




MEMORANDUM

TO: Mayor and Council Members

FROM: José G. Roig, Director, Development Services Department 

DATE: July 20, 2023

SUBJECT: **Staff Response to Resolution 20230209-041 - Board of Adjustment Applicant Assistance Program**

This memo provides a final response to [Resolution 20230209-041](#) which directed the City Manager to create and fund an economic development grant program, the Board of Adjustment Applicant Assistance Program (BAAP), to assist qualifying residential homestead applicants with paying City fees assessed for an application for a residential zoning variance or special exception variance. This program has been created and will formally launch October 1, 2023.

To qualify for the program, the applicant's household must participate in one of the following:

- Medicaid;
- Supplemental Nutrition Assistance Program (SNAP);
- Children's Health Insurance Program (CHIP);
- Telephone Lifeline Program;
- Travis County Comprehensive Energy Assistance Plan (CEAP);
- Medical Access Program (MAP);
- Supplemental Security Income (SSI);
- Veterans Affairs Supportive Housing (VASH); or
- the applicant's household income is less than 200% of the income poverty level.

Qualified applicants can contact the [Board of Adjustment](#) support staff directly to begin the waiver process. Funding has been allocated for a yearlong pilot program to fund up to nine (9) waivers or \$10,000. The waiver will cover fees associated with applying for a residential zoning variance, including notification fees. Additionally, there is pro-bono legal assistance available to applicants through Austin Public Health contract with [Texas Rio Grande Legal Aid](#).

For any questions, please contact Doron Silberstein, Equity and Inclusion Program Manager, Development Services Department at doron.silberstein@austintexas.gov.

cc: Jesús Garza, Interim City Manager
Veronica Briseño, Assistant City Manager