



# Fourth Program Year CAPER

The CPMP Fourth Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

## GENERAL

### Executive Summary

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

Program Year 4 CAPER Executive Summary response:

Williamson County was awarded \$1,110,780 of Community Development Block Grant (CDBG) funds to allocate to projects for FY07 (October 1, 2007 – September 30, 2008). Infrastructure was identified as the County's highest priority in the five year Consolidated Plan developed for FY04-FY09. Thus the projects chosen to receive the majority of FY07 funds were those that will improve the infrastructure of areas in participating cities throughout the County. Also utilizing funding is the Mobile Outreach Team, a social service assisting low-income residents with situations involving mental health. Four projects awarded funds, Cedar Park Ranchettes Subdivision Flood Control Project, Cedar Park Lone Stare Drive Flood Control Project, Habitat for Humanity Smith Branch Park Project and Thrall Highway 79 Water Line Project relinquished their funds. A portion of these funds were reallocated during the FY08 action plan process. The remaining funds will be allocated during the FY09 process.

The Consolidated Annual Performance and Evaluation Report (CAPER) is required by the U.S. Department of Housing and Urban Development (HUD) to report on the annual performance of the Williamson County FY07 CDBG program. This report identifies the progress made regarding active projects and those projects that have been completed that received Williamson County funds, as well as other accomplishments the County has made in meeting the objectives and priorities outlined in the five year Consolidated Plan.

It is required that this report be available for review for a minimum of 15 days. The review period is December 10 – December 29, 2008. The CAPER will be submitted to HUD following this review period.

### General Questions

1. Assessment of the one-year goals and objectives:
  - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.

- b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
  - c. If applicable, explain why progress was not made towards meeting the goals and objectives.
2. Describe the manner in which the recipient would change its program as a result of its experiences.
3. Affirmatively Furthering Fair Housing:
  - a. Provide a summary of impediments to fair housing choice.
  - b. Identify actions taken to overcome effects of impediments identified.
4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.
5. Leveraging Resources
  - a. Identify progress in obtaining "other" public and private resources to address needs.
  - b. How Federal resources from HUD leveraged other public and private resources.
  - c. How matching requirements were satisfied.

Program Year 4 CAPER General Questions response:  
City of Cedar Park, Ranchettes Flood Control Project  
FY07 \$131,600  
Funds relinquished

City of Cedar Park, Lone Star and Cedar Park Drive Flood Control  
FY06 \$53,000  
Funds relinquished

City of Thrall, Highway 79 Water Line  
FY07 \$128,000  
Funds relinquished

Habitat for Humanity of Greater Georgetown, Smith Branch  
FY06 \$20,000  
Funds relinquished

City of Jarrell, City Sewer System  
FY04 \$100,000  
FY05 \$234,332  
FY06 \$290,000  
FY07 \$146,181

Accomplishments: No connections have been accomplished to date. Final design and construction plans are being completed. Construction contract was conditionally approved in September 2008.

CDBG funds utilized: \$314,680

Progress: On October 28, 2008, the Texas Water Development Board considered and approved a request from the City of Jarrell for a loan in the amount of \$1,520,000 from the Clean Water State Revolving – Disadvantaged Communities

## Jurisdiction

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Program to finance wastewater system improvements. This supporting effort will provide the additional funds required to complete the wastewater system.

Monies spent to date were used for engineering costs and activity delivery costs. A portion of the FY05, FY06 and FY07 CDBG funds are to be used for first time connection fees for low-mod households. Connections to approximately 106 low-mod households will be accomplished. Income documentation is being collected to verify residents who are to receive service line connections.

### Northridge Acres, Water Supply Project

FY05 \$150,000

Accomplishments: Environmental Assessment completed by Travis County. Six Party Agreement Amendment is being executed. Public water lines have been installed. Household service lines in Travis County are to begin in November 2008. Williamson County service lines will follow. Income documentation is being collected to verify residents who are to receive service line connections.

CDBG funds utilized: \$0

Progress: Public water lines have been installed.

