



# Third Program Year CAPER

The CPMP 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 3 CAPER Executive Summary response:

Williamson County was awarded \$992,796 of Community Development Block Grant (CDBG) funds to allocate to projects for FY11 (October 1, 2011 – September 30, 2012). Five projects were funded in FY11, four infrastructure projects and one social service project. All are identified as a high priority in the Five-Year Consolidated Plan.

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 FY11 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 7 – December 21, 2012. 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 3 CAPER General Questions response:

City of Jarrell, City Sewer System

FY04 \$100,000

FY05 \$234,332

FY06 \$290,000

FY07 \$146,181

FY08 \$250,000

FY10 \$366,000

Accomplishments: Ninety-five sewer connections have been completed to income qualified households. 2,148 LF of 8" gravity sewer line was installed in Park Meadow Drive, running south from FM 487. 3,023 LF of 12" gravity sewer line was installed parallel to IH-35 from 10<sup>th</sup> street north. All construction on the Donahoe Creek Wastewater Treatment Plant is complete. All main lines in the downtown area are complete.

CDBG funds utilized: \$1,386,513

Progress: Project is complete.

This is the final time this project will be reported in a CAPER.

City of Liberty Hill, Old Town Sewer System

FY04 \$125,000

FY05 \$125,000

FY06 \$200,000

FY07 \$125,805

FY08 \$250,000

FY09 \$253,000

FY10 \$250,000

Accomplishments: Eighty-four connections have been accomplished and paid for to date. Connections are continuing to be made. Project is expected to be completed by year end.

CDBG funds utilized: \$1,291,915

Progress: First phase of the project has been completed and accepted by the City.

Williamson County Mobile Outreach Team, Social Service

FY09 \$67,000

FY10 \$50,456

FY11 \$67,000

Accomplishments: The team has assisted 59 new low income verified clients and 54 previously established low income clients between October 2011 and September 2012.

CDBG funds utilized: \$145,337.71

Progress: MOT is continuing to work toward timely billing.

City of Jarrell, Water Project

FY08 \$200,000

FY11 \$287,450

Accomplishments: City has completed a City Water Plan.

CDBG funds utilized: \$200,000

Progress: Construction of water project is underway.

City of Georgetown, Scenic Drive

FY09 \$64,590

Accomplishments: Engineering and environmental assessment for project are complete. Construction is underway and expected to be completed in mid to end of January 2013.

CDBG funds utilized: \$0

Progress: Completion anticipated middle to end of January.

Habitat for Humanity, Land Acquisition

FY09 \$150,000

Accomplishments: Agreement has been completed. Three properties have been purchased to date.

CDBG funds utilized: \$94,579.50

Progress: Additional properties are being identified for purchase.

City of Georgetown, Sidewalk Project

FY10 \$392,370

Accomplishments: Planning and engineering are complete. Environmental assessment is complete. Construction is underway along 18<sup>th</sup> Street and Maple Street. All other sections are complete.

CDBG funds utilized: \$66,192.38

Progress: Construction expected to be completed in mid to end of January 2013.

City of Liberty Hill, Water Well Project

FY10 \$250,000

Accomplishments: Construction on water wells was completed in July 2012.

Contractor continues installation of water pipeline to connect the new wells to water system. Project will be closed once lines are completed connecting the water system to the new water wells.

CDBG funds utilized: \$250,000

Progress: Anticipated completion is December 2012.

City of Georgetown, Emergency Utility Bill Assistance

FY10 \$16,000

Accomplishments: Project is under discussion by Williamson County and City of Georgetown.

CDBG funds utilized: \$0

Progress: Progress of project is being evaluated by Williamson County and City of Georgetown to determine if project is currently viable.

City of Georgetown, Water and Wastewater Connections

FY10 \$50,000

Accomplishments: Project is under discussion by Williamson County and City of Georgetown.

CDBG funds utilized: \$0

Progress: Progress of project is being evaluated by Williamson County and City of Georgetown to determine if project is currently viable.

City of Taylor Water Rehab

FY11 \$275,000

Accomplishments: Engineering and planning are completed. Contract to be awarded in December 2012.

CDBG funds utilized:

Progress: Contract to be awarded in December 2012. Expected completion date is March 1, 2013.

City of Thrall Water System Improvements

FY11 \$195,000

Accomplishments: The environmental review has been completed. A request for release of funds will be submitted in December 2012.

CDBG funds utilized: \$21,250

Progress: Construction to begin upon receipt of release of funds.

