

CITY OF ALLEN

2017 – 2018 ANNUAL ACTION PLAN

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VI. Action Plan

Action Plan

Section 91.220

Executive Summary - 91.220(b)

The Action Plan describes how funds received from the Community Development Block Grant program will be utilized for the 2017 – 2018 program year. It is intended to describe both the proposed programs and how many residents are likely to benefit from them. Projects correspond to priority needs identified in the 2014 – 2019 Consolidated Plan.

Objectives and Outcomes

As a result of implementation of this plan:

1. Ten (10) households will have sustained affordable housing through a home repair program for the purpose of providing decent affordable housing.
2. One-hundred fifty (150) households will have sustained affordable housing through rent and utility assistance for the purpose of providing decent affordable housing.
3. Twenty (20) individuals will have access to housing information for the purpose of sustainable affordable housing.

Evaluation of Past Performance

The 2017-2018 program year will be the twelfth year for the City of Allen as a participant in the CDBG program. Previous activities implemented have generally met the goals established in the Consolidated Plan. Overall the activities have been very successful and in some cases have exceeded expectations. Generally, funds are being spent in a timely manner with most funds being spent prior to the end of each program year. The one exception has been administration funds the last three years. However, as documented in detail in this report, City Staff proposes to reallocate a large portion of those rollover funds to the home-owner occupied rehabilitation program for Plan Year 2017-18.

Citizen Participation

Public input was sought through public hearings in accordance with the Citizen Participation Plan. The draft Action Plan was advertised in the local newspaper and made available on the City's web site with a 30-day public comment period beginning June 23, 2017. The first public hearing was held at 7:30 p.m. on Wednesday July 12, 2017 at Joe Farmer Recreational Center located at 1201 E. Bethany Dr. Allen, TX. The second public hearing was held before the City Council at 7:00 p.m. on July 25, 2017 in the City Council Chamber located at 305 Century Parkway Allen, TX. The 2017 –18 Annual Action Plan was approved for submission to the U. S. Department of Housing and Urban Development by the City Council on July 25, 2017.

Resources – 91.220(c)

The City expects to receive \$342,888 through the CDBG Entitlement program for Plan Year 2017-18. No program income is expected to be received during this program year. It is anticipated that \$95,000 in unspent owner-occupied home rehabilitation funds will rollover from the 2016-17 program year. These funds are already committed to projects, but the projects will not be

completed and paid by the end of the fiscal year. In addition, the City is proposing to reallocate previously approved Plan Year 2015-16 administration funds in the amount of \$9,484 and Plan Year 2016-17 administration funds in the amount of \$2,500.00 to Plan Year 2017-18 owner-occupied housing rehabilitation. This will result in a grand total of \$398,439 available for owner-occupied housing rehabilitation projects, \$51,433 for public service funding and \$2,500 remaining in administrative funds to be used in Plan Year 2017-18. The rollover funds will allow Staff to serve additional home-owners through the home rehabilitation program in Plan Year 2017-18. A chart indicating these amounts is as follows:

Activity	2017-2018 CDBG Funds	Previous Year Rollover Funds	Total Available
Owner-Occupied Housing Rehabilitation Program	\$291,455	\$106,984	\$398,439
Public Service (Allen Community Outreach)	\$51,433	\$0	\$51,433
Program Administration	\$0	\$2,500	\$2,500
Total	\$342,888	\$109,484	\$452,372

In addition to CDBG funds, the City will provide funding to public service agencies.

Activities to Be Undertaken – 91.220(d)

The activities to be undertaken will implement the priorities and objectives established in the 2014 – 2019 Consolidated Plan and are listed below:

Objective #1: To preserve and expand the supply of decent, safe, and affordable housing through the rehabilitation of existing residential property.

Strategy #1: Provide housing rehabilitation, home repair and weatherization assistance to low to moderate income persons.

Goal: The City will provide financial assistance for rehabilitation and repair of owner-occupied units. It is anticipated that 50 dwellings will be rehabilitated or repaired at a rate of ten (10) per year.

Objective #2: To provide educational information for low and moderate persons about affordable housing, homeownership, lenders fair housing laws, and lead-based paint hazards.

Strategy #2: Provide housing assistance and education to low to moderate income persons.

Goal: The City will provide educational materials and referrals to the community about housing and availability/accessibility of a suitable living environment. It is anticipated that 100 people will receive materials and/or referrals at a rate of twenty (20) persons per year.

Objective #3: To encourage the expansion and accessibility of human services for low to moderate income persons.