### City of Liberty Hill, Old Town Sewer System

FY04 \$125,000

FY05 \$125,000

FY06 \$200,000

FY07 \$125,805

Accomplishments: No connections have been accomplished to date. Income source documentation is being collected and reviewed. Engineering for the project has been completed.

CDBG funds utilized: \$254,455

Progress: The Texas Water Development Board reviewed and approved the construction documents and allowed the City to proceed. The construction of collection lines, grinder pumps and 78 service connections are included in the construction documents.

Allen Engineer Group advertised for construction bids in the Liberty Hill Independent on November 6, 2008. The construction bid notice is also available on the Internet at [www.amtek.com](http://www.amtek.com) "Plan Room". The deadline for submission of bids, and the bid opening date is scheduled for December 4, 2008.

The recommended bidder will be cleared to work on federal projects and will submit the required contract and bond documents.

Construction may begin in January or February 2009.

### City of Taylor, Dickey Street Drainage Project (Phase III and IV)

FY07 \$100,000

Accomplishments: No construction has begun.

CDBG funds utilized: \$0

Progress: Plans have been completed. The final engineer's estimate of probable construction costs should be completed by December 2008.

### Habitat for Humanity of Greater Georgetown, Old Mill Village

FY04 \$95,000

## Jurisdiction

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Accomplishments: Five homes were completed in February 2007. Three homes were completed in December 2007 and four home were completed in May and June of 2008. All CDBG funds have been expended for the infrastructure for twenty homes. A \$100,000 (portion of value of donated land) has been associated with this project.

CDBG funds utilized: \$95,000

Progress: Eight homes remain to be constructed.

City of Georgetown, Leander and 22nd Street Improvements

FY06 \$50,000

FY07 \$250,000

Accomplishments: Construction is underway.

CDBG funds utilized: \$193,828.94

Progress: Construction expected to be completed in June 2009.

Georgetown Housing Authority, Sierra Ridge Apartments

FY06 \$168,314

FY07 \$150,000

Accomplishments: Continued work with the City of Georgetown to accomplish a development plan. Loan for the land was acquired and land was closed on in August 2007.

CDBG funds utilized: \$318,314

Progress: Project details are being finalized and project is progressing.

Children's Advocacy Center, Public Facility

FY06 \$50,000

Accomplishments: Project completed.

CDBG funds utilized: \$50,000

This is the final time that the Advocacy Center will be reported in the annual CAPER.

Williamson County Mobile Outreach Team, Social Service

FY06 \$79,266

FY07 \$79,194

Accomplishments: The team has assisted 67 low income verified clients over a seven month period.

CDBG funds utilized: \$79,266 FY06 funding and \$30,920.40 FY07 funding

Progress: A review and modification of the billing method has improved the efficient use of CDBG funds.

Changes in program as a result of experiences:

To improve the efficiency of the Williamson County CDBG program, the Grants Coordinator is continuously updating documents such as applications, scoring matrix, and income verification documents. The Coordinator is also working to improve the methods of payment to ensure that matching funds are being utilized along with CDBG funds. The subrecipient binder that has been used by the Grants Coordinator has proven to be effective in assisting cities and organizations manage their projects. The County was notified that the program was out of compliance with regards to timeliness. The County is currently on a workout plan and expects to be in compliance between February and March 2009.

Possible impediments to fair housing choice are identified as:

A lack of coordination of housing services in the County.

## Jurisdiction

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- Possible discrimination towards minority homebuyers and renters.
- Developers having little motivation to build affordable housing due to cost prohibitive barriers for construction.
- Preconceptions of minority borrowers regarding borrowing money.

The Grants Coordinator works with local agencies in an effort to better coordinate services available to County citizens. The County supports programs that have anti-discrimination policies in place. The County also supports organizations such as Habitat for Humanity of Williamson County, the Round Rock Area Serving Center, the Capital Area Finance Corporation, the Caring Place and the Georgetown Housing Authority in order to combat possible impediments to fair housing. These organizations provide services such as affordable housing, assistance with transitional housing, provide financial assistance for utilities and rents, temporary housing, and down payment assistance.

Action taken to address obstacles to meeting underserved needs:

During FY07, the County utilized County Public Assistance Funding to support the following organizations.

