



CARROLLTON

T E X A S

Plan Year 2021

Consolidated Annual Performance and Evaluation Report

Community Development Block Grant Funding

City of Carrollton

Revision: October 21, 2022

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The Consolidated Annual Performance and Evaluation Report (CAPER) represents the third year completed under the Carrollton's 2019-2023 Consolidated Plan. This report represents October 1, 2021, through September 30, 2022. The objective of Carrollton's CDBG Program is to support activities which meet at least one of the primary national Community Development Block Grant (CDBG) objectives, i.e. development of viable urban communities by providing a suitable living environment, decent housing and expansion of economic opportunities for persons of low- and moderate- income. Based on the needs analysis in 2014, the following strategy areas were identified and are reaffirmed in this annual report.

- Improve Neighborhood Infrastructure: Use of CDBG funds to leverage infrastructure improvements.
- Enhanced Code Enforcement: Use CDBG funds to pay for one salaried code enforcement officer to work in the CDBG target area.
- Provide Neighborhood Matching Grants: Use general funds to create a more proactive municipal contribution to preserve and enhance neighborhoods throughout the city.
- Preserve Existing Housing Stock: Use CDBG and general funds to provide interior and exterior home repairs for homeowners who qualify for the grants.
- Assist Social Service Providers: Use general funds for the enhancement of services to meet the needs of low- to moderate- income citizens

In March 2020 the COVID-19 virus was defined as a pandemic and affected every aspect of the population in the United States. The Centers for Disease Control (CDC) documented COVID-19 virus has hit African-American, Hispanic, and other minority groups at a higher rate. Due to the pandemic the United States Federal Government on March 27, 2020, passed the Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act. CARES Act funding distributed by the U.S. Department of Housing and Urban Development to entitlement cities resulted in an additional \$1,260,250 in CDBG funding to the City of Carrollton. This allocation, known as CDBG-CV funding, was to be used by entitlement cities to provide services for low- to moderate- income individuals and families who were directly affected by the COVID-19 virus. Under the established guidelines the City of Carrollton modified its 2019-2023 Consolidated Plan and PY2019 Action Plan to use the additional funding to assist social service agencies who provide shelter, food, medical, financial, and job training services to the residents of Carrollton. In PY21 the social service agencies funded with CDBG-CV have drawn over 80% of the funding first allocated in PY2019.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source/Amount	Indicator	Unit of Measure	Expected Program Year	Actual Program Year	Percent Complete
Assist Service Providers	Homeless, Non-Homeless Special Needs Non-Housing Community Development	City General Funds \$462,130	Other	Individuals	15,000	6,281	41.87%
Enhanced Code Enforcement	Non-Housing Community Development	CDBG Funds \$73,344	Housing Code Enforcement/Property Care	Household Housing Unit	1,200	323	26.92%
Improve Neighborhood Infrastructure	Non-Housing Community Development	CDBG Funds \$299,886	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	7,680	7,680	100.00%
Preserve Existing Housing Stock	Affordable Housing Non-Housing Community Development	CDBG Funds \$44,261	Homeowner Housing Rehabilitated	Household Housing Unit	39	12	30.77%

Goal	Category	Source/Amount	Indicator	Unit of Measure	Expected Strategic Plan	Actual Strategic Plan	Percent Complete
Assist Service Providers	Homeless, Non-Homeless Special Needs Non-Housing Community Development	City General Funds \$1,312,740	Other	Individuals	80,000	34,776	43.47%
Enhanced Code Enforcement	Non-Housing Community Development	CDBG Funds \$356,000	Housing Code Enforcement/Property Care	Household Housing Unit	3,750	1,402	37.39%
Improve Neighborhood Infrastructure	Non-Housing Community Development	CDBG Funds \$3,000,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	8,918	8,918	100.00%
Preserve Existing Housing Stock	Affordable Housing Non-Housing Community Development	CDBG Funds \$562,500	Homeowner Housing Rehabilitated	Household Housing Unit	100	49	49.00%

Table 1 – Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

During PY21 a total of \$417,491 in CDBG funding was used:

- \$299,886 Thomas Park (funded in PY19)
- \$44,261 For Minor Home Repair and Emergency Repair projects
- \$73,344 For Enhanced Code Enforcement

The city also allocated general funds to meet goals and objectives:

- \$462,130 to enhance local social service agencies' activities for Carrollton's vulnerable populations.
- \$149,115 in salary for three staff positions implementing CDBG and Neighborhood Partnership activities.
- \$25,000 for one beautification grant through the Neighborhood Enhancement Matching Grant

Program

- \$55,306 for 34 Neighborhood Empowerment Zone minor home repair projects and incentives.

Thomas Park project

In PY19 the city allocated CDBG funding to refurbishment of Thomas Park. Project was completed and final payment to contractors occurred in PY21. CDBG funding drawn on was \$299,886.

Enhanced Code Enforcement

In PY21 the CDBG code enforcement officer performed 2,574 inspections of apartment complexes in the CDBG target area. The CDBG code enforcement officer brought 323 substandard apartment units into compliance based on interior inspections of those apartments over the course of the year. The COVID-19 pandemic still influenced the total number of interior apartment inspections as residence could refuse entry for proactive inspections by the city inspector.

Housing Rehabilitation Program

The Community Development staff completed 11 projects totaling \$44,261 relating to CDBG funded Minor Home Repair and Emergency Repair programs relating to housing rehabilitation for those low- to moderate- qualifying residents.

Administrative - Training

In PY21 the City of Carrollton Community Development staff attended the Council of States Community Development Agencies (COSDA) 2022 Annual Conference to help in developing and understanding policy changes, implementation of programs and reporting processes for Community Development Block Grant projects and activities. Funding will be recorded against PY22 CAPER reporting.

CDBG CARES Act Funding (CDBG-CV)

CDBG-CV funding amounting to \$1,260,250 was allocated to Carrollton to address low- to moderate-income residents affected by the COVID-19 pandemic. The 2019-2023 Consolidated Plan and PY2019 Action Plan were revised to provide funding to social service agencies who assisted qualified Carrollton residents affected by COVID-19.

Total CARES Act funding through PY21 by WOVEN and Metrocrest Services:

- \$628,944 was drawn by WOVEN Medical Clinic for staff, medical supplies, medication, and facility costs.
- \$410,000 was drawn by Metrocrest Services Housing Assistance program for salary of staffing.
- \$117,768 was drawn by Metrocrest Services Workforce Assistance program for salary of staffing.

The agencies served 2,945 residents of Carrollton for the PY21 reporting year.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	6
Black or African American	2
Asian	3
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	11
Hispanic	2
Not Hispanic	9

Table 1 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The table above accounts for the distribution by race of housing activities. In PY21, a total of 11 homes were rehabilitated using CDBG funds. Hispanic recipients accounted for 2 of the projects, African-American/Black-2, White (non-Hispanic)-6, Asian-3. No other ethnic groups were documented to have received CDBG funding for PY21.

Due to changes in Section 3 requirements, it was determined the City of Carrollton would be unable to use CDBG funding for infrastructure projects. Projects for Carrollton Heights and the Brake/Kirby/Cox area were cancelled, and the funding allocated to them was not used. In PY22 the city is redistributing those funds to Metrocrest Services to address homelessness in Carrollton. Funding for Thomas Park was drawn during PY21, but the project was completed in PY20 and was the last infrastructure project the city had before Section 3 changes.

In PY21 the total number and demographic characteristics of individuals served by the social service agencies which received general funds from the City of Carrollton is as follows: Of the 6,281 individuals served by Carrollton social service agencies, 365 or 5.8% were Asian, 499 or 7.8% were White (non-Hispanic), 666 or 10.6% were Black or African-American, 3,127 or 49.8% were Hispanic, 19 or .3% were American Indian, 7 or .1% were Pacific Islander, and 1,607 or 25.6% were listed as other or unknown. In the American Communities Survey for Carrollton, ethnic and racial breakdown was roughly 15% Asian, 41% White (non-Hispanic), 10% Black/African-American, and 33% Hispanic.

