

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of New Braunfels 5-Year Consolidated Plan identifies housing and community development needs and resources to develop a plan for meeting those needs. The Consolidated Plan consists of a 5 year Plan, a Strategic Plan and Annual Action Plan. The Action Plan described the specific projects and activities that the City will undertake in the coming year.

The Consolidated Annual Performance and Evaluation Report (CAPER) is an assessment of the City's performance in meeting the objectives and goals established in the City's 5-Year Consolidated Plan and Annual Action Plan.

The City continued to develop innovative ways to solicit public input and held neighborhood meetings and public hearings at various locations in the City. This provided an opportunity for residents who might not be comfortable speaking at a public hearing during a City Council meeting to voice their opinions and concerns about housing and community issues.

Over the past program year, the City of New Braunfels pursued the goals and objectives outlined in the PY 2017 Annual Action Plan and the PY 2015-2018 Consolidated Plan. This year the City of New Braunfels invested Community Development Block Grant (CDBG) funds to provide:

- Minor home repairs and accessibility improvements for six low-income elderly homeowners
- Closing cost assistance for seven first-time homebuyers
- Playground shade for Solms Park
- Gym wall padding for Westside Community Center
- Funding to four non-profit agencies providing services to low-moderate income residents of New Braunfels
- Funding for the kitchen remodel at the Comal County Crisis Center

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

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Amount PY17	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affirmatively Further Fair Housing	Program Administration	CDBG: \$75,815	Other	Other	500	500	100.00%	500	500	100.00%
Community and Economic Development	Non-Housing Community Development	CDBG: \$0	Facade treatment/business building rehabilitation	Business	10	0	0.00%	0	0	0.00%
Community and Economic Development	Non-Housing Community Development	CDBG: \$0	Jobs created/retained	Jobs	10	0	0.00%	0	0	0.00%
Community and Economic Development	Non-Housing Community Development	CDBG: \$0	Businesses assisted	Businesses Assisted	10	0	0.00%	0	0	0.00%

Decrease Homelessness	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	0	0.00%	0	0	0.00%
Decrease Homelessness	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$0	Homeowner Housing Rehabilitated	Household Housing Unit	50	0	0.00%	0	0	0.00%
Decrease Homelessness	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$0	Homeless Person Overnight Shelter	Persons Assisted	100	0	0.00%	0	0	0.00%

Decrease Homelessness	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$0	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	25	0	0.00%	0	0	0.00%
Decrease Homelessness	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$0	Homelessness Prevention	Persons Assisted	100	0	0.00%	0	0	0.00%
Decrease Homelessness	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$0	Housing for Homeless added	Household Housing Unit	25	0	0.00%	0	0	0.00%

Historic Preservation	Non-Housing Community Development	CDBG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	0	0.00%	0	0	0.00%
Historic Preservation	Non-Housing Community Development	CDBG: \$0	Buildings Demolished	Buildings	10	0	0.00%	0	0	0.00%
Historic Preservation	Non-Housing Community Development	CDBG: \$0	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	10	0	0.00%	0	0	0.00%
Increase Affordable Housing	Affordable Housing	CDBG: \$0	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50	0	0.00%	0	0	0.00%
Increase Affordable Housing	Affordable Housing	CDBG: \$0	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	50	0	0.00%	0	0	0.00%
Increase Affordable Housing	Affordable Housing	CDBG: \$0	Homeowner Housing Added	Household Housing Unit	0	0	0.00%	0	0	0.00%
Increase Affordable Housing	Affordable Housing	CDBG: \$100,000	Homeowner Housing Rehabilitated	Household Housing Unit	50	21	42.00%	13	6	46.15%
Increase Affordable Housing	Affordable Housing	CDBG: \$8,500	Direct Financial Assistance to Homebuyers	Households Assisted	50	0	0.00%	8	7	87.50%

Increase Affordable Housing	Affordable Housing	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	20	0	0.00%	0	0	0.00%
Increase Affordable Housing	Affordable Housing	CDBG: \$	Homelessness Prevention	Persons Assisted	100	0	0.00%	0	0	0.00%
Increase Affordable Housing	Affordable Housing	CDBG: \$	Housing for Homeless added	Household Housing Unit	20	0	0.00%	0	0	0.00%
Public Facility and Infrastructure Improvements	Non-Housing Community Development	CDBG: \$52,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	3,972	397.20%	2,299	2,299	100%
Public Facility and Infrastructure Improvements	Non-Housing Community Development	CDBG: \$85,000	Homeless Person Overnight Shelter	Persons Assisted	0	813	813%	0	516	516.00%
Public Facility and Infrastructure Improvements	Non-Housing Community Development	CDBG: \$0	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0	0.00%	0	0	0.00%
Public Facility and Infrastructure Improvements	Non-Housing Community Development	CDBG: \$0	Buildings Demolished	Buildings	10	0	0.00%	0	0	0.00%
Public Facility and Infrastructure Improvements	Non-Housing Community Development	CDBG: \$0	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	10	0	0.00%	0	0	0.00%

Public Services	Public Services	CDBG: \$56,861	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	5,633	563.30%	547	1,444	263.99%
Public Services	Public Services	CDBG: \$0	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	50	0	0.00%	0	0	0.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Narrative

There are a number of unmet goals from the current Consolidated Plan. Goals and outputs were included in activities that the City did not have sufficient funding to undertake. During the upcoming Consolidated Plan process, the City will develop goals only for activities and projects that are feasible for a 5-year Plan due to the amount of CDBG funding received.

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

All PY17 projects met a High Priority Need identified in the Consolidated Plan. The City of New Braunfels’ 2015-2019 Consolidated Plan contains key priorities that are reflected in the accomplishments of PY17.

Increase Affordable Housing – The City funded the Comal County Senior Foundation’s minor home repair program which addressed issues of maintenance and accessibility for six (6) low-income elderly and/or disabled homeowners. The Comal County Habitat for Humanity assisted seven (7) first-time homebuyers by providing 100% of the closing costs.

Public Facilities – Funds were used to purchase and install a playground shade over the playground equipment at Solms Park and gym wall padding at Westside Community Center. The City also provided funds to the Comal County Crisis Center, an emergency shelter for victims of domestic violence and sexual assault. Funds were used to improve the kitchen facilities at the shelter and included ADA improvements.

Public Services - The City allocated 15 % (\$56,861) of the CDBG grant to public service agencies that provided services to residents of New

Braunfels.

Decrease Homelessness –The Comal County Senior Citizens Foundation operates a minor home repair program. This program primarily provides accessibility improvements which allow elderly homeowners to remain in their homes. The Family Life Center provided emergency rent and utility assistance to low-income households who were at-risk of becoming homeless due to eviction for non-payment of rent.

The City is a member of the local Homeless Coalition and provides financial and technical support to agencies that are working to prevent or decrease homelessness.

DRAFT

CR-10 - Racial and Ethnic composition of families assisted

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

91.520(a) Check numbers with PR03

	CDBG
White	1210
Black or African American	117
Asian	3
American Indian or American Native	7
Native Hawaiian or Other Pacific Islander	3
Total	1340
Hispanic	641
Not Hispanic	816

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

Narrative

During the 2017 program year, funded agencies were required to submit monthly performance and beneficiary reports. Information on the racial and ethnic status of the individual, families or households assisted were entered into IDIS.

The PR23 does not accurately reflect the number of beneficiaries of housing and public services during PY17. The total beneficiaries is 1,457. The table above does not include: 2 Asian & White; 9 Black/African American & White and 106 Multi-Racial beneficiaries. The Hispanic and Non-Hispanic numbers reflect the total beneficiaries of 1,457.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	\$403,708.38	\$256,620.54

Table 3 - Resources Made Available

Narrative

The PY17 Action Plan was developed based on committing the entitlement grant of \$379,073 for available programs. An additional amount of \$24,635.38 reflect funds from PY15 and PY16 that were recaptured and available to commit to new projects. At the end of PY 2017, there were several subrecipients that had additional reimbursement requests for September that were submitted in October and are not reflected in the total amount expended during the program year. Total expenditures during PY 2017 were \$256,620.54 which included PY 2016 reimbursement of \$2,400.30 and PY 17 expenditures of \$245,220.54.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City Wide	100%	100%	Low Mod Limited Clientele

Table 4 – Identify the geographic distribution and location of investments

Narrative

Public Service activities were conducted city-wide. The area covered by this CAPER is the City of New Braunfels, Texas. New Braunfels is located in Comal and Guadalupe Counties. There are areas within New Braunfels that are designated as eligible for CDBG funding based on the percentage of low-moderate income residents. These areas are occupied by at least 49.63 percent low-moderate income residents. New Braunfels has an exception percentage ratio.

Activities funded that were based on serving Low-Moderate Income persons were made available to eligible participants on a city-wide basis. All activities were designed to directly assist low-moderate income households and/or limited clientele beneficiaries. The Minor Home Repair program and Homebuyers Assistance Program are city wide projects designed to assist low-moderate income homeowners and homebuyers. The income guidelines set for public services activities ensure that all participants are low-moderate income. The Westside Community Center and Solms Park projects were determined by census information and are located in low-moderate income areas. The Comal County Crisis Center's public facility project was determined to be eligible based on the limited clientele served by the facility.

Leveraging

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

Although CDBG requires no match, subrecipients of CDBG funding from the City of New Braunfels were expected to leverage the CDBG funds with other private, state or local funds. This information is built into applications for CDBG funding to ensure that the City's contribution to the project is proportional to the number of New Braunfels residents served. This information is also taken into consideration when funding recommendations are made by the Community Development Advisory Committee to City Council.

The City used CDBG funds to improve public facilities that are owned by the City and located in low-moderate income areas. Projects on City property for PY 2017 were the installation of a shade cover over the playground equipment at Solms Park and installation of gym wall padding at the Westside Community Center. The parks and community center projects were leveraged by the City using general revenue, state and federal funds.

CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	8	7
Number of households supported through Rehab of Existing Units	13	6
Number of households supported through Acquisition of Existing Units	0	0
Total	21	13

Table 6 – Number of Households Supported

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

The City maintained a strong commitment to preserving the existing supply of affordable housing, as well as increasing the availability of affordable housing opportunities through funding minor repair and homeownership programs. During PY 2017, the Comal County Senior Citizens Foundation's Minor Home Repair program fell short of their goal of 13 projects. This was due to a lack of eligible applicants for the program. The staff worked diligently to provide outreach and information to senior groups in order to solicit applications and has increased their outreach program in order to meet goals in future CDBG projects.

Discuss how these outcomes will impact future annual action plans.

Based on past experiences and the impact that projects can have on timeliness requirements, the City will fund public facility projects that are “shovel ready”. The City will work with the Comal County Senior Citizens Foundation to review their policies and procedures and outreach plans for the upcoming program year and with Comal County Habitat for Humanity to identify affordable lots for their home builds.

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

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	1,227	0
Low-income	147	0
Moderate-income	77	0
Total	1,438	0
Over Income	0	0
Total	1,457	0

Table 7 – Number of Households Served

Narrative Information

Comal County Habitat for Humanity received CDBG funding to assist seven income eligible first-time homebuyers with closing costs. All homes were newly constructed.

Comal County Senior Citizens Foundation provided minor home repairs and accessibility improvements to six low-income elderly and/or disabled homeowners.

One hundred percent (100%) of City residents served with CDBG funds met the income requirements set by HUD. Each Subrecipient is required to use HUD's current income limits. Income source documentation was maintained in the client files to verify income eligibility. This information was verified during monitoring visits for public service agencies. Housing programs must submit income information for each applicant to the City for review prior to any CDBG funds being committed to the project.

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

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

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

The City of New Braunfels is an active member in the Comal County Homeless Coalition. The City works collaboratively with service providers through the Comal County Homeless Coalition. The Comal County Homeless Coalition has undertaken several approaches to ensure that homeless families and individuals in New Braunfels are located, assessed and provided with the services they need. Each January the Coalition conducts a point-in-time count and survey. The information collected from this count provides information on the needs of those experiencing homelessness in the City. Other efforts to prevent homelessness, included the continued funding of public services that provide assistance to low-income persons/households to improve their abilities for self-sufficiency; and providing on-going technical assistance to local service providers to increase organizational capacity and ability to provide effective services.