- Stonehaven Senior Center
- Combined Community Action
- Round Rock Volunteer Center
- Round Rock Area Serving Center
- Capital IDEA
- The Georgetown Project
- Bluebonnet Trails MHMR Center
- Bluebonnet Trails CMHMRC Pride
- Capital Area Rural Transportation Systems
- Children's Support Coalition
- Habitat for Humanity of Williamson County
- Literacy Council of Williamson County
- Williamson County Children's Advocacy Center
- Williamson-Burnet County Opportunities
- Williamson County Crisis Center
- Assistance League of Georgetown Area
- Life Steps
- HOPE Pregnancy Center of Hutto
- AGAPE
- The Georgetown Project
- Faith in Action Caregivers
- Leander Senior Center
- United Seniors of Taylor
- Pregnancy Help Center

These programs support the elderly and/or low-mod residents of the County and provide a variety of services.

Leveraging Resources:

City of Jarrell: FY04 leverage amount of \$100,000 City funds has been utilized. FY06 leveraged amount of \$290,000 and \$146,181 in FY07. Documentation is being collected. The project has an additional leverage amount of \$1,520,000 issued from a grant through the Texas Water Development Board.

Northridge Acres: FY05 leverage amount of \$500,000 has been utilized. Documentation is being collected.

City of Liberty Hill: FY04 leverage amount of \$25,000 City funds has been utilized. The project has an additional leverage amount of \$250,000 for FY05, \$200,000 for FY06 and \$125,805 for FY07. Documentation is being collected.

City of Taylor: Project has a total leverage amount of \$167,523.

Habitat for Humanity of Greater Georgetown: A leverage amount of \$100,000 has been documented through a land donation provided to the organization for the 20 new homes that are to be built. The program also acquired a SHOP grant in the amount of \$100,000 to be partially used for this project.

City of Georgetown, Leander and 22nd Street Improvements: Leveraged amount of \$15,000 in FY06 and \$15,000 in FY07. To date, \$24,129.74 has been documented.

Georgetown Housing Authority, Sierra Ridge Apartments: Leveraged amount of \$12,600. Documentation is being collected.

Williamson County Children's Advocacy Center: Leveraged amount of \$709,775. Documentation is being collected.

Mobile Outreach Team (referred to as Intervention Services Unlimited in FY06 Action Plan): Leveraged amount of \$217,933. Documentation is being collected.

There are no matching requirements applied to CDBG funds. However, the County makes every effort to ensure that the funds are being used efficiently and that other funding sources are sought out.

## **Managing the Process**

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Program Year 4 CAPER Managing the Process response:

Over the past year, the Grants Coordinator has corresponded with representatives of each project to ensure compliance. Each project is required to submit monthly progress reports that are reviewed to certify that projects are progressing. These reports are also used in an effort to communicate any current obstacles or predict any future obstacles. These reports have proven to be very effective in ensuring that goals outlined in the Annual Action Plan are met.

The Grants Coordinator works closely with the Williamson County Auditors office in an effort to ensure appropriate and accurate financial documents are submitted for payment and that funds are spent in a timely manner. The Grants Coordinator and Grants Accountant work closely to improve procedures and to make certain that current procedures are efficient and adequate. All documents submitted with draw requests are thoroughly examined by the Grants Coordinator to ensure funding is being expended on eligible expenses and that funds are being utilized efficiently.

The County is currently on a workout plan to address timeliness. The plan addresses reasons for the delay in spending. Delays occurred due to the following reasons:

- 1) Projects needed governmental agencies review and approval. Because most projects are infrastructure, approval is required from agencies such as the Texas Water Development Board, Environmental Protection Agency, and Texas Water Commission.
- 2) Delays occurred due to problems with accessing income data and easements.
- 3) Some projects requested funds for construction but were still in the planning and engineering stages of the project. Delays in this stage caused delays in construction.
- 4) Projects awarded funds relinquished funds as projects were not going to progress (\$332,600).

### **Citizen Participation**

1. Provide a summary of citizen comments.
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

\*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 4 CAPER Citizen Participation response:

The comment period for this document was December 10 – December 29, 2008.

