

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.

- **Veterans Park II Improvements** (IDIS #452) was funded with prior year funds and is still underway. The expected completion date will be in 2016 program year. This project is a continuation of Veterans Park Phase I. Funding is being used for completion of playground including basketball court amenities and improvements.
- **Greenhill Park Project** (IDIS #453) was funded with prior year funds. Funding is being used for the installation of a pavilion and construction of sidewalk. The project experienced a delay due to execution of plans. Work commenced in October. The expected completion date is December 2016
- **Greenhill Sidewalk Project**-New park pavillion, ADA improvements and site furnishings.
- **Habitat for Humanity Single Family Rehab** (IDIS #451) used 2014 funds to provide minor home repair services to the low to moderate income homeowners in Round Rock. During the 2015 program year eight minor home repairs were completed. This is an on-going project and Habitat for Humanity of Williamson County will continue to rehab single family homes in the 2016 program year.
- **Public Services** (IDIS#459, 458, 457, 456 & 455) was funded the full 15% (\$85,586) allowed. All funds were expended and all performance goals were met. Low to moderate income residents were assisted with food pantry, rent and mortgage assistance, child advocacy, after school tutoring and mentoring and hot meals for seniors.
- **Program Administration** (IDIS#464) was funded for the operation and maintenance of the CDBG program. Funds were used to pay for staff salaries, legal fees, studys/surveys, travel expenses, registration and conference fees, supplies and equipment. During the 2015 program year, all programmatic deadlines were met and the CDBG program met the timeliness test. This project had a balance that will be used to fund a new or alternate project.
- **Hope Alliance Shelter Improvements** was funded in Program Year 2015 in the amount of \$90,000. This project has had some delays due professional services being procured. The initial scope of work was to replace all flooring, windows and a total kitchen remodel. After an inspection and walk through of the property it was determined that ADA and Code compliance issues will need to be addressed first. At this time an architect agreement has been drafted for the City's and Subrecipient review. The City will amend the current agreement to reflect changes to scope of work and develop milestones to complete the project in a timely manner. It is expected that the agreement will be signed by the Subrecipeint January 2017. The anticipated date for the project to began will be February 2017. Target completion date is Summer 2017.

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	12	48.00%	1	8	800.00%
Neighborhood Improvement: RRASC Clean-up	Neighborhood clean-ups	CDBG: \$	Other	Other	1000	455	45.50%			
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	0	0.00%	100	0	0.00%
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		238	0	0.00%

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%	300	0	0.00%
Public Facility Imp.: Domestic Violence Shelter	Non-Housing Community Development	CDBG: \$	Other	Other	1	1	100.00%			
Public Services: After School Tutoring	Public Services	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	350	140	40.00%	56	56	100.00%
Public Services: CASA Child Advocacy		CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	285	140	49.12%	77	78	101.30%
Public Services: Food Banks	Public Services	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4200	1874	44.62%			
Public Services: Food Banks	Public Services	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		950	998	105.05%

Public Services: Housing Assistance	Affordable Housing	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	1000	501	50.10%	250	252	100.80%
Public Services: Meals on Wheels		CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	502	50.20%	100	359	359.00%

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

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

The City of Round Rock used CDBG funds to address the "High Need" priorities and meet the goals and objectives identified in the 2014-2018 Consolidated Plan. These goals and objectives include:

- Minor home repair of existing single family homes, primarily for the very low and low to moderate income families, the elderly and handicapped;
- Rehabilitation to the homeless shelter for victims of domestic violence;
- Neighborhood improvements to low to moderate income areas of the City;
- Improvement and increase of resources available for the low to moderate income residents to include access to food pantry, rent and mortgage assistance, home delivered meals and afterschool tutoring and mentoring;
- Public facility improvements that include improvements to parks in the low to moderate income areas of the city.

