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PFLUGERVILLE
T E X A S

**COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)
PROGRAM**

**Consolidated Plan
2014-2019**

**DRAFT FOR
PUBLIC COMMENT**

Draft Release: June 2, 2014
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Adopted: TBD

City of Pflugerville
Development Services
Planning Department
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Pflugerville, Texas 78691

Acknowledgements

Development of this Five Year Consolidated Plan has been possible through the individual efforts and involvement of the Pflugerville City Council, the City's CDBG Advisory Committee, City staff and the citizens of Pflugerville.

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City of Pflugerville 2014-2019 Consolidated Plan

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Acronyms

ADA	Americans with Disabilities Act
AP	Action Plan
CAPER	Consolidated Annual Performance Evaluation Report
CDBG	Community Development Block Grant Program
CFR	Code of Federal Regulation
Con-Plan	Consolidated Plan (governs CDBG program)
CPD	Community Planning and Development (department of HUD)
CPP	Citizen Participation Plan
EA	Environmental Assessment
FHA	Federal Housing Administration (component of HUD)
HAMFI	Housing Urban Development Area Median Family Income
HOME	HOME Investment Partnership Program (HUD Program)
HOPWA	Housing Opportunities for Persons with AIDS (HUD Program)
HUD	United States Department of Housing and Urban Development
IDIS	Integrated Disbursement Information System
LBP	Lead Based Paint
LMI	Low and Moderate Income (80% or below median household income)
MFI	Median Family Income
PY	Program Year
PY14	Program Year 2014
RFP	Request for Proposals
RFQ	Request for Qualifications
TxDOT	Texas Department of Transportation



Consolidated Plan 2014-2019

Executive Summary

24CFR 91.200

The Executive Summary includes objectives and outcomes identified in the plan and a summary of the citizen participation process, public comments, and efforts made to broaden public participation in the development of the consolidated plan. This section also identifies the entity responsible for overseeing the development of the plan along with those agencies, groups, organizations and others who participated in the process and those in which the entity responsible for the plan consulted. The information provided includes the jurisdictions consultations with The Continuum of Care that serves the jurisdiction's geographic area, public and private agencies that address housing, health, social services, employment or education needs of low-income individuals and families, of homeless individuals and families, of youth, and/or of other persons with special needs, public and private agencies that address housing, health, social services, employment, or education; publicly funded institutions and systems of care that may discharge persons into homelessness (such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions) and any other similar entities. No evaluation of past performance is provided as this is the inaugural plan for the City of Pflugerville.

Community Profile

Incorporated in 1965, Pflugerville is located in Travis and Williamson Counties just north of the Texas state capitol. Pflugerville is a fast-growing city, home to over 50,000 residents who enjoy safe streets, a beautiful trail system and share incredible community spirit. Pflugerville combines trails and community with business opportunities and is the place where quality meets life.

Pflugerville has experienced a growth rate of 225.2% over the past 14 years, with a 2000 population of 19,484 growing to a population of 48,356 during the 2010 census and currently at a population of 53,752 (July 2013).

The City of Pflugerville operates under a Council-Manager form of government; a form in which the Council appoints the City Manager who acts as the chief executive officer of the City. The City Manager is responsible for proper administration of the City.

Lead Agency

24CFR91.200(b)(1)

The City of Pflugerville Planning Department serves as the lead department for the Community Development Block Grant program within our community.

Consolidated Plan Public Contact Information

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Consolidated Plan Process

The Consolidated Plan serves as the application to the Federal Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) funding. The Consolidation Plan must be submitted by August 15th; 45 days prior to the start of the City's program year which begins October 1st each year. The City's inaugural year in this program will begin October 1, 2014. The Consolidated Plan is required to be submitted to HUD every five (5) years.

In addition to the Consolidated Plan, the City will prepare an annual Action Plan. Similar to the Consolidated Plan, the Action Plan must be submitted to HUD by August 15th; 45 days prior to the start of the City's program year.

To ensure accountability, the City will also prepare a Consolidated Annual Performance Evaluation Report (CAPER) which is submitted to HUD within 90 days after the end of the City's program year. The first CAPER is due by December 30, 2015.

Community Outreach & Participation

The City adopted and published a Citizens Participation Plan (CPP) in March 2014 outlining the efforts required for citizen participation within the City's CDBG program. In consultation with the CPP the City published notice in the *Pflugerville Pflag* newspaper, on the City's website as well as the City's social networks (Facebook and Twitter) to solicit input from residents and social service providers on the needs in Pflugerville.

Opportunities for public input on the Consolidated Plan were available during the 30 day public review period from June 2, 2014 to July 2, 2014. Public hearings were held on May 5, 2014 by the CDBG Advisory Committee, and May 27, 2014 and July 8, 2014 by City Council prior to adoption of the Consolidated Plan on July 22, 2014. Comments received from the meetings are included in Appendix A.

The City of Pflugerville continues to encourage citizen participation with emphasis towards participation by persons of very-low, low and moderate income who are eligible for services provided by the CDBG program as well as residents of targeted areas in which the CDBG funds can be expended. All documents related to the CDBG program are made available to the public for review at any time and are available in the Pflugerville Public Library located at 1008 W. Pfluger Street, as well as on the City's website at: www.pflugervilletx.gov/communitydevelopment

Consultation

24CFR91.200(b)(2)&(3)

A variety of housing, community, and social services providers were consulted for the preparation for the Consolidated Plan. These providers included:

- Travis County Health and Human Services & Veterans Affairs
- City of Pflugerville Victim Services
- Pflugerville Independent School District
- Community Advancement Network

Data Sources

A number of data sources were used in the preparation of the Consolidated Plan. These include:

- Austin ECHO
- Census Age & Sex ACS 2008-2012
- Census Economic Characteristics 2000
- Census Economic Characteristics 2008-2012
- Census Housing Characteristics ACS 2008 – 2012
- Census Profile of General Population and Housing Characteristics 2010
- Census Race & Hispanic or Latino Origin 2010 Summary
- Census 2000, Tables H36, HCT11 and DP-3
- City of Pflugerville
- Economic Characteristics ACS 2010 – 2012
- Educational Attainment ACS 2008 -2012
- Housing Characteristics ACS 2008 – 2012
- HUD CHAS Pflugerville Community Profile 2008 – 2010
- HUD Income Limits for Travis County & Census Economic ACS 2008-2012

- National Institute on Drug Abuse
- Occupancy Characteristics ACS 2008 – 2012
- Pflugerville Independent School District
- Travis County Health and Human Services & Veterans Affairs
- Trust for Public Land

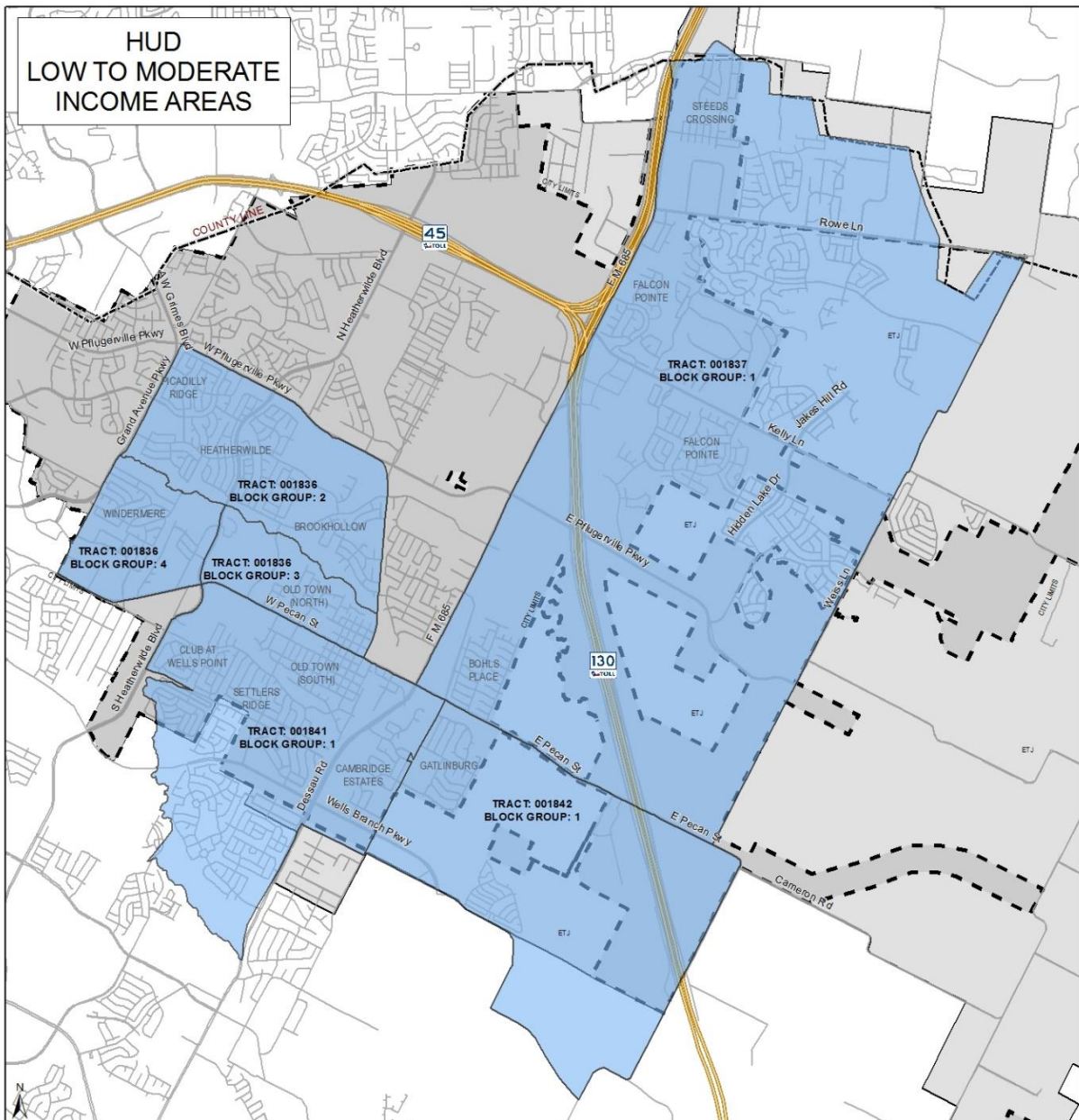
Income Definitions

The CDBG program is aimed at serving low to moderate income residents, which is defined as those persons or households with an income less than 80 percent of the median family income. The 2008-2012 American Community Survey 5-year estimate indicated that 9% of Pflugerville residents live below the poverty level. In addition to serving individuals, the CDBG program also focuses on service to neighborhoods with predominately low-moderate income residents. These areas are referred to as “target areas”.

The median family income (MFI) for Travis County, Texas as determined by HUD is \$75,400 for a family of four (4).

<i>Income Definitions</i>		<i>Family of 4</i>
<i>EXTREMELY LOW</i>	<i>30% OF MEDIAN</i>	<i>\$22,600</i>
<i>LOW INCOME</i>	<i>50% OF MEDIAN</i>	<i>\$37,700</i>
<i>MODERATE</i>	<i>80% OF MEDIAN</i>	<i>\$60,300</i>

Map 1



TRACT	BLOCK GROUP	LOW TO MODERATE POPULATION	TOTAL POPULATION	% LOW TO MODERATE POPULATION
001836	2	296	1,655	17.9%
001836	3	218	636	34.3%
001841	1	1,343	5,446	24.7%
001836	4	611	938	65.1%
001837	1	35	131	26.7%
001842	1	374	1,535	24.4%



NOTES:
 1) Low to moderate and total population provided by the U.S. Department of Housing and Urban Development (HUD)
 2) Low to moderate population is defined as 50% - 80% below the areas median income.
 3) Total population is the low to moderate universe as reported by HUD.

Exception Grantee Status

CFR 570.208(a)(1)(ii)

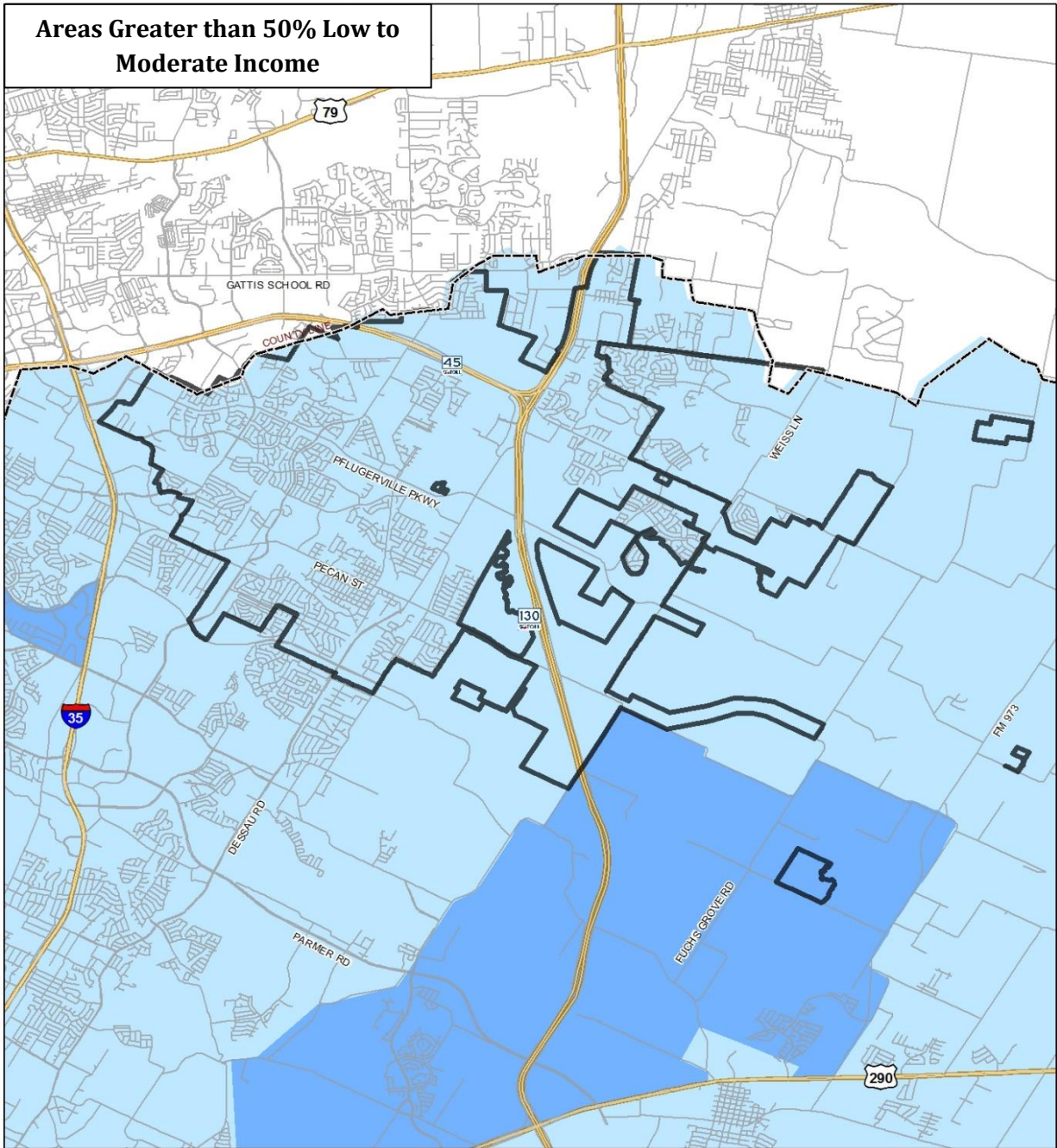
The CDBG program requires that each CDBG funded activity must either principally benefit low and moderate income persons, aid in the prevention or elimination of slums or blight or meet a community development need having a particular urgency because existing conditions pose as serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet that need. It is customary that with respect to activities that principally benefit low and moderate income persons, at least 50 percent of the activity's beneficiaries must be low to moderate income.