### **Institutional Structure**

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

Program Year 4 CAPER Institutional Structure response:

The County continually works with organizations and cities to gain better knowledge of needs in the County. Collaborative projects are strongly encouraged as to promote and enhance coordination.

### **Monitoring**

1. Describe how and the frequency with which you monitored your activities.
2. Describe the results of your monitoring including any improvements.
3. Self Evaluation

- a. Describe the effect programs have in solving neighborhood and community problems.
- b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
- c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
- d. Indicate any activities falling behind schedule.
- e. Describe how activities and strategies made an impact on identified needs.
- f. Identify indicators that would best describe the results.
- g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
- h. Identify whether major goals are on target and discuss reasons for those that are not on target.
- i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

Program Year 4 CAPER Monitoring response:

1. The Grants Coordinator uses monthly progress reports submitted by each project to identify any problems or potential problems. Contact with each project manager assists in ensuring that projects are progressing, following appropriate regulations and utilizing CDBG funds efficiently and effectively. The Grants Coordinator also conducts meetings and/or communicates via email and phone with project managers regarding specifics of projects. To date, no formal monitorings have occurred. The Grants Coordinator will begin scheduling desk monitoring in December 2008 and January 2009.

2. Meeting with representatives from the projects ensures that regulations are being followed. Review of income documents for the City of Libery Hill sewer project has allowed for a thorough assessment of documents and the data included in those documents. Doing so has allowed for a concise pool of income eligible residents who will receive waste water connections.

The Grants Coordinator worked with the Mobile Outreach Team Director to develop a method of billing that is representative of the current costs of the services they provide. The new method also ensures timely billing to the CDBG office.

The City of Cedar Park relinquished funds awarded to the City in both FY06 and FY07. A portion of these funds was reallocated to the City of Georgetown Leander Street Project. The remaining funds will be reallocated during the FY09 allocation process.

Habitat for Humanity of Greater Georgetown was awarded \$20,000 for the Smith Branch Project in FY06. After further investigation of this project by the Executive Director of Habitat, it was decided that they are unable to utilize the funds at this time. Funds will be reallocated during the FY09 allocation process.

The City of Thrall was unable to utilize \$128,000 awarded in FY07 for the Highway 79 Water Line Project. The funds will be reallocated during the FY09 allocation process.

The Northridge Acres project is utilizing CDBG funds from both Williamson and Travis Counties. As reported in the 2005 and 2006 CAPERs, the project was delayed. However, progress is now being made. The environmental assessment has been

completed and the approval for the release of funds has been obtained. An amendment to the original six party agreement has been partially executed with only two signatures remaining. The public portion of the water line has been installed. Travis County has collected the data necessary to proceed with household connections for those residents that live in Travis County. Data collection from Williamson County residents is underway. Income source documentation along with temporary property access forms and water applications are being submitted and evaluated for approval.

FY06 was the first year that Williamson County funded a social service project. The County funded the Mobile Outreach Team which supports individuals throughout the County who are involved in a mental health crisis. The Grants Coordinator worked closely with the Mobile Outreach Team Coordinator to develop processes for income verification and billing that was conducive to both offices. There have been some issues encountered in the ability to verify income of individuals.

All projects receive a subrecipient binder that entails HUD guidance, County forms, labor forms and Davis Bacon info, and information on how to access funds. The binder has proven to provide valuable guidance to subrecipients and is a good reference tool for both the subrecipients and the Grants Coordinator.

3a. The Habitat for Humanity of Greater Georgetown Old Mill Village project completed five homes in February 2007, three homes in December 2007 and four homes in May and June 2008. The City of Georgetown is utilizing CDBG funds to install curbs and sidewalks in this same area. The Jarrell City Sewer System project will replace individual septic systems that could potentially cause health related issues in a low and moderate income area of town. Liberty Hill is also utilizing CDBG funds to improve the sewer system by replacing failing and non-operational septic systems with a city sewer system. The Mobile Outreach Team has used CDBG funds to increase the number of clients they serve.

