

## Draft Fiscal Year 2024 CAPER Summary

The City of Austin Housing Department creates a report at the end of each year to show how federal funding was used. It's important for the community to see this report and understand the real impact of the funds. A draft of the Consolidated Annual Performance and Evaluation Report (CAPER) is made available for the public to review and comment before submitting the final version to the U.S. Department of Housing & Urban Development (HUD). The FY24 report evaluates the annual performance and activity of federal grants for the most recent fiscal year (October 1, 2023 – September 30, 2024).

The public services and programs from this federal funding address community needs like affordable housing, home repair, and public service support for low- and moderate-income families, persons with disabilities, and seniors. The City of Austin receives the following grant entitlements from HUD annually:

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships Grant (HOME)
- Emergency Solutions Grants (ESG)
- Housing Opportunities for Persons with AIDS (HOPWA)

The public is invited to review the Draft FY 2023-24 CAPER during the public comment period: Monday, November 18, 2024 - Wednesday, December 4, 2024. All written comments are included in the final CAPER. Therefore, all comments will be included as part of the public record. Austin City Council, as well as the general public, will have access to these comments and feedback. If you do not wish to have your comments disclosed, or if you wish to submit your comments by phone or email, please notify the Housing Department at [housing@austintexas.gov](mailto:housing@austintexas.gov) or by phone at 512-974-3100.

The list of federally funded programs, goals we set, outcomes, and funding spent in Fiscal Year 24 years can be found in the chart below.

Program	Goal	Outcome	Funding Spent
HOME REPAIR & REHABILITATION	319 households	190 households	\$2,363,834
TENANTS' RIGHTS ASSISTANCE	300 individuals	274 individuals	\$206,023
RENTAL ASSISTANCE FOR UNHOUSED	120 individuals	116 individuals	\$1,467,010
DOWN PAYMENT ASSISTANCE	25 households	29 households	\$2,927,387
RENTAL HOUSING DEVELOPMENT	4 units	4 units	\$1,553,529
OWNERSHIP HOUSING DEVELOPMENT	2 units	3 units	\$270,140
COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS	2 organizations	2 organizations	\$100,000
SHELTER OPERATIONS & MAINTENANCE	375 individuals	515 individuals	\$313,922
HOMELESS MANAGEMENT INFORMATION SYSTEM	\$22,000 budgeted	-	\$11,073
RAPID REHOUSING PROGRAMS	108 individuals	34 recipients	\$284,197
MENTAL HEALTH SERVICES	159 individuals	149 recipients	\$196,179
CHILD CARE SERVICES	180 families	137 recipients	\$462,184
SENIOR SERVICES	175 clients	158 clients	\$129,052
SERVICES FOR PEOPLE LIVING WITH HIV/AIDS	456 individuals	351 individuals	\$1,375,838
PUBLIC FACILITIES			\$5,534,681
NONPROFIT CAPACITY BUILDING FOR WORKFORCE DEVELOPMENT			
COMMUNITY DEVELOPMENT BANK			
FAMILY BUSINESS LOAN PROGRAM	Pending	Pending	Pending
ADMINISTRATION ACROSS ALL GRANTS	\$1,943,765 budgeted	-	\$1,617,929

The chart below shows the race and ethnicity of people served by these grants in Fiscal Year 24. The race and ethnicity categories are in line with the standard for reporting data to HUD.

Race	CDBG	HOME	ESG	HOPWA	TOTAL
White	610	100	245	213	<b>1164</b>
Black or African American	284	50	279	157	<b>770</b>
Asian	26	1	0	3	<b>30</b>
Native American	13	0	3	3	<b>19</b>
Native Hawaiian or Other Pacific Islander	7	0	1	0	<b>8</b>
Multi-Racial	26	1	21	4	<b>52</b>
Total	<b>966</b>	<b>152</b>	<b>549</b>	<b>380</b>	<b>2043</b>

Ethnicity	CDBG	HOME	ESG	HOPWA	TOTAL
Hispanic	279	54	203	70	<b>602</b>
Not Hispanic	687	98	342	310	<b>1437</b>
Other (declined to state, information missing)		0	4	4	<b>8</b>
Total	<b>966</b>	<b>152</b>	<b>549</b>	<b>384</b>	<b>2047</b>

*The tables above represent draft numbers of individuals served by race for each federal grant received. Final numbers will be included in the final version of the CAPER.*

## Resumen preliminar del CAPER para el año fiscal 2024

El Departamento de Vivienda de la Ciudad de Austin crea un informe al final de cada año para mostrar cómo se utilizaron los fondos federales. Es importante que la comunidad vea este informe y el impacto real de los fondos. Un borrador del Informe Anual Consolidado de Desempeño y Evaluación (CAPER) está disponible para que el público lo revise y comente antes de presentar la versión final al Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD). El informe FY24 evalúa el rendimiento y las actividades anuales de las subvenciones federales para el año fiscal más reciente (1 de octubre de 2023 – 30 de septiembre de 2024).

Los servicios y programas públicos de estos fondos federales cubren las necesidades de la comunidad, como viviendas asequibles, reparaciones de viviendas y apoyo de servicios públicos para familias de ingresos bajos y moderados, personas con discapacidades y personas mayores. La Ciudad de Austin recibe anualmente los siguientes subsidios de HUD:

- Subvención en Bloque para el Desarrollo Comunitario (CDBG)
- Subvención de Asociaciones de Inversión HOME (HOME)
- Subvenciones para soluciones de emergencia (ESG)
- Oportunidades de Vivienda para Personas con SIDA (HOPWA)

Se invita al público a revisar el Borrador del CAPER del año fiscal 2023-24 durante el período de comentarios públicos de lunes 18 de noviembre de 2024 a miércoles 4 de diciembre de 2024. Todos los comentarios escritos se incluyen en el CAPER final. Todos los comentarios se incluirán como parte del registro público. El Concejo Municipal de Austin, así como el público en general, tendrán acceso a estos comentarios y opiniones. Si no desea que se transmitan sus comentarios, notifique al Departamento de Vivienda a [housing@austintexas.gov](mailto:housing@austintexas.gov) o por teléfono al 512-974-3100.

La lista de programas financiado con fondos federales, metas que establecimos, resultados y fondos utilizados para el año fiscal 24 se pueden encontrar en la tabla a continuación.

Programa	Meta	Resultado	Fondos utilizados
REPARACIÓN Y REHABILITACIÓN DEL HOGAR	319 hogares	190 hogares	\$2,363,834
ASISTENCIA PARA LOS DERECHOS DE LOS INQUILINOS	300 individuos	274 individuos	\$206,023
ASISTENCIA DE ALQUILER PARA PERSONAS SIN HOGAR	120 individuos	116 individuos	\$1,467,010
ASISTENCIA PARA EL PAGO INICIAL	25 hogares	29 hogares	\$2,927,387
DESARROLLO DE VIVIENDAS DE ALQUILER	4 unidades	4 unidades	\$1,553,529
DESARROLLO RESIDENCIAL PARA PROPIEDAD	2 unidades	3 unidades	\$270,140
ORGANIZACIONES DE DESARROLLO DE VIVIENDAS COMUNITARIAS	2 organizaciones	2 organizaciones	\$100,000
OPERACIONES Y MANTENIMIENTO DE REFUGIOS	375 individuos	515 individuos	\$313,922
SISTEMA DE INFORMACIÓN DE PERSONAS SIN HOGAR	\$22,000 asignado	-	\$11,073
PROGRAMAS DE REUBICACIÓN RÁPIDA	108 individuos	34 beneficiarios	\$284,197
SERVICIOS DE SALUD MENTAL	159 individuos	149 beneficiarios	\$196,179
SERVICIOS DE CUIDADO INFANTIL	180 familias	137 beneficiarios	\$462,184
SERVICIOS PARA PERSONAS MAYORES	175 clientes	158 clientes	\$129,052
SERVICIOS PARA PERSONAS QUE VIVEN CON VIH/SIDA	456 individuos	351 individuos	\$1,375,838
INSTALACIONES PÚBLICAS			\$5,534,681
CAPACITACIÓN SIN FINES DE LUCRO PARA EL EMPLEO			
BANCO DE DESARROLLO COMUNITARIO			
PROGRAMA DE PRÉSTAMOS PARA NEGOCIOS FAMILIARES	Pendiente	Pendiente	Pendiente
ADMINISTRACIÓN DE TODAS LAS SUBVENCIONES	\$1,943,765 asignado	-	\$1,617,929

La tabla a continuación muestra la raza y el origen étnico de las personas a las que se benefician estas subvenciones para el año fiscal 24. Las categorías de raza y etnia están en línea con el criterio para reportar datos a HUD.

Raza	CDBG	HOME	ESG	HOPWA	TOTAL
Blanco/a	610	100	245	213	<b>1164</b>
Negro/a o Afroamericano/a	284	50	279	157	<b>770</b>
Asiático/a	26	1	0	3	<b>30</b>
Nativo/a Americano/a	13	0	3	3	<b>19</b>
Nativo/a Hawaiano/a o otras islas del Pacífico	7	0	1	0	<b>8</b>
Multi-Racial	26	1	21	4	<b>52</b>
<b>Total</b>	<b>966</b>	<b>152</b>	<b>549</b>	<b>380</b>	<b>2043</b>

Origen étnico	CDBG	HOME	ESG	HOPWA	TOTAL
Hispano/a	279	54	203	70	<b>602</b>
No Hispano/a	687	98	342	310	<b>1437</b>
Otros (no declaro o falta información)		0	4	4	<b>8</b>
<b>Total</b>	<b>966</b>	<b>152</b>	<b>549</b>	<b>384</b>	<b>2047</b>

*Las tablas representan los números preliminares de personas atendidas por raza para cada subvención federal recibida.*

*Los números finales se incluirán en la versión final del CAPER*

# City of Austin Fiscal Year 2023-24 CAPER

Consolidated Annual Performance and Evaluation Report  
Providing Opportunities, Changing Lives



Housing Department



**City of Austin, Texas**

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**Fiscal Year 2023-2024 Consolidated  
Annual Performance Evaluation  
Report (CAPER)**

**For Consolidated Plan Years  
October 1, 2023 through September 30, 2024**



Prepared by:  
City of Austin  
Housing Department

PO Box 1088, Austin, TX 78767  
512-974-3100

[www.austintexas.gov/housing](http://www.austintexas.gov/housing)

## **Austin City Council**

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***Mayor***

**Paige Ellis, *District 8***  
***Mayor, Pro Tempore***

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**Vanessa Fuentes, *District 2***

**José Velásquez, *District 3***

**José "Chito" Vela, *District 4***

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**Mackenzie Kelly, *District 6***

**Leslie Pool, *District 7***

**Zohaib "Zo" Qadri, *District 9***

**Alison Alter, *District 10***

**TC Broadnax**  
***City Manager***

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## Attachments

1. ESG Program Report (SAGE) *Pending*
2. ESG Program Standards
3. PR-01 Financial Summary & PR-26 CDBG Reports *Pending*
4. Citizen Participation Plan

### Attachments Continued

5. City of Austin Monitoring Plan
6. HOME Inspection Summary Report by Project
7. HOME Match Report *Pending*
8. Office of Civil Rights Supplement
9. Draft Summary Funding and Production Table



# **FISCAL YEAR 2023-24 CAPER**

## **Consolidated Annual Performance Evaluation Report**

The Consolidated Annual Performance and Evaluation Report (CAPER) is an end-of-year requirement of the U.S. Department of Housing and Urban Development (HUD). The purpose of the CAPER is to provide an overall evaluation of federally funded activities and accomplishments to HUD and the community served. The Fiscal Year 2023-24 CAPER will be submitted electronically to HUD via the Integrated Disbursement and Information System (IDIS) on or before December 29, 2024.

IDIS is the reporting system for the following formula grant programs:

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships (HOME)
- Housing Opportunities for Persons with AIDS (HOPWA)
- Emergency Solutions Grant (ESG)

While the CAPER focuses on federally funded activities, the City of Austin recognizes the importance that local funding plays in the provision of housing and community development services. Attachment 9 of this document - Summary Funding and Production Table - presents Fiscal Year 2023-24 accomplishments supported by both local and federal funds.

## CR-05 - Goals and Outcomes

**Progress the jurisdiction has made in carrying out its strategic plan and its action plan.**

### **91.520(a)**

The following table demonstrates the City's performance in allocating funding from the Housing and Urban Development Department (HUD) in Fiscal Year 2024. The Program Year columns display goals actual performance for the most recent fiscal year. The Strategic Plan columns display the 5 year goal for the program and the actual performance of the program over the course of the Consolidated Plan (FY 2019 – 2024) to date. Data are organized by funding priority, which originate from the City of Austin's FY 2019-24 Consolidated Plan. The City identified the following high priority needs in its FY 2019-24 Consolidated Plan: Homeless Assistance, Renter Assistance, Homeowner Assistance, Housing Development Assistance, and Other Community Development Assistance. These priority needs provide a spectrum of programs that address community needs for a variety of constituencies. These include, but are not limited to, prospective homebuyers, homeowners, children, seniors, youth, affordable housing developers, and rental tenants, as well as prospective and current small business owners. This CAPER is the last performance report to be issued under FY 2019-24 Consolidated Plan.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals. The Source/Amount column shows how much funding was budgeted for FY 23-24. Strategic Plan columns indicate the 5-year goal for the program and how many services have been provided throughout the Consolidated Plan period to date (2019-2024). Program Year columns indicate the number of services provided in FY 23-24. Percent complete lists the percentage of the goal that was met by actual services provided. Further explanation on goals versus outcomes can be found below the table in the 'Explanation of Variance Between Expected & Actual Services Provided for Select Projects' section.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan Goal	Actual – Strategic Plan	Percent Complete	Expected – Program Year Goal	Actual – Program Year	Percent Complete	Production Detail
Homebuyer Assistance	Affordable Housing	HOME: \$1,472,830  HOME Program Income: \$400,000	Direct Financial Assistance to Homebuyers	Households Assisted	125	145	116%	25	29	116%	Down Payment Assistance
Homeless Assistance	Homeless	HOME: \$1,048,572	Tenant-based rental assistance	Households Assisted	640	470	73%	120	116	97%	Tenant Based Rental Assistance
Homeless Assistance	Homeless	ESG: \$291,274	Rapid Rehousing	Persons Assisted	590	327	55%	108	34	31%	Rapid Rehousing
Homeless Assistance	Homeless	ESG: \$313,922	Homeless Person Overnight Shelter	Persons Assisted	5,200	1,902	37%	375	515	137%	Shelter Operation and Maintenance

Homeowner Assistance	Affordable Housing	CDBG: \$3,047,001  CDBG Revolving Loan: \$40,000  HOME Program Income: \$200,000	Homeowner Housing Rehabilitated	Household Housing Unit	1505	764	51%	319	190	60%	Architectural Barrier Removal- Owner: 73  Minor Home Repair: 112  Homeowner Rehabilitation Loan Program: 5
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Housing Development Assistance	Affordable Housing	CDBG: \$1,553,529  HOME PI: \$218,182  HOME (CHDO): \$270,140	Rental Units Constructed	Household Housing Unit	79	128	162%	10	4	40%	Rental Housing Development Assistance
Housing Development Assistance	Affordable Housing	CDBG Revolving Loan: \$55,000  HOME CHDO: \$270,140	Homeowner Housing Added	Household Housing Unit	42	15	36%	2	3	1.5%	Ownership Housing Development Assistance

Other Community Development	Non-Housing Community Development	Section 108: \$3,000,000	Jobs created/retained	Jobs	194	54	<i>Pending</i>	33	<i>Pending</i>	<i>Pending</i>	Family Business Loan Program
Other Community Development	Non-Housing Community Development	HOME: \$180,000	Other	Other	18	8	44%	2	2	100%	CHDO Operating Expense Grant
Renter Assistance	Affordable Housing	CDBG: \$293,886	Public Service Activities Other Than Low/Moderate Income Housing Benefit	Persons Assisted	2,690	1,540	57%	300	274	91%	Tenants' Rights Assistance
Renter Assistance	Affordable Housing	CDBG: \$185,000	Rental Units Rehabilitated	Household Housing Unit	35	4	11%	7	0	0%	Architectural Barrier Removal-Renter

Special Needs Assistance	Non-Homeless Special Needs	CDBG: \$810,467	Public Service Activities Other Than Low/Moderate Income Housing Benefit	Persons Assisted	2,545	2,370	93%	514	444	86%	CDBG Public Services  Childcare: 137  Senior Services: 158  Mental Health Services: 149
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Special Needs Assistance	Non-Homeless Special Needs	HOPWA: \$2,670,278	N/a	Persons Assisted	1,592	1,647	103%	272	402	148%	HOPWA  Tenant-based Rental Assistance: 29  Short-Term or Transitional Facility-Based Housing: 72  Short-Term Rent, Mortgage and Utilities Assistance: 203  Permanent Housing Placement Assistance: 24
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											HOPWA Supportive Services: 74
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Table 1- Accomplishments – Program Year & Strategic Plan to Date

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

The City’s FY 2019-24 Consolidated Plan and FY 2023-24 Action Plan identified the following high priority need areas: Homeless/Special Needs Assistance; Renter Assistance; Homebuyer Assistance; Homeowner Assistance; Housing Development Assistance; and other Community Development Assistance. These funding priorities were established based on the housing and community development needs identified through public and stakeholder input, the housing market analysis, and the analysis of special populations. All of the proposed funding priorities serve very-low, low- and moderate-income households in the City of Austin. In addition, the City of Austin’s federally funded activities serve populations with specific service needs including seniors, persons with disabilities, persons experiencing homelessness and at risk of homelessness, persons living with HIV/AIDS, at risk children and youth, victims of domestic violence, housing authority residents, and persons returning to the community from correctional institutions and/or with criminal histories. Funding priorities also seek to be responsive to the City of Austin’s Analysis of Impediments to Fair Housing Choice, which is described in CR-35 of this document. Of the high priority need areas identified above, those funded with CDBG in FY 23-24 were Special Needs Assistance; Renter Assistance; and Homeowner Assistance. Progress for these programs in FY 23-24 can be found in Table 1, Accomplishments – Program Year and Strategic Plan to Date.

**Explanation of Variance Between Expected & Actual Services Provided for Select Projects**

**Down Payment Assistance Program (DPA)**

The City exceeded its annual production goal for the Down Payment Assistance (DPA) program in FY 23-24, meeting 116% of its goal, servicing 29 units out of a goal of 25. Much of the affordable housing stock used in this program is still new construction, but this year we have seen an increase in resale, and market rate DPA submissions. The Housing Department (HD) has expanded the program to include second liens behind first liens with Restrictive Covenants and Community Land Trusts. HD has revised DPA guidelines to be less restrictive and to increase alignment with the U.S. Department of Housing & Urban Development and the lending industry. HD staff expect these program enhancements to increase production in the upcoming fiscal year. Staff will continue to work with the department's marketing team and seek out additional ways to market the program.

**Homeowner Rehabilitation Loan Program (HRLP)**

55% of the goal was met. The contract period is not aligned with the fiscal year; therefore, only 7 months of services are reported for this fiscal year. Fourteen projects that began this year will be reported on in the next fiscal year.

**Minor Home Repair**

48.6% of the goal has been met for this program. While in the past only 1 nonprofit participated in the program, moving forward there will be 3 nonprofits to ensure program goals are met in the future.

**Architectural Barrier Removal- Owner (ABR-O) Program**

91.25% of goal was met. The contract period is not aligned with the fiscal year. The program is anticipated to exceed the goal in the next fiscal year.

**Architectural Barrier Removal- Renter (ABR-R) Program**

This program requires landlord authorization for applicants who rent and need their living space renovated for accessibility, which is a barrier to serving more people. To improve the effectiveness of ABR-R, the Housing Department has increased the number of nonprofits administering the program and changed the funding source, which should have a positive impact on program outcomes next fiscal year.

**Ownership Housing Development Assistance**

The OHDA program under AHFC exceeded its target for the 23-24 fiscal year. Developers swiftly completed and sold three single-family homes to income qualifying families in Austin. Despite the market value of these properties greatly exceeding the affordable sales price, resale restrictions on the land will ensure these homes remain affordable for the foreseeable future.

**Tenant Based Rental Assistance**

All of the families served in the program were homeless individuals or families referred by the Coordinated Entry (CE) system. The TBRA program partners with Family Eldercare, who along with Caritas of Austin, The Other Ones Foundation, and the Salvation Army, provided services to house and support the program's participants. The Housing Department leverage existing case management capacity against the HOME TBRA rental assistance to create a unique type of rapid re-housing intervention and bring more families into the pipeline to housing. As rapid re-housing programs serve people with high acuity and high service needs and encampment sweeps make people more difficult to find and engage, more referrals from partner agencies are needed to

counterbalance the referred clients who cannot be enrolled quickly, cannot be found or cannot successfully engaged in services. Adding partners allows HACA to accept more referrals without straining the capacity of any one provider. The credit for consistently meeting the contract goal must be shared with these partners.

Once the partners locate and enroll clients in services, HACA quickly equips the client with the TBRA coupon. Weekly orientations are held to brief clients and coupons are issued when a client isn't able to attend at the regular time. No client is made to wait more than a week after a complete application is submitted before receiving the paperwork required to lease up in the program and start their housing search in earnest. When a family locates a housing unit, HACA completes the HQS inspection as soon as possible. It rarely takes a full week for an inspector to work a TBRA inspection onto their schedule. Inspections often happen the very next day after the unit is identified. We instill in our staff the urgency of moving a family from homelessness into permanent housing. A slow bureaucracy cannot be the reason a family spends one extra night without a home of their own.

In Fiscal Year 24, 116 households were served, fulfilling 97% of the service goal of 120.

