



# CARROLLTON TEXAS

*Where Connections Happen*

## One-Year Plan of Action *Program Year 2015*

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**Carrollton ranks #7 in WalletHub’s list of “Best and Worst Cities for First Time Homebuyers” –  
*WalletHub 2015***

**Carrollton ranks #12 in Forbes Magazine’s online list of “America’s 25 Best Places to Move” – *The  
21<sup>st</sup> Century City 2009***



The City of Carrollton’s NOTICE program (***Neighborhood-Oriented Targeted Infrastructure and Code Enforcement***) was awarded ***third place*** in the *Neighborhoods USA 2007*  
**Best Neighborhood Program of the Year Award**  
under the category of physical revitalization/beautification.

# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

The following One-Year Action Plan represents the first year of the City of Carrollton's 2015-2019 Consolidated Plan. It identifies activities to be undertaken in Program Year 2015 to address priority community needs. The Plan outlines and describes the resources available, the projects and activities to be funded and the proposed accomplishments for the 2015 program year.

The City of Carrollton has established the following housing and community development goals, objectives and outcomes to guide the use of funds for 2015-2019 program years.

- The three *Goals* will guide how the City allocates its block grant funding during the next five program years.
- The *Objectives* and *Outcomes* refer to the 2015, One-Year Action Plan. These fall under one of the three five-year goals. The objectives detail what the City intends to accomplish with the identified funding sources to meet housing and community development needs. The outcomes detail how the City will monitor the accomplishments (e.g., in terms of households assisted, facilities rehabilitated, etc).

The City expects to receive \$696,061 in CDBG funding for the 2015-2016 planning year. This funding will be used to partially fulfill the following overall, five-year goals and meet the annual objectives.

As captured in the analysis conducted for this Consolidated Plan, the City's housing needs are relatively modest. The City's community development needs, however, are much greater. As noted above, the City's infrastructure needs replacing to prevent substantial repair bills for owners. Low-income households in particular would have much difficulty affording the \$10,000 to \$15,000 it would take to pay for infrastructure improvements themselves. If these repairs were not made, infrastructure would continue to decline, leading to lower property values and neighborhood decline. To preserve the housing stock of its low and moderate income neighborhoods, the City has made public infrastructure improvements its top priority. The City will also provide funding to homeowners with rehabilitation needs and, through General Fund allocations, assist its social service organizations with needed operating dollars.

The need assessments and housing market analyses conducted to support the 2015-2019 Consolidated Plan identified two primary needs in Carrollton:

- 1) Very low income renters, who have grown in numbers in the past 5 years, have difficulty finding rental units they can afford. In 2012, an estimated 2,950 renters earned less than \$20,000 a

year. These renters needed rental units priced at less than \$500/month, but less than 50 were available. This leaves a shortage of 2,900 rental units for very low income renters.

2) Continued challenges in aging infrastructure, which is imperative to maintain preservation of the City's housing stock. The total cost of replacing the infrastructure for the City of Carrollton is estimated at over \$2 billion dollars. Currently, the City of Carrollton's infrastructure is estimated to have a C+ rating.

The City of Carrollton has a demonstrated commitment to serving its residents with the greatest needs. To continue this commitment and in order to effectively implement the Community Development Plan, the City will dedicate an estimated \$350,000 in general fund resources to fund partners providing social services to Carrollton residents in need.

To determine which low and moderate income neighborhoods have the greatest needs, the City has developed a needs identification and ranking system, which it reviews and updates on a regular basis. This system takes into account property/housing values, crime, age of housing stock, code violations and other relevant characteristics.

## **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

### **One-Year (2015) Action Plan—Objectives and Outcomes**

The following One-Year Objectives and Outcomes demonstrate how the City's specific activities support and achieve the three goals listed above.

#### **Goal No. 1: Revitalize and maintain public infrastructure in the City's low and moderate income neighborhoods.**

Due to the City's aging neighborhoods and unique circumstances involving soil quality in the Carrollton area, significant public infrastructure repairs are needed throughout the City. Rather than randomly address necessary repairs, the City has elected to systematically implement needed street, alley, sidewalk and water and sewer line repairs one neighborhood at a time until the entire public infrastructure in that area has been repaired or reconstructed. Once repairs have been completed the City ensures that the neighborhoods are well preserved through code enforcement activities.

**Objective 1.1. (SL-3.1, DH-3.1)** Continue to fund the City’s NOTICE program with CDBG dollars. Update and revise existing ranking system as needed to determine priority neighborhoods for program. Complete necessary repairs to street, alley, sidewalk and water and sewer line infrastructure until the entire neighborhood is repaired or reconstructed.

- *Outcome 1.1.* Through the NOTICE program, the City will repair and reconstruct all public infrastructure in two to three low and moderate income neighborhoods over the next five years.

**Objective 1.2. (SL-3.2, DH-3.2)** Continue to implement enhanced code enforcement with CDBG funds in neighborhoods where NOTICE repairs have been completed.

- *Outcome 1.2.* Utilization of enhanced code enforcement preserves infrastructure repairs and ensures that the improved aesthetic and structural quality of neighborhood will last.

**Objective 1.3. (SL-3.3)** Continue to provide matching grants with general funds to neighborhood groups to upgrade and restore public property in the City through the City’s Neighborhood Enhancement Matching Grant Program.

- *Outcome 1.3.* At the discretion of City Council, the City will continue to allocate an average of \$15,000 per year in Neighborhood Enhancement Matching Grant (NEMGP) funds. This will be matched by the community in sweat equity (volunteer work hours), donated materials, cash and labor.