City of Georgetown Sidewalk Project FY11

FY11 \$69,180

Accomplishments: Environmental is underway.

CDBG funds utilized: \$0

Progress: Environmental is underway.

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. Applications are updated yearly to ensure accurate information is presented to potential projects. Income verification documents were updated based on a suggestion made during HUD monitoring. The CDBG office has developed a program income policy and a land acquisition agreement. The CDBG office also now has a single audit policy, also suggested during HUD monitoring.

The County will now utilize CDBG funds to pay for planning and engineering costs associated with infrastructure projects. Originally, these costs were not paid for in an effort to avoid paying for upfront costs of a project that may not come to fruition. However, doing this delayed projects as some cities were unable to fund these costs.

The current Analysis of Impediments identifies possible impediments to fair housing choice as:

- ☐ A lack of coordination of housing services in the County.
- ☐ 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.

A draft Analysis of Impediments was presented to Commissioners Court and is currently under review. Representatives from the following types of organizations participated in the development of the draft document:

- County Planning and Zoning Director
- County Building Codes Official
- Public Housing Authorities
- Affordable Housing Providers
- Advocacy Organizations for Persons with Disabilities
- Advocacy Organizations for Persons with LEP
- Williamson County Association of Realtors
- Public Transit Agency
- Local human rights organizations, legal aid agencies
- Social Service Organizations, Housing for Special Needs Populations
- Local Landlords Association

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. 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:

There have been 84 sewer connections made to identified income eligible households in Liberty Hill and 95 sewer connections in Jarrell. The Mobile Outreach Team has served 173 income eligible clients from October 2011 through September 2012.

The County funded Habitat for Humanity of Williamson County for land acquisition. An agreement has been completed. To date, three lots have been purchased for Habitat homes.

Leveraging Resources:

City of Jarrell, Sewer Project: Total leverage amount of \$536,181 of City funds. The project has an additional leverage amount of \$1,520,000 issued from a grant through the Texas Water Development Board.

City of Liberty Hill, Sewer Project: Total leverage amount of \$850,805 from City funds.

City of Jarrell, Water Project: Leverage amount of \$13,000 of City funds.

City of Georgetown, Scenic Drive Project: Leverage amount of \$15,000 of City funds.

City of Georgetown Sidewalk Project FY10: Leverage amount of \$15,000 of City funds.

City of Liberty Hill Water Well Project: Leverage amount of \$25,000.

City of Taylor, Water Rehab Project: Leverage amount of \$75,000.

City of Georgetown Sidewalk Project FY11: Leverage amount of \$15,000.

There are no matching requirements applied to CDBG funds.

## **Managing the Process**

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

Program Year 3 CAPER Managing the Process response:

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.

Desk monitoring of all projects are conducted throughout the year as well as meetings held with project administrators as needed. A HUD monitoring was conducted by the HUD San Antonio field office in July 2012. Two findings were reported during the monitoring. 1) There was no evidence that certifications were prepared to acknowledge that the CDBG program coordinator's time was spent solely working on the CDBG program. 2) There was no evidence that the County determined that its subrecipients expended \$500,000 or more in Federal awards in the fiscal year, thus requiring that the OMB Circular A-133 Single Audit requirements were met. Both findings have been addressed. The CDBG coordinator's time is certified quarterly by the County Judge. The Commissioners Court approved a Single Audit process to ensure that all regulations and laws are properly followed.

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. Signatures by the CDBG office, County Judge and the Auditor's office are required and identified on all payment requests.

## **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 3 CAPER Citizen Participation response:

1. The comment period for this document was December 7 – December 21, 2012. A public hearing will be held on December 11, 2012.

No comments have been received.

2. Information included in General Question section. Specified by project.

## **Institutional Structure**

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

Program Year 3 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 3 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.

The Grants Coordinator conducts desk monitorings of each project to ensure compliance and progression.

The following site visits were conducted in FY11:

March 1, 2012

Site Visit

Georgetown FM1460 Sidewalk Project

FY08 Funding

Visual inspection confirms that the project is complete and in good working condition.

March 1, 2012

Site Visit

Georgetown Leander/22<sup>nd</sup> Street Project

FY05, FY06, FY07, FY09 Funding

Visual inspection confirms that the project is complete and in good condition.

March 1, 2012

Site Visit

Leander Bagdad Road Sidewalk Project

FY10 Funding

Visual inspection confirms that the project is complete and in good condition.

March 1, 2012

Site Visit

Habitat for Humanity Old Mill Village

FY04 Funding

All homes have been completed. Visual inspection confirms that the project is complete and in good condition.