In some communities, like Pflugerville, there are very few areas in which at least 50 percent of the residents or areas are of low to moderate income. For these grantees the CDBG law authorizes an exception criterion in order for such grantees to be able to undertake area benefit activities.

The map provided on the following page outlines the areas around Pflugerville that are greater than 50% low to moderate income areas as provided by HUD.

For Pflugerville, the low-moderate income threshold for any area benefit activity is 24.7%.

Map 2



Legend

- 0 %- 50% Low to Moderate Income
- Greater than 50% Low to Moderate Income
- Pflugerville City Limits



NOTES:
 1) Low to moderate income areas provided by the U.S. Department of Housing and Urban Development
 2) Low to moderate population is defined as 50% - 80% below the areas median income.

Community Needs

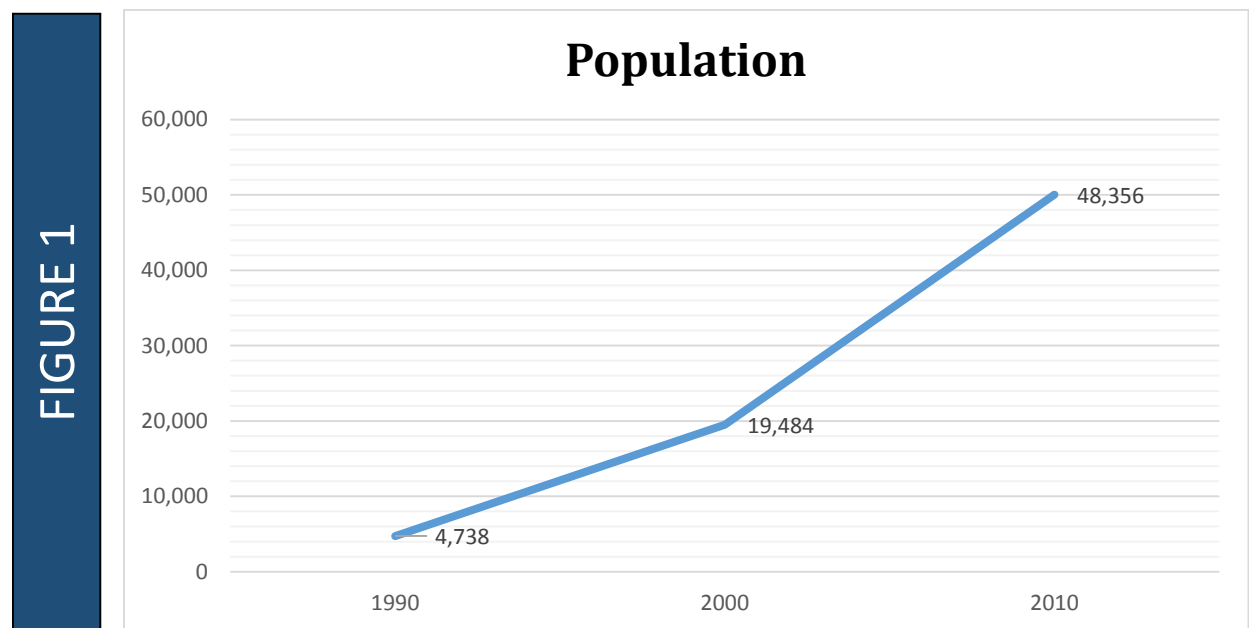
This section provides a brief community profile including physical, social, economic and demographic trends and is the basis for determining the housing and community needs in Pflugerville.

Demographic Profile

The following information provides a profile of the population, age and racial/ethnic composition of Pflugerville.

Population

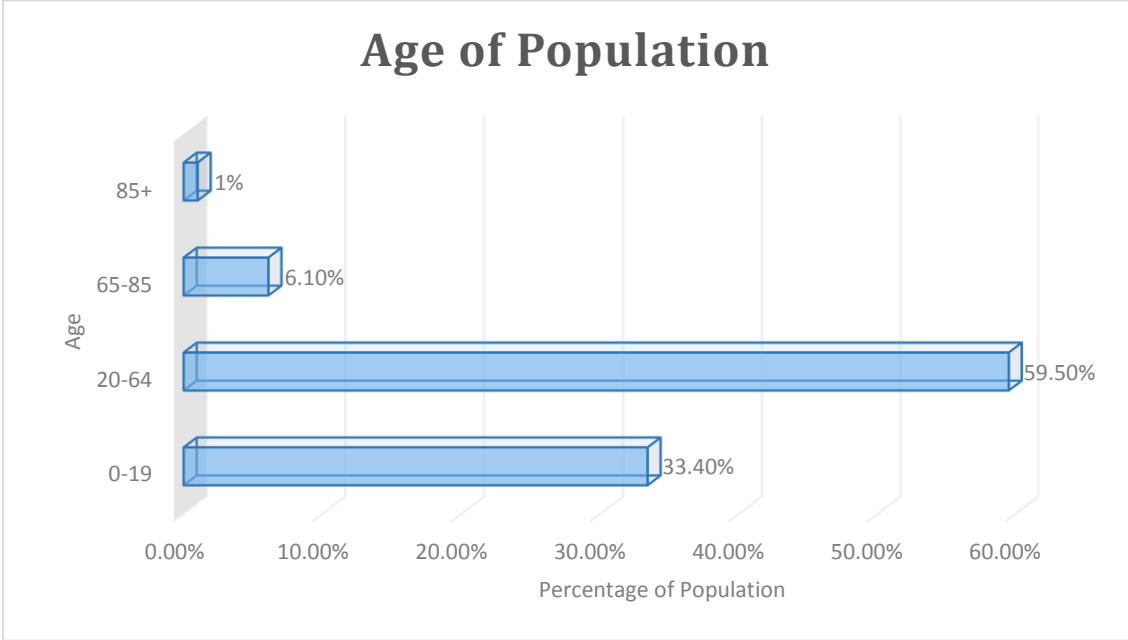
As of July 2013, the City's estimated population was 53,752. Between 2000 and 2010 the population more than doubled and is expected to double again before 2030.



Age

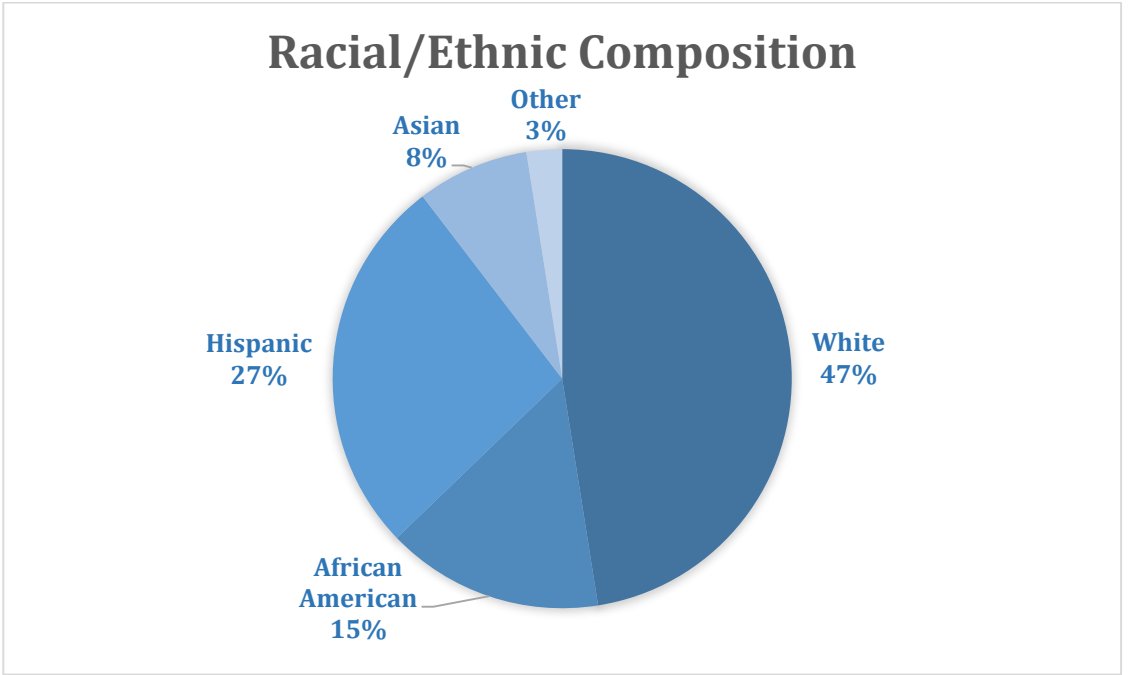
- The median age in Pflugerville is 34 years of age as of 2012.
- 33.4% of the population is under the age of 19.
- 7.1% are over the age of 65.
- The majority of the population is between the ages of 20 and 64 at 59.5% of the population.

FIGURE 2

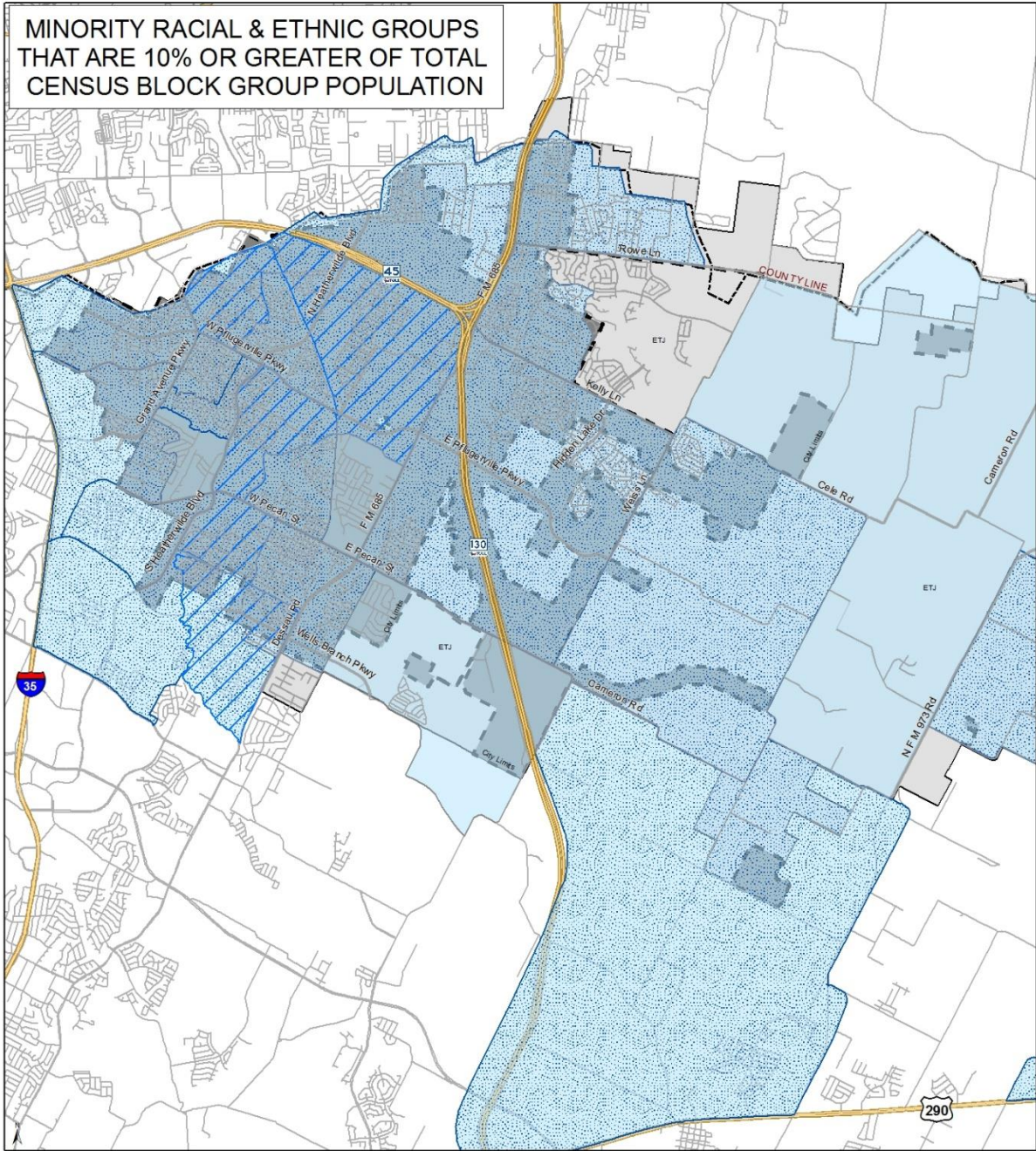


Race/Ethnicity




FIGURE 3



Map 3



Legend

-  \geq 10% Asian
-  \geq 10% Black or African American
-  \geq 10% Hispanic or Latino

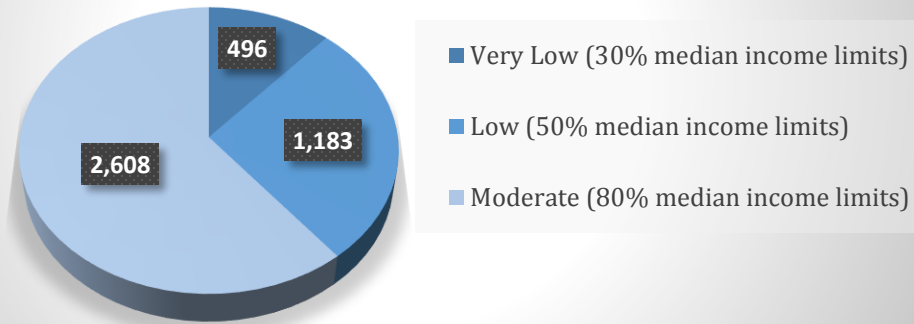


- NOTES:
- 1) Information for race and ethnic group provided by U.S. Census Bureau and was collected as part of the 2010 Census enumeration.
 - 2) Racial and/or Ethnic Groups counted in the 2010 Census, but did not comprise 10% or greater of the total population within a Block Group include American Indian and Alaskan Native, Native Hawaiian and Other Pacific Islander, Some Other Race and Two or More Race.
 - 3) The identification 10% or greater minority racial or ethnic minority is a defined criteria by HUD for the CDBG process and is defined as any racial or ethnic minority that is ten percent or greater of the total population within the defined geographic area.

Income Profile

FIGURE 4

Number of Families within the Very-Low, Low, and Moderate Income limits within the Pflugerville Community



- 2000 Median household income = \$71,985
- 2010 Median household income = \$72,004
- 2000 1.7%(331) of residents that lived below the poverty line
- 2010 9.0% (4,494) of residents that lived below the poverty line
- 2010 8.8% (72) of children in families live in poverty

Household Profile

24CFR91.205(b)

A variety of characteristics, such as type, size and composition of a household, can affect the type of housing and services needed. The majority of households within Pflugerville are families.

- In 2012 Pflugerville consisted of 16,935 of households with an average household size of 2.96 persons.
- 77.6% of the households are families of which:
 - 59.4% of households are married
 - 13.4% of households female householder, no husband present
 - 4.8% of households are male householder, no wife present
- 17% of households are single persons
- 48.6% of all households have children under the age of 18
- 13.2% of homes have a family member age 65 or older

- 22.8% of households are renters
- 77.2% of households are owners
- The City does not own or operate any public or assisted housing

Based on this data, the information suggests a need for housing and services aimed towards serving Pflugerville's families and children.

Special Needs Populations

24CFR91.205

Special needs populations within the city include the elderly and frail elderly, persons with disabilities, large households, female headed households, persons with substance abuse issues, homeless, victims of domestic violence and persons with HIV/AIDS. Citizens with these special circumstances are more likely to have low or moderate incomes and therefore may have more difficulty finding housing which require specialized services or assistance.

