

# Item 9



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 5/28/13

**Prepared By/Phone Number:** Christy Moffett, LMSW / 854-3460

**Elected/Appointed Official/Dept. Head:**

Sherri E. Fleming, County Executive of Travis County Health and Human Services & Veterans Service

**Commissioners Court Sponsor:**

Judge Samuel T. Biscoe

### **AGENDA LANGUAGE:**

Consider and take appropriate action on the following items related to the Community Development Block Grant available through HUD:

- A. Update on current projects;
- B. Overview of the Program Year 2013 Spring public engagement process; and
- C. Potential projects for the Program Year 2013 Action Plan.

### **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

A. Staff is currently implementing seven CDBG projects with funding from multiple program years. Refer to Attachment "B" for a status update on each project/program.

B. During the months of February and March 2013, the public had the opportunity to identify the needs of the unincorporated areas by 1) attending one of five public hearings, 2) completing a Participation Form or 3) completing a Project Proposal. During this period:

- A total of 39 people attended the five public hearings.
- Three Participation Forms were submitted.
- One project proposal was submitted by an agency: Sustainability on Site at Las Lomitas.
- Three proposals were submitted by Travis County Departments: One from the Family and Support Service (FSS) division of the Health and Human Service and Veteran Service Department (HHS&VS) for the ongoing social work project, one from the Transportation and Natural Resources Department (TNR) for ongoing project management of infrastructure projects, and one from The Transportation and Natural Resources Department (TNR) for the third phase of the Lake Oak Estates Road Improvement Project.

Refer to Attachment "C" for a detailed description of public participation.

C. Travis County's CDBG allocation for Program Year 2013 is estimated to be \$851,524. An Action Plan describing how Travis County intends to spend its

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allocation is due to HUD by August 15, 2013. A minimum of 65% of the allocation must be spent on Housing and Community Development projects. Funds for Administration and Planning projects are capped at 20% and funds for Public Services capped at fifteen percent.

**STAFF RECOMMENDATIONS:**

- A. Staff recommends acceptance of the project update.
- B. Staff recommend acceptance of the public engagement update.
- C. Staff recommends the following projects for funding in PY 13:

<b>Detailed Project Recommendations for PY13</b>	
<b>Community Development (must be at least 65 % of Total Allocation)</b>	
<b>Street Improvements: Lake Oak Estates</b>	
The project will improve several substandard roads in the neighborhood. The first phase of the project, funded with PY11 funds, included design, environmental and related services. The second phase of the project, funded in PY12 included construction of improvements for about half the roadways in the subdivision. During the third phase of the project, proposed for PY13, all streets will be completed. The project includes funds for a TNR Senior Engineer to act as a project manager. The improvements impact 126 people, of which, 86% are considered low to moderate income based on the primary survey.	\$425,000
<b>Owner Occupied Housing: Home Rehabilitation</b>	
This project will fund minor home repair services to move homes towards Housing Quality Standards to low and moderate income homeowners in the CDBG service area. The program seeks to improve the energy efficiency, physical living conditions, and safety in owner-occupied homes. A 0% interest, forgivable 5-year loan up to \$24,999 with no required annual or monthly payments is available. The impact will be 5 homes owned by households at or below 80% MFI.	\$ 131,221*
<b>Housing and Community Development total (65 %):</b>	<b>\$ 556,221</b>
<b>Public Services (capped at 15 % of Total Allocation)</b>	
<b>Social Work Expansion:</b>	
This project funds the equivalent of one FTE social work position and related operating expenses to provide services to clients in the CDBG service area. Social Work services include case management, information and referral, non-clinical counseling, crisis intervention and outreach. This project will be administered by the Travis County HHS/VS, Family Support Services Division. The impact will be assistance to 400 individuals living at or below 80% MFI.	\$75,000
<b>Tenant’s Rights and Fair Housing Counseling</b>	
This program will expand existing fair housing and tenant’s rights services in the CDBG service area, and proposes to serve approximately 68 people of which 51% must be at or below 80% MFI. Fair housing services include: fair housing counseling, fair housing complaint processing and testing in support of an individual complainant. Tenant’s Rights services include: telephone counseling and in-person mediation, as needed. Additionally, part of the funds will be used for allowable program delivery costs such as marketing materials and office supplies.	\$50,000
<b>Public Service total (15 %):</b>	<b>\$125,000</b>

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<b>Administration and Planning (capped at 20 % of Total Allocation)</b>	
<b>Administration &amp; Planning</b> The funds allocated for administration will pay for the operating expenses associated with the grant including office supplies, training, contracted services, interpreting, fair housing activities, membership, the Consolidated Plan and Action Plan, annual report, reporting and other business related expenses. Additionally, the funds will pay for a portion of the salaries for the CDBG Planners and the TNR Senior Engineer. These positions are responsible for project development, action plan and annual report development, monitoring, and reporting among others.	\$170,303
<b>Administration and Planning Total (20%):</b>	<b>\$170,303</b>
<b>Total award by HUD:</b>	<b>\$851,524</b>

\*Additional funds in the amount of \$33,885 of unallocated PY12 grant funds will be allocated to the Home Repair project for a total funding level in PY13 of \$165,106.

The proposed Alternate Projects for 2013 are:

<b>Proposed Alternate Projects for Program Year 2013</b>	
<b>Project/Activities</b>	<b>Amount</b>
<b>Community Development</b>	
<b>Owner Occupied Housing: Home Rehabilitation</b> This project will fund minor home repair services to move homes towards Housing Quality Standards to low and moderate income homeowners in the CDBG service area. The program seeks to improve the energy efficiency, physical living conditions, and safety in owner-occupied homes. A 0% interest, forgivable 5-year loan up to \$24,999 with no required annual or monthly payments is available.	Up to \$1 million
<b>Sustainability on Site at Las Lomitas Neighborhood</b> A two part project is proposed: 1) An assessment of existing conditions and a comprehensive comparison of the feasibility, costs, and benefits of conventional water and wastewater options versus sustainable alternatives; 2) Implementation of sustainable water, wastewater, and climatic intervention infrastructure, per the outcomes of the study, for qualifying residents.	Up to \$480,000

### **ISSUES AND OPPORTUNITIES:**

A. Slow spending continues to be an issue for the grant. This year, if the program is not successful in making its ratio of 1.5 by July 31<sup>st</sup>, an informal consultation with HUD will be required. Challenges over the past year include starting two new programs with numerous requirements and implementing them while ensuring

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compliance with federal requirements with one of the programs not taking off as anticipated.

- B. The public engagement piece continues to be successful in its engagement of a variety of people.
- C. All projects recommended are high priority projects as established by the Travis County Commissioners Court on May 24, 2011 for the Program Year 2011-2013 Consolidated Plan.

A brief summary of the project considerations can be found below:

- **Street Improvements: Lake Oak Estates:** 1) the first phase of the three year project was funded in PY11, and included design and environmental review, 2) the second phase of the project was funding in PY12 and includes construction of improvements for about half the roadways in the subdivision; 3) the third phase of the project is proposed for PY13 and would complete construction of remaining roadway improvements; 4) funding the construction phase allows the first phase to be an eligible expense; 5) the project improves the livelihood of a community and their ability to gain access to a safe and decent road; 6) TNR and the CDBG Office are currently working to resolve issues related to the acquisition of two easements to complete the project. As a federal project, the County may not require donation of easements, but if a change to the scope of the project needs to occur as a result, the Court will be notified.
- **Home Rehabilitation:** 1) improves quality of existing housing stock; 2) increases access to funding for repairs as few providers work in the CDBG service area; and 3) helps to address the current waiting list for the program; 4) the project was funded in PY12 and is currently being administered by Meals on Wheels and More, Inc.
- **Public Services, Social Work Expansion:** 1) improves access for households who need the services; 2) allows the County to better understand the needs in the unincorporated areas and work with other service providers to expand services; and 3) leverages funds.
- **Tenant's Rights and Fair Housing Counseling:** 1) helps the County meet a statutory requirement to meet federal Fair Housing obligations; 2) Residents of the CDBG service area have limited access to tenant's rights and fair housing services, the project increases access to services, training and outreach to all four precincts; 3) Austin Tenants Council can help residents determine if and how discrimination is occurring and take the appropriate actions to ameliorate the situation; 4) This work informs CDBG staff on the nature and extent of fair housing choice/discrimination facing residents of the CDBG service area.
- **Administration & Planning:** 1) allows the grant to absorb more of the administrative cost of the program; 2) assists in timeliness achievement through drawing down funds consistently.

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A. Considering the inclusion of alternate projects allows for the pre-planning of unforeseen incidents, and allows the CDBG program to utilize the funds in a timely manner toward pre-identified alternate projects. Resources, including time and money, that would otherwise be used to add or delete projects through the customary Substantial Amendment process described in the Citizen Participation Plan can be saved. A brief summary of issues related to the Alternate Projects proposed for PY13 can be found below:

- Home Rehabilitation: Additional funds may be allocated to the existing Home Rehabilitation project from either or both of the following sources:
  - 1) Any unused funds from the Homebuyer Assistance Program that remain at the conclusion of the program administrator's contract on September 30, 2013.
  - 2) PY13 funds made available due to delays to Phase 3 of the Lake Oak Estates Road Project.
- Sustainability on Site at Las Lomitas: 1) The neighborhood lacks water lines and connections and water is currently being transported in by home owners and stored in tanks; 2) The neighborhood also has the ability to address wastewater issues for those houses who need a more sustainable option; 3) The CDBG Office will need to request technical assistance from HUD to determine the eligibility of the feasibility study portion of the proposed project; 4) Adding as an alternate allows the project to move forward if the subdivision and tax issues are resolved.

#### **FISCAL IMPACT AND SOURCE OF FUNDING:**

CDBG funding comes from the U.S. Department of Housing and Urban Development. For PY13, CDBG will continue to need the dollars allocated in the HHS/VS General Fund target budget, which will continue to support the CDBG Planning Project Manager and 40% of a CDBG Planner position. If the Court approves the grant projects, the grant will support 100% of one part-time CDBG Planner, 60% of a second CDBG Planner, and 25% of the TNR Senior Engineer and all operating expenses.

No matching funds are required for CDBG. Staff anticipates that the grant funds will be available by mid-October 2013. The contract period will be October 1st through September 30th annually.

#### **REQUIRED AUTHORIZATIONS:**

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# TRAVIS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Recommendations for  
CDBG Program Year (PY) 2013 Allocations



# Project Update

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Travis County Commissioners Court Presentation by the Health & Human Services and Veteran Services (HHS & VS) Department

# CDBG PROJECT UPDATE – 2013

<p><b>FSS Social Work Services Expansion</b></p> <ul style="list-style-type: none"> <li>• Provision of services underway</li> <li>• 307 People served in first two quarters</li> <li>• \$19,540 in leveraged funding accessed to date</li> <li>• New Project Manager switch going smoothly</li> </ul>	<ul style="list-style-type: none"> <li>• Funds anticipated to be spent by September 2013. Any funding left will be programmed to another project.</li> </ul>
<p><b>Lake Oak Estates Street Improvement</b></p> <ul style="list-style-type: none"> <li>• Phase 1, Design completed, ready to go to bid.</li> <li>• Phase 2, Construction on approximately half of roadways</li> <li>• Phase 2 Acquisition of easements, ordered appraisals</li> <li>• Phase 3, Completion of construction</li> </ul>	<ul style="list-style-type: none"> <li>• Phase 2 completion anticipated in September, 2013</li> <li>• Phase 3 commencement anticipated November 2013</li> </ul>
<p><b>Land Acquisition for Affordable Owner Housing Infrastructure Development</b></p> <ul style="list-style-type: none"> <li>• Land acquisition</li> <li>• 2 houses completed</li> <li>• Completion of construction of all houses</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of 27 houses by October 2015 and last 4 houses by July 2016</li> </ul>
<p><b>Fair Housing</b></p> <ul style="list-style-type: none"> <li>• Non-profit identified &amp; contract in place</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of services anticipated to begin June 2013</li> </ul>



# CDBG PROJECT UPDATE – 2013

<p><b>Homeowner Rehabilitation</b></p> <ul style="list-style-type: none"> <li>• Non-profit identified &amp; contract in place</li> <li>• Eligibility and site specific determinations</li> <li>• Home repairs begin and ongoing determinations</li> <li>• Approximately 20 homes repaired and \$500,000 expended</li> <li>• Approximately 21 homes repaired and additional \$568,000 expended, completing project</li> </ul>	<ul style="list-style-type: none"> <li>• March, 2013</li> <li>• March-April, 2013</li> <li>• May, 2013</li> <li>• September, 2013</li> <li>• February, 2014</li> </ul>
<p><b>Homebuyer Assistance</b></p> <ul style="list-style-type: none"> <li>• Non-profit identified &amp; contract in place</li> <li>• Program launched</li> <li>• 1 loan made to date</li> <li>• Contract completion, any unspent funds reallocated</li> </ul>	<ul style="list-style-type: none"> <li>• September 2012</li> <li>• October 2012</li> <li>• April 2013</li> <li>• October 2013</li> </ul>
<p><b>Administration &amp; Planning</b></p> <ul style="list-style-type: none"> <li>• Ongoing planning and administrative activities</li> <li>• Analysis of Impediments to Fair Housing Choice</li> </ul>	<ul style="list-style-type: none"> <li>• Anticipated completion in September 2013</li> </ul>



# Funding Available

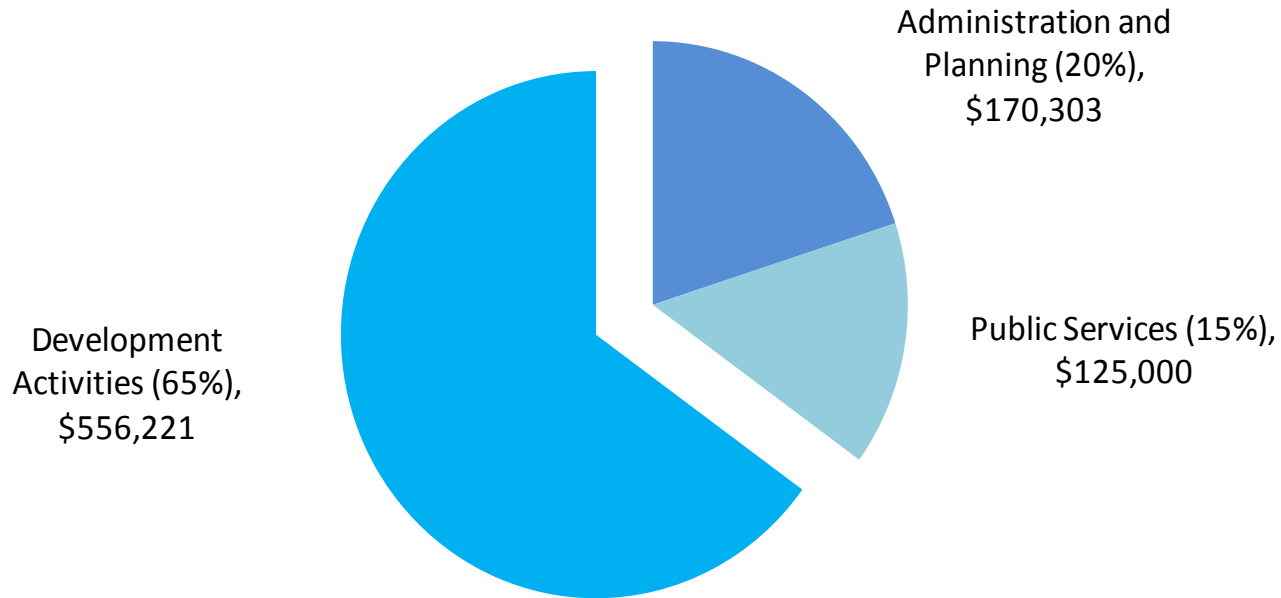
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Travis County Commissioners Court Presentation by the Health & Human Services and Veteran Services (HHS & VS) Department

# PROGRAM YEAR 2013 ALLOCATION: *\$851,524 (estimated)*

## CDBG Activities





# Public Engagement Summary

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Travis County Commissioners Court Presentation by the Health & Human Services and Veteran Services (HHS & VS) Department

# SUMMARY OF PARTICIPATION PROCESS

Five Public Hearings held = 39 participants

Participation Forms = 3 submitted

Project Proposal Forms = 4 submitted

- 1 proposal from an agency

- 3 proposals from TC Departments

# SUMMARY OF RESULTS

CATEGORY	PRIORITY RANKING
Infrastructure	1
Community Services	2
Business and Jobs	3
Housing	4 (tie)
Public Buildings and Facilities	4 (tie)
Populations with Specialized Needs/Services	5



# PY 13 Project Recommendations

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Travis County Commissioners Court Presentation by the Health & Human Services and Veteran Services (HHS & VS) Department

# PROJECT SCORING CRITERIA

- Addresses a high priority in the 2011-2013 Consolidated Plan
- Feasibility: Completed in 12-18 months
- Impacts a significant number of people
- Benefits Low to Moderate Income Households
- Leverages funds



# PY2011 TO PY2013 CONSOLIDATED PLAN STRATEGIC DIRECTION

CATEGORY	PRIORITY
Infrastructure	High
Housing	High
Community Services	High
Populations with Specialized Needs/Services	Medium
Business and Jobs	Medium
Public Facilities	Medium

# SUMMARY OF RECOMMENDED PROJECTS

PROPOSED PROJECTS FOR PY 2013	PY13 ALLOCATION
Street Improvements: Lake Oak Estates	\$425,000
Home Rehabilitation	\$131,221*
Public Services: Social Work Services	\$75,000
Fair Housing	\$50,000
CDBG Administration & Planning	\$170,303
<b>Total</b>	<b>\$851,524</b>

\*Additional funds in the amount of \$33,885 of unallocated PY12 grant funds will be allocated to the Home Repair project for a total funding level in PY13 of \$165,106.

# PY13 PROJECT RECOMMENDATION: LAKE OAK ESTATES STREET IMPROVEMENTS

## PROJECT DETAILS

Phase 1 of the project was funded in PY11, and included design and environmental review. Phase 2 was funded in PY12 and included construction of approximately half the roadways. Phase 3 proposed for PY13 will complete construction of the roadways.

**Proposed Funding:** \$425,000

**Priority Area:** High (Infrastructure)

**Feasibility:** Phased over 3 years

**Impact:** 126 people

**Low/Mod benefit:** 85.7%

**Leverage:** \$0

# PROJECT SAVINGS RECOMMENDATION: HOMEOWNER REHABILITATION

## PROJECT DETAILS

Provides a 5 year forgivable loan, up to \$24,999, to improve homes for low to moderate income homeowners.

**Proposed Funding: \$131,221 (PY13 funds) + \$33,885  
(unallocated prior year funding) = \$165,106**

**Priority Area:** High (Housing)

**Feasibility:** 12 Months

**Impact:** 5 houses

**Low/Mod benefit:** 100%

**Leverage:** \$TBD

# PY13 PROJECT RECOMMENDATION: SOCIAL WORK EXPANSION

## Project Details

Provides funding for one FTE plus operating costs. Case management provided to all precincts.

**Proposed Funding:** \$75,000

**Priority Area:** High (Community Services)

**Feasibility:** 12 Months

**Impact:** 400 people

**Low/Mod benefit:** 100%

**Leverage:** \$ TBD

# PY13 PROJECT RECOMMENDATION: TENANT'S RIGHTS AND FAIR HOUSING COUNSELING

## PROJECT DETAILS

This program will expand existing tenant's rights and fair housing services into the unincorporated areas of the County and the Village of Webberville.

**Proposed Funding:** \$50,000

**Priority Area:** High (Community Services)

**Feasibility:** 12 Months

**Impact:** 68 people

**Low/Mod benefit:** 51%

**Leverage:** \$TBD

# PY13 PROJECT RECOMMENDATION: ADMINISTRATION AND PLANNING

## PROJECT DETAILS

The project funds grant administration, partially funds CDBG planners, and a Senior Engineer, related operating costs and potentially some fair housing training and outreach.

**Proposed Funding:** \$170,303

**Priority Area:** N/A

**Feasibility:** 12 Months

**Impact:** N/A

**Low/Mod benefit:** N/A

**Leverage:** Approx. \$120,000



# Alternate Projects Recommendations

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Travis County Commissioners Court Presentation by the Health & Human Services and Veteran Services (HHS & VS) Department



# SUMMARY OF ALTERNATE PROJECTS RECOMMENDATIONS

PROPOSED ALTERNATE PROJECTS FOR PY 2013	ALLOCATION
Homeowner Rehabilitation	Up to \$1 million
Las Lomitas Sustainability on Site Project	Up to \$480,000

Alternate Projects are defined as projects that could be considered, if necessary, to replace a slow moving project or use project savings.



# Timeline for Action Plan Submission

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Travis County Commissioners Court Presentation by the Health & Human Services and Veteran Services (HHS & VS) Department

# TIMELINE: DEVELOPMENT OF PY13 ACTION PLAN

- May 28:** Presentation of PY13 projects and consideration of Approval
- June 11:** **Deadline:** Court project approvals required
- June 18:** **Deadline:** Court approval of Draft PY13 Action Plan
- June 24-July 24 :** 30-day comment period for PY13 Action Plan  
*Includes two public hearings on July 2 and July 9*
- August 13 :** **Deadline:** Court approval of PY13 Action Plan required
- August 15:** **Deadline:** PY13 Action Plan Due to HUD

# ATTACHMENT B: PROJECT UPDATE

Implementation schedule for CDBG-funded projects as of May 28, 2013

## Attachment B: Implementation Schedules for CDBG-funded Projects As of April 30, 2013

Project	Funding Allocated	Expended as of April 30th	Updated Timeline
Land Acquisition for Affordable Housing Development	\$1,094,655	\$1,062,545	October, 2010: 27 lots acquired; July, 2011: Additional 4 lots acquired; May, 2012: 2 homes completed and occupied; October, 2015: 27 homes completed July, 2016 final 4 lots completed.
Lake Oak Estates Street Improvements	\$471,598	\$84,033	January-June 2013: Design Phase; May-September, 2013: Construction for approximately half of roadways and acquisition of easements; January-July, 2014: Construction on remaining roadways, project completion.
FSS Social Work Services Expansion	\$106,000	\$42,120	October, 2012: Provision of services underway; First two quarters of program year: 307 people served; \$ 19,540 dollars in other services accessed due to services; September, 2013: Funding expended.
Fair Housing Project	\$28,451	\$0	June 2013: Contract execution anticipated; September 2013: Funding expended.
Administration and Planning	\$179,268	\$62,415	October, 2012: Provision of services underway; September, 2013: Funding expended.
Homeowner Rehabilitation	\$1,088,731	\$0	October 2012: RFS Released; December 2012-February 2013: Negotiations with contractor; March 2013: Contract awarded; March – April 2013: Eligibility and Site Specific Environmental Determinations; May 2013: Site Specific Determinations are ongoing and Home Repairs begin; September 2013: Anticipate repairing approx. 20 homes and spend \$500,000; February 2014: Anticipate repairing

			approximately 21 more homes and spend the remaining funds.
Homebuyer Assistance	\$794,945	\$4,178	September 2012: Nonprofit under contract as program administrator; October 2012: Program launched; April 2013, first home loan closed; September 2013, contract ends; October 2013, after closeout reprogram unspent funds to an alternate project.

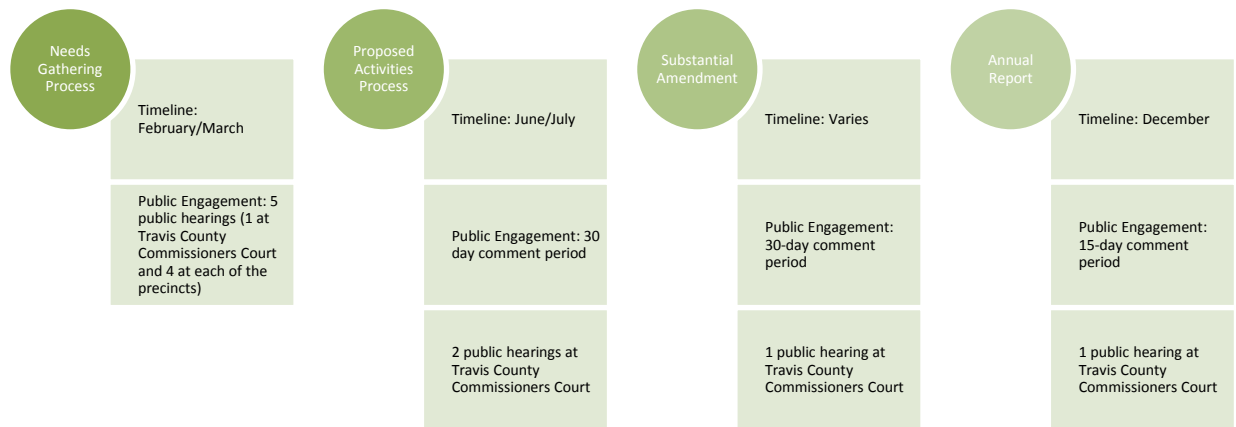
# ATTACHMENT C: PUBLIC PARTICIPATION AND COMMUNITY NEEDS IDENTIFIED FOR PROGRAM YEAR 2013

Summary of Action Plan Participation Process  
Participation Forms  
Detailed Results of Participation Process  
Testimonies received during Public Hearing at Commissioners Court  
Public Participation Advertisements

## ATTACHMENT A: ACTION PLAN PARTICIPATION PROCESS

Public engagement occurs throughout CDBG activities for four main purposes: needs gathering, approval of proposed actions, the substantial amendment process (if applicable), and the annual report (see Figure 1 below).

**Figure 1: Public Engagement Process**



## SUMMARY OF PARTICIPATION PROCESS

During the months of February and March 2013, the public had an opportunity to identify the needs of the unincorporated areas by;

- 1) Attending one of five public hearings;
- 2) Turning in a Participation Form; or
- 3) Turning in a Project Proposal form.

It is important to note that the Program Year 2013 Action Plan marks the third year of the second Consolidated Plan.

### Public Hearings and Participation Forms

The purpose of the hearings and participation forms was to obtain the public's input on the community development, housing, and public service needs, as well as potential project ideas to address those needs. The first hearing, held at the Commissioner Courtroom, followed a



traditional hearing format, while those held in each of the precincts had an information session followed by facilitated discussion. The hearings were held according to the following schedule:

**Figure 2: Locations and Dates of Public Hearings Held to Collect Information for the PY 2013 Action Plan**

Locations of Hearings		Dates/Times of Public hearings
Community-Wide Hearing	Travis County Commissioners Court, Granger Building	Tuesday, February 19, 2013 9:00 am
Precinct 1	East Rural Community Center, Manor	Wednesday, March 6, 2013 6:30 pm
Precinct 2	Westside Meeting Hall, Austin	Wednesday, February 20, 2013 6:30 pm
Precinct 3	West Rural Community Center, Oak Hill	Thursday, March 7, 2013 6:30 pm
Precinct 4	South Rural Community Center, Del Valle	Thursday, February 21, 2013 6:30 pm

The public that could not participate in public hearings had the choice of providing their input by filling out a Participation Form or a Project Proposal Form. These forms were provided to interested parties upon request and were available in both English and Spanish on the Travis County CDBG website.

### **Technical Assistance to Neighborhoods**

Organized residents and non-profit agencies who identified CDBG eligible projects received technical assistance from CDBG staff in the form of site visits, guidance on project proposals and understanding CDBG eligible activities and eligible beneficiaries. CDBG staff provided technical assistance to two non-profits and one neighborhood thus far in the program year.

### **Advertising**

The opportunity to participate was advertised on the Travis County website ([www.co.travis.tx.us/CDBG](http://www.co.travis.tx.us/CDBG)), the seven community centers and the television channel of Travis County. Advertisements also appeared in newspapers of general circulation including Hill Country News, The Oak Hill Gazette, The Villager, The Austin Chronicle, Pflugerville Pflag, Lake Travis View, and Westlake Picayune and the Spanish language newspapers *Ahora Si* and *El Mundo*. In addition, notifications by mail and e-mail were sent to service providers, to county residents who had previously attended public hearings, to the community liaison departments

of schools districts and to neighborhood associations, and were posted on the CDBG Facebook and Twitter pages. The announcements were available in English and Spanish (see Attachment E.)

The following efforts were made to broaden public participation:

- Public notices presented the option of requesting an American Sign Language or Spanish interpreter.
- The CDBG website stayed current with documents and announcements of the different participation opportunities.
- The public that could not attend the public hearings had the option to provide their input by filling out a Participation Form or Project Proposal Form.
- To increase the access to information for Spanish-speakers, all the participation forms were available in Spanish, and selected sections of the website were translated into Spanish.
- Notices of opportunities to participate were sent to all neighborhood associations in the unincorporated areas and to school district community liaison departments.
- Notices were posted at the seven Travis County Community Centers.

### **Summary of Public Participation**

- A total of 39 people attended the five public hearings
- Three Participation Forms were submitted
- One project proposal was submitted by a neighborhood or agency: Las Lomitas neighborhood Sustainability on Site project.
- Three proposals were submitted by Travis County Departments: One from the Family and Support Service (FSS) division of the Health and Human Service and Veteran Service Department (HHS&VS) for the ongoing social work project, one from the Transportation and Natural Resources Department (TNR) for ongoing project management of infrastructure projects, and one from The Transportation and Natural Resources Department (TNR) for the third phase of the Lake Oak Estates Road Improvement Project.

## PUBLIC COMMENT PERIOD

Every year during the development of the Annual Action Plan, a 30-day public comment period is held to receive comments on the proposed uses of CDBG funds. The comment period includes two public hearings held at the Travis County Commissioners Court. For the development of the PY13 Action Plan, the 30-day public comment period is proposed to be held from June 24, 2013 to July 24, 2013 and the two public hearings are proposed to be held on July 2, 2013 and July 9, 2013.

The public comment period will be advertised on the County's website, Travis County Community Centers and in newspapers of general circulation. In addition, notifications by mail and e-mail will be sent to service providers, to citizens who had previously attended public hearings, to the community liaison departments of schools districts and to neighborhood associations. The announcements will be available in English and Spanish.

## PROJECT SELECTION PROCESS

Travis County CDBG staff considered and weighed all potential projects identified by the public. First, the CDBG Office staff assessed whether potential projects met one of HUD's national objectives, were eligible CDBG activities, and were feasible to complete in a timely manner. CDBG staff further evaluated the projects according to the following criteria:

- **Addresses a high priority goal of the Strategic Plan:** Projects addressing one of the three high priority categories identified in the Strategic (Consolidated) Plan will receive more favorable review.
- **Feasibility of project:** Projects that have the ability to be implemented and completed within 12 months will receive more favorable review. Project may be broken up into manageable 12-18 month phases for those that are more costly or slower moving.
- **Impacts a significant number of households:** Project scope and the number of persons benefiting will be considered to determine the level of project impact.
- **Benefit to low/moderate-income persons:** Projects that benefit low- and moderate-income households will receive a more favorable review.
- **Leverages/matches with funding from another source:** Projects that utilize other funds (federal, state, local, private) and public/private joint efforts will receive more favorable review.

# Travis County CDBG Annual Community Needs Survey PY 2013

## 1. Introduction & Contact Information

- Every year, Travis County receives federal funds from a program called the Community Development Block Grant (CDBG). For program year 2013, Travis County anticipates receiving an estimated \$896,341.
- The program must support housing, community development and public service projects and must benefit residents that live in the unincorporated areas of Travis County or in the Village of Webberville.
- We would like you to have a voice in how these funds are spent for the NEXT program year (October 2013 - September 2014) by filling out this survey, telling us where you see the greatest needs in your community and providing specific project ideas.
- To learn more about CDBG, visit [www.co.travis.tx.us/CDBG](http://www.co.travis.tx.us/CDBG)

### \* 1. Contact Information

<b>Name:</b>	<input type="text"/>
<b>Company:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
<b>City/Town:</b>	<input type="text"/>
<b>State:</b>	<input type="text"/>
<b>ZIP/Postal Code:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>
<b>Phone Number:</b>	<input type="text"/>

### \* 2. Please check the category you represent

- Resident
- Community Group
- For-Profit Business
- Faith-Based Organization
- Non-Profit Organization
- Travis County Department

### 3. Would you like to receive emails or postal mail notifications about CDBG events?

- Email Notices
- Postal Mail Notices
- Not Interested

# Travis County CDBG Annual Community Needs Survey PY 2013

## 2. Identifying Needs for 2013

In this section, please think of the time period spanning from October 1, 2013 through September 30, 2014. Answer the questions with the needs of the unincorporated areas and the Village of Webberville in mind, and identify the categories you think are important enough to be priorities for CDBG funds in the next year.

**1. Of the six funding areas available, please rank the areas by letting us know which one represents:**

- **The most urgent need (the most urgent area of investment in your community)**
- **An urgent need (but not necessarily the most urgent)**
- **An important need (but not as urgent)**

**No more than three categories can be prioritized.**

	Most Urgent	Urgent	Important	N/A
Populations with Specialized Needs/Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infrastructure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Buildings & Facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business & Jobs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 3. Identifying Projects for 2013

**1. Please provide ideas for potential projects for Program Year 2013. Include the community need, the type of project and the location.**

**For Example:**

**Community Need: Poor roads**

**Project Idea: Road Improvement Project**

**Location: Hill Country Subdivision, 1004-1207 ABC Road, Austin, TX 78717**

**Please note you may also provide a proposal for a specific project by filling out a Project Proposal Form available at the CDBG webpage at [www.co.travis.tx.us/cdbg](http://www.co.travis.tx.us/cdbg)**

**2. For an additional comment or project idea, use the space below:**

## 4. Optional Section: Housing Discrimination

The next section is optional, but would be helpful to help the CDBG Office understand the extent to which housing discrimination may be occurring in the unincorporated areas.

Housing discrimination based on your race, color, national origin, religion, sex, family status, or disability is illegal by federal law. Please answer the following questions about housing discrimination. Completion of this section is optional.

### 1. Do you believe housing discrimination is an issue in your neighborhood?

- Yes
- No

### 2. Have you ever experienced discrimination in housing?

- Yes
- No

### 3. If so, who do you believe discriminated against you? Check all that apply.

- Landlord
- Mortgage Insurer
- Mortgage Lender
- Real State Agent
- Other

### 4. On what basis do you believe you were discriminated against? Check all that apply.

- Color
- Disability
- Family Status (single parent with children, family with children or expecting a child)
- Gender
- National Origin (country where you were born)
- Religion
- Race

### 5. If you believe you were discriminated against, did you report the incident?

- Yes
- No

# Travis County CDBG Annual Community Needs Survey PY 2013

## 6. If not, WHY? Check all that apply.

- Don't know where to report
- Too much trouble
- Afraid of retaliation
- Don't believe it makes a difference
- Other

To find out more information about fair housing or how to report discriminating housing practices contact the CDBG program by calling 512-854-3465 or visit [http://www.co.travis.tx.us/health\\_human\\_services/cdbg/fair\\_housing.asp](http://www.co.travis.tx.us/health_human_services/cdbg/fair_housing.asp)



# Travis County CDBG Annual Community Needs Survey PY 2013

## 5. Thank You!

Thank you for participating in this survey. Your assistance will help the County to plan for the future. If you have questions regarding this survey, please contact the Travis County CDBG Program at: (512) 854-3460, email: [cdbg@co.travis.tx.us](mailto:cdbg@co.travis.tx.us) or visit [www.co.travis.tx.us/CDBG](http://www.co.travis.tx.us/CDBG)

To return this survey by mail, please address it to: CDBG Program, TCHHS/VS, P.O. Box 1748, Austin , TX 78767, postmarked no later than March 31, 2013.

# Encuesta sobre las necesidades de la comunidad para el programa CDBG

## 1. Introducción e información para comunicarnos con usted

- El Condado de Travis todos los años recibe fondos federales de un programa llamado Subsidios Globales para el Desarrollo Comunitario (CDBG). Para el año programático 2013, el Condado de Travis espera recibir un estimado de \$896,341.
- El programa debe financiar proyectos de viviendas, desarrollo comunitario y servicios públicos y debe beneficiar a los residentes que viven en las áreas no incorporadas del Condado de Travis o en Village of Webberville.
- Nos gustaría que exprese sus opiniones y sugerencias sobre cómo se deberían gastar estos fondos en el PRÓXIMO año programático (octubre 2013 a septiembre 2014) completando esta encuesta, indicando dónde piensa que existen las mayores necesidades en su comunidad y proporcionar ideas de proyectos específicos.
- Para obtener mayor información sobre el programa CDBG, visite [www.co.travis.tx.us/CDBG](http://www.co.travis.tx.us/CDBG)

### \* 1. Información para comunicarnos con usted

Nombre:	<input type="text"/>
Compañía:	<input type="text"/>
Dirección:	<input type="text"/>
Ciudad/pueblo:	<input type="text"/>
Estado:	<input type="text"/>
Código Postal:	<input type="text"/>
Correo electrónico:	<input type="text"/>
Número de teléfono:	<input type="text"/>

### \* 2. Por favor indique la categoría que usted representa

- Residente
- Grupo comunitario
- Negocio/Empresa con fines de lucro
- Organización religiosa
- Organización sin fines de lucro
- Departamento del Condado de Travis

### 3. ¿Le gustaría recibir notificaciones sobre eventos del programa CDBG por correo electrónico o correo postal?

- Correo electrónico
- Correo postal
- No estoy interesado

# Encuesta sobre las necesidades de la comunidad para el programa CDBG

## 2. Identificación de necesidades para 2013

En esta sección, piense en el periodo de tiempo desde el 1º de octubre de 2013 hasta el 30 de septiembre de 2014. Responda las preguntas teniendo en cuenta las necesidades de las áreas no incorporadas y de Village of Webberville e identifique las categorías que piensa que son lo suficientemente importantes para ser una prioridad para los fondos del programa CDBG para el año próximo.

**1. De las seis áreas de financiamiento disponibles, clasifíquelas indicando cual piensa que es:**

**La necesidad más urgente (el área de inversión más urgente en su comunidad)**

**Una necesidad urgente (pero no necesariamente la más urgente)**

**Una necesidad importante (pero no tan urgente)**

**No puede priorizar más de tres categorías.**

	Necesidad más urgente	Necesidad urgente	Necesidad importante	N/A
Poblaciones con necesidad y servicios especializados	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Servicios comunitarios	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infraestructura	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Viviendas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instalaciones y edificios públicos	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Empresas y empleos	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Encuesta sobre las necesidades de la comunidad para el programa CDBG

## 3. Identificación de proyectos para 2013

**1. Bríndenos sus ideas para posibles proyectos para el año programático 2012. Incluya la necesidad de la comunidad, el tipo de proyecto y el lugar.**

**Por ejemplo:**

**Necesidad comunitaria: calles en malas condiciones**

**Idea de proyecto: Proyecto de mejoramiento de calle**

**Lugar: Hill Country Subdivision, 10041207 ABC Road, Austin, TX 78717**

**También puede presentar una propuesta para un proyecto específico completando una Planilla de presentación de propuesta que se encuentra en el sitio web del programa CDBG en [www.co.travis.tx.us/cdbg](http://www.co.travis.tx.us/cdbg)**

**2. Para alguna idea para un proyecto o comentario adicional, use el siguiente espacio:**

## 4. Sección opcional: discriminación en la vivienda

La próxima sección es opcional pero es muy útil para ayudar a la oficina del programa CDBG a entender el grado de discriminación en la vivienda que puede estar ocurriendo en las áreas no incorporadas.

Por ley federal es ilegal discriminar en la vivienda según su raza, color, país de origen, religión, sexo, situación de la familia o discapacidad. Sírvase contestar las siguientes preguntas sobre discriminación en la vivienda. Completar esta sección es opcional.