August 14, 2012

Site Visit

City of Georgetown Sidewalk Project

FY09 Funding

Visual inspection. Construction underway on Scenic Drive between University Avenue and 17<sup>th</sup> Street. Workers present at time of inspection.

Site visits were conducted with San Antonio Field Office Representative during on-site monitoring July 9-13, 2012:

- City of Liberty Hill Wastewater Treatment Plant
- City of Georgetown Leander Street Sidewalk Project
- Habitat for Humanity Old Mill Village Neighborhood
- City of Taylor Dickey Street Drainage Project
- City of Georgetown FM 1460 Sidewalk Project



- City of Thrall Water Storage Rehab Project
- City of Leander Sidewalk Project

2. Meeting with representatives from the projects ensures that regulations are being followed. Review of income documents for the City of Liberty Hill sewer project and the City of Jarrell 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 received waste water connections. During HUD on-site, the HUD representative suggested a revision of the income verification form by specifying the income limits that are used for each applicant.

All projects receive a subrecipient binder that entails HUD guidance, County forms, labor forms and Davis Bacon information, 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. Habitat for Humanity of Williamson County has purchased three lots for the purpose of building affordable homes. The Jarrell City Sewer System project has replaced 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. Five projects were funded in FY11, four infrastructure projects and one social service project. All projects are identified as a high priority in the Five-Year Consolidated Plan.

3c. The County provides descent housing for its low-mod income residents through the use of its cities' housing authorities. The County supports Habitat for Humanity of Williamson County which provides affordable homes for local residents. This is being accomplished through Habitat for Humanity land acquisition project.

3d. Because the majority of Williamson County projects are infrastructure projects, they require permits and approval from other governmental agencies. Projects can become delayed awaiting these approvals. However, the County works closely with each project to ensure progress is being made. The Williamson County CDBG program did meet its timeliness ratio in July 2012.

3e. The needs identified in the FY09-13 Consolidated Plan were improvement of infrastructure followed by providing affordable housing. The projects funded and active during this reporting period have provided improved sidewalk access, affordable housing, and are in the process of providing functional wastewater and water services.

3f. Habitat for Humanity has purchased three lots for the purpose of building affordable housing. There have been 95 wastewater connections made in Jarrell and 84 connections made in Liberty Hill.

3g. As the Williamson County CDBG program continues to expand its projects, the program has experienced some obstacles. Delay in project start up and thus completion has a negative impact on the overall program. Delays are typically due

to delays in permits or other approvals from governmental agencies required prior to continuing a project.

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

3i. The County will ensure that projects are ready to begin utilizing funds once they are made available in an effort to avoid any further timeliness issues. The County will now pay for engineering and planning for infrastructure projects. This will allow cities to move forward with projects more quickly and thus utilize funds.

## **Lead-based Paint**

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

Program Year 3 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 3 CAPER Housing Needs response:

Habitat for Humanity of Williamson County has purchased three lots for the purpose of building affordable housing.

### **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 3 CAPER Specific Housing Objectives response:

The CDBG program has funded Habitat for Humanity of Williamson County for the purchase of land for the purpose of building affordable housing. Habitat has purchased three lots to date.

## **Public Housing Strategy**

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

Program Year 3 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 3 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.

Habitat for Humanity was awarded \$150,000 of CDBG funds to purchase lots throughout the County. To date, three lots have been purchased for the purpose of building affordable housing.

## **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 3 CAPER HOME/ADDI response:

Williamson County does not receive ADDI funding.

## 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 3 CAPER Homeless Needs response:

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.

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 3 CAPER Specific Housing Prevention Elements response:

The County 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 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 3 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 3 CAPER Community Development response:

1. Five projects were funded in FY11, four infrastructure projects and one social service project. All projects are identified as a high priority in the Five-Year Consolidated Plan. 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.

Ninety-five wastewater connections have been made in Jarrell to income eligible residents and eighty-four have been made to income eligible residents of Liberty Hill.

All CDBG funds (100%) are obligated to projects that benefit low to moderate income residents.

2. No significant changes have been made.

3. All planned actions were pursued over the FY11 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. However, the County approved a program income policy. This policy was necessary to calculate program income associated with the Habitat for Humanity Land Acquisition project.

9. None

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 3 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.

## 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 3 CAPER Non-homeless Special Needs response:

The County advocates 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).

Program Year 3 CAPER Specific HOPWA Objectives response:  
Williamson County does not receive HOPWA funding.

## OTHER NARRATIVE

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

Program Year 3 CAPER Other Narrative response: