

CITY OF ALLEN 2021-2022 ANNUAL ACTION PLAN

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Action Plan

Section 91.220

Executive Summary - 91.220(b)

The Action Plan describes how funds received from the Community Development Block Grant (CDBG) program and CDBG-COVID program will be utilized for the 2021-2022 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 2020-2024 Consolidated Plan as amended.

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 2021-2022 program year will be the sixteenth 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 many cases, have exceeded expectations. Funds are being spent in a timely manner with most funds being spent prior to the end of each program year.

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 10, 2021. The first public hearing was held at 2:00 p.m. on Monday July 12, 2021 in the City Council Conference Room located at 305 Century Parkway Allen, TX. The second public hearing was held before the City Council at 7:00 p.m. on July 27, 2021 in the City Council Chamber located at 305 Century Parkway Allen, TX. No comments were received. The 2021-2022 Annual Action Plan was approved for submission to the U. S. Department of Housing and Urban Development by the City Council on July 27, 2021.

Resources – 91.220(c)

The City expects to receive \$436,081 through the CDBG Entitlement program for Plan Year 2021-2022. No program income is expected to be received during this program year. In addition to CDBG funds, the City will provide funding to public service agencies.

The City also continues to expend the \$672,286 in CDBG-COVID (CV) funds allocated by HUD in the 2020 Plan Year to prevent, prepare for, and respond to coronavirus.

Activities to Be Undertaken – 91.220(d)

The activities to be undertaken will implement the priorities and objectives established in the 2020-2024 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 for 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 childcare services.

Objective #4: Prevent, prepare for, and respond to coronavirus.

Strategy #4: Assist residents and businesses affected by the coronavirus through a variety of activities.

Goal: Provide support to City of Allen residents classified as very low to moderate income persons to prevent, prepare for, and respond to coronavirus, as well as support small businesses that have suffered COVID related losses.

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	2020	Housing Units	10	21	210%
			2021	Housing Units	10	-	-
			2022	Housing Units	10	-	-
			2023	Housing Units	10	-	-
			2024	Housing Units	10	-	-
			MULTI-YEAR GOAL				50
Sustainability of Decent Housing (DH-2)							
D H 1. 2	To provide information about housing, homeownership, fair housing and lead base paint hazards.	CDBG	2020	People	20	21	105 %
			2021	People	20	-	-
			2022	People	20	-	-
			2023	People	20	-	-
			2024	People	20	-	-
			MULTI-YEAR GOAL				100
Suitable Living Environment (SL-1)							
S L 1. 1	Increase accessibility to health and human services.	CDBG	2020	Households	100	100	100 %
			2021	Households	100	-	-
			2022	Households	100	-	-
			2023	Households	100	-	-
			2024	Households	100	-	-
			MULTI-YEAR GOAL				500
Suitable Living Environment (SL-2 COVID)							
S L 1. 2 C V	Provide support to City of Allen residents classified as very low to moderate income persons to prevent, prepare for, and respond to coronavirus through tutoring programs for K-12 students.	CDBG-CV	2020	Students	12	17	142%
			2021	Students	12	-	-
			2022	Students	-	-	-
			2023	Students	-	-	-
			2024	Students	-	-	-
			MULTI-YEAR GOAL				24

Economic Opportunity (EO-1 COVID)							
E O 1. 1	Support small businesses that have suffered COVID related losses through grant opportunities.	CDBG- CV	2020	Businesses	8	8	100 %
			2021	Businesses	7	-	-
			2022	Businesses	-	-	-
			2023	Businesses	-	-	-
			2024	Businesses	-	-	-
			MULTI-YEAR GOAL				15

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**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 \$40,000 each and minor repairs at a maximum of \$5,000. It is anticipated that ten (10) dwellings will be rehabilitated or improved through this program using CDBG funding.

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 10/1/2021	Completion Date 9/30/2022
Performance Indicator Housing Units - 01	Annual Units 10

Funding Sources:

CDBG	\$370,669
ESG
HOME
HOPWA
Total Formula
Prior Year Funds	\$0
Assisted Housing
PHA
Other Funding
Total	\$370,669

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 10/1/2021	Completion Date 9/30/2022
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

Reasonable costs of program management including program information materials and advertising, report preparation, staff training and administrative support.

Location Community Wide

Objective Number 2	Project ID	Funding Sources:	
HUD Matrix Code 21A	CDBG Citation 570.206	CDBG	\$0
Type of Recipient Local Govt.	CDBG National Objective	ESG
Start Date 10/1/2021	Completion Date 9/30/2022	HOME
Performance Indicator 0	Annual Units	HOPWA
		Total Formula
		Prior Year Funds
		Assisted Housing
		PHA
		Other Funding
		Total	\$0

**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

The emergency assistance program provides one-time or short term, a 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 2018-2019 Plan Year ACO is predicted to serve approximately 100 households with rent and utility assistance, of which 100% are 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 10/1/2021	Completion Date 9/30/2022
Performance Indicator People - 01	Annual Units 150

Funding Sources:

CDBG	\$65,412
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total	\$65,412

**Table 6.6 (HUD Table 3C) Consolidated Plan Listing of Projects
Public Services**

Applicant's Name City of Allen

Priority Need Public Services-COVID

Project Title Public Service Activities- COVID

Project Description

The Community Enhancement Department will provide tutoring services to income eligible households with students enrolled in K-12 grades in home, public or private school, food services to seniors, and utility assistance to qualified residents. All activities are based on COVID related need. It is estimated that this funding will aid approximately 52 individuals.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location Citywide

Objective Number 4	Project ID	Funding Sources:	
HUD Matrix Code 05Q	CDBG Citation 570.201(e)	CDBG	-----
Type of Recipient Subrecipient	CDBG National Objective LMC	ESG	-----
Start Date 10/1/2021	Completion Date 9/30/2022	HOME	-----
Performance Indicator Students - 01	Annual Units 24	HOPWA	-----
		Total Formula	-----
		Prior Years Funds (CDBG-CV)	\$130,443.30
		Assisted Housing	-----
		PHA	-----
		Other Funding	-----
		Total	\$130,443.30

**Table 6.7 (HUD Table 3C) Consolidated Plan Listing of Projects
Economic Opportunity**

Applicant's Name City of Allen

Priority Need Economic Opportunity-COVID

Project Title Small Business Grant Program

Project Description

The Community Enhancement Department will provide grants to eligible brick and mortar small business (55 employees or less) directly impacted by COVID-19. It is estimated that this funding will aid approximately 15 small businesses.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location Citywide

Objective Number 4	Project ID	Funding Sources:	
HUD Matrix Code 05Q	CDBG Citation 570.201(e)	CDBG	-----
Type of Recipient Business Owners	CDBG National Objective LMC	ESG	-----
Start Date 10/1/2021	Completion Date 9/30/2022	HOME	-----
Performance Indicator Businesses	Annual Units 15	HOPWA	-----
		Total Formula	-----
		Prior Years Funds (CDBG-CV)	\$366,413.96
		Assisted Housing	-----
		PHA	-----
		Other Funding	-----
		Total	\$366,413.96

**Table 6.8 (HUD Table 3C) Consolidated Plan Listing of Projects
Program Administration**

Applicant's Name City of Allen

Priority Need Program Administration-COVID

Project Title COVID/Administration

Project Description

Reasonable costs of program management including program information materials and advertising, report preparation, staff training and administrative support.

Location Citywide

Objective Number 4	Project ID	Funding Sources:	
HUD Matrix Code 21A	CDBG Citation 570.206	CDBG	-----
Type of Recipient Local Govt.	CDBG National Objective	ESG	-----
Start Date 10/1/2021	Completion Date 9/30/2022	HOME	-----
Performance Indicator 0	Annual Units	HOPWA	-----
		Total Formula	-----
		Prior Years Funds (CDBG-CV)	\$175,428.74
		Assisted Housing	-----
		PHA	-----
		Other Funding	-----
		Total	\$175,428.74

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.
4. Twenty- four (24) individuals will receive public services related to a COVID related loss.
5. Seven (7) small businesses will receive grants to aid in COVID related loss.

Budget Summary

Activity	2020-2021 CDBG Funds	2021-2022 CDBG Funds	Previous Year Rollover Funds	Total Available
Owner-Occupied Housing Rehabilitation Program	\$354,073.46	\$370,669	\$0	\$370,669
Public Service	\$71,847.54	\$65,412	\$0	\$65,412
Program Administration	\$10,000.00	\$0	\$7,000	\$7,000.00
CDBG-CV Public Service	\$130,443.30		\$100,000	\$100,000.00
CDBG-CV Economic Opportunity	\$366,413.96		\$86,413.96	\$86,413.96
CDBG-CV Program Administration	\$175,428.74		\$121,489.00	\$121,489.00
Total	\$1,108,207.00	\$436,081.00	\$314,903.00	\$750,984.00

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 2021-2022 program year:

Plan Year 2021-2022 Community Development Block Grant Allocation = \$436,412

Limitations	Maximum	Proposed
15% Limitation on Public Service Activities	\$65,412	\$65,412
20% Limitation on Program Administration	\$87,216.20	\$0

Geographic Distribution – 91.220(f)

CDBG funds must be utilized for persons and activities located within the city limits of Allen. In year's past the home repair program has been limited to five target neighborhoods. However, based on community survey results and aging neighborhoods citywide, this program was expanded citywide in the 2020-2021 Plan Year to low-to-moderate income homeowners living in homes 25+ years old. 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	\$370,669	100% TARGET AREAS
2.	Public Service Funding	\$65,412	100% COMMUNITY WIDE
3.	Program Administration	\$0	100% COMMUNITY WIDE
4.	Housing Education	\$0	100% COMMUNITY WIDE
5.	Program Administration-CV	\$121,489	100% COMMUNITY WIDE
6.	Economic Opportunities-CV	\$86,414	100% COMMUNITY WIDE
7.	Public Service Funding-CV	\$100,000	100% COMMUNITY WIDE

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: 2021-2022	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 checked="" 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 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.

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 functions 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.