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The 2008-2009 Action Plan enables the City to continue down the path of completing our 2005-2009 Consolidated Plan goals. The projects set forth in the 2008-2009 Action Plan allow us to successfully achieve those goals. Additionally, the City will continue to combine city general funds with CDBG and HOME funds to ensure that all goals are met, and therefore improve the quality of life for the citizens of Plano. The 2008-2009 objective and outcome categories are rental and owner housing, homeless, special needs, and public services. As can be seen in the 2008-2009 Table 3A in the Appendices, the outcomes of these categories will provide for new and/or accessible affordable housing, new and/or improved access to social services, and help prevent homelessness.

To demonstrate our progress in the current 2007-2008 program year, the 2007-2008 Table 3A has been placed in the appendices.

2.1 Resources

The following federal financial resources are anticipated to be received during the program year:

1. The City of Plano's Community Development Block Grant (CDBG) entitlement grant for 2008-2009 is \$1,252,080, a reduction of \$40,276 from 2007-2008. In addition, the City expects to receive approximately \$121,810 in CDBG program income through rehabilitation loan repayments.
2. HOME funding in the amount of \$434,591, with \$108,648 in matching funds. HOME funds have been reduced \$13,329 from 2007-2008.
3. American Dream Downpayment Initiative funding in the amount of \$4,154, a reduction of \$6,127 from 2007-2008.
4. Section 8 funding in the amount of \$7,428,006 to administer 742 housing units, an additional 455 units for hurricane victims, 24 units of PHA owned public housing.

The City of Plano also provides Buffington Community Services grants to eligible non-profit agencies, many of which provide services to CDBG-eligible clients. It is anticipated that approximately \$520,400 will be allocated for Consolidated Plan goals from these grants. During 2008-2009, the City of Plano will address obstacles to meeting underserved needs by providing Buffington Community Service grants to eligible agencies which deal with such needs. No other non-federal funds are anticipated.

The City anticipates that CDBG funds will leverage at least \$1.0 million annually through the Homeownership Financial Assistance Program. The City will have a minimum matching requirement of \$108,648 for the HOME program. This matching requirement will be met through non-governmental contributions to non-profit groups and Community Housing Development Organizations (CHDO), permit fee waivers, proceeds of single-family housing bonds issued by Collin County, the value of donated materials and labor, sweat equity, and/or cash from the City's general fund.

The City anticipates that 90% of CDBG and HOME funds will be used for activities that benefit persons of low- and moderate-income.

2.2 Statement of Specific Objectives to be Addressed

The 2005 Consolidated Plan sets forth five-year Community Development goals, with various objectives. The specific five-year goals and objectives for the program year 2008, as referenced in Tables 3A and 3C of the appendices, are stated below and followed by the planned activities which will address them:

1. Increase the supply of affordable housing for the City's extremely-low, very-low, and low-income households.

Objective	2008-09 Goal	Five Year Goal
New Infill Housing	7	35
Acquisition/Rehabilitation	3	25
First-Time Homebuyer	20	100

- Provide 7 affordable infill units

Plano Area Habitat for Humanity will receive \$25,000 in HOME funds and \$150,000 in CDBG funds, for lot purchase and development. It is anticipated that Habitat will purchase and develop 6 residential lots. The locations of these lots are not yet determined.

Christ United Methodist Church will receive \$50,000 in HOME funds to construct one affordable infill house. The church will contact various social service agencies, including churches, in Plano to make known the availability of the home to prospective purchasers. A committee of the church will interview candidates and choose a buyer. The committee does not include church or religious affiliation as a criterion for selection.

- Provide 3 affordable existing homes

The Plano Housing Corporation (CHDO) will receive \$171,097 in HOME funds and \$20,000 in CDBG funds to purchase and rehabilitate 3 houses. Through the HOME subsidy, these houses will be made affordable to low and moderate income homebuyers.

- Assist 20 low-income first-time homebuyers

The First Time Homebuyer Program will receive \$4,154 in American Dream Downpayment funds and \$100,000 in CDBG funds to be used for up to 20 low-income homebuyers.

2. Increase the supply of affordable rental housing for the city's extremely and very low income households

Plano Housing Authority will continue to accept jurisdiction for Section 8 certificates awarded to replace expiring Section 8 contracted units.

