hearing notices in their client area.
9	<b>Agency/Group/Organization</b>	BLUEBONNET TRAILS COMMUNITY MENTAL HEALTH AND MENTAL RETARDATION
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Bluebonnet Trail MHMR is asked to participate in the development of this action plan and also encouraged to participate in the Analysis of Impediments to Fair Housing Stakeholder Meetings.
10	<b>Agency/Group/Organization</b>	Williamson County Commissioners Court
	<b>Agency/Group/Organization Type</b>	Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	regional collaboration
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	City of Round Rock CDBG staff regularly meets with Williamson County CDBG staff to discuss issues in the area, network and join to fund a CDBG project as well as meet regularly regarding the regional Analysis of Impediments to Fair Housing study.
11	<b>Agency/Group/Organization</b>	City of Round Rock
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	CDBG grantee

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	CDBG staff networks and meets regularly city department leaders and planners such as planning/neighborhood engagement, transportation, parks, water billing, finance and purchasing during the development of the CDBG 2018 Annual Action Plan.
12	<b>Agency/Group/Organization</b>	AUSTIN TENANTS COUNCIL
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Tenant Rights
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Austin Tenants Council is a great resource for information on the affordable housing in the Round Rock and Williamson County areas. The Austin Tenants council provides the City of Round Rock with the Guide to Affordable Housing that is distributed to residents and non profits that assist low to moderate income residents. The Guide to Affordable Housing also provides information on tenant rights and fair housing rights and how to file a fair housing discrimination complaint. The City of Round Rock staff also receives the Austin Tenants Council newsletter.

#### Identify any Agency Types not consulted and provide rationale for not consulting

A wide array of agencies were invited to consult in the development of the Annual Action Plan. No individual agency was intentionally omitted.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Currently no lead agencies in Williamson County	

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

The City of Round Rock does not receive Emergency Solutions Grant (ESG) nor does Williamson County have agencies participating or actively applying for the COC grant. The City has started to work with Texas Homeless Network and non profit agencies in the Round Rock/Williamson County area to try and start a conversation regarding the homeless persons and resources available to address these issues.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

In an effort to promote citizen participation, public hearing notices in English and Spanish were made available at the following locations and agencies:

- Publication in the Round Rock Leader
- City News section of the city website
- Posted on city bulletin outside of city hall
- Flyers placed in the kiosk in the reception area of city hall by main entrance
- Posted in the waiting area of the water billing department
- Posted at the 3 Round Rock Housing Authority locations in an area where it could be visible to residents
- Posted in the Round Rock Library
- Posted in the waiting area of the Alan R. Baca Senior Center and flyers were placed in the Kiosk at reception desk
- Posted where clients could see at the Round Rock Area Serving Center, ARCIL (Advocacy Resource Center for Independent Living), and at the Round Rock Head Start
- Flyers distributed to members of the Williamson County Non-Profit Networking Group at the March and June meetings (over 30 non profits attended)
- Posted the public hearing notices and information on CDBG grant as well as a digital solicitation for public comments through the official agency NextDoor where over 5,700 local residents viewed the post

This citizen participation process was developed to help the City of Round Rock identify priority needs in the community and set goals that will help address affordable housing needs and to better provide social services to the low to moderate income households and persons. Two public hearings were held before city council during the development of the plan. Residents were given at least 14 days notice of a public hearing and at least 30 days for each comment period. Copies of the public notices and affidavits from the Round Rock Leader as well a summary of comments recieved are attached in the Attachments Section of the AD-26 Administration of Annual Action Plan. In addition to the efforts done every year and to explore different techniques to get the public involved, the City CDBG staff posted public hearing notices and

information on the development of the Annual Action Plan on NextDoor where over 5,700 residents viewed the posts. More details about the citizen participation process and the efforts to broaden public participation is discussed in Section AP-05 Executive Summary #4-7. This section also includes the names of organizations that were invited to assist in the development of the plan.

### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	No response	1 comment	comment requesting continued funding of cdbg funds towards youth services, comment accepted	



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p>	No response	No comment received	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p>	No response	No comments received		<a href="https://www.roundrocktexas.gov/news/">https://www.roundrocktexas.gov/news/</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	posted public hearing notices at public housing authority-3 locations	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Residents of Public and Assisted Housing</p>	no response	no comments received	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	posted public hearing notices at public library, city senior center and city water billing lobby	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>seniors</p>	no response	no comments received	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	posted notice of public hearings at non profits serving some disabled, minorities, spanish speakers,	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>female head of household</p>	No response	No comments recieved	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	distributed public notices to Next Door app	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	No response	no comments received but over 5,700 local residents viewed the post	N/A	
8	post public hearing notices at city hall bulletin	Non-targeted/broad community	no response	no comments received.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
9	flyers distributed at the Williamson County Non Profit Networking Meeting	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	over 30 local non profits in attendance	no comments received	N/A	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

The City of Round Rock has been awarded \$674,539 in CDBG grant funds for program year 2018 and has an additional \$111,177.01 in prior year funds. The CDBG 2018-2019 program year is the last year of the CDBG 2014-2018 Consolidated Plan. The expected resources are the last of the funds expected for the remainder of this con plan.

#### 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	674,395	0	111,177	785,572	0	

Table 5 - Expected Resources – Priority Table

**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 services funding process. By combining these two processes, the City can make sure to fund agencies providing high priority needs with General Funds that could not be funded with CDBG funds due to the 15% funding cap. This process will also help eliminate 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 the residents of Round Rock.

There are no federal or local matching requirements for the CDBG grant.

**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 following projects on publicly owned land and property located within the jurisdiction and funded with CDBG 2018 grant funds will address the needs identified in the plan:

Park Improvements will address the need for improved recreation at park facilities and also address the need for ada improvements at park facilities.

Sidewalk Improvements address the need for ada improvements by adding new sidewalks and curbs.

## **Discussion**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Services: Food Banks	2014	2018	Public Services		Non-housing Community Development	CDBG: \$25,000	Public service activities for Low/Moderate Income Housing Benefit: 850 Households Assisted
2	Public Services: Housing Assistance	2014	2018	Affordable Housing		Non-housing Community Development	CDBG: \$25,000	Public service activities for Low/Moderate Income Housing Benefit: 250 Households Assisted
3	Public Services: CASA Child Advocacy	2014	2018			Non-housing Community Development	CDBG: \$25,000	Public service activities for Low/Moderate Income Housing Benefit: 100 Households Assisted
4	Public Facility Imp.: Domestic Violence Shelter	2014	2018	Non-Housing Community Development		Non-housing Community Development	CDBG: \$32,700	Homeless Person Overnight Shelter: 30 Persons Assisted
5	Public Facility and Infrastructure Improvements	2014	2018	Non-Housing Community Development		Non-housing Community Development	CDBG: \$350,000	

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Affordable Housing: Minor Repairs and Modification	2014	2018	Affordable Housing		Affordable Housing	CDBG: \$166,993	Homeowner Housing Rehabilitated: 12 Household Housing Unit

Table 6 – Goals Summary

## Goal Descriptions

1	Goal Name	Public Services: Food Banks
	Goal Description	The City of Round Rock will fund the Round Rock Area Serving Center with \$25,000 of CDBG program year 2018 funds for the purchase of food for their food pantry. This program will distribute food to 850 unduplicated households.
2	Goal Name	Public Services: Housing Assistance
	Goal Description	The City of Round Rock will fund the Round Rock Area Serving Center with \$25,000 of CDBG 2018 program year funds. These funds will allow the Round Rock Area Serving Center to assist up to 250 unduplicated households with rent and mortgage assistance.
3	Goal Name	Public Services: CASA Child Advocacy
	Goal Description	City of Round Rock will fund CASA with \$25,000 of CDBG 2018 program year funds. Funds will be used to pay for the partial salary for the Volunteer Coordinator to recruit and train volunteers that will advocate for children.
4	Goal Name	Public Facility Imp.: Domestic Violence Shelter
	Goal Description	The City of Round Rock will fund the Hope Alliance Domestic Violence Shelter with \$32,700 in CDBG 2018 program year funds. Funds will be used for the purchase and installation of an ADA playground and shade structure at the shelter.

5	<b>Goal Name</b>	Public Facility and Infrastructure Improvements
	<b>Goal Description</b>	The City of Round Rock will fund the transportation and parks department a total of \$350,000 in CDBG 2018 program year funds to make sidewalk improvements at the Chisholm Valley neighborhood (\$200,000) and park improvements at the Frontier Park (\$150,000).
6	<b>Goal Name</b>	Affordable Housing: Minor Repairs and Modification
	<b>Goal Description</b>	City of Round Rock will fund the Community Development Department with \$166,993 in CDBG 2018 program year funds for Minor Home Repair. The funds will assist up to 12 low to moderate income residents with improvements to their homes.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The City of Round Rock is receiving \$674,395 in CDBG 2018 Program Year funds. Funds will be used for public services, program administration, minor home repair and public facility and improvements. Projects estimated completion date is September 30, 2019. In addition to the 2018 CDBG allocation the City is using \$111,177 of CDBG funds from prior year projects that had balances after completion.

#### Projects

#	Project Name
1	Public Services
2	Program Administration
3	Minor Home Repair
4	Public Facility & Improvements

Table 7 - Project Information

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

**AP-38 Project Summary**  
**Project Summary Information**

DRAFT

1	<b>Project Name</b>	Public Services
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Services: Housing Assistance Public Services: Food Banks Public Services: CASA Child Advocacy
	<b>Needs Addressed</b>	Non-housing Community Development
	<b>Funding</b>	:
	<b>Description</b>	CDBG Program Year 2018 Public Services activities.
	<b>Target Date</b>	9/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1250
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Funds will be used for the following public services: Round Rock Area Serving Center Food Pantry \$25,000.00 Round Rock Area Serving Center Housing Assistance \$25,000.00 CASA Child Advocacy Program \$25,000.00 Council on At-Risk Youth \$13,500 Sacred Heart Community Clinic \$12,500.00
2	<b>Project Name</b>	Program Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	Non-housing Community Development Affordable Housing
	<b>Funding</b>	:
	<b>Description</b>	Funds will be used for the management and administrative oversight of the CDBG program. IDIS Matrix Code 21A.
	<b>Target Date</b>	9/30/2019
	<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>	221 East Main Street Round Rock, TX 78664
	<b>Planned Activities</b>	Administration of CDBG program
<b>3</b>	<b>Project Name</b>	Minor Home Repair
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Housing: Minor Repairs and Modification
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	:
	<b>Description</b>	CDBG funds will be used for minor home repair to 12 low to moderate income households.
	<b>Target Date</b>	9/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	12
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Funding will be used for minor home repair to 12 low to moderate income households.
<b>4</b>	<b>Project Name</b>	Public Facility & Improvements
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Facility and Infrastructure Improvements Public Facility Imp.: Domestic Violence Shelter
	<b>Needs Addressed</b>	Non-housing Community Development
	<b>Funding</b>	:
	<b>Description</b>	Funding will be used for Park Improvements (Matrix Code 03F) at Frontier Park \$150,000, Sidewalks (Matrix Code 03L) at Chisholm Valley Neighborhood \$200,000 and purchase and installation of and ADA playground and shade structure at the domestic violence shelter (Matrix Code 03C) \$32,700. Projects will be funded with \$438,356 CDBG 2018 and prior year funds in the amount of \$111,177.
	<b>Target Date</b>	9/30/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Frontier Park 1804 Frontier Trail Hope Alliance Crisis Center 1011 Gattis School Road Suite 106 Chisholm Valley Neighborhood
	<b>Planned Activities</b>	

## **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 to moderate income (LMI) persons. The City of Round Rock did not use geographic target areas as a basis for funding allocation priorities.

The following are the LMI block groups within the City of Round Rock:

Census tract:18.51/Block group:3/Persons:1165/50% LMI

Census tract:18.51/Block group:4/Persons:1000/66.45% LMI

Census tract:205.04/Block group:1/Persons:1055/66.14% LMI

Census tract:205.04/Block group:2/Persons:920/49.33% LMI

Census tract:205.04/Block group:4/Persons:1655/75.74% LMI

Census tract:206.02/Block group:2/Persons:265/47.75% LMI

Census tract:207.01/Block group:1/Persons:710/57.96% LMI

Census tract:207.03/Block group:2/Persons:2025/54.22% LMI

Census tract:207.04/Block group:2/Persons:1045/53.18% LMI

Census tract:207.04/Block group:3/Persons:750/70.42% LMI

Census tract:207.07/Block group:2/Persons:1095/71.34% LMI

Census tract:208.03/Block group:1/Persons:1250/53.19% LMI

Census tract:215.02/Block group:1/Persons:2425/62.02% LMI

Census tract:215.02/Block group:2/Persons:850/79.44% LMI

Census tract:215.03/Block group:1/Persons:1205/59.21% LMI

Census tract:215.05/Block group:1/Persons:795/54.27% LMI

Percentage of Funds: 100%

### Geographic Distribution

Target Area	Percentage of Funds

Table 8 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

The City of Round Rock estimates that 100% of the funds will be dedicated to projects in the target areas and that these funds assist a large number of low to moderate income residents. The City of Round Rock did not use geographic target areas as a basis for funding allocation priorities.

Target Area: Low to Moderate Income (LMI) Areas

Percentage of Funds: 100%

### Discussion

## Affordable Housing

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

#### Introduction

The City of Round Rock is funding the Minor Home Repair Program with \$166,993 of CDBG Program Year 2018 funds. The City is proposing to make minor home improvements to 12 low-moderate income households.

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

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	12
Acquisition of Existing Units	0
Total	12

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

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

### **Introduction**

The Round Rock Housing Authority was established in 1966, with the first development built in 1972. Today, the Round Rock Housing Authority owns 100 units and administers 92 Section 8 Housing Choice Vouchers. Approximately 200 persons are assisted through these programs. The City of Round Rock will act as a resource for the Round Rock Housing Authority to assist the public housing authority with capacity building as well as programming that is associated with CDBG funds.

The RRHA is a five member board, including a resident board member, and oversees the Round Rock Housing Authority. The board is appointed by the City of Round Rock Mayor and City Council. The City of Round Rock Council employ their affordable housing knowledge in selecting new board members when a position becomes available. The City is invested in ensuring that selections made are in the best interest of the Round Rock Housing Authority. Each board member appointed by CORR Mayor and City Council possess management qualities that will ensure that best business practices are deployed.

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

In an effort to address and improve the needs of public housing and resident initiatives, the Round Rock Housing Authority (RRHA) will continue their Neighborhood Outreach Center (NOC) Program. The RRHA partnered with Round Rock ISD to employ retired educators to tutor/mentor elementary and secondary children after school. In addition to employing retired school teachers the RRHA also employs a facilitator. The facilitator will work with families of the Housing Authority and will provide resources to assist in growth development. An implemented reading program for the afterschool tutoring program will increase reading levels with children that attend the NOC.

Another program that the RRHA provides its residents in an effort to meet their needs for self sufficiency is the Family Self Sufficiency Program (FSS). This program provides affordable housing expertise, homeownership grant resources and programming initiatives to promote self-sufficiency for the program participants. The FSS program serves families in the Housing Choice Voucher (HCV) program the the Public Housing Programs. Past and present participants have completed the following goals:

- Obtained and maintained employment
- Ability to pursue higher education
  
- Ability to maintain first time businesses with supportive mentorship and education

The unique value of the FSS Program is that clients are able to receive supportive case management to reach their individual goals towards self-sufficiency.

In addition to this, the RRHA continues to partner with several local agencies, faith based organizations, the City of Round Rock and the school district in order to bring resources to the residents of the housing authority.

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

Currently there are no public housing homeownership initiatives in place either under the public housing program or the Section 8 program. The City of Round Rock plans to encourage Affordable Housing Roundtables that are conducted by the RRHA and include affordable housing builders, housing counseling non-profits and banking institutions.

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

Currently the Round Rock Housing Authority is not designated as a troubled housing authority by the U.S. Department of Housing and Urban Development Public and Indian Housing Department.

**Discussion**

The Round Rock Housing Authority receives approximately \$107,482 annually in Capital Fund Grant from The U. S. Department of Housing and Urban Development (HUD). The Round Rock Housing Authority is

using these grant funds for the following Administrative and Operations expenses:

- Staff Salaries, Fringe Benefits, Travel and Training
- Office Supplies
- Postage
- Memberships
- Maintenance Expenses
- Utilities & Telephone
- Insurance
- Accounting Fees
- Legal Expenses



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

### **Introduction**

At this time the City CDBG staff is not consulting with any nor are there any Continuum of Care recipients that serve this jurisdiction. As discussed in Section AP-10, the City of Round Rock staff has started networking and forming a relationship with the Texas Homeless Network staff to stay informed of what is happening in the TX BoS CoC regarding homelessness as well as encouraging homeless providers in Williamson County to join the effort to end homelessness.

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

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

At this time in the City there are no agencies receiving Continuum of Care (COC) grant funding. The City of Round Rock CDBG staff has reached out to the Texas Homeless Network (THN) to stay informed on the homeless population issues and efforts to end homelessness in Central Texas.

The City of Round Rock CDBG staff has consulted with the Texas Homeless Network/TX BoS CoC and discussed the next steps to actively participate in the effort to end homelessness in Williamson County.

In the next couple of months, Round Rock CDBG staff will do the following:

1. Reach out to Williamson County CDBG staff and partner with them in this effort.
1. Reach out to non-profit agencies that provide services to homeless persons in Williamson County and encourage them to participate in coming together to discuss the homeless issues in the area.
1. Set up a meeting that includes the homeless providers in Williamson County and a presentation by the Texas Homeless Network on the steps and process to plan a "Point in Time" count in January 2019, discuss forming a Local Homeless Coalition in Williamson County as well as provide information on the COC grant.

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

In an effort to address the need for transitional housing the City of Round Rock allocates a General Fund Social Service Grant in the amount of \$10,000 to the Texas Baptist Children's Home to help pay for staff salaries. The Family Care Program provides a safe home and a stable family environment for mothers and their children. The program also provides counseling and living skills that prepare them for

independent living after they leave the program.

The City of Round Rock also funds the Hope Alliance Williamson County Crisis Shelter with CDBG funds and General Fund Social Service grants that will allow continued support for emergency shelter and counseling services for victims of domestic violence and their children.

**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**

As discussed in the section above, the City of Round Rock funds with General Fund Social Service funds and supports the Texas Baptist Children's Home Family Care Program that provides transitional housing to mothers and their children. In addition to providing transitional housing and supportive services during their stay, the Texas Baptist Children's Home provides all participants an After Care Program. This After Care Program assures a continuing relationship with the mothers and their children who completed the Family Care Program. After Care Program services include access to the commissary, visits to the boutique, individual counseling, budgeting and limited financial assistance as well as additional case management.

City of Round Rock staff maintains a strong relationship with Texas Baptist Children's Home staff and encourage them to participate in the development of this action plan and the Analysis of Impediments to Fair Housing.

**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.**

The City of Round Rock funds the Round Rock Area Serving Center with \$25,000 of 2018 CDBG funds for the food pantry program and another \$25,000 in 2018 CDBG funds for the Housing Assistance Program. Funds allow the Round Rock Area Serving Center to stock their food pantry and distribute food and assist with rent and mortgage to low-income individuals and families and help them avoid

becoming homeless.

The City of Round Rock funds the Sacred Heart Community Clinic with \$12,500 of 2018 CDBG funds for the Expanded Access of Primary Medical Care to individuals and families that are at risk of becoming homeless.

In addition to assisting low income individuals families, these programs also assist individuals that are being discharged from publicly funded institutions, mental health facilities, corrections program and institutions.

## **Discussion**

Though Round Rock has a very small visible homeless population, the loss of a job, an increase in rent, an eviction or a domestic violence shelter situation can easily lead to homelessness for many low income individuals and families. Round Rock will continue to fund high priority activities that are concentrated on homeless prevention and non-homeless special needs.

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

### **Introduction:**

**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**

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.

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.

### **Discussion:**

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

### **Introduction:**

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

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 for 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 City funded the RRASC for these programs with CDBG program year 18 funds totaling \$50,000.00.

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. Senior Access is being funded in 2018 with City General Fund Social Services Funds in the amount of \$30,000.

Foundation Community provides free tax preparation to low to moderate income families. Foundation Communities Tax Preparation Program is being funded in 2018 with City General Fund Social Service Funds in the amount of \$15,000.00

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 passess 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 that is provide by the Austin Tenant's Council. 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 apartment complexes participating in these programs. It contains lists and explanations of rental

housing with rent restrictions, income based rents and tenant income limits.

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

The City of Round Rock will continue to support the following two programs in program year 18 that support affordable housing. These include the housing assistance program through the Round Rock Area Serving Center (RRASC) to assist residents with rent or mortgage at up to \$100 a household, and the minor home repair program for low income homeowners in Round Rock.

Round Rock Area Serving Center Housing Assistance Program will be funded with CDBG 2018 funds in the amount of \$25,000 and the Minor Home Repair Program will be funded with 2018 CDBG funds in the amount of \$166,993.

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

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 City of Round Rock will continue to fund the Minor Home Repair Program with 2018 CDBG funds. Applicants who are eligible for the Minor Home Repair program are provided LBP information at the time of intake and were made aware of possible dangers of LBP

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

During the 2018 CDBG program year the City of Round Rock will take the following actions to reduce the

number of poverty level families:

- The City will continue to fund the Minor Home Repair Program with 2018 CDBG funds to provide minor home repair for the low and very low income residents in Round Rock. This program proposes to assist an estimated total of 12 households with repairs to include fence, plumbing, electrical, weatherization, and ADA improvements.
- Round Rock Area Serving Center will continue to be funded with CDBG program year 2018 funds to provide rent and mortgage assistance and access to their food pantry. This program proposes to assist 1300 households. The Foundation Communities Free Tax Preparation Program will continue to be funded with 2018 General Fund Social Service Funds that will provide poverty level families free tax preparation. This program proposes to assist 1200 households. Sacred Heart Community Clinic will be funded with 2018 CDBG funds to assist poverty level families with health and dental care and medications at no cost to them. This program proposes to assist 150 households. The City will continue to fund the YMCA After-School Scholarship Program with 2018 General Fund Social Service Funds that will assist very low income working families with no cost after school care. This program proposes to assist 4000 households. The Literacy Council will continue to be funded in 2018 with City of Round Rock General Fund Social Service Grant that will provide self sufficiency education (ESL, Basic Literacy, and GED tutoring). This program proposes to assist 188 individuals.

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

In order to bridge the gap, 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. The City Council evaluates their Strategic Plan and Annual Budget from a city-wide perspective. During these discussions resources are provided to fund programs not specifically covered by CDBG but will provide more funds toward homelessness and special needs programs. The City's General Fund provides funding to Drive a Senior, a volunteer based transportation program for older adults and additional funds to Hope Alliance, an organization that meets short housing needs for survivors of domestic violence. The City's General Fund also provides funding for the Texas Baptist Children's Home for an interventional specialist to help residents in a holistic approach.

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

## **service agencies**

In an effort to enhance coordination between public and private housing and social service agencies, the City of Round Rock will continue to fund the Round Rock Area Serving Center/Volunteer Center with \$35,000 in 2018 General Fund Social Service funds that will help pay for the Volunteer Center Coordinator salary. The Volunteer Coordinator not only supplies volunteers and manages volunteers opportunities but also continues to coordinate and host the Williamson County Monthly Networking Meetings. These meetings are held the first Tuesday of every month at the Alan R. Baca Senior Center. At this monthly networking meeting, non-profit and social service agencies come together to network, promote events and listen to guest speakers. Up to 30 agencies attend the monthly meetings and have access the groups list serv and be able to share information on the upcoming events, public hearing and fundraisers. Collaboration and coordination between agencies is important to ensure that the needs in the community are being addressed.

## **Discussion:**

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

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 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 requests. This information is used to determine the number of unduplicated beneficiaries. Monthly reports are submitted by each sub-recipient enabling staff to 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 conducts monitoring of sub-recipients every program year during the summer. Particular attention is paid to compliance with eligibility and national objective requirements. The HUD monitoring checklist is used during these on-site monitoring visits. The



monitoring visits are conducted by the CDBG Program Coordinator. Technical assistance is provided for sub-recipients at the beginning of the program year and anytime during the program year upon request.

Throughout the year, staff conducts mini desk reviews of all sub-recipients. Sub-recipients are required to submit monthly progress reports and reimbursement requests by the 15th of every month. This allows the City to monitor the sub-recipient's progress and spending on a monthly basis.

The City of Round Rock 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(l)(1,2,4)

#### Introduction:

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(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	0
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>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. 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.	100.00%