The Salvation Army regularly conducted outreach activities and offered programs that provide meals and other supplies for families that are experiencing homeless and those who are at risk of homelessness. Participants were assessed to determine their individual needs and were referred to appropriate services. The San Antonio Food Bank – New Braunfels location- has mobile vans that regularly distributed food in low income neighborhoods and at various agencies in the community as well as at the newly constructed New Braunfels Food Bank.

New Braunfels ISD has Homeless Liaisons that assisted homeless and at risk homeless students and worked closely with the appropriate agencies to secure services. The Homeless Liaison:

- Verified and tracked students; coordinated services for homeless students
- Worked with campuses to make sure students were receiving academic support
- Coordinated with transportation and food services to ensure transportation and breakfast/lunch for students
- Provided supplies and materials: school supplies and emergency clothes
- Assisted agencies such as the Comal County Crisis Center, Family Promise and CASA with school enrollment for children receiving services or residing in emergency shelter

Addressing the emergency shelter and transitional housing needs of homeless persons

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after

being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

As part of the Continuum of Care planning with the Comal County Homeless Coalition, the City worked with service and housing providers to develop mechanisms that prevent discharge from public institutions into homelessness. The Coalition is part of the Texas Balance of State Continuum of Care that is working state-wide on policies that prevent discharge from public institutions without adequate housing.

During PY 2017, the Family Life Center provided emergency rent and utility assistance funded with CDBG funds to New Braunfels residents in an effort to assist people facing eviction and thus preventing homelessness. The San Antonio Food Bank, which maintains a facility in New Braunfels, also received CDBG funding for emergency food distribution. The Comal County Senior Center's Minor Home Repair program was funded with CDBG funds assisted low-moderate income elderly homeowners with repairs including accessibility improvements so that they can remain safely in their homes.

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

A major obstacle to assisting those experiencing homelessness is the lack of an emergency shelter, transitional housing and permanent supportive housing located within the City. The Comal County Crisis Center's shelter is limited to victims of domestic violence and sexual assault. The Connections shelter program is limited to homeless and runaway unaccompanied youth. Family Promise provided emergency shelter and services to assist families experiencing homelessness to move into stable housing. There is not an emergency shelter for homeless individuals or families that do not meet the entrance criteria for Family Promise. The City continued working with NB Housing Partners to develop a transitional housing complex but more transitional housing and shelter is needed. Currently, there are no permanent supportive housing programs located within the city limits.

The City of New Braunfels does not receive Continuum of Care or ESG funds but supported local agency efforts by providing CDBG funds when possible. In PY 2017, the City assisted low-income and/or homeless persons by providing CDBG funding to agencies that provide supportive services to victims of domestic violence, food assistance, emergency rental and utility assistance, services to abused and neglected children, Meals on Wheels for elderly/disabled individuals, and activities at the Westside Community Center including budgeting and meal planning.

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

Actions taken to address the needs of public housing

The public housing authority for the City is the New Braunfels Housing Authority. The Housing Authority has 170 public housing units in New Braunfels. The Housing Authority also owns a high-rise elderly/disabled complex with 100 units and 35 duplexes for larger families. The Housing Authority provides 100 certificates and 293 vouchers through the Housing Choice Voucher program during PY17.

City staff met with the Housing Authority staff several times during the program year to discuss affordable housing issues and the needs of public housing residents. There is a consensus that the City needs to develop more affordable housing both rental and homeownership but is limited by funding levels and capacity. The Housing Choice Voucher participants have a difficult time locating rental housing that is at or below the FMR. The City did not conduct any CDBG funded activities with the New Braunfels Housing Authority during PY17.

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

New Braunfels Housing Authority encouraged the residents to be more involved in Resident Council meetings by providing the residents the opportunity to learn about the activities, security, modernization projects and management issues and provide input and feedback. Habitat for Humanity provides information on their homeownership program to public housing residents. There are no other homebuyers programs in the City making it difficult for public housing and low-income residents to be able to access homeownership opportunities. The City provided information on Fair Housing issues through literature left at the various multi-family properties and conducted a meeting with Housing Choice Voucher residents.

The City will continue to support efforts to coordinate the work of social service organizations that provide services, housing assistance and homeownership opportunities to public housing residents.

Actions taken to provide assistance to troubled PHAs

The New Braunfels Housing Authority is not designated as a trouble PHA.

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

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

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

The City of New Braunfels strived to meet the needs of all underserved citizens. The primary obstacle was a lack of resources. There are not enough available resources to address all of the needs within the City of New Braunfels. To fill this gap between need and resources, the City continually sought collaborative projects with other entities and other sources of funding, including the City's general funds, grants, and in-kind contributions. The City made every effort to assist local social service agencies in securing additional funds for community needs as opportunities become available. The City's Grant Coordinator actively sought funding opportunities in order to stretch limited general fund and CDBG dollars.

The City will continue to monitor its policies regarding code enforcement, development costs and housing inspections to ensure equal access for underserved residents.

Another primary obstacle was social infrastructure capacity. There are no Community Housing Development Organizations (CHDOs) or Community Development Corporations (CDCs) in the City of New Braunfels. During PY 2017, the City continued to work with the Comal County Habitat for Humanity to assist low-income homebuyers obtain housing. The City researched developing a downpayment assistance program but with the high cost of housing in the City, there were very few affordable units on the market and this does not seem like a viable program at this time.

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

The City provided literature on reducing risks of lead based paint hazards to the Comal County Senior Citizen Foundation for the Minor Home Repair program and to Comal County Habitat for Humanity. Brochures were also available to local organizations in an effort to educate families on the dangers of lead-based paint.

Comal County Habitat for Humanity homes are newly constructed and it is not required to provide lead-based paint information to homebuyers. However it has been noted during monitoring that the mortgage documents contain information on the hazards of Lead Based Paint.

The Minor Home Repair program managed by the Comal County Senior Citizen Foundation provided repairs to elderly homeowners (age 62 and older). No children under the age of six resided in or were expected to reside in the six homes that received repairs during PY 2017. However, the agency does provide a Lead-Based brochure to all applicants and maintains a signed certification that the applicant

received in the information in their client file. If a household has children under the age of 6, the Comal County Senior Citizen Foundation, in collaboration with the City, will conduct a lead-based paint inspection and decide on a case-by-case basis if the lead-based paint issues can be addressed and repairs completed within the funding limits established by the program guidelines.

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

Using the priorities listed in the 2015-2019 Consolidated Plan as a guide, New Braunfels used CDBG funds in an attempt to target the primary causes of poverty, which is limited access to quality housing, lack of affordable housing both rental and homeownership and lack of public services including services to the homeless.

Action taken during PY 2017 were:

- Habitat for Humanity was funded to provide closing cost assistance to seven homebuyers
- Comal County Senior Citizens Foundation - Meals on Wheels provided 272 elderly residents with a hot nutritious meal Monday through Friday. Food for the week-end is also delivered with the Friday meal.
- San Antonio Food Bank provided emergency food assistance to 251 New Braunfels residents as well as providing a mobile pantry at the Westside Community Center and the New Braunfels Housing Authority.
- Family Life Center provided emergency rental assistance to 115 New Braunfels households
- Comal County Crisis Center provided emergency shelter and services to 561 victims of domestic violence and sexual assault.
- CASA provided advocacy services to 158 abused and/or neglected children
- STEPS provided a self-sufficiency program where participants identified goals and worked one-on-one with a mentor

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

During PY 2017, the City continued to make entitlement funds available to the community through an open application process and issuance of subrecipient agreements. The City provided subrecipient training during the application phase, prior to the execution of Subrecipient Agreements, conducted monitorings and was available for technical assistance. The City maintained its webpage with up-to-date information as a resource for other city departments, general public and service/housing providers. The City participated in the local homeless coalition meetings and conducted an annual Stakeholders meeting to solicit input from service and housing providers on the issues their clients are dealing with and to brainstorm about solutions. The City maintains open communication with the Housing Authority and local agencies providing housing and services to low-moderate income people and households.

The City's Community Development staff worked closely with other City departments and local agencies

to assist in the development of a strong institutional structure for effective program delivery. Staff provided expertise, technical assistance and documentation of need to the general-fund departments of the City, such as the Parks, Planning and Development and the Library. Staff also developed, operated, and monitored the programs with the coordination of various City departments such as Finance, Purchasing, City Clerk, Legal, Parks, and City Manager Departments. By working with other City departments, staff minimized the potential gaps in institutional structure that can hinder program success.

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

Implementation of the Consolidated Plan involved a variety of agencies. Collaboration and coordination between agencies is important to ensuring that the needs in the community are addressed. The City held a Stakeholders meeting in April 2018 to solicit input on housing and service needs for the Annual Action Plan and to discuss fair housing issues during PY 2017. The key agencies involved are listed below:

- Community Development Advisory Committee – a nine member volunteer committee of New Braunfels residents that are appointed by City Council and serve three-year terms. CDAC provides guidance and input on CDBG programs and makes funding recommendations to City Council
- McKenna Foundation – local community foundation
- New Braunfels Housing Authority – public housing and Housing Choice vouchers
- CASA – advocacy for abused and neglected children
- Comal County Habitat for Humanity – homeownership programs
- Comal County Senior Citizens Foundation – recreational and educational programs for senior citizens and a minor home repair program aimed at providing the repairs and accessibility improvements in an effort to allow homeowners to “age in place”
- Family Promise – emergency shelter and supportive services for homeless families
- Family Life Center – emergency rent and utility assistance
- Comal County Crisis Center – emergency shelter and services for victims of domestic violence and sexual assault
- STEPS – self-sufficiency program
- San Antonio Food Bank – New Braunfels Facility – emergency food distribution and educational/nutrition programs
- Connections – emergency shelter for homeless and runaway youth
- The Salvation Army – Crisis and emergency services, meal program and supportive services for people experiencing homelessness and low income residents
- New Braunfels ISD – homeless liaisons and services for students who are experiencing homelessness or at-risk of homelessness.
- Hill Country MHDD – mental health services
- Big Brothers-Big Sisters – educational and recreational opportunities for low income and at-risk children and youth

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

The City updated the 2013 Analysis of Impediments to Fair Housing Choice during PY16 and has begun to implement some of the actions listed in the plan. Citizen input on Fair Housing issues was solicited from residents at public hearings and meetings and an on-line survey in English and Spanish. During PY 2017, information on Fair Housing was distributed using the City's website. The Fair Housing hotline number is also posted on the City's website and the City has a designated Fair Housing Officer.

Impediment 1: Lack of Fair Housing Awareness

- All CDBG meetings included a discussion of fair housing information. The Pre-Application CDBG and Subrecipient workshops discussed fair housing. The City issued a proclamation that April is Fair Housing month and posted fair housing information on its website
- Met with Housing Choice Voucher residents to discuss Fair Housing issues and dealing with landlords

Impediment 2: Lack of Transportation Options

- The City of New Braunfels recognized the need for further public transportation and will be investigating ways to provide additional transportation services
- No actions were taken during PY 2017.

Impediment 3: Lack of Affordable Housing

- The City formed an Affordable Housing Task Force to identify barriers to affordable housing and provide solutions and goals
- The City funded Habitat for Humanity with CDBG funds to assist seven low-income homebuyers with 100% of their closing costs.
- The City waived project fees for the building permit, roadway impact and parkland dedication for NB Housing Partners, a 43-unit transitional housing project. The value of the fees waived totals \$90,793.

Impediment 4: Lack of Accessible Housing Units

- The City funded the Senior Citizens Foundation's Minor Home Repair Program that provides accessibility improvements to low-income elderly homeowners in New Braunfels.

Impediment 5: Lack of Financial Independence and Job Opportunities

- This impediment was identified by the updated Analysis of Impediments to Fair Housing during the summer 2017. The City did not take any actions during PY 2017.

Impediment 6: Lack of Amenities in Low-Moderate Income Neighborhoods

- During PY 2017, CDBG funds were used to provide improvements to a city park and a city-owned community center in low-moderate income areas of the city.

The City has a Fair Housing Ordinance and a Fair Housing Officer who is responsible for providing educational materials and workshops on fair housing; receiving fair housing complaints; assisting complainants in filing documentation with HUD; reviewing City policies to ensure there is no violation to the Fair Housing Act or related Acts; and maintaining a log of all fair housing activities, inquiries and complaints with the outcomes.

No fair housing complaints were received by the City during Program 2017.

DRAFT

CR-40 - Monitoring 91.220 and 91.230

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

City staff monitored each subrecipient of CDBG funds for compliance with CDBG rules and regulations. Each subrecipient executed a Subrecipient Contract with the City that set out HUD rules and regulations, performance objectives, long-term compliance requirements and the CDBG grant amount.

The City developed standardized monitoring forms that are due on a monthly basis. These forms provide beneficiary data; project progress reports. City staff is in contact with the subrecipients on a regular basis and available for technical assistance if requested or if the need is identified during a monitoring visit.

As a result of a programmatic and financial monitoring by HUD, the City revised subrecipient monitoring requirements and forms to ensure compliance with recommendations made to the City as a result of the City's monitoring review.

All subrecipients received at least one monitoring visit during PY17. Formal monitoring visits were performed at least annually. For new or poorly performing subrecipients, monitoring may be more frequent. The subrecipients were notified via letter and provided with a list of items that will be reviewed:

- Conformance to Subrecipient Agreement
- Client Files
- Progress Reports
- Management and Financial Systems
- Policies and Procedures
- Equipment Inventory (if CDBG funds were used)
- Non-discrimination and Actions to Further Fair Housing
- Section 3 and Minority Business
- Compliance with Consolidate Plan

The letter included information that City staff will need to see, as well as any particular staff person that needed to be available to answer questions. If there were any findings during the monitoring visit, these were included in a letter to the subrecipient, with an expected outcome and time frame to correct all monitoring findings or concerns.

The City offered one-on-one technical assistance and group meeting/training sessions for the subrecipients during the year.

The City also monitored its own performance to ensure it is meeting the goals and objectives as set forth in the Consolidated Plan. Program and subrecipient files were reviewed quarterly to ensure that the information was accurate and current. This information was transferred into the IDIS system that allows HUD to track the City's performance as well.

The City continued to seek and encourage participation of small, minority, and or women owned businesses in the expenditure of its CDBG grant. The City's Purchasing Department maintains a list of minority and women owned businesses. Subrecipient agencies have a Section 3 clause in their contracts with the City. Section 3 requirements were discussed in application workshops and at the contract signing. Subrecipients were required to track this information and it is reviewed during monitoring visits.

Subrecipients submitted a Section 3 report for employees and contractors or vendors involved in CDBG projects. The City provided the list of minority and woman-owned businesses to the subrecipients when bids are required for a CDBG project. Currently, there are no Section 3 contractors in the City.

All projects that receive CDBG funding were priorities in the Consolidated Plan. This information was provided to applicants at the CDBG workshop. Applications were reviewed by City staff and the Community Development Advisory Committee to ensure that the project met a priority and was eligible for CDBG funding.

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

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

In accordance with HUD regulations and the City's Citizen Participation Plan, the notice of the 15-day comment period and the public hearing were published in the local newspaper, and on the City's website. The notice was published in both English and Spanish. The public hearing was held at New Braunfels City Hall, City Council Chambers, 550 Landa Street which is an accessible building. Certified interpreters in Spanish and German, sign language and any additional accessibility needs were available upon request. Copies of the draft CAPER were available at City Hall, the main branch of the Library and on the website.

The City's comment period for the CAPER was from November 21, 2018 through December 7, 2018. The public hearing was held at New Braunfels City Hall at a regularly scheduled City Council meeting on November 26, 2018 beginning at 6:00 PM. Citizens were encouraged to provide verbal or written comments and a City staff member was designated and contact information was provided in the Public Notice. **City Council approved the CAPER at the City Council meeting held on (will put in date once CAPER is approved).**

It was noted that written and verbal comments received during the public comment period would be summarized and included in the final document for submission to the U.S. Department of Housing and Urban Development.

Will put in comments once the comment period has closed.

CR-45 - CDBG 91.520(c)

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

There were no changes to the City's program objectives during PY 2017. However due to past issues of timeliness, the City of New Braunfels now evaluates project readiness and agency/department capacity prior to committing CDBG funds for a project or activity.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

The City does not have an open Brownfields Economic Development Initiative grant.

The City does not have an existing Section 108 loan.

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

Not Applicable