### **Housing Opportunities for Persons with AIDS (HOPWA) Projects**

In the Austin area there are a large number of unhoused populations living with HIV. As the HIV number grows the high demand for rental assistance and utility assistance in our community grows. City of Austin Public Health Department currently has 4 project sponsors that provide direct assistance to clients through HUD funding. At various times throughout the year these project sponsors have faced obstacles to serving households, including high staff turnover and contracts not being funded until months after their contract start date. One sponsor also had a delay in opening a new building that provides HOPWA housing. At the time of this report, project sponsors are still working on submitting final numbers for FY 24.

### **Section 108 Programs & Accomplishments**

*This information is pending submission from the Economic Development Department.*

Project Description	The Family Business Loan Program (FBLP), a public-private partnership loan program provides fixed-asset and working capital loans to qualified small-business borrowers in Austin. The lending partners are a private bank member of the Federal Home Loan Bank, an SBA-certified CDC Section 504 community lender, and the City of Austin's Economic Development Department (EDD). The FBLP's goals are to foster business expansion in low- and moderate-income neighborhoods, stimulate low- to moderate-income job creation, and increase Austin's tax base. The FBLP is targeted to Austin's business owners that are ready to expand their businesses and create jobs.
Accomplishments Description	<b>Pending</b>
Performance Measure	33 Jobs created/retained
FY 2023-24 Total Funding	<b>Pending</b>
FY 2023-24 Proposed Goal	jobs created/retained.
FY 2023-24 Expended	<b>Pending</b>
FY 2023-24 Accomplishments	<b>Pending</b>

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

Race	CDBG	HOME	ESG	HOPWA	TOTAL
White	610	100	245	213	1168
Black or African American	284	50	279	157	770
Asian	26	1	0	3	30
Native American	13	0	3	3	19
Native Hawaiian or Other Pacific Islander	7	0	1	0	8
Multi Racial	26	1	21	4	52
Total	966	15	549	380	2047

Ethnicity	CDBG	HOME	ESG	HOPWA	TOTAL
Hispanic	279	54	203	70	606
Not Hispanic	687	98	342	310	1437
Other (declined to state, information missing)		0	4	4	8
Total	966	152	549	384	2051

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

The City of Austin identifies priority needs and offers services to eligible households regardless of race or ethnicity. The table on this page depicts counts for FY 23-24 by fund source.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	\$7,372,354	\$11,719,163
HOME	public - federal	\$4,501,868	\$3,445,631
ESG	public - federal	\$661,768.81	\$645,765.55
HOPWA	public - federal	\$2,670,278	\$1,631,335.30
Section 108	public - federal	\$3,426,116	<i>Pending</i>

**Table 3 - Resources Made Available**

**CDBG:** The expected total amount available for FY 23-24 was \$7,372,354, including \$7,362,354 in annual CDBG allocated funding and \$10,000 in CDBG program income. The actual amount expended in FY 23-24 was \$11,719,163, which includes \$6,184,482 in annual CDBG allocated funding and \$5,534,681 in funds reprogrammed from previous years' CDBG grants. This funding was reprogrammed through the FY 23-24 Action Plan process and spent on the acquisition of the Salvation Army Downtown Shelter.

**HOME:** The expected total amount available in FY 23-24 was \$4,501,868, including \$2,881,588 in annual HOME allocation funding, \$900,000 in HOME program income, \$540,280 in CHDO funding and \$180,000 in CHDO operating expense grants. The actual amount expended in FY 23-24 was \$3,445,631, including \$2,972,281 in annual HOME allocated funding, \$373,350 in HOME CHDO funding, and \$100,000 in CHDO operating expense grants.

**ESG:** The expected total amount available in FY 23-24 was \$661,768.81, including \$313,922 for Shelter Operations and Maintenance, \$291,274 for Rapid Rehousing programs, \$22,000 for FY24 HMIS and 5,572.81 for FY23 HMIS rollover, and \$31,000 for administration. The actual total amount expended in FY 23-24 was \$645,765.55, which included \$313,922 for Shelter Operations and Maintenance, \$284,197.40 for Rapid Rehousing programs, \$11,073.34 for FY24 HMIS and \$5,572.81 for FY23 HMIS rollover, and \$31,000 for administration.

**HOPWA:** The expected amount available in FY 23-24 was \$2,670,278. The actual amount expended in FY 23-24 is \$1,632,335.30. The subrecipients will carry over their remaining funds to allow for the spending of the full funds and ensure that the resources made available are spent in the community.

**Section 108:** The expected amount available was \$3,426,116, including \$3,000,000 in Section 108 funding and \$426,116 in program income. The actual amount expended is pending submission from the Economic Development Department.

#### **Identify the geographic distribution and location of investments**

<b>Target Area</b>	<b>Planned Percentage of Allocation</b>	<b>Actual Percentage of Allocation</b>	<b>Narrative Description</b>
Throughout the City of Austin	100	100	Citywide

**Table 4 – Identify the geographic distribution and location of investments**

#### **Narrative**

While the City of Austin does not currently target investments to specific geographic areas, it considers the geographic distribution of affordable housing throughout Austin to be a key core value in the investment of affordable housing-related activities with federal and local funds. The City supports providing affordable housing in areas outside of low-income neighborhoods, thereby reducing racial and ethnic segregation, deconcentrating poverty, and providing for more economic opportunities for low-income households. The Housing Department currently provides funding points through a scoring matrix system to projects that assist in the dispersion of affordable housing stock throughout the community, to focus on high opportunity areas in Austin where often there is a shortage of affordable housing. The Housing Department utilizes data from Enterprise Community Partners' Opportunity360 and the Austin Strategic Housing Blueprint goals to inform the scoring matrix. These resources help the City of Austin target rental subsidies and home ownership opportunities to low-income residents. Finally, the City of Austin's Strategic Housing Blueprint reinforces the importance of geographic dispersion and increasing the diversity of housing choice and supply. The Strategic Housing Blueprint is described in section CR-35 of this document, and additional information is publicly available at <https://www.austintexas.gov/blueprint>



## Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

*Funding details for the Leveraged Funds table will be included in the final version of the CAPER.*

Program	Fund Source	Units	Federal Funding	Leveraged
<b>Units Leveraged That Received Federal Funds</b>				
Ownership Housing Development Assistance (OHDA)	HOME/CDBG	3	-\$74,726	<i>Pending</i>
Rental Housing Development Assistance (RHDA)	HOME	4	\$1,553,529	<i>Pending</i>
Down Payment Assistance (DPA)	HOME	29	\$967,024	<i>Pending</i>
	<b>Total</b>	32	\$2,445,827	

Table 5- Leveraged Funds

*The HOME Match Report and match information for ESG will be included in the final version of the CAPER.*

## Austin Housing Finance Corporation Activities

In FY 23-24, the Austin Housing Finance Corporation (AHFC) finalized execution of agreements to develop four AHFC-owned properties at 3435 Parker Lane (The Roz), 5900 S. Pleasant Valley (Sycamores at Pleasant Valley), 5901 Drowsy Willow Trail (Drowsy Willow Community Land Trust), and 2200-2206 Doris Drive and 8414-8418 Hathaway Drive (Doris Hataway Community Land Trust). The development partners have begun the construction of 868 affordable rental and permanent

supportive housing units anticipated to be complete in FY 25-26. Additionally, the AHFC acquired 64 units of naturally occurring affordable housing and placed formal affordability restrictions to preserve their affordability into the future, and is expected to close on 384 more naturally occurring affordable units in FY 25.

AHFC conducted public engagement, released, and closed a competitive solicitation to develop workforce housing at 6909 Ryan Drive. The AHFC is currently negotiating agreements with the developers awarded this opportunity.

## **Publicly Owned Land**

The City has also developed a hotel conversion strategy to create permanent supportive housing for homeless individuals. In 2020 and 2021, the City of Austin purchased 4 hotels that have been renovated and are being used as temporary and permanent housing for people moving out of homelessness.

- Southbridge Shelter was purchased in May 2020 and has 85 units used as bridge or transitional housing. Northbridge Shelter was purchased in October 2020 for \$8.2 million and has 75 rooms used as bridge or transitional housing.
- The Bungalows Century Park was purchased in August 2021 for \$6.7 million and will be used as permanent supportive housing for 60 individuals experiencing homelessness. Integral Care will operate the building and provide onsite property and case management services, in collaboration with other non-profit service providers. The renovation of this property was complete in FY24 with a budget of \$4,084,739.02 and the building is expected to start leasing in early FY25. This property was awarded 60 Local Housing Vouchers from AHFC.
- Pecan Gardens in northwest Austin was purchased for \$9.5 million in August 2020 and has 78 rooms. This property will be used as permanent supportive housing for 78 individuals experiencing homelessness. Family Eldercare will operate the building and provide onsite property and case management services, in collaboration with other non-profit service providers. The renovation of this property was complete in FY24 with a budget of \$6,598,328.13 and was 75% occupied by the end of FY24. This property was awarded 78 Local Housing Vouchers from AHFC.

*Data will be available in the final version of the CAPER.*

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	
2. Match contributed during current Federal fiscal year	
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	
4. Match liability for current Federal fiscal year	
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	

**Table 6 – Fiscal Year Summary - HOME Match Report**

*Data for the following tables will be available in the final version of the CAPER.*

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 7 – Match Contribution for the Federal Fiscal Year

#### HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$

Table 8 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	<b>Total</b>	<b>Minority Business Enterprises</b>				<b>White Non-Hispanic</b>
		<b>Alaskan Native or American Indian</b>	<b>Asian or Pacific Islander</b>	<b>Black Non-Hispanic</b>	<b>Hispanic</b>	
<b>Contracts</b>						
Dollar Amount						
Number						
<b>Sub-Contracts</b>						
Number						
Dollar Amount						
	<b>Total</b>	<b>Women Business Enterprises</b>	<b>Male</b>			
<b>Contracts</b>						
Dollar Amount						
Number						
<b>Sub-Contracts</b>						
Number						
Dollar Amount						

**Table 9- Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	<b>Total</b>	<b>Minority Property Owners</b>				<b>White Non-Hispanic</b>
		<b>Alaskan Native or American Indian</b>	<b>Asian or Pacific Islander</b>	<b>Black Non-Hispanic</b>	<b>Hispanic</b>	
Number						

Dollar Amount						
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**Table 10 – Minority Owners of Rental Property**

**Relocation and Real Property Acquisition** – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

Parcels Acquired						
Businesses Displaced						
Nonprofit Organizations Displaced						
Households Temporarily Relocated, not Displaced						
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number						
Cost						

**Table 11 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units (TBRA)	120	116
Number of Non-Homeless households to be provided affordable housing units (RHDA, OHDA, HRLP, DPA)	46	41
Number of Special-Needs households to be provided affordable housing units (ABR-O, ABR-R, MHR)	317	185
<b>Total</b>	<b>483</b>	<b>342</b>

**Table 12– Number of Households**

	One-Year Goal	Actual
Number of households supported through Rental Assistance (TBRA)	120	116
Number of households supported through The Production of New Units (RHDA, OHDA)	12	7
Number of households supported through Rehab of Existing Units (ABR-O, ABR-R, MHR, HRLP)	326	190
Number of households supported through Acquisition of Existing Units (DPA)		29
<b>Total</b>	<b>483</b>	<b>342</b>

**Table 13 – Number of Households Supported**

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

The programs in the following tables reflect federally funded projects that do not include the provision of emergency shelter, transitional shelter, or social services, and that meet the definition of households provided affordable housing units within the program year. For further explanation of variance between goals and outcomes, please see section CR-05.

**The following is a breakdown of the values featured in Table 12 – Number of Households**

<b>Homeless</b>	
Tenant Based Rental Assistance- Homeless Assistance (HOME)	116
<b>Subtotal</b>	116
<b>Non-Homeless</b>	
Rental Housing Developer Assistance (HOME)	4
Ownership Housing Development Assistance (CDBG)	3
Home Rehabilitation Loan Program (CDBG)	5
Down Payment Assistance (HOME)	29
<b>Subtotal</b>	41
<b>Special Needs</b>	
Architectural Barrier Program - Rental (CDBG)	0
Architectural Barrier Program - Owner (CDBG)	73
Minor Home Repair (CDBG)	112
<b>Subtotal</b>	185
<b>Grand Total</b>	342



The following is a breakdown of the values featured in Table 13 – Number of Households Supported

<b>Rental Assistance</b>	
Tenant-Based Rental Assistance (HOME)	116
<b>Subtotal</b>	116
<b>Production of New Units</b>	
Rental Housing Developer Assistance (HOME)	4
Ownership Housing Development Assistance (CDBG)	3
<b>Subtotal</b>	7
<b>Rehab of Existing Units</b>	
Architectural Barrier Program - Rental (CDBG)	0
Architectural Barrier Program - Owner (CDBG)	73
Minor Home Repair (CDBG)	5
Home Rehabilitation Loan Program (CDBG)	112
<b>Subtotal</b>	190
<b>Acquisition of Existing Units</b>	
Down Payment Assistance (HOME)	29
<b>Subtotal</b>	29
<b>Grand Total</b>	342

#### **Discuss how these outcomes will impact future annual action plans.**

The City of Austin annually assesses its progress in meeting goals outlined in the FY 2019-2024 Consolidated Plan through development of the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER provides an opportunity for the City to evaluate the performance of its programs and services and to determine whether adjustments to the current 5-year goals are needed. The City looks at performance in a given year, and trends over time, to inform and calibrate future targets. Additionally, the City is providing technical assistance to subrecipients to help them be more effective and efficient.

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

<b>Income Level</b>	<b>Number of Households (Individuals or Families) Served by CDBG Housing Projects</b>	<b>Number of Households (Individuals or Families) Served by HOME Housing Projects</b>
Extremely Low-income ( $\leq 30\%$ MFI)	62	96
Low-income (31-50% MFI)	78	26
Moderate-income (51-80% MFI)	50	30
<b>Total</b>	<b>190</b>	<b>152</b>

**Table 14 – Number of Households Served**

### **Narrative Information**

CDBG-funded housing programs include the Homeowner Rehabilitation Loan Program (HRLP), Architectural Barrier Removal for Owners (ABR-O), Architectural Barrier Removal for Renters (ABR-R) and the Minor Home Repair (MHR) programs. In FY 23-24, CDBG-funded housing programs served a total of 190 households, of which 62 (33%) were classified as extremely low-income, 78 (41%) were classified as low income and 50 (26%) were classified as moderate income.

HOME-funded housing programs include the Tenant-Based Rental Assistance (TBRA), Down Payment Assistance (DPA) programs, and Ownership Housing Development (OHDA). In FY 24-25 HOME-funded housing programs served a total of 152 households, of which 96 (63%) were classified as extremely low income, 26 (17%) were classified as low income and 30 (20%) were classified as moderate income.

These proportions are consistent with the funding priorities outlined in the FY 2019-24 Consolidated Plan. The City of Austin continues to deliberately direct federal and local dollars toward services benefiting extremely low-income residents. This summary of progress includes a comparison of actual accomplishments with proposed goals for the FY 2023-24 reporting period, efforts to address “worst-case needs”, and the accessibility needs of persons with disabilities. The City addressed households experiencing “worst-case housing needs” and made progress in meeting the needs of persons with disabilities through the following federally funded housing related programs: ABR-Owner and the Home Repair Loan Program. These programs meet the Section 215 definition of affordable housing for rental and homeownership.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

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

### **Street Outreach, Assessment, and Encampment Resolution**

The City of Austin has advanced its goals in meeting the specific objectives for reducing and ending homelessness through outreach to persons experiencing homelessness, especially unsheltered persons, and assessing their unique needs. The City's Housing-Focused Encampment Assistance Link (HEAL) Initiative has closed 26 encampments and moved 915 individuals into shelter, with over 280 transitioning into permanent housing. Enrollments in Street Outreach projects within the Homeless Management Information System (HMIS) have increased from 4,202 in 2022 to 9,204 in 2023. In 2022, 4,859 people received services from the Austin homelessness response system for the first time. In 2023, that number grew to 8,356 persons. Of those seeking services for the first time, a plurality of people seeking services for the first time in 2023 were Hispanic/Latino persons.

These increases in homeless services offered to unhoused individuals speaks to the success of recent efforts to reach more unhoused individuals and the potential that the incidence of homelessness has increased in Austin in recent years. Through investments in efforts to target encampments, create new shelter beds, and expand Street Outreach projects and coordination, the City is progressing on its goals.

### **Emergency Solutions Grants Efforts**

All ESG-funded programs have been working with the CoC to support reducing unsheltered homelessness, connecting clients to shelter, and supporting participants with re-housing. ESG programs are focused on the downtown, sheltered and unsheltered homeless. The ESG funds an employee at Downtown Austin Community Court (DACC) who provides Rapid Rehousing Housing placement and works with case managers who service mostly unsheltered frequent offenders of the court. Individuals may be referred to the DACC Rapid Rehousing program if they meet certain criteria:

- Homeless persons who receive a Class C Misdemeanor citation in Downtown Austin are

arraigned through DACC. Once the homeless person goes before the judge and receives a sentence, the client is connected to a case manager for assessment.

- DACC has a Case Manager assigned to the HOST who refers homeless persons to DACC programs and case management services. The referred person would be assessed and screened for appropriate programs to assist them. DACC also accepts referrals from Ending Community Homelessness Coalition (ECHO) when there is capacity.

The City's Communicable Disease Unit (CDU) operates a Rapid Rehousing program that serves clients meeting HUD's definition of "Literally Homeless" who also have been tested as HIV positive. At the Austin Shelter for Women and Children (ASWC) ESG funding is used to provide operational and HMIS support for the low-barrier shelter program.

### **HOPWA Efforts**

Representatives from the HOPWA program continue to participate in the CoC working group to support people who are experiencing homelessness and living with HIV. Representatives from the HOPWA program have also convened a monthly meeting composed of representatives from Austin's AIDS service organizations and Austin Public Health, where the group discusses community-wide issues and creates a plan to serve each client. The HOPWA Tenant-Based Rental Assistance program also utilizes the Coordinated Entry process to identify the most vulnerable individuals who are experiencing homelessness and living with HIV. When space in the program becomes available those individuals with the highest vulnerability are prioritized. Many HOPWA clients have a need for more in-depth interventions. In response, the HOPWA program began offering supportive services to clients living at a recuperative care facility. These clients typically arrive directly from the hospital and have been homeless and out of care for some time. They are provided with medical care at the recuperative care facility and can begin to access supportive services so that they can be prepared to meet their housing needs when they are discharged.

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

In 2023, the City of Austin advanced its achievements in addressing the emergency shelter and transitional housing needs of individuals and families experiencing homelessness. The City of Austin owns and funds the operation of 5 Emergency Shelters, providing 868 beds of emergency shelter. In addition, the City of Austin is a major funder of an additional 627 shelter beds across Austin, including the use of the ESG to support families experiencing homelessness. Enrollments in

Emergency Shelter have increased between 2022-23 from 3,521 to 3,794. Exits from shelter to permanent housing destinations have also increased from around 36% positive exits in 2022 to 44% in 2023.

These data points illuminate the progress that the City has made over this past year. In addition to this increase in people served, Austin's shelters are exiting more households to permanent housing destinations. While housing programs have supported many of those exits, 1,295 individuals exited shelter with minimal financial assistance in 2023, compared to 859 in 2022.

Lastly, in 2023, the City of Austin prepared to launch a new Diversion Demonstration project in collaboration with a local homelessness services provider and The University of Texas at Austin. This initiative will create a local diversion project model and related tools to assist recently homeless households resolve their experience of homelessness quickly.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The City's Emergency Solutions Grant funding is not allocated to prevention programming, or specifically to programs serving individuals discharged from public institutions. However, the City's general funds are allocated to provide homeless services focused on preventing or quickly resolving homelessness.

The Austin City Council allocated funding during the Fiscal Year 2023-2024 budget process to support the "scale up of current programs managed by multiple non-profit partners and provide a city-wide access point of diversion... [and] ask all clients what opportunities exist to quickly resolve the crisis that risks, or has resulted in, their unsheltered homelessness.

The Homeless Strategy office released solicitations with City funds for 1) a diversion pilot project and 2) a digital services hotline for individuals and families experiencing or at imminent risk of homelessness. These programs strive to provide resources to households to resolve issues related to financial, health, familial, or other needs.

The goal for the diversion funding, which won't be contracted until FY24, is to quickly end individuals' and households' experiences of homelessness. With little-to-no financial assistance,

but through a client-driven and housing-focused approach, its goal is to help the person or household find safe alternative housing immediately. It is intended to ensure that the homelessness experience is as brief as possible, to prevent unsheltered homelessness, and to avoid unnecessary shelter stays.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City of Austin's Downtown Austin Community Court, Austin Public Health's Communicable Disease Unit, and Salvation Army all administer ESG Rapid Rehousing funds in coordination to move homeless individuals from the streets and shelters into permanent housing. These programs bring together housing location, financial assistance, and housing stability case management, and leverage other funding sources like the City's General Fund, to bring housing resources to unhoused individuals.

In conjunction with the CoC, the City leverages public funding to offer housing options with wraparound services to the most vulnerable individuals in the Coordinated Entry universe (CE). These housing options include both permanent supportive housing (PSH) and rapid rehousing (RRH). The CoC's prioritization for CE includes consideration of chronic homelessness and other characteristics deemed exceptionally difficult to navigate without housing supports. The community's rate of chronic homelessness has recently risen – likely due in some part to better engagement with unsheltered households – and that has meant that local PSH and RRH programs are serving a greater share of chronically homeless households. While this has been a challenging realignment for programs such as RRH, which is meant for quicker and lighter service needs, work is being undertaken by the CoC to develop pathways between RRH and PSH to enable households to receive the most appropriate supports as quickly as possible without delaying their exit from homelessness.