### \*1. ¿Usted cree que en su vecindario la discriminación en la vivienda es un problema?

- Sí
- No

### \*2. ¿Alguna vez ha sido víctima de discriminación en la vivienda?

- Sí
- No

### 3. De ser así, ¿quién cree usted que lo discriminó? Marque todos los cuadros que correspondan.

- Dueño
- Asegurador hipotecario
- Proveedor de crédito hipotecario
- Agente de bienes raíces
- Otro

### \*4. ¿Por qué cree usted que fue discriminado? Marque todos los cuadros que correspondan.

- Color
- Discapacidad
- Situación familiar (madre o padre soltero con hijos, familia con hijos o esperando un hijo)
- Sexo
- Nacionalidad de origen (país de nacimiento)
- Religión
- Raza

# Encuesta sobre las necesidades de la comunidad para el programa CDBG

## 5. Si usted cree que fue discriminado, ¿denunció el incidente?

- Sí
- No

## 6. Si no, ¿por qué no lo hizo? Marque todos los cuadros que correspondan.

- No sabe dónde deben realizarse las denuncias
- Es demasiado problema
- Teme ser víctima de represalias
- No cree que sirva de nada
- Otro

Para obtener más información sobre vivienda justa o sobre cómo denunciar casos de discriminación en la vivienda, póngase en contacto con el programa CDBG llamando al 512-854-3465 o visite el sitio [http://www.co.travis.tx.us/health\\_human\\_services/cdbg/fair\\_housing.asp](http://www.co.travis.tx.us/health_human_services/cdbg/fair_housing.asp)

# Encuesta sobre las necesidades de la comunidad para el programa CDBG

## 5. ¡Gracias!

Gracias por participar en esta encuesta. Su ayuda será muy útil para que el Condado planifique para el futuro. Si tiene alguna pregunta en cuanto a esta encuesta, por favor póngase en contacto con el Programa CDBG del Condado de Travis por teléfono al (512) 854-3460, por correo electrónico a: [cdbg@co.travis.tx.us](mailto:cdbg@co.travis.tx.us) o visite el sitio: [www.co.travis.tx.us/CDBG](http://www.co.travis.tx.us/CDBG)

Para enviar esta encuesta por correo postal, envíela a más tardar el 31 de marzo de 2013 a:

CDBG Program, TCHHS/VS  
P.O. Box 1748  
Austin, TX 78767

# ATTACHMENT C: DETAILED RESULTS OF PARTICIPATION PROCESS

## Community Needs

As part of the PY13 public engagement process, the CDBG office sought public input on priority community needs. In PY11, during the consolidated planning public engagement process, the following areas were identified as high or medium priorities for the PY11-PY13 period:

**Figure 3: Ranking of CDBG Priorities by the Public, PY 2011 to PY 2013**

Priorities for the 2011-2013 Period	Priority Level
Infrastructure	High
Housing	High
Community Services	High
Populations with Specialized Needs/Services	Medium
Business and Jobs	Medium
Public Facilities	Medium

Source: PY 2011-PY 2013 Consolidation Plan, Travis County CDBG Survey, April 2011

The public were given the opportunity to assess these priorities and suggest project ideas for PY13 through a variety of channels, including public hearings, submission of participation forms and testimony at Commissioner’s Court.

Public hearings were held in each of the four precincts and consisted of an informational section and two interactive exercises. As a part of the hearings, CDBG staff provided the list of the six CDBG priorities on large pieces of paper on the wall. Participants were asked to rank the priorities by assigning dots with numerical values next to the ones they consider most significant for investment of the upcoming year. They were specifically asked to:

- 1) Assign 5 points to the priority that represents to them the most urgent need or most urgent area of investment,
- 2) Assign 3 points to a priority that represents to them an urgent need, but not necessarily the most urgent need, and
- 3) Assign 1 point to the priority that represents to them an important need, but not as urgent need.



Participants could choose to assign all their points to one priority, or distribute the points between multiple priorities. Additionally, if a participant only wanted to assign points for one priority level (i.e. Most Urgent or Important) they were not required to use all of their points.

Residents that were unable to attend one of the public hearings could provide their input by completing a participation form (see Attachment B). All information presented at the public hearings was accessible via the participation form and a power point presentation, available online and at each of the seven community centers. The form allowed people to similarly rank priorities, and suggest project ideas.

The results gathered at the public hearing and the participation forms were combined and are summarized in the figure below:

<b>Figure 4: Ranking of CDBG Priorities by the Public, Spring 2013</b>				
Priorities for Investment	Most Urgent (5-point dots)	Urgent (3-point dots)	Important (1-point dots)	Total Points
<b>Infrastructure</b>	160	90	32	282
<b>Community Services</b>	20	12	3	35
<b>Business and Jobs</b>	10	3	0	13
<b>Housing</b>	5	3	3	11
<b>Public Buildings and Facilities</b>	5	6	0	11
<b>Populations with Specialized Needs</b>	5	3	2	10

Source: PY 2013 Action Plan, Travis County CDBG Public Hearings and Citizen Participation Form, February-March 2013

Based on public participation, infrastructure was ranked as the highest current need, followed by Community Services. The remaining categories were fairly evenly split in terms of priority. While the public engagement process did not necessarily prioritize investment in housing for the upcoming program year, other data sources and information gathered from the current home rehabilitation project indicate a strong need for safe, decent and affordable housing in Travis County.

### Project Recommendations

The public could provide recommendations for projects at the public hearings, on the participation forms, or by turning in a detailed project proposal for consideration. Travis County received a total of four project proposals for consideration for PY 2013 funding.

A summary of the all specific needs/projects identified during the PY13 public engagement process are compiled below.

<b>Figure 5: Needs/Projects identified by the Public, Spring 2013</b>	
High Priority Needs/Projects Identified	Precinct
<b>Water/Sewer Improvements</b>	
<ul style="list-style-type: none"> <li>Septic tank needs in Las Lomitas</li> </ul>	<b>4</b>
<ul style="list-style-type: none"> <li>Permanent water source needs in Las Lomitas</li> </ul>	<b>4</b>
<b>Housing Needs</b>	
<ul style="list-style-type: none"> <li>Home repair/modification for low-income homeowners in unincorporated county</li> </ul>	<b>All</b>
<b>Other Needs Identified</b>	
<ul style="list-style-type: none"> <li>Community garden in Southeast Metro Park or elsewhere</li> </ul>	<b>1</b>
<ul style="list-style-type: none"> <li>Increased funding for populations with Specialized Needs</li> </ul>	<b>All</b>

Source: PY 2013 Action Plan, Travis County CDBG Public Hearings, Citizen Participation Form, Commissioners Court Testimonies and Project Proposals, February-March 2013

## ATTACHMENT D: TESTIMONIES RECEIVED DURING PUBLIC HEARINGS AT COMMISSIONERS COURT

One person testified at the February 19, 2013 public hearing held to gather needs for the PY 13 Action Plan. The full transcription of testimony received at Commissioners Court follows:

### DETAILED TESTIMONIES RECEIVED DURING PUBLIC HEARINGS AT TRAVIS COUNTY COMMISSIONERS COURT ON 02/19/13

**Ronnie “Reeferseed” Gjemre:** One question about the citizen participation form that is available to the public that cannot attend the public hearings to identify needs. Does that mean it’s not available to those members of the public who may or actually do choose to come, or is it – in other words, it seems maybe exclusionary to those who don’t go to meetings.

**Christy Moffett:** Our assumption is that we’ve had people in the past call us and say they can’t attend the public hearings for a variety of reasons.

**Ronnie “Reeferseed” Gjemre:** I understand, yeah.

**Christy Moffett:** So we created the form. It was a way to provide increased access to people to provide information.

**Ronnie “Reeferseed” Gjemre:** That’s just great, and I was trying to take notes as you went along. When you were on the page about how projects are prioritized, was that when it comes to a head in May?

**Christy Moffett:** In May, what we do is come forward to the Commissioners Court and at that time, we present the findings of the participation forms, plus the people who to the public hearings, and then we also look at the project proposals, and then we make recommendations.

**Ronnie “Reeferseed” Gjemre:** And that’s in between the scoring matrix and the projects selected?

**Christy Moffett:** Yes, correct.

**Ronnie “Reeferseed” Gjemre:** Okay. So I’m new to this thing. One other area of concern was that the estimate: You feel sure it’s going to be less next time for some reason, I guess, because hard times, generally speaking, or...?

**Christy Moffett:** Yeah, based on what we’re hearing, it’s likely we’ll receive a reduction. The thing to keep in mind, last year, whereas many jurisdictions received large cuts in their CDBG and home funding because of our population growth and a variety of other factors, we actually

received an increase. So it will probably be less than what we received this year. How much less, I don't know. If it increases, I'll be surprised.

**Ronnie "Reeferseed" Gjemre:** So it might be just a reduction per capita, but might be an overall reduction.

**Christy Moffett:** Right.

**Ronnie "Reeferseed" Gjemre:** The other question on CDBG priorities list: Who comes up with that? And would this be an opportunity to say, I think – one of your earlier pages said new housing is ineligible at this time.

**Christy Moffett:** What that means is that we're not allowed to use CDBG funds to build housing. What we can do is support housing. So we're working with Austin Habitat for Humanity: We've purchased the land, Habitat owns it, but we provided the funding and they have to come up with the leveraged funding to build the houses. They can't use CDBG funds to build the housing.

**Ronnie "Reeferseed" Gjemre:** Okay, and is it exclusive to that organization, or do you still have openings?

**Christy Moffett:** That particular project was for that.

**Ronnie "Reeferseed" Gjemre:** Okay. And the community services, that's also listed as high. The one that I can relate to is populations with specialized needs and services. It would seem like the spirit of Travis County and caring for our people and in line with our large spending of money on medical priorities, generally speaking, I would think that would be in the high category.

**Christy Moffett:** And what we did, part of the reason we made the recommendation, because of the amount of CDBG funds that we receive, if we had had a larger entitlement, I believe that we would recommend to carve out certain types of funding for particular populations. But what we do with the funding that we have -- for instance, our home repair program, so we have to go out and market to different people to try to find people who might need their home repaired, that's where we focus on special populations with particular needs. And we use information from citizens as well as information that we have from data that lets us know typically what populations live in housing that may be substandard. And so that's how we incorporate that particular category into our services, because to try to reduce or restrict our programs specifically to a population – because our funding is small and because the area that we serve is generally already underserved because of location and transportation barriers, we try to make the program as open as possible while focusing on special populations when appropriate.

**Ronnie "Reeferseed" Gjemre:** That's a little confusing to me. The populations with specialized needs who need special services, for instance needing special transportation, well, that's very

costly. My only suggestion, because of the inherent high cost of some of this, specialized populations should be a high priority as opposed to something vague like “community services,” which is what all governments are supposed to do. And businesses and jobs, also, should be a high priority. Who sets those priorities?

**Commissioner Daugherty:** Is this the format you want to go down? You have a lot of questions to ask. If you want to have that kind of conversation, you need to have it with Ms. Moffett off the dais. This could go on for 30 minutes. You’ll read something, it will spawn an idea – if you have a specific question, that’s one thing, but if you just want to go down the list and interact this way, this is probably not the format to do that.

**Ronnie “Reeferseed” Gjemre:** Well, you certainly have your right to have that opinion, sir. I did have specific things to say, and I did make specific notes on the information that was provided to me. And I don't think you should discourage citizens like me who have questions, from coming down here and asking. Maybe I should have written it down and sent it to you in an email or something. I don't know, but just to encourage citizens' participation, is something -- it should be a goal, not something to extinguish.

**Commissioner Daugherty:** We open this up every week for citizen communication, you know that. All I'm pointing out here, is I think you are entitled to ask your question but this is not the format to do it. We're sitting up here, we're kind of listening to this bouncing back-and-forth. I think you've got legitimate questions, but the format ought to be that you either get Christy and you go out, go up to one of our rooms, go up to my office if you want and sit down a discuss it.

**Ronnie “Reeferseed” Gjemre:** That's a great idea. I'm just speaking for citizens, and they not all can get here. I happen to be blessed that I can do this, and I'm sorry if it seems irrelevant or the wrong time to ask, but I bet you there are some citizens out there who might agree or want to hear it. Maybe I'm the only person who thinks -- even if that's so, I'm a citizen and I bother to come, and I'm just trying to throw in my two cents. I didn't mean to take too much time with you, but I did have a couple of -- you know, three items on this to mention. I'm sorry if it seemed like too much to you.

**Commissioner Daugherty:** My point was that, if you wanted to take the microphone and you wanted to address it to the court, then we could do that. But what you got into here is, you're getting educated on the subject matter while we have court in session. I want you to get your questioned answered but that's my opinion, and that's how I feel, but I'm not the judge.

**Judge Biscoe:** Sounded like a judge to me. I'm having a hard time finding the citizens you speak for, too, Mr. Reeferseed. They may be here, but I'm having a hard time recognizing them today.

**Commissioner Daugherty:** But Christy will be able to do that for you, right?

**Christy Moffett:** Sure, absolutely.

**Commissioner Daugherty:** Ronnie, she's more than happy to take your time. You all can find a spot in my office or up on the second floor, there are plenty of offices.

**Christy Moffett:** I also will say that the public hearings that we have out in the precincts tend to lend themselves more to this kind of conversation, but also people can call me anytime and ask. We have a very rich discussion at the public hearings out in the precincts, which we enjoy every year.

**Judge Biscoe:** This is a public hearing. Would anyone else like to give comment? I'll move that the public hearing be closed.

**Judge Biscoe:** I move that the hearing be closed, then. All in favor. It passes by unanimous vote. Thank you very much, Ms. Moffett.

**ATTACHMENT E: PUBLIC PARTICIPATION ADVERTISEMENTS**

**PUBLIC NOTICE**

TRAVIS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

**INVITATION TO PARTICIPATE  
IN COMMUNITY NEEDS FORUMS  
IN FEBRUARY & MARCH 2013**

Travis County invites the public to participate in community forums where residents will have an opportunity to present community needs and recommend projects for Community Development Block Grant (CDBG) funds for usage in the unincorporated areas of Travis County. The information collected in the forums will guide the selection of CDBG projects for the Program Year 2013 (October 2013 – September 2014).

The Community Development Block Grant (CDBG) program is funded by the United States Department of Housing and Urban Development (HUD) to benefit Travis County low- to moderate-income residents who live in the Village of Webberville or outside any other city limit. The program supports community development activities aimed at revitalizing neighborhoods, improving affordable housing options, and providing improved community facilities and services. For program year 2013, Travis County anticipates to receive an estimated \$896,341.

The forums will be held according to the following schedule:

FEBRUARY 2013			MARCH 2013	
TUESDAY Feb. 19 <sup>th</sup>	WEDNESDAY Feb. 20 <sup>th</sup>	THURSDAY Feb. 21 <sup>st</sup>	WEDNESDAY March 6 <sup>th</sup>	THURSDAY March 7 <sup>th</sup>
9:00 am	6:30 pm	6:30 pm	6:30 pm	6:30 pm
Travis County Commissioners Courtroom	Westside Meeting Hall (Austin)	South Rural Community Center (Del Valle)	East Rural Community Center (Manor)	West Rural Community Center (Oak Hill)
700 Lavaca Austin, Texas, 78701	4501 FM 620 Austin, TX 78732	3518 FM 973 Del Valle, Texas 78617	600 W. Carrie Manor St Manor, Texas 78653	8656-A Hwy 71W Austin, Texas 78735

Beginning February 19, 2013, if you cannot attend any of the forums, you can participate by filling out a Participation Form found at the Travis County Website at [www.co.travis.tx.us/CDBG/](http://www.co.travis.tx.us/CDBG/), at one of the seven Travis County Community Centers or by requesting that it be mailed to you by calling 512-854-3460.

For additional information, contact the CDBG office at [cdbg@co.travis.tx.us](mailto:cdbg@co.travis.tx.us) or call 512-854-3460. To request that an American Sign Language or Spanish interpreter be present at any of the public hearings, please contact CDBG staff at least five business days in advance.



EL PROGRAMA DE SUBSIDIOS GLOBALES DE DESARROLLO COMUNITARIO (CDBG) DEL CONDADO DE TRAVIS

SOLICITAMOS SU AYUDA IDENTIFICANDO NECESIDADES COMUNITARIAS DURANTE FOROS COMUNITARIOS EN FEBRERO Y MARZO DE 2013

El Condado de Travis invita al público a participar en foros comunitarios donde residentes tendrán la oportunidad de identificar necesidades comunitarias y de recomendar proyectos para el uso de los fondos del Programa de Subsidios Globales de Desarrollo Comunitario (CDBG) que se enfoca en las áreas no incorporadas del condado de Travis. La información recaudada en los foros guiará la selección de proyectos CDBG para el Año Programático 2013 (desde octubre de 2013 a septiembre de 2014).

El Programa de Subsidios Globales de Desarrollo Comunitario (CDBG) recibe fondos del Departamento de Vivienda y Desarrollo Urbano de los EE.UU. para beneficiar a residentes de bajo y medianos ingresos que viven en el Pueblo de Webberville o en las otras áreas no incorporadas del condado de Travis. El programa apoya actividades de desarrollo comunitarias que tienen como propósito revitalizar comunidades, mejorar opciones de viviendas, y proporcionar servicios e instalaciones comunitarias mejoradas. Para el Año Programático 2013, el Condado de Travis anticipa recibir un estimado de \$896,341 en fondos CDBG.

Los foros públicos se llevarán a cabo de acuerdo al siguiente horario:

FEBRERO de 2013			MARZO de 2013	
MARTES 19 de febrero	MIÉRCOLES 20 de febrero	JUEVES 21 de febrero	MIÉRCOLES 6 de marzo	THURSDAY 7 de marzo
9:00 am	6:30 pm	6:30 pm	6:30 pm	6:30 pm
Travis County Commissioner s Courtroom	Westside Meeting Hall (Austin)	South Rural Community Center (Del Valle)	East Rural Community Center (Manor)	West Rural Community Center (Oak Hill)
700 Lavaca Austin, Texas, 78701	4501 FM 620 Austin, TX 78732	3518 FM 973 Del Valle, Texas 78617	600 W. Carrie Manor St Manor, Texas 78653	8656-A Hwy 71W Austin, Texas 78735

Comenzando el 19 de febrero de 2013, si no puede asistir a los foros, usted puede participar llenando una Planilla de Participación ubicada en la página web [www.co.travis.tx.us/CDBG/](http://www.co.travis.tx.us/CDBG/) o en uno de los siete Centros Comunitarios del Condado de Travis, o puede solicitar que se le envíe una planilla por correo llamando al 512-854-3460.

Para mas información, comuníquese con la oficina de CDBG a través del correo electrónico al [cdbg@co.travis.tx.us](mailto:cdbg@co.travis.tx.us) o llamando al 512-854-3460. Para solicitar que haya un intérprete en español o de lenguaje americano de señas en alguna de estas reuniones, por favor contacte al personal de CDBG por lo menos con cinco días hábiles de anterioridad.





# ATTACHMENT D: RECOMMENDATION FOR PROJECTS

Overview of Project Selection Process

Projects Recommended for CDBG PY13 Funding

High-Priority projects identified by the public during the Spring 2013

# OVERVIEW OF PROJECT SELECTION PROCESS

## Project Submission Process

County residents, services providers and County departments had the opportunity to present potential CDBG projects:

- By participating in any of the five public hearings held during the months of February and March, 2013. One of hearings was held at the Travis County Commissioners Court and the other four were held throughout each of the four County precincts.
- Through the submission of a Citizen Participation Form or a Project Proposal Form. Those that were not able to attend public hearings had the choice of filling out any of these two forms by accessing it on the Travis County Website or by requesting it from Travis County CDBG staff.

## Project Scoring Matrix

Travis County CDBG staff considered and weighed all potential projects identified by the public. First, the CDBG Office staff assessed whether potential projects met one of HUD's national objectives, were eligible CDBG activities, and were feasible to complete in a timely manner.

Second, CDBG staff further evaluated the projects according to the following criteria:

- **Addresses a high priority goal of the Strategic Plan:** Projects addressing one of the high priority categories identified in the strategic (consolidated) plan are given a priority (see figure 1 below.)

**Figure 1: Prioritization of Categories for the PY 2011 – 2013 Consolidated Plan**

Category	Priority
Infrastructure	High
Housing	High
Community Services	High
Populations with Specialized Needs / Services	Medium
Public Facilities	Medium
Business & Jobs	Medium

- **Feasibility of project:** Projects that have the ability to be implemented and completed within 18 months receive a more favorable review. Phased projects for which 12 - 18 months of work would leave an incomplete project with little to no impact are considered with less priority.
- **Impacts a significant number of households:** Project scope and the number of persons benefiting are considered to determine the level of project impact.
- **Benefit to low/moderate-income persons:** Projects that benefit low- and moderate income households receive a more favorable review.

- **Leverages/matches with funding from another source:** Projects that utilize other funds (federal, state, local, private) and public/private joint efforts receive more favorable review.

# ATTACHMENT D: PROJECTS RECOMMENDED FOR PY13 CDBG FUNDING

## Project # 1: Lake Oak Estates Substandard Road Improvement - \$425,000

### Project Description:

The Lake Oak Estates Neighborhood completed a primary survey in March 2011 and was identified as a low to moderate income area. The roads in the unincorporated areas of Lake Oak Estates do not meet Travis County standards; therefore, the substandard roads are not accepted into the Travis County road maintenance program.

