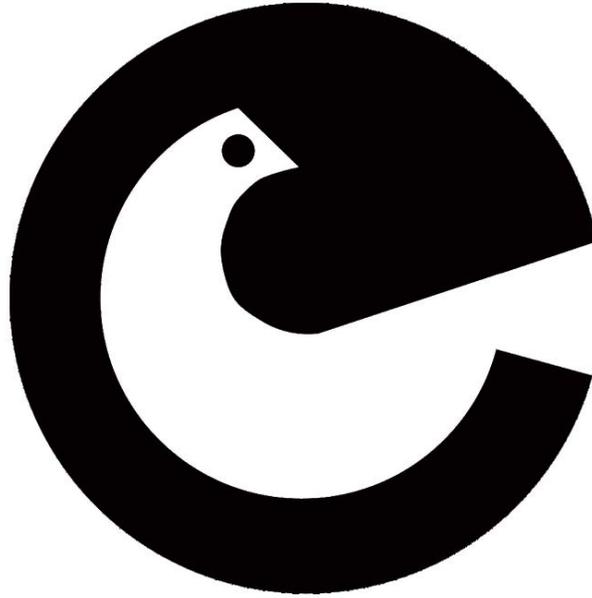


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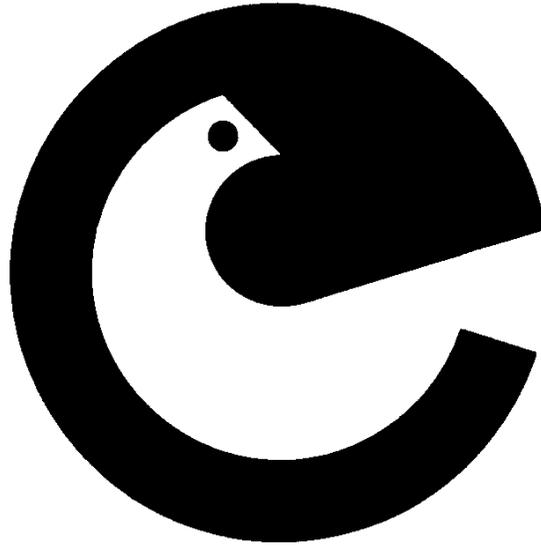
**One-Year Plan
of Action**

Program Year 2003

Prepared By:

David Gwin, Economic Development Manager

City of Carrollton, Department of Economic Development, 1945 East Jackson Road, Carrollton, Texas 75006



CARROLLTON



City Council

Mark Stokes, Mayor
Tim Hayden, Place 1
Becky Miller, Place 2
Matthew Marchant, Place 3

Terry Simons, Place 4
Larry Williams, Place 5
Ron Branson, Place 6
Herb Weidinger, Place 7

Neighborhood Advisory Commission

Darla Atchley, Seat 1
Britt Cumbie, Seat 2
Pat Cochran, Seat 3, Vice-Chair
Rhonda Williams, Seat 4
Henry Sih, Seat 5

Bob Entrican, Seat 6
Dave Oldfield, Seat 7, Chair
John Roppolo, Seat 8
Nancy Putnam, Seat 9

June 2003

TABLE OF CONTENTS

I.	Summary of the PY 2003 One-Year Action Plan	1
	a) Introduction	1
	b) PY 2003 Funding Summary	1
	c) Citizen Participation	2
	d) Public Notices	3
II.	PY 2003 Funding Sources	4
	a) Funding Summary	4
	b) SF-424 Application – CDBG	5
III.	PY 2003 Projects/Activities	6
	a) Project Summary	6
	b) CPD Listing of Proposed CDBG Projects	7
	c) Action Plan Narratives	11
	d) Other Proposed Projects/Activities	16
IV.	PY 2003 Proposed Projects Map	17
	a) Proposed PY 2003 CDBG Project Map	17
	b) Proposed PY 2003 CDBG Project Map / Minority Concentrations	19
V.	Other Program Requirements	21
	a) Monitoring Standards and Procedures	21
VI.	Certifications	23

Appendices

Appendix A - Summary of Citizen Comments	30
Appendix B - Resolution Adopting PY 2003 One-Year Plan of Action	31
Appendix C – Social Service Agencies and Services Offered	33

INTRODUCTION

In accordance with 24 CFR Part 91.220 of Title I of the Housing and Community Development Act of 1974, as amended, the city of Carrollton, a Federally-designated entitlement community, is required to submit a One-Year Plan of Action to the United States Department of Housing and Urban Development (HUD). This planning document represents the City of Carrollton's PY 2003 One-Year Action Plan for the Community Development Block Grant (CDBG) Program. The plan outlines the specific projects and activities that will be funded during the 2003 program year to address Carrollton's community development priorities as established in the 1999-2005 Carrollton Consolidated Plan.

Carrollton's 1999-2005 Consolidated Plan describes the city's strategies and anticipated resources over a five-year period in order to create a stronger link between the needs in the city, strategies and available resources. Based on the needs analysis of the city of Carrollton in 1999, the following strategy areas were identified and are reaffirmed in this one-year plan of action:

- Infrastructure Improvements: Includes improvements to streets, sidewalks and water and sanitary sewer lines;
- Public Facility and Park Improvements: Includes improvements to existing public facilities and the construction of new facilities;
- Human Service Strategies: Enhancement of services to meet the needs of low-to-moderate income citizens;
- Lead-Based Paint: Education and reduction of lead-based paint hazards to all citizens at risk;
- Housing: Education and assistance to all citizens in the furtherance of fair, safe and affordable housing opportunities;
- Economic Development & Anti-Poverty Strategy: Support training and employment opportunities for all citizens.

PY 2003 Funding Summary

The city of Carrollton is an entitlement grantee under HUD's Community Development Block Grant (CDBG) Program. The city's PY 2003 allocation under the program is \$975,399. In addition, the city will receive \$30,433 in PY 2002 program income that will be programmed under the PY 2003 One-Year Plan of Action. The total amount to be programmed for the PY 2003 period is \$1,005,832.

The city also anticipates that it will receive \$59,276 in rental income during PY 2003. However, actual program income will not be known until any and all operating costs have been identified. It is anticipated that any PY 2003 income will be programmed during the PY 2004 budget process.

Citizen Participation

To ensure general citizen participation in the PY 2003 One-Year Plan of Action process, the city followed its adopted 1999-2005 Citizen Participation Plan. Information on the public hearing was developed and mailed out to neighborhood associations, social service agencies, City Council, Neighborhood Advisory Commission (NAC), churches, civic service clubs and interested citizens. Notices were also published in the **Northwest Morning News**, a local publication of the *Dallas Morning News*, and in **The Courier**, a monthly, community-wide neighborhood newsletter published by the city's Neighborhood Partnership Office.

The Neighborhood Advisory Commission held a public hearing on April 10, 2003 and the City Council held a public hearing on June 17, 2003. The public hearings updated citizens on the status of current CDBG activities and offered the proposed PY 2003 CDBG One-Year Plan of Action for public review. Both public hearings were held in the evening at City Hall, which is centrally located in the community.

After the PY 2003 One-Year Plan of Action was drafted, an advertisement was placed in the **Northwest Morning News** summarizing the plan and announcing that the plan was available for public review. Instructions were also provided on how to submit comments on the document. The advertisement also included pertinent information on upcoming public hearings. Notices were also included in the April and June 2003 editions of **The Courier**. All comments were addressed before submitting the plan to HUD.

PUBLIC NOTICES

The advertisement presented below was published in the *Northwest Morning News*, a local edition of the *Dallas Morning News* on May 16, 2003 and June 6, 2003. It was also published in the June 2003 edition of *The Courier*, a monthly community-wide neighborhood newsletter. A similar version of this advertisement was also published in the *Northwest Morning News* on March 28, 2003 prior to the April 10, 2003 Neighborhood Advisory Commission Public Hearing on the PY 2003 CDBG Program.

NOTICE OF PUBLIC HEARING

On October 1, 2003, the city of Carrollton will receive \$975,399 in Community Development Block Grant (CDBG) funds from the United States Department of Housing and Urban Development (HUD). According to Federal law, these funds must be utilized for the principal benefit of persons of low- and moderate-income in Carrollton. In addition, the city will program \$30,433 in PY 2002 CDBG program income.

Activities eligible for funding under the CDBG Program include: the enhancement or rehabilitation of community facilities; reconstruction of streets and sidewalks; replacement of water mains and sewer lines; improvements to public parks; housing rehabilitation; first-time homebuyers assistance; etc.

The Neighborhood Advisory Commission (NAC) held a public hearing on April 10, 2003 to receive public input on the use of these CDBG funds and met on May 8, 2003 to formulate a budget recommendation to the City Council. The NAC proposed PY 2003 Carrollton CDBG Budget is as follows:

<u>Grant Administration and Planning</u>	\$106,835
<u>Phase I – Reconstruction of Streets & Sidewalks in the Holiday Park Neighborhood</u> – Which includes: Pleasant Run Road, Perry Road, Moonbeam Lane, Fairfax Lane, Foxcrosst Lane, Appletree Lane, School Road, Chevy Chase Drive, Wintergreen Road, Burning Tree Lane; Located in U.S. Census Block Groups 137.02. 7 and 137.02.5	\$898,997
<u>Total PY 2003 CDBG Budget</u>	\$1,005,832

A copy of the draft PY 2003 CDBG One-Year Plan of Action is available for public review in the Department of Economic Development, City Hall, 1945 East Jackson Road, and a digital copy is available on-line at <http://www.cityofcarrollton.com>.

The City Council will hold a public hearing on June 17, 2003 to receive your comments on the proposed PY 2003 One-Year Plan of Action and Budget. This public hearing will be held at 7:00 p.m. in the City Council Chambers on the 2nd Floor of City Hall, 1945 E Jackson Road.

If you are unable to attend, you may submit written comments, concerns and/or ideas to the following address:

City of Carrollton
c/o David Gwin, AICP, CED
Department of Economic Development
1945 E Jackson Road
Carrollton, Texas 75006

PHONE: (972) 466-4215
FAX: (972) 466-4882
EMAIL: david.gwin@cityofcarrollton.com



Funding Sources

Entitlement Grant (includes reallocated funds)		
CDBG	\$975,399	
ESG	\$0	
HOME	\$0	
HOPWA	\$0	
Total		\$975,399
Prior Years' Program Income NOT previously programmed or reported		
CDBG	\$0	
ESG	\$0	
HOME	\$0	
HOPWA	\$0	
Total		\$0
Reprogrammed Prior Years' Funds		
CDBG	\$0	
ESG	\$0	
HOME	\$0	
HOPWA	\$0	
Total		\$0
Total Estimated Program Income		
Gravley Center Rental Income	\$30,433	
Total		\$30,433
Section 108 Loan Guarantee Fund		\$0
TOTAL FUNDING SOURCES		\$1,005,832
Other Funds		\$0
Submitted Proposed Projects Totals		\$1,005,832
Un-Submitted Proposed Projects Totals		\$0

Application for Federal Assistance

		2. Date Submitted 08/01/03	Applicant Identifier B-03-MC-48-0037
1. Type of Submission: Application: Non - Construction Preapplication: Not Applicable	3. Date Received by State		State Application Identifier
	4. Date Received by Federal Agency		Federal Identifier
5. Applicant Information			
Legal Name City of Carrollton, Texas		Organizational Unit Department of Economic Development	
Address 1945 E Jackson Road Carrollton, TX 75006 Dallas, Denton & Collin		Contact David Gwin, AICP, CED 972-466-4215	
6. Employer Identification Number (EIN): 756000478		7. Type of Applicant: Municipal	
8. Type of Application: Type: Continuation			
		9. Name of Federal Agency: Department of Housing and Urban Development	
10. Catalog of Federal Domestic Assistance Number: Catalog Number: 14.218 Assistance Title: Community Development Block Grant		11. Descriptive Title of Applicant's Project: Community Development Block Grant Program Entitlement	
12. Areas Affected by Project: City of Carrollton, Dallas and Denton Counties, State of Texas			
13. Proposed Project:		14. Congressional Districts of:	
Start Date 10/01/03	End Date 09/30/04	a. Applicant Third and Twenty-Sixth	b. Project Third and Twenty-Sixth
15. Estimated Funding:		16. Is Application Subject to Review by State Executive Order 12372 Process? Review Status: Program not covered	
a. Federal	\$975,399		
b. Applicant	\$0		
c. State	\$0		
d. Local	\$0		
e. Other	\$0		
f. Program Income	\$30,433		
g. Total	\$ 1,005,832	17. Is the Applicant Delinquent on Any Federal Debt? No	
18. To the best of my knowledge and belief, all data in this application/preapplication are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.			
a. Typed Name of Authorized Representative Leonard Martin	b. Title City Manager	c. Telephone Number 972-466-3001	
d. Signature of Authorized Representative		e. Date Signed 07/31/03	

**PROPOSED STATEMENT OF COMMUNITY DEVELOPMENT
OBJECTIVES AND USES OF FUNDS
PY 2003**

The objective of the city of Carrollton's Community Development Block Grant (CDBG) Program is to support activities which meet at least one of the primary national CDBG objectives, i.e. development of viable urban communities by providing a suitable living environment, decent housing and expansion of economic opportunities principally for persons of low and moderate income. The city of Carrollton will receive \$975,399 in new CDBG funds on October 1, 2003.

In addition, the city will receive \$30,433 in PY 2002 program income from the leasing of office space to local social service agencies at the CDBG-funded Gravley Center, located at 1111 West Belt Line Road, Carrollton, Texas. This program income will be programmed under the PY 2003 One-Year Plan of Action.

The city also anticipates that it will receive \$59,276 in rental income during PY 2003. However, any PY 2003 program income from this revenue will not be programmed at this time.

The total amount to be programmed during PY 2003 is \$1,005,832. Planned allocation of these funds is as follows:

<u>Description</u>	<u>Allocation</u>
Phase I - Reconstruction of Sidewalks and Streets in the Holiday Park Neighborhood, which includes:	\$898,997
- 1600, 1700 and 1800 Blocks of Pleasant Run Road	
- 1800 Block of Perry Road	
- 1700 and 1800 Blocks of Moonbeam Lane	
- 1800 Block of Fairfax Lane	
- 1800 Block of Chevy Chase Drive	
- 1800 Block of Burning Tree Lane	
- 1800 Block of Foxcroft Lane	
- 1800 Block of Appletree Lane	
- 1800 Block of Wintergreen Road	
- 1800 Block of School Road	
 Grant Administration & Planning	 \$106,835
<hr/>	
Total	\$1,005,832

In addition, the city of Carrollton plans to make approximately \$130,000 available for neighborhood programming and enhancements and an estimated \$200,000 available for social service programming in General Fund resources. Specific activities related to this funding are identified on pages 12 through 14 and 16 of this document.

**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0001	Grant Planning and Administration	21A General Program Administration	CDBG \$ 106,835 ESG \$ 0
480037	Planning & Administration Resources for planning and administration are critical for the implementation and day-to-day operations of the Carrollton CDBG Program and, as such, are a high priority for the city. The 1999-2005 Consolidated Plan is an aggressive plan and implementing the plan will require continued financial support. Activities include but are not limited to the implementation, coordination, monitoring and evaluation of CDBG eligible projects.	570.206 0 N/A	HOME \$ 0 HOPWA \$ 0 TOTAL \$ 106,835 Total Other Funding \$ 0

Help the Homeless? No Start Date: 10/01/03
 Help those with HIV or AIDS? No Completion Date: 09/30/04

Eligibility:
 Subrecipient: Local Government
 Location(s): Addresses

1945 E Jackson Road, Carrollton, TX 75006

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**U.S. Department of Housing & Urban Development
CPD Consolidated Plan
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources
0002	Reconstruction of Streets & Sidewalks	03K Street Improvements	CDBG \$ 898,997
	Infrastructure	570.201(c)	ESG \$ 0
	Infrastructure improvement projects are a major priority of the Carrollton CDBG Program. A discussion of this priority is identified in the Non-Housing Community Development Section of the city's 1999-2005 Consolidated Plan, pages 97-102.	6660 Feet of Public Utilities	HOME \$ 0
	Phase 1 - Replacement of sub-standard sections of streets and sidewalks in the Holiday Park Neighborhood, which includes: Perry Road, Pleasant Run Road, Moonbeam Lane, Foxcroft Lane, Appletree Lane, School road, Fairfax Lane, Chevy Chase Drive, Wintergreen Road and Burning Tree Lane; Which is located in Census Block Groups 137.02.05 and 137.02.07		HOPWA \$ 0
			TOTAL \$ 898,997
			Total Other Funding \$ 0
	Help the Homeless?	No	Start Date: 10/01/03
	Help those with HIV or AIDS?	No	Completion Date: 09/30/04
	Eligibility:	570.208(a)(1) - Low / Mod Area	
	Subrecipient:	Local Government	
	Location(s):	Addresses	
	1800 Block of Chevy Chase Drive	1800 Block of Appletree Lane	
	1600, 1700 & 1800 Blocks of Pleasant Run Road	1800 Block of Foxcroft Lane	
	1800 Block of Burning Tree Lane	1800 Block of Perry Road	
	1700 & 1800 Blocks of Moonbeam Lane	1800 Block of Wintergreen Road	
	1800 Block of Fairfax Lane	1800 Block of School Road	

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ACTION PLAN NARRATIVES

The purpose of the following tables and narratives is to meet the U.S. Department of Housing and Urban Development (HUD)'s requirements governing the annual submission of the action plan (CFR 91.220). The action plan describes how Community Development Block Grant (CDBG) funds will be allocated in PY 2003 to address priority needs identified in the 1999-2005 Carrollton Consolidated Plan. The narratives also outline how the city will use other resources to meet those needs.

Housing and Community Development Objectives

Carrollton's housing and community development objectives include, but are not limited to the following:

- Enhancement and preservation of infrastructure and public facilities.
- Elimination of conditions that are detrimental to the health, safety and public welfare.
- Preservation and enhancement of existing housing stock.
- Restoration and preservation of properties of special regard in terms of history, architectural style and/or aesthetics.
- Alleviation of physical and economic distress through the stimulation of private investment.

Non-Housing Community Development Strategies and Priorities

The following list of strategies and priorities has been developed in partnership with the community. A complete discussion of non-housing community development needs can be found on pages 97-102 in the city's 1999-2005 Consolidated Plan.

Strategy	Priority	PY 2003 One-Year Action, Proposed Accomplishment
Preserve and enhance neighborhoods throughout the city.	Priority 1	The city plans to make \$15,000 in General Fund resources available for Neighborhood Enhancement Matching Grant Projects during the upcoming year. Access to this program requires a 50/50 private match on the part of the neighborhood. Neighborhoods are limited to \$3,000 per year for an eligible project.
Continue to work proactively in securing additional resources to meet community infrastructure needs.	Priority 1	The city plans to allocate approximately \$130,000 in FY 04 General Funds for neighborhood enhancement initiatives across the community. This funding provides operating and capital funds for the Neighborhood Partnership Office.
Establish a more proactive municipal presence in older neighborhoods across the city.	Priority 1	The city plans to allocate approximately \$130,000 in FY 04 General Funds for neighborhood enhancement initiatives across the community. This funding provides operating and capital funds for the Neighborhood Partnership Office.
Establish a reinvestment plan for the reconstruction and/or enhancement of infrastructure in older neighborhoods throughout the community.	Priority 1	The city continues to work on the creation of a reinvestment database for all infrastructure projects. This database will assist in efforts to create a comprehensive reinvestment plan. This effort is on-going.
Proactively replace or construct sidewalks in predominately lower-income neighborhoods.	Priority 2	<i>The city has allocated \$898,997 in PY 2003 CDBG resources to address this priority. This allocation represents the first phase of a multi-year public infrastructure reinvestment plan in the Holiday Park Neighborhood.</i>
Proactively replace and construct drainage improvements in predominantly lower-income neighborhoods.	Priority 2	No action currently planned on this item during the upcoming year.
On an as needed basis, assist in the rehabilitation of community facilities that principally serve lower income citizens.	Priority 2	No action currently planned on this item during the upcoming year.
Replace or construct new sewer lines and water mains in predominantly lower income neighborhoods.	Priority 3	The city has allocated approximately \$1.5 million in Utility Fund resources to address this priority in the Holiday Park Neighborhood during PY 2002 and PY 2003. This neighborhood is located in the city's CDBG Target Area.

Housing Strategies and Priorities

The following list of goals and priorities were developed in partnership with the community during the preparation of the 1999-2005 Carrollton Consolidated Plan. A complete discussion of the housing situation in Carrollton can be found on pages 41 - 74 of the city's Consolidated Plan.

Strategy	Priority	PY 2003 One-Year Plan of Action, Proposed Accomplishment
Increase opportunities for first-time homebuyers.	Priority 1	The city continues to partner with Dallas County and the Denton Housing Finance Corporation to provide first-time homebuyers assistance in Carrollton. The city will continue to market both programs over the coming year.
Create opportunities for elderly and disabled homeowners to make home repairs that represent a risk to their health and/or safety.	Priority 1	The city maintains a close working relationship with Senior Adult Services (SAS), the major elderly service provider in Carrollton. SAS currently administers a program that addresses this need. Future plans include developing a Section 202 application for elderly housing development in Carrollton.
Preserve and enhance the existing stock.	Priority 2	No action currently planned on this item during the upcoming year.
Promote the construction of affordable housing throughout the city.	Priority 2	In 2001, the city completed an "Analysis to Impediments to Fair Housing Choice" study. Over the coming year, the city will continue to develop a strategy to implement the recommendations as identified in this document. The City will continue to promote educational opportunities on this subject.
Promote a diverse housing stock that is affordable for all income segments of the population.	Priority 3	In 2001, the city completed an "Analysis to Impediments to Fair Housing Choice" study. Over the coming year, the city will continue to develop a strategy to implement the recommendations as identified in this document. The City will continue to promote educational opportunities on this subject.
Educate owners and first-time homebuyers on the hazards and safe handling of lead-based paint.	Priority 1	The city will continue to promote educational opportunities on this item.
Educate the general citizenry about fair housing laws and choice.	Priority 1	In 2001, the city completed an "Analysis to Impediments to Fair Housing Choice" study. Over the coming year, the city will continue to develop a strategy to implement the recommendations as identified in this document. The City will continue to promote educational opportunities on this subject.
Continue to affirmatively further fair housing in Carrollton.	Priority 1	In 2001, the city completed an "Analysis to Impediments to Fair Housing Choice" study. Over the coming year, the city will continue to develop a strategy to implement the recommendations as identified in this document. The City will continue to promote educational opportunities on this subject.

Priority Population Strategies and Priorities

The following list of goals and priorities were developed in partnership with the community during the preparation of the 1999-2005 Carrollton Consolidated Plan. A complete discussion of the priority population situation in Carrollton can be found on pages 103 – 116 of the city's Consolidated Plan.

Strategy	Priority	PY 2003 One-Year Action, Proposed Accomplishment
Strengthen and enhance partnerships between the city of Carrollton and local social service providers.	Priority 1	The city plans to allocate \$200,000 in FY 04 General Fund resources for the provision of social service services to low income citizens of Carrollton. A detailed break down of this amount is provided on page 16 of this plan. <i>In addition, the city plans to allocate \$106,835 in PY 03 CDBG funds for grant administration and panning to further work toward the implementation of this strategy.</i>
Provide technical assistance and support to local service agencies in order to secure additional resources and thus allow them to better meet the needs of the populations they serve.	Priority 1	Over the coming year, the city will continue to make knowledgeable staff available to the social service agencies currently operating in Carrollton for technical advice and expertise. <i>In addition, the city plans to allocate \$106,835 in PY 03 CDBG funds for grant administration and panning to further work toward the implementation of this strategy.</i>
Promote self-sufficiency strategies and plans among service providers.	Priority 2	Over the coming year, the city will continue to make knowledgeable staff available to the social service agencies currently operating in Carrollton for technical advice and expertise. <i>In addition, the city plans to allocate \$106,835 in PY 03 CDBG funds for grant administration and panning to further work toward the implementation of this strategy.</i>
Seek increased involvement from regional service providers that do not currently have an active presence in Carrollton.	Priority 2	The city has made a concerted effort to seek inclusion in regional social service provider networks. Over the coming year, the city will continue to seek involvement in a regional approach to social service problem solving. <i>In addition, the city plans to allocate \$106,835 in PY 03 CDBG funds for grant administration and panning to further work toward the implementation of this strategy.</i>
Promote an environment conducive to cooperation between all social service providers.	Priority 2	Over the coming year, the city will continue to make knowledgeable staff available to the social service agencies currently operating in Carrollton for technical advice and expertise. <i>In addition, the city plans to allocate \$106,835 in PY 03 CDBG funds for grant administration and panning to further work toward the implementation of this strategy.</i>
Conduct and maintain an ongoing methodology to assess social service needs in the community.	Priority 3	No action currently planned on this item during the upcoming year.

Anti-Poverty Strategy

Over the coming year, the city will continue to work toward the implementation of the following actions in an attempt to reduce the overall number of persons living in poverty in Carrollton:

- ❖ Coordinate local resources to increase educational opportunities for low-income persons in order to improve their ability to earn better wages.
- ❖ Promote tuition assistance programs, in-house college courses and other means to higher education.
- ❖ Improve the linkage between job training programs and local job creation efforts to attract jobs that pay above minimum wages and provide people with the ability to service a home mortgage.
- ❖ Promote financial counseling and classes on budgeting and money management.
- ❖ Promote linkages between housing, employment and educational systems and/or facilities.
- ❖ Promote programs and training that help families-in-need to become more self-sufficient.

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

The city will also promote and continue to emphasize the need for greater coordination between all of the 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 insure that needs are being properly addressed and that resources are being maximized.

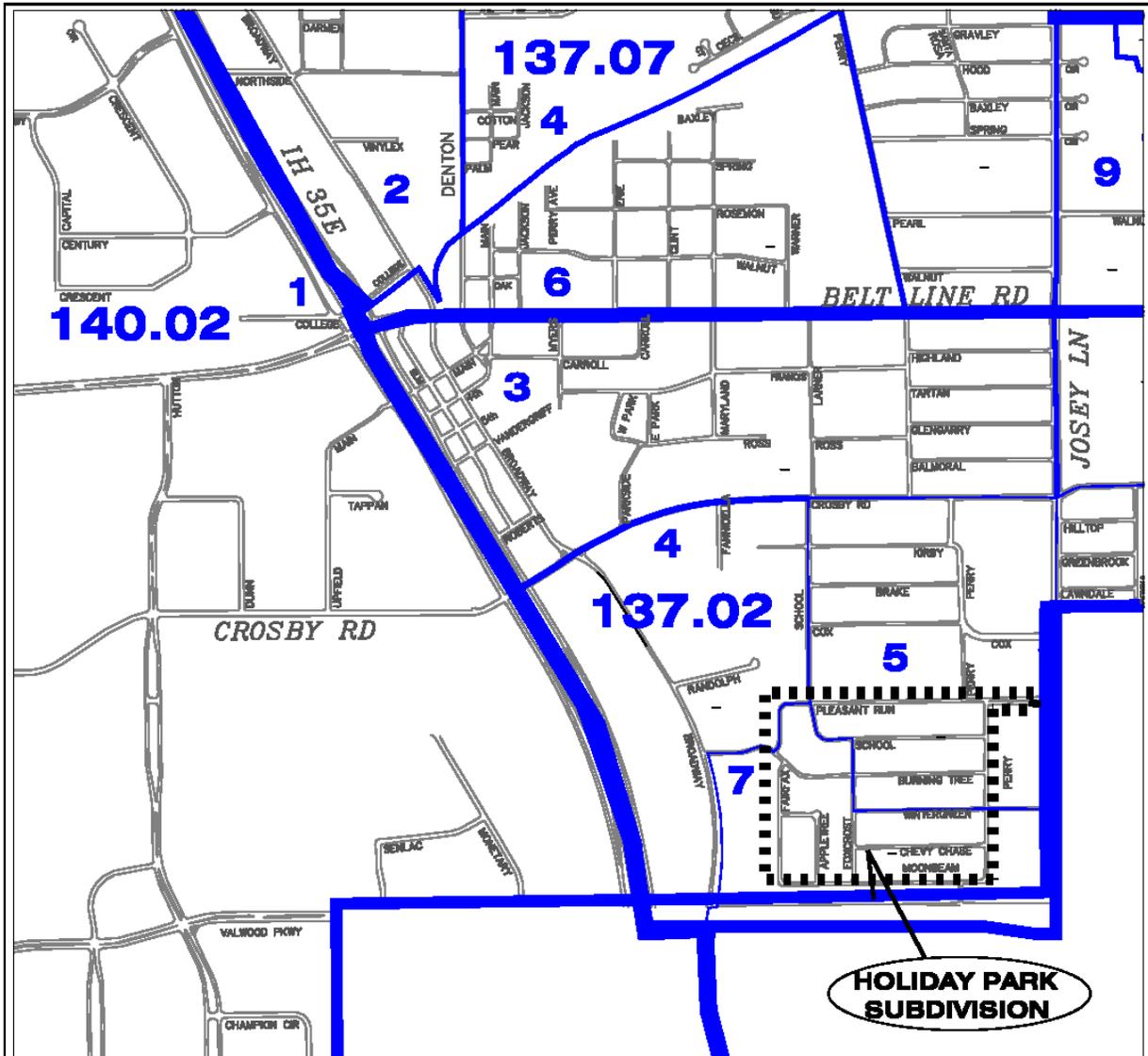
OTHER PROPOSED PROJECTS/ACTIVITIES

During the FY 2004 program year, the city of Carrollton plans to undertake additional activities to address local objectives and strategies identified in the 1999-2005 Consolidated Plan. These proposed activities would be funded from the General Fund and a current budget of \$200,000 is being considered for the coming fiscal year. All of the agencies identified below predominantly serve persons of low-to-moderate income.

Organization	Type of Service*	Amount Requested
Bea's Kids	Youth Services & Counseling	\$20,000
CASA of Denton County	Youth Advocacy & Counseling	\$1,362
Community in Schools - Dallas	Youth Education Services	?
Denton Co Children's Advocacy Center	Youth Services & Counseling	\$10,000
The Family Place	Family Services & Counseling	\$10,000
Metrocrest Family Medical Clinic	Medical Services	\$7,000
Metrocrest Social Service Center	Homeless and Crisis Services	\$66,450
Senior Adult Services	Elderly Services and Assistance	?
Special Care & Career Services	Family Services	\$12,000
Total Requests		\$126,812

* See Appendix C for specific descriptions of the services and activities offered by each agency.

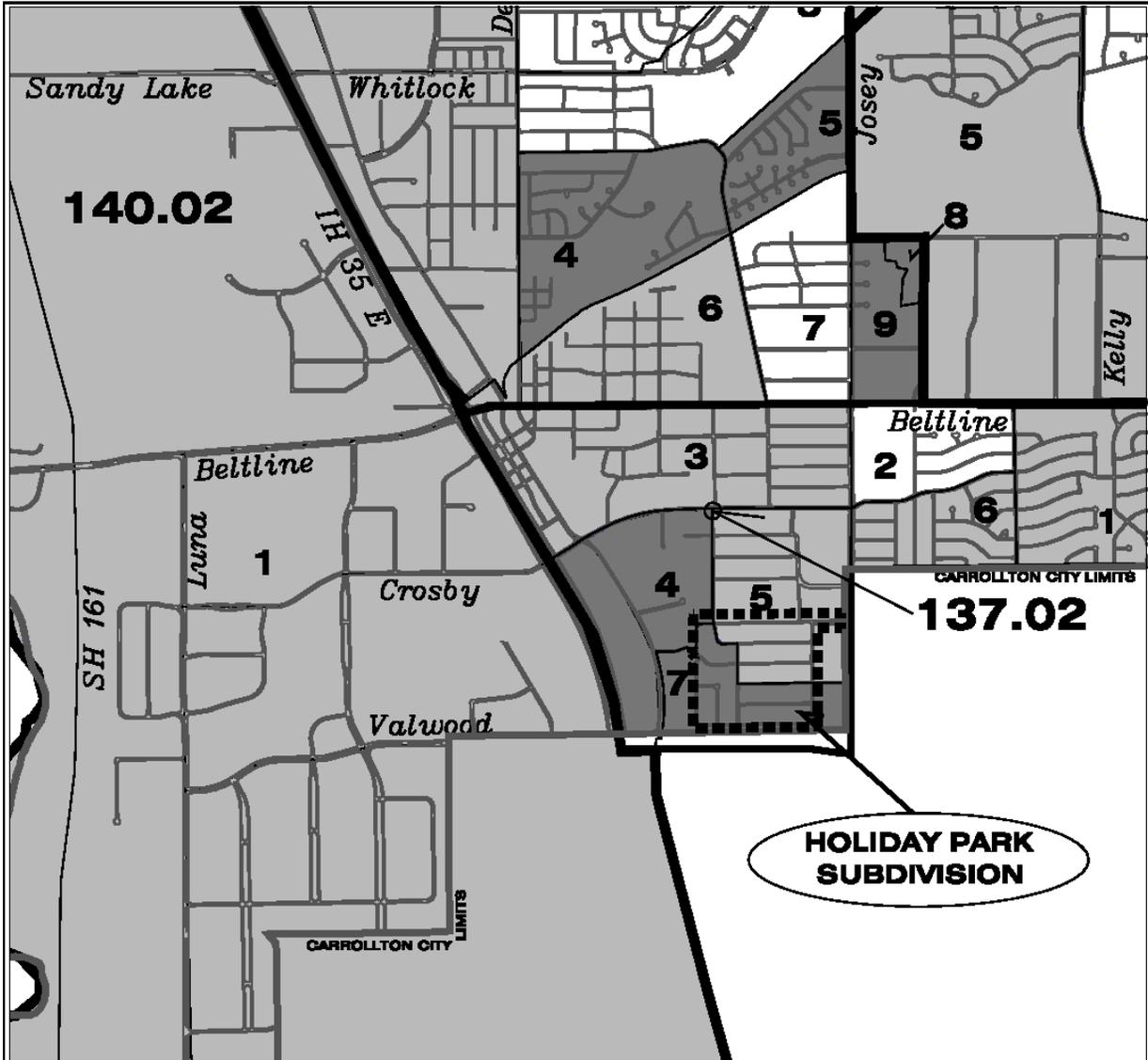
Currently, the Community Services Committee (a subcommittee of the Carrollton City Council) is formulating a recommendation to the City Council on the requests identified above. The full City Council will consider all requests and establish a budget for these activities in September 2003.



	PY 2003 CDBG Proposed Project Site
	Census Tract Boundary
	Census Block Group Boundary
	Project Area Boundary

PROPOSED PY 2003 CDBG PROJECT MAP

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MINORITY CONCENTRATION AS A PERCENT OF TOTAL POPULATION

	LOW (0% - 10%)
	MODERATE (11% - 30%)
	HIGH (MORE THAN 30%)
	Project Area Boundary

PROPOSED PY 2003 CDBG PROJECT MAP WITH MINORITY CONCENTRATION

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OTHER PROGRAM REQUIREMENTS

Monitoring Standards and Procedures

The city of Carrollton completes an annual analysis of the strategies and objectives as stated in the 1999-2005 Consolidated Plan with actual program accomplishments. Based on the analysis the city considers making changes or updates to the adopted Consolidated Plan.

Programs and projects administered and implemented by the city of Carrollton are monitored on a daily basis. Staff maintains project ledgers on individual projects to ensure that all required procedures have been observed and completed. A year-end report that details expenditures, revenue, beneficiary information and major accomplishments is also required for all programs and projects.

In October 2001, the city introduced increased reporting standards and procedures as a condition of all contracts with the city for the provision of social services. To date, these reporting standards have allowed the city to be more strategic in the allocation of social service funding. Future funding from the General Fund for these services will be assessed annually based on the performance of each service provider.

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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 action 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. Notify the employer 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
 - (b) 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 (n) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and

contracts under grants, loans and cooperative agreements) and that all subrecipients 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 Par 135.

Signature/ Authorized Official

July 31, 2003

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(s) '01, '02, & '03, 3 years (a period specified by the grantee consisting of one, two, or three specific consecutive program years), 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), implementing regulations.

Lead-Based Paint – Its notification, inspection, testing and abatement procedure concerning lead-based paint will comply with the requirements of 24 CFR 570.678;

Compliance with Laws – It will comply with applicable laws.

Signature/ Authorized Official

July 31, 2003

Date

City Manager
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. For grantees other than individuals, Alternate I applies. (This is the information to which jurisdictions certify.)
4. For grantees who are individuals, Alternate II applies. (Not applicable jurisdictions.)
5. 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.
6. 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).

7. 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 five).
8. 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 Hall, 1945 E Jackson Road, Carrollton, Texas 75006

Check if there are workplaces on file that are not identified here; The certification with regard to the drug-free workplace required by 24 CFR part 24, subpart F.

9. 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 and 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).

APPENDIX A - SUMMARY OF CITIZEN COMMENTS

Neighborhood Advisory Commission (NAC) – Public Hearing – April 10, 2003

On April 10, 2003, the Neighborhood Advisory Commission (NAC) held a public hearing to receive comments on the proposed use of PY 2003 CDBG funds. No one spoke on the issue.

Prior to or after the public hearing, the NAC received no written comments, ideas or concerns on the use of PY 2003 CDBG funds.

On May 8, 2003, the NAC voted 8 to 0 to recommend adoption of the PY 2003 One-Year Plan of Action and CDBG Budget to the City Council for final action.

City Council – Public Hearing – June 17, 2003

On June 17, 2003, the City Council held a public hearing to receive comments on the proposed use of PY 2003 CDBG funds. _____ spoke on the issue.

Prior to the public hearing, the City Council received _____ written comments, ideas or concerns on the use of PY 2003 CDBG funds.

Upon closure of the public hearing, the City Council voted ____ to ____ to adopt the PY 2003 One-Year Plan of Action and CDBG Budget.

APPENDIX B – RESOLUTION ADOPTING PY 2003 ONE-YEAR PLAN OF ACTION

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE PROGRAM YEAR (PY) 2003 ONE-YEAR PLAN OF ACTION FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), TO BECOME EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the city of Carrollton is entitled to receive \$975,399 in Community Development Block Grant (CDBG) funds from the United States Department of Housing and Urban Development (HUD) in Fiscal Year 2004 and has prepared a 1999-2005 Consolidated Plan and PY 2003 CDBG budget in partial fulfillment of the requirements to secure these funds; and

WHEREAS, the Neighborhood Advisory Commission reviewed the draft PY 2003 Community Development Block Grant (CDBG) Budget; and

WHEREAS, on April 10, 2003, the Neighborhood Advisory Commission held a public hearing on the draft PY 2003 Community Development Block Grant Budget, and, after all persons were given an opportunity to present verbal and written testimony, did consider and make recommendation to the City Council on May 8, 2003 to adopt the Program Year 2003 CDBG One-Year Plan of Action and Budget; and

WHEREAS, the City Council conducted a public hearing on June 17, 2003, and thereby provided all persons with an opportunity to present verbal and written testimony for a period in excess of thirty days; and

WHEREAS, the City Council has concluded that the adoption of the PY 2003 One-Year Plan of Action and Budget 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 CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS:

SECTION 1: THAT the PY 2003 Community Development Block Grant (CDBG) One-Year Plan of Action and Budget, which is attached hereto and incorporated herein for all purposes, further addresses the strategies and goals as established in the adopted 1999-2005 Consolidated Plan and is hereby adopted by the City Council.

SECTION 2: THAT this plan will constitute the PY 2003 One-Year Plan of Action for the City of Carrollton, Texas for all matters related to long-range guidance relative to the Community Development Block Grant (CDBG) Program and other programs

administered by the United States Department of Housing and Urban Development (HUD).

SECTION 3: THAT this resolution shall become and be effective on and after its passage and approval.

SECTION 4: THAT the City Manager is authorized to sign the required Application for Federal Assistance and related program certifications.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS this the 17th day of June 2003.

CITY OF CARROLLTON

ATTEST:

Pam Schmidt
City Secretary

Mark Stokes
Mayor

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Regina Edwards
Assistant City Attorney

David Gwin, AICP, CED
Economic Development Manager

APPENDIX C – SOCIAL SERVICE AGENCIES AND SERVICES OFFERED

Bea's Kids

Contact: Ms. Sandi Hansen – Executive Director
1517 Metrocrest, Apt. 129; Carrollton, Texas 75006
Phone: 214-331-6282 Fax: 214-337-6663
E-mail: smth1533@aol.com

- Bea's Kids is a non-profit 501(c)(3) organization that has been serving underprivileged children and parents since 1990. Services include educational, cultural, recreational and sports programs and activities. The program also provides food, clothing and medical/dental care. Bea's Kids served over 150 children and 80 families in four apartment complexes located in Carrollton, Farmers Branch, Irving and Dallas, Texas. Bea's Kids leads a crusade against hunger, illiteracy, domestic strife, parental neglect, drugs, violence, gangs, school dropouts and poverty.

CASA of Denton County, Inc.

Contact: Ms. Sherri Gideon - Executive Director
P.O. Box 2885; Denton, Texas 76202-2885
Phone: 940-243-2272 Fax: 940-243-1605
Email: sherrigideon@aol.com

- CASA of Denton County, Inc. serves children (ages 0 to 18) who have been removed from their homes by Child Protective Services due to abuse or neglect. Their service area is Denton County and includes children from Denton County – Carrollton. CASA provides independent, objective guidance in court regarding the children's best interests and is a constant provider of support during that experience.

Communities in Schools - Dallas

Contact: Ms. Sandy Chavarria – President & CEO
2804 Swiss Avenue; Dallas, Texas 75204
Phone: 214-827-0955 Fax: 214-827-2198
Email: sandyc@cisdallas.org

- CIS Dallas employs caring professionals who provided daily on-campus, individual and group services to include: supportive guidance and counseling, health and human services, parental and family support, pre-employment training, cultural enrichment and educational enhancement.

Denton County Children's Advocacy Center

Contact: Ms. Jane Graham - Executive Director
1960 Archer Avenue; Lewisville, Texas 75077
Phone: 972-317-2818 Fax: 972-317-6989
Email: jane@dccac.com

- This is a child-friendly environment for joint child abuse investigations by police and Child Protective Services. Some of the functions include video-taped interviews, comprehensive therapy services, information and referral and facilitation of joint investigations. The center houses nine professionals involved in investigations, including a Carrollton Police child abuse investigator.

The Family Place

Contact: Ms. Paige Flink - Executive Director
P.O. Box 7999; Dallas, Texas 75029

Phone: 214-443-7787 Fax: 214-443-7797

Email: phflink@familyplace.org

- The Family Place provides proactive prevention and intervention, extensive community education, and caring advocacy and assistance for victims of family violence.

Metrocrest Family Medical Clinic

Contact: Ms. Helen O. Lazor - Executive Director

Plaza 1, Suite 140, One Medical Parkway; Farmers Branch, Texas 75324

Phone: 972-484-6336 Fax: 972-484-0051

- The Metrocrest Family Medical Clinic helps by treating children and adults for minor medical conditions such as: respiratory tract infections, eye and ear infections and skin rashes. In addition, The Metrocrest Family Medical Clinic provides immunizations and affordable services to uninsured residents in Carrollton, Coppell, Farmers Branch, Addison and northwest Dallas.

Metrocrest Social Service Center

Contact: Ms. Bunny Summerlin - Executive Director

1111 West Belt Line Road, Suite 100; Carrollton, Texas 75006

Phone: 972-446-2100 Fax: 972-446-2102

Email: mssc@airmail.net

Website: www.socialservicecenter.org

- The Service Center provides information, referral and short-term emergency assistance for rent, utilities, food, clothing, medical and other financial needs in time of family crisis. Other services include job assistance, ESL classes, food bank and thrift store. The Center collaborates and partners with local governments, business and non-profits for mobilization and maximization of resources. The Metrocrest Social Service Center had 34,733 volunteer hours worked last year.

Senior Adult Services

Contact: Ms. Andrea Rutledge - Executive Director

1111 West Belt Line Road, Suite 110; Carrollton, Texas 75006

Phone: 972-242-4464 Fax: 972-242-0299

Email: sas4tex@gte.net

- Senior Adult Services provides direct services including: case management, home delivered meals, transportation, home repair, grab bar installation, home safety, Senior Adult News, a monthly newsletter and emergency financial aid.

Special Care & Career Services

Contact: Ms. Claudia Byrnes - Executive Director

4350 Sigma, Suite 100; Farmers Branch, Texas 75244

Phone: 972-991-6777 Fax: 972-991-6361

Email: claudiab@specialcarecareer.org

- Provides speech, physical, occupational and other therapy to children under age three with developmental delays and disabilities.