Strategy #3: Assist public service agencies who serve all categories of very low to moderate income persons.

Goal: Provide support to public service agencies for all classifications of very low to moderate income persons. The City plans to fund public service activities from CDBG funds and alternative sources. Services may include job placement / counseling, food and clothing, interim assistance, homeless prevention, rapid rehousing, transportation services, youth services, and child care services.

The following pages present the information required by **HUD Table 3A/3C** to describe the activities funded through CDBG that are proposed to address priority needs identified in the Consolidated Plan.

6.1 (HUD Table 3A) Summary of Specific Annual Objectives

Availability/Accessibility of Decent Housing (DH-1)							
Specific Objective		Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
D H 1.1	Sustain quality of owner-occupied housing through rehabilitation.	CDBG	2015	Housing Units	10	16	160 %
			2016	Housing Units	10	23	230 %
			2017	Housing Units	10		%
			2018	Housing Units	10		%
			2019	Housing Units	10		%
		MULTI-YEAR GOAL		50		78%	
Sustainability of Decent Housing (DH-2)							
D H 1.2	To provide information about housing, homeownership, fair housing and lead base paint hazards.		2015	People	20	20	100 %
			2016	People	20	20	100 %
			2017	People	20		%
			2018	People	20		%
			2019	People	20		%
		MULTI-YEAR GOAL		100		40%	
S L 1.1	Increase accessibility to health and human services.	CDBG	2015	Households	150	150	100 %
			2016	Households	150	94	63%
			2017	Households	150		%
			2018	Households	150		%
			2019	Households	150		%
		MULTI-YEAR GOAL		750		33 %	

Table 6.2 (HUD Table 3C) Consolidated Plan Listing of Projects

Home Repair

Applicant's Name City of Allen

Priority Need Housing

Project Title Owner-Occupied Housing Rehabilitation Program

Project Description

Provide for repair, rehabilitation and weatherization of owner-occupied units through this program at a maximum of \$25,000 each and minor repairs at a maximum of \$5,000. It is anticipated that a minimum of ten (10) dwellings will be rehabilitated or improved through this program using CDBG funding. This action plan will also reallocate previously approved Plan Year 2015-16 Administration Funds in the amount of \$9,484 and Plan Year 2016-17 Administration Funds in the amount of \$2,500.00 to Plan Year 2017-18 owner-occupied housing rehabilitation. In addition, it is anticipated that \$95,000 in unspent owner-occupied home rehabilitation funds will rollover from the 2016-2017 program year. These funds are already committed to projects, but the projects will not be completed and paid by the end of the fiscal year.

This will result in a grand total of \$398,439 available for owner-occupied housing rehabilitation projects.

Objective category: ☒ Suitable Living Environment ☐ Decent Housing ☐ Economic Opportunity

Outcome category: ☐ Availability/Accessibility ☐ Affordability ☒ Sustainability

Location Target Neighborhoods (Windridge Estates, Hillside Village, Oakhill, Timberbend, and Collin Square, urgent repairs accepted citywide)

Objective Number 1	Project ID
HUD Matrix Code 14A	CDBG Citation 570.202
Type of Recipient Local Govt.	CDBG National Objective LMH
Start Date 10/1/2017	Completion Date 9/30/2018
Performance Indicator Housing Units - 01	Annual Units 10

Funding Sources:

CDBG	\$291,455
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	\$106,984
Assisted Housing	
PHA	
Other Funding	
Total	\$398,439

Table 6.3 (HUD Table 3C) Consolidated Plan Listing of Projects

Homebuyer Assistance

Applicant's Name City of Allen

Priority Need Housing Education

Project Title Housing Education Materials and Referrals

Project Description The City will provide educational materials and referrals on the home buying process, fair housing laws, and lead-based paint to low to moderate income families. It is anticipated that hundred (100) families will receive assistance at a rate of twenty (20) families per year.

Location City-wide

Objective Number	Project ID
HUD Matrix Code 05U	CDBG Citation 570.201(e)
Type of Recipient Subrecipient	CDBG National Objective LMH
Start Date 10/1/2017	Completion Date 9/30/2018
Performance Indicator People - 01	Annual Units 50

Funding Sources:

CDBG	\$0
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$0

**Table 6.4 (HUD Table 3C) Consolidated Plan Listing of Projects
Program Administration**

Applicant's Name City of Allen

Priority Need Planning / Administration

Project Title Program Administration

Project Description

After careful review, it was determined that the majority of funds originally allocated to Program Administration for FY 2015-2016 and 2016-2017 would be better utilized if they were reallocated to the owner-occupied rehabilitation program as detailed above. The use of CDBG funds for this (or any) purpose must meet the requirements of the CDBG program. This reallocation and the new activity meet CDBG program requirements and are eligible under one of the categories of activities that are identified as eligible under the CDBG statute. Due to the availability of rollover funds the City is not proposing to add additional administration funds to the budget this year, rather the City will use \$2,500.00 of funds from Plan Year 2016-17.

Location Community Wide

Objective Number 2	Project ID
HUD Matrix Code 21A	CDBG Citation 570.206
Type of Recipient Local Govt.	CDBG National Objective
Start Date 10/1/2017	Completion Date 9/30/2018
Performance Indicator 0	Annual Units

Funding Sources:

CDBG	\$0
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	\$2,500
Assisted Housing	
PHA	
Other Funding	
Total	\$2,500

**Table 6.5 (HUD Table 3C) Consolidated Plan Listing of Projects
Public Services**

Applicant's Name City of Allen

Priority Need Public Services

Project Title Allen Community Outreach

Project Description

Allen Community Outreach's emergency assistance program provides one-time or short term (maximum of three months), subsistence payments to eligible families to bridge a financial crisis. The assistance includes payment of rents to prevent eviction and utilities to prevent loss of service. In the 2016-2017 Plan Year ACO served approximately 94 households with rent and utility assistance, of which 100% were residents of Allen.

Objective category: ☒ Suitable Living Environment ☐ Decent Housing ☐ Economic Opportunity

Outcome category: ☐ Availability/Accessibility ☐ Affordability ☒ Sustainability

Location Allen Community Outreach, 801 E. Main Suite. A, Allen, TX, 75002
Services provided community wide.

Objective Number 3	Project ID
HUD Matrix Code 05Q	CDBG Citation 570.201(e)
Type of Recipient Subrecipient	CDBG National Objective LMC
Start Date 10/1/2017	Completion Date 9/30/2018
Performance Indicator: Households	Annual Units 150

Funding Sources:

CDBG	\$51,433
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$51,433

Outcome Measures - 91.220(e)

The following outcome measures have been identified for each activity in accordance with the CDBG Outcome Performance Measurement System:

1. Ten (10) households will have sustained affordable housing through the Owner-Occupied Housing Rehabilitation Program for the purpose of providing decent affordable housing.
2. One-hundred and fifty (150) persons will have sustained affordable housing through rent and utility assistance for the purpose of providing decent affordable housing.
3. Twenty (20) persons will have increased knowledge about the home buying process, fair housing laws, and lead-based paint hazards.

Budget Summary

Activity	2017-2018 CDBG Funds	Previous Year Rollover Funds	Total Available
Owner-Occupied Housing Rehabilitation Program	\$291,455	\$106,984	\$398,439
Public Service	\$51,433	\$0	\$51,433
Program Administration	\$0	\$2,500	\$2,500
Total	\$342,888	\$109,484	\$452,372

Limitations on Funding

The legislation governing the Community Development Block Grant Program places limitations on the use of funding for specific purposes. Described below are the limitations on the amount of funds that can be allocated to specific projects during the 2017-2018 program year:

Plan Year 2017-18 Community Development Block Grant Allocation = \$342,888

Limitations	Maximum	Proposed
15% Limitation on Public Service Activities	\$51,433	\$51,433
20% Limitation on Program Administration	\$68,578	\$0

Geographic Distribution – 91.220(f)

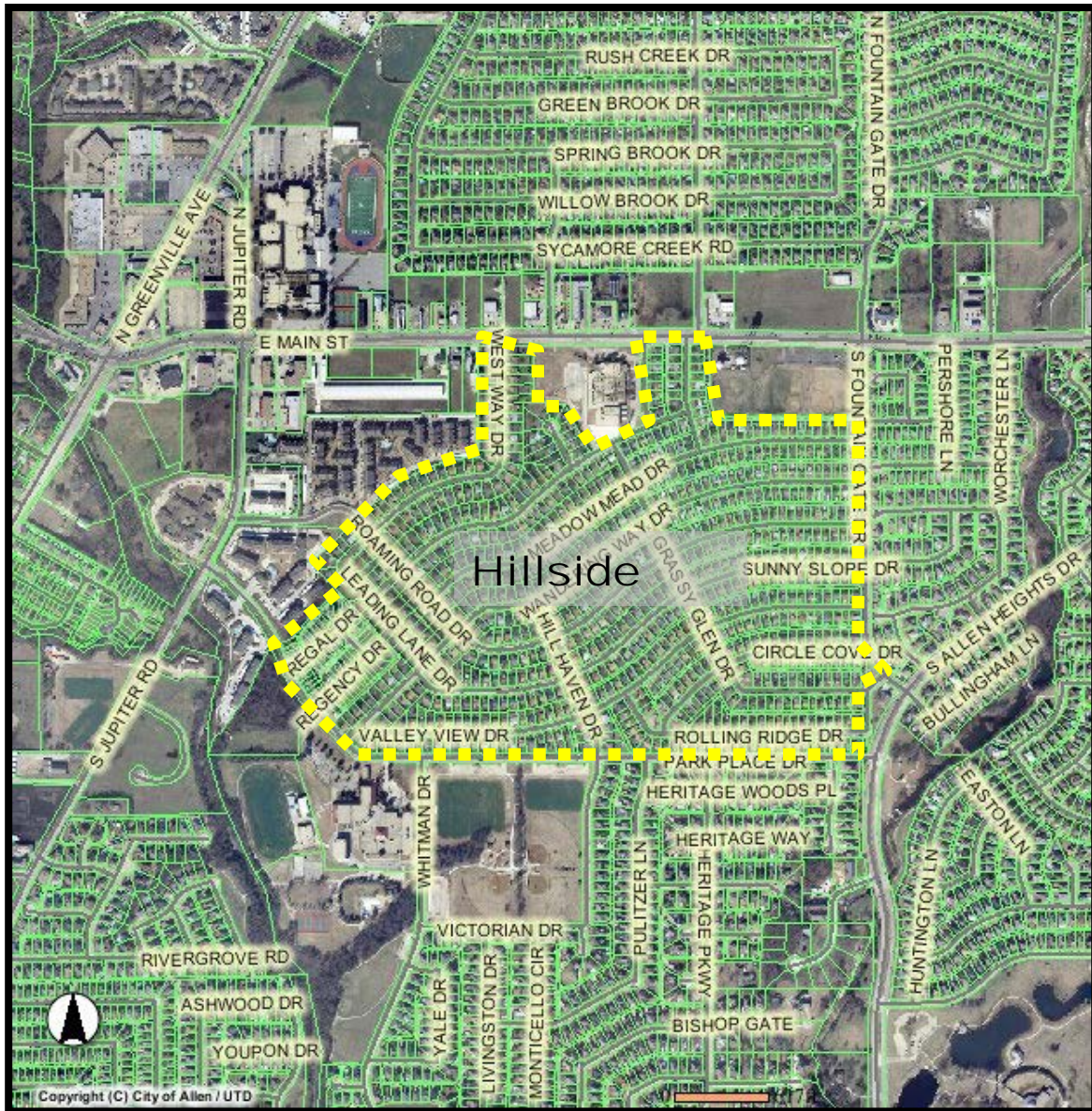
CDBG funds must be utilized for persons and activities located within the city limits of Allen. The CDBG Target Areas were identified by a Neighborhood Task Force as areas in need of public assistance and areas where most low to moderate-income residents live. The Target Areas consist of neighborhoods within census tracts that have 18.5 % or more of persons with incomes below 80% of the median income for the Dallas Primary Metropolitan Statistical Area (PMSA) as calculated by HUD. Public service programs are targeted directly to persons whose household income falls below 80% of the median income and their residence lies within the city limits of Allen. All of the CDBG funds will be used for activities that benefit low to moderate income residents. The data does not reflect significant minority concentrations in the community.

Geographic distribution of resources is as follows:

1.	Home Repair	\$291,455	85% TARGET AREAS
2.	Public Service Funding	\$51,433	15% COMMUNITY WIDE
3.	Program Administration	\$0	0% COMMUNITY WIDE
4.	Housing Education	\$0	0% COMMUNITY WIDE

Map 2.1

Hillside Neighborhood



Map 2.2

Windridge Neighborhood



Map 2.3

Oak Hill Neighborhood



Map 2.4

Collin Square Neighborhood



Map 2.5

Timberbend Neighborhood



Affordable Housing - 91.220(g)

The table below (HUD Table 3B) shows the one-year goals for number of households to be provided affordable housing through all programs.

Public Housing – 91.220(h)

The City of Allen does not have a Public Housing Authority. Although the Plano Housing Authority and McKinney Housing Authority do on occasion coordinate assistance for residents in Allen, they do not actively promote housing assistance programs in the community. The City will continue to coordinate activities with them.

Homeless and Other Special Needs Activities - 91.220(i)

The City is not a direct recipient of ESG, HOPWA or other similar funds. However, the City will consider providing assistance to social service organizations that provide assistance to the homeless and other special needs populations. Funds may be awarded to one or more social service organizations that provide services to low to moderate-income Allen citizens for expanded or new services/programs. The City of Allen continues to be a participant in the Collin County Plan to End Chronic Homelessness and the Collin County Homeless Coalition

Barriers to Affordable Housing - 91.215(j)

The major barrier to affordable housing is a limited supply of affordable housing and limited housing choice. Few low cost homes are for sale in Allen. What homes are available at lower prices are typically in poor condition or sell very quickly, pointing to a possible demand for that priced housing.

Land and development costs also discourage the construction of new lower priced homes. The current housing market, combined with City land use regulations and impact fees for residential development, make new affordable housing difficult. This contributes to a lack of interest by most developers and builders to construct lower priced housing. Additionally, no new multi-family dwellings are being developed that would be considered affordably priced housing for low income residents.

Table 6.6 (HUD 3B) Annual Affordable Housing Completion Goals

Grantee Name: City of Allen Program Year: 2016	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	Resources used during the period			
			CDBG	HOME	ESG	HOPWA
BENEFICIARY GOALS (Sec. 215 Only)						
Homeless households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-homeless households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special needs households			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Sec. 215 Beneficiaries*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RENTAL GOALS (Sec. 215 Only)						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Total Sec. 215 Affordable Rental			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOME OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units	10		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Total Sec. 215 Affordable Owner			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)						
Acquisition of existing units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Homebuyer Assistance			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Combined Total Sec. 215 Goals*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)						
Annual Rental Housing Goal			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Overall Housing Goal	10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Actions – 91.220(k)

A description of actions the City plans to undertake during the next year will consist of the following:

Obstacles to meeting underserved needs-The City plans to provide funding for public service organizations in an effort to provide more assistance for needy families.

Foster and maintain affordable housing-The City plans to continue to enforce property maintenance and building codes in low to moderate-income areas in an effort to maintain housing costs in these areas. The City will continue to provide assistance to low to moderate-income persons for rehabilitation of existing homes.

Evaluate and reduce lead-based hazards-The City plans to identify hazards associated with CDBG projects and make recommendations as to their resolution.

Reduce the number of poverty level families-The City of Allen will use Community Development Block Grant funds to assist public service programs in meeting these goals. The City will provide assistance to public service agencies for low to moderate-income, homeless and special needs populations.

The above programs will work in conjunction with the City's policies of improving the living environment for low to moderate-income persons and encouraging the private development of affordable housing. Through this coordinated effort, low to moderate-income persons will have more opportunities for gainful employment and affordable housing.

Develop institutional structure- Federal and state agencies along with financial institutions, realtors, and credit counseling agencies will provide the information for Housing Educational Program. Public service agencies will receive funds to provide services. The institutional structure of public, non-profit, and private organizations generally function well in meeting the needs of families and individuals in the community. The lack of funding for serving those in need is the only identified gap in the institutional structure. The City will schedule meetings with the service providers on an as-needed basis to coordinate activities of the Community Development Block Grant Program as well as continue to collaborate with public service agencies.

Monitoring – 91.230

All programs and projects will be monitored by the CDBG Planner to ensure compliance with CDBG rules and regulations. The City will also monitor the performance of all programs to ensure that the activities are being performed and goals are being met, and all requirements of the programs are being fulfilled according to regulations and the goals and objectives stated in the Consolidated Plan. Accomplishments will be entered in IDIS on a quarterly basis and progress reviewed by staff. Any lapses in performance or timeliness will be identified and staff will work with the subrecipient to take the necessary corrective action.

The City will monitor the performance of all CDBG recipients and all entities receiving funds from the City by reviewing program agreements and requirements with grant recipients prior to project

start, monitoring project through project completion, and obtaining required paperwork prior to paying out full grant funds. All public service programs funded with CDBG funds will be required to submit quarterly reports regarding the accomplishments made in relation to their request for reimbursement of expenditures. The City will conduct an annual site visit to public service agencies receiving funds to review accomplishments, program requirements and ensure compliance. The monitoring process consist of scheduling the visit, an entrance conference with agency staff, review documents and eligibility requirements, an exit conference, and written follow up with correction if necessary. All programs providing housing assistance include mandatory inspections to ensure compliance with minimum housing standards and lead-based hazard requirements.

The City audits the expenditure of CDBG grant funds as part of its annual auditing process. The audit is done by an outside accounting firm and includes the auditing of third party public service programs.