The CoC and City of Austin staff work closely to ensure the finalization of community service delivery standards. These standards expand housing location efforts using a Housing First approach to minimize time spent homeless. The CoC also regularly reviews its Coordinated Entry system's performance in connecting households to resources expeditiously, and the Homeless

Strategy Office has begun tracking the length of time from program referral to entry into housing to identify bottlenecks and delays in service provision.

Additionally, the City's Diversion Demonstration Project will support households if a housing crisis reoccurs after exiting a housing program into independent living. This program, in addition to other community supports currently in development, will ensure housing placements are sustainable even when new challenges are experienced by formerly homeless households.

### **CoC Targeted Sub-Populations**

-Veterans: The CoC, local VA Medical Center, VA-funded programs, and state and private-funded community organizations coordinate housing and support services through the CoC HMIS database and the Coordinated Entry Process (CEP). Veterans are referred to HUD-VASH, SSVF, GPD, or CoC housing programs as determined by client need and eligibility. Program staff from all involved organizations meet every other week to review cases and create active engagement plans for potentially unreached Veterans.

-Chronic Homelessness: The CoC prioritizes all Permanent Supportive Housing program units for individuals experiencing homelessness who meet the chronically homeless definition as required by CPD Notice 16-11. The City of Austin and the Austin/Travis County CoC have worked on strategies to expand capacity for Permanent Supportive Housing over the past 5 years, such as incentivizing the set-aside of CoC units in City funded affordable rental housing and community development opportunities. Additionally, the CoC and City of Austin work to leverage Emergency Housing Vouchers from the American Rescue Plan with existing community supportive service opportunities to increase community PSH stock for chronically homeless individuals.

-Families with Children: The CoC implemented written standards to prioritize highest need and longest unhoused families for CoC and ESG Rapid Rehousing programs and expanded housing location efforts using a Housing First approach to minimize time spent homeless and locating housing. CoC adopted the HEARTH Act 2020 target to rehouse households with children within 30 days. The current average length of time homeless is 211 days across all household types. For families with children, the current average length of time homeless is 178 days. CoC uses Coordinated Entry to create a real-time, by-name list of homeless families, including first date homeless, and advertises in places where families request help first (e.g. family clinics, shelters and 211).

-Unaccompanied Youth: The CoC was previously awarded the Youth Homelessness

Demonstration Project (YHDP) that now provides Diversion, Rapid Rehousing, and combination Transitional Housing+Rapid Rehousing programs for Youth through LifeWorks. The CoC's partnership with LifeWorks utilizes the Assertive Outreach initiative that encourages self-resolution conversations and provides resources for unaccompanied Youth experiencing homelessness

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

### **Actions taken to address the needs of public housing**

The Housing Authority of the City of Austin (HACA) and the City of Austin are close partners in an effort to increase quality affordable housing for those most in need. As one of two Public Housing Authorities serving the City of Austin boundaries, input from, and coordination with HACA is valuable to address community needs efficiently. HACA is a partnering agency in the development of the Regional Analysis of Impediments, the Housing Market Analysis, and the Consolidated Plan. Furthermore, the City includes HACA staff and HACA residents in all outreach efforts.

HACA administers federally subsidized programs that provide affordable housing to extremely low to low-income families in Austin. HACA provided housing to over 36,389 people in FY 2023-2024 through our 21 Project-Based Rental Assistance properties, voucher programs, and our subsidiary Austin Affordable Housing Corporation. Of the 36,000+ people served, 20% were children, 11% were seniors and 31% were persons with disabilities. The average annual income for families in the Housing Choice Voucher program is \$16,520.

Austin Affordable Housing Corporation (AAHC), a nonprofit subsidiary of HACA, currently provides over 16,116 additional affordable housing units in Austin, as well as 3,473 more units under construction, helping to meet the City's need for additional affordable housing opportunities. AAHC has more units in its pipeline for possible future acquisition and/or development.

### **Rental Assistance Demonstration (RAD) Overview**

RAD was initiated by HUD in 2012 to address U.S. public housing's national \$26 billion backlog of needed repairs and improvements. Under RAD, existing (and declining) public housing subsidies are converted into more stable rental assistance contracts for each property. This allows housing authorities to leverage that subsidy to finance rehabilitation and preservation of aging properties. HACA has presented information regarding RAD, and the agency's intentions regarding its 18 public housing properties, to the Austin City Council. Council supports issuance of private activity bonds and 4% Low Income Housing Tax Credits for modernization and improvements at several HACA public housing properties. The Council also supported awarding 9% tax credits to redevelop



Goodrich Place and Chalmers Courts Apartments. Chalmers Courts was a 158-unit property which now features nearly 400 affordable units in one of Austin's highest opportunity areas. Phase 1 of the redevelopment project constructed 86 affordable units, with residents moving in during October 2019. Phase 2, with 156 units, began leasing in the summer of 2020. Phase 3, with 156 units, is complete and began leasing in summer 2024.

With the RAD conversion complete, HACA has shifted focus to post-RAD redevelopment efforts. Our first such redevelopment is Rosewood Courts and its 124 units of subsidized housing. In addition to the construction/restoration of 184 affordable multifamily units and 12 homeownership units, a new park will be constructed at the corner of Rosewood and Chicon Streets while preserving the historical legacy of the first African American public housing project in the United States. The City supported this project by providing a letter of support for our 9% tax credit application. After some review, HACA determined that a 4% application was more appropriate for the project and an application was submitted and approved for 4% low-income housing tax credit and private activity bonds. AHFC awarded the project \$9.2M to offset the cost of required extensive underground drainage improvements and historic restoration work.

The next property up for redevelopment is Santa Rita Courts. The time has come to update and modernize its offerings for the future. Collaboration with residents, neighbors, and community members is already underway to help inform the direction for redevelopment and to ensure the continued commitment to helping people on their journey to self-sufficiency.

HACA's Housing Choice Voucher (HCV) program and other housing assistance programs provide rental vouchers for over 7,300 units of housing. These programs support more than 14,000 individuals, including families with children, elderly, and persons with disabilities, in greater Austin's private rental market.

In 2023-2024 HACA administered several voucher programs, including:

- 5,428 Housing Choice Vouchers
- 781 Veteran Affairs Supportive Housing (VASH) Vouchers (HACA continues to apply for additional vouchers)
- 85 Family Unification Program Vouchers
- 36 Non-Elderly with Disabilities Vouchers
- 3 Tenant Protection Vouchers
- 7 DHAP to HCV Vouchers
- 75 Foster to Independence Vouchers
- 488 Mainstream Vouchers
- 230 Emergency Housing Vouchers
- 44 Stability Vouchers
- 50 Moderate Rehab Single Room Occupancy Vouchers (SRO)

- 53 HUD Continuum of Care
- 213 Homeless Program Grants
- 110 TBRA NEW for Homeless Families

HACA expends 100% of funds provided by HUD for the Housing Choice Voucher program. HACA has over 7,000 allocated Housing Choice Vouchers. However, due to limited HUD funding and high rental rates, HACA can only afford to assist approximately 6,000 families each month. For families issued a voucher, the average search time to find an affordable housing unit is 78 days. On average, 22% of vouchers issued to families are returned by those unable to find a unit, due to Austin's high rents and a shortage of landlords who accept vouchers.

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

Supportive community services through self-sufficiency programs are essential to helping low-income families realize their goals of independence from federal assistance. In conjunction with affordable housing, HACA staff helps clients build assets, attain higher education, and start meaningful careers. These efforts are made possible through HACA's Family Self-Sufficiency (FSS) program and a robust group of community partners, including Any Baby Can, Boys and Girls Club, Boy Scouts, Communities in Schools, Family Eldercare, Girl Scouts, Goodwill Industries, Lifeworks, Skillpoint Alliance and YWCA, among many others. The Housing Choice Voucher program provides case management services to over 235 families working to achieve economic independence. Funding was recently received for additional Austin Pathways Family Self-Sufficiency coaches to serve the residents at fifteen of our Project-Based Rental Assistance (PBRA) properties. As of May 2024, there were over 64 enrollees at our PBRA properties. In 2023-2024, 25 Family Self-Sufficiency participants successfully graduated from the program. To date, more than 450 participants have graduated from the FSS program.

The HACA Homeownership program engages with and supports PBRA and HCV households as they seek to purchase their first home, either through Prospect Heights, the Rosewood Townhome Initiative, or through several community and state programs.

### **Actions taken to Help End Homelessness**

Austin's housing market is a challenge for persons experiencing homelessness. Recognizing this, HACA's Board has approved the allocation of 1,123 project-based housing choice vouchers (316 dedicated to veterans experiencing homelessness) to achieve long-term affordability at specific apartment communities. The allocation of these project-based vouchers reflects HACA's

dedication to expanding supportive housing and services to people experiencing homelessness. HACA works closely with community partners to help non-elderly persons with disabilities transition from homelessness to stable homes. HACA also provides 230 emergency housing vouchers (EHV) to serve homeless individuals or families fleeing domestic violence or human trafficking and those at risk of homelessness. HACA signed a Memorandum of Understanding with the Ending Community Homeless Coalition (ECHO). ECHO refers qualified individuals and families to HACA, and in coordination with other partner agencies, establishes case management services for EHV participants. Partnerships with Caritas of Austin, Integral Care, and Downtown Austin Community Court align case management services with housing. HACA operates 75 Foster Youth to Independence vouchers (FYI) worth \$920,256. These housing vouchers help young people aging out of foster care find safe and stable housing. LifeWorks Austin and ECHO partner with HACA to provide support services to foster youth. The City of Austin contracts with HACA to provide Tenant Based Rental Assistance (TBRA) for extremely low-income renters experiencing homelessness. The TBRA program helped 116 households move from homelessness to self-sufficiency through rent and utility assistance. Case management and support services are provided by community-based nonprofit organizations such as The Salvation Army, Caritas, and The Other Ones Foundation. HACA also operates a grant through the Consolidated HUD Continuum of Care grant application process that provides rental assistance to more than 53 previously homeless disabled individuals each month.

### **Actions taken to provide assistance to troubled PHAs**

HACA is not a troubled PHA. For Fiscal Year 2023-2024, HACA earned a score of 104% for the Section 8 Management Assessment Program.

Austin Pathways, a HACA-directed 501(c)(3) subsidiary, supports HACA's scholarship and self-sufficiency programs. In 2024, Austin Pathways sponsored 36 renewable academic scholarships totaling \$82,500 for residents of Low Income Housing and Housing Choice Voucher programs to pursue post-secondary education opportunities. Since 2002, over \$1.7 million in scholarships have been awarded to HACA residents. Scholarship recipients include high school graduates, students of post-secondary education, Austin Community College Certification programs, and adults attending college for the first time.

I-DADS, Involved Dads of Action, Developing and Succeeding, is an innovative and award-winning program designed to strengthen families by reaching out to the fathers and father-figures in HACA communities. The program empowers fathers and father-figures, encouraging self-reflection and participation in topics ranging from parenting skills, workforce development, and ways to improve their father-child relationship.

I-MOMS, Involved Moms of Many Strengths, an affiliated group of the I-DADS program, grew over the year. This resident-led initiative also created the Annual Women's Conference where their graduates are celebrated.

### **Unlocking the Connection**

Unlocking the Connection celebrated its nine-year anniversary in November 2023. By March 2024, due to our partnership with Google Fiber, 91% of HACA's PBRA household had very high speed in-unit internet broadband access, up from 76% of residents in FY 22-23, and 4% in 2014. In FY 23-24, HACA was one of 23 FCC Your Home Your Internet grantees, working closely with the City of Austin, Austin Energy and AISD to inform almost 6,500 eligible Austin residents about the Affordable Connectivity Program (ACP) and to connect more than 400 HACA households with a \$30 monthly internet service discount and an up-to-\$100 device discount. Additionally, in FY 23-24, almost 300 HACA residents earned donated desktops and laptops by achieving program awards for safety, fatherhood, family self-sufficiency, health & wellness, or scholarships. Devices were refurbished and deployed by 44 Austin Community College (ACC) work/study interns. In its eighth year, the partnership has supported over 230 ACC IT students in semester-long Digital Inclusion internships. In partnership with St. David's Foundation, in FY 23-24 over 300 HACA residents have received digital health equity services for emergency preparedness, resilience, health and wellness services, and better quality of life. Finally, in partnership with the City of Austin's Office of Telecommunications & Regulatory Affairs (TARA), HACA has assisted the Texas Broadband Development Office in identifying meaningful use of \$5B in state and federal funds for public and affordable housing agencies and their residents across Texas.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

### **Plans to Address Barriers to Housing Choice**

- Strategic Housing Blueprint, 2017- Set community goal to create 60,000 affordable units over 10 years. Recommended funding mechanisms and regulatory changes to increase housing choices
- Regional Analysis of Impediments (AI) to Fair Housing Choice, 2019- Identified complex land use regulations and overall lack of affordable housing supply throughout the City as barriers limiting housing choice

### **Current Efforts**

- Displacement Prevention Division (DPD) focuses on meeting the immediate needs of tenants at risk of eviction or displacement by partnering with legal aid service providers to support eviction representation legal services, negotiate and pay settlements with landlords, and tenant relocation services. DPD manages the Community Initiated Solutions programs which serves residents vulnerable to displacement from the Project Connect transit investment. Programs administered by organizations awarded funding include tenant stabilization, homeownership preservation and expansion and economic mobility services for income eligible residents located within one mile of the planned lines or stations within areas experiencing displacement risk.
- Code amendments initiated by City Council or Planning Commission have been adopted to promote housing development and incentivize development of income restricted housing. Code amendments approved by City Council include amendments to expand protections for tenants in multifamily housing, enhancing fencing safety, permitting increased building height along Sixth Street in exchange for affordable housing provisions, and facilitating residential review processes for missing middle housing types and the elimination of minimum parking requirements. Additionally, City Council approved a reduction of minimum lot sizes, allowing up to three units per lot in single-family zones. In response to community feedback expressing concern that minimum lot size reductions will lead to land speculation, increasing property values, which has the potential to cause displacement in

areas vulnerable to and experiencing gentrification, City Council has requested a feasibility study to assess a potential Equity Overlay for this code change.

- The Equitable Transit-Oriented Development (ETOD) Overlay Phase 1 was approved by City Council on May 16, 2024, impacting properties within ½ mile of the Phase 1 Austin Light rail alignment. This overlay includes the ETOD Density Bonus District (DBETOD), which creates an optional density bonus program that includes development-related incentives and community benefit requirements, including affordable housing and protections for certain residents and businesses.

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

The City of Austin continues to leverage federal resources with an annual transfer of general fund revenue in the Housing Trust Fund. The Housing Trust Fund has been instrumental to providing program funding for permanent supportive housing, displacement prevention programs and gap financing for rental and ownership opportunities.

In 2018, voters in the City of Austin approved a bond proposition for \$250 million for affordable housing. These funds were dedicated to the creation of rental housing and home ownership opportunities for low- and moderate-income households, in order to help meet the goals of the City of Austin's Strategic Housing Blueprint adopted by Council in 2017. That included the acquisition of real estate for future housing, construction of new housing and rehabilitation of existing housing to ensure homes are up to code, safe and absent of barriers that hinder self-sufficiency and mobility of residents. In 2022, voters approved an additional bond proposition for \$350 million for affordable housing. These funds have been dedicated similarly to achieve the goals of the Strategic Housing Blueprint.

In addition, voters approved an increase in property taxes in 2020 to fund Project Connect, the city's transit plan, which included \$300 million for anti-displacement activities. These funds are restricted to areas within 1 mile of a Project Connect line in areas experiencing gentrification and displacement. To date, these funds have been spent on the acquisition of real property by the Austin Housing Finance Corporation and by small, community-led, non-profit organizations; financing for long-term affordable housing development; and on community-initiated solutions to mitigate and reverse the effects of gentrification and displacement on historically underserved communities. [Anti-displacement funding allocations can be found on the City of Austin Housing Department website.](#)

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

The City continues to test properties built before 1978 for lead-based paint per regulatory requirements. City staff are Lead Certified. Lead activities will be addressed through a different fund source. Community Development Block Grant is an eligible fund source for Lead hazard reduction which may include paint stabilization, interim controls, standard treatments, or abatement.

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

All programs administered by the City of Austin aim to address critical needs through housing, community development, and public services to benefit eligible residents, including persons in poverty, so they can increase their opportunities for self-sufficiency. HOPWA, ESG, and CDBG activities in particular assist households that fall under the special populations category outlined in the FY 2019-24 Consolidated Plan.

### **Housing Opportunities for People with AIDS (HOPWA) Activities**

The Austin Public Health (APH) Department administers all HOPWA activities for the City of Austin. These programs provide housing assistance for income-eligible persons living with HIV/AIDS and their families. The goals of these programs are to stabilize the households' living arrangement and improve access to primary care and other supportive services so that people living with HIV/AIDS can focus on improving their health and self-sufficiency. In October of 2024 one of the project sponsors was able to open a new housing facility called Burnet Place that will provide Facility Based Housing to persons living with HIV/AIDS. APH works very closely with the community partners, and project sponsors monthly trying to come up with ideas, and actions to continue to provide housing assistance, and assist with maintain and staying in care.

### **Emergency Solutions Grant (ESG) Activities**

The Austin Public Health Department administers all ESG activities for the City of Austin. These programs are designed to be the first step in a continuum of assistance to help clients quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. ESG funds operational costs for the Women and Children's shelter facility, Rapid Rehousing programs, and licenses for the Homeless Management Information System and administration of the grant.

## **Public Service Activities**

The Housing Department and Austin Public Health (APH) administer public service contracts funded by CDBG. Public services offer supportive services to households in Austin Full Purpose Jurisdiction with gross incomes at or less than 200% of Federal Poverty Guidelines. The City of Austin contracts with child care providers for services that increase the supply of and access to the following affordable, quality child care services: child care vouchers for families in crisis, including homeless and near homeless families, and parents enrolled in self-sufficiency programs; direct child care services for teen parents who are attending school; and direct child care services through the Early Head Start child development program. Youth Services provides access to holistic, wraparound services and support to youth designated as at-risk and their families. The program's three components provide different levels of intervention: school-based intensive wraparound services, community-based wraparound services, and summer camps. The program, in partnership with the youth and their families, addresses the needs and challenges of each youth's situation to improve their functioning in school, the community, and at home. Senior Services offers services that promote aging in place and prevent abuse, neglect, and/or financial exploitation of seniors. Services include case management; money management services such as bill payer; general public benefits enrollment assistance or specialized assistance for SSI/SSDI income; and housing stabilization services including, homelessness prevention, and housing retention. Austin's Tenants' Council is another community partner that provides public services that focus on housing discrimination, tenant-landlord education and information, and housing repair and rehabilitation.

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

The Housing Department administers housing, community, and economic development programs, which require interdepartmental coordination. Many City of Austin departments coordinate efforts to provide program services and projects outlined in the FY 2019-2024 Consolidated Plan and subsequent Annual Action Plans. For instance, the City of Austin contracts with the Austin Housing Finance Corporation (AHFC) to develop affordable rental and homeownership opportunities and housing rehabilitation of owner-occupied homes. APH provides support to Austin residents living with HIV/AIDS and their families using HOPWA grant funds. APH also provides assistance to help clients quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness using ESG funds. The Housing Department and APH collaborate on several public service programs. The Economic Development Department fosters small business expansions in low-and moderate-income neighborhoods to stimulate job creation through the Family Business



Loan Program (FBLP). Numerous non-federally funded housing programs and activities offered by the Housing Department rely on the coordination of other City departments including: Austin Energy, Austin Water Utility, Budget Office, City Manager's Office, Austin Code, Office of Real Estate Services, Government Relations, Austin Public Health, Law Department, Office of Sustainability, Parks and Recreation Department, Development Services Department, Public Works, Austin Resource Recovery, Economic Development, Equal Employment and Fair Housing, and Watershed Protection. Finally, the development of federal planning documents such as the Consolidated Plan, Annual Action Plan, and CAPER reflect the contributions of multiple City departments, and would not be possible without purposeful collaboration.

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

The Housing Department continued to work closely with the following organizations to overcome gaps and enhance coordination efforts: Community Development Commission (CDC), Community Advancement Network (CAN), Community Housing Development Organizations (CHDOs), Austin Housing Coalition, Ending Community Homelessness Coalition (ECHO), Housing Authority of the City of Austin (HACA), Housing Authority of Travis County (HATC), Housing Works Austin, and the Urban Renewal Agency, as well as other key stakeholders and organizations. The Housing Department remains engaged with housing finance agencies, the National Association of Local Housing Finance Agencies and the Texas Association of Local Housing Finance Agencies, to connect with other agencies whose missions address critical housing needs. The Housing Department continues to reference opportunity mapping, which is a research tool used to understand the dynamics of opportunity within geographic areas. The purpose of opportunity mapping is to illustrate where opportunity-rich communities exist (and assess who has access to these communities) and to focus on areas of need in underserved or opportunity-poor communities. Key indicators include housing stability, education, mobility, economic security, and health and well-being. Staff utilizes the Opportunity360 metrics to further the City's housing and community development goals to help create more housing choices in areas of high opportunity.

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

**Barrier:** City and County capacity for addressing fair housing challenges is limited.

**Action:** In order to maximize the limited housing dollars available, the City has leveraged federal dollars with non-federal resources such as Local General Obligation Bonds and Housing Trust Fund dollars to fund housing programs. In addition, Austin may provide developers with incentives- such as fee waivers, density bonuses, tax incentives, and development agreements- to build and to set aside rental and ownership housing for low-and moderate-income households in developments. S.M.A.R.T. Housing is designed to stimulate the production of affordable housing that is Safe, Mixed-Income, Accessible, Reasonably Priced, and Transit Oriented (i.e. S.M.A.R.T.) Eligible S.M.A.R.T. Housing projects may receive development fee waivers if the projects meet the Program requirements. Density Bonus programs such as the Downtown Density Bonus, University Overlay, Transit Oriented Development, East Riverside Corridor, and North Burnet Gateway, allow developers to build more units than are allowed by a site's base zoning if the developer agrees to set aside a portion of units for income-restricted affordable housing or in some cases pay a fee-in-lieu of providing affordable housing.