3b. The CDBG projects are meeting the priority of infrastructure identified in the Williamson County Consolidated Plan. Projects are providing permanent homes to low income residents which was also identified as a County need. Projects such as Habitat of Williamson County and the Georgetown Housing Authority are working toward accomplishing this priority.

3c. The County provides descent housing for its low-mod income residents through the use of its cities' housing authorities. The Georgetown Housing Authority received an allocation from FY06 and FY07 funding to be used for the infrastructure planning of a multi-use complex. The apartments associated with this complex will be for low-income residents of the County. The County supports the Capital Area Housing Finance Corporation on projects that provide assistance toward home ownership and/or rental assistance for low income households. The County supports Habitat for Humanity of Williamson County which provides affordable homes for local residents.

The County supports the Capital IDEA organization which provides services such as childcare and education to a specified number of low-income residents. These services are used to ensure success in training/education so that participants may move out of poverty and enter the high-skill workforce in two to three years.

3d. The Northridge Acres project has fallen behind the schedule identified when the project was allocated funds. Partners are working towards finalizing terms of the

project. The Environmental Assessment is completed and Travis and Williamson Counties along with other entities in the Six Party Agreement are in the process of executing an amendment so that CDBG funds could be utilized.

The Mobile Outreach Team was awarded \$79,194 to be utilized to assist low-income residents of Williamson County. The social service project required the development of new reporting documents that met HUD regulations. The project began utilizing FY07 funds March 2008 and has utilized \$30,920.40 to date. The Grants Coordinator is continually working with the Mobile Outreach Team Director to develop a plan to utilize the funds and identify income eligible clients.

3e. The needs identified in the FY05-09 Consolidated Plan were improvement of infrastructure followed by providing affordable housing. The projects funded and active during this reporting period have provided flood relief, are in the process of providing functional sewage and wastewater services and will also provide additional affordable housing.

3f. The Georgetown Old Mill Project has provided sidewalks and drainage for the Habitat community of Old Mill located in Georgetown. There are currently twelve Habitat homes completed in the area assisting 54 residents.

3g. As the Williamson County CDBG program continues to expand its projects, the program has experienced some obstacles. The program is currently following a timeliness workout plan that is expected to bring the CDBG program into compliance by February or March 2009.

Timeliness issues are due to delay in projects and funds being relinquished from Cedar Park, Habitat for Humanity and the City of Thrall. Also, \$250,000 of FY08 funding was not allocated to projects. The County will reallocate these funds during the FY09 funding cycle.

3h. Major goals of the CDBG program on are target for completion.

3i. The City of Cedar Park, Habitat for Humanity of Williamson County and the City of Thrall relinquished funds that were previously awarded to them. A portion of the funds have been reallocated to the Georgetown Leander Street Project. The remaining funds will be allocated to projects during the FY09 funding cycle.

## **Lead-based Paint**

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

Program Year 4 CAPER Lead-based Paint response:

No actions were taken.

## HOUSING

### Housing Needs

\*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 4 CAPER Housing Needs response:

The County awarded social assistance general funds to Habitat for Humanity of Greater Georgetown (\$18,000) and Habitat for Humanity of Greater Round Rock (\$6,000). These funds assist the agencies with providing affordable homes for low-income residents.

Habitat Georgetown received FY04 CDBG funds to provide infrastructure of the new residential area of Old Mill Village. To date, twelve homes have been completed.

### Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.
2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.
3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

Program Year 4 CAPER Specific Housing Objectives response:

Twelve Habitat Georgetown homes have been completed assisting 54 residents.

Developing a rehab program for owner-occupied and renter housing is something that the County is working toward. The County supports the Capital Area Finance Corporation which assists low-income individuals and families with first time purchases of homes.

### Public Housing Strategy

1. Describe actions taken during the last year to improve public housing and resident initiatives.

Program Year 4 CAPER Public Housing Strategy response:

The Grants Coordinator plans to improve the public housing and resident initiatives by attempting to coordinate efforts of the County's Housing Authorities and public services available to low-income residents. Issues such as population growth, lack of

centralized information availability, and lack of available funding are issues that will be addressed.