**Goal No. 2: Preserve and strengthen existing housing stock through various housing rehabilitation programs.**

**Objective 2.1. (DH-3.4)** Continue to fund the City’s Housing Rehabilitation program with CDBG funds to assist low to moderate income homeowners complete minor home repairs that they would otherwise be unable to afford.

- *Outcome 2.1.* The City will provide financial assistance to approximately 15 households each year through its Housing Rehabilitation program.

**Goal No. 3: Assist local social service providers targeting low to moderate income residents.**

**Objective 3.1. (SL-2.1)** Continue to allocate a portion of the City’s General Fund towards grants and donations for Carrollton service providers that target low to moderate income residents.

<b>Outcome/Objective Codes</b>	<b>Availability/Accessibility</b>	<b>Affordability</b>	<b>Sustainability</b>
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

Table 1 -

**3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Last year’s accomplishments include: reconstruction of streets and sidewalks in the Carrollton Downs Phase I neighborhood, successful completion of nine Minor Home Repair projects and a total of 1,635 code enforcement actions in the CDBG target area. The City expended 100 percent of its CDBG funds for activities that principally benefit low and moderate income persons.

**Current Year’s (PY 2014) Activities Include:**

Analysis of Impediments to Fair Housing	\$40,000
NOTICE Carrollton Downs Phase I	\$542,738
NOTICE Jimmy Porter Park	\$15,000
Housing Rehabilitation	\$75,000
Enhanced Code Enforcement	\$58,341
<b>Total Funds</b>	<b>\$731,079</b>

To address these needs, the City proposes a Five-year strategy that focuses on preserving residential infrastructure, neighborhood stability and affordable housing. This will be supplemented by annual general fund contributions from the City to support the emergency assistance, homeless prevention and supportive services provided by nonprofit partners.

The City of Carrollton’s CDBG investments have been used to make long lasting improvements to many low and moderate income neighborhoods. Last year’s accomplishments include: reconstruction of streets and sidewalks in the Carrollton Downs, Phase I neighborhood, successful completion of fifteen Housing Rehabilitation projects and over 1,400 code enforcement actions in the CDBG target area. The City expended 100 percent of its CDBG funds for activities that principally benefit low and moderate income persons.

<b>Analysis of Impediments to Fair Housing</b>	<b>\$40,000</b>
NOTICE Carrollton Downs Phase I	\$542,738
NOTICE Jimmy Porter Park	\$15,000
Housing Rehabilitation	\$75,000

Enhanced Code Enforcement	\$58,341
Total Funds	\$731,079

**Table 2 - Current Year's (PY 2014) Activities**

**4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

Leadership responsibility for the success of this program ultimately rests with the City of Carrollton and more specifically with the Community Services Division. Community Services staff assists in coordinating the efforts of the entities involved, making periodic progress reports to federal, state and local governmental bodies, providing technical assistance to local not-for-profit organizations, and encouraging involvement from the business community.

**5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Public comments for the PY 2015 Annual Action Plan were for the majority in support of the Plan. One comment received was not in favor of supporting Code Enforcement with Federal funds another indicated interest in developing CDBG projects in the LMI area in central Carrollton around Peters Colony and Josey Ln.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

N/A all comments and views were included in the plan.

**7. Summary**

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator		Environmental Services and Community Development

**Table 3 – Responsible Agencies**

**Narrative (optional)**

**Consolidated Plan Public Contact Information**

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The City of Carrollton consulted with residents and stakeholders (e.g., social service providers, local churches, City departments and other community partners). Consultation included two public meetings to obtain citizen participation in the PY 2015 Annual Action Plan process; dialogue on Carrollton's Nextdoor social media channel; and other written communications. The process and results are described in detail in the attached summary of Citizen Input.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

As needed, the Division of Community Services provides technical assistance and information to private and public organizations that seek to provide affordable housing and support services to residents of Carrollton.

During the PY 2015 Annual Action Plan period, the City will continue to promote and emphasize the need for greater coordination between all agencies active in Carrollton so as to minimize the duplication of efforts. Cooperative efforts in applying for available funds will be initiated between public and private housing providers so as to maximize the potential for being awarded funds by the State and Federal Government. Efforts to enhance coordination between the public and private sector will ensure that needs are being properly addressed and that resources are being maximized.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

As detailed in the Citizen Input document (attached), homelessness is a relatively new need in the Carrollton community. The City is not formally a member of the Continuum of Care and through this planning process has begun to consider how to coordinate with the Continuum to address this emerging issue in the future.

### **Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City of Carrollton is not currently part of area Continuum of Care networks.



The City has expressed an interest and willingness to assist and participate in the Dallas Area Consortium on Homelessness, as well as the Denton County Consortium on Homelessness. This would be a supporting role, offering assistance to agencies that are working to mitigate homelessness in the region.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**Table 4 – Agencies, groups, organizations who participated**

2	<b>Agency/Group/Organization</b>	Metrocrest Services
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Metrocrest Services is the primary provider of nonprofit social services in the City of Carrollton. Metrocrest Services was sent the Draft Py 2015 Annual Action Plan via e-mail for comment.
3	<b>Agency/Group/Organization</b>	Bea's Kids
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Child Welfare Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Bea's Kids is a non-profit organization that has been serving underprivileged children. Bea's Kids was sent the Draft PY 2015 Annual Action Plan via e-mail for comment.
4	<b>Agency/Group/Organization</b>	Carrollton Community Gardens
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Carrollton Community Gardens/Keep Carrollton Beautiful is a non-profit organization that has been serving Carrollton with beautification, environmental responsibility and 3 community gardens. Carrollton Community Gardens/KCB was sent the Draft PY 2015 Annual Action Plan via e-mail for comment.
5	<b>Agency/Group/Organization</b>	Neighborhood Advisory Commission
	<b>Agency/Group/Organization Type</b>	Other government - Local

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Neighborhood Revitalization
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The NAC hosted a public forum attended by city staff, residents, leaders of neighborhood organizations and representatives of a local senior center. The forum consisted of a presentation about the PY 2015 Annual Action Plan and a discussion of housing and community development needs in Carrolton's LMI neighborhoods. More detail is provided in the attached Citizen Input document.
6	<b>Agency/Group/Organization</b>	CASA of Denton County
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Casa of Denton County was sent the Draft PY 2015 Annual Action Plan via e-mail for comment.
7	<b>Agency/Group/Organization</b>	CHILDREN'S ADVOCACY CENTER OF DENTON COUNTY
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Childrens' Advocacy Center was sent the Draft PY 2015 Annual Action Plan via e-mail for comment.
8	<b>Agency/Group/Organization</b>	CHRISTIAN COMMUNITY ACTION
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Health Agency

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Christian Community Action was sent the Draft PY 2015 Annual Action Plan via e-mail for comment.
9	<b>Agency/Group/Organization</b>	THE FAMILY PLACE
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Victims of Domestic Violence Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Family Place was sent the Draft PY 2015 Annual Action Plan via e-mail for comment.
10	<b>Agency/Group/Organization</b>	Metrocrest Community Clinic
	<b>Agency/Group/Organization Type</b>	Services-Health Health Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Metrocrest Community Clinic was sent the Draft PY 2015 Annual Action Plan via e-mail for comment.
11	<b>Agency/Group/Organization</b>	MOSAIC
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	MOSAIC was sent the Draft PY 2015 Annual Action Plan via e-mail for comment.

**Identify any Agency Types not consulted and provide rationale for not consulting**

N/A; all relevant agencies and organizations were invited to participate in the PY 2015 Annual Action Plan process.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care		

**Table 5 – Other local / regional / federal planning efforts**

**Narrative (optional)**

Carrollton participates in joint funding of the nonprofit organizations providing services to low income residents in many municipalities in the region. This cooperative funding promotes efficient delivery of services to residents in need and recognizes that needs do not end at jurisdictional boundaries--but require regional solutions.



## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The City of Carrollton and its community partners hosted two public meetings to obtain citizen participation in the PY 2015 Action Plan process.

The City of Carrollton promoted the public meetings through local print medias; social media including Carrollton’s Nextdoor channel; and through direct invitations to local stakeholders. The meetings were held on June 10 and 11, 2015 at two community venues—Carrollton’s Neighborhood Advisory Commission’s monthly meeting and Crosby Recreation Center in South Carrollton. A total of 2 residents and stakeholders participated in the meetings.

Each public meeting included:

A brief overview of the Action Plan purpose and process;

- A presentation of the allowed uses of CDBG funds;
- A presentation of the location of low and moderate income (LMI) areas in the City of Carrollton;
- A presentation of how the City has invested CDBG funds in LMI neighborhoods in the past; and

- A discussion with attendees about housing and community development needs in Carrollton and the activities they would prioritize.

Attendees included a mix of neighborhood association leaders, members of the real estate professional community and interested residents. In addition to the public meetings, residents submitted comments about needs through the City’s Nextdoor channel and stakeholders participated in interviews.

Citizens and stakeholders were also invited to comment on the draft PY 2015 Action Plan during the 30-day public comment period that began May 15 and ended July 30, 2015. A public hearing was held on July 7 with City Council where staff presented the proposed goals and objectives of the funding allocation for the 2015 Annual Action Plan.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish	3 residents attended, all English speaking. All very supportive of PY 2015 Annual Action Plan.	None	None	
2	Public Hearing	Non-targeted/broad community	7 NAC members in attendance. No community participation.	None	None	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Newspaper Ad	Non-targeted/broad community	Newspaper ad posted on 5/31/2015, 6/7/2015, 6/28/2015 and 7/5/2015	none	none	
4	Internet Outreach	Non-targeted/broad community	No comments received.	none	none	<a href="http://www.cityofcarrollton.com/cdbg">www.cityofcarrollton.com/cdbg</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Internet Outreach	Non-targeted/broad community		Two responses received. 1 expressed dissatisfaction with code enforcement and did not want grant funding applied toward Enhanced Code Enforcement. 2 - Expressed interest in more CDBG programs in the LMI area in Central Carrollton around Peters Colony Rd. & Josey Ln	none	<a href="http://www.nextdoor.com/carrollton">www.nextdoor.com/carrollton</a>

**Table 6 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c) (1, 2)

#### Introduction

This section discusses the resources that will be used to meet the goals of the 2014-2018 Five-year Consolidated Plan. These resources are financial, involve partnership opportunities, and include ability to leverage additional funds.

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	696,061	0	0	696,061	0	

Table 7 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

In exchange for the funding, the agencies and organizations work closely with the City in the provision of social services to all citizens in need.

The close partnership the City has with each agency grows with each year of collaboration. Staff that is employed as part of CDBG grant administration and planning activity provide technical, referral and capacity building assistance for the agencies on an ongoing basis.

The list below identifies some of the principal partners for the City's priority funding and service development:

- Bea's Kids
- CASA of Denton County
- Children's Advocacy Center for Denton County
- Christian Community Action
- The Family Place
- Habitat for Humanity
- Keep Carrollton Beautiful/Carrollton Community Gardens
- Launchability
- Metrocrest Community Clinic
- Metrocrest Services
- MOSAIC
- PediPlace

The City meets with all of its partners on an as-needed basis to develop organization capacity and programming offerings. Staff also regularly provides technical assistance and professional expertise to further develop institutional structure for all agencies and organizations serving the low-to-moderate income citizens of Carrollton.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City does not intend to use publicly owned land or property to fulfill the goals of the 2014-2018 Five-year Consolidated Plan.

**Discussion**

Please see above.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Goal 1. Improve Neighborhood Infrastructure	2014	2018	Non-Housing Community Development			CDBG: \$543,720	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 575 Persons Assisted
2	Goal 2. Enhance Code Enforcement	2014	2018	Non-Housing Community Development	2014-2018 NOTICE Priority Neighborhoods	Housing and Neighborhood Improvements	CDBG: \$58,341	Buildings Demolished: 5 Buildings Housing Code Enforcement/Foreclosed Property Care: 1500 Household Housing Unit
3	Goal 3. Provide Neighborhood Matching Grants	2014	2018	Non-Housing Community Development		Housing and Neighborhood Improvements		
4	Goal 4. Preserve Existing Housing Stock	2014	2018	Affordable Housing Non-Housing Community Development		Housing and Neighborhood Improvements	CDBG: \$79,000	Homeowner Housing Rehabilitated: 20 Household Housing Unit



Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Goal 5. Assist Service Providers	2014	2018	Homeless Non-Homeless Special Needs Non-Housing Community Development		Public Services/Social Supports		Homelessness Prevention: 15000 Persons Assisted
6	Promote Economic Development	2014	2018	Non-Housing Community Development				Facade treatment/business building rehabilitation: 5 Business

**Table 8 – Goals Summary**

### Goal Descriptions

1	<b>Goal Name</b>	Goal 1. Improve Neighborhood Infrastructure
	<b>Goal Description</b>	<p>As captured in the analysis conducted for this Consolidated Plan, the City’s housing needs are relatively modest. The City’s community development needs, however, are much greater. As noted above, the City’s infrastructure needs replacing to prevent substantial repair bills for owners. Low-income households in particular would have much difficulty affording the \$10,000 to \$15,000 it would take to pay for infrastructure improvements themselves. If these repairs were not made, infrastructure would continue to decline, leading to lower property values and neighborhood decline. To preserve the housing stock of its low and moderate income neighborhoods, many of which are minority-concentrated, the City has made public infrastructure improvements its top priority. In addition, the City will provide capital funding for materials and specialized labor for neighborhood revitalization in LMI target neighborhoods.</p> <p>To determine which low and moderate income neighborhoods have the greatest needs, the City has developed a needs identification and ranking system, which it reviews and updates on a regular basis. This system takes into account property/housing values, crime, age of housing stock, code violations and other relevant characteristics to determine which neighborhoods have the greatest needs and would benefit the most from community investment.</p>

2	<b>Goal Name</b>	Goal 2. Enhance Code Enforcement
	<b>Goal Description</b>	Utilization of enhanced code enforcement preserves infrastructure repairs and ensures that the improved aesthetic and structural quality of neighborhood will last.
3	<b>Goal Name</b>	Goal 3. Provide Neighborhood Matching Grants
	<b>Goal Description</b>	Continue to provide matching grants to neighborhood groups to upgrade and restore public property in the City through the City's Neighborhood Enhancement Matching Grant Program.
4	<b>Goal Name</b>	Goal 4. Preserve Existing Housing Stock
	<b>Goal Description</b>	Low-income households in particular would have much difficulty affording the \$3,000 to \$10,000 it would take to pay for housing improvements themselves. If these repairs were not made, infrastructure would continue to decline, leading to lower property values and neighborhood decline. To preserve the housing stock of its low and moderate income neighborhoods, many of which are minority-concentrated, the City has made it their priority to continue to fund the City's Housing Rehabilitation program which includes People Helping People, Minor Home Repair and Emergency Repair projects to assist low to moderate income homeowners complete minor home repairs that they would otherwise been unable to afford.
5	<b>Goal Name</b>	Goal 5. Assist Service Providers
	<b>Goal Description</b>	Continue to allocate a portion of the City's General Fund towards grants and donations for Carrollton service providers that target low to moderate income residents.
6	<b>Goal Name</b>	Promote Economic Development
	<b>Goal Description</b>	Continue to allocate a portion of the City's General Fund toward grants to maintain and enhance aging retail spaces through the Retail Redevelopment program.

**Table 9 – Goal Descriptions**

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

## AP-35 Projects – 91.220(d)

### Introduction

This section details the projects proposed for the 2015-2016 program year.

#	Project Name
1	Enhanced Code Enforcement
2	HOUSING REHABILITATION
3	N.O.T.I.C.E. - Infrastructure
4	N.O.T.I.C.E. - Neighborhood Revitalization Projects

**Table 10 – Project Information**

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The priorities for Program Year 2015 are based on identification of the greatest needs in Carrollton, as described in the MA and NA sections of the Consolidated Plan. These include aging infrastructure and aging housing stock. In Program Year 2015, the City of Carrollton will allocate a total of \$696,061 in CDBG funds to meet these objectives. The specific allocation of those funds is as follows:

- 78% or \$543,720 dedicated to physical improvements to the infrastructure within Carrollton Downs Neighborhood
- 2% or \$15,000 dedicated to physical improvements to parks and/or special projects in completed NOTICE Neighborhoods located in the CDBG target area – Rhoton Park walkway and lighting project
- 11% or \$79,000 dedicated to the development of the City’s Housing Rehabilitation Program which includes Minor Home Repair, Emergency Repair and People Helping people activities.
- 8% or \$58,341 for Enhanced Code enforcement in the CDBG Targeted area.

## Projects

### AP-38 Projects Summary

#### Project Summary Information

Table 11 – Project Summary

<b>1</b>	<b>Project Name</b>	Enhanced Code Enforcement
	<b>Target Area</b>	
	<b>Goals Supported</b>	Goal 2. Enhance Code Enforcement
	<b>Needs Addressed</b>	Housing and Neighborhood Improvements
	<b>Funding</b>	CDBG: \$58,341
	<b>Description</b>	To pay salary and benefits for code enforcement officer dedicated to designated CDBG target areas in Carrollton.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 1,500 Carrollton households will benefit from CDBG Enhanced code enforcement activities.
	<b>Location Description</b>	2014-2018 CDBG Target Areas.
	<b>Planned Activities</b>	Monitoring and enforcement of residential land use codes.
<b>2</b>	<b>Project Name</b>	HOUSING REHABILITATION
	<b>Target Area</b>	
	<b>Goals Supported</b>	Goal 4. Preserve Existing Housing Stock
	<b>Needs Addressed</b>	Housing and Neighborhood Improvements
	<b>Funding</b>	CDBG: \$79,000

	<b>Description</b>	Funding for owner occupied unit home repair for low to moderate income residents. Program includes emergency repair, minor exterior repair and people helping people volunteer projects for qualifying homeowners.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Twenty families are expected to benefit from home rehabilitation projects each year.
	<b>Location Description</b>	Locations will vary depending on where residents' homes are located in the City.
	<b>Planned Activities</b>	Emergency repair, minor exterior repair and people helping people volunteer projects for qualifying homeowners. Due to better identification and outreach of the Minor Home Repair Program a higher number of housing rehabilitation projects was completed by staff. And an additional \$15,000 to be redirected from unspent administrative funds due to cost savings and staff vacancies to the repair program.
<b>3</b>	<b>Project Name</b>	N.O.T.I.C.E. - Infrastructure
	<b>Target Area</b>	
	<b>Goals Supported</b>	Goal 1. Improve Neighborhood Infrastructure
	<b>Needs Addressed</b>	Neighborhood Infrastructure Improvements
	<b>Funding</b>	CDBG: \$543,720
	<b>Description</b>	Physical improvements to the infrastructure within Carrollton Downs Neighborhood.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	150

	<b>Location Description</b>	Carrollton Down Neighborhood, located within the 2014-2018 CDBG Target Areas, which includes 1000 block of Hersey Dr., 2300 & 2400 blocks of Sparling Way, 2400 & 2500 Towerwood, 2300 & 2400 Misty Way & 2300 & 2400 Ridgedale Dr.
	<b>Planned Activities</b>	Replace water and sewer lines, sidewalks, alleys and streets.
<b>4</b>	<b>Project Name</b>	N.O.T.I.C.E. - Neighborhood Revitalization Projects
	<b>Target Area</b>	
	<b>Goals Supported</b>	Goal 1. Improve Neighborhood Infrastructure
	<b>Needs Addressed</b>	Neighborhood Infrastructure Improvements
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	Complement to N.O.T.I.C.E. Infrastructure projects that include neighborhood revitalization efforts in local parks or other neighborhood initiated special projects.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Rhoton Park located within the 2014-2018 CDBG Target Areas.
	<b>Planned Activities</b>	Replacement of aging walking path and lighting in park.

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

During the 2015 Action Plan year, CDBG funding for the NOTICE program will be allocated to CDBG-eligible priority neighborhoods. Neighborhoods receiving improvements are ranked according to infrastructure needs.

For the 2014-2018 Consolidated Plan, low and moderate income (LMI) areas were identified based on the 2008-2012 and 2012 American Community Survey (ACS) and the 2014 HUD LMI categories.

The calculation used to identify LMI areas was: 1) Determine average household size by Census tract using 2012 ACS; 2) Determine the LMI ceiling by tract, which is 80% of the median family income limit closest to the tract-level average family size; 3) Using household income distribution data from the ACS, determine the number of households in the tract that earn less than the LMI ceiling; 4) Calculate the proportion of the tract's households that the LMI households represent. If 42.5% or more, the tract is a LMI tract. The LMI tracts are shown in the Grantee Unique Appendices. The first map identifies the LMI tracts in Carrollton. The second map shows the proportion of LMI households for all tracts.

During the 2015 Action Plan year, the City of Carrollton will allocate funding geographically toward the Carrollton Downs neighborhood, in Census tract 137.15, block group 1. This neighborhood is a minority-concentrated area.

The appendix also shows where minority concentrated tracts are located. These are based on the following definition: A minority concentrated area is any neighborhood or Census tract in which: 1) The percentage of households in a particular racial or ethnic minority group is at least 20 percentage points higher than the percentage of that minority group for the housing market areas; 2) The total percentage of minority persons is at least 20 percentage points higher than the total percentage of all minorities in the housing market areas as a whole; or 3) If a metropolitan area, the total percentage of minority persons exceeds 50 percent of its population. The housing market area is the region where it is likely that renters and purchasers would be drawn for a particular housing project. Generally the housing market area is the county.

### **Geographic Distribution**

Target Area	Percentage of Funds
2014-2018 NOTICE Priority Neighborhoods	89

**Table 12 - Geographic Distribution**

**Rationale for the priorities for allocating investments geographically**

Neighborhoods receiving improvements are ranked according to infrastructure needs and LMI status. Many of these neighborhoods are also minority concentrated areas.

**Discussion**

Please see above



## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

This section summarizes the affordable housing goals for the PY 2015 Action Plan

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

**Table 13 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	15
Acquisition of Existing Units	0
Total	15

**Table 14 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

Please see above

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

This section is not applicable, as Carrollton does not have a public housing authority.

### **Actions planned during the next year to address the needs to public housing**

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

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

### **Discussion**

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

This section describes the activities planned during the PY2015 program year to address the needs of persons who are homeless and other non-homeless special needs.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

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

Outreach to persons experiencing homelessness is done through the City's partners, primarily Metrocrest Services and Christian Community Action. Carrollton allocates a portion of general funds each year to supporting these organizations and their efforts to prevent homelessness and provide needed services to the homeless population. The needs of persons who are homeless are assessed routinely as part of program provision.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City will continue to partner with Metrocrest Services, who will provide the following services:

- Case Management
- Thorough assessment and evaluation of individual needs. Monitoring individuals as they move from homelessness to transitional housing to permanent housing
- Prevention
- Rent/Mortgage assistance
- Utility assistance
- Education and training on budgeting and financial management
- Supportive Services
- Emergency financial assistance
- Rent/Mortgage assistance
- Counseling and/or advocacy
- Medical/Dental/Vision assistance
- Emergency food assistance
- Emergency clothing assistance
- Emergency shelter assistance
- Employment assistance
- Transportation assistance
- Minor home repair

- Programs: holiday food and gifts
- Education
- Job counseling
- Employment skills training
- Tax preparation assistance
- Money management classes
- Summer camp
- Information and referral to various programs
- Seasonal programs: school supplies and school shoes

The above-mentioned services are provided to the homeless population, population at risk of becoming homeless and those transitioning from homelessness.

**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**

Please see above.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Please see above.

**Discussion**

Please see above.

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated

Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction**

This section describes the City's plan to address barriers in affordable housing identified in the 2015 Analysis of Impediments to Fair Housing Choice (AI).

**Actions it planned 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**

### **2015 Recommended Fair Housing Action Plan**

It is recommended that the City of Carrollton consider the following Fair Housing Action Plan (FHAP) and activities for reducing fair housing impediments.

**Action Item 1. Improve the personal credit and financial literacy of certain Carrollton residents.**

**Action Item 2. Continue city funding of home improvement and modification programs. Carrollton should continue to help low income residents with home improvements and accessibility modifications that they cannot afford and/or for which they cannot access residential credit from the private sector.**

**Action Item 3. Increase the inventory of deeply affordable rentals in Carrollton. The city should continue to support the development of subsidized rental units that are affordable to residents earning less than \$20,000 per year, and accommodate a range of unit sizes to ensure that the families living in poverty with children have access to stable and affordable housing.**

**Action Item 4. Modify some aspects of the city's land use code to mitigate discriminatory treatment of persons with disabilities.**

**Action Item 5. Improve access to fair housing information**

### **Discussion**

The fair housing impediments found in the 2015 AI update are discussed below.

**Impediment 1. Residential credit—particularly home improvement loans—can be difficult for minority households in Carrollton to access. This may adversely affect conditions of Carrollton's neighborhoods with high proportions of minority residents.**

- Residential loans are denied between 20 and 30 percent of the time for most minority applicants, compared to between 13 and 14 percent for non-Hispanic, white and Asian applicants.
- Middle-income African American loan applicants are denied residential loans at almost twice the rate of white applicants
- For the majority of borrower groups (whites excepted), home improvement loans are denied more than 70 percent of the time. The high rates of denials have implications for the condition of homes—and spillover effects in neighborhoods—of the city’s minority residents.
- Although not perfectly correlated, many areas of high denials and high subprime lending are also the neighborhoods where minority residents are concentrated.

**Impediment 2. Lack of affordable rental housing in Carrollton may disproportionately impact Hispanic residents and children.**

Carrollton’s Hispanic residents have a poverty rate that is twice as high as other racial groups. Children have the highest poverty rate of any age cohort. As such, these two groups of residents are disproportionately affected by limited affordable housing in the city.

The limited number of affordable rentals in Carrollton relative to low income household growth, coupled with rising housing costs, has increased the need for affordable rentals during the past decade. The shortage of affordable rentals may disproportionately impact residents of Hispanic descent and children, who have the highest rates of poverty in Carrollton.

**Impediment 3. Fair housing information may be difficult for residents to find.**

Although city staff have a standard process for referring residents with questions about their fair housing rights to appropriate organizations in the greater Dallas area, city websites do not contain information about fair housing. When faced with fair housing questions, residents would need to contact city staff directly, then be referred to the appropriate department or organization outside of Carrollton.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

This section reports additional efforts the City will undertake during the 2015-2016 program year to address residents' housing and community development needs.

### **Actions planned to address obstacles to meeting underserved needs**

Limited funding and resources to address the most complicated situations (e.g., chronically homeless) are the primary obstacles to meeting underserved needs in Carrollton. The City will allocate approximately \$350,000 in general fund dollars to its social service partners to help meet the basic unmet needs of residents, including food, medical care, clothing and emergency housing assistance.

### **Actions planned to foster and maintain affordable housing**

Housing actions will be accomplished through existing efforts to preserve affordable housing through neighborhood and housing unit improvement programs (NOTICE, Housing Rehabilitation).

### **Actions planned to reduce lead-based paint hazards**

Mitigating lead based paint hazards will mostly be accomplished through lead paint testing and, if lead is found, abatement through the Minor Home Repair program.

The City will also provide information to all program applicants regarding the hazards of lead based paint and display and distribute materials (in English and Spanish) on lead based paint hazards during annual community events.

### **Actions planned to reduce the number of poverty-level families**

In addition, the Division of Community Services will provide technical assistance and information to private and public organizations that seek to provide affordable housing and support services to residents of Carrollton.

### **Actions planned to develop institutional structure**

The City will promote and emphasize the need for greater coordination between all agencies active in Carrollton so as to minimize the duplication of efforts. Cooperative efforts in applying for available funds will be initiated between public and private housing providers so as to maximize the potential for being awarded funds by the State and Federal Government. Efforts to enhance coordination between the public and private sector will ensure that needs are being properly addressed and that resources are being maximized.



**Actions planned to enhance coordination between public and private housing and social service agencies**

Please see above.

**Discussion**

Please see above.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

## Discussion

## Attachments

**City Council Resolution**

**RESOLUTION NO. 3818**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, ACKNOWLEDGING THE DRAFT ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING AND ADOPTING THE DRAFT PROGRAM YEAR 2015 COMMUNITY DEVELOPMENT BLOCK GRANT ONE-YEAR PLAN OF ACTION AND BUDGET; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Carrollton, Texas (the "City") is a Home Rule municipality possessing the full power of local self-government pursuant to Article 11, Section 5 of the Texas Constitution, Section 51.072 of Texas Local Government Code and its Home Rule Charter; and

**WHEREAS**, the City of Carrollton is entitled to receive \$696,061 in Community Development Block Grant funds from the United States Department of Housing and Urban Development in Program Year 2015; and

**WHEREAS**, the Neighborhood Advisory Commission reviewed the draft Analysis of Impediments to Fair Housing and Program Year 2015 Community Development Block Grant One Year Plan of Action and Budget; and

**WHEREAS**, on June 11, 2015, the Neighborhood Advisory Commission held a public hearing on the Analysis of Impediments to Fair Housing and Program Year 2015 Community Development Block Grant One Year Plan of Action and Budget, and, after all persons were given an opportunity to present verbal and written testimony, did consider and make recommendations for this Plan and Budget incorporated therein; and

**WHEREAS**, the City Council conducted a public hearing on July 21, 2015 and thereby provided all persons with an opportunity to present verbal and written testimony; and

**WHEREAS**, the City Council has concluded that the adoption of the Plan and Budget for Program Year 2015 is in the best interest of the City and is for the purpose of securing additional community development resources for the primary benefit of low and moderate income citizens;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:**

**SECTION 1**

All of the above premises are found to be true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified and incorporated into the body of this Resolution as if copied in their entirety.

**SECTION 2**

The Analysis of Impediments to Fair Housing assesses housing opportunities in Carrollton, has been reviewed, and is hereby acknowledged by the City Council.

**SECTION 3**

The Program Year 2015 Community Development Block Grant One Year Plan of Action and Budget, which draft document is attached hereto and incorporated herein for all purposes, establishes the strategies and goals for the Carrollton Community Development Block Grant Program and is hereby adopted by the City Council.

**SECTION 4**

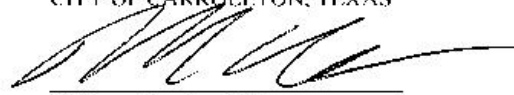
The City Manager is authorized to take those steps reasonable and necessary to comply with the intent of this Resolution.

**SECTION 5**

This Resolution shall take effect immediately from and after its passage.


**DULY PASSED AND APPROVED** by the City Council of the City of Carrollton, Texas this 21<sup>st</sup> day of July, 2015.

CITY OF CARROLLTON, TEXAS




Matthew Marchant, Mayor

ATTEST:


  
Krystle Nelinson, City Secretary



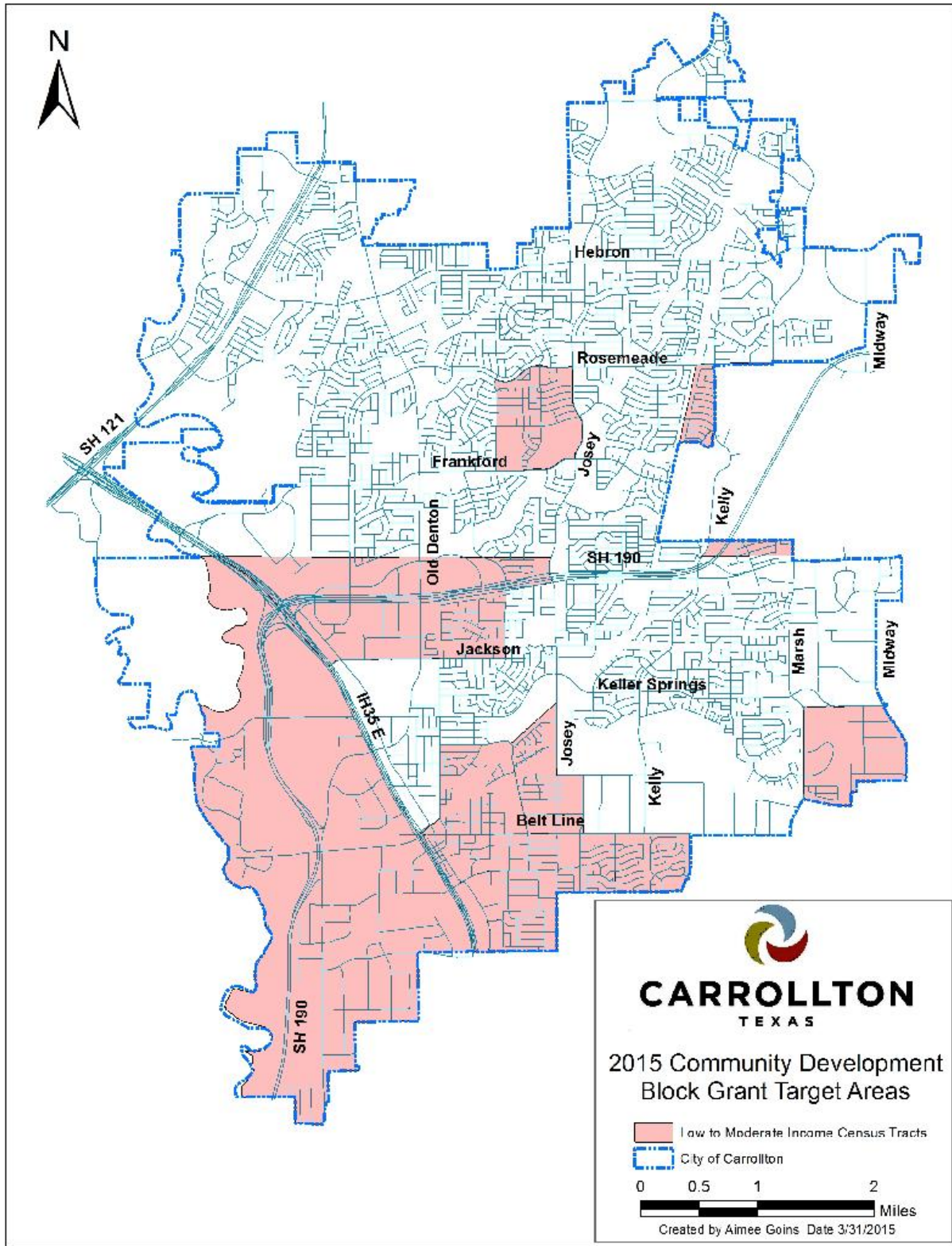
APPROVED AS TO FORM:

  
Meredith A. Ladd  
City Attorney

APPROVED AS TO CONTENT:

  
Scott Hudson  
Environmental Services Director  
*Signed For Scott Hudson*

Grantee Unique Appendices



Grantee SF-424's and Certification(s)



# SF 424

The SF 424 is part of the CPMP Annual Action Plan. SF 424 form fields are included in this document. Grantee information is linked from the 1CPMP.xls document of the CPMP tool.

**SF 424**

07/28/2015	B-15-MC-48-0037	<b>Type of Submission</b>	
Date Received by state	State Identifier	<b>Application</b>	<b>Pre-application</b>
Date Received by HUD	Federal Identifier	<input type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input checked="" type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
<b>Applicant Information</b>			
<b>Jurisdiction</b>		<b>UOG Code</b>	
City of Carrollton		<b>Organizational OUNS:</b> #071378145	
1945 E. Jackson Rd		<b>Organizational Unit:</b> Municipal Government	
Carrollton	TX	<b>Department:</b> Environmental Services	
75006	Country: USA	<b>Division:</b> Community Services	
<b>Employer Identification Number (EIN):</b>		Dallas, Denton & Collin	
75600478		<b>Program Year Start Date:</b> 10/01/14	
<b>Applicant Type:</b>		<b>Specify Other Type if necessary:</b>	
Municipal		Specify other Type	
<b>Program Funding</b>		<b>U.S. Department of Housing and Urban Development</b>	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
<b>Community Development Block Grant</b>		14.218 Entitlement Grant	
Grant Planning and Administration; Reconstruction of Streets & Sidewalks – Carrollton Downs; Minor Home Repair Program; Enhanced Code Enforcement		City of Carrollton, Dallas, Denton & Collin Counties, State of Texas	
CDBG Entitlement: \$696,061		Describe	
\$0		0	
0		0	
Program Income: \$0		0	
Total Grant: \$696,061			
<b>Home Investment Partnerships Program</b>		14.239 HOME	
HOME Project Titles		Description of Areas Affected by HOME Project(s)	
\$HOME Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged	\$Additional State Funds Leveraged		



\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOME-based Project(s)			
<b>Housing Opportunities for People with AIDS</b>		14,241 HOPWA	
HOPWA Project Titles		Description of Areas Affected by HOPWA Project(s)	
\$HOPWA Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)			
<b>Emergency Shelter Grants Program</b>		14,231 ESG	
ESG Project Titles		Description of Areas Affected by ESG Project(s)	
\$ESG Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s)			
Congressional Districts of: 3 <sup>rd</sup> , 26 <sup>th</sup> & 32 <sup>nd</sup>		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts	Project Districts		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on DATE
<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No	Program is not covered by EO 12372
		<input type="checkbox"/> N/A	Program has not been selected by the state for review
<b>Person to be contacted regarding this application</b>			
Tanya Ferencak			
Sr. Community Development Specialist		(972) 466-5742	(972) 466-3175
tanya.ferencak@cityofcarrollton.com		http://www.cityofcarrollton.com	
Signature of Authorized Representative		Date Signed	
Leonard Martin, City Manager		July 28, 2015	

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** - The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** - It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** - It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about
  - a) The dangers of drug abuse in the workplace;
  - b) The grantee's policy of maintaining a drug-free workplace;
  - c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -  
Notify the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the

receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (a) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** - To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

**Authority of Jurisdiction** - The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** - The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** - It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

  
\_\_\_\_\_  
Signature/Authorized

July 31, 2015  
Official Date

City Manager  
\_\_\_\_\_  
Title

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year 2013 shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

  
\_\_\_\_\_  
Signature/Authorized

July 31, 2015  
Official Date

City Manager  
\_\_\_\_\_  
Position Title

## Appendix to Certifications

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:  
  
Place of Performance (Street address, city, county, state, zip code)

City of Carrollton  
1945 E. Jackson Rd.  
Carrollton TX 75006

Check \_\_\_ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of sub-recipients or subcontractors in covered workplaces).

## Discharge Policy

U.S. Department of Housing and Urban Development  
Interagency Council on the Homeless

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Required of all State and local government applicants. Submit this certification along with the HUD form SF 424. (You may submit a single certification covering all of your projects.)

I hereby certify that as a condition for any funding received as a result of this competition, our government agrees to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I understand that this condition for award is intended to emphasize that States and units of general local government are primarily responsible for the care of these individuals, and that McKinney-Vento Act funds are not to be used to assist such persons in place of State and local resources.

\_\_\_\_\_  
Authorized signature of applicant  
(required only for applicants that are States or  
units of general local government)

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Date