**Barrier:** The harm caused by segregation is manifested in disproportionate housing needs and differences in economic opportunity.

**Action:** The City of Austin followed a balanced approach to advancing fair housing. The City made substantial housing, infrastructure, and service investments in under-resourced neighborhoods and facilitated the construction and preservation of affordable housing opportunities in amenity-rich neighborhoods. Together, such investments are designed to empower Austinites with realistic choices to live in thriving, integrated neighborhoods and to ensure that no one is deprived of access to fundamental resources because of their race, ethnicity, disability, religion, or other protected characteristic.

**Barrier:** State regulations, zoning and land use limit housing choice.

**Action:** Following the defeat of the Land Development Code rewrite, Council has adopted several minor amendments to expand the availability of affordable housing. These amendments include allowing greater density for residential developments that restrict half of the units to income-eligible households and allowing residential development in areas zoned for commercial use.

**Barrier:** Affordable rental options in the region are increasingly limited.

**Action:** The City funded Tenant Based Rental Assistance and Rental Housing Development Programs to provide affordable rental housing. In addition, the City has developed an Affordable Housing Online Search Tool (AHOST) to help households find affordable housing based on income restrictions. Austin also has an Affordable Housing Inventory, a dataset of income-restricted

affordable housing funded and/or incentivized by the City and/or the Austin Housing Finance Corporation. This inventory provides locations, contact information and income restrictions on certain affordable housing.

**Barrier:** Stricter rental policies further limit options.

**Action:** Austin funded a Tenant Based Rental Assistance (TBRA) Program with the Housing Authority of the City of Austin (HACA). HACA vigorously recruits landlords to participate in the TBRA program; targeting landlords who own properties in high-opportunity areas.

**Barrier:** Disparities in the ability to access homeownership.

**Action:** The City offered a variety of programs and partnerships with area homebuilders and nonprofit agencies to help eligible Austinites achieve home ownership. Programs include Homeownership Education and Down Payment Assistance Loans. The City utilized community land trusts and Down Payment Assistance to provide opportunities for substantial financial assistance to low-and moderate-income households to purchase a home. Austin has links to several websites which provide information on mortgage fraud protection and provide information on how to file a complaint if homeowners believe they have been a victim of mortgage fraud or are experiencing trouble with their mortgage. In addition, the City's Equal Opportunity and Fair Housing Office mission is to investigate charges of discrimination and harassment, and to protect the health and safety of all Austinites. Through this Office, multiple education opportunities on the importance of economic, racial and ethnic diversity were facilitated through such platforms as the UT Opportunity Forums, City of Austin law department presentations to Council, and community engagement meetings.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The goal of the City of Austin's monitoring process is to assess subrecipient/contractor performance for all CPD-funded activities, including Section 108, in the areas of program, financial and administrative compliance with applicable federal, state and municipal regulations and current program guidelines. The City of Austin's monitoring plan consists of monitoring of active contracts and long-term monitoring for completed projects.

In FY 24, Housing Department staff conducted a review of the Tenants' Rights Assistance Program administered by Texas Rio Grande Legal Aide (TRLA). Staff reviewed TRLA's recent audits, financial statements, contracts, and a sample of client records to ensure compliance with city and federal requirements. TRLA was found to be in compliance with regulations.

Minority Business Outreach- The City of Austin Small and Minority Business Resources Department (SMBR) administers the Minority-Owned and Women-Owned Business Enterprise (MBE/WBE) Procurement Program, which was established by the Austin City Council in 1987. SMBR also administers a federally funded Disadvantaged Business Enterprise (DBE) procurement program. SMBR is responsible for the implementation of the certification process for the City of Austin and for ensuring that only firms that meet the eligibility criteria are certified as MBEs or WBEs in compliance with City of Austin Ordinances. The MBE/WBE program encourages the participation of minorities and women on City contracts by establishing procurement goals on City contracts (which excludes social service contracts) above the City Manager's spending authority. Goals for MBE, WBE, and DBE participation differ from contract to contract, based on the type of contract, the availability of MBEs, WBEs and DBEs to perform the functions of the contract, and other factors. Minority goals may be either aggregate MBE/WBE goals or race-specific goals depending on the project. SMBR provides development opportunities and resources so that small and minority business enterprises can have affirmative access to city procurement opportunities and succeed in their efforts to grow. For more information about the SMBR Office, please visit their website at: <http://www.austintexas.gov/departmentsmall-and-minority-business>.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

### **Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The City of Austin's Citizen Participation Plan (CPP) requires that the CAPER be made available for 15 days for public comment. The public comment period for this report will run from November 20-December 5, 2023. The CAPER will be available online at Austin's Speak Up website, and in hard copy at the following locations:

- Austin Central Public Library, 710 West Cesar Chavez Street (Central)
- Austin City Hall, 301 W 2nd Street (Central)
- Caritas of Austin, 611 Neches Street (Central)
- St. John's Library Branch, 7500 Blessing Avenue (North East)
- Menchaca Road Branch Public Library, 5500 Menchaca Rd (South)

The public comment period is being promoted in the Austin American Statesmen and El Mundo publications.

City virtual resources are accessible to persons with disabilities.

All comments made on the FY 23-24 CAPER will be included in the final report submitted to the Housing and Urban Development Department.

The City of Austin's Citizen Participation Plan also includes an Assessment of Fair Housing clause. The plan is featured in Attachment 4 of this document.

### **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The Community Development Block Grant (CDBG) Program is authorized under Title I of the Housing and Community Development Act of 1974 as amended. The primary objective of CDBG is the development of viable communities by providing decent housing, providing a suitable living environment, and expanding economic opportunities. To achieve these goals, any activity funded with CDBG must benefit low- and moderate-income persons, aid in the prevention of slums or blight, or meet a particular urgent need.

No substantial changes were made to program objectives outlined in the Fiscal Year 2023-24 Action Plan.

## **CR-50 - HOME 91.520(d)**

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

*Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.*

During the Fiscal Year 2023-24, 189 affordable housing units from 28 HOME-funded Rental Housing Development Assistance (RHDA) projects required a physical inspection. 189 units from all 28 of those projects received an on-site physical inspection and were found to be compliant.

During the Fiscal Year 2023-24, 189 affordable housing units from 28 HOME-funded Rental Housing Development Assistance (RHDA) projects required a file review.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

The City of Austin's procurement process include a Minority and Women-Owned Business requirement to be satisfied to include solicitations from M/WBE vendors. The Housing Department fully complies with this procurement process for all competitive solicitations. Outside of competitive solicitations for contracted services beneath the spending threshold, the Housing Department took measures to research vendors and select local, women or minority owned businesses.

Furthermore, the use of the Equal Housing Lender logotype was used on all distributed public information materials, marketing flyers, posters, signage and online resources. Additionally, the use of commercial media outlets to raise awareness and increase program participation were chosen specifically for their reach to target audiences including communities of color, low-income renters, eligible homeowners and other focus populations. In addition, community partner promotion, print media, radio and social media advertisements were employed. All promotions directed residents to the City website which is regularly maintained with our program information to ensure accessibility by screen readers and translation of content built-in to the City of Austin platform.

Specifically, the HOME-funded Homeowner Rehabilitation Loan Program (HRLP ) was included in a continued public awareness campaign known as [Austin is My Home](#) . Austin is My Home, an

integrated affirmative marketing campaign to encourage eligible, low-income homeowners to participate in home repair programs alongside other displacement prevention methods such as tax relief methods, recognizing and avoiding aggressive and predatory home investors and working with HUD-certified agents.

The HOME-funded Down Payment Assistance (DPA) program was promoted in a variety of ways to reach eligible homebuyers through local radio, digital and print.

To effectively reach community members most impacted by housing affordability issues, we know that we must have a physical presence in at-risk communities and connect directly with people in person. The Housing Department staff attended 3-5 events per month, hosted by community organizations, to distribute information about housing services and collecting information from people to conduct follow-up and share resources.

We share with local organizations that enable us to reach community members who have accessed other programs and would also qualify for ours. This also includes neighborhood organizations, libraries, recreation centers, places of worship, schools and other places where people gather. These organizations help us distribute materials in multiple languages to their clientele.

We also piloted a compensated outreach program called Displacement Prevention Navigators in two areas with high displacement pressures. Our department adopted an equitable community engagement compensation policy, which allowed us to pay residents with lived experience to help us connect with members of the community. This included training and resources for community members to assist their neighbors with accessing housing resources and other services that would help them stay in their homes.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

***Data for the Sources and Uses of HOME Program Income table will be included in the final version of this report.***



<b>Sources of Program Income:</b>		
Beginning Balance HOME Program Income		
	<b>Amount</b>	
Down Payment Assistance Loans Repaid		
Down Payment Assistance Loans Recapture		
First-time Homebuyer Loans Repaid		
First-time Homebuyer Loans Recapture		
Home Rehabilitation Loan Program Repaid		
Home Rehabilitation Loan Program Recapture		
Rental Housing Dev. Assistance Repaid		
<b>Total</b>		
<b>Uses of Program Income:</b>		
	<b>Amount</b>	<b># Project</b>
First-time Homebuyer Loans		
Tenant-Based Rental Assistance		
Rental Housing Development Assistance		
CHDO Rental Housing Development Assistance		
CHDO Ownership Housing Development Assistance		
Home Rehabilitation Loan Program		
Down Payment Assistance		
Administration		
<b>Total</b>		

Ending Balance of HOME Program Income		
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**Table 15- Sources and Uses of HOME Program Income**

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

During FY 2022-23, the City of Austin continued to implement the Strategic Housing Blueprint that outlines strategies to build and preserve affordable housing for a range of incomes throughout the City, as envisioned in the Imagine Austin Comprehensive Plan. The plan aligns resources, ensures a unified strategic direction, and helps facilitate community partnerships to achieve this shared vision. It recommends new funding mechanisms, regulatory changes, and other approaches to achieve housing goals. These goals can be realized through a range of strategies addressing the following issues:

- Prevent Households from Being Priced Out of Austin – Preserve communities and combat gentrification through legislative changes, local policies, programs and targeted investments.
- Foster Equitable, Integrated, and Diverse Communities – Promote strategic investments and create protections for low-income households and people of color to address racial integration in housing.
- Invest in Housing for Those Most in Need – Adopt a balanced approach to provide affordable housing resources for low-income workers, seniors, people with disabilities and the thousands of people experiencing homelessness.
- Create New and Affordable Housing Choices for All Austinites in All Parts of Austin–harness new development to create affordable homes and diversify housing choices for current and future residents.
- Help Austinites Reduce their Household Costs – Encourage development in a compact and connected manner so households of all incomes have access to a range of affordable housing and transportation options, and can easily access jobs, basic needs, health care, educational opportunities, and public services. Other household expenses such as healthcare costs, utilities, food and telecommunications must also be considered.

Concurrently, the City continued to prioritize resources to build and preserve affordable housing through its Ownership Housing Development Program (OHDA), Rental Housing Developer Assistance (RHDA), and home repair programs that benefit low- and moderate-income households. Staff also coordinated with Community Housing Development Organizations (CHDOs)

through the Austin Housing Coalition to increase opportunities to foster and maintain affordable housing.

## CR-55 - HOPWA 91.520(e)

### Identify the number of individuals assisted and the types of assistance provided

Table for report on the one-year goals for the number of households provided housing through the use of HOPWA activities for: short-term rent, mortgage, and utility assistance payments to prevent homelessness of the individual or family; tenant-based rental assistance; and units provided in housing facilities developed, leased, or operated with HOPWA funds.

Number of Households Served Through:	One-year Goal	Actual
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	128	203
Tenant-Based Rental Assistance	35	29
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	30	24
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	35	72
<b>Total</b>	<b>228</b>	<b>328</b>

Table 16– HOPWA Number of Households Served

### Program Description

Short-Term Rent, Mortgage, and Utility (STRMU) Assistance Payments provided short-term assistance to prevent homelessness of the tenant or homeowner. The program helped maintain a stable living environment for the households who experienced financial crisis and possible loss of their housing arrangement. STRMU continues to exceed the goal due to increased demand for the service that has been spurred by the lasting impacts of COVID-19, lack of affordable housing in Austin and the ending of the eviction moratorium.

Tenant-Based Rental Assistance (TBRA) provided rent, mortgage and utility assistance to meet urgent needs of eligible persons with HIV/AIDS and their families. The goal is to prevent homelessness and to support independent living of persons with HIV/AIDS who access the program through HIV case management. TBRA clients are referred to the program through the Coordinated Assessment program and selected based on vulnerability and eligibility. Clients

enrolled in the program face multiple barriers and have proved difficult to house independently given the high occupancy rate and shortage of affordable housing in Austin.

Permanent Housing Program (PHP) is a supportive housing service that helps establish the household in the housing unit, including but not limited to reasonable costs for security deposits not to exceed two months of rent costs.

Supportive Services (SS) include, but are not limited to, health, mental health, assessment, substance use treatment and counseling, day care, personal assistance, nutritional services, intensive care when required, and assistance in gaining access to local, State, and Federal government benefits and services, except that health services may only be provided to PLWH. The DSHS HOPWA Program currently limits the use of Supportive Service funds to Housing Case Management (HCM). Supportive Services may be provided in conjunction with HOPWA housing assistance or as a standalone service (Supportive Services Only).

## CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

*Data on Section 3 Labor Hours and Qualitative Efforts to reach Section 3 employees will be included in the final version of this report.*

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities					
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

**Table 17– Total Labor Hours**

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					

Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.					

**Table 18– Qualitative Efforts - Number of Activities by Program**

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

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

### CR-65 - Persons Assisted

As of October 1, 2021, the information in this section is primarily reported through Sage.

#### 4. Persons Served

This section will be fully completed in the final version of the CAPER.

#### 4a. Complete for Homelessness Prevention Activities

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

Table 19 – Household Information for Homeless Prevention Activities

#### 4b. Complete for Rapid Re-Housing Activities

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

Table 20 – Household Information for Rapid Re-Housing Activities



#### 4c. Complete for Shelter

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

Table 21 – Shelter Information

#### 4d. Street Outreach

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

Table 22 – Household Information for Street Outreach

#### 4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	205
Children	344
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	549

Table 23 – Household Information for Persons Served with ESG

#### 5. Gender—Complete for All Activities

	Total
Male	201

Female	346
Transgender	1
Don't Know/Refused/Other	1
Missing Information	
<b>Total</b>	<b>549</b>

Table 24– Gender Information

## 6. Age—Complete for All Activities

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

Table 25 – Age Information

## 7. Special Populations Served—Complete for All Activities

### Number of Persons in Households

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

Table 26 – Special Population Served

**Note Regarding Sage**

HUD released updated CAPER requirements for the ESG Program in 2017. HUD now requires ESG recipients to report aggregated program information at the subrecipient level using the newly-developed ESG reporting repository system called Sage. The information in Sage is sourced from the Homeless Management Information System (HMIS), and produces statistical information on clients served by projects funded with ESG.

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

### 10. Shelter Utilization

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

**Table 27 – Shelter Capacity**

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

## CR-75 – Expenditures

Expenditure data for ESG will be included in the final version of the CAPER.

### 11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2021	2022	2023
Expenditures for Rental Assistance	0	0	
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	
<b>Subtotal Homelessness Prevention</b>	<b>0</b>	<b>0</b>	

Table 28 – ESG Expenditures for Homelessness Prevention

### 11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2021	2022	2023
Expenditures for Rental Assistance	\$55,606	\$103,851	
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	\$18,879	\$13,881	
Expenditures for Housing Relocation & Stabilization Services - Services	\$204,319	\$154,086	
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	\$0	\$0	
<b>Subtotal Rapid Re-Housing</b>	<b>\$278,804</b>	<b>\$271,818</b>	

Table 29 – ESG Expenditures for Rapid Re-Housing

### 11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2021	2022	2023
Essential Services	0	0	

Operations	\$238,998	\$313,922	
Renovation	0	0	
Major Rehab	0	0	
Conversion	0	0	
<b>Subtotal</b>	<b>238,998</b>	<b>313,922</b>	

**Table 30– ESG Expenditures for Emergency Shelter**

#### **11d. Other Grant Expenditures**

	Dollar Amount of Expenditures in Program Year		
	2021	2022	2023
Street Outreach	0	0	
HMIS	\$28,884	\$23,611	
Administration	\$46,449	\$36,381	

**Table 31- Other Grant Expenditures**

#### **11e. Total ESG Grant Funds**

Total ESG Funds Expended	2021	2022	2023
	\$593,135	\$645,732	

**Table 32 - Total ESG Funds Expended**

#### **11f. Match Source**

	2021	2022	2023
Other Non-ESG HUD Funds	0	0	
Other Federal Funds	0	0	
State Government	0	0	
Local Government	0	\$645,732	
Private Funds	0	0	
Other	0	0	
Fees	0	0	
Program Income	0	0	

<b>Total Match Amount</b>	<b>0</b>	<b>\$645,732</b>	
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**Table 33- Other Funds Expended on Eligible ESG Activities**

**11g. Total**

<b>Total Amount of Funds Expended on ESG Activities</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
	\$593,135	\$1,291,464	

**Table 34- Total Amount of Funds Expended on ESG Activities**



## **Emergency Solutions Grant Program Guidelines**



City of Austin  
Austin Public Health Department

Emergency Solutions Grant Program (ESG) /  
Emergency Solutions Grant CARES Act Program (ESG-CV)

Program Standards,  
Policies, and Procedures

## Section 1: ESG PROGRAM STANDARDS

### I. Definitions

The Terms used herein will have the following meanings:

APH – Austin Public Health Department, City of Austin

At Risk of Homelessness-

- 1) An individual or family who:
  - a) Has an annual income below 30% of median family income for the area; AND
  - b) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; AND one of the following conditions:
    - i) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR
    - ii) Is living in the home of another because of economic hardship; OR
    - iii) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR
    - iv) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR
    - v) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR
    - vi) Is exiting a publicly funded institution or system of care; OR
    - vii) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Consolidated Plan;
- 2) A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute; An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

CDO- Community Development Officer;

Chronically homeless means:

- 1) A “homeless individual or family with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
  - a) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
  - b) Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;
  - c) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

- d) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless. (Updated 12-4-15)

City- City of Austin;

ESG- Emergency Solutions Grant program;

ESG-CV- Emergency Solutions Grant CARES Act program;

- 1) Homeless Person(s): An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - a) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - b) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
  - c) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- 2) An individual or family who will imminently lose their primary nighttime residence, provided that:
  - a) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - b) No subsequent residence has been identified; and
  - c) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;
- 3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - a) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - b) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - c) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - d) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- 4) Any individual or family who:
  - a) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary

nighttime residence or has made the individual or family afraid to return to their primary nighttime residence

- b) Has no other residence; and lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing

5) Definitions from 24 CFR 576.2. For purposes of ESG-CV funds, the definitions at 24 CFR 576.2 apply except that:

- a) At Risk of Homelessness. The CARES Act raised the income limit in paragraph (1)(i) of the “at risk of homelessness” definition at 24 CFR 576.2 from 30 percent of area median income (AMI) to the Very Low-Income limit of the area, as determined by the Secretary.

6) Definitions not in 24 CFR 576.2

- a) Coronavirus- SARS-CoV-2 or another coronavirus with pandemic potential, as defined by section 23005 of the CARES Act.
- b) ESG-CV- Emergency Solutions Grants Program as funded by the CARES Act and governed by requirements HUD establishes in accordance with that Act. ESG-CV funds do not include annual ESG funds, although annual ESG funds may be used in accordance with the requirements established for purposes of ESG-CV funds as further described in the sections below.
- c) Prevent, Prepare for, and Respond to Coronavirus- To assist recipients in ensuring that an activity being paid for with ESG-CV funds is eligible, or determining whether annual ESG funding may follow the waivers and alternative requirements established in this Notice, recipients and subrecipients should consider the following:
  - i) Prevent...coronavirus means an activity designed to prevent the initial or further spread of the virus to people experiencing homelessness, people at risk of homelessness, recipient or subrecipient staff, or other shelter or housing residents. This includes providing Personal Protective Equipment to staff and program participants, paying for non-congregate shelter options such as hotels and motels, paying for handwashing stations and portable toilets for use by people living in unsheltered situations, and providing rapid re-housing or homelessness prevention assistance to individuals and families who are homeless or at risk of homelessness (as applicable) to reduce their risk of contracting or further spreading the virus.
  - ii) Prepare for...coronavirus means an activity carried out by a recipient or subrecipient prior to or during a coronavirus outbreak in their jurisdiction to plan to keep people healthy and reduce the risk of exposure to coronavirus and avoid or slow the spread of disease. This includes updating written standards to prioritize people at severe risk of contracting coronavirus for shelter and housing consistent with fair housing and nondiscrimination requirements, adapting coordinated entry policies and procedures to account for social distancing measures or increased demand, developing a strategy and recruiting landlords to provide housing to people experiencing homelessness or at risk of homelessness, training homeless providers on infectious disease prevention and mitigation, and implementing a non-congregate shelter strategy to reduce the spread of coronavirus.
  - iii) Respond to coronavirus means an activity carried out once coronavirus has spread to people experiencing homelessness, provider staff, or once individuals and families lose or are at risk of losing their housing as a result of the economic downturn caused by coronavirus. This includes transporting individuals and families experiencing homelessness to medical appointments, paying for shelter to isolate individuals who have contracted coronavirus from other program participants and people experiencing homelessness, providing rental assistance to those who are at risk of losing their housing, have already become homeless, or continue to experience homelessness due to the economic downturn caused by coronavirus, and providing hazard pay to recipient or subrecipient staff who put their own health at risk to continue to provide necessary services to individuals and families experiencing and risk of homelessness.

HPD- Housing and Planning Department, City of Austin

HUD- U.S. Department of Housing and Urban Development

Subrecipient- An organization receiving ESG funds from the City to undertake eligible ESG activities

## II. General

The Emergency Solutions Grant Program (ESG), formerly known as the Emergency Shelter Grant Program, and the Emergency Solutions Grant CARES Act Program (ESG-CV) are funded through the City's Housing and Planning Department (HPD), which is made available by the U.S. Department of Housing and Urban Development (HUD). The City utilizes ESG and ESG-CV funds to provide an array of services to assist homeless persons and persons at-risk of homelessness.

The ESG program is designed to be the first step in a continuum of assistance to help clients quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. ESG-CV funds have been made available from HUD to assist homeless persons who meet the CDC's definition of being at a high risk of health complications due to COVID-19.

The City's Austin Public Health Department is responsible for the implementation of ESG in compliance with the governing regulations of the ESG program. The City's Housing and Planning Department (HPD) is responsible for the planning and administration of the ESG program. The Community Development Officer (CDO) of HPD has the authority to establish processes, procedures, and criteria for the implementation and operation of the program, and to waive compliance with any provision of these guidelines if s/he determines that to do so does not violate any Federal, state, or local law or regulation, and is in the best interest of the City. Nothing contained, stated, or implied in this document shall be construed to limit the authority of the City to administer and carry out the program by whatever means and in whatever manner it deems appropriate.

## III. Eligible Organizations

The subrecipient must be a unit of local government or a private, non-profit organization, as defined by the Internal Revenue Service tax code, evidenced by having a Federal identification number, filed articles of incorporation, and written organizational by-laws.

## IV. Ineligible Organizations

An organization will not be eligible to apply for ESG funds if it meets the following conditions:

- 1) Outstanding audit or monitoring findings, unless appropriately addressed by a corrective action plan;
- 2) Current appearance on the List of Suspended and Debarred Contractors
- 3) Terms and conditions of existing contract are not in full compliance;
- 4) History of non-performance with contracts.

## V. Financial Terms

- 1) Grantee shall expend the City budget in a reasonable manner in relation to Agreement time elapsed and/or Agreement program service delivery schedule.
- 2) All grant funds allocated must be completely spent down within the 36-month allocation period.

- 3) If the Grantee has a remaining balance at the end of the first twelve-month period, the Grantee must submit a request to spend down remaining balance to the Assistant Director of the Austin Public Health, Health Equity Community Engagement Division (HECE).
- 4) If cumulative expenditures are not within acceptable amounts, spending rates, or in accordance with grant compliance the City may require the Grantee to:
  - a) submit an expenditure plan, and/or
  - b) amend the Agreement budget amount to reflect projected expenditures, as determined by the City.

In order to be eligible for services under the ESG program, clients must meet HUD's definition of homelessness or at-risk of homelessness, and must meet annual income guidelines for homelessness prevention activities.

- 5) ESG-CV Financial Terms:
  - a) Progressive Expenditure Deadline and Recapture Provisions- To ensure ESG-CV funds are spent quickly on eligible activities to address the public health and economic crises caused by coronavirus, the following alternative requirements are established:
    - i) HUD may recapture up to 20 percent of a recipient's total award, including first and second allocation amounts, if the recipient has not expended at least 20 percent of that award by September 30, 2021.
    - ii) HUD may recapture up to 50 percent of a recipient's total award, including first and second allocation amounts, if the recipient has not expended at least 50 percent of that award by June 16, 2022.
    - iii) Prior to recapturing funds as described above, HUD will follow the enforcement process described in 24 CFR 576.501 and provide the recipient with an opportunity to provide a spending plan demonstrating to HUD's satisfaction that all of the recipient's ESG-CV funds from the first and second allocations will be expended by September 30, 2023.

## VI. Matching Funds

Subrecipient organizations that receive ESG funds must provide a dollar for dollar (or 100%) match to their ESG award amount.

- 1) Sources of matching funds include:
  - a) Cash Contributions- Cash expended for allowable costs identified in 2 CFR Part 200. Program Income for the ESG program can also be used as match funds. Match funds are identified in 2CFR Part 200.306
  - b) Non-Cash Contributions- The value of any real property, equipment, goods, or services.
- 2) Funds used to match a previous ESG grant may not be used to match a subsequent award.
- 3) ESG-CV Match - As provided by the CARES Act, ESG-CV funds are *not subject to the match requirements* that otherwise apply to the Emergency Solutions Grants program.

## VII. Eligible Activities

Each sub-recipient will be allocated funding by activity type, and may have multiple activities in one program. The following is a list of eligible activities for the ESG Program:

- 1) ESG Eligible Activities:
  - a) Street Outreach- Support services limited to providing emergency care on the streets, including engagement, case management, emergency health and mental health services, and transportation;
  - b) Emergency Shelter- Includes essential services, case management, child care, education, employment, outpatient health services legal services, life skills training, mental health & substance abuse services, transportation, shelter operations, and funding for hotel/motel stays under certain conditions;
  - c) Homeless Prevention- Includes housing relocation & stabilization services and short/medium-term rental assistance for individuals/families who are at risk of homelessness;
  - d) Rapid Re-Housing- Includes housing relocation & stabilization services and short/medium-term rental assistance to help individuals/families move quickly into permanent housing and achieve stability;
  - e) Homeless Management Information System (HMIS) costs; and

- f) ESG Administration costs.
- 2) ESG-CV Program-specific Waivers, Alternative Requirements, and Statutory Flexibilities for Existing Eligible Activities:
  - a) Short-Term and Medium-Term Rental Assistance
    - i) 24 CFR 576.106(a)(2), where medium-rent is defined as “for more than 3 months but not more than 24 months of rent” is waived and an alternative requirement is established where medium-term is established as for more than 3 months but not more than 12 months. This alternative requirement will allow more households to receive rapid re-housing and homelessness prevention assistance, which is necessary to prevent, prepare for, and respond to coronavirus.
    - ii) The requirement at 24 CFR 576.106(d) that prohibits rental assistance where the rent for the unit exceeds the Fair Market Rent established by HUD, as provided under 24 CFR Part 888, is waived so long as the rent complies with HUD’s standards of rent reasonableness, as established under 24 CFR 982.507. Waiving this requirement will allow recipients to help program participants move quickly into housing or retain their existing housing, which is especially critical at reducing the spread of coronavirus and responding to coronavirus. This waiver provides additional flexibility beyond the waiver made available to the ESG Program on March 31, 2020 and extended to ESG-CV funds on May 22, 2020 by permitting ESG recipients to provide rental assistance for program participants, whose current rent exceeds FMR and by allowing recipients to use this waiver as needed throughout the period they are providing rental assistance to prevent, prepare for, and respond to coronavirus.
  - b) Hotel/Motel Costs- As permitted under 24 CFR 576.102(a)(3), eligible costs include a hotel or motel voucher for homeless individuals and families where no appropriate emergency shelter is available. Additionally, the limitations on eligible activities provided in section 415(a) of the McKinney-Vento Act and 24 CFR part 576, subpart B are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used for the following hotel or motel costs for individuals and families experiencing homelessness, receiving rapid re-housing assistance under the Continuum of Care (CoC) or ESG programs, receiving homelessness prevention under the ESG program, or residing in permanent supportive housing: The recipient or subrecipient may pay for a hotel or motel room directly or through a hotel or motel voucher. Additionally, funds can be used to pay for cleaning of hotel and motel rooms used by program participants as well as to repair damages caused by program participants above normal wear and tear of the room. These flexibilities are provided to allow recipients to secure hotel and motel rooms more quickly to be available when needed to prevent the spread of coronavirus (for example, when a program participant needs to isolate to keep from spreading the virus to other shelter occupants or household members).
  - c) Helping current ESG program participants maintain housing- In order to ensure current program participants receiving homelessness prevention and rapid re-housing assistance do not lose their housing during the coronavirus public health crisis and the subsequent economic downturn caused by the crisis, the requirements in 24 CFR 576.105(c) and 576.106(a) are waived and alternative requirements are established as follows:
    - i) The requirement at 24 CFR 576.105(c) limiting the total period of time for which any program participant may receive the services under paragraph (b) to 24 months during any 3-year period is waived solely for those program participants who reach their 24-month maximum assistance during the period beginning on the presumed start of this crisis, January 21, 2020 – the date the first confirmed case was reported in the United States, and ending 6 months from the date of publication of this Notice, provided that the services are only extended for these program participants for up to a maximum of an additional 6 months; and
    - ii) The requirement at 24 CFR 576.106(a) limiting the total number of months a program participant can receive rental assistance to 24 months in a 3-year period is waived solely for those program participants who reach their 24-month maximum during the period beginning on the presumed



start of this crisis, January 21, 2020 – the date the first confirmed case was reported in the United States, and ending 6 months from the date of publication of this Notice, provided that the rental assistance is only extended for these program participants for up to a maximum of an additional 6 months.

- d) **HMIS Lead Activities-** The limitations on eligible activities provided in section 415(a) of the McKinney-Vento Act and 24 CFR Part 576, subpart B are waived to the extent necessary to authorize ESG funds to be used under 24 CFR 576.107 to pay for HMIS costs beyond where they are related to collecting data on ESG program participants and ESG program activities to the extent they are necessary to help the geographic area prevent, prepare for, and respond to coronavirus. Additionally, 24 CFR 576.107 that limits recipients to paying for the costs at 24 CFR 576.107(b) is waived to allow recipients that are not the HMIS Lead, as designated by the Continuum of Care, to pay for costs at 24 CFR 576.107(b), either directly or by sub-granting to the HMIS Lead if the HMIS Lead is an eligible subrecipient to the extent that the HMIS costs are necessary to help the geographic area prevent, prepare for, and respond to coronavirus. This waiver and these alternative requirements provide additional flexibility beyond the waiver made available to the ESG Program on March 31, 2020 and extended to ESG-CV funds on May 22, 2020 by permitting ESG recipients who are not also HMIS Leads to pay for the costs eligible at 24 CFR 576.107(b) and lifting the 6-month limit on the waiver so that this flexibility applies throughout the period the recipient or subrecipient uses funds to prevent, prepare for, and respond to coronavirus. Additionally, this waiver provides additional flexibility for ESG funds to be used on HMIS costs even when they are not related to ESG program participants or ESG activities when necessary to collect and report better data about the impact of coronavirus across the community. These flexibilities will allow communities to collect data that is necessary to coordinate and report on activities to prevent, prepare for, and respond to coronavirus among individuals and families experiencing homelessness, at risk of homelessness, and receiving homeless assistance
- e) **Legal Services-** Legal services established in 24 CFR 576.102(a)(1)(vi) and 24 CFR 576.105(b)(4) are limited to those services necessary to help program participants obtain housing or keep a program participant from losing housing where they currently reside.

3) **Additional ESG-CV Eligible Activities:**

- a) **Training-** As permitted by the CARES Act, ESG-CV funds may be used for training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness and the use of funding shall not be considered administrative costs for purposes of the 10 percent cap. In addition, the limitations on eligible activities provided in section 415(a) of the McKinney-Vento Homeless Assistance Act and 24 CFR part 576, subpart B are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used for training on infectious disease prevention and mitigation for homeless assistance providers, including those who do not receive funding through the CARES Act, to help them best prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness. These training costs are eligible as a standalone activity and are not to be charged to an activity under 24 CFR 576.101 to 24 CFR 576.109.
- b) **Hazard Pay-** As permitted by the CARES Act, funds may be used to pay hazard pay for recipient- or subrecipient-staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness. Examples of recipient or subrecipient staff working directly in support of coronavirus response include emergency shelter intake staff, street outreach teams, emergency shelter maintenance staff, emergency shelter security staff, staff providing essential services (e.g., outpatient health or mental health, housing navigators), and staff in proximity to persons with coronavirus or working in locations with a high likelihood of contracting coronavirus.
- c) **Landlord Incentives-** The limitations on eligible activities under section 415(a) of the McKinney-Vento Act and 24 CFR 576.105 are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used under 24 CFR 576.105 to add the eligible cost of

paying for landlord incentives as reasonable and necessary to obtain housing for individuals and families experiencing homelessness and at risk of homelessness. However, a recipient may not use ESG-CV funds to pay the landlord incentives set forth below in an amount that exceeds three times the rent charged for the unit. Waiving the limitation on eligible costs under housing relocation and stabilization services to pay for the costs of landlord incentives will increase the number of housing units available to people experiencing homelessness or at risk of homelessness, especially in tight rental markets and obtaining and maintaining housing is critical to preventing the spread of coronavirus and helping mitigate the economic impact of the crisis. The limitation to three times the rent charged for each unit ensures enough ESG-CV funds remain available to provide other eligible activities necessary to prevent the spread of coronavirus. Eligible landlord incentive costs include:

- i) Signing bonuses equal to up to 2 months of rent;
- ii) Security deposits equal to up to 3 months of rent;
- d) Paying the cost to repair damages incurred by the program participant not covered by the security deposit or that are incurred while the program participant is still residing in the unit; and,
- e) Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.

## VIII. Client Eligibility

In order to be eligible for services under the ESG program, clients must meet HUD's definition of homelessness or at-risk of homelessness, and must meet annual income guidelines for homelessness prevention activities.

### 1) ESG Eligibility Documentation

- a) Homelessness Prevention: This program will not provide Homelessness Prevention Services.
- b) Rapid Re-Housing:
- c) Please refer to the Homeless Eligibility Form for more information on documenting homelessness for ESG clients.
- d) Sub-recipient agencies must collect the required supporting documentation requested in the Homeless Eligibility Form in order for clients to be considered eligible for services
- e) All eligibility and supporting documentation for Rapid Re-Housing clients must be maintained in each client's file
- f) Clients will be referred to ESG programs through the Coordinated Assessment or Coordinated Entry process.
- g) CDU-Specific Client Eligibility Requirements
  - i) Referral through Coordinated Assessment
  - ii) HIV Positive, homeless individuals
- h) DACC-Specific Eligibility Requirements
  - i) Referral through Coordinated Assessment

### 2) Confidentiality of Client Information

- a) Subrecipients must have written client confidentiality procedures in their program policies and procedures that conform to items b – d below:
- b) All records containing personally identifying information of any individual or family who applies for and/or receives ESG assistance must be kept secure and confidential.
- c) The address or location of any domestic violence project assisted under ESG shall not be made public.
- d) The address or location of any housing for a program participant shall not be made public.

## IX. Emergency Shelter

Requirement: Policies and procedures for admission, diversion, referral and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations.

The ESG-funded emergency shelter, Austin Resource Center for the Homeless, or ARCH is currently limited to those clients in case-management, with 20 beds held open for Emergency Night Shelter for men. The ARCH provides Day Resource Center for enrolled clients. Case Management and other co-located services are provided on-site by the following local service providers.

Sleeping Unit Reservation System: Of the 150 sleeping units, approximately 130 are reserved for those clients in full-time case-management with the remaining 20 held open for Emergency Night Shelter.

There is no length of stay for the shelter, and in case management, the general length is 6 months with evaluation on a case by case basis. Clients are informed that if they have a reservation, but they do not arrive to check in, within a set number of days, their reserved place will be made available to other clients on the waiting list. There are also available beds in coordination with the following participating agencies: CommUnityCare Clinic, Veterans Administration (VA), and Austin/Travis County Integral Care, the local mental health authority. All these case-managed clients work with their case manager to determine a housing plan and are connected to other resources to find permanent housing. The client is informed of the grievance process, and their end date for services determined on a case by case basis.

Clients are encouraged to work with Case Managers to progress towards personal goals related to obtaining/maintaining sustainable income, exploring viable housing options, and addressing self-care issues that impact progress towards self-sufficiency. Case Management services are based on a Harm Reduction philosophy and the stages in the Trans-theoretical Model of Change. Various techniques, including motivational interviewing, are effectively utilized in working with clients whose needs vary across a spectrum of vulnerability. Men's and women's support groups as well as anger management classes are offered through case management. ARCH clients with domestic violence concerns are offered coordination and referral to appropriate programs on a case by case basis.

The following is provided in the case that a client is terminated:

Written notice to the participant containing a clear statement of the reason for termination.

A review of the decision, in which the participant is given the opportunity to present written or oral objections before a person other than the person (or subordinate of the person) who made or approved the termination decisions, AND

Prompt written notification to the program participant.

Because the ARCH is a City building, the agencies cannot deny citizens access to the shelter property on a permanent basis.

## **X. Rapid Rehousing and Other ESG-funded Services**

There are no essential services funded by ESG.

There are no homeless prevention services funded by ESG.

Requirement: Policies and procedures for determining and prioritizing which eligible families and individuals will receive rapid re-housing assistance.

All programs funded through the Emergency Solutions Grant will use Coordinated Entry for referrals for the program in order to serve the most vulnerable Rapid Rehousing clients in the community. Agency eligibility

could include, for example, HIV status for the Communicable Disease Unit. All programs help clients go through the Coordinated Entry process to access appropriate referrals and community programs.

Each client will be individually assessed for the amount of Rapid Rehousing using progressive engagement and housing first principles. If a client or family needs continued services and financial assistance past the initial date of entry into the program, agencies will work to address those needs until the client exits the program. Other funding sources will be used to address the other service needs of the client such as case management, housing location or financial and rental assistance as needed.

Requirement: Standards for determining the type, amount and duration of housing stabilization and/or relocation services to provide a program participant, including the limits on rapid re-housing assistance.

- 1) All Rapid Rehousing programs will include the following components:
  - a) Housing Stability Plan with Exit Strategy
  - b) Progressive Engagement
  - c) Coordination with other HUD funded programs and regular review the program's progress towards the HUD benchmarks:
    - i) Reducing the length of time program participants spend homeless;
    - ii) Exiting households to permanent housing, and
    - iii) Limiting returns to homelessness within a year of program exit.
- 2) Also, all RR programs will provide the following services with ESG funds or with another funding source. If the agency is not able to provide all of these services, they will work with a collaborative partner to provide them.
  - a) Housing Location
  - b) Financial Assistance – Rental, Deposits, Application Fees, etc.
  - c) Housing Stability Case Management
- 3) Rapid Rehousing Financial Assistance Guidelines:
  - a) ESG:
    - i) Security Deposits are available for no more than 2 months' rent.
    - ii) Last Month's Rent is only paid if the last month's rent is necessary for the participant to obtain housing, if it is paid at the same time as the security deposit and first month's rent and does not exceed one month's rent.
    - iii) Utility Deposit, Payments and Arrears is paid if it is within 24 month limit, including up to 6 months of utility arrears, and if the utility account is in the name of the participant or if there is proof of responsibility, and is for eligible gas, electric, water and sewage.
    - iv) Caps on assistance by program:
      - (1) Downtown Austin Community Court: Financial Assistance can include up to \$2300 a year in direct financial assistance for all eligible financial assistance and rental assistance funding, with a 24-month cap of \$4600.
      - (2) Contracted agencies: None beyond the regulations above.
      - (3) Communicable Disease Unit: Does not administer financial assistance and rental assistance.
    - v) Changes in household composition. The limits on the assistance under this section apply to the total assistance an individual receives, either as an individual or as part of a family.
    - vi) Limit of months of assistance. No client may receive more than 24 months of assistance in a three-year period.
    - vii) Recertification. Clients will be recertified at least every twelve months to determine ongoing eligibility as per 576.401. Recertification will assess clients to see if they do not have an annual income that exceeds 30% AMI *and* lack sufficient resources and support networks to retain housing without ESG assistance.
  - b) ESG-CV:

- i) Same as ESG in a) above, but with the following exceptions:
  - (1) Limit of months of assistance. No client may receive more than 12-months of financial assistance in a 24-month period.
  - (2) Recertification- Clients will be recertified at least every twelve months to determine ongoing eligibility as per 576.401. Recertification will assess clients to see if they do not have an annual income that exceeds the Very Low-Income limit of the area, as determined by the Secretary AND lack sufficient resources and support networks to retain housing without ESG assistance.
  - (3) Financial assistance limitations:
    - (a) Landlord incentives are limited to three times the rent charged for each unit to ensure enough ESG-CV funds remain available to provide other eligible activities necessary to prevent the spread of coronavirus. Eligible landlord incentive costs include:
      - (i) Signing bonuses equal to up to 2 months of rent;
      - (ii) Security deposits equal to up to 3 months of rent;
    - (b) Paying the cost to repair damages incurred by the program participant not covered by the security deposit or that are incurred while the program participant is still residing in the unit; and,
    - (c) Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.

Requirement: Standards for determining what percentage or amount of rent and utilities cost each program participant must pay while receiving rapid re-housing assistance.

Most clients receiving financial assistance through the Emergency Solutions Grant will have high housing barriers and will be highly vulnerable. Participants are not required to contribute a percentage of their income to rent or utilities, so there are no standards developed.

Requirement: Standards for determining how long a particular program participant will be provided with rental assistance.

- 1) Short-term and medium-term rental assistance - rental assistance can be provided to a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.
  - a) Short and Medium-Term Rental Assistance - Short-term rental assistance is assistance for up to 3 months of rent; Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent; Rental assistance for this program will be tenant-based.
    - i) Rental Assistance use with other subsidies. Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, rental assistance cannot be provided to a program participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources. Rental assistance may not be provided to a program participant who has been provided with replacement housing payments under the URA during the period of time covered by the URA payments.
    - ii) Fair Market Rent - Rental Assistance must only be provided if rent does not exceed Fair Market Rent and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.
    - iii) For purposes of calculating rent, the rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy under the lease (other than late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the public housing authority for the area in which the housing is located.

- iv) Rental assistance agreement. The recipient or subrecipient may make rental assistance payments only to an owner with whom the recipient or subrecipient has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the recipient or subrecipient a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.
  - v) Late payments. The recipient or subrecipient must make timely payments to each owner in accordance with the rental assistance agreement. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The recipient or subrecipient is solely responsible for paying late payment penalties that it incurs with non-ESG funds.
  - vi) Lease. Each program participant receiving rental assistance must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant. Where the assistance is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the agreement gives the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the owner's financial records, rent ledgers, or canceled checks. For program participants living in housing with project-based rental assistance under paragraph (i) of this section, the lease must have an initial term of one year.
- 2) Tenant-based rental assistance. Rental assistance for this program will be tenant-based, and all programs will provide the minimum amount of assistance needed for client to stabilize using the principles of Progressive Engagement.
- a) A program participant who receives tenant-based rental assistance may select a housing unit in which to live and may move to another unit or building and continue to receive rental assistance, as long as the program participant continues to meet the program requirements.
  - b) The recipient may require that all program participants live within a particular area for the period in which the rental assistance is provided.
  - c) The rental assistance agreement with the owner must terminate and no further rental assistance payments under that agreement may be made if:
    - i) The program participant moves out of the housing unit for which the program participant has a lease;
    - ii) The lease terminates and is not renewed; or
    - iii) The program participant becomes ineligible to receive ESG rental assistance.
- 3) Rental Arrears are paid if the client is assisted with one-time payment of up to 6 months of rental arrears, including any late fees on those arrears. A lease must be present in the file with the participant's name on the lease or a document of the rent payments/financial records, as well as Rent Reasonableness, Lead Based Paint and Habitability Standards forms. Where the assistance is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the agreement gives the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the owner's financial records, rent ledgers, or canceled checks. For program participants living in housing with project-based rental assistance under paragraph (i) of this section, the lease must have an initial term of one year.
- 4) Caps on assistance by program:
- a) Downtown Austin Community Court: Financial Assistance can include up to a year in direct financial assistance for all eligible financial assistance and rental assistance funding.
  - b) Contracted agencies: None beyond the regulations above.
  - c) Communicable Disease Unit: Does not administer financial assistance and rental assistance.

- 5) All clients will be recertified at least every twelve months to determine ongoing eligibility as per 576.401. Recertification will assess clients to see if they do not have an annual income that exceeds 30% AMI *and* lack sufficient resources and support networks to retain housing without ESG assistance.

## XI. Coordination Between Service Providers

The following list gives the types of service coordination activities to be undertaken for the ESG Program: Case management, permanent supportive housing, rapid re-housing and housing location and financial assistance.

Services will be coordinated between the downtown Austin Resource Center for the Homeless (ARCH), Downtown Austin Community Court, and in consultation with the local Continuum of Care as well as other service providers such as Austin Travis County Integral Care, Caritas of Austin, Salvation Army, Veterans Administration, Continuum of Care Permanent Supportive Housing programs and other appropriate federal, state and local service providers.

Agency	Case Management/Supportive Services	Permanent Supportive Housing	Rapid Rehousing/Housing Location	Direct Financial Assistance
Caritas of Austin with CoC and City funding	X	X	X	X
Downtown Community Court	X		X	X
Public Health	X		X	
Communicable Disease Unit				
Other Continuum of Care Programs	X	X		
City-funded Social Service Agencies	X	X	X	X

ESG Rapid Rehousing Program Design: All ESG Programs will have all components or coordinate with other funding sources or entities so that all needs of the Rapid Rehousing clients will be adequately addressed.

RR Agency	Case Management/Supportive Services	Housing Location	Direct Financial Assistance	Rental Assistance
Communicable Disease Unit (CDU)	CDU	CDU/DACC ESG	DACC ESG	DACC ESG
Downtown Austin Community Court	DACC	DACC	DACC ESG	DACC ESG

## XII.Homeless Management Information System (HMIS)

Organizations receiving funding from the City of Austin for homelessness prevention and homeless intervention services are required to utilize the Local Homeless Management Information System (HMIS) to track and report client information for individuals who are at risk of homelessness or who are homeless. A high level of data quality is required. All ESG-funded programs will also be working with the community's Coordinated Entry process.

ESG Specific Requirements Include:

- 1) Entering client data into HMIS as per the guidelines outlined in an agreement with ECHO HMIS and under the requirements of the Austin/Travis County HMIS Data Quality Assurance Plan.
- 2) ESG-funded programs will participate in the centralized or coordinated assessment system in HMIS, as required under § 576.400(d).
- 3) The ESG Rapid Rehousing program will accept referrals through Coordinated Entry.
- 4) Utilizing the ESG eligibility form to determine homeless eligibility.
- 5) Demographic data collected in the ESG Demographic Form
- 6) HUD 40118 form or other required form required for Emergency Solutions Grants
- 7) Submission of HUD reporting information for the Consolidated Plan, Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER).
- 8) Participation in community homeless coordination and planning.
- 9) Other HMIS Requirements:

Organizations receiving funding from the City of Austin for homelessness prevention and homeless intervention services are required to utilize HMIS to track and report client information for individuals who are at risk of homelessness or who are homeless. A high level of data quality is required. The Ending Community Homelessness Coalition (ECHO) currently serves as the local HMIS administrator.

## SECTION 2: ESG POLICIES AND PROCEDURES

Management and operation of approved projects is the responsibility of the Subrecipient. The Subrecipient is the entity that will receive the City contract. Therefore, the subrecipient has the overall responsibility of the project's successful completion.



## I. Grant Subaward Process

At its discretion, the City may use a competitive Request for Application and comprehensive review process to award ESG funding to providers of services to homeless persons and persons at-risk of homelessness. Activities will be consistent with the City's Consolidated Plan, in compliance with local, state, and Federal requirements and the governing regulations for use of ESG funds, and in conformance with program standards. The City will enter into written agreements with selected Subrecipients and will work with Subrecipients to ensure that project costs are reasonable, appropriate, and necessary to accomplish the goals and objectives of the City's overall ESG Program. The subrecipient must be able to clearly demonstrate the benefits to be derived by the services provided to homeless individuals, and to low-to-moderate income families. Performance measures will be established in the contract. All ESG award decisions of the City are final.

## II. Contracting

Subrecipients must enter into a written contract with the City for performance of the project activities. Once a contract is signed, the subrecipient will be held to all agreements therein.

- 1) Members of the Subrecipient organization, volunteers, residents, or subcontractors hired by the organization may carry out activities. Subrecipients must enter into a written contract with the subcontractors carrying out all or any part of an ESG project. All subcontractors must comply with the City and Federal procurement and contracting requirements.
- 2) All contracts are severable and may be canceled by the City for convenience. Project funding is subject to the availability of ESG funds and, if applicable, City Council approval.
- 3) Amendments - Any amendments to a contract must be mutually agreed upon by the Subrecipient and the City, in writing. Amendment requests initiated by the Subrecipient must clearly state the effective date of the amendment, in writing. Austin Public Health (APH) staff will determine if an amendment request is allowable. APH reserves the right to initiate amendments to the contract.
- 4) Liability - Subrecipients shall forward Certificates of Insurance to the Austin Public Health Department within 30 calendar days after notification of the award, unless otherwise specified. The City's Risk Management Department will review and approve the liability insurance requirements for each contract. Subrecipients must maintain current insurance coverage throughout the entire contract period, as well as for any subsequent amendments or contract extensions.

## III. Internal Controls

Subrecipients must have policies and procedures in place to protect assets, create accurate and reliable financial reporting, maintain compliance with all applicable laws and regulations, and ensure that agency operations are effective and efficient. These Internal Controls should include, but are not limited to:

- 1) Information and documents required through the standard City Boilerplate
  - a) Business continuity/risk management plans
  - b) Conflict of interest policy
  - c) Whistleblower policy
  - d) Financial management policy
- 2) Staff and Program evaluations
- 3) Maintaining annual income and expense budget reports to compare expected spending and revenue with actual spending and revenue
- 4) Information Technology controls
- 5) Written job descriptions to clearly define roles within the organization

## IV. Recordkeeping Requirements

- 1) Project Records- The Subrecipient must manage their contract and maintain records in accordance with City and Federal policies and must be in accordance with sound business and financial management practices, which will be determined by the City. Record retention for all ESG records, including client information, is five years after the expenditure of contract funds.
- 2) Client Records- The Subrecipient must maintain the following types of client records to show evidence of services provided under the ESG program:
  - a) Client Eligibility records, including documentation of Homelessness, or At-Risk of Homelessness plus income eligibility and support documentation.
  - b) For Rapid Rehousing client files, a copy of the ESG Rapid Rehousing Client File Review checklist and Rapid Rehousing Financial Assistance Checklist should be placed at the beginning of the file and peer reviewed before any financial assistance is provided
  - c) Documentation of Continuum of Care centralized or coordinated assessment (for client intake)
  - d) Financial Assistance backup documentation required for each type of assistance outlined in the previous sections.
    - i) Rental assistance agreements and payments
    - ii) security deposits
    - iii) all backup documentation required for each type of assistance
- 3) Housing Financial Assistance - for eligible clients, financial assistance may be allocated for eligible expenses with the following requirements and limitations:
  - a) Rental application fees.
  - b) Security deposits. Equal to no more than 2 months' rent.
  - c) Last month's rent. If necessary to obtain housing for a program participant, the last month's rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed 24 months during any 3-year period.
  - d) Utility deposits.
  - e) Utility payments. Up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.
  - f) Financial assistance cannot be provided to a program participant who is receiving the same type of assistance through other public sources.
  - g) Short-Term and Medium-Term Rental Assistance. Up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.
    - i) Short-term rental assistance is assistance for up to 3 months of rent.
    - ii) Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent.
    - iii) Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
    - iv) Rental assistance may be tenant-based or project-based
- 4) Rent Restrictions.

- a) Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent (FMR) established by HUD, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.
  - b) For purposes of calculating rent under this section, the rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy under the lease (other than late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the public housing authority for the area in which the housing is located.
  - c) Rental assistance agreement must state that rental assistance payments will be made only to a landlord or owner with whom the subrecipient has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the landlord/owner must give the agency a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.
  - d) Late payments. Subrecipients must make timely payments to each landlord/owner in accordance with the rental assistance agreement. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The recipient or sub-recipient is solely responsible for paying late payment penalties that it incurs with non-ESG funds.
  - e) Lease. Each program participant receiving rental assistance must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the landlord/owner and the program participant. Where the assistance is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the agreement gives the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the owner's financial records, rent ledgers, or canceled checks. For program participants living in housing with project-based rental assistance, the lease must have an initial term of one year.
- 5) All City of Austin ESG-funded Rapid Re-Housing programs will include the following components:
- a) Housing Stability Plan with Exit Strategy
  - b) Progressive Engagement
  - c) Coordination with other HUD-funded programs and regular review the program's progress towards the HUD benchmarks:
  - d) Reducing the length of time program participants spend homeless;
  - e) Exiting households to permanent housing, and
  - f) Limiting returns to homelessness within a year of program exit.
- 6) All of the below items must be completed and checked "Yes" before financial assistance can be provided:
- a) Forms Required:
    - i) Required for housing location, housing stability case management, financial assistance, rental assistance
      - (1) Habitability Standards
      - (2) Lead Hazard Standards
      - (3) Rent-Reasonableness
      - (4) Peer Reviewed ESG Rapid Rehousing Client File Review
    - ii) Required for rental assistance – arrears and ongoing rent (in addition to the above forms)
      - (1) Lease in client's name or a document of the rent payments/financial records
      - (2) Fair market rent calculation
      - (3) Landlord Rental Agreement

## V. Reporting Requirements

- 1) Monthly Claims Requests - must be submitted within fifteen (15) calendar days after the reporting month's end with backup uploaded to the City's online contract management system, PartnerGrants, which identify the allowable expenditures incurred under this contract. The backup should be uploaded with the Claims request and should include:
  - a) Contracted agencies: General Ledger
  - b) City Agreements: Grant Cost Report grant costs with appropriate backup from the Digital Express Reports (DXR)
  - c) Rapid Rehousing Financial Assistance programs: backup documentation for all direct financial assistance including a Rapid Rehousing Financial Assistance Checklist to verify that all required forms and steps were completed before releasing financial assistance to clients.
  - d) Current Month Matching Funds:
    - i) ESG- Statement must be submitted monthly in the City's online contract management system, PartnerGrants, along with the monthly Claims report. The contractor is required to expend and document Matching Funds against payments to be received under this Agreement. The Claim cannot be approved unless the Matching Funds statement is included.
    - ii) ESG-CV has no matching fund requirement
  - e) All monthly claims reports must include a copy of the HMIS Universal Data Elements quality report for the month requested with ratings of either "Excellent" or "Acceptable" – if data quality reports fall below minimum standards, payments may be withheld until reports improve to "Excellent" or "Acceptable" ratings
- 2) Quarterly Reporting
  - a) Quarterly performance reports shall be submitted, in a format prescribed by the City, by the 15th calendar day of the month after the quarter end, which identify the activities accomplished under this contract.
  - b) Other performance metrics may be required to align with HUD system-wide performance measures.
  - c) ESG Demographic Report must be submitted within fifteen (15) calendar days after the end of the preceding quarter. The data from this report should be able to be extracted from HMIS. Sections 4-8 and 10 must be completed by all ESG programs that serve clients.
  - d) Quarterly Claims Review – Quarterly, one Claim will be reviewed for complete documentation including but not limited to:
    - i) Timesheets
    - ii) Check stubs, copies of checks
    - iii) Client File Checklists
    - iv) Peer Reviewed Rapid Rehousing Client File Review Form showing that the required documentation for clients served were collected in the correct order
    - v) Client file documentation of eligibility and appropriate housing documentation
    - vi) If issues are found with the quarterly reviews, or if HUD deems it necessary, the Claims Review process will be conducted monthly rather than quarterly
- 3) Annual Close-Out Reporting
  - a) The Federal ESG program year ends on September 30th. At completion of all activities, a Contract Closeout Report must be submitted within 30 days of the end of the contract. The subrecipient is required to supply such information, in such form and format as the City and HUD may require. All records and reports must be made available to any authorized City representative upon request and without prior notice.
  - b) For contracts that contain renewal/extension options, an Annual Progress Report shall be completed using the City's online contract management system by the Grantee and submitted to the City within 60 calendar days following the end of each Program Period identified in Section 4.1.2 of the Contract boilerplate.

- c) For those Agreements that are ending, a Closeout Report shall be completed by the Grantee through the City's online contract management system and submitted to the City within 30 calendar days following the expiration or termination of this Agreement. Any encumbrances of funds incurred prior to the date of termination of this Agreement shall be subject to verification by the City. Upon termination of this Agreement, any unused funds, unobligated funds, rebates, credits, or interest earned on funds received under this Agreement shall be returned to the City.
- d) The Closeout Report must contain all information that the City requires during the normal Contract Close-Out Report or, if the Contract is ongoing but the Program Period had ended, all of the information the City requires for their Contract Progress Report.
- e) All ESG Subrecipients must use HMIS to report on clients served by the ESG program.
- f) All ESG programs are required to submit end of year reporting according to HUD requirements. This may include:
  - i) Providing reports in PartnerGrants earlier than the normal fourth quarter deadline
  - ii) Running and submitting an HMIS report to the HUD database, SAGE.

## VI. Program Limitations

- 1) ESG Administration costs are limited to 7.5% of the total ESG allocation.
- 2) ESG Street Outreach and Emergency Shelter costs are limited to the greater of: 60% of the City's 2011-12 ESG grant -or- the amount committed to emergency shelter for the City's 2010-11 ESG allocation.
- 3) Program Income
  - a) ESG - Income derived from any ESG activity must be recorded and reported to APH as program income. Such income may not be retained or disbursed by the subrecipient without written approval from APH and is subject to the same controls and conditions as the Subrecipient's grant allocation.
  - b) ESG-CV Program Income- Because ESG-CV program income cannot be used as match without the ESG matching requirement, HUD is waiving the ESG provisions for program income under 24 CFR 576.2 and 576.407(c)(1) and establishing alternative requirements, as follows:
    - i) Program income is defined as provided by 2 CFR 200.80, except that:
      - (1) Program income includes any amount of a security or utility deposit returned to the recipient or subrecipient, as provided by 24 CFR 576.2; and
      - (2) Costs that are incidental to generating program income and not charged to the ESG-CV grant or subgrant may be deducted from gross income to determine program income, as allowed under 2 CFR 200.307(b).
    - c) As allowed under 2 CFR 200.307(e), program income may be treated as an addition to recipient's grant (or the subrecipient's subgrant, if the income is generated by the subrecipient's activities), provided that the program income is used in accordance with the purposes and conditions of that grant or subgrant. Program income otherwise must be deducted from allowable costs as provided by 2 CFR 200.307(e)(1).
  - 4) ESG funds may not be used for lobbying or for any activities designed to influence legislation at any government level.
  - 5) A church or religious affiliated organization must show secularism when submitting an ESG application.
  - 6) Any ESG funds that are unallocated after the funding cycle will be reprogrammed by APH. Contracts that show three (3) consecutive months of inactivity (as documented by monthly reports or non-submission of required reports) will be reviewed on a case-by-case basis and may be irrevocably canceled.

## VII. Performance Standards

ESG-funded programs will report into HMIS and have a high level of data quality specified in Section XII. Homeless Management Information Systems. HMIS data quality is reviewed quarterly by City staff. All data quality is reviewed by the ECHO HMIS Administrator.

Performance measures will be reviewed quarterly by the City of Austin, Austin Public Health Department. Measures will also be reviewed annually by the local Continuum of Care decision-making body, ECHO, during the annual Consolidated Evaluation and Performance Report process.

**VIII. Termination Procedures**

The following is provided in the case that a client is terminated:

- 1) Written notice to the participant containing a clear statement of the reason for termination.
- 2) A review of the decision, in which the participant is given the opportunity to present written or oral objections before a person other than the person (or subordinate of the person) who made or approved the termination decisions, AND
- 3) Prompt written notification to the program participant.

**Accessibility**

In order to demonstrate compliance with the Americans with Disabilities Act (ADA) and Section 504 requirements, the following statements must be added to all public notices, advertisements, program applications, program guidelines, program information brochures or packages, and any other material containing general information that is made available to participants, beneficiaries, applicants, or employees:

\_\_\_\_\_ (insert the name of your organization) as a subrecipient of the City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call \_\_\_\_\_ (insert your organization’s phone number) (voice) or Relay Texas at 1-800-735-2989 (TDD) for assistance.

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\_\_\_\_\_ (insert the name of your organization) como un subreceptor de la Ciudad de Austin se compromete a cumplir con el Acta de Americanos con Discapacidades. Con solo solicitarlo se proveerán modificaciones e igual acceso a comunicaciones. Para información, favor de llamar a \_\_\_\_\_ (insert your organization’s phone number) (voz) o Relay Texas 1-800-735-2989 (TDD) para asistencia.

## **Citizen Participation Plan**



## **CITY OF AUSTIN CITIZEN PARTICIPATION PLAN**

### **A. PURPOSE**

Participating Jurisdictions (PJs) that receive U.S. Department of Housing and Urban Development (HUD) entitlement grant funds must develop a Citizen Participation Plan (CPP). The CPP describes efforts that will be undertaken to encourage community members to participate in the development of the City's federal reports: Assessment of Fair Housing (AFH), Consolidated Plan, Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER).

The CPP is designed to encourage the participation of city residents in the development of the federal reports listed above, particularly those residents who are predominantly low- and moderate-income. For purposes of CDBG funding, a resident is considered to be low-income if their family income equals 50% or less of median family income (MFI), as estimated by HUD. A person is considered to be moderate-income if their family income is between 50% and 80% of MFI. Predominately low-to moderate-income neighborhoods are defined as any neighborhood where at least 51% of the residents have incomes equal to or below 80% of the MFI for any given year. The determination of whether a neighborhood meets the low-to moderate income definition is made by the City at the time a project of area-wide benefit is funded based on current data provided by HUD. The CPP also encourages local and regional institutions and other organizations (including businesses, developers, and community and faith-based organizations) to participate in the process of developing and implementing the Consolidated Plan and related reports. The City takes appropriate actions to encourage the participation of persons of minority backgrounds, persons with limited-English proficiency, and persons with disabilities.

It is important to note that HUD's use of the statutory term "citizen participation" does not in any way limit engagement and consultation with community members based on legal status or country of origin. Any person that resides in the Austin metro area is encouraged to provide input about the federal reporting process as outlined in this CPP.

The City of Austin is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request. The City of Austin does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs and activities.

The City of Austin considers it the right of all Austin's residents to have the opportunity to provide input and comment on the use of public funds and the community's needs related to affordable housing and community and economic development.





The CPP applies to six areas of planning for the use of affordable housing, community and economic development made possible through HUD funding:

- 1) Assessment of Fair Housing (AFH);
- 2) The Consolidated Plan;
- 3) The Annual Action Plan;
- 4) The Consolidated Annual Performance and Evaluation Report (CAPER);
- 5) Substantial amendments to a Consolidated Plan and/or Annual Action Plan; and
- 6) Amendments to the CPP.

The City of Austin's program/fiscal year begins October 1 and ends September 30. In order to receive entitlement grant funding, HUD requires jurisdictions to submit a Consolidated Plan every five years. This plan is a comprehensive strategic plan for community planning and development activities. The Annual Action Plan serves as the City's application for these HUD grant programs. Federal law also requires that community members have opportunities to review and comment on the local jurisdiction's plans to allocate these funds.

The purpose of programs that are covered by this CPP is to improve the Austin community by providing: decent housing, a suitable living environment, and growing economic opportunities – all principally for low- and moderate- income households (as defined in Section A).

This document outlines how members of the Austin community may participate in the six planning areas listed above. General requirements for all or most activities are described in detail in Section E of the CPP.

## **B. HUD PROGRAMS**

The City of Austin receives four entitlement grants from HUD, to help address the City's affordable housing, community and economic development needs. The four grant programs are described below:

1. ***Community Development Block Grant Program (CDBG):*** Title I of the Housing and Community Development Act of 1974 (PL 93-383) created the CDBG program. It was reauthorized in 1990 as part of the Cranston-Gonzalez National Affordable Housing Act. The primary objective of the CDBG program is to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic development opportunities for persons of low- and moderate income. The City develops locally defined programs and funding priorities for CDBG, but activities must address one or more of the national objectives of the CDBG program. The three national objectives are: (1) to benefit low- and moderate- income persons; (2) to aid in the prevention or elimination of slums or blight; and/or (3) to meet other urgent community development needs. The City of Austin's



CDBG program emphasizes activities that directly benefit low-and moderate-income persons.

2. ***HOME Investment Partnerships Program (HOME)***: HOME was introduced in the Cranston-Gonzalez National Affordable Housing Act of 1990 and provides funding for housing rehabilitation, new housing construction, acquisition of affordable housing, and tenant-based rental assistance. A portion of the funds (15 percent) must be set aside for community housing development organizations (CHDOs) that are certified by the City of Austin.
3. ***Emergency Solutions Grant (ESG)***: The ESG Program is authorized by the Steward B. McKinney Homeless Assistance Act of 1987 and was amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. ESG has six objectives: 1) Engage homeless individuals and families living on the street; 2) Improve the number and quality of emergency shelters for homeless individuals and families; 3) Help operate these shelters; 4) Provide essential services to shelter residents; 5) Rapidly re-house homeless individuals and families; and 6) Prevent families and individuals from becoming homeless.
4. ***Housing Opportunities for Persons with AIDS (HOPWA)***: HOPWA funds may be used to assist housing designed to meet the needs of persons with HIV/AIDS, including the prevention of homelessness. Supportive services may also be included. HOPWA grants are allocated to Eligible Metropolitan Statistical Areas (EMSAs) with a high incidence of HIV/AIDS. The City of Austin receives a HOPWA grant on behalf of a five-county EMSA (Bastrop, Hays, Travis, Williamson, and Caldwell Counties).

### **C. LEAD and RESPONSIBLE AGENCIES**

The Neighborhood Housing and Community Development Department (NHCD) is designated by the Austin City Council as the single point of contact for HUD, and is the lead agency for CDBG, HOME, HOPWA, and ESG grant programs. NHCD administers the CDBG affordable housing and community development programs and the HOME programs; Austin Public Health (APH) administers the CDBG Public Services, HOPWA, and ESG programs; and the Economic Development Department (EDD) administers the CDBG economic development programs and the Section 108 Family Business Loan Program (FBLP).

As the lead agency, NHCD is responsible for developing the Consolidated, Annual Action Plans, and the Consolidated Annual Performance and Evaluation Report (CAPER). NHCD coordinates with APH, EDD, boards and commissions, and other community agencies to develop these documents. Needs and priorities for funding for the ESG and HOPWA grants are developed by APH in consultation with community agencies.



#### D. PLANNING ACTIVITIES SUBJECT TO CITIZEN PARTICIPATION PLAN

**ACTIVITY 1 – ASSESSMENT OF FAIR HOUSING.** The Assessment of Fair Housing (AFH) is a planning document prepared in accordance with HUD regulations at 24 CFR 91.105 and 24 CFR 5.150 through 5.166, which became effective June 30, 2015. This AFH includes an analysis of fair housing data, assesses fair housing issues and contributing factors, and identifies the City’s fair housing priorities and goals for affirmatively furthering fair housing.

1. **Stakeholder Consultation and Outreach.** In the development of the AFH, the City will consult with other public and private agencies including, but not limited to, the following:
  - Local public housing authorities
  - Other assisted housing providers
  - Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
  - Community-based and regionally based organizations that represent protected class members and organizations that enforce fair housing laws
  - Regional government agencies involved in metropolitan-wide planning and transportation responsibilities
  - Financial and lending sector partners
  - Businesses or organizations that specialize in broadband access, especially for low-to moderate-income households
  - Organizations that specialize in resilience and disaster recovery

A variety of mechanisms may be utilized to solicit input from these entities. These could include telephone or personal interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

2. **Publishing Data.** City staff shall make any proposed analysis and the relevant documents, including the HUD-provided data and any other data to be included in the AFH, available to the public in a manner that affords diverse residents and others the opportunity to examine the content.
3. **Public Hearing.** To obtain the views of the general public on AFH-related data and affirmatively furthering fair housing in the City’s housing and community development programs, the City will conduct at least one public hearing before the Community Development Commission (CDC) during the development of the AFH.
4. **Public Display and Comment Period.** The draft AFH will be placed on display in physical and online form for a period of no less than 30 calendar days to encourage public review and comment. The public notice shall include a brief summary of the content and purpose of the draft AFH, the dates of the public display and comment period, the locations where copies of the proposed document can be examined, how comments will be accepted, and the anticipated submission date to HUD. The draft AFH will be made available at public libraries, public housing



authorities, neighborhood centers, at NHCD's office, and on the NHCD web site ([www.austintexas.gov/housing](http://www.austintexas.gov/housing)). In addition, upon request, federal reports will be provided in a form accessible to persons with disabilities.

5. **Comments Received on the Draft Assessment of Fair Housing.** Comments will be accepted by the City contact person, or a designee, during the 30-day public comment period. The City will consider any comments or views received in writing, or orally during public hearings. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AFH for submission to HUD.
6. **Submission to HUD.** All written or oral testimony will be considered in preparation of the final AFH. The AFH will be submitted to HUD 270 days before the Consolidated Plan is due.
7. **Revisions to AFH.** A HUD-accepted AFH must be revised and submitted to HUD for review when either of the following situations occurs:
  - a. A material change occurs. A material change is one that both;
    - i) impacts the circumstances in the City which may include natural disasters, significant demographic changes, new significant contributing factors, and civil rights findings and,
    - ii) causes alterations to the AFH's analyses, contributing factors, priorities, and/or goals.
  - b. The City receives a written notification from HUD specifying a material change.

Whenever a revision to the Assessment of Fair Housing is proposed, the revision will be available for public comment for a period of thirty (30) days before submission to HUD. A revision to the Assessment of Fair Housing will not be implemented until the conclusion of the 30-day public comment period. A summary of all comments or views received in writing, or orally during the comment period will be attached to the revision upon submission to HUD.

**ACTIVITY 2 – CONSOLIDATED PLAN.** The City of Austin's Consolidated Plan is developed through a collaborative process whereby the community establishes a unified vision for Austin's affordable housing, and community and economic development initiatives.

Community member participation is an essential component in the development of the Consolidated Plan, including amending the plan as well as reporting on program performance. Consultations, public hearings, community meetings, surveys and opportunities to provide written comment are all a part of the strategy to obtain community member input. The City will make special efforts to solicit the views of community members who reside in the designated CDBG-priority neighborhoods of Austin, and to encourage the participation of all community members including minorities, the non-English speaking population, and persons with disabilities. Actions for public participation in the Consolidated Plan follow:

1. **Consultations with Other Community Institutions.** In developing the Consolidated Plan, the City will consult with public and private agencies, both for-profit and non-profits that either provide or have direct impact on the broad range of housing, health, and social services needed by Austin residents. Consultations may take place through meetings, task forces or committees, or other means with which to coordinate information and facilitate communication. The purpose of these meetings is to gather information and data on the community and economic development needs of the community. The City will seek specific input to identify the needs of persons experiencing



homelessness, persons living with HIV/AIDS and their families, persons with disabilities and other special populations.

2. **Utilize Quantitative and Qualitative Data on Community Needs.** City staff shall review relevant data and conduct necessary evaluation and analysis to provide an accurate assessment of community needs and priorities on which to base strategic recommendations.
3. **Initial Public Hearings.** There will be a minimum of two public hearings at the beginning stages of the development of the Consolidated Plan before the Community Development Commission (CDC) in order to gather information on community needs from community members. The CDC are policy advisers to the City who are either appointed by the City Council or elected at the neighborhood-level to represent low-income households. There will be two more hearings sponsored by organizations working with low- and moderate-income populations. An additional hearing will be held before the City Council. Based on public testimony received, the CDC will make recommendations to City Council on the community needs.
4. **Written Comments.** Based on public input and quantitative analysis, City staff will prepare a draft Consolidated Plan, which includes proposed allocations of first-year funding. A period of 30 calendar days will be provided to receive written comments on the draft Consolidated Plan. The draft plan will be made available at public libraries, public housing authorities, neighborhood centers, at NHCD's office, and on the NHCD web site ([www.austintexas.gov/housing](http://www.austintexas.gov/housing)). In addition, upon request, federal reports will be provided in a form accessible to persons with disabilities.
5. **Draft Consolidated Plan Public Hearings.** There will be a public hearing held before the City Council to receive oral public comments on the draft. An additional hearing will be held before the Community Development Commission (CDC). These hearings will be scheduled during the 30- day written comment period on the draft plan. The CDC will be given the opportunity to make recommendations to Council on the draft Consolidated Plan/Action Plan.
6. **Final Action on the Consolidated Plan.** All written or oral testimony provided will be considered in preparing the final Consolidated Plan. A summary of testimony received, and the City's reasons for accepting or not accepting the comments must be included in the final document. The City Council will consider these comments, CDC recommendations, and the recommendations of the City Manager before taking final action on the Consolidated Plan. Final action by the City Council will occur no sooner than fifteen calendar days following the second City Council public hearing on the draft plan. When approved by City Council, the Consolidated Plan will be submitted to HUD by no later than August 15 each year.



**ACTIVITY 3 – ONE-YEAR ACTION PLAN.** Each year the City must submit an annual Action Plan to HUD, reporting on how that year’s funding allocation for the four HUD entitlement grants will be used to achieve the goals outlined in the Consolidated Plan.

1. City staff will gather input from community members and from community consultations to prepare the draft Action Plan and report progress on the Fair Housing Action Plan. There shall be two public hearings: one before the Community Development Commission (CDC) and one before the City Council to receive community member input on the community needs, including funding allocations.
2. City staff will gather public input and statistical data to prepare the draft Action Plan. A draft Action Plan will be available for 30 days for public comment after reasonable notice to the public is given.
3. During this comment period, the CDC and the City Council shall conduct two additional public hearings to receive public comments on the draft Action Plan and Consolidated Plan, if it is during a Consolidated Planning year.
4. The CDC will be given the opportunity to make recommendations to the City Council prior to its final action.
5. Final action by the City Council will occur no sooner than fifteen calendar days following the second Council public hearing on the draft Action Plan.
6. When approved by City Council, the Action Plan will be submitted to HUD.

**ACTIVITY 4 – SUBSTANTIAL AMENDMENTS TO CONSOLIDATED/ACTION PLAN.** Recognizing that changes during the year may be necessary to the Consolidated Plan and Annual Action Plan after approval, the Citizen Participation Plan allows for “substantial amendments” to plans. These “substantial amendments” apply only to changes in CDBG funding allocations. Changes in funding allocation for other HUD grant programs received by the City of Austin – HOME, ESG, and HOPWA – are not required to secure public review and comment. The CPP defines a substantial amendment as:

- A proposed use of CDBG funds that does not address a need identified in the governing Consolidated Plan or annual Action Plan; or
- A change in the use of CDBG funds from one eligible program to another. The eligible programs defined in the City of Austin’s investment plan either fall into the category of “Housing” or “Community Development.”
- A cumulative change in the use of CDBG funds from an eligible activity to another eligible activity that decreases an activity’s funding by 10% or more OR increases an activity’s funding by 10% or more during fiscal year. An activity is defined as a high priority need identified in the Consolidated Plan that is eligible for funding in the Action Plan.



In the event that there are substantial amendments to the governing Consolidated Plan or annual Action Plan:

1. The City will draft the amendment and publish a brief summary of the proposed substantial amendment(s) and identify where the amendment(s) may be viewed
2. After reasonable notice, there will be a 30-day written public comment period
3. During the 30-day comment period, the City Council shall receive oral comments in public hearings.
4. The CDC will be given the opportunity to make recommendations to City Council prior to its final action.
5. Upon approval by Council, the substantial amendment will be posted in the official City Council minutes and available online and in the City Clerk's office. Final action by the City Council will occur no sooner than fifteen calendar days next following the second Council public hearing on the draft plan.

#### **Disaster Response and Recovery Funds**

In the event of a declared city-wide, state-wide or national emergency (as proclaimed by the Mayor, Governor, or President of the United States), it may be necessary for the City to apply for new emergency grant funding from HUD, such as CDBG-Disaster Recovery grants, or any other grants issued to jurisdictions in the event of a disaster which requires an urgent response to address the needs of the community. In order to expedite the distribution of emergency funding during a disaster response situation the City Council, City Manager, or HUD may determine it is necessary to waive certain substantial amendment provisions described in Section D, Activity 4 or certain General Requirements Provisions described in Section E. Any such waiver is subject to the requirements of the respective emergency funding appropriation.

HUD's criteria used to qualify local "urgent needs" e.g., events of "particular urgency" because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available can be found at 24 CFR 570.483(d). To comply with the national objective of meeting community development needs having a particular urgency, and that a project will alleviate existing conditions which:

1. Pose a serious and immediate threat to the health and welfare of the community;
2. Are of recent origin or recently became critical within 18 months preceding the certification by the grantee;
3. Are unable to be financed by the City on its own; and
4. Other funding resources are not available to completely carry out the activity.

In the event of a disaster that requires a response to address local urgent needs, the City will:

1. Notify HUD at least five (5) days before implementing changes or amendments to the Consolidated Plan and/or Action Plan; and
2. Make reasonable efforts to provide the public opportunity to comment on changes and amendments to the Consolidated Plan and/or Action Plan.



These actions do not require the City to comply with all of the substantial amendment provisions related to the citizen participation requirements described in Section D, Activity 4 or all of the General Requirements Provisions described in Section E.

#### **HUD Waiver Process**

Upon determination of good cause, HUD has the authority to waive certain regulatory provisions of the CDBG, HOME, ESG, and HOPWA programs subject to statutory limits. The City reserves the right to submit waiver notifications to HUD when expedited assistance is offered through programs covered by the Consolidated Plan. Following completion of a waiver process as determined by HUD, the City may carry through actions as prescribed by the approved waiver determinations authorized by HUD.

#### **ACTIVITY 5 – CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER).**

The City is required to submit annually by December 30 a CAPER to HUD that describes the City's progress in meeting the goals in the Consolidated Plan.

1. City staff prepares the draft CAPER.
2. After reasonable notice is provided, the CAPER is available for 15 days for written public comment.
3. The final CAPER and public comments will be submitted to HUD.
4. The CAPER and public comments will be presented at a CDC meeting.

**ACTIVITY 6 – AMENDMENTS TO CITIZEN PARTICIPATION PLAN.** The City will review the Citizen Participation Plan (CPP) at least every 5 years for potential enhancement or modification; this review will occur as a component of the Consolidated Planning process. In the event that changes to the CPP are necessary, City staff shall draft them.

1. After reasonable notice, these will be available to the public for 15 days for written comment.
2. The CDC and City Council shall each hold a public hearing to receive oral public comments on the proposed change.
3. The CDC will be given the opportunity to make recommendations to City Council prior to its final action.
4. Upon approval by City Council, the substantial amendment will be posted in the official City Council minutes and available online on the NHCD web site ([www.austintexas.gov/housing](http://www.austintexas.gov/housing)) and in the City Clerk's office.

#### **E. GENERAL REQUIREMENTS**

The City of Austin is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request. The City of Austin does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs and activities.

In the event of a disaster which requires an urgent response to address the needs of the community as described in the Disaster Recovery and Response section, the City will make reasonable efforts to provide the public opportunity to comment on federal reports.





1. **Public Hearings.** Public hearings before the Austin City Council, the Community Development Commission (CDC), and other appropriate community organizations will be advertised in accordance with the guidelines outlined in the notification section below. The purpose of public hearings is to provide an opportunity for community members, public agencies, and other interested parties to provide input on the City of Austin's affordable housing, community and economic development needs. Public hearings will be held in locations accessible to low- and moderate- income residents and persons with disabilities. Spanish translation and interpretation for individuals with hearing impairments will be provided upon request.
2. **Public Meetings.** Public meetings of the Austin City Council, Community Development Commission (CDC), and other boards and commissions overseeing HUD-funded programs provide opportunities for community member participation and comment on a continuous basis. Public meeting notices are posted at the Office of the City Clerk at least three days (72 hours), prior to the meeting date, in accordance with the Texas Open Meetings Act. Public meetings are held in locations accessible to persons with disabilities. Spanish translation and interpretation for individuals with hearing impairments will be provided upon request.

**Notification.** The Neighborhood Housing and Community Development (NHCD) Department will provide the community advance notice of public hearings and/or public comment periods. The notice will be provided at least two weeks prior to the public hearing date and the start date of comment periods.

Related to the CPP specified federal documents, NHCD will provide public notifications by utilizing City of Austin publications and media (television, print, electronic) that will maximize use of City resources and reach an increased number of Austin residents by direct mail. Related to federal publications referenced above, NHCD will notify the public about public hearings, comment periods, public meetings, and additional opportunities for public feedback through communications outlets that are designed to increase public participation and generate quantifiable feedback/results. NHCD will utilize the following notification mechanisms as available: City of Austin utility bill inserts; City of Austin website; and Channel 6, the municipally owned cable channel. In addition, NHCD will use other available media (print, electronic, television) to promote public feedback opportunities. Notifications will be published in English and Spanish.

NHCD will coordinate with the Community Development Commission, Urban Renewal Agency, other governmental agencies, public housing authorities, key stakeholders, and the general public during the development of the Assessment of Fair Housing, Consolidated Plan and an annual Action Plan.

3. **Document Access.** Copies of all planning documents, including the following federal reports: City's Citizen Participation Plan (CPP), Assessment of Fair Housing, Consolidated Plan, annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER), will be available to the public upon request. Community members will have the opportunity to review and comment on applicable federal reports in draft form prior to final adoption by the Austin City Council. These documents will be made available at public libraries, public housing



authorities, certain neighborhood centers, at the NHCD office, and on the NHCD website ([www.austintexas.gov/housing](http://www.austintexas.gov/housing)). In addition, upon request, federal reports will be provided in a form accessible to persons with disabilities.

4. **Access to Records.** The City will provide community members, public agencies, and other interested parties reasonable and timely access to information and records relating to the Citizen Participation Plan (CPP), Assessment of Fair Housing, Consolidated Plan, annual Action Plan, and CAPER, and the City's use of assistance under the four entitlement grant programs, as stated in the Texas Public Information Act and the Freedom of Information Act.
5. **Technical Assistance.** The City will provide technical assistance upon request and to the extent resources are available to groups or individuals that need assistance in preparing funding proposals, provided that the level of technical assistance does not constitute a violation of federal or local rules or regulations. The provision of technical assistance does not involve re-assignment of City staff to the proposed project or group, or the use of City equipment, nor does technical assistance guarantee an award of funds.

#### **F. COMMUNITY MEMBERS' COMPLAINTS**

Written complaints related to NHCD's programs and activities funded through entitlement grant funding may be directed to the Neighborhood Housing and Community Development (NHCD) Department. A timely, written, and substantive response to the complainant will be prepared within 15 working days of receipt of the complaint by NHCD. If a response cannot be prepared within the 15-day period, the complainant will be notified of the approximate date a response will be provided. Written complaints must include the complainant's name, address, and zip code. A daytime telephone number should also be included in the event further information or clarification is needed. Complaints should be addressed as follows:

Neighborhood Housing and Community Development Department  
Attn: Director  
City of Austin  
P.O. Box 1088  
Austin, Texas 78767

If the response is not sufficient, an appeal may be directed to the City Manager, and a written response will be provided within 30 days. An appeal should be addressed as follows:

City Manager's Office  
Attn: City Manager  
P.O. Box 1088  
Austin, Texas 78767



#### **G. CITY OF AUSTIN'S RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

The City of Austin does not anticipate any displacement to occur as a result of any HUD-funded activities. All programs will be carried out in such a manner as to safeguard that no displacement occurs. However, in the event that a project involving displacement is mandated in order to address a concern for the general public's health and welfare, the City of Austin will take the following steps:

1. A public hearing will be held to allow interested community members an opportunity to comment on the proposed project and voice any concerns regarding possible relocation. Notice of the public hearing/meeting will be made as per the procedure noted in Section E - General Requirements section of the Citizen Participation Plan.
2. In the event that a project involving displacement is pursued, the City of Austin will contact each person/household/business in the project area and/or hold public meetings, depending on the project size; inform persons of the project and their rights under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and respond to any questions or concerns.
3. Relocation assistance will be provided in adherence with the City's Project Relocation Plan and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

The City's Anti-Displacement and Relocation Assistance Plan may be viewed in NHCD's Action Plan submitted annually to HUD. The document is available online at [www.austintexas.gov/housing](http://www.austintexas.gov/housing).

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## City of Austin Monitoring Plan

## MONITORING PLAN

The goal of the City of Austin's monitoring process is to assess subrecipient/contractor performance in the areas of program, financial and administrative compliance with applicable federal, state and municipal regulations and current program guidelines. Under this plan, select programs and project activities are monitored through one or more of the following components. The City of Austin's monitoring plan consists of active contract monitoring and long-term monitoring for closed projects.

### **Active Contract Monitoring**

Prior to executing any agreement or obligation, monitoring takes the form of a compliance review. Verification is obtained to ensure that the proposed activity to be funded has received the proper authorization through venues such as the annual Action Plan, environmental review and fund release, and identification in the Integrated Disbursement & Information System (IDIS). A contract begins with written program guidelines, documentation and tracking mechanisms that will be used to demonstrate compliance with applicable federal, state and local requirements.