## **Barriers to Affordable Housing**

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

Program Year 4 CAPER Barriers to Affordable Housing response:

The lack of available affordable housing is a significant barrier in Williamson County. Considerable waiting lists are in place for those who are seeking assistance. The County supports organizations that will assist in alleviating this issue.

Affordability is another barrier that low-income residents face. The County supports numerous organizations in an effort to achieve the objective described as financial assistance. These organizations support low income residents with utilities, rent, food, shelter, as well as health care, counseling and social assistance.

## **HOME/ American Dream Down Payment Initiative (ADDI)**

1. Assessment of Relationship of HOME Funds to Goals and Objectives
  - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
2. HOME Match Report
  - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.
3. HOME MBE and WBE Report
  - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
4. Assessments
  - a. Detail results of on-site inspections of rental housing.
  - b. Describe the HOME jurisdiction's affirmative marketing actions.
  - c. Describe outreach to minority and women owned businesses.

Program Year 4 CAPER HOME/ADDI response:  
Williamson County does not receive ADDI funds.

## **HOMELESS**

### **Homeless Needs**

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Identify actions taken to address needs of homeless persons.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 4 CAPER Homeless Needs response:

Hope for the Homeless task force within the Georgetown Project has reviewed the youth homeless situation in the Georgetown Independent School District and has made a recommendation in serving the "homeless youth" is to establish a teen shelter for GISD students ages 16-21. The primary purpose will be to provide temporary emergency housing for students considered homeless or do not have a permanent residence.

The County supports Capital Idea which trains residents of Williamson County in skills that will prepare them to move out of poverty and enter the high-skill workforce.

The County also supports the San Gabriel Crisis Service Center which is a 24-hour, community-based respite center that is available to individuals that are experiencing a severe crisis, but are not at risk of harm to themselves or others. The primary objective of the crisis respite center is to stabilize and resolve a crisis situation before it escalates to the point of requiring an in-patient hospitalization or involvement in the criminal justice system. Crisis respite treatment involves hourly or 24-hour care that is usually short-term and offered to individuals who are at risk of psychiatric crises due to a housing challenge and/or severe stressors in the family. Bluebonnet Trails MHMR, working in partnership with Williamson County and five local hospitals, was awarded a grant for a crisis respite center to be located in Williamson County. The state grant will support a ten bed center from May 2008 through August 2009. The award amounts are \$26,827 in FY2008 and \$574,447 in FY2009.

At this time, Williamson County has not received any new federal resources obtained from Homeless SuperNOFA.

### **Specific Homeless Prevention Elements**

1. Identify actions taken to prevent homelessness.

Program Year 4 CAPER Specific Housing Prevention Elements response:

The County consistently supports organizations that better the lives of its residents. The Georgetown Community Service Center assists homeless clients with transitional housing. The Round Rock Area Serving Center and Habitat for Humanity of Williamson County also utilize County Public Assistance funds (general funds) to assist Williamson County residents with transitional housing and affordable permanent housing respectively.

### **Emergency Shelter Grants (ESG)**

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
  - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
  - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources
  - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
4. State Method of Distribution
  - a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.
5. Activity and Beneficiary Data
  - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
  - b. Homeless Discharge Coordination
    - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
  - c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Program Year 4 CAPER ESG response:  
Williamson County does not receive ESG funds.

## COMMUNITY DEVELOPMENT

### Community Development

\*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
  - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.

- b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
    - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
2. Changes in Program Objectives
  - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.
3. Assessment of Efforts in Carrying Out Planned Actions
  - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
  - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
  - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.
4. For Funds Not Used for National Objectives
  - a. Indicate how use of CDBG funds did not meet national objectives.
  - b. Indicate how did not comply with overall benefit certification.
5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
  - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
  - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
  - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
  - a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
  - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
  - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.
7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
  - a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.
8. Program income received