In PY19 social service agencies serving Carrollton were impacted by the COVID-19 pandemic, which involved an increase in the demand for food, medical, unemployment, and financial assistance. The CARES Act funding passed by the federal government resulted in CARES Act funding being distributed to entitlement cities to assist in covering the needs of their residents impacted by the pandemic. The Department of Housing and Urban Development (HUD) provided an allocation of \$1,260,250 in CDBG CARES Act Funding (CDBG-CV). This resulted in the city modifying the 2019-2023 Consolidated Plan and

the PY19 Action Plan to allocate the additional funding to social service agencies who are in need and have applied for assistance from the city.

WOVEN Medical Clinic and Metrocrest Services received the city's CDBG-CV funding to assist pandemic impacted residents of Carrollton.

DRAFT

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	941,058	417,492
Other	public - federal	524,436	542,436

Table 2 - Resources Made Available

Narrative

The 2019-2023 Consolidated Plan for the City of Carrollton identified the preservation of existing housing stock as a priority. There are currently three housing rehabilitation programs within the City of Carrollton's Housing Rehabilitation CDBG Program. They are the Minor Home Repair Program, Emergency Repair Program, and the People Helping People Program. These programs are not limited to a specific geographic area but are for qualifying low- to moderate- income homeowners no matter where they live within the city limits of Carrollton. A total of \$44,893 in CDBG funding was used for 11 housing rehabilitation projects for low- to moderate- income homeowners. Enhanced code enforcement resulted in inspections of apartment communities in the city's NOTICE Priority Target Area, \$73,344 in CDBG funding was used in this area. The city also used \$542,436 in General Funds to support social service agencies for Carrollton residents, beautification programs, and Neighborhood Empowerment Zone projects.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
2019-2023 NOTICE Priority Neighborhoods	79	19.6	Funding used for home repair projects and enhanced code enforcement activities.

Table 3 – Identify the geographic distribution and location of investments

Narrative

In PY21 the city completed a total of \$117,605 CDBG funds for home repair projects and Enhanced Code Enforcement in the NOTICE Priority Target Area. Two Minor Home Repair projects were in the low- to moderate- target area of Carrollton. The CDBG funded code enforcement officer performs inspection of apartment communities located specifically within the CDBG NOTICE target area of the city. In PY21 the CDBG code enforcement officer performed a total of 2,574 multi-family community inspections which included repairs on 324 apartment units. Because of changes in Section 3 requirements the city was required to cancel two infrastructure projects in the CDBG target area. This has resulted in excess funds accrued in Carrollton's CDBG entitlement account. The excess funding resulted in the city failing to meet HUD CDBG requirements to spend 80% of the CDBG funding within three years. The city is planning on resolving this issue in the PY22 Action Plan by reallocating a large portion of the funding to Metrocrest

Services to start new programs to help address homelessness issues with Carrollton residents. The city will no longer be pursuing infrastructure projects in the CDBG target area as a prime focus of CDBG funding going forward.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Assist Service Providers: Since 1998 the city's Community Development Program has worked to develop partnerships throughout the community. In PY21 the City of Carrollton continued to support social services agencies by providing \$462,130 in general funds to various social service providers which serve Carrollton. This funding in all cases amounts to less than 30% of the entire budget of any social service provider yet was used to leverage and add to many existing programs. The programs are discussed in more detail in Section CR-25 of this report. These providers help create necessary social safety nets for Carrollton's vulnerable populations and prevents overuse of other public services staff such as police, school districts, courts, and emergency personnel.

Due to the COVID-19 pandemic funding provided as part of the CARES Act (CDBG-CV) distributed by HUD to entitlement cities resulted in Carrollton directing its allocation to Metrocrest Services and WOVEN Medical Clinic to assist low- to moderate- income Carrollton residents who have been impacted by the COVID-19 pandemic. The cities 2019-2023 Consolidated Plan and PY19 Action Plan were amended to reflect the use of the \$1,260,250 in CDBG-CV funds allocated to the city. In PY21 Metrocrest Services exhausted their allocation of \$527,650 in funding. WOVEN Medical Clinic has used \$628,944 of their \$724,981 in allocated CDBG-CV funding. The funding spent to date amounts to 91.7% of CDBG-CV funding allocated to Carrollton. The city has met expectations by spending at least 80% of the CDBG-CV funding within three years of the allocation to the city.

Community Development Staffing: Implementation and monitoring of CDBG funds for the city is performed by the Community Development staff. The salary for the three Community Development staff members amounts to \$149,115 which comes from the city's general funds.

Neighborhood Empowerment Zones: Use of CDBG funding to assist low- to moderate- income residents resulted in the city creating additional programs using general funds to address deteriorated housing and to revitalize neighborhoods in specific areas of the city. These projects include minor home repairs, single-family rehab, and demolition/rebuild grants. In PY21 the city completed one Neighborhood Beautification Enhancement project totaling \$25,000. The city also used \$55,306 in general funds to perform 34 Neighborhood

Empowerment Zone projects.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	39	11
Number of Special-Needs households to be provided affordable housing units	0	0
Total	39	11

Table 4 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	39	11
Number of households supported through Acquisition of Existing Units	0	0
Total	39	11

Table 5 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Carrollton has no direct city created program to provide homeless or non-homeless affordable housing units. In PY22 the city will be directing CDBG funding to Metrocrest Services to start two programs specifically aimed to assist homeless in Carrollton. This has come about due to changes in Section 3 requirements which hamper the city's use of CDBG funding for infrastructure projects and a major increase of homeless identified in Carrollton.

The City of Carrollton has a one-year goal to rehab 39 existing housing units with CDBG funding. In PY21 a total of 11 CDBG funded rehabilitation housing projects were completed. An additional 34 Neighborhood Empowerment Zone projects were completed during PY21 with general funds.

Two issues which continue to cause an impact on meeting the city's One-Year Goal. The first has been the ongoing COVID-19 illness which creates situations where older individuals who are more susceptible to COVID-19 are fearful of having contractors or groups around to make repairs on their homes due to fear of acquiring the infection. Second, has been individuals who fail to provide the necessary paperwork to staff to confirm their eligibility for use of CDBG funding and their income levels.

Discuss how these outcomes will impact future annual action plans.

City staff is expecting there to be a continued need in PY22 for assistance for low- to moderate- income residents in Carrollton. Staff is hoping with implementations of COVID-19 immunization shots and boosters, residents who were reticent about applying to the program will be more open to allow contractors and groups to make the necessary repairs to their homes. City staff will endeavor to continue proper review of all documentation by applicants to ensure they properly income qualify for CDBG funded projects. In PY20 the city raised the One-Year Goal from 21 projects to 39 with the expectations of increased applications from those impacted by COVID-19. However, the city has not met the One-Year Goals in PY20 and PY21. If PY22 results in a third year of non-attainment of the One-Year Goal the city will look to direct some of this funding in another direction and drop One-Year Goals back to the pre-COVID-19 levels.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	5	0
Low-income	6	0
Moderate-income	0	0
Total	11	0

Table 6 – Number of Households Served

Narrative Information

The Minor Home Repair Grants, Emergency Repair Grants, and People Helping People Program funded by CDBG dollars provide low- to moderate- income homeowners with assistance for interior and exterior repairs on their homes. CDBG funding available for all rehabilitation projects in these three programs amounted to \$180,000 for PY21. Total funding drawn during PY21 was \$44,261.