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	492
Black or African American	106
Asian	15
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	2
Total	615
Hispanic	128
Not Hispanic	487

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

Narrative

During the 2015 program year, funded agencies were required to submit monthly performance and beneficiary reports. Information on the racial and ethnic status of the families assisted are entered into IDIS. The table above shows a total of 1743 beneficiaries served by race and ethnicity. The combined total in IDIS is a bit higher because the table above does not include "Other/Multi Racial" beneficiaries.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Available	Made	Amount Expended During Program Year
CDBG		986,639		343,501.48

Table 3 – Resources Made Available

Narrative

The City of Round Rock received \$570,575 in CDBG funds for the 2015 program year. A total of \$343,501.48 consisting of program year 2015 and prior years was expended during the period of October 1, 2015 thru September 30, 2016. The majority of funds expended were prior year funds. The Executive Summary attachment contains a table showing the expenditures for program year 2015.

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

The City of Round Rock's CDBG program serves low to moderate income persons and households as well as residents of low to moderate income areas. The CDBG program does not have any designated target areas but the following high priority need activities describe the geographic distribution used:

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

Public services: The geographic distribution was city wide.

Veterans Park II and Greenhill Park: The geographic distribution area was low to moderate income areas.

WBCO Public Facility Improvements: The geographic distribution was city wide.

Hope Alliance Shelter Rehab Project: The geographic distribution was city wide.

The planned and actual percentage of the allocation was 100% of CDBG funds to be spent on low to moderate income beneficiaries.

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 combing 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 following social services were funded in program year 2015 with General funds:

- Williamson County Childern's Advocacy Center \$30,000
- Literacy Council \$9,000
- Foundation Communities Inc. \$15,000
- YMCA of Greater Williamson County \$20,950
- Round Rock Serving Center \$35,000
- Drive a Senior \$30,050
- Hope Alliance \$40,000

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	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	5	0
Number of households supported through Acquisition of Existing Units	0	0
Total	255	0

Table 6 - Number of Households Supported

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

The City of Round Rock funded Habitat for Humanity to provide minor home repair. The 2014 goal was to provide repairs for five households and eight were assisted during the 2015 program year. The overall total to date is 12. Habitat encountered problems due to staff changes which slowed the process down. Habitat has now filled the position of a General Contractor to write specs and since have produced rehabs in a timely manner.

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 2014 and 2015 CDBG funds. Single family rehab is identified as a "High" priority need in the 2014-2018 Consolidated

Plan, therefore Round Rock will continue to fund this project. Habitat for Humanity and the City of Round Rock are working together to meet goals.

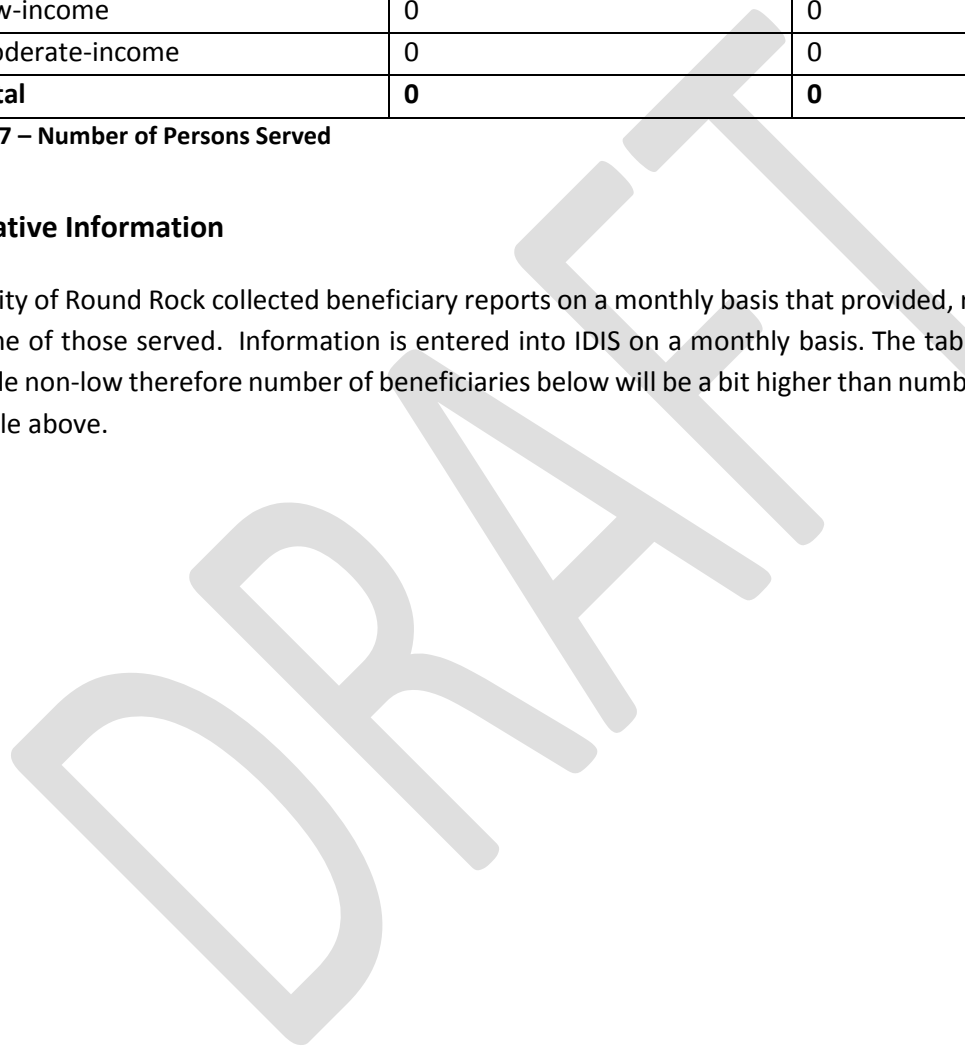
Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Persons Served

Narrative Information

The City of Round Rock collected beneficiary reports on a monthly basis that provided, race, ethnicity and income of those served. Information is entered into IDIS on a monthly basis. The table above does not include non-low therefore number of beneficiaries below will be a bit higher than number of beneficiaries in table above.



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 of Round Rock is working towards meeting objectives for reducing and ending homelessness. There are several resources throughout the community that are helping us meet our goals. The following agencies reach out to homeless persons to assess their individual needs and provide assistance in hopes of reducing and ending homelessness.

Round Rock ISD

Round Rock ISD has a Homeless Liason that assists homeless and at risk homeless students as well as administers a Texas Support for Homeless Education Program (TEXSHEP). During the 2015 program year Round Rock ISD received \$66,176 in TEXSHEP funds. The funds were used for:

1. Homeless liason to provide the following:
 - Verifies and tracks students
 - Coordinates all 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
2. Supplies and materials: school supplies and emergency clothes and food
3. Summer school credit recovery tuition

During the 2015 program year the RRISD provided services to 797 students of which 106 live in a shelter, 569 are doubled up with other families and 122 live in a hotel/motel.

Round Rock Area Serving Center

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

- access to a food pantry, temporary shelter, CARTS transportation, and gasoline

Round Rock Head Start

During the 2015 program year, the Round Rock Head Start provided affordable child care for 12 children

whose families are homeless. The children are living with their families or a parent 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

In an effort to address the transitional housing needs, Hope Alliance has a Housing Advocate who works with Hope Alliance clients on housing issues including credit and safety concerns as well as locating suitable housing. She also works to develop partnerships in the community, specifically with apartment complexes and private landlords, to create housing options for survivors of family and sexual violence. Hope Alliance does not own any housing units, other than our emergency shelter.

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 helps low and very low income individuals and families avoid becoming homeless by providing:

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

By providing these resources, a family can pay their rent or 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 (a tenth cottage is under construction), housing up to five families in each cottage, with live-in Family Life Coordinators. 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.

DRAFT

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 who owns 100 units and administers 256 Section 8 Housing Choice Vouchers.

The Round Rock Housing Authority receives approximately \$101,647 annually in Capital Fund Grants from HUD to provide for the maintenance and renovation needs of its public housing stock, which it considers to be in good condition.

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 Neighborhood Outreach Center (NOC) Program. Funding for this program paid for a portion of the salaries of the resident services coordinator and teachers. The resident services coordinator worked with families of the Housing Authority and was the community link to education and job skills training. Teachers tutored and mentored elementary and secondary students after school.