The City of Plano will continue to support applications for Low Income Housing Tax Credit projects.

3. Preserve existing affordable housing stock.

- Rehabilitate 20 dwelling units

The City will allocate \$830,807 from CDBG and \$50,021 from HOME to rehabilitate 20 dwelling units. Of those amounts, approximately \$121,810 in CDBG program income, and \$6,528 in HOME program income, is expected to be available.

- Rehabilitate 17 rental dwelling units

\$112,000 in CDBG funds will be provided to Plano Community Homes to retrofit 17 showers, making them handicap accessible.

4. Expand continuum of housing and services for a variety of special needs populations, including persons who are homeless and at risk of homelessness.

- Provide funding to agencies and programs providing assistance to the homeless

\$20,000 will be provided to fund a homelessness prevention program.

The City continues to participate in the Collin County Homeless Coalition which has secured \$235,977 in funds to assist the homeless through a Continuum of Care grant. The City will participate in the update of the Coalition's plan to end chronic homelessness during the 2008-2009 grant year.

- Provide funding to agencies and programs providing assistance to HIV and AIDS patients

AIDS Services of North Texas will receive \$63,084 to provide food and hygiene products and medical services for persons living with HIV/AIDS, operational costs, staff salaries, and occupancy expenses.

5. Provide funding to organizations that address the economic and social service needs of low income households.

- Provide funding to agencies providing assistance to youth

Communities in Schools Dallas Region will receive \$43,000 to provide mentoring and tutoring in two Plano schools.

Boys and Girls Club of Collin County will receive \$17,000 to provide comprehensive prevention and education assistance to at-risk youth.

Crossroads Family Services will receive \$35,000 to continue a bilingual first offender intervention program aimed at preventing youth from continuing down a path of criminal behavior.

- Provide funding for education

Plano Housing Authority will receive \$10,000 to provide supportive services for the Family Self Sufficiency Program, to include job training, computer maintenance and classes, and emergency utility assistance for clients.

ACORN Housing Corporation will receive \$18,000 to provide credit and budgeting education to clients.

- Provide funding for health services

With the exception of AIDS Services of North Texas mentioned above, agencies providing these services will be assisted through the City's Buffington Community Services grants, rather than from CDBG.

- Provide funding for agencies providing emergency assistance with the exception of the homelessness prevention program

Agencies providing these services will be assisted through the City's Buffington Community Services grants, rather than from CDBG.

2.3 Geographic Distribution

Assistance to be provided to low-income residents is not restricted to any particular geographic area. All programs are available to eligible families and individuals, regardless of their geographic location within the city. For the types of service which the City of Plano funds through CDBG and HOME, the City believes that all geographic areas of the City should be equally eligible to receive benefits. The City has no target areas for the use of CDBG and HOME funds.

2.4 Affordable Housing Goals

The City will foster and maintain affordable housing through the rehabilitation and infill programs conducted by the City and various nonprofit agencies. Goals for affordable housing to be provided through rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units are shown in Table 3B of the appendices.

3.1 Needs of Public Housing

The Plano Housing Authority (PHA) owns 24 public housing apartment units. Through the public housing homeownership program, in conjunction with ADDI, the City and the PHA are helping residents to participate in homeownership.

The Plano Housing Authority is designated as a “High Performing Agency.”

3.2 Homeless and Other Special Needs Populations

The City will allocate \$20,000 to fund a homelessness prevention program. AIDS Services of North Texas will receive \$63,084 to provide food and hygiene products and medical services for persons living with HIV/AIDS, operational costs, staff salaries, and occupancy expenses.

The City will provide additional agencies with funds to assist Homeless and other special needs populations through the City's Buffington Community Service grants, rather than CDBG.

3.3 Chronic Homelessness

The City continues to support initiatives to end chronic homelessness and homeless prevention. In 2004, the City adopted a county-wide plan entitled, “Homeward Bound, A Plan to End Chronic Homelessness in Collin County.” This led to the awarding of two Housing and Urban Development (HUD) Continuum of Care Grants to obtain funding to implement the Plan. The funding of \$235,977 provides funds for services to the homeless through the following homeless service providers; Hope's Door and LifePath Systems.