One hundred percent of all CDBG funding for the housing rehabilitation programs for the aforementioned grants were dedicated to persons of low- to moderate- income and was for needed repairs affecting the health, safety and long-term sustainability of the homes and surrounding neighborhoods. Eleven home rehabilitation projects were completed in PY21. Of these homes 5 (45.4 %) were occupied by extremely low- income homeowners, 6 (54.6%) were for low - income families. Elderly homeowners accounted for 6 (54.6%) of the projects in PY21 and female head of household accounted for 4 (36.4%) of the projects completed.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

Strategies addressing the homeless and non-homeless with special needs populations is included in the 2019-2023 Consolidated Plan, the City continues to allocate a portion of its general fund towards grants and donations to Carrollton social service providers which target low- to moderate- income residents. The City also provides information, referral, and technical assistance along with financial support to local social service agencies serving the homeless and non-homeless citizens with special needs. Currently the city has not funded any homeless programs with CDBG resources. However, due to changes and revisions to Section 3 requirements the City in PY22 will shift funding from infrastructure projects to Metrocrest Services with the specific intent to address and prevent homelessness in Carrollton. In PY21 the city provided general funds to area social service agencies in the amount of \$462,130 for the assistance in anti-poverty initiatives, homelessness prevention, and special needs populations.

The total population of individuals served in PY21 through the City's social service agencies strategy programs documented 3,533 or 56.2% were categorized as extremely low income.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Carrollton does not receive Emergency Shelter Grant (ESG) funding.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

As noted earlier, in addition, the City Council made available \$462,130 in general fund resources to agencies which are actively engaged in the provision of social services in Carrollton.

In exchange for the funding, the agencies and organizations work closely with the city in providing social services to all citizens in need. The close partnership the city has with each agency has grown with each year of collaboration. The staff who are employed as part of the CDBG grant administration and planning activity provide technical, referral, and capacity building assistance for the agencies on an ongoing basis.

In PY21 the city helped accomplish the following goals through its local non-profit partners in an

attempt to reduce the overall number of persons living in poverty in Carrollton:

- Funded food pantries in both Dallas and Denton counties which the City of Carrollton resides.
- Improved access to preventative care, basic health care and medical services for low- to moderate- income families thus reducing costs for medical services and expensive trips to the emergency room.
- Improved 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.
- Promoted financial counseling and classes on budgeting and money management. In PY21 the City continued to promote area training and educational opportunities in this area.
- Promoted linkages between housing, employment, and educational systems and/or facilities.
- Promoted programs and training that help families-in-need to become more self-sufficient.
- Funded after-school programs for low-income students providing tutoring and college preparation for junior high school and high school students coming from families where the majority of parents never finished high school.
- Funded domestic violence and leadership training for adults and children.

In PY21 additional funding from the CDBG CARES Act entitlement program managed by HUD was used by Metrocrest Services and WOVEN Medical Clinic to address the needs of Carrollton residents affected by the COVID-19 pandemic. At the end of PY21 both social service agencies had spent a total of \$1,156,712 of the \$1,260,250 CDBG CARES Act funding. This amounts to 91.8% of the allocation, which exceeds the requirement of having 80% or more of the funds used within three years after receipt of the additional funding. The remaining CDBG funds will be spent in PY22 exhausting the total CDBG CARES Act funding Carrollton received from HUD.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City's position on this issue will continue to be one of supporting and assisting social service agencies working to address this challenge in a coordinated and proactive manner. As stated earlier in this report in PY22 the city will be redirecting CDBG funding used previously for infrastructure projects to homelessness programs being expanded with Metrocrest Services.

The aforementioned services are provided to the homeless population, populations at risk of becoming homeless, and those transitioning from homelessness. The City of Carrollton also supplements the work of various City funded social service agencies to end chronic homelessness by promoting the preservation and maintenance of existing housing through its Minor Home Repair Grants, Emergency Repair Grants, and People Helping People Program.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

This section is not applicable, as the City of Carrollton does not have a public housing authority. Also, the City does not receive or administer funds for assisted housing. Data on the number of individuals with Section 8 housing in Carrollton was not available.

Dallas County Housing Authority

The waiting list for Section 8 housing in Dallas County currently exceeds 6,000 families.

Denton County Housing Authority

Denton County maintains Section 8 housing vouchers for the county. The Section 8 waiting list is closed with an approximate five-year waiting period for those currently pending on the Section 8 list.

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

The City of Carrollton does not offer a first-time home buyer's program or provide incentives for purchasing homes currently.

Actions taken to provide assistance to troubled PHAs

The City of Carrollton does not operate a public housing authority. The majority of the city straddles two counties - Dallas County and Denton County. Both of those counties operate PHA's and are regulated by the county government and not the cities.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City of Carrollton continues to maintain a strong emphasis on safe and affordable housing for all residents. The City of Carrollton Environmental Services Department has two inspection programs geared towards maintaining rental properties; one for single-family rental property and the other for multi-family rental property.

The Single-Family Rental Registration and Inspection Ordinance adopted by the City Council ensures tenants and landlords of single-family residential rental properties are involved in maintaining their properties in a safe and sanitary condition. The Single-Family Rental Inspection Program is effective in ensuring a sustainable community and safe housing is available in all of the neighborhoods in Carrollton. The ultimate goals are to improve the overall condition of rental properties, to reduce health and safety risks, and to prevent blight which affects surrounding homes, thus enhancing property values within the affected neighborhoods. This ordinance requires all rental property owners and companies who lease single-family homes or duplexes in Carrollton to register those properties with the City and make them available for inspection should complaints or city staff observe city code violations on the property.

The Multi-Family Inspection Program works to stabilize, maintain, and enhance all of the apartment communities in Carrollton. The program operates in partnership with the residents and management staff of those apartment communities to achieve this goal through the enforcement of the City's Code of Ordinances and the Comprehensive Zoning Ordinance. The Multi-Family Inspection Program operates by performing annual inspections of apartment communities. These detailed inspections of apartment communities include interior and exterior inspections of apartment units within the community and the CDBG Target Area. The number of apartment unit interiors is normally 15% of the total number of units within the apartment community. However, if the property has a constant history of non-compliance or serious health and safety issues the city may inspect up to 100% of all of the apartment units to ensure residents are living in a safe and healthy environment. The city also addresses any apartment complaints submitted to the city and city staff perform inspections to determine if potential violations are present.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City of Carrollton has further initiatives to address issues of aging housing which is funded through General Funds and not CDBG funds. The city council approved the creation of five Neighborhood Empowerment Zones (NEZ) in neighborhoods at the greatest risk of distress due to housing conditions, age, and the condition of infrastructure. One of the current incentives for residents and owners within the designated Neighborhood Empowerment Zones is the waiving of construction fees, including building permit fees, impact fees, platting fees, and project permit fees (fences, electrical, plumbing,

etc.), for both commercial and residential properties to encourage repair, rehabilitation, and redevelopment in those areas of the city.

Three programs operating tied to the Neighborhood Empowerment Zones are as follows:

- NEZ Minor Home Repair: Income qualifying homeowners living in one of the five Neighborhood Empowerment Zones can receive up to \$7,500 for exterior improvements, including items not on the house itself, such as fences, retaining walls, sewer lines. In PY21 Carrollton successfully completed 1 NEZ Minor Home Repair project totaling \$6,000 in general funds.
- Single-Family Rehabilitation Incentive: Any homeowner living in a Neighborhood Empowerment Zone in a home that is at least five years old qualifies for a reimbursement of 25% of exterior rehabilitation expenses if the homeowner invests a minimum of \$1,000 in rehabilitation work. In PY21 Carrollton residents completed 33 renovation projects totaling \$49,307 in general funds.
- Demolition/Rebuild Incentive: Any property owner within the NEZ area who has a house in disrepair and is substandard may apply to the city for this incentive. This incentive includes reimbursement for full demolition costs of the house on the property and provides a tax credit towards the value of new home construction. The tax credit is applied for a period of ten years in the form of a one-time payment from the city. The city did not have any projects in this area for PY22.

These programs offer another level of support to property owners in older neighborhoods of the city.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

During PY21, The City of Carrollton has continued to demonstrate its commitment to the eradication of lead-based paint hazards in the community.

For residents receiving assistance under the city's Minor Home Repair, Emergency Repair, and People Helping People Programs the city follows federal regulations where a lead-based paint hazard is involved. To determine if a lead-based paint hazard is present, houses built before 1978 are tested for the presence of lead by a certified technician. In the event lead-based paint is present, the city hires technicians certified in safe work practices for the removal of lead-based paint.

All CDBG funded projects meet all applicable regulations related to lead-based paint. Residences built before 1978 utilizing the Minor Home Repair Program are tested for lead-based paint to comply with HUD requirements. In the event lead-based paint is detected, HUD guidelines are followed, including the distribution of lead-based paint information.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

During PY21 the City of Carrollton provided general funding of \$462,130 to social service agencies to address local objectives and strategies identified in the 2019-2023 Consolidated Plan. All the agencies

identified in Appendix 1 predominantly serve persons of low- to moderate- income.

The city council considers the awarding of social service contracts annually. The city is proud of its continue partnership with the identified agencies/organizations. A brief outline of the specific services and activities offered by each of the agencies is also included in Appendix 1.

Cumulatively, these agencies served 6,281 individuals in Carrollton. The agencies identified and served 3,127 (49.8%) Hispanics, 666 (10.6%) African-Americans, and 365 (5.8%) Asians within the Carrollton community. These specific demographic groups accounted for 66.2% of the individuals served by the city funded social service agencies.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

Neighborhood Reinvestment

In previous years the city has used CDBG funding to perform infrastructure projects in low- to moderate-neighborhoods in Carrollton. However, due to the changes and revisions in Section 3 the city has dropped those projects due to regimented requirements now instituted under Section 3. The city will continue to evaluate all neighborhoods in Carrollton to establish and determine areas of immediate infrastructure need and will address those needs through General Funds. The city will be directing the CDBG funding used in infrastructure projects towards Metrocrest Services to institute programs to address homelessness in Carrollton. The city does perform enhanced code enforcement with a CDBG funded code enforcement officer who performs apartment inspections for communities located within the CDBG target area.

Neighborhood Matching Grants

The city has an established Neighborhood Enhancement Matching Grant Program which may provide up to \$25,000 in general funds to perform upgrades and enhancements to public property within a neighborhood. These grants can be used for beautification, signage, and landscaping projects.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

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

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

In PY20 the City of Carrollton completed the Analysis of Impediments to Fair Housing and continues to review relevant aspects applicable to Carrollton.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Carrollton's Community Development Program continuously monitors programs and projects to ensure compliance with all applicable laws and regulations. Staff focuses on the following areas: environmental, financial, labor relations, and programmatic areas.

The environmental standards and procedures developed and implemented include the completion of compliance checklists for all activities and the city's annual Environmental Review Record (ERR). Staff maintains a copy of the ERR available for year-round public review during regular business hours in the Environmental Services Department at City Hall located at 1945 E. Jackson Road, Carrollton Texas.

Community Development program staff and the city's accounting staff administer financial monitoring for all projects, programs, and activities. The city's Treasury Division works closely with the Community Development staff to ensure all drawdowns are made after all ledgers and records have been reconciled and approved. The city's Purchasing Department assists with procurement and the general bidding process to ensure compliance with all applicable state and federal regulations. The financial operations and expenditures of the city are audited on an annual basis by an independent accounting firm.

The Community Development staff administers, monitors, and reviews labor standards on all capital improvement projects. Contractors are provided with training prior to the start of each project. All applicable Davis-Bacon and Related Acts (DBRA) are explained to the contractor. All contractor payments are contingent upon payment of proper wages to employees and the city's receipt of appropriate payroll records. Contractors are reviewed to ensure they have a SAMS and DUN number and have not been disbarred from receiving federal funds.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The first public hearing for the PY21 CAPER was held on Thursday, November 10, 2022, before the Neighborhood Advisory Committee. The second public hearing for the PY21 CAPER was held on Tuesday, December 6, 2022, before the Carrollton City Council. Notices were posted for the public in the Dallas Morning News, the newspaper of record to each hearing. These hearings summarized the report, noting it has been available for review either in person at City Hall or through the city's website. Citizen comments were welcomed at the hearings or in writing and instructions were provided on how to comment.

Neighborhood Advisory Committee Public Hearing - Thursday, November 10, 2022

The Neighborhood Advisory Committee held a public hearing on Thursday, November 10, 2022, to receive comments on the PY21 CAPER. At the meeting there were no public comments received during the public hearing regarding the PY21 CAPER. After receiving no public comments, the Neighborhood Advisory Commissioners were allowed to ask questions.

Commissioner's inquired about the expansion of Neighborhood Enhancement Zones (NEZ) which are funded with city general funds, how the social service agencies were selected for CARES-Act funding, changes made in Section 3 requirements, on the impact if full funding is not spent by the city and shifting of funds from infrastructure projects to addressing homelessness issues in the community. Staff addressed each of these areas and provided the commissioners on the procedures applicants followed with CARES-Act funding, how unallocated funds may be recovered by HUD, and how Section 3 has impacted the city going forward.

As there were no further comments from the commissioners, the chair moved to close the public hearing and a motion was made to accept the PY21 CAPER and forward it on for a second public hearing before the City Council on December 6, 2022. The commissioners voted 8-0 to accept the resolution and forward the report onto the Carrollton City Council.

City Council Public Hearing - Tuesday, December 6, 2022

The City Council held a public hearing on Tuesday, December 6, 2022, to receive comments on the PY21 CAPER. At the meeting there were _____ public comments regarding the PY21 CAPER. After asking for and receiving _____ public comments, the City Council voted _____ to _____ a resolution _____ the PY21 CAPER and forwarding the report to the Department of Housing and Urban Development.

_____ public comments were received by staff through email, written correspondence, or reported in on site visits.

Public Notices were featured on the city's website and were published in the Dallas Morning News on Sunday, October 23, 2022, and Sunday, November 6, 2022.

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

Because of changes and revisions to Section 3 requirements the City of Carrollton was required to cancel infrastructure projects as the city would be unable to meet the new restrictive measures imposed by Section 3. This funding will be redirected to Metrocrest Services for use in programs related to homelessness in Carrollton.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

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CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	1	0	0	0	0
Total Labor Hours	592				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 7 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0				
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0				
Direct, on-the job training (including apprenticeships).	0				
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0				
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0				
Outreach efforts to identify and secure bids from Section 3 business concerns.	1				
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0				
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0				
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0				
Held one or more job fairs.	0				
Provided or connected residents with supportive services that can provide direct services or referrals.	0				
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0				
Assisted residents with finding child care.	0				
Assisted residents to apply for, or attend community college or a four year educational institution.	0				
Assisted residents to apply for, or attend vocational/technical training.	0				
Assisted residents to obtain financial literacy training and/or coaching.	0				
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0				
Provided or connected residents with training on computer use or online technologies.	0				
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0				
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0				
Other.	1				

Table 8 – Qualitative Efforts - Number of Activities by Program

Narrative

The Thomas Park project was funded by PY17 and PY19 prior to finalized changes in Section 3 requirements. This project will serve as the final infrastructure project for Carrollton as the Section 3 requirements are difficult for Carrollton to meet and will be reallocating infrastructure funding in the future to address homeless issues through funding of Metrocrest Services, a social service agency which assists Carrollton residents.

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