For activities implemented through external programs or third-party contracts with non-profit, for-profit and community-based organizations, a solicitation may be required in the form of a comprehensive Notice of Fund Availability (NOFA) or Request for Proposals (RFP) which details performance, financial and regulatory responsibilities.

**1. Compliance Review prior to obligation of funds.** Prior to entering into any agreement or to the obligation of entitlement funds, the City conducts a compliance review to verify that the program activity has been duly authorized. The compliance review consists of verifying and documenting:

- The program activity has been approved as part of the Action Plan for the specified funding source and year;
- The availability of applicable funds for the specific activity;
- The activity has received environmental review and determination and fund release, as applicable;
- The service provider is not listed in the System for Award Management (SAM);
- The activity has been set up and identified in IDIS;
- The scope of work defined in the contract has adequately addressed performance, financial and tracking responsibilities necessary to report and document accomplishments; and
- The service provider has the required insurance in place.

After this information has been verified and documented, staff may proceed in obtaining authorization and utilization of entitlement funds for the activity.

**2. Desk Review.** Before processing an invoice for payment, staff reviews the invoice to verify that the item or service is an eligible expense and it is part of the contract budget. Staff also reviews performance reports and supporting documentation submitted with the invoice to ensure that the contractor is performing in accordance with the terms of the contract and the scope of work. This level of monitoring is performed on an ongoing basis throughout the duration of the contract.

- 3. Records Audit.** A records audit includes a review of all file documents as needed. A file checklist is used to determine if the required documents are present. Through the review of performance reports and other documentation submitted by the contractor, staff is able to identify areas of concern and facilitate corrections and/or improvements. Should problems be identified, a contractor or recipient of funds may then be provided technical assistance as necessary to reach a resolution.
- 4. Selected On-Site Monitoring.** A risk assessment is conducted internally and is used to determine the priority of site reviews to be conducted. Based on the results of the risk assessment, a selected number of projects may be subject to an on-site review. The performance of contractors is reviewed for compliance with the program guidelines and the terms and conditions of the contract. In particular, staff verifies program administration and regulatory compliance in the following areas:
- Performance (*e.g.* meeting a national objective, conducting eligible activities, achieving contract objectives, performing scope of work activities, maintaining contract schedule, abiding by the contract budget);
  - Record keeping;
  - Reporting practices; and
  - Compliance with applicable anti-discrimination regulations.

There will be follow-up, as necessary, to verify regulatory and program administration compliance has been achieved.

- 5. Failure to resolve identified problems.** If no resolution of identified problems occurs or the contractor fails to perform in accordance with the terms and conditions of the contract, the City of Austin has the authority to suspend further payments to the contractor or recipient of funds until such time that issues have been satisfactorily resolved.
- 6. Contract Closeout.** Once a project activity has been completed and all eligible project funds expended, the staff will require the contractor to submit a project closeout package. The contract closeout will provide documentation to confirm whether the contractor was successful in completing all performance and financial objectives of the contract. Staff will review and ask the contractor, if necessary, to reconcile any conflicting information previously submitted. The project closeout will constitute the final report for the project. Successful completion of a project means that all project activities, requirements, and responsibilities of the contractor have been adequately addressed and completed.

### **Long-term Monitoring**

Acceptance of funds from the Housing and Planning Department (HPD) Office of the City of Austin, or its sub-recipient Austin Housing Finance Corporation (AHFC) obligates beneficiaries/borrowers to adhere to conditions for the term of the affordability period. HPD is responsible for the compliance oversight and enforcement of long- or extended-term projects and financial obligations created through City-sponsored or -funded housing and community development projects. In this capacity, HPD performs the following long-term monitoring duties:

- Performs compliance monitoring in accordance with regulatory requirements specified in the agreement;
- Reviews and verifies required information and documentation submitted by borrowers for compliance with applicable legal obligations and/or regulatory requirements;
- Enforces and takes corrective action with nonperforming loans and/or projects deemed to be out of compliance in accordance with legal and/or regulatory terms and conditions; and
- If the beneficiary has been uncooperative, non-responsive, or unwilling to cure the existing default by all reasonable means, staff will discuss with management and will refer the loan to the City Attorney for review, with a recommendation for judgment and/or foreclosure.

The first step in the monitoring process includes the development of a risk assessment that is essential in guiding the monitoring efforts of the department. Based on the results of the risk assessment, additional projects may be monitored. Monitoring may be in the form of a desk review, on-site visit, or Uniform Physical Conditions Standards (UPCS) inspection. Technical assistance is available to assist beneficiaries/ borrowers in understanding any aspect of the contractual obligation so that performance goals are met with minimal deficiencies.

## HOME Inspection Summary Report by Project



Monitoring Completed	Physical Inspection Completed	Project Name	# Units Total	# Units to Inspect	# Units Passed To Date	# Files Reviewed	Project Address
✓	✓	912 Neal Street	1	1	1	1	912 Neal Street
✓	✓	916 Neal Street	1	1	1	1	916 Neal Street
✓	✓	2503 E 9th Steet	1	1	1	1	2503 E 9th Steet
✓	✓	1905 E 9th Street	1	1	1	1	1905 E 9th Street
✓	✓	1803 E 20th Street	8	1	1	1	1803 E 20th Street
✓	✓	Lakeline Station	128	13	13	13	13635 Rutledge Spur
✓	✓	Terrace at Oak Springs	50	5	5	5	3000 Oak Springs Drive
✓	✓	10th Street Alley Flat	1	1	1	1	1817 W 10th Street
✓	✓	Ruth R. Schulze House	26	1	1	1	915 W 22nd Street
✓	✓	Elysium Grand	90	9	9	9	3300 Oak Creek Drive
✓	✓	Works at Pleasant Valley - Phase II	29	3	3	3	835 N Pleasant Valley Road
✓	✓	The Rail at MLK	225	6	6	6	2921 E 17th Street
✓	✓	Garden Terrace Phase III	20	2	2	2	1015 W William Cannon Drive
✓	✓	Los Portales de Lena Guerrero	97	10	10	10	5225 Jain Street
✓	✓	Nightingale at Goodnight Ranch	174	16	16	16	5900 Charles Merle Drive
✓	✓	Wildflower Terrace	201	17	17	17	3801 Berkman Drive
✓	✓	Aldrich 51	240	22	22	22	2604 Aldrich Street
✓	✓	Aria Grand	70	6	6	6	1800 S IH 35
✓	✓	The Jordan at Mueller	132	13	13	13	2725 Philomena Street
✓	✓	Waterloo Terrace	132	13	13	13	12190 N Mopac Expressway
✓	✓	Cambrian East Riverside	65	6	6	6	1806 Clubview Avenue
✓	✓	21st St Co-op	80	8	8	8	707 W 21st St
✓	✓	Roosevelt Gardens	40	4	4	4	5606 Roosevelt Avenue
✓	✓	The Abali	56	5	5	5	4611 N IH 35
✓	✓	Zilker Studios (fka Armadillo Studios)	110	11	11	11	1508 S Lamar Blvd
✓	✓	Espero Austin at Rutland	171	9	9	9	1934 Rutland Drive
✓	✓	1140 Salina Street	2	1	1	1	1140 Salina Street
✓	✓	Eastern Oaks Apartments	30	3	3	3	4922 Nuckols Crossing
			<b>2,181</b>	<b>189</b>	<b>189</b>	<b>189</b>	

Office of Civil Rights Fair Housing Act Supplement

# City of Austin Office of Civil Rights

505 Barton Springs Road, Suite 515, Austin, TX 78704

Mailing Address: P.O. Box 1088, Austin, TX 78767



## City of Austin Office of Civil Rights (COAOCR) Consolidated Annual Performance and Evaluation Report (CAPER)

The City of Austin Office of Civil Rights is the housing discrimination enforcement arm within the city limits of Austin. As a Fair Housing Assistance Program, the COAOCR is funded annually on a noncompetitive basis to enforce fair housing laws that HUD has determined to be substantially equivalent to the Federal Fair Housing Act. The following is the housing team's performance for FY 24 under the City of Austin's Ordinance Chapter 5-1 on Housing Discrimination. Fifty (50) housing complaints were processed during FY 24 (October 1, 2023, to September 30, 2024).

No Cause to believe discrimination occurred	22
Conciliations with benefit to the Charging Party including relief in the public interest	17
Complaints withdrawn by complainant after resolution	8
Complaints withdraw without resolution	0
No jurisdiction	0
FHAP Judicial Consent Order	2
Complainant Failed to Cooperate	1
Charges filed/issued against Respondent	0
Reactivated by HUD	0

The City of Austin Office of Civil Rights (COAOCR) has participated in several outreach and training opportunities to affirmatively further fair housing in FY 23-24 to include.

### **Education and Outreach:**

- AustinCorps Session- Civil Rights, October 2023
- Fiesta De Salud- October 2023
- Annual Veterans Day Appreciation Luncheon, October 2023
- LGBTQIA+ Health and Resource Fair, December 2023
- Youth Career Fest, January 2024
- APD Community Resource Fair, January 2024
- APD Community Resource Fair March 2024
- Gus Garcia Recreation Center Easter Event, April 2024
- Austin Black Real Estate Professionals (ABREP)- Impact Day! April 2024
- 2024 Fair Housing Conference April 2024
- 2024 City of Austin Career Expo
- City of Austin Fair Chance Hiring Job Fair July 2024

[austintexas.gov/ocr](https://austintexas.gov/ocr)

Direct Number (512) 974-3251

Fax Number (512) 974-3278

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- Austin Pride Festival August 2024
- Get to Know Your Veterans Benefits April through September 2024

## **Fair Housing Investigator Training:**

- 8/18/2023 Fundamentals of Fair Housing NFHTA, Emi Johnson
- 8/13/23 – 8/17/23 IAOHRA Conference Fair Housing IAOHRA Juanita Martinez & Enrique Serrano, Damian Pantoja & Emi Johnson
- 08/22/23 -08/24/23Condo/HOA Fair Housing Training TWCCRD Juanita Martinez
- 11/30/23 Intake Fundamentals of Fair Housing NFHTA Yatzel Fite-Sabat
- 1/24/24-01/26/24 APA conference Accessibility Professionals Assoc. APA Giovanni Zamora, Enrique Serrano, and Beverly Davis
- 12/14/23 HUD Investigative Plans and Techniques Training OCR FH Staff
- 12/12/23 HUD Over and Under Investigative Training, OCR FH Staff
- 12/14/23 HUD HEMS OCR FH staff
- 12/21/23 Fundamentals of Fair Housing NFHTA Yatzel Fite-Sabat
- 1/24/24-01/26/24 APA conference Accessibility Professionals Assoc. Giovanni Zamora, Enrique, Serrano, and Beverly Davis
- 2/06/24 HUD FHIP Organizational Standing and Injury Training Enrique Serrano-Victoria Hayslett Attorney Law Dept.
- 2/07/24 Master Class Fair Housing Training TWCCRD OCR FH staff
- 3/12/24 Monitoring Conciliation Agreement, Discussion of SOPs with Management and TA on cases HUD ODR FH Staff
- 3/12/24 HUD Monitoring Conciliation Agreement, Discussion of SOPs with Management and TA on cases OCR FH Staff
- 3/15/24 Combating Appraisal Bias Series: Building Fair Housing Partnerships
- 3/20/24 Fair Housing Forum Mortgage Lending- All Fair Housing Staff
- 4/09/24 Common Violations and Solutions 2024 FH Accessibility First Giovanni Zamora
- 4/16 & 4/17, 2024 Fair Housing Conference- All Fair Housing Staff
- 4/25/24 Unlocking Fairness in Mortgage Decisions: AI Methodology NFHTA, Giovanni Zamora
- 5/1/24 Unlocking Fairness in Mortgage Decisions: A New AI Methodology webinar, Rikki Pfouts
- 5/15/24 NFHTA Forum | Empowering New Americans: Pursuing the American Dream and Fair Housing Together NFHTA
- 6/12/2024 Our Places of Impact: Facilitating Census in Communities HUD Exchange, Giovanni Zamora

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- 6/14/24- Black Land Matters, The Symposium, COA Housing Department, Giovanni Zamora
- 6/26/24 NFHTA Forum | Bostock and Beyond: Practical Applications of LGBTQIA+ Fair Housing Protections, All Fair Housing Staff
- 7/17/24 NFHTA Forum | Assistance Animals Are Not Pets: A Follow-up Discussion- All Fair Housing Staff
- 7/25/24 Source of Income Discrimination, HUD Exchange, Giovanni Zamora
- 7/30/24 Identifying and Evaluating Evidence of Appraisal Discrimination, HUD Exchange, All Fair Housing Staff
- 8/7/24 Fair Housing Policy Review and HUD Requirements Enrique Serrano, Beverly Davis
- 8/11-15/2024 IAOHRA National Training Conference IAOHRA
- 9/10/24 Accessible Areas - Parking using the Fair Housing Act Design Manual / Fair Housing Act Guidelines Fair Housing Accessibility First, All Fair Housing Staff

The Office of Civil Rights has simplified its Fair Housing complaint process, allowing complaints to be submitted through an online filing system

<https://www.austintexas.gov/departments/office-civil-rights/contact-us>

The website has been updated to include details about the City's Fair Housing Ordinance, Employment Ordinance, Fair Chance Hiring Ordinance, Public Accommodation Ordinance, and relevant Federal Fair Housing and Employment information.

*[austintexas.gov/ocr](https://www.austintexas.gov/ocr)*

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Draft funding Table
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**CITY OF AUSTIN**  
**HOUSING & PLANNING OFFICE**  
**FY 2023-24 Summary Funding and Production Table**  
**November 12, 2024 (DRAFT)**

Program / Activity	Funding Source	FY 2023-24 Action Plan		FY 2023-24 CAPER		
		New Funding	Estimated Services	Actual Expenditures	Services Provided	
SPECIAL NEEDS ASSISTANCE						
<u>Child Care Services</u>	CDBG	485,236	180	462,184	137	
	CDBG-CV1	-	-	46,930	22	
		-	-	-	-	
Subtotal, Child Care Services		485,236	180	509,114	159	
<u>Senior Services</u>	CDBG	129,052	175	129,052	158	
		129,052	175	129,052	158	
<u>Mental Health Services</u>	CDBG	196,179	159	196,179	149	
		196,179	159	196,179	149	
Subtotal, Mental Health Services		810,467	514	834,345	466	
Subtotal, Public Services						
<u>Housing Opportunities for Persons with AIDS</u>	AIDS Services of Austin/VH	HOPWA	1,018,881	280	630,217	205
	Project Transitions	HOPWA	1,358,508	88	691,675	45
	Integral Care ATCIC	HOPWA	153,203	70	38,562	49
	ASHwell	HOPWA	59,578	18	15,109	25
	Hotel/Motel Assistance	HOPWA-CV	-	-	-	27
	HOPWA - Adm	HOPWA	80,108	-	275	
	HOPWA - Adm	HOPWA-CV	-	-	-	
	Adjustment for Duplicated Services	HOPWA	-	-	-	
	Subtotal, Housing Opportunities for Persons with AIDS		2,670,278	456	1,375,839	351
	Subtotal, Special Needs Assistance		3,480,745	970	2,210,185	806
HOMELESS ASSISTANCE						
<u>Tenant-Based Rental Assistance</u>	HOME	1,048,572	120	1,467,010	116	
	HOME - PI	-	-	-	-	
		1,048,572	120	1,467,010	116	
Subtotal, TBRA						
<u>Public Facilities</u>	CDBG	-	-	5,534,681	-	
<u>HEARTH Emergency Solutions Grant</u>	Shelter Operation and Maintenance	HESG	313,922	375	\$313,922	515
	Shelter Operation and Maintenance	HESG-CV	-	-	-	-
	HMIS	HESG	22,000		11,073.34	-
	HMIS	HESG-CV	-		-	-
	Rapid Rehousing Programs	HESG	291,274	108	284,197.40	34
	Rapid Rehousing Programs	HESG-CV	-	-	-	-
					-	-
	ESG - Adm	HESG	31,000	-	31,000	
	ESG - Adm	HESG-CV	-	-	-	-
			-	-	-	-
Subtotal, HEARTH Emergency Solutions Grant		658,196	483	-	549	
Subtotal, Homeless Assistance		1,706,768	603	7,001,691	815	

**CITY OF AUSTIN**  
**HOUSING & PLANNING OFFICE**  
**FY 2023-24 Summary Funding and Production Table**  
**November 12, 2024 (DRAFT)**

Program / Activity	Funding Source	FY 2023-24 Action Plan		FY 2023-24 CAPER	
		New Funding	Estimated Services	Actual Expenditures	Services Provided
RENTER ASSISTANCE					
Architectural Barrier Program - Rental	CDBG	185,000	7	-	-
Tenants' Rights Assistance	CDBG	293,886	300	206,023	274
Subtotal, Renters Assistance		478,886	307	206,023	274
HOMEBUYER ASSISTANCE					
Down Payment Assistance	HOME	1,472,830	25	967,024	29
	HOME - PI	400,000	-	-	
Subtotal, Down Payment Assistance		1,872,830	25	967,024	29
Subtotal, Homebuyer Assistance		1,872,830	25	967,024	29
HOMEOWNER ASSISTANCE					
Architectural Barrier Removal - Owner	CDBG	1,510,000	80	1,383,333	73
	CDBG - RL	-	-	-	-
Minor Home Repair	CDBG	900,000	230	634,610	112
	CDBG - RL	-	-	-	-
Homeowner Rehabilitation Loan Program	HOME - PI	200,000		-	
	CDBG	637,001	9	345,891	5
	CDBG - PI			-	
	CDBG - RL	40,000	-	-	
		-		-	
Subtotal, Homeowner Rehab		877,001	9	345,891	5
Subtotal, Homeowner Assistance		3,287,001	319	2,363,834	190
HOUSING DEVELOPMENT ASSISTANCE					
Rental Housing Development Assistance	CDBG	1,553,529	2	1,553,529	-
	HOME	-	-	300,000	-
	HOME - PI	218,182	4	-	-
	HOME (CHDO)	270,140	4	373,350	4
		-	-	-	-
Subtotal, Rental Housing Dev Assist		2,041,851	10	2,226,879	4
Ownership Housing Development Assistance	CDBG	-	-	-	-
	CDBG - RL	55,000		-	-
	HOME	-	-	(74,726)	3
	HOME - PI	-	-	-	-
	HOME (CHDO)	270,140	2	-	-
Subtotal, Ownership Housing Dev Assistance		325,140	2	(74,726)	3
Subtotal, Housing Developer Assistance		2,366,991	12	2,152,153	7



CITY OF AUSTIN  
HOUSING & PLANNING OFFICE  
FY 2023-24 Summary Funding and Production Table  
November 12, 2024 (DRAFT)

Program / Activity	Funding Source	FY 2023-24 Action Plan		FY 2023-24 CAPER	
		New Funding	Estimated Services	Actual Expenditures	Services Provided
OTHER COMMUNITY DEVELOPMENT ASSISTANCE					
<u>CHDO Operating Expenses Grants</u>	HOME (CO)	180,000	2	100,000	2
<u>Family Business Loan Program</u>	Section 108	3,000,000	33	-	-
		-	-	-	-
	Section 108 - PI	126,116	-	-	-
Subtotal, Other Community Development Assistance		3,306,116	35	100,000	2
DEBT SERVICE					
<u>Neighborhood Commercial Mgmt., Debt Service</u>	Section 108 - PI	300,000		164,958	
ADMINISTRATION					
	CDBG	1,472,471	-	1,273,681	-
	CDBG - PI	10,000	-	-	-
	HOME	360,186	-	312,973	-
	HOME - PI	81,818	-	-	-
		-	-	-	-
Subtotal, Administration		1,924,475	-	1,586,654	-
TOTAL Programs, Debt Service, and Admin Cost		18,723,812	2,271	16,752,520	1,084

**CITY OF AUSTIN**  
**HOUSING & PLANNING OFFICE**  
**FY 2023-24 Summary Funding and Production Table**  
**November 12, 2024 (DRAFT)**

Program / Activity	Funding Source	FY 2023-24 Action Plan		FY 2023-24 CAPER	
		New Funding	Estimated Services	Actual Expenditures	Services Provided

**FUND SUMMARIES:**

✓	HOPWA	2,670,278	456	1,375,839	-
✓	HOPWA-CV	-	-	-	-
✓	HOPWA-PI	-	-	-	-
✓	HESG	658,196	483	-	-
✓	HESG-CV	-	-	-	-
✓	CDBG	7,362,354	1,142	11,719,163	908
✓	CDBG-CV1	-	-	46,930	22
✓	CDBG-CV2	-	-	-	-
✓	CDBG-CV4	-	-	-	-
✓	CDBG-CV13	-	-	-	-
1	CDBG - PI	10,000	-	-	-
✓	CDBG - RL	95,000	-	-	-
✓	HOME	2,881,588	145	2,972,281	148
✓	HOME (CHDO)	540,280	6	373,350	4
✓	HOME (CO)	180,000	2	100,000	2
✓	HOME - PI	900,000	4	-	-
✓	HTF	-	-	-	-
✓	Section 108 - PI	426,116	-	164,958	-
✓	Section 108	3,000,000	33	-	-
✓	GO Bonds	-	-	-	-
✓	CIP	-	-	-	-
✓	GF	-	-	-	-
✓	HPD	-	-	-	-
✓	DDDB	-	-	-	-
✓	UNO	-	-	-	-
0	Totals	18,723,812	2,271	16,752,520	1,084

\* All proposed activities' budgets are estimated and rounded. These figures are subject to the availability of both federal and local funding.