The City will continue to participate in the Collin County Homeless Coalition to ensure that plans to end chronic homelessness and homeless prevention are being carried out. Currently, the Collin County Homeless Coalition is updating the county-wide plan, and the City is playing an active role in the process.

4.1 Anti-Poverty Strategy

Inter-Agency Coordination

Institutional structure is being developed through financial assistance from the CDBG, HOME, Buffington Community Services grants, and other city general funds. Coordination between public and private housing agencies and social service agencies is an on-going process through participation in the Collin County Social Services Association. Public Housing resident initiatives are supported by the Housing Authority.

Anti-Poverty Services

The Plano Public Libraries will continue to offer ESL classes. The Plano ISD Education Foundation's Family Literacy Program offers family literacy programs. The Plano Housing Authority, through the Family Self-Sufficiency Program, is helping public housing residents to move out of poverty.

4.2 Barriers to Affordable Housing

The City's Analysis of Impediments to Fair Housing does not indicate any public policies, procedures and processes that excessively impact the cost of developing, maintaining or improving affordable housing. However, the City of Plano will continue to distribute informational flyers regarding Fair Housing practices to the citizens of Plano.

4.3 Minority Outreach Program

In order to include minority and women-owned contractors in our program, we will solicit new contractors through advertisements on an as needed basis. Additionally, we will send a letter, describing the rehabilitation program and asking them to apply to be included on our home improvement and rehabilitation contractor list.

To include minorities and women as clients in our programs, our staff presents our programs to Head Start parent meetings and Neighborhood Planning meetings in predominantly minority neighborhoods. We anticipate that 10 minority households will be assisted in becoming homeowners.

5.1 CDBG and Home Monitoring

The purposes of monitoring activities funded by HUD and the City of Plano are to see that the activity is successfully carried out and to ensure compliance with all applicable regulations. Where the activity is to be performed by a subrecipient or a CHDO, a contract between the agency and the City is signed. The contract specifies what will be done with the money allocated, and the rules and regulations which apply. In addition, City staff will meet with the agencies prior to the start of the grant year to explain the required record-keeping.

To ensure that HOME and CDBG funds for affordable housing are committed and spent in a timely manner, the City will review monthly the progress of expenditures. In situations where the expenditures are not timely, staff will work with the subrecipient/CHDO to rectify the situation.

The monitoring process consists of the following steps:

1. Notification of subrecipient or CHDO of scheduled monitoring visit.
2. Entrance conference with agency staff, to explain what will be done during the visit.
3. Review of documents justifying expenditures and work completed or in progress, to determine the quality of the work and whether it complies with regulations and codes.
4. Where appropriate, review of income qualification documents.
5. Review of HOME match documentation.
6. On-site inspection of housing units under way and completed.
7. Exit conference to report tentative conclusions and findings to the agency staff.
8. Written follow-up detailing any problems found and asking for a response explaining how the problems will be corrected.
9. When necessary, additional follow-up visit to see that problems have been corrected, including re-inspection for cited corrections in housing units.

In most cases, monitoring visits will be conducted when work is complete. However, in some cases, particularly with new subrecipients or CHDO's, more frequent monitoring visits will be conducted.

HOME funds will not be used for rental assistance, and therefore there will be no requirement to monitor for long-term compliance with property standards.

5.2 Home Program Requirements

Required matching funds for the HOME program will be provided by the CHDO and other subrecipients for the funds allocated to them. Matching funds for the City's portion of HOME funds will be provided through fee waivers for HOME projects, the proceeds of

single-family housing bonds issued by Collin County, and the value of donated materials, equipment and labor to affordable homes constructed by Habitat for Humanity and Christ United Methodist Church.

It has not been determined how federal funds will leverage other resources, other than the required HOME match.

To ensure affordability, the City of Plano will impose recapture requirements on home ownership projects. HOME assistance will be provided as a loan (both repayable and forgivable), amortizing monthly over the course of the minimum period of affordability. If the homeowner sells the property at any time prior to the end of the period of affordability, he/she will be expected to pay the full unamortized amount due at the time of sale. If, however, the net proceeds of the sale, less the amount of homeowner investment (defined as down payment and documented capital improvements), is less than the unamortized amount remaining, the City will share the net proceeds with the homeowner. The net proceeds will be divided proportionally according to the following mathematical formulas:

$$\frac{\text{HOME Investment}}{\text{HOME investment} + \text{homeowner investment}} \times \text{Net Proceeds} = \text{HOME amount recaptured}$$

$$\frac{\text{Homeowner investment}}{\text{HOME investment} + \text{homeowner investment}} \times \text{Net proceeds} = \text{Amount to homeowner}$$

HOME resale provisions will apply in the case where only a development subsidy is provided, where a property is contributing to HOME match but no HOME funds have been expended on the property, and in the case where the City, a subrecipient, or a CHDO receives the full amount of the HOME funds expended on a project at closing, leaving no funds that can be recaptured.

The City of Plano does not intend to use a form of investment not described in the HOME regulations.

The City of Plano does not intend to use HOME funds to refinance existing debt secured by multifamily housing.

5.3 ADDI Funds

The City of Plano will use ADDI funds for first-time homebuyers. Eligible families may receive up to \$4,154 in ADDI funds to help them purchase a home, but they will also be required to pay one-half of the down payment themselves. Participants will enter the program through the self-sufficiency program conducted by PHA, or through the City's

First-Time Homebuyer program. PHA will ensure that participants have adequate training and income to undertake and maintain homeownership. Homes purchased through ADDI will be required to meet HUD's Housing Quality Standards.

The homeownership training provided by PHA includes Homeownership Orientation, Financial Empowerment, and Credit and Budgeting. These three courses can take from 6 to 18 months to complete, depending on how much is needed to repair their credit. Homebuyers must also take the City's First-time Homebuyer Training. Total class time prior to purchase is 32 hours. After the home is purchased, the residents must attend the City's Yard-Wise program concerning exterior maintenance, an 8-hour course over four weeks. Home Depot provides a 4-hour seminar on home maintenance. There is also a 6-hour class on foreclosure prevention which is required.

5.4 Lead-Based Paint Hazards

Lead-based paint hazards are addressed through the Housing Rehabilitation program and the HOME acquisition/rehabilitation program. As homes enter these programs, they are evaluated for lead paint and, when necessary, such hazards are mitigated. Actions taken to reduce lead-based paint will be conducted in accordance with HUD's lead-based paint regulations. In addition, homes to be purchased through the First-time Homebuyers Program that fail the required visual paint inspection will be tested for lead paint. If lead paint is present, the owner will be informed of the appropriate requirements to respond to the lead paint, and the purchase will not proceed with federal funds unless and until interim controls are completed. No apartment buildings constructed before 1978 will receive CDBG or HOME funds.

In September 2007, a notice of available funding was e-mailed and sent by the U.S. Post Office to all persons and agencies that had previously expressed an interest in CDBG and HOME program funding. Additionally, notices of informational meetings were posted on the City's web site. On October 3, October 4, October 8, and October 22 informational public meetings were held for all interested in applying for CDBG and HOME funds. On October 1, 2007, the application and instructions were placed on the City of Plano web site as a fillable document, to make application easier for the public. On January 23, 2008, a notice of public hearing for use of CDBG and HOME funds was published in the Plano Star Courier.

The Community Relations Commission conducted public hearings on January 29, February 5, February 12, February 19, and February 26. All comments at the public hearings were made by representatives of organizations requesting funds. The essence of their remarks is included in their written applications. No written comments were received, other than the written grant applications. On March 4, 2008, the Commission made recommendations for the use of grant funds.

On March 14, 2008, the Preliminary Statement of CDBG and HOME Objectives and Proposed Use of Funds was published in the Plano Star Courier.

The City Council also held public hearings on April 14, 2008 to consider the recommendations of the Community Relations Commission and adopt the Action Plan.
(Include comments from Council meeting as needed)

Public Comment Period

The public comment period began on March 14, 2008, with publication of the Preliminary Statement of CDBG and HOME Objectives and Proposed Use of Funds. The comment period closed on April 14, 2008. No verbal or written comments were received from the public during this time.

(Include comments from Council meeting as needed)

7.1 Self Evaluation of Current Year (2007-2008) Performance:

2007-2008 Table 3A: First and Second Quarter Achievements

Obj#	Specific Objectives	Source of Funds	Performance Indicator	Expected #	Actual #	Outcome/ Objective
	Owner Housing					
DH-1.1	Preserve existing affordable housing stock	CDBG: \$845,053 HOME: \$215,219	Total number of affordable units	20	9	DH-1
DH-1.2	Provide affordable housing to low-income first time homebuyers	CDBG: \$100,000 ADDI: \$10,281	Number receiving down-payment assistance	20	11	DH-1
DH-1.3	Increase availability/accessibility to decent housing for low-income families	HOME: \$184,657	Total number of affordable units	5	3	DH-1
DH-1.4	Increase availability/accessibility to decent housing for low-income families	CDBG: \$180,000	Total number of affordable units	6	3	DH-1
DH-1.5	Increase availability/accessibility to decent housing for low-income families	HOME: \$43,000	Total number of affordable units	1	1	DH-1

Obj#	Specific Objectives	Source of Funds	Performance Indicator	Expected #	Actual #	Outcome/Objective
	Homeless					
DH-1.6	Provide accessibility to create a sustainable living environment to persons who are at risk of being homeless	CDBG: \$17,700	Number of households receive emergency financial assistance to prevent homelessness	20	45	DH-1
DH-1.7	Provide accessibility to create a sustainable living environment to persons who are at risk of being homeless	CDBG: \$29,000	Number of households receive emergency financial assistance to prevent homelessness	25	9	DH-1
	Special Needs					
SL-1.1	Provide accessible transportation to low-income and homeless residents	CDBG: \$750	Number of persons assisted with new and/or improved access to a service	50	74	SL-1
SL-1.2	Provide suitable living environments for people with HIV/AIDS	CDBG: \$60,000	Number of persons assisted with new and/or improved access to a service	45	17	SL-1

Obj#	Specific Objectives	Source of Funds	Performance Indicator	Expected #	Actual #	Outcome/ Objective
	Public Service					
SL-1.3	Provide accessibility to suitable living environments	CDBG: \$30,000	Number of persons assisted with new and/or improved access to a service	187	72	SL-1
SL-1.4	Provide accessibility to suitable living environments	CDBG: \$21,924	Number of persons assisted with new and/or improved access to a service	200	613	SL-1
SL-1.5	Provide accessibility/accessibility for the purpose of creating a suitable living environment	CDBG: \$40,811	Number of persons assisted with new and/or improved access to a service	200	78	SL-1
	Economic Development					
DH-1.8	Provide availability/accessibility by creating economic opportunity	CDBG: \$16,000	Number of persons assisted with new and/or improved access to a service	320	8	DH-1

Obj#	Specific Objectives	Source of Funds	Performance Indicator	Expected #	Actual #	Outcome/ Objective
	Other					
DH-1.9	Grant Administration	CDBG: \$100,000 HOME: \$25,000	N/A	N/A	N/A	N/A

Explanation of 2007-2008 Table 3A:

- **Project number SL-1.4:**

This activity provides funding for a multilingual interviewer to work with abused children and their families at Collin County Children's Advocacy Center. The actual number of individuals assisted is higher than initially forecast due to an unexpected increase in the amount of children and families seen and therefore interviewed.

- **Project number DH-1.8:**

This activity provides funds for clients to participate in the Family Self Sufficiency program at the Plano Housing Authority. The actual number is low, in reference to the expected number, because the computer and other skills training classes for program participants did not occur until the third quarter. This table only captures what occurred during the first two quarters of the grant. It is expected that the actual number served will increase dramatically due to the initiation of the training classes. However, the overall expected number of individuals to assist might not be achieved by the end of the program year.

7.2 2008-2009 Projected Performance

2008-2009 Table 3A: Summary of Specific Annual Objectives

Obj. #	Specific Objectives	Source of Funds	Performance Indicators	Expected #	Actual #	Outcome/ Objective
	Rental Housing					
DH-1.9	Increase the availability/accessibility to decent housing for low-income families	CDBG: \$112,000	Total number of affordable units	17		DH-1
	Owner Housing					
DH-1.1	Preserve existing affordable housing stock	CDBG: \$30,807 HOME: \$50,021	Total number of affordable units	20		DH-1
DH-1.2	Provide affordable housing to low-income first-time homebuyers	CDBG: \$100,000 ADDI: \$4,154	Number of first-time homebuyers receiving downpayment assistance	20		DH-1
DH-1.3	Increase the availability/accessibility to decent housing for low-income families	CDBG: \$20,000 HOME: \$171,097	Total number of affordable units	3		DH-1
DH-1.4	Increase the availability/accessibility to decent housing for low-income families	CDBG: \$25,000 HOME: \$150,000	Total number of affordable units	6		DH-1

Obj. #	Specific Objectives	Source of Funds	Performance Indicators	Expected #	Actual #	Outcome/ Objective
DH-1.5	Increase the availability/accessibility to decent housing for low-income families	CDBG: \$50,000	Total number of affordable units	1		DH-1
	Homeless					
DH-1.6	Provide accessibility to create a sustainable living environment to persons who are at risk of being homeless	CDBG: \$20,000	Number of households that received emergency financial assistance to prevent homelessness	13		DH-1
	Special Needs					
SL-1.1	Provide suitable living environments for people living with HIV/AIDS	CDBG: \$63,084	Number of persons assisted with new and/or improved access to a service	46		SL-1
	Public Services					
SL-1.2	Provide accessibility to suitable living environments	CDBG: \$35,000	Number of persons assisted with new and/or improved access to a service	150		SL-1

Obj. #	Specific Objectives	Source of Funds	Performance Indicators	Expected #	Actual #	Outcome/ Objective
SL-1.3	Provide accessibility to suitable living environments	CDBG: \$18,000	Number of persons assisted with new and/or improved access to a service	100		SL-1
SL-1.4	Provide accessibility to suitable living environments	CDBG: \$43,000	Number of persons assisted with new and/or improved access to a service	200		SL-1
SL-1.5	Provide accessibility to suitable living environments	CDBG: \$17,000	Number of persons assisted with new and/or improved access to a service	170		SL-1
	Economic Development					

Obj. #	Specific Objectives	Source of Funds	Performance Indicators	Expected #	Actual #	Outcome/ Objective
DH-1.7	Provide availability/accessibility by creating economic opportunity	CDBG: \$10,000	Number of persons assisted with new and/or improved access to a service	15		DH-1

Obj. #	Specific Objectives	Source of Funds	Performance Indicators	Expected #	Actual #	Outcome/ Objective
	Other					
DH-1.8	Grant Administration	CDBG: \$80,000 HOME: \$20,000	N/A	N/A		DH-1

2008-2009 Table 3B: Annual Housing Completion Goals

Grantee Name: City of Plano Program Year: 2008-09	Expected Annual # of Units to be Completed	Actual # Completed	Resources Used During the Period
ANNUAL AFFORDABLE HOUSING GOALS (sec. 215)			
Homeless households	0		
Non-homeless household	79		CDBG, HOME, ADDI
Special Needs households	14		CDBG
AFFORDABLE RENTAL HOUSING GOALS (sec. 215)			
Acquisition of existing units	0		CDBG, HOME
Production of new units	0		CDBG, HOME
Rehabilitation of existing units	14		CDBG, HOME
Rental Assistance	13		CDBG
Total Sec.215 Affordable Rental	27		
AFFORDABLE OWNER HOUSING GOALS (sec. 215)			
Acquisition of existing units	5		CDBG, HOME
Production of new units	7		CDBG, HOME
Rehabilitation of existing units	20		CDBG, HOME
Homebuyer Assistance	20		CDBG

Grantee Name: City of Plano Program Year: 2008-09	Expected Annual # of Units to be Completed	Actual # Completed	Resources Used During the Period
Total Sec. 215 Affordable Owner	52		
ANNUAL HOUSING GOALS			
Annual Rental Housing Goal	27		
Annual Owner Housing Goal	52		
Total Annual Housing Goal	79		

Explanation of Table 3B Expected Numbers:

- **Non-Homeless Households:** Homeless Prevention, First-Time Homeyers, Plano Housing Corporation, Habitat for Humanity, Christ United Methodist, and Rehabilitation goals.
- **Special Needs:** Plano Community Homes goal.
- **Rehabilitation of existing rental units:** Plano Community Homes goal.
- **Rental Assistance:** Homeless Prevention Goal.
- **Acquisition of existing owner units:** Plano Housing Corporation goal.
- **Production of new owner units:** Christ United Methodist and Habitat for Humanity goals.
- **Rehabilitation of existing owner units:** Rehabilitation goal.
- **Homebuyer Assistance:** First-Time Homebuyer goal