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

To help public housing residents become more involved in management the Round Rock Housing Authority administers the family self-sufficiency (FSS) program. The FSS program serves 25 families in the Housing Choice Voucher (HCV) and Public Housing (PH) Programs. Participants have completed the following goals:

- Obtaining or maintaining employment
- Continuing to pursue higher education
- Continue 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 the 2016 program year the Family Self-Sufficiency Coordinator will partner with 3 financial lending institutions to teach financial literacy classes. The Coordinator will also start promoting Wellness Wednesday, parenting classes and resource fairs to ensure all participants receive practical knowledge to gain self-sufficiency.

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

Actions taken to provide assistance to troubled PHAs

During the 2014 program year after failing a REAC inspection. The Round Rock Housing Authority was labeled as "Troubled". The Housing Authority developed a Recovery Action Plan to set controls. As result in developing the plan, the Housing Authority has successfully passed the REAC inspection by scoring a 96, their highest score ever. The City of Round Rock continued to assist assisted the Round Rock Housing Authority post their troubled status by providing the following:

- Meeting with the Interim Director and key staff to bring them up to speed on the CDBG grant and the required reports and supporting documentation
- Technical assistance and training was also provided to new staff and the Interim Director in order to prevent the housing authority from falling behind with the CDBG grant

Currently, the Round Rock Housing Athority is now in a "High Performing" status as designated by HUD.

DRAFT

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 City of Round Rock authorized construction of a partially income restricted apartment complex called The Waters at Sunrise. This complex offers 240 of the 300 units available for below market rents. The units range from one to four bedrooms.

The project is currently underway and is approximately 25% completed. Buildings 1 and 2 of the development are complete and have been fully leased. Each apartment building has 15 units to be occupied. The Waters at Sunrise are leasing apartment building as soon as they are complete for low income residents. The expected completion date for the development is mid spring.

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 homes on fee simple lots, developers are able to offer quality housing units at 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.

In addition, the City Council considered allowing the conversion of garage space into additional living space where deed restrictions do not prohibit such conversions. This provides a cost effective way to increase square footage while simultaneously ensuring that the conversion meets life-safety codes. Garage conversions have been occurring illegally in Round Rock for many years. The code amendment was approved by City Council summer 2016 and will provide a review mechanism through the city's permitting process.

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

1. 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 services Need for transportation to existing services and childcare exceed available services 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 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. It contains general information on housing programs funded on the local, county, state and federal levels, as well as specific information about housing and apartment complexes participating in these programs. The following programs help address the cut backs in state and federal funding and the need for transportation and childcare to existing services: Drive a Senior that 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 Tax Center that provides free tax preparation to residents of Round Rock Williamson-Burnet Counties Meals on Wheels provides warm meals to home bound and congregate seniors Head Start that provides affordable childcare

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)

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

During the 2015 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 residents in Round Rock. A total of eight 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 2016.

- Round Rock Area Serving Center was funded to provide rent and mortgage assistance and access to their food pantry. A total of 1250 unduplicated low to moderate income Round Rock households received services with CDBG funds at the Serving Center.
- Meals on Wheels provided 22,978 hot meals to 359 congregate and homebound seniors in Round Rock.

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 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.
- Round Rock Area Serving Center (RRASC)-provides food, clothing, prescriptions, rent and utility assistance.
- Habitat for Humanity of Williamson County-provide residents with minor home repair.
- Williamson-Burnet Counties Opportunities (WBCO)-provide meals to seniors.
- Drive a Senior-provide door to door as needed transportation to seniors.
- United Way-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)

In an effort to enhance coordination between public and private housing and social service agencies, the Volunteer Center holds a monthly networking meeting. The meetings are held the first Tuesday of every month. Representatives from non-profit and social service agencies as well as public and private housing come together to discuss community needs. 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/organizations that attend the monthly networking meetings are:

- Surrounding Housing Authorities
- Neighborhood Leaders
- Faith Based Organizations
- Literacy Council of Williamson County

- Round Rock Area Serving Center
- Hope Alliance
- American Red Cross
- Texas Workforce Commission
- Community Foundation
- Bluebonnet Trails MHMR
- Williamson-Burnet Counties Opportunities-Meals on Wheels and Head Start
- Lifesteps
- Round Rock ISD
- United Way

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

The City of Round Rock Analysis of Impediments to Fair Housing listed the following barriers to affordable housing:

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

To provide the low to moderate income residents options, the City of Round Rock has a link on the City website to

- The Guide to Affordable Housing in the Greater Austin Area which provides information on the affordable apartments in Round Rock.
- The Austin Tenant's Council Fair Housing Program helps any person who has been discriminated against in the rental, sale, financing, or appraisal of housing. The state and federal Fair Housing Act prohibits discrimination because of a person's race, color, national origin, religion, sex, disability (mental or physical), or familial status. FHP documents and investigates complaints; provides advice about remedies under fair housing laws; and coordinates legal services to assist victims of housing discrimination. provides fair housing seminars and presentations to interested groups.

In an effort to change negative neighborhood perception regarding low income housing and negative neighborhood perception, the City of Round Rock created a Neighborhood Services Coordinator

position. The Neighborhood Services Coordinator position assists in neighborhood outreach. The program is designed to accomplish the following goals:

- Maintain property values
- Increase code compliance
- Create a sense of community
- Increase the feeling of safety
- Foster resident pride in their neighborhood
- Encourage property upkeep and maintenance
- Ensure smooth transitions between incoming and outgoing neighborhood leaders

The City of Round Rock recognized the need for public transportation and currently offers Demand Response Bus Service for all persons living within the city limits and the City's ETJ. Discounted fares are offered for persons with low income. This service will continue as the City develops local fixed route service and commuter service. A Transit Master Plan was recently completed and with the direction of Council, the City will be performing a cost analysis. Once that is complete, it will be presented to Council. With Council's approval City staff will move forward with establishing local fixed route service and commuter service

DRAFT

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 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.

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

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

A mini desk review was done for every sub-recipient in January 2015. The mini desk review revealed that Round Rock Housing Authority were not meeting their proposed number of unduplicated clients. The City of Round Rock had a meeting with RRDA to discuss measures and controls to be put in place to ensure agencies would meet their initial goal. Subsequently, Round Rock Housing Authority was not able to meet the goal of unduplicated clients and their agreement was amended to reflect the number of unduplicated clients served. Per RRHA funding application CDBG funds they listed they would tutor low-income students. This number was high and unrealistic as a result of not having enough students who live in public housing, section 8 or in the local neighborhood that required their services. .

In addition to the min desk review, the City of Round Rock conducted a full monitoring site visit in September. Sub-recipient agreements end on July 1, therefore the final reimbursement and reporting are completed by September. The following agencies were monitoring during program year 2015:

Round Rock Area Serving Center Food Pantry and Housing Assistance Program

Round Rock Housing Authority NOC Program

CASA Child Advocacy Program

Williamson-Burnet Counties Opportunities Meals on Wheels

The on site monitoring reviews evaluates program administration and regulatory compliance to include the following:

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

There was two concerns for two agencies who were not executing the Self-Certification Form to ensure that all beneficiary and income data were correct. The other finding was not documenting 20% of the applicants income to ensure eligibility.. The Coordinator coached the subrecipients on-site and provided them with resources and tools to assist in the two concerns. All sub-recipients met their spending and performance goals as well.

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 November 26, 2016 and posted on the City Hall bulletin board on November 23, 2016. The public comment period was from November 30, 2016 to December 14, 2016 at 5 p.m. A public hearing on the CAPER was held before city council on Thursday, December 15, 2015. Notice of the public hearing was also posted on the "City News" section of the City of Round Rock website as well as on the CDBG department webpage.

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 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.

DRAFT

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	ROUND ROCK
Organizational DUNS Number	102740792
EIN/TIN Number	746017485
Identify the Field Office	SAN ANTONIO
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	

ESG Contact Name

Prefix
First Name
Middle Name
Last Name
Suffix
Title

ESG Contact Address

Street Address 1
Street Address 2
City
State
ZIP Code
Phone Number
Extension
Fax Number
Email Address

ESG Secondary Contact

Prefix
First Name
Last Name
Suffix
Title
Phone Number
Extension
Email Address

2. Reporting Period—All Recipients Complete

Program Year Start Date 10/01/2015

CAPER

23

Program Year End Date

09/30/2016

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name

City

State

Zip Code

DUNS Number

Is subrecipient a victim services provider

Subrecipient Organization Type

ESG Subgrant or Contract Award Amount

DRAFT

CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 8 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 9 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 10 – Shelter Information

4d. Street Outreach

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 11 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 12 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total
Male	
Female	
Transgender	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 13 – Gender Information

6. Age—Complete for All Activities

	Total
Under 18	
18-24	
25 and over	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 14 – Age Information

7. Special Populations Served—Complete for All Activities

Number of Persons in Households

Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
Veterans				
Victims of Domestic Violence				
Elderly				
HIV/AIDS				
Chronically Homeless				
Persons with Disabilities:				
Severely Mentally Ill				
Chronic Substance Abuse				
Other Disability				
Total (unduplicated if possible)				

Table 15 – Special Population Served

CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

10. Shelter Utilization

Number of New Units – Rehabbed	
Number of New Units – Conversion	
Total Number of bed - nighths available	
Total Number of bed - nights provided	
Capacity Utilization	

Table 16 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

DRAFT

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Prevention under Emergency Shelter Grants Program			
Subtotal Homelessness Prevention			

Table 17 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Assistance under Emergency Shelter Grants Program			
Subtotal Rapid Re-Housing			

Table 18 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Essential Services			
Operations			
Renovation			
Major Rehab			
Conversion			
Subtotal			

Table 19 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Street Outreach			
HMIS			
Administration			

Table 20 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2013	2014	2015

Table 21 - Total ESG Funds Expended

11f. Match Source

	2013	2014	2015
Other Non-ESG HUD Funds			
Other Federal Funds			
State Government			
Local Government			
Private Funds			
Other			
Fees			
Program Income			
Total Match Amount			

Table 22 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	2013	2014	2015

Table 23 - Total Amount of Funds Expended on ESG Activities

Attachment

Executive Summary

DRAFT



CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT (CAPER)



CDBG PROGRAM YEAR 2015

Executive Summary

The City of Round Rock received \$570,575 in Community Development Block Grant funds in the Program Year 2015-2016. This was the second program year in the 2014-2018 Consolidated Plan. In this second program year, funds were allocated to public service activities, public facilities and improvements, shelter rehabilitation and program administration.

The City obligated 20% (\$114,115) of the total allocation to program administration and 15% (\$85,586) to public services. The remaining \$370,874 was allocated to Public Facilities and Improvements, Park Improvements, Interim Assistance and Shelter Rehabilitation.

In addition to expenditure caps, other federal requirements were considered when determining if a project was eligible for funding. Project or activities 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 2015-2016 Program Year the City of Round Rock expended \$343,054.82 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 .84.

In order to ensure making the timeliness ratio, the City of Round Rock made the following changes:

- Sub-recipients must submit beneficiary reports and reimbursement requests on a monthly basis with all back up documentation. Desk reviews are conducted every month to track their spending and performance goals.
- Sub-recipient agreements have an expiration date of July 1. This stricter deadline ensures sub-recipients are spending funds in a timely manner.
- "Alternate Projects" are approved in the annual action plan. This allows any unspent funds or balances to be used for an alternate project without having to amend the plan.

The activities in the 2015-2016 Annual Action Plan met the criteria for funding and the CDBG program's goals and objectives.

The following table shows the CDBG expenditures during the 2015-2016 program year by project/activity and program year:

PROGRAM YEAR	PROJECT/ACTIVITY	AMOUNT EXPENDED
2014	City of Round Rock Veterans Park	43,910.16
2014	Neighborhood Facilities Greenhill Park	24,615.40
2014	Habitat Affordable Home Repair	42,209.66
2015	City of Round Rock Program Admin	88,286.38
2015	Public Services	85,586
2015	Greenhill Sidewalk Project	58,774.22
	Total:	343,054.82

LOCCS Report

GRANTEE: City of Round Rock, Texas

PY: 2015

LOCCS RECONCILIATION

Unexpended balance of CDBG funds (Line 16 of the IDIS Financial Summary)	\$ 649,553.35	
LOCCS Balance (as of the end of the program year)	\$ 798,627.40	
Unexpended CDBG program income and /or Unexpended CDBG grant funds:		
a) Grantee Program Account	\$ -	
b) Sub recipients Program Account	\$ -	
c) Revolving Fund Cash Balances	\$ -	
d) Section 108 Cash Balances	\$ -	
Total CASH ON-HAND	\$ -	
Grantee Program Liabilities (include any reimbursements due from program funds)	\$ 149,074.15	Prior Year Flags.
Sub recipient Program Liabilities (include any reimbursement due from program funds)	\$ -	
Total LIABILITIES	\$ 149,074.15	
RECONCILING BALANCE (LOCCS Balance Plus Cash on Hand Total minus Liabilities Total)	\$ 649,553.25	
Total Unexpended Balance of CDBG Funds minus Reconciling Balance = Unreconciled Difference*	\$ 0.10	

Note:

* Provide an explanation for an unreconciled difference.

**Use the IDIS PR09 to check for Program Income/Revolving Loan Fund Balances when Cash On-Hand is a positive figure.

***Use the IDIS PR07 to check for draws marked "prior year" for the 1st 90 days after the program year ends.



PR 26 Report

PR26 - Activity Summary by Selected Grant
 Date Generated: 09/30/2016
 Grantee: ROUND ROCK
 Grant Year: 2015

Total Grant Amount for 2015 Grant year = \$570,575.00													
State	Grantee Name	Grant Year	Grant Number	Activity Group	Matrix Code	National Objective	IDIS Activity	Activity Status	Amount Funded From Selected Grant	Amount Drawn From Selected Grant	% of CDBG Drawn From Selected Grant/Grant	Total CDBG Funded Amount (All Years All Sources)	Total CDBG Drawn Amount (All Years All Sources)
TX	ROUND ROCK	2015	B15MC480514	Administrative And Planning	21A		464	Open	\$114,115.00	\$62,099.04		\$114,115.00	\$62,099.04
				Administrative And Planning					\$114,115.00	\$62,099.04	10.88%	\$114,115.00	\$62,099.04
TX	ROUND ROCK	2015	B15MC480514	Public Improvements	03C	LMC	460	Open	\$90,000.00	\$0.00		\$90,000.00	\$0.00
TX	ROUND ROCK	2015	B15MC480514	Public Improvements	03L	LMA	462	Open	\$260,000.00	\$490.00		\$260,000.00	\$490.00
TX	ROUND ROCK	2015	B15MC480514	Public Improvements	03M	LMC	463	Open	\$15,000.00	\$0.00		\$15,000.00	\$0.00
				Public Improvements					\$365,000.00	\$490.00	0.09%	\$365,000.00	\$490.00
TX	ROUND ROCK	2015	B15MC480514	Public Services	05	LMC	457	Open	\$13,086.00	\$6,586.72		\$13,086.00	\$6,586.72
TX	ROUND ROCK	2015	B15MC480514	Public Services	05A	LMC	458	Open	\$7,500.00	\$7,500.00		\$7,500.00	\$7,500.00
TX	ROUND ROCK	2015	B15MC480514	Public Services	05N	LMC	459	Open	\$15,000.00	\$15,000.00		\$15,000.00	\$15,000.00
TX	ROUND ROCK	2015	B15MC480514	Public Services	05O	LMC	455	Open	\$25,000.00	\$25,000.00		\$25,000.00	\$25,000.00
TX	ROUND ROCK	2015	B15MC480514	Public Services	05W	LMC	456	Open	\$25,000.00	\$25,000.00		\$25,000.00	\$25,000.00
				Public Services					\$85,586.00	\$79,086.72	13.86%	\$85,586.00	\$79,086.72
				Total 2015					\$564,701.00	\$141,675.76	24.83%	\$564,701.00	\$141,675.76
				Grand Total					\$564,701.00	\$141,675.76	24.83%	\$564,701.00	\$141,675.76

DRAFT