The street improvement scope of work may include, but is not limited to: 1) design services; 2) land surveying services; 3) geo-technical services; 4) drainage design services; 4) utility location and relocation coordination services; 5) environmental review and related regulatory permits; 6) acquisition of right of way and easements; and 6) construction.

The project will be broken up into three phases and include the improvement to sections of Cavalier Canyon Drive, Bowling Lane, Covenant Canyon Trail, Holly Lane and related cross streets. The improvements impact 126 people, of which, 85.7% are considered low to moderate income based on the primary survey. The first phase, funded with PY 11 grant funds, included: 1) design services; 2) land surveying services; 3) geo-technical services; 4) drainage design services; 4) utility location and relocation coordination services; 5) environmental review and related regulatory permits.; and 6) project management time.

Two of three phases have been funded thus far which allowed for design, construction of half of the roadways and acquisition of easements. Funding for PY13 is proposed to fund the third and final phase of this project which will allow for the construction of improvements for the remaining half the roadways in the subdivision (see Map of Lake Oak Phases below).

The project includes funds for a TNR Senior Engineer to act as a project manager.

### Figure 1: Project 1 - General Project Information

<b>CDBG Funding:</b>	\$425,000
<b>Leverage Funding:</b>	Not Applicable
<b>Program Delivery:</b>	Travis County Transportation and Natural Resource Department
<b>Program Oversight:</b>	Travis County Health and Human Service and Veteran Services

<b>Expected Start/ Completion Date:</b>	Phase 1: June 2013, Design Phase concludes Phase 2: May 2013-August 2013, Construction begins Phase 3: September 2014, Construction completed
<b>Location:</b>	Lake Oak Estates, Precinct 3

**Figure 2: Project 1 - Priority and Performance Measurement Information (HUD – prescribed)**

<b>Priority Need Category:</b>	Infrastructure	<b>Project:</b>	Street Improvements
<b>Eligible Activity:</b>	Street Improvements	<b>Outcome Category</b>	Sustainability
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve quality of public improvements for lower income persons
<b>Citation</b>	570.201 (c)	<b>Accomplishment</b>	126 individuals
<b>Eligibility</b>	LMA –Survey	<b>Matrix Code</b>	03 K Street Improvements
<b>Priority in the 2011-2013 Strategic Plan#</b>	High	<b>Travis County HTE #:</b>	HCUH01

**Considerations:**

- Low to moderate income property owners have an urgent need for improved access for themselves, school buses, mail service and emergency vehicles.
- Total cost of project approximately \$896,000 over three years. The project has been broken into phases to make the project feasible, given the level of CDBG funding.
- This project is a three phase improvement that includes:
  - Phase 1 (PY11): Design and Environmental;
  - Phase 2 (PY12): Acquisition of a small drainage easement and construction on approximately half the roadways; and
  - Phase 3 (PY13): Construction on remaining roadways.
- Improvements will positively impact quality of life for residents.
- The acquisition of two drainage easements has slowed. As a federal project, the County may not require donation of easements, but if a change of scope of the project needs to occur, the Court will be notified.
- Project partially funds TNR Senior Engineer who acts as project manager.

**Figure 3: Lake Oak Estates Project Location**

# LAKE OAK ESTATES PROJECT LOCATION

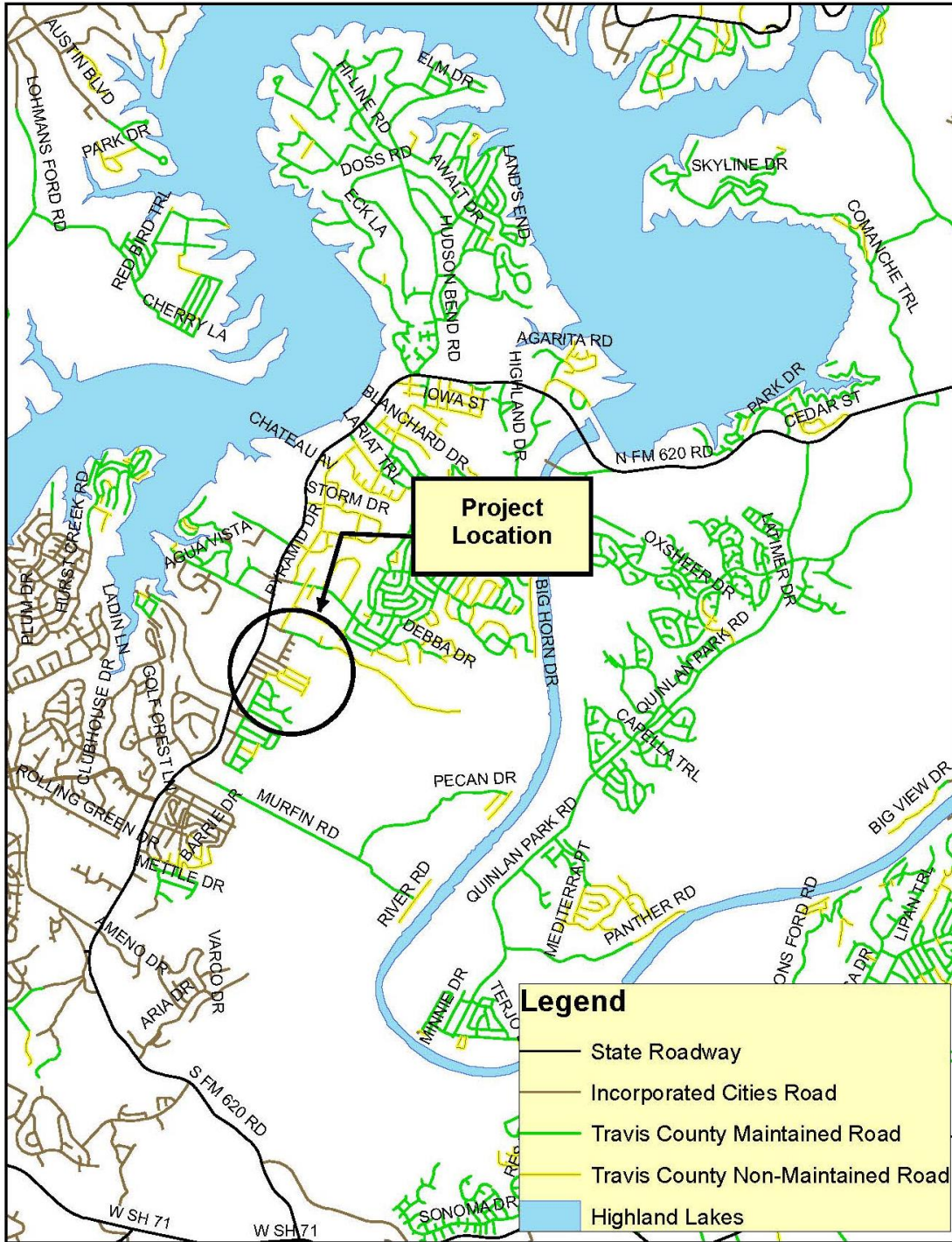


Figure 4: Lake Oak Estates Phases

### LAKE OAK ESTATES PHASES



**Figure 5: Current Lake Oak Estates Road Conditions**





## **Project # 2: Home Rehabilitation - \$131,221**

### **Project Description:**

This project funds minor home repair services for low and moderate income homeowners in the unincorporated areas of Travis County and the Village of Webberville, to move homes towards Housing Quality Standards. The program seeks to improve the energy efficiency, physical living conditions, and safety in owner-occupied homes. A 0% interest, forgivable 5-year loan up to \$24,999 with no required annual or monthly payments is available. The loan is forgiven at a pro-rata rate of 20% for each year of home ownership. Examples of potential improvements include, but are not limited to: connections of houses to long-term viable sources of water (not part of a stand-alone infrastructure project), complementing weatherization services of other funding sources, septic tank repairs, and electrical and plumbing repairs. In the event that program income is created, it will be reinvested into the Home Rehabilitation project.

These funds are targeted toward homeowners at or below 80% MFI in the CDBG service area. This project will be administered by Meals on Wheels and More, Inc. Some of the allocation will partially fund a CDBG Planner position to complete environmental paperwork, final inspections and sign off and any other needed project delivery related costs.

### **Figure 6: Project 2 - General Project Information**

<b>CDBG Funding:</b>	\$131,221
<b>Leverage Funding:</b>	To be determined
<b>Program Delivery:</b>	Meals on Wheels and More, Inc.
<b>Program Oversight:</b>	Travis County Health and Human Service and Veteran Services
<b>Estimated Start/ Completion Date:</b>	February 2014 –June 2014
<b>Location:</b>	Eligible homes in the unincorporated areas of Travis County and the Village of Webberville

**Figure 7: Project 2 - Priority and Performance Measurement Information (HUD – prescribed)**

<b>Priority Need Category:</b>	Owner Occupied Housing	<b>Project:</b>	Rehabilitation of existing units
<b>Eligible Activity:</b>	Rehabilitation	<b>Outcome Category</b>	Availability/ Accessibility
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve the quality of owner housing
<b>Citation</b>	570.202	<b>Accomplishment</b>	5 houses
<b>Eligibility</b>	LMH	<b>Matrix Code</b>	14A, Rehabilitation, Single Unit Residential
<b>Priority in the 2011-2013 Strategic Plan#</b>	High	<b>Travis County HTE #:</b>	HCIH02

**Considerations:**

- The need to repair aging and deteriorating houses in the unincorporated areas of the county is a one of the most frequently presented needs in the CDBG public hearings. It is also a need observed first hand by the CDBG social workers who provide service through home visits.
- This project was funded in PY12, and is currently being administered by Meals on Wheels and More.
- Out of 58 applicants currently on the list, approximately 33 are being considered for program participation. The other applicants have either withdrawn their application or were not eligible for one or more reasons such as income, property taxes, and/or environmental or other issues. This number will continue to fluctuate as new applicants are added to the wait list and existing applicants are removed from the list because they do not respond to information requests, cannot be reached, withdraw their application, or are deemed ineligible.
- We expect the first two properties to receive environmental clearance before the end of May and repairs to begin in late May or early June. The environmental clearance process for the remaining properties is ongoing and we expect to continue to give environmental clearance to additional properties each week.
- An additional \$33,885 of unallocated PY12 grant funds will be allocated to the Home Rehabilitation project for a total funding level in PY13 of \$165,106.
- Repairs and improvements through the Home Rehabilitation Program will positively impact quality of life for residents.

### **Project # 3: FSS Social Work Services Expansion Project - \$75,000**

**Project Description:**

This program is an internal Travis County Health and Human Services & Veterans Service expansion of existing services. In PY11, the program was redesigned to increase program capacity to provide case management, information and referral, non-clinical counseling, crisis intervention and outreach in all four precincts of the unincorporated areas. The project is targeted to individuals who are at 80% MFI or below. The project will fund the equivalent of one FTE social worker who works at a Travis County HHS&VS facility, however, to reduce transportation barriers; the social worker provides the majority of service provision through home visits. Additionally, part of the funds will be used for outreach events, and operating expenses such as items necessary to provide home based services, mileage, and training, among others.

#### **Figure 8: Project 3 - General Project Information**

<b>CDBG Funding:</b>	\$75,000
<b>Leverage Funding:</b>	TBD
<b>Program Delivery:</b>	Family Support Services (FSS) Division of the Travis County Health and Human Services & Veteran Services
<b>Program Oversight:</b>	Travis County Health and Human Services & Veteran Services
<b>Expected Start/ Completion Date:</b>	October 2013-September 2014
<b>Location:</b>	Households in the unincorporated areas of Travis County and the Village of Webberville

#### **Figure 9: Project 3 - Priority and Performance Measurement Information (HUD – prescribed)**

<b>Priority Need Category:</b>	Public Services, Other	<b>Project:</b>	Social Work Services Program
<b>Eligible Activity:</b>	Public Services	<b>Outcome Category</b>	Availability/ Accessibility
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve the availability of services for low/moderate income persons

<b>Citation</b>	570.201 (e)	<b>Accomplishment</b>	400 Individuals
<b>Eligibility</b>	LMC	<b>Matrix Code</b>	05, Public Services (General)
<b>Priority in the 2011-2013 Strategic Plan#:</b>	High	<b>Travis County HTE #:</b>	HSOH03

**Considerations:**

- Residents of the unincorporated areas have limited access to social services, partly because only a limited number of agencies concentrate on rendering services for unincorporated residents and partly because transportation barriers prevent them from getting to and from health and human service agencies. This project addresses transportation barriers by using the home-based service model.
- Project funds the equivalent of one FTE social work position.
- The project increases access to case management, resource linkage and outreach to all four precincts.
- The project funds a significant part of outreach services needed to be able to identify potential clients.
- Social workers can link clients to other nonprofits to expand service provision outside the urban core.
- The work of the Social Workers informs CDBG staff on the nature and extent of unmet needs facing residents of the unincorporated areas. This information will continue to be of great value in shaping future funding decisions in the unincorporated areas.

**Project # 4: Tenant’s Rights and Fair Housing Counseling– \$50,000**

**Project Description:**

The funds are allocated for Tenant’s Rights and Fair Housing Counseling for residents of the unincorporated areas and the Village of Webberville. This program will expand existing services in the unincorporated areas of the County and the Village of Webberville, and proposes to serve approximately 68 people. Tenant’s Rights services include: telephone counseling and in-person mediation, as needed. Fair housing services include: fair housing counseling, fair housing complaint processing and testing in support of an individual complainant. Additionally, part of the funds will be used for allowable program delivery costs such as marketing materials and office supplies. At least 51% of the recipients will be at or below 80% of the Median Family Income (MFI). Because housing discrimination occurs at all income levels, the project will be allowed to service up to 33 households above 80% MFI. Austin Tenant’s Council, designated as a sub-recipient, will provide these services.

**Figure 10: Project 4 - General Project Information**

<b>CDBG Funding:</b>	\$50,000
<b>Leverage Funding:</b>	Not Applicable

<b>Program Delivery:</b>	Austin Tenant’s Council or other designated sub-recipient
<b>Program Oversight:</b>	Travis County Health and Human Service & Veteran Services
<b>Expected Start/ Completion Date:</b>	September 2013-October 2014
<b>Location:</b>	CDBG Service Area

**Figure 11: Project 4 - Priority and Performance Measurement Information (HUD – prescribed)**

<b>Priority Need Category:</b>	Public Services, Other	<b>Project:</b>	Fair Housing Counseling & Testing
<b>Eligible Activity:</b>	Public Services	<b>Outcome Category</b>	Availability/Accessibility
<b>Objective Category</b>	Provide Decent Housing	<b>Specific Objective</b>	Improve the availability of services for low/moderate income persons
<b>Citation</b>	570.201 (e)	<b>Accomplishment</b>	68 People
<b>Eligibility</b>	LMC	<b>Matrix Code</b>	05J, Fair Housing Activities
<b>Priority in the 2011-2013 Strategic Plan#:</b>	High	<b>Travis County HTE #:</b>	HSFH04

**Considerations:**

- Residents of the CDBG service area have limited access to fair housing services, partly because no agencies concentrate on rendering services for unincorporated residents and partly because transportation barriers prevent them from getting to local fair housing agencies.
- The project increases access to tenant’s rights and fair housing services, training and outreach to all four precincts.
- ATC can help residents determine if and how discrimination is occurring, and make the appropriate complaints to ameliorate it.
- This work informs CDBG staff on the nature and extent of fair housing choice/discrimination facing residents of the CDBG service area. This information will continue to be of great value in shaping future fair housing programs in the CDBG service area.

## **Project # 5: Administrative & Planning Expenses – \$170,303**

### **Project Description:**

The funds allocated for administration will pay for the operating expenses associated with the grant including office supplies, training, contracted services, interpreting, fair housing activities, membership, Action Plan, annual report, reporting and other business related expenses. Additionally, the funds will pay for a portion (100% and 60%) of the salaries for the two CDBG Planners (one full time and one part time), and a portion (25%) of the salary of a TNR Senior Engineer. These positions are responsible for project development, action plan and annual report development, monitoring, and reporting and other tasks relating to administration and planning.

**Figure 12: Project 5 - General Project Information**

<b>CDBG Funding:</b>	\$170,303
<b>Leverage Funding:</b>	Travis County General Fund = estimated \$120,000
<b>Program Delivery:</b>	Travis County Health and Human Service & Veteran Services
<b>Program Oversight:</b>	Travis County Health and Human Service & Veteran Services
<b>Expected Start/ Completion Date:</b>	October 2013-September 2014
<b>Location:</b>	Not Applicable

**Figure 14: Project 5 - Priority and Performance Measurement Information (HUD – prescribed)**

<b>Priority Need Category:</b>	Not Applicable	<b>Project:</b>	Program Administration
<b>Eligible Activity:</b>	Administration and Planning	<b>Outcome Category</b>	Not Applicable
<b>Objective Category</b>	Not Applicable	<b>Specific Objective</b>	Not Applicable
<b>Citation</b>	570.206	<b>Accomplishment</b>	Other, Effective administration of the grant
<b>Eligibility</b>	Not Applicable	<b>Matrix Code</b>	21A, General Program Administration

<b>Priority in the 2011-2013 Strategic Plan#:</b>	Not Applicable	<b>Travis County HTE #:</b>	HAGH05
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**Considerations:**

- Funds 100% of a part time, existing planner and 60% of a full time, existing planner.
- Funds 25% of existing TNR Senior Engineer.
- Assists in addressing timeliness through consistent monthly expenditures.
- Leverages an estimated \$120,000 in general fund dollars to support personnel and other costs.
- Pays for all of the grant related costs related to translation, fair housing outreach and training, advertising and other costs.

**Alternate Project # 1: Home Rehabilitation – up to \$1,000,000**

**Project Description**

This project funds minor home repair services for low and moderate income homeowners in the unincorporated areas of Travis County and the Village of Webberville, to move homes towards Housing Quality Standards. The program seeks to improve the energy efficiency, physical living conditions, and safety in owner-occupied homes. A 0% interest, forgivable 5-year loan up to \$24,999 with no required annual or monthly payments is available. The loan is forgiven at a pro-rata rate of 20% for each year of home ownership. Examples of potential improvements include connections of houses to long-term viable sources of water (not part of a stand-alone infrastructure project), complementing weatherization services of other funding sources, septic tank repairs, and electrical and plumbing repairs. In the event that program income is created, it will be reinvested into the Home Rehabilitation project.

These funds are targeted to homeowners at or below 80% MFI in the CDBG service area. This project is currently being administered by Meals on Wheels and More, Inc.

<b>Figure 15: Alternate Project 2 - General Project Information</b>	
<b>CDBG Funding:</b>	Up to \$1,000,000
<b>Leverage Funding:</b>	To be determined
<b>Program Delivery:</b>	Meals on Wheels and More, Inc.
<b>Program Oversight:</b>	Travis County Health and Human Service and Veteran Services
<b>Estimated Start/ Completion Date:</b>	To be determined
<b>Location:</b>	Homes in the unincorporated areas of Travis County and the Village of Webberville

**Figure 16: Alternate Project 2- Priority and Performance Measurement Information (HUD –prescribed)**

<b>Priority Need Category:</b>	Owner Occupied Housing	<b>Project:</b>	Rehabilitation of existing units
<b>Eligible Activity:</b>	Rehabilitation	<b>Outcome Category</b>	Availability/ Accessibility
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve the quality of owner housing
<b>Citation</b>	570.202	<b>Accomplishment</b>	TBD, dependent on funding level
<b>Eligibility</b>	LMH	<b>Matrix Code</b>	14A, Rehabilitation, Single Unit Residential
<b>Priority in the 2011-2013 Strategic Plan#</b>	High	<b>Travis County HTE #:</b>	HCIH06

**Considerations:**

- The need to repair aging and deteriorating houses in the unincorporated areas of the county is a one of the most frequently presented need in the CDBG public hearings. It is also a need observed first hand by the CDBG social workers who provide service through home visits.
- This project was funded in PY12, and is currently being administered by Meals on Wheels and More.
- As noted under Project #2 above, out of 58 applicants, approximately 38 are currently being considered for program participation. The other 20 applicants either withdrew their application or were not eligible for one or more reasons such as income, property taxes, and/or environmental or other issues. This number will continue to fluctuate as new applicants are added to the wait list and existing applicants are either deemed ineligible or withdraw their application. We expect the first two properties to receive environmental clearance in the coming days and repairs to begin in early June. The environmental clearance process for the remaining properties is ongoing and we expect to continue to give environmental clearance to additional properties each week.
- Repairs and improvements through continued funding of the Home Rehabilitation Program will continue to positively impact and improve the quality of life for residents.

**Alternate Project # 2: Sustainability on Site at Las Lomitas**

**Project Description**

The Las Lomitas neighborhood is located in southeastern Travis County, in Precinct 4. The neighborhood lacks water lines and associated connections, and homeowners are currently purchasing water from a standpipe and transporting it to onsite tanks. The proposed project would fund 1) An assessment of existing conditions and a comprehensive comparison of the feasibility, costs, and benefits of sustainable alternative water and wastewater options versus conventional options; and 2) the implementation of sustainable water, wastewater, and climatic intervention infrastructure, per the outcomes of the study, for qualifying residents.





### Figure 18: Alternate Project 3 - General Project Information

<b>CDBG Funding:</b>	Up to \$480,000
<b>Leverage Funding:</b>	Not Applicable
<b>Program Delivery:</b>	Center for Maximum Potential Building Systems (CMPBS)
<b>Program Oversight:</b>	Travis County Health and Human Service and Veteran Services
<b>Expected Start/ Completion Date:</b>	To Be Determined
<b>Location:</b>	Las Lomitas Neighborhood, Precinct 4

### Figure 19: Alternate Project 3 - Priority and Performance Measurement Information (HUD –prescribed)

<b>Priority Need Category:</b>	Infrastructure	<b>Project:</b>	Feasibility study and pilot water project
<b>Eligible Activity:</b>	TBD	<b>Outcome Category:</b>	Sustainability
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve quality of public improvements for lower income persons
<b>Citation</b>	570.201 (c)	<b>Accomplishment</b>	TBD
<b>Eligibility</b>	LMA –Survey	<b>Matrix Code</b>	TBD
<b>Priority in the 2011-2013 Strategic Plan#</b>	High	<b>Travis County HTE #:</b>	TBD

**Figure 20: Las Lomas Current Conditions**



Water being transported to a residence in the Las Lomas Neighborhood



Water storage

## Considerations:

- Reliable access to clean, potable water is a fundamental need, and the proposed project would meet this need as well as greatly improve the living conditions of the neighborhood residents.
- Of the approximate 33 households, which house about 146 residents, at least twelve households have no septic system, which precludes them from qualifying for a water connection to the existing water district. It appears that these households cannot afford septic tanks and instead use outhouses, honey wagons, or some combination thereof.
- Currently, residents purchase water from a waterspout at Highway 183.
- The proposed Sustainability On-Site at Las Lomitas (SOS at Las Lomitas) program aims to increase the community's utility independence, improve the quality of life for as many residents as possible and, ultimately, simultaneously enhance environmental and social sustainability within the neighborhood.
- During the first phase of the proposed project, existing conditions would be assessed for all the eligible properties and the feasibility, costs, and benefits of conventional versus the proposed sustainable water and wastewater options would be compared. This comparison will form the basis for a plan that would reflect the combination of issues faced by the residents and an intervention strategy that would include input and approval from the residents.
- The second phase of the project being proposed by CMPBS, would be implementation of the sustainable water and wastewater options for the eligible properties, if it is determined that this alternative is the most beneficial option.
- If the sustainable alternative is selected, it will consist of a 'tool-kit' of water, wastewater, and climatic intervention (likely passive solar) infrastructure for qualifying properties within the Las Lomitas neighborhood. This toolkit would consist of the following:
  - 1) Zero-discharge wetland septic system (wetlands which can also be used as flower gardens, possibly creating an income opportunity for residents),
  - 2) Bathroom retrofit. Including composting toilets or similar, and low-flow showerheads and faucets,
  - 3) Rainwater collection system (can include gutter to cistern),
  - 4) Passive solar architecture (e.g., a shade roof that also collects water and can become a mounting area for future low-cost energy saving devices such as batch solar water heaters or small photovoltaic systems), and
  - 5) Solar hot water heater.
- It is expected the Tool kit item 3, a rainwater collection system, can potentially provide for all the household's water needs, thus eliminating the necessity of deriving water from an outside water connection, which would lessen the burden on the state's drought-stricken water resources.
- It is expected that Tool kit items 4 and 5 will lessen residents' energy costs.
- CMPBS proposes to design the infrastructure, tailoring it as appropriate to individual households and tracts, and then install the infrastructure with assistance provided by community members. The community includes landscapers and masons who can engage in the installation process as appropriate, thus allowing CMPBS to strengthen the community's knowledge of, and investment in, the new infrastructure, offer opportunities for paid employment to community residents, and fulfill Section 3 requirements.
- SOS at Las Lomitas will address the community members' current uncertainty about best courses for utility installation and offer environmental, economic, and social benefits.
- CDBG staff are still determining if the study would be considered an administration cost or a project delivery cost which would affect the grant's ability to fund.

**ATTACHMENT D: TRAVIS COUNTY CDBG PROGRAM  
PY 2013 PROJECT MATRIX**

Project Category	Project Request	Priority	Location	Leverage	Impact	Feasibility	Low/Mod Benefit	CDBG Eligible	Estimated Cost	Notes
<b>Infrastructure</b>	Substandard Road Improvements & Drainage Improvements	High	Lake Oak Estates, Pct. 3	None	126 indiv.	Phased over 3 years	69.8%	Yes	\$ 896,000 over 3 yrs; Phase 3: \$425,000	The design phase of the project was funded in PY11; Phase 2 of the project was funded in PY12 for the construction of improvements to about half the roadways in the subdivision; Phase 3 is proposed for PY13 and would complete construction on remaining roadways. <b>Candidate for Funding</b>
<b>Infrastructure</b>	Water and wastewater infrastructure.	High	Las Lomitas, Pct. 4	None	33 Households (146 individuals)	12 mo.	Primary Survey Pending	Yes	\$ 480,000	A two part project is proposed: 1) An assessment of existing conditions and a comprehensive comparison of the feasibility, costs, and benefits of conventional water and wastewater options versus sustainable alternatives; 2) Implementation of sustainable water, wastewater, and climatic intervention infrastructure, per the outcomes of the study, for qualifying residents. <b>Additional Planning Needed</b>
<b>Housing</b>	Home repair for low-income households	High	Unincorporated areas, all precincts	Unknown	Unknown	Unknown	Unknown	Yes	\$1 Million	Idea submitted on survey, no project proposal submitted. CDBG is currently funding a home repair program for low income households in the unincorporated areas.

**ATTACHMENT D: TRAVIS COUNTY CDBG PROGRAM  
PY 2013 PROJECT MATRIX**

										<b>Project is currently funded in PY12; additional funding is a candidate for PY13.</b>
<b>Community Services</b>	Continuation of SW Project Expansion	High	All precincts	TBD	400 individuals	12 mo.	100%	Yes	\$106,000 of CDBG funds	Continuation of existing project Funding for the equivalent of 1.5FTEs. \$106,000 of CDBG funding. Service to 400 people and to all precincts. Program hasn't billed 1.5 FTEs in two years ; therefore will fund at 1 FTE. <b>Candidate for Funding</b>
<b>Community Services</b>	Continuation of Fair Housing Counseling and Tenant's Rights	High	All precincts	TBD	68 individuals	12 mo.	51%	Yes	\$50,000	Continuation of existing project, but expand to include tenant's rights as well as fair housing counseling. <b>Candidate for Funding</b>
<b>Administration &amp; Planning</b>	Grant Administration & Planning	N/A	CDBG service areas	\$120,000 General fund	N/A	12 mo.	N/A	Yes	\$290,303; \$170,303 of CDBG funds	Staff, planning, fair housing activities, training and operating expenses necessary for grant administration. <b>Candidate for Funding</b>
<b>Planning</b>	Senior engineer for Infrastructure projects	N/A	CDBG service areas	\$56,598 from TNR	N/A	12 mo.	N/A	Yes	\$113,196; \$56,598 of CDBG funds	Continuation of existing project. \$56,598 will come from the CDBG Grant Administration project; \$28,299 will come from the Lake Oaks Project; the remaining \$28,299 will come from TNR.

## CDBG Project Proposal Form

Please refer to the Instructions for the Project Proposal Form before filling out this document. If you need additional space to answer any section attach additional sheets of paper.

<b>Contact Information</b>	
Provide a proposed project title.	<b>Project Title:</b> Lake Oak Estates Substandard Road Improvements, Phase 3
Indicate the name of the individual, organization, or Travis County Department proposing the project.	<b>Name:</b> Travis County Transportation & Natural Resources
Indicate the name of the person to direct questions regarding the proposed project.	<b>Contact Person:</b> Lee Turner, P.E.
Provide the mailing address and e-mail for the contact person.	<b>Address/ E-mail:</b> lee.turner@co.travis.tx.us
Provide the daytime phone number for the contact person.	<b>Phone:</b> 512.854.7598
<b>Description of Problem/Need</b>	
<p><b>Problem/Need</b> - Describe the problem or need to be addressed in enough detail to convey its seriousness and magnitude.</p> <p>Lake Oak Estates is located east of RM 620 and west of Lake Austin, in western Travis County. It is identified as a low to moderate-income area. The roads in the Lake Oak Estates subdivision do not meet Travis County standards and cannot be accepted onto the Travis County maintained roadway system. Lack of an organized and routine roadway maintenance program will cause further deterioration of the roadway condition which will decrease the safety of the roads and jeopardize access to homes. Additionally, the condition of the roadways prevents access to many of the residences in the subdivision.</p>	

Please refer to the Instructions for the Project Proposal Form before filling out this document.

**Project Description**

**Project Description** - Describe the proposed activities and explain how the project addresses the problem or need.

This project provides the improvements necessary to bring the specified roadways up to minimum County standards so that they can be accepted for maintenance and used by emergency vehicles. The goal of the project will also be to improve the drainage to contain a 25-year rain event. The Travis County Commissioners Court approved using CDBG FY2012 funds to improve half of the roads in Lake Oak Estates. Lake Oak Estates Substandard Road Improvements, Phase 3 serves to fund the construction of the improvements to the other half the roadways in the subdivision.

**Type of Project** - Please choose from the following list to indicate the category that best represents your project.

- |   |   |
|---|---|
| <input type="checkbox"/> Business and Jobs  | <input checked="" type="checkbox"/> Infrastructure Needs    |
| <input type="checkbox"/> Community Services | <input type="checkbox"/> Public Buildings & Facilities      |
| <input type="checkbox"/> Housing            | <input type="checkbox"/> Populations with Specialized Needs |

**Type of Activity** – Please choose from the list of activities on pages 5-6 of the instructions, and indicate below the activity that best matches your project.

Infrastructure Project. Improve the substandard road to Travis County Standards.



**Project Description continued**

**Project Location & Service Area** - Indicate the location of the proposed activities. For public improvement projects such as street or water improvements, include all of the street names and address ranges for all persons that would benefit from the activity. Describe the area to be served by the project. If possible, include a map.

The project includes 1757-feet of Holly Lane; 265-feet of Meadowlark Street and 178-feet of Unnamed Road Number 224. (Map Attached)

**Number of People Impacted** – Indicate the number of persons, and/or households to be served. If known, indicate an estimate of the number and/or percentage of low-moderate income persons to be served.

There are a total of 126 families in Lake Oak Estates. 108 of those families have been identified as low to moderate income, which is about 86%.

<b>Project Cost and Timelines</b>	
<p>If known, provide the total project cost and a copy of the cost estimate or budget.</p>	<p><b>Estimated Cost of the Project: *</b>                      \$ 425,000.00. Construction - \$375,000.                      Engineering - \$25,000.                      PM/Inspection - \$25,000.</p>
<p>If known, indicate the amount of CDBG funds requested for PY 2013.</p>	<p><b>Amount of CDBG funds requested:</b>                      \$ 425,000.00 (Construction Estimate Attached)</p>
<p>If any additional funding sources are needed, indicate the sources and amounts to ensure full funding of the project. Attach any letters of financial commitment. Any additional funds must be committed in writing prior to CDBG project approval. If this is a housing project, please attach a proforma.</p>	<p><b>Amount and Source of Other Funds:</b></p>
<p>If applicable, indicate the source of the cost estimate.</p>	<p><b>Source of the cost estimate:</b>                       Lee Turner, P.E. and Brown &amp; Gay Engineering</p>
<p>If known, indicate the proposed schedule for project completion. If a timeline is not available, indicate an approximate number of days for project completion. Keep in mind that grant funding for the 2013 Program Year Cycle is available no earlier than November 1, 2013.</p>	<p><b>Timeline for Implementation of Project:</b>                       January 2014 through April 2014.</p>
<p>*Technical assistance on project cost estimates may be able to be provided by County staff.</p>	

Additional Notes and Information	
Answer the question by selecting Yes or No.	<b>Has this project received Travis County CDBG funding in the past?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>If yes, describe the project's past performance</b> – Indicate the number of years of funding and details on successes and barriers.</p> <p>FY 2006 – Northridge Acres Water Distribution System - \$200,000. Project Complete.                      FY 2006 – Apache Shores Substandard Road Improvements - \$305,000. Project Complete.                      FY 2007 – Apache Shores Substandard Road Improvements - \$500,000. Project Complete.                      FY 2007 – Water /Wastewater and Project Planning - \$88,727.                      FY 2008 – Project Planning and Project Management- \$108,704.                      FY 2008 - Lava Lane Roadway Improvements Design - \$83,659. Design complete.                      FY 2009 – Lava Lane Right-of Way Acquisition – 60,000 Acquisition Complete.                      FY 2010 – Lava Lane Roadway Extension - \$400,000. Project Complete.                      FY 2011 - Plain View Water Service Connections - \$225,000 Currently in Construction.                      FY 2011 - Lake Oak Estates Substandard Road Design - Phase 2 Will be submitted to Purchasing by May 1, 2013.</p>	
Answer the question by selecting Yes or No.	<b>Does your organization or Department have experience working with CDBG funds?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>If yes, describe your organization's past performance</b> – Indicate the number of years of funding and details on successes and barriers.</p> <p>FY 2006 – Northridge Acres Water Distribution System - \$200,000. Project Complete.                      FY 2006 – Apache Shores Substandard Road Improvements - \$305,000. Project Complete.                      FY 2007 – Apache Shores Substandard Road Improvements - \$500,000. Project Complete.                      FY 2007 – Water /Wastewater and Project Planning - \$88,727.                      FY 2008 – Project Planning and Project Management- \$108,704.                      FY 2008 - Lava Lane Roadway Improvements Design - \$83,659. Design complete.                      FY 2009 – Lava Lane Right-of Way Acquisition – 60,000 Acquisition Complete.                      FY 2010 – Lava Lane Roadway Extension - \$400,000. Project Complete.                      FY 2011 - Plain View Water Service Connections - \$225,000 Currently in Construction.                      FY 2011 - Lake Oak Estates Substandard Road Design - - 80% Complete.                      FY - 2012 - Lake Oak Estates Substandard Road Improvements Phase 2 - \$326,598. - Phase 2 Will be submitted to Purchasing by May 1, 2013.</p>	

Thank you for your participation!

## CDBG Project Proposal Form

Please refer to the Instructions for the Project Proposal Form before filling out this document. If you need additional space to answer any section attach additional sheets of paper.

<b>Contact Information</b>	
Provide a proposed project title.	<b>Project Title:</b> Family Support Services Social Work Expansion Project
Indicate the name of the individual, organization, or Travis County Department proposing the project.	<b>Name:</b> Travis County Department of Health & Human Services and Veterans Service; Division of Family Support Services
Indicate the name of the person to direct questions regarding the proposed project.	<b>Contact Person:</b> Jane Prince MacLean
Provide the mailing address and e-mail for the contact person.	<b>Address/ E-mail:</b> 100 North IH 35, suite 2003 Austin, Texas 78701 jane.prince-maclean@co.travis.tx.us
Provide the daytime phone number for the contact person.	<b>Phone:</b> 512-854-4143
<b>Description of Problem/Need</b>	
<p><b>Problem/Need</b> - Describe the problem or need to be addressed in enough detail to convey its seriousness and magnitude.</p> <p>This project is an internal Travis County Health and Human Services &amp; Veterans Service (HHS&amp;VS) expansion of existing services for CDBG eligible persons. The project was started in project year 2007 (PY07) to increase the capacity of HHS&amp;VS to provide case management, information and referral, counseling, crisis intervention, and outreach in the unincorporated areas of Travis County. Over 17% of Travis County residents live in unincorporated areas, yet social service provider locations and recipients are concentrated in the urban core of the County. This project targets low income persons, and provides case management services to persons living at or below 80% of AMFI (Area Median Family Income).</p> <p>In PY07 the cost of one FTE Social Worker and that position's needed resources were funded to serve the eastern side of Travis County (precinct 1 &amp; 4). In project year 2012 this was expanded to serve all precincts with 1.5 FTEs of Social Workers direct time providing CDBG eligible services to new clients and potential clients.</p>	

Please refer to the Instructions for the Project Proposal Form before filling out this document.

**Project Description**

**Project Description** - Describe the proposed activities and explain how the project addresses the problem or need.

This project will continue funding for 1.5 FTEs of Social Workers who provide home and community based services for residents of any unincorporated areas of Travis County. This project leverages 6.5 FTE of local and state funded Social Worker positions to ensure a broad reach to unincorporated residents through all seven of the Travis County Community Centers and a total of 8 Social Worker positions.

These licensed Social Workers directly provide community services; including case management, information and referral, counseling, crisis intervention, and outreach as well as short and longer term rental and utility assistance (1 month to 24 months of assistance depending on funding). Social Workers also link clients to other County services as well as providing over \$300,000 annually in rental, utility assistance in state and locally funded programs. The Social Workers directly access services through Community Partners for Children, the Travis County system of care for children and youth at risk of multi-system involvement and oversee over \$70,000 of mental health services and supports annually.

**Type of Project** - Please choose from the following list to indicate the category that best represents your project.

- |  |   |
|--|---|
| <input type="checkbox"/> Business and Jobs             | <input type="checkbox"/> Infrastructure Needs               |
| <input checked="" type="checkbox"/> Community Services | <input type="checkbox"/> Public Buildings & Facilities      |
| <input type="checkbox"/> Housing                       | <input type="checkbox"/> Populations with Specialized Needs |

**Type of Activity** – Please choose from the list of activities on pages 5-6 of the instructions, and indicate below the activity that best matches your project.

Project Type: Case Management and Outreach for Adults and Youth

**Project Description continued**

**Project Location & Service Area** - Indicate the location of the proposed activities. For public improvement projects such as street or water improvements, include all of the street names and address ranges for all persons that would benefit from the activity. Describe the area to be served by the project. If possible, include a map.

These services will be provided by the 8 Family Support Services Social Workers who are at each of the seven Travis County Community Centers. All services are provided in community locations such as client homes as needed. Here is a link to the locations of all seven Centers:

[http://www.co.travis.tx.us/health\\_human\\_services/community\\_centers.asp](http://www.co.travis.tx.us/health_human_services/community_centers.asp)

**Number of People Impacted** – Indicate the number of persons, and/or households to be served. If known, indicate an estimate of the number and/or percentage of low-moderate income persons to be served.

It is estimated that 400 individuals will benefit from these services

<b>Project Cost and Timelines</b>	
<p>If known, provide the total project cost and a copy of the cost estimate or budget.</p>	<p><b>Estimated Cost of the Project: *</b>                      \$ \$890,240 (cost of the project estimated with Travis County funds- excluding state and federal grants)</p>
<p>If known, indicate the amount of CDBG funds requested for PY 2013.</p>	<p><b>Amount of CDBG funds requested:</b>                      \$ 106,000.00 (estimated cost of 1.5 FTE personnel costs without administrative costs)</p>
<p>If any additional funding sources are needed, indicate the sources and amounts to ensure full funding of the project. Attach any letters of financial commitment. Any additional funds must be committed in writing prior to CDBG project approval. If this is a housing project, please attach a proforma.</p>	<p><b>Amount and Source of Other Funds:</b>                      Estimated Cost per FTE for Social Worker: \$77,800                      Administrative Support &amp; Equipment per FTE: \$5,600                      Estimated Mileage and Training per FTE: \$2,710                      Estimated Supervisory costs: \$75,250                      Estimated Direct Client Services and Supports for all</p>
<p>If applicable, indicate the source of the cost estimate.</p>	<p><b>Source of the cost estimate:</b>                      Division budget for Social Work program</p>
<p>If known, indicate the proposed schedule for project completion. If a timeline is not available, indicate an approximate number of days for project completion. Keep in mind that grant funding for the 2013 Program Year Cycle is available no earlier than November 1, 2013.</p>	<p><b>Timeline for Implementation of Project:</b>                      Already implemented</p>
<p>*Technical assistance on project cost estimates may be able to be provided by County staff.</p>	

<b>Additional Notes and Information</b>	
<p>Answer the question by selecting Yes or No.</p>	<p><b>Has this project received Travis County CDBG funding in the past?</b></p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><b>If yes, describe the project's past performance</b> – Indicate the number of years of funding and details on successes and barriers.</p> <p>Starting in PY 2007 there have been a series of challenges most around hiring and retaining staff for the project. For example, the PY 2011 conversion to serve clients across the entire Social Work team took time to successfully hire, train and document for CDBG eligible time. For PY 2012 a focus has been on ensuring outreach, training and reporting time is captured accurately. At the end of the second quarter of PY12 307 individuals have been served under this project.</p>	
<p>Answer the question by selecting Yes or No.</p>	<p><b>Does your organization or Department have experience working with CDBG funds?</b></p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><b>If yes, describe your organization's past performance</b> – Indicate the number of years of funding and details on successes and barriers.</p> <p>Project funded and expanded since PY 2007. Successful in person HUD audit of project.</p>	

Thank you for your participation!



## CDBG Project Proposal Form

Please refer to the Instructions for the Project Proposal Form before filling out this document. If you need additional space to answer any section attach additional sheets of paper.

<b>Contact Information</b>	
Provide a proposed project title.	<b>Project Title:</b> Senior Engineer/Project Manager
Indicate the name of the individual, organization, or Travis County Department proposing the project.	<b>Name:</b> Travis County Transportation and Natural Resources
Indicate the name of the person to direct questions regarding the proposed project.	<b>Contact Person:</b> Lee Turner, P.E.
Provide the mailing address and e-mail for the contact person.	<b>Address/ E-mail:</b> lee.turner@co.travis.tx.us
Provide the daytime phone number for the contact person.	<b>Phone:</b> 512.854.7598

### Description of Problem/Need

**Problem/Need** - Describe the problem or need to be addressed in enough detail to convey its seriousness and magnitude.

The Travis County CDBG program utilizes a Senior Engineer position to function as Project Manager over active CDBG-funded street and water supply improvement projects that will extend beyond October 1, 2013. The Senior Engineer will assess and provide planning for potential transportation, water and wastewater projects to be considered in the future by the Travis County Commissioners Court. Additionally, Travis County is actively pursuing CDBG funding for other street improvement and utility projects that, if approved, will extend the need for a project manager into 2014 and beyond.

TNR is requesting continued funding for this position to ensure existing projects are managed effectively through their completion and to assist with evaluating future applications for CDBG funded public works projects and managing approved projects.

If this request is not funded, then the workload associated with the CDBG projects would fall to existing engineering staff within TNR. This would result in delays on the various CIP projects currently managed by staff

Please refer to the Instructions for the Project Proposal Form before filling out this document.

**Project Description**

**Project Description** - Describe the proposed activities and explain how the project addresses the problem or need.

The Sr. Engineer position works with the Administrative Staff to evaluate and develop public works projects for the CDBG program. Specific duties include:

- Assist in identifying projects (technical advisor);
- Conduct feasibility studies and analysis of potential projects;
- Determine selection criteria for prioritizing projects;
- Determine scope of projects;
- Develop project schedules, cost estimates, and budgets;
- Prepare preliminary designs;
- Develop construction specifications;
- Negotiate cost and bid items with contractors; and
- Serve as project manager (including preparing related agenda packets, monitoring and inspecting work in progress, review testing results, approve change orders, ECT.

**Type of Project** - Please choose from the following list to indicate the category that best represents your project.

- |   |   |
|---|---|
| <input type="checkbox"/> Business and Jobs  | <input checked="" type="checkbox"/> Infrastructure Needs    |
| <input type="checkbox"/> Community Services | <input type="checkbox"/> Public Buildings & Facilities      |
| <input type="checkbox"/> Housing            | <input type="checkbox"/> Populations with Specialized Needs |

**Type of Activity** – Please choose from the list of activities on pages 5-6 of the instructions, and indicate below the activity that best matches your project.

Infrastructure planning, estimating and project management.

**Project Description continued**

**Project Location & Service Area** - Indicate the location of the proposed activities. For public improvement projects such as street or water improvements, include all of the street names and address ranges for all persons that would benefit from the activity. Describe the area to be served by the project. If possible, include a map.

The Senior Engineer will be officed in the Travis County Transportations and Natural Resources Department, Public Works Division, in Austin, TX. The position will manage all Travis County CDBG funded public works projects and evaluate proposals for future projects throughout Travis County.

**Number of People Impacted** – Indicate the number of persons, and/or households to be served. If known, indicate an estimate of the number and/or percentage of low-moderate income persons to be served.

This position serves multiple persons by developing and managing public works projects that, if funded, will improve the health, safety, and general quality of life for the project beneficiaries

<b>Project Cost and Timelines</b>	
<p>If known, provide the total project cost and a copy of the cost estimate or budget.</p>	<p><b>Estimated Cost of the Project: *</b> \$ 56,597.61</p>
<p>If known, indicate the amount of CDBG funds requested for PY 2013.</p>	<p><b>Amount of CDBG funds requested:</b> \$ 56,597.61</p>
<p>If any additional funding sources are needed, indicate the sources and amounts to ensure full funding of the project. Attach any letters of financial commitment. Any additional funds must be committed in writing prior to CDBG project approval. If this is a housing project, please attach a proforma.</p>	<p><b>Amount and Source of Other Funds:</b></p>
<p>If applicable, indicate the source of the cost estimate.</p>	<p><b>Source of the cost estimate:</b> Travis County Transportation and Natural Resources Financial Services and Public Works Divisions.</p>
<p>If known, indicate the proposed schedule for project completion. If a timeline is not available, indicate an approximate number of days for project completion. Keep in mind that grant funding for the 2013 Program Year Cycle is available no earlier than November 1, 2013.</p>	<p><b>Timeline for Implementation of Project:</b>  This position is to be filled by existing staff beginning October 1, 2013.</p>
<p>*Technical assistance on project cost estimates may be able to be provided by County staff.</p>	

Additional Notes and Information	
Answer the question by selecting Yes or No.	<b>Has this project received Travis County CDBG funding in the past?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>If yes, describe the project's past performance</b> – Indicate the number of years of funding and details on successes and barriers.</p> <p>FY 2006 – Northridge Acres Water Distribution System - \$200,000. Project Complete.                      FY 2006 – Apache Shores Substandard Road Improvements - \$305,000. Project Complete.                      FY 2007 – Apache Shores Substandard Road Improvements - \$500,000. Project Complete.                      FY 2007 – Water /Wastewater and Project Planning - \$88,727.                      FY 2008 – Project Planning and Project Management- \$108,704.                      FY 2008 - Lava Lane Roadway Improvements Design - \$83,659. Design complete.                      FY 2009 – Lava Lane Right-of Way Acquisition – 60,000 Acquisition Complete.                      FY 2010 – Lava Lane Roadway Extension - \$400,000. Project Complete.                      FY 2011 - Plain View Water Service Connections - \$225,000 Currently in Construction.                      FY 2011 - Lake Oak Estates Substandard Road Design - Phase 2 Will be submitted to Purchasing by</p>	
Answer the question by selecting Yes or No.	<b>Does your organization or Department have experience working with CDBG funds?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>If yes, describe your organization's past performance</b> – Indicate the number of years of funding and details on successes and barriers.</p> <p>FY 2006 – Northridge Acres Water Distribution System - \$200,000. Project Complete.                      FY 2006 – Apache Shores Substandard Road Improvements - \$305,000. Project Complete.                      FY 2007 – Apache Shores Substandard Road Improvements - \$500,000. Project Complete.                      FY 2007 – Water /Wastewater and Project Planning - \$88,727.                      FY 2008 – Project Planning and Project Management- \$108,704.                      FY 2008 - Lava Lane Roadway Improvements Design - \$83,659. Design complete.                      FY 2009 – Lava Lane Right-of Way Acquisition – 60,000 Acquisition Complete.                      FY 2010 – Lava Lane Roadway Extension - \$400,000. Project Complete.                      FY 2011 - Plain View Water Service Connections - \$225,000 Currently in Construction.                      FY 2011 - Lake Oak Estates Substandard Road Design -                      FY - 2012 - Lake Oak Estates Substandard Road Improvements Phase 2 - Phase 2 Will be submitted</p>	

Thank you for your participation!

## CDBG Project Proposal Form

Please refer to the Instructions for the Project Proposal Form before filling out this document. If you need additional space to answer any section, attach additional sheets of paper.

<b>Contact Information</b>	
Provide a proposed project title.	<b>Project Title:</b> Sustainability On Site at Las Lomitas (SOS at Las Lomitas)
Indicate the name of the individual, organization, or neighborhood proposing the project.	<b>Name:</b> Center for Maximum Building Potential (CMBPS)
Indicate the name of the person to direct questions regarding the proposed project.	<b>Contact Person:</b> Pliny Fisk III
Provide the mailing address and e-mail for the contact person.	<b>Address/ E-mail:</b> 8604 FM 969 Austin, TX 78724 pfisk@cmbps.org
Provide the daytime phone number for the contact person.	<b>Phone:</b> 512-925-4786
<b>Additional Information</b>	
<b>Travis County Administrative Fiscal Review (AFR)</b> - If the organization has a <u>current</u> AFR on file with Travis County, please indicate that here. If not, please complete the AFR attached to this form and submit it with the Project Proposal.	
<b>Section 3 Certification</b> – if applicable. Please complete the Section 3 certification attached to this form and submit it with the Project Proposal.	
<b>Letters of Interest from other funding sources</b> – if applicable. If other funders have committed funds to the project being proposed, please submit letters of commitment from those funders.	

Please refer to the Instructions for the Project Proposal Form before filling out this document.

**Description of Problem/Need**

**Problem/Need** - Describe the problem or need to be addressed in enough detail to convey its seriousness and magnitude.

See attachment A, page 1.

**Project Description**

**Project Description** - Describe the proposed activities and explain how the project addresses the problem or need.

See attachment A, page 1.

**Type of Project** - Please choose from the following list to indicate the category that best represents your project.

- |   |   |
|---|---|
| <input type="checkbox"/> Business and Jobs  | <input checked="" type="checkbox"/> Infrastructure Needs    |
| <input type="checkbox"/> Community Services | <input type="checkbox"/> Public Buildings & Facilities      |
| <input type="checkbox"/> Housing            | <input type="checkbox"/> Populations with Specialized Needs |

**Type of Activity** – Please choose from the list of activities on pages 5-6 of the instructions, and indicate below the activity that best matches your project.

**Project Description continued**

**Project Location & Service Area** - Indicate the location of the proposed activities. For public improvement projects such as street or water improvements, include all of the street names and address ranges for all persons that would benefit from the activity. Describe the area to be served by the project. If possible, include a map.

See Attachment A, page 2.

**Number of People Impacted** – Indicate the number of persons, and/or households to be served. If known, indicate an estimate of the number and/or percentage of low-moderate income persons to be served.

See Attachment A, page 2.



<b>Project Cost and Timelines</b>	
<p>If known, provide the total project cost and a copy of the cost estimate or budget.</p>	<p><b>Estimated Cost of the Project:*</b></p> <p style="text-align: center;">123,262.98</p> <p>\$</p>
<p>If known, indicate the amount of CDBG funds requested for PY2013.</p>	<p><b>Amount of CDBG funds requested:</b></p> <p style="text-align: center;">123,262.98</p> <p>\$</p>
<p>If any additional funding sources are needed, indicate the sources and amounts to ensure full funding of the project. Attach any letters of financial commitment. Any additional funds must be committed in writing prior to CDBG project approval. If this is a housing project, please attach a proforma.</p>	<p><b>Amount and Source of Other Funds:</b></p>
<p>If applicable, indicate the source of the cost estimate.</p>	<p><b>Source of the cost estimate:</b></p>
<p>If known, indicate the proposed schedule for project completion. If a timeline is not available, indicate an approximate number of days for project completion. Keep in mind that grant funding for the 2013 Program Year Cycle is available no earlier than November 1, 2013.</p>	<p><b>Timeline for Implementation of Project:</b></p> <p style="text-align: center;">6 months</p>
<p>*Technical assistance on project cost estimates may be able to be provided by County staff.</p>	

<b>Additional Notes and Information</b>	
<p>Answer the question by selecting Yes or No.</p>	<p><b>Has this project received Travis County CDBG funding in the past?</b></p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<p><b>If yes, describe the project's past performance</b> – Indicate the number of years of funding and details on successes and barriers.</p>	
<p>Answer the question by circling Yes or No.</p>	<p><b>Does your organization have experience working with CDBG or other HUD funds?</b></p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<p><b>If yes, describe your organization's past performance</b> – Indicate the number of years of funding and details on successes and barriers.</p>	

Thank you for your participation!



**TRAVIS COUNTY HEALTH & HUMAN SERVICES  
& VETERANS SERVICE  
100 North I.H. 35  
P. O. Box 1748  
Austin, Texas 78767**

**2013 AFR PACKET CHECKLIST AND STANDARDS**

**Agency Name:**

A completed application packet includes this checklist and the Common Application and all required attachments.

**Applicants must provide:**

<b>Provide one copy of the following items:</b>
<input checked="" type="checkbox"/> <b>Completed Application Checklist (this page)</b> <input type="checkbox"/> Completed Common Application
<b>Common Application Required Attachments:</b>
<input type="checkbox"/> Most recent Board roster with officers identified (include name, address, phone, job title, business affiliation, gender, ethnicity and Board term) <input checked="" type="checkbox"/> Board minutes from last three meetings <input type="checkbox"/> Current Articles of Incorporation & Agency Bylaws

This application includes general information about 501(c)(3) organizations and is required to be considered for funding from Travis County.

**1. BASIC INFORMATION**

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Agency Legal

Name:

Street Address:

Mailing Address:

City, State, Zip:

City, State, Zip:

Phone Number:

Web site:

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Executive

Director:

Board Chair:

Phone:

Mailing Address:

City, State, Zip:

Email:

Phone:

---

Application

Contact:

Financial Contact:

Title:

Title:

Phone:

Phone:

Fax:

Fax:

Email:

Email:

---

Agency's Fiscal

Year:

Volunteer

Contact:

Phone:

Email:

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We affirm that the information in this application is true and accurate and has been authorized by the board of directors.

*Cynthia Heig*

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**Board Chairperson** *[typed name]*

**Signature**

*[Signature]*

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**Executive Director** *[typed name]*

**Signature**

**2. AGENCY MISSION AND VISION STATEMENT**

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a.

**Vision:**

**Mission:**

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**b. AGENCY OVERVIEW**

*Describe the community issue(s) the agency is attempting to address; please cite independent data sources. Include a description of the target population (the population most at risk of experiencing the issue described) including demographic and geographic characteristics.*

*(500 words max. If completing form by hand, continue on, and attach, another sheet, if necessary.)*

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**c. PROGRAMS**

Please list the agency's programs and include a brief description of each.

<b>Program Name</b>	<b>Description (25 words max.)</b>
---------------------	------------------------------------

**Program Name**                      **Description (25 words max.)**

d. Please list the agency's affiliations, licensures, certifications or accreditations.

e. Provide agency's number of total clients served last fiscal year.

**3. BOARD**

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a. Number of board members:

b. Frequency of board meetings:

c. Please briefly describe the board and volunteer committee structure including functions and activities.

d. Please briefly describe how the board participates in fundraising activities.

e.  Yes     No    Does the board review program performance?

f.  Yes     No    Does the board annually approve the budget?

g. If necessary, please include further explanation for any items in this section.

**4. FINANCIAL**

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- a.  Yes  No 990 forms have been submitted to the IRS.
- b.  Yes  No The agency is current on its payment of payroll taxes.

c. **Agency's Current FY Budget: \$**  
*(Excluding In-Kind)*

**Revenue**

State and Federal Grants: 0%

City and County Grants/Contracts: 0%

Fundraising: 0%

Foundation Grants: 35%

Special Events: 3%

Contributions & Major Gifts: 3%

United Way: 0%

Client Fees: 42%

Interest and Other: 17%

**Expenses**

Management: 10%

Program: 87%

Fundraising: 3%

d. Please briefly describe and estimate the value of in-kind support the agency receives.

- e.  Yes  No The agency has operating reserves of at least one month.
- f.  Yes  No The agency has a current strategic plan that addresses sustaining the organization.
- g.  Yes  No The agency's audits from the two previous fiscal years show that the agency kept operating expenses within revenues. If no, please explain in k below.

- h. Briefly describe how dollars have been used to leverage other funds.
  
  
  
  
  
  
  
  
  
  
- i. Are County funds used as match for other funding sources? Please list sources and amount matched.
  
  
  
  
  
  
  
  
  
  
- j. How much money will the agency be bringing into the community through leveraging? Please describe and include amounts and sources.
  
  
  
  
  
  
  
  
  
  
- k. If necessary, please include further explanation for any items in this section.

**5. AGENCY ADMINISTRATION**

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- a.  Yes  No Do financial policies and procedures outline internal controls including separation of duties, accounts receivable, accounts payable, investments, reconciliation and classification of accounts?
  
- b.  Yes  No The agency has written personnel and operating policies.
  
- c. Number of paid full and part-time staff, please list both:



## **Compliance with Section 3 Travis County Community Development Block Grant (CDBG) Program Section 3 Overview**

### **Section 3 Overview**

Section 3 of the Housing and Urban Development Act of 1968, as amended, requires that recipients of financial assistance provided by the U.S. Department of Housing and Urban Development (HUD), including developers, owners, and contractors and their subcontractors, provide, "to the greatest extent feasible", training and employment opportunities for low income area residents and contract opportunities for the performance of work by local businesses owned by and/or employing low income residents.

### **Applicability**

Section 3 preference requirements apply to recipients of CDBG for a covered project for which the amount of assistance exceeds \$200,000. Contractors and subcontractors are subject to Section 3 requirements when the amount of assistance exceeds \$200,000 and the amount of the contract or subcontract exceeds \$100,000. If the amount of assistance exceeds \$200,000, but no contract exceeds \$100,000, the Section 3 preference requirements apply only to the recipients. Section 3 applies to subrecipients, professional services or construction work for housing rehabilitation, housing construction or other public construction projects.

### **Section 3 Residents and Business Concerns**

A "section 3 resident" is: 1) a public housing resident; or 2) a low- or very low-income person residing in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended. Refer to Exhibit 1 for a definition of low and very low income resident.

A "Section 3 business concerns" are businesses that can provide evidence that they meet one of the following: 1) 51 percent or more owned by Section 3 residents; or 2) At least 30 percent of its fully time employees include persons that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or 3) Provides evidence, as required, of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications in the above two paragraphs.

### **Section 3 Compliance**

To comply with Section 3 requirements, the Travis County CDBG program will examine and consider amongst other factors the contractor's or vendor's potential for success by providing employment and business opportunities to low- and very low-income residents prior to acting on any proposed contract award. Towards this end, the County will include a local

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opportunity plan for CDBG-sponsored projects. As part of the response to bid solicitations, request for proposals, services or qualifications, businesses will be required to certify that a Section 3 Local Opportunity Plan will be submitted to the County if they are awarded a CDBG-funded contract.

### **Section 3 Local Opportunity Plan**

A sample local opportunity plan is attached as Exhibit 2 along with Section 3 definitions on Exhibit 3. Recipients will be expected to maintain documentation of activities and outreach attempts. Recipients can use the form in Exhibit 4 to document the eligibility of their workers as Section 3 eligible residents. Additional information about Section 3 can be found on HUD's website at the following URL:

<http://www.hud.gov/offices/fheo/section3/section3.cfm> .

### **Reporting**

Contractors, consultants, subrecipients and subcontractors will be expected to complete the "Section 3 Report" found in Exhibit 5 to document efforts made to direct the employment toward low-and very low income persons and to document whether Section 3 residents were hired to fill any available positions. Reports must be submitted to the County on a quarterly basis throughout the contract period and a final report will be due 5 days after the project/contract close-out date. The quarterly reports will be due according to the following schedule:

- January 5<sup>th</sup> for activities undertaken from October through December;
- April 5<sup>h</sup> for activities undertaken from January through March;
- July 5<sup>th</sup> for activities undertaken from April through June; and
- October 5<sup>th</sup> for activities undertaken from July through September.

If the 5th falls on a weekend or a holiday, the quarterly reports are due to Travis County on the next business day.

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### Exhibit 1: Section 3 Income Limits

All residents of public housing developments of the Travis County Housing Authority qualify as Section 3 residents. Additionally, individuals residing in Travis County who meet the low income limits set forth below can also qualify for Section 3 status.

**Eligibility Guideline (Effective December 11, 2012)**

Number in Household	Low Income
1 individual	\$41,000
2 individuals	\$46,850
3 individuals	\$52,700
4 individuals	\$58,550
5 individuals	\$63,250
6 individuals	\$67,950
7 individuals	\$72,650
8 individuals	\$77,300



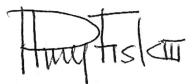
**Exhibit 2: Section 3 Local Opportunity Plan**

\_\_\_\_\_, hereby agrees to implement the following specific affirmative  
(Name of Contractor)  
action steps to increase the utilization of business concerns located within the Travis County boundaries.

1. Implement procedures to notify Section 3 residents and business concerns about training and employment opportunities generated by Section 3 covered assistance.
2. Implement procedures to notify Section 3 business concerns about the availability of contracting and subcontracting opportunities generated by Section 3 covered assistance.
3. Use notification methods to reach a broad segment of Section 3 residents that may include advertising in local advertising media, placing signs at the project site, contacting the Travis County Housing Authority, and contacting community organizations, employment agencies, and other public or private institutions operating and servicing the project area.
4. Notify potential contractors and subcontractors contemplating work on Section 3 covered projects of their responsibilities.
5. Incorporate the Section 3 Clause (verbatim) into all covered solicitations and contracts as per Section 24 CFR Part 135.38.
6. Refrain from entering into contracts with contractors or subcontractors that are in violation of the Section 3 regulations.
7. Appoint or recruit a staff member to act as Equal Opportunity Officer to coordinate the implementation of this plan.
8. Submit quarterly reports as required by the Travis County CDBG program reporting Section 3 employment activities.
9. Maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.

We, the officers / representatives of \_\_\_\_\_, have read and fully agree to this plan, and agree to become a party to the full implementation of this program.

IN WITNESS WHEREOF, the undersigned, being duly authorized, has caused this document to be executed in its name on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

## Exhibit 3: Section 3 Definitions

Employment Opportunities Generated by Section 3 Covered Assistance – all employment opportunities generated by the expenditure of Section 3 covered projects including management and administrative jobs. Management and administrative jobs include architectural, engineering, or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g. construction manager, relocation specialist, payroll clerk, etc.

Low Income Person – families (including single persons) whose incomes do not exceed 80% of the area median family income, with adjustments for smaller and larger families.

New Hires – full-time employees for permanent, temporary, or seasonal employment opportunities.

Section 3 – Section 3 of the Housing and Urban Development Act of 1968, as amended (12 USC 1701u)

Section 3 Business Concern – a business concern,

- a. That is 51% or more owned by Section 3 residents; or
  - b. Whose permanent, full-time employees include persons, at least 30-percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
  - c. That provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontractors to be awarded to business concerns that meet the qualifications set forth in paragraph “a” or “b” above.
- 
-

## Section 3 Definitions (continued)

### Section 3 Covered Assistance –

- a. Assistance provided under any HUD housing or community development program that is expended for work arising in connection with the construction, reconstruction, conversion, or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development funds.
- b. Public housing development assistance provided pursuant to Section 4 of the 1937 Act;
- c. Public housing operating assistance provided pursuant to Section 9 of the 1937 Act;
- d. Public housing modernization assistance provided pursuant to Section 14 of the 1937 Act;

Section 3 Covered Contracts – a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance, or for work generated by the expenditures of Section 3 covered assistance, or for work arising in connection with a Section 3 covered project. Section 3 covered contracts do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 covered contract.

Section 3 Resident – a public housing resident or an individual who resides in the metropolitan area or non-metropolitan county in which the Section 3 covered assistance is expended and who is considered to be a low to very-low income person.

Subcontractor – any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by the expenditure of Section 3 covered assistance, or arising in connection with a Section 3 covered project.

Very low-income person – families (including eligible single persons) whose income does not exceed 50% of the area median family income, with adjustments for smaller and larger families.

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## Exhibit 4: Resident Employment Opportunity Data

**Eligibility for Preference**

A section 3 resident seeking the preference in training and employment provided by this part shall certify, or submit evidence to the recipient contractor or subcontractor, if requested, that the person is a Section 3 resident, as defined in Section 135.5. (An example of evidence of eligibility for the preference is evidence of receipt of public assistance, or evidence of participation in a public assistance program).

**Certification for Resident Seeking Section 3 Preference in Training and Employment**

I, \_\_\_\_\_, am a legal resident of the  
\_\_\_\_\_

\_\_\_\_\_ and meet the income eligibility guidelines for a low- or very-low-income person as published on the reverse.

My permanent address is:  
\_\_\_\_\_  
\_\_\_\_\_

I have attached the following documentation as evidence of my status:

- Copy of lease
- Copy of receipt of public assistance
- Copy of Evidence of participation in a public assistance program.
- Other evidence

Signature \_\_\_\_\_

Print Name Date \_\_\_\_\_



## Exhibit 5: Section 3 Report

### Part I Agency and Contractor Information

Subrecipient /Contractor/Subcontractor Name:	Project Name:
	Contract Amount:
Report Date:	Contact Person Name: Phone Number:

Indicate the efforts you made to direct the employment and other economic opportunities generated by the CDBG financial assistance to the greatest extent feasible, toward low-and very low income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

Attempted to recruit low income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or non-metropolitan county) in which the Section 3 covered project is located or similar methods.

Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.

Participated in a HUD program or other program that promotes the award of contracts to businesses that meet the definition of a Section 3 business.

Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered projects is located.

Other; describe below.

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**Part II Information Regarding Agency/ Contractor Employment**

Subrecipient / Contractor/Subcontractor Name:	Project Name:
	Contact Person Name:
Report Date:	Phone Number:

<p><b>For Subrecipients:</b> Did your agency receive \$200,000 or more of CDBG funds for this project?</p> <p><b>For Contractors/Consultants:</b> Is your contract in excess of \$100,000? If yes continue, if no then stop. (note for subcontractors: Section 3 applies if the primary contract exceeds \$100,000)</p>	Yes	No
	<p>Were there any new hires by your organization that were generated in connection with the CDBG award/project? "New hire" is defined as full time positions that are either permanent, temporary or seasonal. A new hire can be for a new position or replacement of an existing position that became vacant. If yes, please complete the following table in its entirety. If no, then stop.</p>	Yes

Job Category	Number of New Hires	Number of New Hires that are Sec 3 Residents	% of Aggregate Number of Staff Hours of New Hires that are Section 3 Residents	% of Total Staff Hours for Section 3 Employees and Trainees	Number of Section 3 Employees and Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade (List)					
Trade					
Trade					
Other (List)					
Total					

**Section 3 resident/employee definition:** A resident of public housing (regardless of income), or an individual residing in the metropolitan area or non metropolitan county in which the CDBG assistance is expended and whose income is below 80% of the metropolitan or county median income as published by HUD



## **Exhibit 6: Section 3 Certification**

(to be added to the contract)

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
  - B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
  - C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
  - D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
  - E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
  - F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
  - G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act .
  - H. (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the
-

provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

- I. The contractor also agrees to adopt a Local Opportunity Plan, maintain documentation to support its implementation and report not less than a quarterly basis the results of their Section 3 efforts.

### **Certification**

“I certify that I understand and will follow the Section 3 requirements presented above and have the capacity to comply, document, and report as necessary.”

WARNING: Falsifying information on this certification is a felony. HUD will prosecute false claims and statements. Conviction may result in civil and/or criminal penalties. (18 U.S.C. §§ 1001, 1010, 1012, 3559, 3571; 31 U.S.C. §§ 3729, 3802).

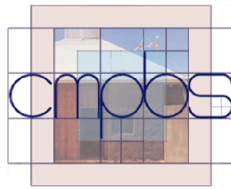
Name of Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





## **CENTER FOR MAXIMUM POTENTIAL BUILDING SYSTEMS**

### **2013 CDBG PROPOSAL: SUSTAINABILITY ON-SITE AT LAS LOMITAS (SOS AT LAS LOMITAS) PROJECT PROPOSAL**

#### **Description of Problem/Need**

Las Lomitas Subdivision, a colonia in southeast Travis County, has no water services and limited wastewater treatment. The unincorporated subdivision contains fifteen ten-acre tracts, thirty-three households, and houses 146 residents in total. While some of the families have installed septic tanks, twelve households have no septic systems.

The absence of water services and inadequate wastewater treatment poses sanitation, health, and safety risks, as well as daily hardships to Las Lomitas residents. Those households without wastewater treatment cannot afford septic tanks and use outhouses, honey wagons, or some combination thereof. Residents purchase water from a waterspout at Highway 183, which poses dangers and financial burdens. Obtaining water from the spout means Las Lomitas has no immediate water source available to fight fires, which became evident after a fire in 2011. The spout water is non-potable and some families have moved away after their children grew sick from the water. Yet the largest risk remains that Travis County may shut down the spout, as they have threatened to do. Las Lomitas residents petitioned at Commissioner's Court to keep the spout open, but its hours have been significantly cut. The possibility looms that many residents may soon have neither wastewater treatment, nor nearby water access.

The residents of Las Lomitas understand the situation's gravity and have taken what actions they can to find long-term solutions. In addition to petitioning at Commissioner's Court, in FY 2012 the Las Lomitas Neighborhood Association applied for a Community Development Block Grant Program to install a water connection with Creedmoor-Maha Water Corporation. Their proposal was approved as an alternative project, but Travis County Office of the County Executive has specified that it cannot proceed with this project until all Las Lomitas households have wastewater treatment systems.

#### **Project Description**

CMPBS proposes Sustainability On-Site at Las Lomitas (SOS at Las Lomitas), a program that aims to increase the community's utility independence, improve the quality of life for as many residents as possible and, ultimately, to simultaneously enhance environmental and social sustainability within the colonia. The program is twofold: an action program with multiple potential pilot projects. These components break down as such:

A) Action program - An analysis of Las Lomitas water and wastewater services that results in an assessment of existing conditions and a comprehensive comparison of the feasibility, costs, and benefits of conventional water and wastewater options versus sustainable alternatives. CMPBS will use this comparison to generate a plan that reflects the combination of issues faced by residents and an intervention strategy to be worked on with residents for input and approval.

B) Multiple potential pilot projects - The implementation of sustainable water, wastewater, and climatic intervention (likely passive solar) infrastructure, per the outcomes of the study, for qualifying residents. CMPBS will offer these infrastructure options as various components of a "tool kit" that responds to the range of issues found. This kit will include: (1) zero-discharge wetland septic system (wetlands can be used as flower garden), (2) bathroom retrofit (including (a) composting toilet or similar, and (b) low-flow shower and faucets), (3) rainwater collection system (can include gutter to cistern), (4) passive solar architecture (i.e. a shade roof that also collects water and can become a mounting area for future low-cost

energy saving techniques such as batch solar water heaters or small photovoltaic systems), and (5) solar hot water heater. Tool kit item 3, a rainwater collection system, can potentially provide for all water needs – eliminating the necessity of deriving water from a spout or water connection. Tool kit items 4 and 5 will lessen residents' energy costs. While CMPBS will offer the relevant components of this kit to all qualifying residents as determined by Travis County CDBG Office, it will begin the process with one eligible resident: Ms. Rosa Vargas.

Blue Gold Engineering has provided preliminary cost-outs for both a conventional and sustainable (zero-discharge wetland) septic system on Ms. Vargas' tract. CMPBS has also provided a chart conceptualizing its approach to the comprehensive analysis. This analysis will entail further, more detailed cost-outs and plans such as the one provided for Ms. Vargas' property.

CMPBS will design the infrastructure, tailoring it as appropriate to individual households and tracts, and then install the infrastructure with assistance provided by community members. The community includes landscapers and masons who will engage in the installation process as appropriate, thus allowing CMPBS to strengthen the community's knowledge of and investment in the new infrastructure, offer opportunities for paid employment to community residents, and fulfill Section 3. SOS at Las Lomitas will address the community members' current uncertainty about best courses for utility installation and offer environmental, economic, and social benefits.

### **Project Location and Service Area**

CMPBS will implement the initial, analysis portion of this project across all fifteen tracts at the Las Lomitas Subdivision, which is located off of FM 1625 and Coulver Road. Attached are two maps: one identifying where Las Lomitas is within Travis County and one plat map of the subdivision (with Ms. Vargas property highlighted). There are also two maps of Ms. Vargas' tract provided with the preliminary septic cost-outs.

CMPBS will implement the first pilot project at Ms. Rosa Vargas' property, located at 8100 Coulver Rd., Austin TX, 78747, and then at the households of any other CDBG-eligible residents as determined by a CDBG survey.

### **Number of People Impacted**

SOS at Las Lomitas will benefit all 146 residents by providing them with an analysis of various utility scenarios and suggested courses for manifesting the top among these scenarios. SOS will also directly benefit at least one community member, Ms. Rosa Vargas, by upgrading her water, wastewater, and energy utilities. Furthermore, the project has the potential to upgrade the utilities for any other qualifying residents. According to preliminary surveys, 26 of the 33 households are believed to be eligible and the Travis County CDBG Office is already in the process of evaluating residents' eligibility per the community's FY 2012 CDBG application.

## **Administrative Fiscal Review**

### **Agency Overview**

CMPBS undertakes projects based on their potential contribution to site, regional and global sustainability and human health, and actively pursue collaborations with associate organizations, businesses, professional firms, and relevant populations. Projects emphasize regional contexts as bases for responsible resource use relative to materials, energy, water, waste, food, and meaningful employment. CMPBS has worked locally, statewide, and nationally to create sustainable policy agendas, such as the Austin Green Building Program, the State Architecture and Engineering Guidelines, and national LEED rating systems, which reflect the organization's dedication to all aspects of our built environment.

In CMPBS' "SOS at Las Lomitas" CDBG proposal, CMPBS focuses on its objectives to assist site and regional sustainability through use of infrastructure that efficiently utilizes water, energy, and materials, while simultaneously enhancing human health and creating meaningful employment.

CMPBS targets disadvantaged populations as among the potential beneficiaries of its design work. Such projects include the Island Nations Initiative – a contemporary project that aims to generate rapid deployment disaster relief modular shelter components that evolve over time to create permanent housing opportunities. At Las Lomitas, CMPBS seeks to aid the low- and middle- income residents of an unincorporated colonia.

Las Lomitas residents have no water connection and obtain water from a waterspout near Highway 183. The colonia exhibits varying onsite wastewater services; septic tanks exist on some properties where the homeowners have been capable of privately financing installation. The Travis County Consolidated Plan and Action Plan states that "For low- and moderate- income residents of the unincorporated areas, paying for a water connection may be a significant financial burden" (PY 2011-2013 Travis County Consolidated Plan and Action Plan 9).

The Las Lomitas residents have actively sought to remedy their water service situation, similar to many communities as described by CDBG: "Particularly in economically disenfranchised areas, residents communicated that they lacked access to running water, had wells running dry, and were without infrastructure and/or funding to access the area water utility" (121). Residents have yet been unsuccessful in obtaining financial, design, or installation assistance in utility improvements; CDBG funding would allow CMPBS to assist the residents in all of these ways.

The Las Lomitas colonia is located in an area that Travis County CDBG Office has identified as housing populations in need of assistance – southeastern Travis County. The Office writes "And while demand for water rises, an ongoing and prolonged drought has put a strain on existing water supplies in Travis County, particularly in the most economically depressed areas of eastern Travis County" (121). CMPBS' Las Lomitas initiative addresses this region of Travis County while mitigating stresses caused by the drought. As opposed to conventional wastewater treatment systems, CMPBS' "tool kit" includes rainwater catchment and other infrastructure that will preserve natural water resources and allow them to be used by the community.

CMPBS' CDBG proposal for Las Lomitas epitomizes CMPBS' critical scope of work – benefiting the environment while concurrently bettering the lives of populations most in need.

### **Programs (25 words each max.)**

Prototype: A prototype is an original type, form, or instance of something serving as a typical example, basis, or standard for other things of the same category.

Policy: A policy establishes a protocol or prototype into a publicly accessible domain, such as a code, standard, ordinance, or covenant, to expand its sphere of influence from a single project to standard practice accessible to all.

Protocol: A protocol is a set of guidelines, procedures, identifiers, or rules whose definitions aim to clarify and streamline understanding of particular processes according to a set routine.

# SOS AT LAS LOMITAS

## ACTION PLAN CONCEPTUAL APPROACH



	Existing					Scenario A (Conventional)					Scenario B (Sustainable)							
	Component	Installation	Maintenance	Environmental Impact	Community Benefit	Component	Cost	Installation	Maintenance	Environmental Impact	Community Benefit	Component	Cost	Installation	Maintenance	Environmental Impact	Community Benefit	
Water												Rainwater collection system						
												Bathroom retrofit A: lowflow shower and faucets						
Wastewater Treatment												zero-discharge wastewater treatment wetland						Components of CMPBS utility improvement tool kit
												Bathroom retrofit B: composting toilet						
Energy												Shade roof						
												Solar hot water heater						



Approved by Board: \_\_\_\_\_

## CENTER FOR MAXIMUM POTENTIAL BUILDING SYSTEMS

Board of Directors Annual Meeting

Austin, Texas

9 February 2013

10:30am – 4:00pm

### MINUTES

.....  
In Attendance: Cynthia Leigh, President; Carol Thompson, President-Elect; Bob Anderson, Treasurer; Gail Vittori, Secretary; Alberto Luera (via telephone); Dee Simpson

Board members absent: David Armistead, Dan Komer

Staff Present: Pliny Fisk III

Guests: Paige Hill and Jim Walker – Urban Patchwork

1. **Meeting called to order at 10:37AM**

2. **Introductions & Announcements:** Cynthia opened the meeting welcoming everyone present, and acknowledged that Edie was unable to attend and that Wendy will be joining later in the day. Pliny announced that he was selected as a distinguished speaker at SXSW Eco, to be held in Austin in October 2013. He also briefed the Board that CMPBS is in a working relationship with Texas A & M (Dean Jorge Vanegas) and the City of San Antonio to acquire the A & M Solar Decathlon to become a permanent demonstration building at the Center, and that the Texas Center for Applied Technology in San Antonio, under the leadership of Dr. James Wall and Mike Martin, are working towards that end. All expenses for moving and upkeep will be CMPBS' sole responsibility.

3. **Declaration of Conflicts of Interest:** None declared.

4. **Collaboration Updates**

- **Urban Patchwork:** Urban Patchwork's Paige Hill (Executive Director) and Jim Walker (Board Chair) described the history of Urban Patchwork's relationship with CMPBS, supported by an MOU that positioned CMPBS as fiscal sponsor. This enabled Urban Patchwork to receive donations as they were finalizing their 501c3 IRS status. Paige thanked CMPBS for the support and help to get Urban Patchwork off the ground, and looks forward to continued collaboration on research and projects. UP currently has 16 host properties each supporting about 4 families, 40 regular families in Violet Crown neighborhood, and 15-20 families in Cherrywood neighborhood. They described a recent initiative in the Dove Springs neighborhood—Austin's largest 'food desert'—to create a perennial 'Community Food Corridor' in partnership with Sustainable Food Center, funded by Dell Family Foundation—as part of the Go Austin Vamos Austin Neighborhood Initiative, designed to teach people and enrich neighborhood/social fabric. Board members applauded UP's success and wished them well in their future endeavors.

5. **Action Items/Strategic Updates**

- Approvals/Actions
  - Minutes of October 20, 2012 Board meeting: Carol moved to approve; Bob seconded. Motion was approved by consent.

Approved by Board: \_\_\_\_\_

- Set date for next Board meeting – May 4 or May 11? Staff will follow up and confirm board availability.
- Year to date financials – Gail gave a report on finances, indicating that revenue is running behind, especially in the area of grant revenue, while expenses are running on track with budget. Most important is to identify grant sources that will be focus of the afternoon strategic session along with fundraising more generally. The Board accepted the financials. Staff will distribute name of Bee family trust to Board members.

Wendy joined the meeting at 11:17am.

- **Report from Nominating Committee**
  - Appointment of new Board member: A motion was made by Carol, seconded by Gail, to approve Lance Hosey as a new Board member for a 2-year term. The motion was approved by consent.
  - Identification of additional Board members – there are no current names under consideration, though an intention to identify new Board members. Pliny indicated he would resurrect the list of board member attributes to guide future decisions. Cynthia will call meeting of Nominating Committee and report back to Board. Carol suggested Robyn Metcalfe, who organized the recent UT conference on the history of food, as someone to consider.
- **Approve Bylaws Amendments:** The Board amended bylaws at the last meeting to include President-Elect on the roster of Board officers. Another amendment was put forward to establish CMPBS executive director(s) to serve on the Board as ex officio. Bob moved to approve, seconded by Dee. The motion was approved 5-0-1, with Gail abstaining.
- **Report from Organizational Excellence Working Group:** With David not in attendance to report, Cynthia briefed the Board, indicating that a meeting occurred with Cynthia, David, Pliny, Gail. The group acknowledged the OEWG's 'charter' based on motion approved at October '12 board meeting. Meeting focused on IP vs. the specific charge of the motion. In discussion, Wendy suggested that the OEWG identify a few things you want to benchmark against – for board terms, employee benefits, etc. What is the sense of the board re: term limits and organizational structure, such as advisory board? Is the primary interest staff benefits and executive compensation that aligned with Bob's general sense of doing fewer things better.
- **Appoint Compensation Committee:** Cynthia appointed the Executive Committee as Compensation Committee, with the understanding that Gail would be recused. Alberto suggested that the Committee assess the financial impact of the package on the budget, and also that it would be helpful to have a sense from Gail and Pliny what they would be looking for. Gail and Pliny indicated that they are working on this through their personal financial advisor, and will provide relevant information to the Compensation Committee. The Committee will figure out how the budget can be stretched to compensate the co-directors as they consider appropriate. Goal to have recommendations in place in time to integrate into the FY '14 budgeting process. To clarify, the Compensation Committee will address executive compensation and co-directors will address staff benefits. Both efforts will assess a range of resources/technical support to advance these efforts by the end of FY '13 (June 30, 2013).
- Other Business

Brendan Wittstruck joined the meeting at 11:45am.

Approved by Board: \_\_\_\_\_

## 6. Updates/Discussion

- Still Water Foundation / Meadows Foundation status: Pliny updated the Board on status, indicating that the due date for the Meadows' grant had been extended until April.
- Report from Fundraising Committee – to be addressed in afternoon strategic action session.
- Intellectual Property -- Vincent & Elkins is providing pro bono services to the Center related to Intellectual Property. They suggest that the Center and Fisk agree on a relationship for IP within the Executive package and that this become a permanent relationship. This agreement should enable Fisk to use CMPBS facilities (grounds utilities , tools etc ) to independently pursue IP and to compensate for this through a percentage agreement that goes to the Center as a overarching relationship and to not get into the specific recording of time spent, utilizes used etc. This is augmented by guidance from Wendy that would establish a list of all IP that is owned by the Center, based on copyrights, trademarks, etc. that can be tracked, with the understanding that everything else (not listed) is assumed to be Pliny's personal IP, for which he grants a non-exclusive right to CMPBS. These points need to be taken seriously in that Patent laws are changing meaning to first to file is the base criteria as of March 15 2013. This means that any past creations that were not picked up on by others are all possible to still file even though some might well have been publicly presented (i.e., if there is no record of another company or individual that picked up on the IP then you can still claim its use and legally protect it under law. It happens that two patent applications are being filed this week using this understanding including some items that were indeed developed years ago but never filed and never used or patented by others.
- Staffing: Gail indicated that Elena is expected back in early March and, in the interim, Kylie Palzer has filled the Office Administrator/Executive Assistant position well.
- Board roles + responsibilities – how are we doing? Cynthia reported that only 2 out of 8 Board members contributed to the Center last year; the low percentage is a concern since many funders ask for the percentage of board members that financially support the organization, and we want to always be able to respond with “100 percent.”

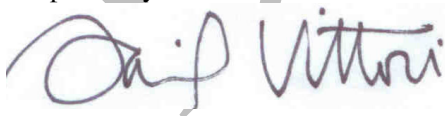
## 7. Collaboration Updates

- Archifarm: Archifarm is undergoing a restructuring and there are no formal plans for continued collaboration at this time.

Motion to adjourn made by Alberto, seconded by Dee. The motion was approved by consent.

Meeting adjourned at 12:41pm.

Respectively submitted,



Gail Vittori  
Board Secretary



PRELIMINARY SKETCH, OPTION A  
**RAINWATER AND ZERO DIS-  
 CHARGE WASTEWATER  
 SYSTEM FOR  
 THE VARGAS RESIDENCE,  
 LAS LOMITAS**

Scale 1": 20' (tabloid)

- |                       |                              |
|-----------------------|------------------------------|
| Downspout/First Flush | Pump                         |
| Gutters               | Filtration unit              |
| Rainwater Conveyance  | Hydropneumatic pressure tank |
| Treated Rainwater     | Disinfection equipment       |
| Wastewater Line       |                              |
| Requires Electric     |                              |



PRELIMINARY SKETCH, OPTION B  
**RAINWATER AND TRADITIONAL WASTEWATER SYSTEM FOR THE VARGAS RESIDENCE, LAS LOMITAS**

Scale 1": 20' (tabloid)

- |   |                       |   |                              |
|---|-----------------------|---|------------------------------|
| ● | Downspout/First Flush | Ⓟ | Pump                         |
| — | Gutters               | Ⓡ | Filtration unit              |
| — | Rainwater Conveyance  | Ⓜ | Hydropneumatic pressure tank |
| — | Treated Rainwater     | Ⓢ | Disinfection equipment       |
| — | Wastewater Line       |   |                              |
| ✓ | Requires Electric     |   |                              |

SCENARIO B- SUSTAINABLE

ZERO DISCHARGE WASTEWATER SYSTEM FOR THE  
VARGAS RESIDENCE, LAS LOMITAS

SUBMITTED APR. 12, 2012 BY:



		Unit	Unit Price	Number of Units	Item Cost	Cumulative
<b>EARTHWORK</b>						
	Hand Trenching, 8 x 8 (conveyance only)		2	265	530	
	Hand Trenching 4 x 8 (house feed force main)	lin ft	2	110	220	
	Fill Sand — Trenches, labor		400	1	400	
	Equipment Rental, Jackhammer	lump sum	100	4	400	
	Fill Sand—material for trenches and 4" tank bedding	lump sum	400	1	400	
	Wastewater Tank Excavation	lump sum	2000	1	2000	
	Wastewater Tank Pit Spoils Haul Off and Dump Fee	lump sum	750	1	750	4700
<b>CAPTURE, TREATMENT &amp; FILTRATION</b>						
	Tank Outlet Filtration	ea	200	1	200	
	Wastewater Tank Outlet Filtration		200	1	200	400
<b>PIPING &amp; CONVEYANCE</b>						
	Reconfigure Wastewater Lines to Tank	lump sum	500	1	500	
	Tank Inlet Plumbing	lin ft	150	1	150	650
<b>TANK AND APPURTENANCES</b>						
	2500 Gallon Interceptor Tank*	lump sum	1500	1	1500	
	Biotube Effluent Filter	lump sum	300	1	300	
	Tank Outlet Plumbing	lump sum	150	1	150	1950
<b>PUMP SYSTEM</b>						
	Submersible Effluent Pump	ea	750	1	750	
	Pump	ea	500	1	500	
	Hydropneumatic Tank	ea	750	1	750	
	Flow Meters	ea	200	1	200	
	Pump Vault	ea	250	1	250	
	Low Level Off	ea	150	1	150	
	Pressure Relief Valve	ea	50	1	50	
	Combination Air Release Valve	ea	50	1	50	2700
<b>DISPERSAL SYSTEM &amp; 2100 SQFT ET BED</b>						
	Custom Control Panel	ea	200	1	200	
	Low Voltage Wiring for System	lin ft	1	110	110	
	Force Main Pipe	lin ft	2	50	100	
	Sub Main Piping	lin ft	2	250	500	
	Manifold Pipe and Fittings	lin ft	4	150	600	
	Drip Tubing	lin ft	0.8	1100	880	
	Zone Control Valves	ea	200	2	400	
	Valve and Appurtenances Boxes	lump sum	200	1	200	
	Liner	lump sum	1000	1	1000	
	Sand & Gravel and Filter Fabric	est	1000	1	1000	
	Piping	est	1500	1	1500	6490
<b>ELECTRICAL LINES</b>						
	Pump Service Lines	lump sum	1500	1	1500	1500
<b>PROFESSIONAL FEES</b>						
		not included				
				<b>TOTAL*</b>	<b>\$18,390.00</b>	18390

\*Potential savings of \$1,000 by using ferrocement tank

\*\*Potential savings of 15% by purchasing materials in bulk sourcing recycled aggregate, or by getting vendors to cut their costs to help the community

SCENARIO A - CONVENTIONAL

CONVENTIONAL WASTEWATER SYSTEM FOR THE  
VARGAS RESIDENCE, LAS LOMITAS

SUBMITTED APR. 12, 2012 BY:



		Unit	Unit Price	Number of Units	Item Cost	Cumulative
<b>EARTHWORK</b>						
	Hand Trenching, 8 x 8 (conveyance only)			265	530	
	Hand Trenching 4 x 8 (house feed force main)	lin ft	2	110	220	
	Fill Sand — Trenches, labor		400	1	400	
	Equipment Rental, Jackhammer	lump sum	100	4	400	
	Fill Sand—material for trenches and 4" tank bedding	lump sum	400	1	400	
	Wastewater Tank Excavation	lump sum	2000	1	2000	
	Wastewater Tank Pit Spoils Haul Off and Dump Fee	lump sum	750	1	750	4700
<b>CAPTURE, TREATMENT &amp; FILTRATION</b>						
	Tank Outlet Filtration	ea	200	1	200	
	Wastewater Tank Outlet Filtration		200	1	200	400
<b>PIPING &amp; CONVEYANCE</b>						
	Reconfigure Wastewater Lines to Tank	lump sum	500	1	500	
	Tank Inlet Plumbing	lin ft	150	1	150	650
<b>TANK AND APPURTENANCES</b>						
	2500 Gallon Interceptor Tank	lump sum	1500	1	1500	
	Biotube Effluent Filter	lump sum	300	1	300	
	Tank Outlet Plumbing	lump sum	150	1	150	1950
<b>PUMP SYSTEM</b>						
	Submersible Effluent Pump	ea	750	1	750	
	Pump	ea	500	1	500	
	Hydropneumatic Tank	ea	750	1	750	
	Flow Meters	ea	200	1	200	
	Pump Vault	ea	250	1	250	
	Low Level Off	ea	150	1	150	
	Pressure Relief Valve	ea	50	1	50	
	Combination Air Release Valve	ea	50	1	50	2700
<b>WASTEWATER DRIP IRRIGATION FIELD</b>						
	Custom Control Panel	ea	200	1	200	
	Low Voltage Wiring for System	lin ft	1	110	110	
	Force Main Pipe	lin ft	2	50	100	
	Sub Main Piping	lin ft	2	250	500	
	Manifold Pipe and Fittings	lin ft	4	150	600	
	Drip Tubing	lin ft	0.8	1100	880	
	Zone Control Valves	ea	200	2	400	
	Misc Valves and Appurtenances	est	750	1	750	
	Valve and Appurtenances Boxes	lump sum	200	1	200	3740
<b>ELECTRICAL LINES</b>	Pump Service Lines	lump sum	1500	1	1500	1500
<b>PROFESSIONAL FEES</b>		not included				
				<b>TOTAL</b>	<b>\$15,640.00</b>	15640

**Travis County - Community Development Block Grant Program**  
**High Priority Infrastructure Needs/Projects identified by the Public for PY06- PY12 - April 2012**

5/22/2013

TYPE OF PROJECT	PROJECT/NEED DETAILS	AREA	PRECINCT	PY 06-10	PY 11	PY 12	PY 13	CDBG ELIGIBLE	FEASIBILITY	IMPACT	LOW-MOD BENEFIT	PHASED	TIMEFRAME FOR PROJECT	TOTAL ESTIMATED COST	LEVERAGE FUNDS	CDBG FUNDS	NOTES	STATUS
Water/Sewer Improvements	Water and Wastewater Infrastructure needed	Cardinal Hills	3	√		√		Yes	U	1710	Low-Mod %: 50.9	Y	2 yrs phased	\$750,000	N		<ul style="list-style-type: none"> <li>Design 1st yr, construction in 1-2 yrs depending on available funds. Aproximately 35% developed.</li> </ul>	Planning Needed
Water/Sewer Improvements	Saving Family Homes and Stabilizing Neighborhoods Frameworks Inc. Foreclosure Prevention Project	Walnut Place	1	√				Yes	N	U	U	U	U	\$1,750,000 + service connections	U		<ul style="list-style-type: none"> <li>Main line in Walnut Creek Watershed could cause Environmental Assessment Problems</li> <li>Requires alternate funding</li> </ul>	Resource Development Needed
Water/Sewer Improvements	FM 812 & Elroy Rd/ 973 - no water at least once per month. Issues with water lines lasting from 4 hrs to 2 days.	FM 812 & Elroy Rd	4	√				Yes	N	U	U	U	U	\$4,750,000 + acquisition	U		<ul style="list-style-type: none"> <li>Problem not evident, possible undersized lines</li> <li>Plan to replace back to transmission main.</li> <li>Possible flood plain issues.</li> </ul>	Resource Development Needed
Water/Sewer Improvements	Lack of public water infrastructure. Water is being purchased (trucked in) by residents.	FM 1625 area	4	√				Yes	N	U	U	N	U	2,400,000 + acquisition and service connection	U		<ul style="list-style-type: none"> <li>Area of Benefit not specifically defined. No acquisition included</li> <li>No specific contact.</li> </ul>	Resource Development Needed
Housing	Installation of public infrastructure for the construction of affordable housing (AHFH)	Mountain View	3	√				Yes	N	41 people	U	N	U	\$500,000	\$20,000 from Vlado Ruzicka		<ul style="list-style-type: none"> <li>Undeveloped area contingent on affordable housing commitment</li> </ul>	Planning Needed
Water/Sewer Improvements	Access to wastewater needed	Plainview Estates	1	√				Yes	N	40 HH	Y	N	U	\$ 1,300,000 + acquisition & service connection	U		<ul style="list-style-type: none"> <li>Would require easement for acquisition likely through the use of eminent domain for a lift station</li> </ul>	Planning Needed
Water/Sewer Improvements	Water/Wastewater Infrastructure needed for residents and a new church at N 973/N 969 to Loyola and Decker Lake Road	FM 969 and FM 973 area	1	√				Yes	N	U	U	N	U	\$1,000,000	U		<ul style="list-style-type: none"> <li>Multi-jurisdictional project, north side of roadway has been fully annexed by COA.</li> <li>South side in 2-mile ETJ m Water must be installed before Wastewater.</li> </ul>	Resource Development & Planning Needed
Water/Sewer Improvements	Wastewater infrastructure need or septic tank repair	Northridge Acres	2	√				Yes	N	58 HH	Y	N	U	\$2,500,000	U		<ul style="list-style-type: none"> <li>Multi-jurisdictional project.</li> <li>Estimate includes Williamson County homes</li> </ul>	Resource Development & Planning Needed
Water/Sewer Improvements	Expansion Kennedy Ridge water/wastewater system and grinder pumps	Kennedy Ridge	1	√				Yes	N	U	U	N	u	\$27,000 per unit	U		<ul style="list-style-type: none"> <li>Maintenance plan from water supply corporation needed to manage grinder pumps</li> </ul>	Planning Needed



**Travis County - Community Development Block Grant Program**  
**High Priority Infrastructure Needs/Projects identified by the Public for PY06- PY12 - April 2012**

5/22/2013

TYPE OF PROJECT	PROJECT/NEED DETAILS	AREA	PRECINCT	PY 06-10	PY 11	PY 12	PY 13	CDBG ELIGIBLE	FEASIBILITY	IMPACT	LOW-MOD BENEFIT	PHASED	TIMEFRAME FOR PROJECT	TOTAL ESTIMATED COST	LEVERAGE FUNDS	CDBG FUNDS	NOTES	STATUS
Water/Sewer Improvements	Fire Hydrants - Manville Water will provide pipe – Bluebonnet/Volker Lane Association	Bluebonnet Volker Lane	1	✓				Yes	N	U	U	N	u	U	U		• On Water/Wastewater planning project	Planning Needed
Water/Sewer Improvements	Water/wastewater infrastructure in Apache Shores	Apache Shores	3	✓				Yes	N	U	Y	N	U	U	U		• On Water/Wastewater planning project	Planning Needed
Water/Sewer Improvements	Mt. Chalet	Mt. Chalet	3	✓				Yes	N	U	U	N	U	U	U		• This project is not feasible. Homes on Mt. Chalet out of existing pressure plane. Would require pump station and storage.	Planning Needed
Water/Sewer Improvements	Line replacement (water) 6" for fire hydrants (safety) - Deer Creek Ranch	Deer Creek Ranch	3	✓				Yes	N	U	U	N	U	U	U		• On Water/Wastewater planning project	Planning Needed
Water/Sewer Improvements	Need for water/meter hook-up for houses along Rodriguez Rd	Rodriguez Rd	4	✓				Yes	N	U	Y	N	U	\$345,000	U		• Refer to Home Repair program • Assume 65 LUEs • No real sense on how many people need to connect	Referral to Currently Funded Program
Water/Sewer Improvements	Wastewater infrastructure need	Imperial Valley	1	✓				Yes	N	U	U	N	U	\$25,000 per unit	U		• On Water/Wastewater planning project	Planning Needed
Road/Street Improvements	Improvements Needed	Navarro Creek Drive	4	✓				Yes	N	1239	Low-Mod % 49.7	Y	2 yrs phased	\$650,000	N		• Navarro Creek Dr is a County Maintained Roadway. There is a private road that parallels part of Navarro Creek Dr. Roadway will be partially in floodplain, improvement would take road	Candidate for Funding
Road/Street Improvements	Road improvements needed Deer Creek Ranch near RR12 & Hamilton Pool.-8 miles of deteriorated roads	Deer Creek Ranch	3	✓				Yes	N	U	U	N	U	More Information Needed - 6,000,000	N		• Primary Surveying needed to determine area eligible.	Resource Development & Planning Needed

**Travis County - Community Development Block Grant Program**  
**High Priority Infrastructure Needs/Projects identified by the Public for PY06- PY12 - April 2012**

TYPE OF PROJECT	PROJECT/NEED DETAILS	AREA	PRECINCT	PY 06-10	PY 11	PY 12	PY 13	CDBG ELIGIBLE	FEASIBILITY	IMPACT	LOW-MOD BENEFIT	PHASED	TIMEFRAME FOR PROJECT	TOTAL ESTIMATED COST	LEVERAGE FUNDS	CDBG FUNDS	NOTES	STATUS
Road/Street Improvements	Road improvements needed	Lago Rancho	3	✓				Yes	N	U	U	N	U	\$3,100,000	N		<ul style="list-style-type: none"> <li>• Primary Surveying needed to determine area eligible.</li> <li>• Potentially a multi-jurisdictional project because the area of benefit includes City of Lago Vista</li> </ul>	Resource Development & Planning Needed
Road/Street Improvements	Road improvements needed: dangerous dirt roads littered with large boulders, pot holes and erosion.	Mountain View	4	✓				Yes	N	41 people	U	N	U	U	\$20,000 from Vlado Ruzicka		<ul style="list-style-type: none"> <li>• Further assessment needed into regulations about restrictions on % of development, possible deed restrictions to ensure development of at least 51% low to moderate income area.</li> </ul>	Planning Needed
Road/Street Improvements	Road Improvement	Apache Shores	3	✓				Yes	Y	1710	Low-Mod % 50.9	N		\$805,00	N	\$805,00		Complete
Road/Street Improvements	Need of road expansion/improvement.	Lava Lane	4	✓				Yes	Y	1297	Low-Mod %: 47.9	Y	31 months	\$687,000	N	\$687,000		Complete