- a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
  - b. Detail the amount repaid on each float-funded activity.
  - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
  - d. Detail the amount of income received from the sale of property by parcel.
9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
- a. The activity name and number as shown in IDIS;
  - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
  - c. The amount returned to line-of-credit or program account; and
  - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
10. Loans and other receivables
- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
  - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
  - c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
  - d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
  - e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.
11. Lump sum agreements
- a. Provide the name of the financial institution.
  - b. Provide the date the funds were deposited.
  - c. Provide the date the use of funds commenced.
  - d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.
12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year
- a. Identify the type of program and number of projects/units completed for each program.
  - b. Provide the total CDBG funds involved in the program.
  - c. Detail other public and private funds involved in the project.
13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies
- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a

neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Program Year 4 CAPER Community Development response:

Answers are numbered according to questions above:

1. The Consolidated Plan identifies infrastructure projects and public facilities as Williamson County's top priorities. The County allocated \$851,180 of FY07 CDBG funds to be used in five infrastructure projects and one public service project throughout the County. Projects are in progress and on track to meet the goals originally set. To date, no program objectives have been changed. All funds awarded and utilized by projects are for low income residents of the County.

The Grants Coordinator maintains open communication with all subrecipients and makes any and all records available to the subrecipients and to the public.

2. Cedar Park, Thrall and Habitat for Humanity of Williamson County relinquished funds that had previously been allocated.

3. All planned actions were pursued over the FY07 program year. Projects that were delayed are continually being monitored to ensure progress.

All projects submit documentation that is consistent with Williamson County CDBG policies which reflect federal regulations and guidelines.

Williamson County uses the Consolidated Plan as a guide in implementing projects that utilize CDBG funding. There was no action or willful inaction to hinder the implementation of the Consolidated Plan.

4. All funds were used to meet a national objective.

5. No projects involved acquisition, rehabilitation, or demolition of occupied real property.

6. No projects involved economic development activities.

7. The Mobile Outreach Team identified clients by completing income verification documentation and submitting compiled information to the Grants Coordinator for review. The Grants Coordinator then confirms that 47% (Williamson County is an exception grantee) of those served are low-mod.

8. No program income was generated with CDBG funds.

9. No expenditures were made and subsequently deemed disallowable.

10. No loans were granted during this reporting period.

11. No lump sum agreements were made during this reporting period.

12. There were no housing rehab projects during this reporting period.

13. Williamson County does not have a HUD-approved neighborhood revitalization strategy.

## **Antipoverty Strategy**

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

Program Year 4 CAPER Antipoverty Strategy response:

Organizations such as the Round Rock Area Serving Center provide assistance to low-income residents of the County by offering food vouchers, Fresh Food for Families program, coordinate the Coats for Kids program and provide financial assistance for utilities, rents, prescriptions, temporary lodging and gasoline. Capital Idea provides services to ensure that County residents succeed in training so that

they may move out of poverty and enter the high-skill workforce. The Literacy Council of Williamson County provides services such as tutoring in English as a second language, basic literacy and GED preparation to adults throughout the County. These projects have been supported by the County during FY07.

## NON-HOMELESS SPECIAL NEEDS

### Non-homeless Special Needs

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

Program Year 4 CAPER Non-homeless Special Needs response:

The County identified the following as populations that necessitate assistance with transitional and affordable housing: elderly, veterans, chronic substance abusers, persons with mental illness, persons with dual-diagnosis, and persons with HIV/AIDS. The County advocates and lobbies for state assistance and to develop partnerships with the state, hospitals, nonprofits, etc. to increase transportation and affordable housing especially for chronic substance abusers, persons with mental illness, and persons with dual-diagnosis.

### Specific HOPWA Objectives

\*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives  
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
  - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
  - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
  - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
  - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
  - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
  - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.

2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
  - a. Grantee Narrative
    - i. Grantee and Community Overview
      - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
      - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
      - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
      - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
      - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
      - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
    - ii. Project Accomplishment Overview
      - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
      - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
      - (3) A brief description of any unique supportive service or other service delivery models or efforts
      - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
    - iii. Barriers or Trends Overview
      - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
      - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
      - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
  - b. Accomplishment Data
    - i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
    - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

## Jurisdiction

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Program Year 4 CAPER Specific HOPWA Objectives response:  
Williamson County does not receive HOPWA funds.

## OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

Program Year 4 CAPER Other Narrative response: