



## Travis County Commissioners Court Agenda Request

**Meeting Date:** December 17, 2013

**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

Consider and take appropriate action on items related to the Community Development Block Grant (CDBG) provided by the U. S. Department of Housing and Urban Development (HUD):

- A. Items related to the Program Year 2012 Consolidated Annual Performance Evaluation Report:
  - i. Final draft report; and
  - ii. Submission to the U.S. Department of Housing and Urban Development, San Antonio Field Office, Region VI.
- B. Items related to the Certificates of Exemption from environmental assessment effective October 1, 2013 for the following projects:
  - i. Program Year 2013 Family Support Services Social Work Services Expansion;
  - ii. Program Year 2013 Tenant's Rights & Fair Housing Counseling; and
  - iii. Program Year 2013 Administrative & Planning Expenses.
- C. Items related to the Substantial Amendment of the Program Years 2011, 2012 and 2013 Action Plans and Program Year 2011-2013 Consolidated Plan:
  - i. January 3, 2014 through February 3, 2014 as the 30 day public comment period for the public to review and comment on the draft;
  - ii. January 14, 2014 at 9:00 am as the public hearing date to receive public comment at Travis County Commissioner Court;
  - iii. Advertisements announcing, in newspapers of general circulation, the public hearing date and 30-day comment period; and
  - iv. The projects for and public comment draft of the substantial amendment.

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

Under the provisions of Title 1 of the Housing and Community Development Act of 1974 (42 USC 5301), the Federal government through the U.S Department of Housing sponsors a program that provides Community Development Block Grants (CDBG) to cities and counties to develop viable urban communities by providing decent housing and a suitable living environment and by expanding economic opportunities for low and moderate income persons. Since 2006, Travis County has received CDBG funds from HUD on an annual basis.

A. As a CDBG urban entitlement, Travis County must compile and publish a report detailing the use of CDBG funds and associated progress and accomplishments for every program year. HUD calls this annual report the Consolidated Annual Performance and Evaluation Report (CAPER).

- i. On November 19, 2013, the Travis County Commissioners Court approved the draft of the PY12 CAPER for public comment.

A mandatory period providing the public with an opportunity to comment on the draft of the CAPER occurred from November 25, 2013 through December 9, 2013. A public hearing was also held on Tuesday, December 3, 2013 at 9 a.m. at the Travis County Commissioners Court.

From the time the draft of the CAPER was approved on November 19, 2013, small changes were made to the document including minor grammatical, wording and formatting edits to improve clarity and readability. Staff also added the HUD required reports located in Exhibit B within the CAPER. Attached you can find See Exhibit "A-1" for a summary of all changes made to the final draft as well as the final CAPER.

- ii. The CAPER is due on or before December 30, 2013 to the San Antonio Field Office, Region VI of the U.S. Department of Housing and Urban Development.

B. The US Department of Housing and Urban Development (HUD) requires an authority of the grantee to certify the findings of the environmental review.

In the HUD grant agreement, which is signed by Travis County, it states:

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

*"The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulation issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58."*

Per 24 CFR Part 58.2(A)(2):

*"Certifying Officer means the official who is authorized to execute the Request for Release of Funds and Certification and has the legal capacity to carry out the responsibilities of Sec. 58.13."*

Per Sec. 58.13:

*"Under the terms of the certification required by Sec. 58.71, a responsible entity's certifying officer is the "responsible Federal official" as that term is used in section 102 of NEPA and in statutory provisions cited in Sec. 58.1(b). The Certifying Officer is therefore responsible for all the requirements of section 102 of NEPA and the related provisions in 40 CFR parts 1500 through 1508, and 24 CFR part 58, including the related Federal authorities listed in Sec. 58.5. The Certifying Officer must also:*

*(a) Represent the responsible entity and be subject to the jurisdiction of the Federal courts. The Certifying Officer will not be represented by the Department of Justice in court; and*

*(b) Ensure that the responsible entity reviews and comments on all EISs prepared for Federal projects that may have an impact on the recipient's program."*

In the past, the County Attorney's Office has determined that the County Judge is identified as the Certifying Official, and is, therefore, responsible for signing the forms on behalf of the County.

C. Consolidated Plans for the program are completed every 3, 5 or 6 years and include data on community needs and strategic goals. The County is currently working under a three year Consolidated Plan spanning from program years 2011-2013. Additionally, each year an Action Plan is completed that outlines how Travis County intends to spend its annual CDBG allocation. Substantial amendments to the 2011-2013 Consolidated Plan and PY09, PY10, PY11, PY12, and PY13 Action Plans are being proposed (see iv below for a full description of the proposed changes.)

- i. For Travis County to be in compliance with its Citizen Participation Plan (CPP) and 24 Code of Federal Regulations (CFR) Part 91, a 30-day public comment period must be held to allow the public to comment on proposed Substantial Amendments. Staff proposes January 3, 2014 – February 3, 2014, for the comment period.

- ii. For Travis County to be in compliance with its Citizen Participation Plan (CPP) and 24 Code of Federal Regulations (CFR) Part 91, a public hearing must be held to allow the public the opportunity to comment on the proposed Substantial Amendments. Staff proposes the following time and date for the public hearing:

Tuesday, January 14, 2014 @ 9:00 am  
Travis County Commissioners Courtroom  
700 Lavaca  
Austin, TX 78701

Those that are unable to attend the public hearing will have the opportunity to provide their input in writing by email or postal mail.

- iii. The attached advertisements (Exhibit C-1) will notify the public of the public hearing and public comment period to provide input on the proposed Substantial Amendments. Notification to the public must occur 14 days prior to the public hearings in newspapers of general circulation and must target the areas the grant serves: the unincorporated areas of the county and the Village of Webberville.

To meet these criteria, the English language advertisements will be placed in the following papers:

The Villager  
Hill Country News  
Oak Hill Gazette  
West Lake Picayune

Pflugerville Pflag  
Lake Travis View  
Austin Chronicle

To reach the Spanish speaking population the ad will be advertised in the Spanish language newspapers *Ahora Sí* and *El Mundo*.

- iv. Travis County needs to amend its PY11-PY13 Consolidated Plan goals to align with proposed project changes. Amendments to its PY09-PY13 Action Plans to address a 5% reduction in PY13 funds, to direct project savings totaling \$862,673.99 to new projects and to add additional alternate projects for PY2013 also need to occur. The large amount of project savings is due to the homebuyer assistance project that did not perform as projected. For a summary of the amendment and proposed projects and alternates, please refer to Exhibit C-2.

**STAFF RECOMMENDATIONS:**

- A. Staff recommends approval of the final draft with the final reports and edits made as well as approval for on-time submission.
- B. Staff recommends the approval of the Certification of Exemption for the FSS Social Work Services Expansion Project, the Fair Housing Counseling Project, and for administrative and planning expenses (Exhibits B 1-3). As outlined in 24 CFR Part 58.34(a)(4), the two public service projects and the administrative and planning costs are exempt from environmental assessment. The U.S. Department of Housing and Urban Development (HUD) requires an authority of the grantee to certify the findings of the environmental review.

As noted above, in the past, the County Attorney's Office has determined that the County Judge is identified as the Certifying Official, and is, therefore, responsible for signing the forms on behalf of the County. Staff recommends the Court authorize the County Judge as said authority and allow signature of the HUD required documents provided as attachments.

Approval of the PY13 Action Plan this year has been delayed, but is now on its way; therefore, staff delayed bringing these exemptions to Court. Approving them retroactively is acceptable given we now have notice that our funding is approved.

- C. Staff recommends approval of the public comment period, hearings, related ads, recommended projects and draft substantial amendment. Please refer to Exhibit C-2 for a listing of the recommended projects. It is likely the substantial amendment draft will be delayed as staff continue to work on creating the maps and areas of benefit for each of the projects and alternates.

**ISSUES AND OPPORTUNITIES:**

- A. None
- B. Approval of the exemptions allows CDBG Staff to remain in compliance with HUD environmental review standard.
- C. Moving forward with the substantial amendment process allows the County to be in compliance with CDBG requirements and to address the timely spending of funds. For a comprehensive list of issues and opportunities on the recommended projects, please refer to Exhibit C-2.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

- A. On time submission of the CAPER allows the County to continue to receive CDBG funds.
- B. Completion of the exemptions allows Travis County to request reimbursement for the expenses related to the aforementioned projects as well as enter into contract with Austin Tenant's Council for the Fair Housing project.
- C. The cost of the advertisement will be paid for by the CDBG grant under the Permission to Continue approved on October 29, 2013.

**REQUIRED AUTHORIZATIONS:**

- A. None
- B. County Attorney
- C. PBO and Auditor's Office

Cc:

Leslie Browder, PBO  
Alan Miller, PBO  
Mary Etta Gerhardt, CA Office  
Nicki Riley, Auditor's Office  
Janice Cohoon, Auditor's Office  
Jason Walker, Purchasing Office  
Kendra Tolliver, HHS/VS  
Cynthia McDonald, TNR  
Lee Turner, TNR  
Charles Bergh, TNR  
Sydnia Crosbie, TNR  
Charles Cloutman, MOWAM

Jessica Rio, PBO  
Aerin Toussaint, PBO  
John Hille, CA Office  
DeDe Bell, Auditor's Office  
Cyd Grimes, Purchasing Office  
Kathleen Haas, HHS/VS  
Steven Manilla, TNR  
Donna Williams-Jones, TNR  
Don Ward, TNR  
Robert Armistead, TNR  
Dan Pruett, MOWAM

# EXHIBIT A-1: PUBLIC COMMENT RESULTS & SUMMARY OF CHANGES MADE DURING THE PUBLIC COMMENT PERIOD

## Comments

After presentation to Travis County Commissioners Court, the draft PY12 CAPER was posted for comment for thirty days prior to the final approval by the Travis County Commissioners Court. Comments could be received in writing via email or regular mail to the Travis County Health and Human Services and Veterans' Service CDBG staff or could be given at the public hearing at Commissioners Court. The draft was posted on the Travis County website and copies were located at the seven Travis County Community Centers for public review.

The public comment period began on November 25, 2013 and ended on December 9, 2013. The public hearing was held at the Travis County Commissioners Courtroom at 9 am on Tuesday, December 3, 2013.

## Summary of Public Comments Received for Draft of PY12 CAPER

- One individual commented at the Public Hearing at Commissioners Court on December 3, 2013 requesting information on how much federal money had been received by the CDBG program.
- No comments were received via mail or email.

## Responses to Comments Received

CDBG staff provided a letter to the commenter detailing the annual allocation of CDBG funds for each year the program has been active and the total amount of funds expended over the program's history. The full response is included in the final draft of the CAPER.

## Changes Made During Public Comment Period

Below is a summary of major changes made to the CAPER draft during the public comment period. These changes do not include small changes to spelling, grammar, formatting, clarity, readability, etc.

| Change  | Reason  |
|---|---|
| The number of trips provided and number of riders reported for the Transportation social service contract were amended. The original numbers reported were: 418,113 trips provided for 12,780 individuals. They were corrected to: 93,873 trips | The original performance reports submitted by the contractor included errors. Revised reports were submitted. |

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|  |   |
|--|---|
| provided for 397 individuals.  |   |
| Amounts expended in social service contracts were added throughout the draft.                          | Data was unavailable at the time the public comment draft was posted.   |
| Funds expended were updated in the Administrative and Planning and Fair Housing projects.              | In the public comment draft, the cost for fair housing training and outreach was included in the Fair Housing Counseling project instead of A&P where the funding came from. It was an error in the report, but not in HUD's reporting system |
| Public comments and responses were added to the Public Engagement Section of draft and as an appendix. | Comments were received during the public comment period.  |

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.



## Certification of Exemption for HUD funded projects

Determination of activities listed at 24 CFR 58.34(a)

May be subject to provisions of Sec 58.6, as applicable

Grant Recipient: Travis County, Texas

Project Name: PY 2013 Administration & Planning Expenses

Project Description (Include all actions which are either geographically or functionally related):  
Personnel and general operating expenses, including administrative and management activities; environmental and other studies; resource identification & plan and strategy development; and related/similar services.

Location: Not applicable

Funding Source: CDBG HOME ESG HOPWA EDI Capital Fund Operating Subsidy Hope VI Other

Funding Amount: \$171,106

Grant Number: B-13-UC-48-503

**I hereby certify that the abovementioned project has been reviewed and determined an Exempt activity per 24 CFR 58.34(a) as follows:**

|   |   |
|---|---|
| X | 1. Environmental & other studies, resource identification & the development of plans & strategies;  |
| X | 2. Information and financial services;  |
| X | 3. Administrative and management activities;  |
|   | 4. Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;                                   |
|   | 5. Inspections and testing of properties for hazards or defects;  |
|   | 6. Purchase of insurance;   |
|   | 7. Purchase of tools;   |
|   | 8. Engineering or design costs;   |
|   | 9. Technical assistance and training;   |
|   | 10. Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration; |
|   | 11. Payment of principal and interest on loans made or obligations guaranteed by HUD;   |
|   | 12. Any of the categorical exclusions listed in Sec. 58.35(a) provided that there are no circumstances that require compliance with any other Federal laws and authorities cited in Sec. 58.5.  |

If your project falls into any of the above categories, no Request for Release of Funds (RROF) is required, and no further environmental approval from HUD will be needed by the recipient for the draw-down of funds to carry out exempt activities and projects. The responsible entity must maintain this document as a written record of the environmental review undertaken under this part for each project.

By signing below the Responsible Entity certifies in writing that each activity or project is exempt and meets the conditions specified for such exemption under section 24 CFR 58.34(a). Please keep a copy of this determination in your project files.

Samuel T. Biscoe  
 Responsible Entity Certifying Official Name

Travis County Judge  
 Title (please print)

\_\_\_\_\_  
 Responsible Entity Certifying Official Signature

10/01/2013  
 Date

# Compliance Documentation Checklist

## 24 CFR 58.6

Grant Recipient: Travis County, Texas

Project Name: PY 2013 Administration & Planning Expenses

Project Description (Include all actions which are either geographically or functionally related): Personnel and general operating expenses, including administrative and management activities; environmental and other studies; resource identification & plan and strategy development; and related/similar services.

**Level of Environmental Review Determination:** (1) Exempt per 24 CFR 58.34

Select One: (1) Exempt per 24 CFR 58.34, or (2) Categorically Excluded not subject to statutes per § 58.35(b), or (3) Categorically Excluded subject to statutes per § 58.35(a), or (4) Environmental Assessment per § 58.36, or (5) EIS per 40 CFR 1500

### STATUTES and REGULATIONS listed at 24 CFR 58.6

#### **FLOOD DISASTER PROTECTION ACT**

1. Does the project involve acquisition, construction or rehabilitation of structures located in a FEMA-identified Special Flood Hazard?

No; Cite Source Document: **NOT APPLICABLE, since the project solely involves administrative and planning expenses.**

Yes; Source Document: \_\_\_\_\_

2. Is the community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)? **NOT APPLICABLE, since the project solely involves administrative and planning expenses.**

Yes (Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file). **(Appendix I)**

No **(Federal assistance may not be used in the Special Flood Hazards Area).**

#### **COASTAL BARRIERS RESOURCES ACT**

1. Is the project located in a coastal barrier resource area?

No; Cite Source Documentation: **NOT APPLICABLE, since the project solely involves administrative and planning expenses.**

(This element is completed).

Yes - **Federal assistance may not be used in such an area.**

#### **AIRPORT RUNWAY CLEAR ZONES AND CLEAR ZONES DISCLOSURES**

1. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone or a Military Installation's Clear Zone?

No; Source Documentation: **NOT APPLICABLE, since the project solely involves administrative and planning expenses.**

Project complies with 24 CFR 51.303(a)(3).

Yes; **Disclosure statement must be provided** to buyer and a copy of the signed disclosure must be maintained in this Environmental Review Record **(Appendix II)**

Prepared by (name and title, please print): Samuel T. Biscoe, County Judge

Signature: \_\_\_\_\_

Date: 10/01/2013

## Certification of Exemption for HUD funded projects

Determination of activities listed at 24 CFR 58.34(a)

May be subject to provisions of Sec 58.6, as applicable

Grant Recipient: Travis County, Texas

Project Name: PY 2013 Tenant's Rights & Fair Housing Counseling Project

Project Description (Include all actions which are either geographically or functionally related):  
Fair Housing counseling, complaint processing, and testing in support of an individual complaint; outreach, and in-person tentants rights counseling.

Location: Unincorporated areas of the County and the Village of Webberville

Funding Source: CDBG HOME ESG HOPWA EDI Capital Fund Operating Subsidy Hope VI Other

Funding Amount: \$50,000

Grant Number: B-13-UC-48-503

**I hereby certify that the abovementioned project has been reviewed and determined an Exempt activity per 24 CFR 58.34(a) as follows:**

|   |   |
|---|---|
|   | 1. Environmental & other studies, resource identification & the development of plans & strategies;  |
|   | 2. Information and financial services;  |
|   | 3. Administrative and management activities;  |
| X | 4. Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;                                   |
|   | 5. Inspections and testing of properties for hazards or defects;  |
|   | 6. Purchase of insurance;   |
|   | 7. Purchase of tools;   |
|   | 8. Engineering or design costs;   |
|   | 9. Technical assistance and training;   |
|   | 10. Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration; |
|   | 11. Payment of principal and interest on loans made or obligations guaranteed by HUD;   |
|   | 12. Any of the categorical exclusions listed in Sec. 58.35(a) provided that there are no circumstances that require compliance with any other Federal laws and authorities cited in Sec. 58.5.  |

If your project falls into any of the above categories, no Request for Release of Funds (RROF) is required, and no further environmental approval from HUD will be needed by the recipient for the draw-down of funds to carry out exempt activities and projects. The responsible entity must maintain this document as a written record of the environmental review undertaken under this part for each project.

By signing below the Responsible Entity certifies in writing that each activity or project is exempt and meets the conditions specified for such exemption under section 24 CFR 58.34(a). Please keep a copy of this determination in your project files.

Samuel T. Biscoe  
Responsible Entity Certifying Official Name

Travis County Judge  
Title (please print)

\_\_\_\_\_  
Responsible Entity Certifying Official Signature

10/1/2013  
Date

# Compliance Documentation Checklist 24 CFR 58.6

Grant Recipient: Travis County, Texas

Project Name: PY 2013 Tenant's Rights & Fair  
Housing Counseling Project

Project Description (Include all actions which are either geographically or functionally related):  
Fair Housing counseling, complaint processing, and testing in support of an individual complaint; outreach, and in-person tenants rights counseling.

**Level of Environmental Review Determination:** (1) Exempt per 24 CFR 58.34

Select One: (1) Exempt per 24 CFR 58.34, or (2) Categorically Excluded not subject to statutes per § 58.35(b), or (3) Categorically Excluded subject to statutes per § 58.35(a), or (4) Environmental Assessment per § 58.36, or (5) EIS per 40 CFR 1500

## STATUTES and REGULATIONS listed at 24 CFR 58.6

### FLOOD DISASTER PROTECTION ACT

1. Does the project involve acquisition, construction or rehabilitation of structures located in a FEMA-identified Special Flood Hazard?

No; Cite Source Document: **NOT APPLICABLE, since the project solely involves counseling services.**

Yes; Source Document: \_\_\_\_\_

2. Is the community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)? **NOT APPLICABLE, since the project solely involves counseling services.**

Yes (Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file). (Appendix I)

No (Federal assistance may not be used in the Special Flood Hazards Area).

### COASTAL BARRIERS RESOURCES ACT

1. Is the project located in a coastal barrier resource area?

No; Cite Source Documentation: **NOT APPLICABLE, since the project solely involves counseling services.** (This element is completed).

Yes - Federal assistance may not be used in such an area.

### AIRPORT RUNWAY CLEAR ZONES AND CLEAR ZONES DISCLOSURES

1. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone or a Military Installation's Clear Zone?

No; Source Documentation: **NOT APPLICABLE, since the project solely involves counseling services.**

Project complies with 24 CFR 51.303(a)(3).

Yes; **Disclosure statement must be provided** to buyer and a copy of the signed disclosure must be maintained in this Environmental Review Record (Appendix II)

Prepared by (name and title, please print): Samuel T. Biscoe, County Judge

Signature: \_\_\_\_\_

Date: 10/01/2013

## Certification of Exemption for HUD funded projects

Determination of activities listed at 24 CFR 58.34(a)

May be subject to provisions of Sec 58.6, as applicable

Grant Recipient: Travis County, Texas

Project Name: PY 2013 Family Support Services  
Work Expansion Project

Project Description (Include all actions which are either geographically or functionally related):  
Social work services for individuals and families including but not limited to: case management, crisis intervention, information and referral and non-clinical counseling.

Location: Unincorporated areas of the County and the Village of Webberville

Funding Source: CDBG HOME ESG HOPWA EDI Capital Fund Operating Subsidy Hope VI Other

Funding Amount: \$71,670

Grant Number: B-13-UC-48-503

**I hereby certify that the abovementioned project has been reviewed and determined an Exempt activity per 24 CFR 58.34(a) as follows:**

|   |   |
|---|---|
|   | 1. Environmental & other studies, resource identification & the development of plans & strategies;  |
|   | 2. Information and financial services;  |
|   | 3. Administrative and management activities;  |
| X | 4. Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;                                   |
|   | 5. Inspections and testing of properties for hazards or defects;  |
|   | 6. Purchase of insurance;   |
|   | 7. Purchase of tools;   |
|   | 8. Engineering or design costs;   |
|   | 9. Technical assistance and training;   |
|   | 10. Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration; |
|   | 11. Payment of principal and interest on loans made or obligations guaranteed by HUD;   |
|   | 12. Any of the categorical exclusions listed in Sec. 58.35(a) provided that there are no circumstances that require compliance with any other Federal laws and authorities cited in Sec. 58.5.  |

If your project falls into any of the above categories, no Request for Release of Funds (RROF) is required, and no further environmental approval from HUD will be needed by the recipient for the draw-down of funds to carry out exempt activities and projects. The responsible entity must maintain this document as a written record of the environmental review undertaken under this part for each project.

By signing below the Responsible Entity certifies in writing that each activity or project is exempt and meets the conditions specified for such exemption under section 24 CFR 58.34(a). Please keep a copy of this determination in your project files.

Samuel T. Biscoe  
Responsible Entity Certifying Official Name

Travis County Judge  
Title (please print)

\_\_\_\_\_  
Responsible Entity Certifying Official Signature

10/01/2013  
Date

# Compliance Documentation Checklist

## 24 CFR 58.6

Grant Recipient: Travis County, Texas

Project Name: PY 2013 Family Support Services  
Work Expansion Project

Project Description (Include all actions which are either geographically or functionally related):

Social work services for individuals and families including but not limited to: case management, crisis intervention, information and referral and non-clinical counseling.

**Level of Environmental Review Determination:** (1) Exempt per 24 CFR 58.34

Select One: (1) Exempt per 24 CFR 58.34, or (2) Categorically Excluded not subject to statutes per § 58.35(b), or (3) Categorically Excluded subject to statutes per § 58.35(a), or (4) Environmental Assessment per § 58.36, or (5) EIS per 40 CFR 1500

### STATUTES and REGULATIONS listed at 24 CFR 58.6

#### **FLOOD DISASTER PROTECTION ACT**

1. Does the project involve acquisition, construction or rehabilitation of structures located in a FEMA-identified Special Flood Hazard?

No; Cite Source Document: **NOT APPLICABLE, since the project solely involves providing social work services.**

Yes; Source Document: \_\_\_\_\_

2. Is the community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)? **NOT APPLICABLE, since the project solely involves providing social work services.**

Yes (Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file). (**Appendix I**)

No (**Federal assistance may not be used in the Special Flood Hazards Area**).

#### **COASTAL BARRIERS RESOURCES ACT**

1. Is the project located in a coastal barrier resource area?

No; Cite Source Documentation: **NOT APPLICABLE, since the project solely involves providing social work services.**

(This element is completed).

Yes - **Federal assistance may not be used in such an area.**

#### **AIRPORT RUNWAY CLEAR ZONES AND CLEAR ZONES DISCLOSURES**

1. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone or a Military Installation's Clear Zone?

No; Source Documentation: **NOT APPLICABLE, since the project solely involves providing social work services.**

Project complies with 24 CFR 51.303(a)(3).

Yes; **Disclosure statement must be provided** to buyer and a copy of the signed disclosure must be maintained in this Environmental Review Record (**Appendix II**)

Prepared by (name and title, please print): Samuel T. Biscoe, County Judge

Signature: \_\_\_\_\_

Date: 10/01/2013

TRAVIS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

# INVITATION TO COMMENT ON THE SUBSTANTIAL AMENDMENTS

## TO THE 2011-13 CONSOLIDATED PLAN & THE PY09-PY13 ACTION PLANS

Travis County is eligible to substantially amending in Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) to benefit Travis County low- to moderate-income residents who live in the unincorporated areas of the county or the Village of Webberville. Travis County is amending its PY11-PY13 Consolidated Plan to amend the goals to align with project changes. Amendments to its PY09-PY13 Action Plans to address a 5% reduction in PY13 funds, to direct project savings totaling \$862,673.99 to new projects and to add additional alternate projects for PY2013 are also occurring. The large amount of project savings is due to the homebuyer assistance project that did not perform as projected.

CDBG activities are aimed at revitalizing neighborhoods, improving affordable housing options and providing improved community facilities and services. You can comment on the proposed amendments, projects and actions by attending the public hearing or by sending your comments in writing via postal mail or e-mail.

### COMMENT PERIOD AND DRAFT DOCUMENT

Comments will be accepted for 30 days beginning January 3, 2014 at 8:00 a.m. and ending February 3, 2014 at 5:00 p.m. Beginning January 3, 2014, drafts of the proposed substantial amendments and related summaries will be available for download on the Travis County CDBG webpage at: [www.co.travis.tx.us/CDBG](http://www.co.travis.tx.us/CDBG), and will be available for review at any of the seven Travis County Community Centers:

|   |   |  |   |  |   |   |
|---|---|--|---|--|---|---|
| <p><b>SOUTH RURAL COMMUNITY CENTER</b></p> <p>3518 FM 973,<br/><i>Del Valle</i><br/>(78617)</p> | <p><b>TRAVIS COUNTY COMMUNITY CENTER</b></p> <p>15822 Foothills Farm Loop,<br/>Ste. D<br/><i>Pflugerville</i></p> | <p><b>WEST RURAL COMMUNITY CENTER</b></p> <p>8656-A Hwy 71W<br/>Ste. 1000,<br/><i>Oak Hill</i><br/>(78735)</p> | <p><b>NORTHWEST RURAL COMMUNITY CENTER</b></p> <p>18649 FM 1431,<br/><i>Jonestown</i><br/>(78645)</p> | <p><b>EAST RURAL COMMUNITY CENTER</b></p> <p>600 W. Carrie Manor St.,<br/><i>Manor</i><br/>(78653)</p> | <p><b>PALM SQUARE COMMUNITY CENTER</b></p> <p>100 N. IH-35,<br/>Suite 1000,<br/><i>Austin</i><br/>(78701)</p> | <p><b>POST ROAD COMMUNITY CENTER</b></p> <p>2201 Post Rd.,<br/>Suite 101,<br/><i>Austin</i><br/>(78704)</p> |
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### PUBLIC HEARING

You can provide your comment by attending the Public Hearing scheduled for Tuesday, January 14, 2013 at 9:00 AM at the Travis County Commissioners Courtroom, 700 Lavaca St, Austin, TX.

### MAILING YOUR COMMENTS

You can mail your comments to: CDBG Program, Travis County, HHSVS P.O. Box 1748, Austin, TX 78767 or e-mail them to: [cdbg@co.travis.tx.us](mailto:cdbg@co.travis.tx.us).

Travis County is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request. Please call 854-3460 for assistance.



Placeholder for Exhibit C-2

Substantial Amendment Project Recommendations and Summary