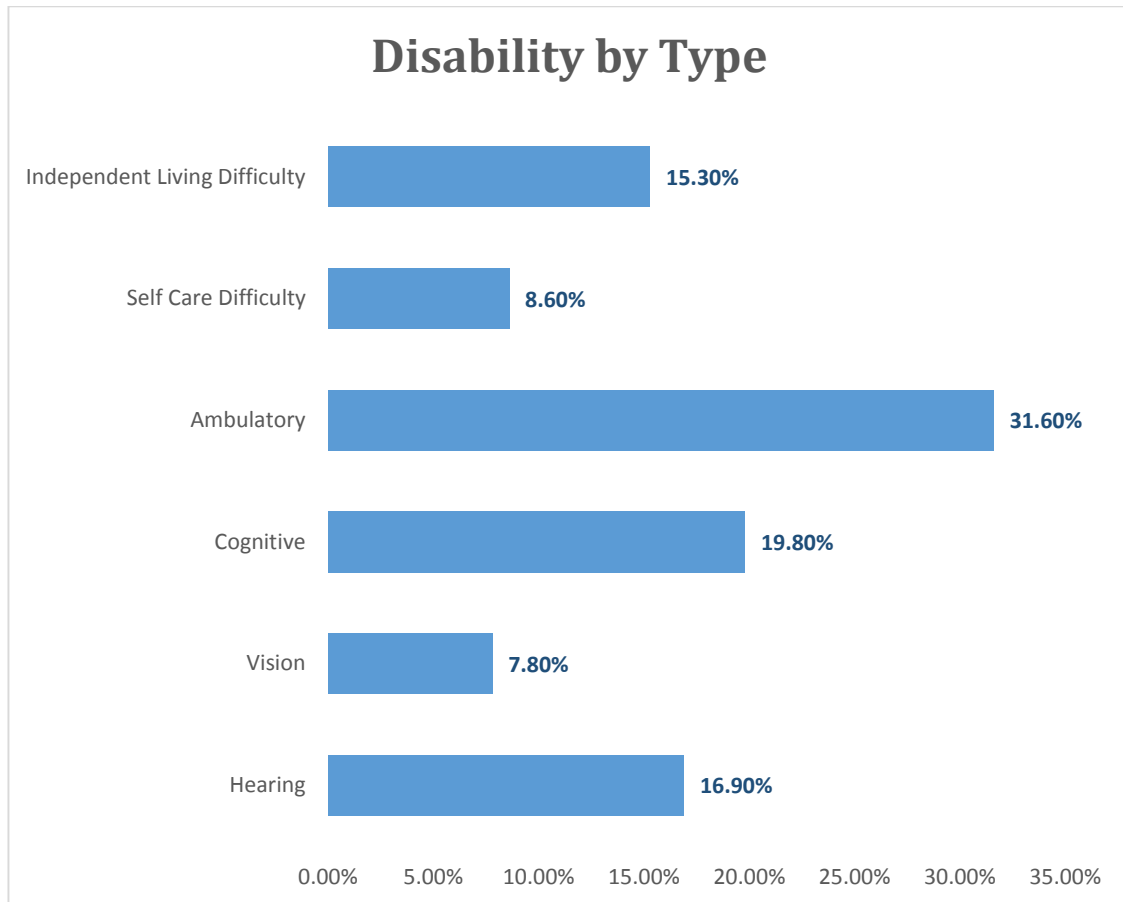
Elderly & Frail Elderly

- 3,292 (6.9%) of population are 65 years of age and older
- 8.6% of housing units are owned by residents 65 years of age and older
- 0.1% of housing units are rented by residents 65 years of age and older
- 11.3% have a disability
- 2 licensed care facilities with 230 beds

Persons with Disabilities

- 4,084 persons, 8.2% of the total population have a disability (49.6% of those people with a disability have two (2) or more disabilities). For this purposes of this plan a person with a disability is defined as "Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment."

FIGURE 5



Large Households

- 14.3% (1,774) of all families have 5-6 people per family
- 1.9% (238) of all families have 7 or more people per family
- 11,201 of owned dwelling units have 3 or more bedrooms
- 3,307 of rented dwelling units have 3 or more bedrooms

Female Headed Households

- 17.7%(2,834) of all Pflugerville households are headed by single parents with children
- 13.6%(2,177) of those households are headed by women
- 24.4%(522) of female headed households live in poverty

Alcohol/Other Drug Abuse

Limited information was available regarding alcohol and other drug abuse for Pflugerville. Information received from the National Institute on Drug Abuse reports the following for Travis County:

- Alcohol/drug offender needs are the highest in Travis County at both Probation Intake and Revocation
- Travis County has the highest percentage of offenders in Texas with previous offenses committing subsequent offenses involving drugs (54.4%) or alcohol (33.8%)
- Marijuana, cocaine and nonmedical pain relievers have the highest rates of use in the region as well as the state

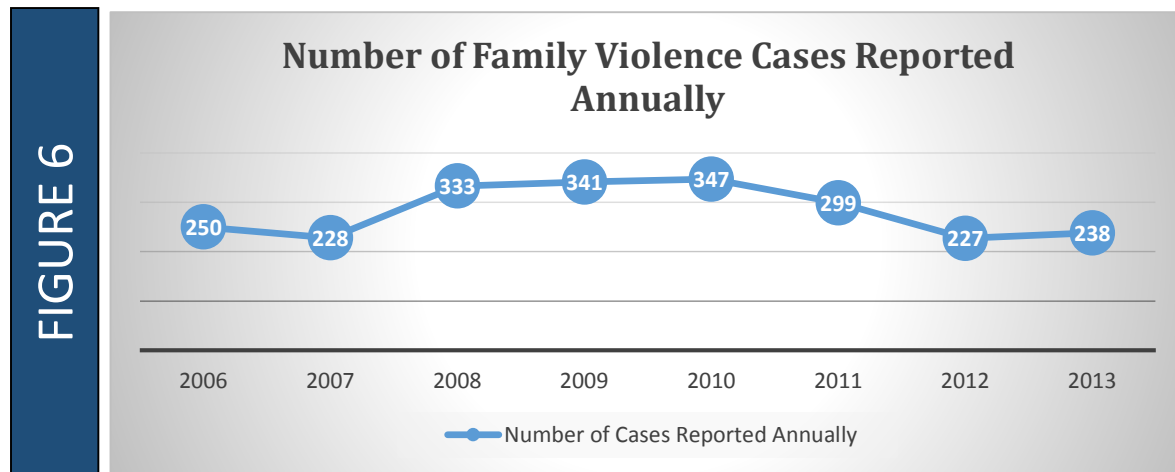
Persons with HIV/AIDS

Information concerning the impact of HIV/AIDS in the Pflugerville community is very limited and therefore the information provided is based on statistics for the whole of Travis County.

- 457 new AIDS cases reported in 2013
- 5,084 currently living with HIV/AIDS within Travis County. Of those:
 - 5,072 are adult
 - 12 pediatric
 - 4,335 are male
 - 749 are female
 - 45.3% white
 - 22.0% black
 - 29.5% Hispanic
 - 3.2% other races

Victims of Family Violence

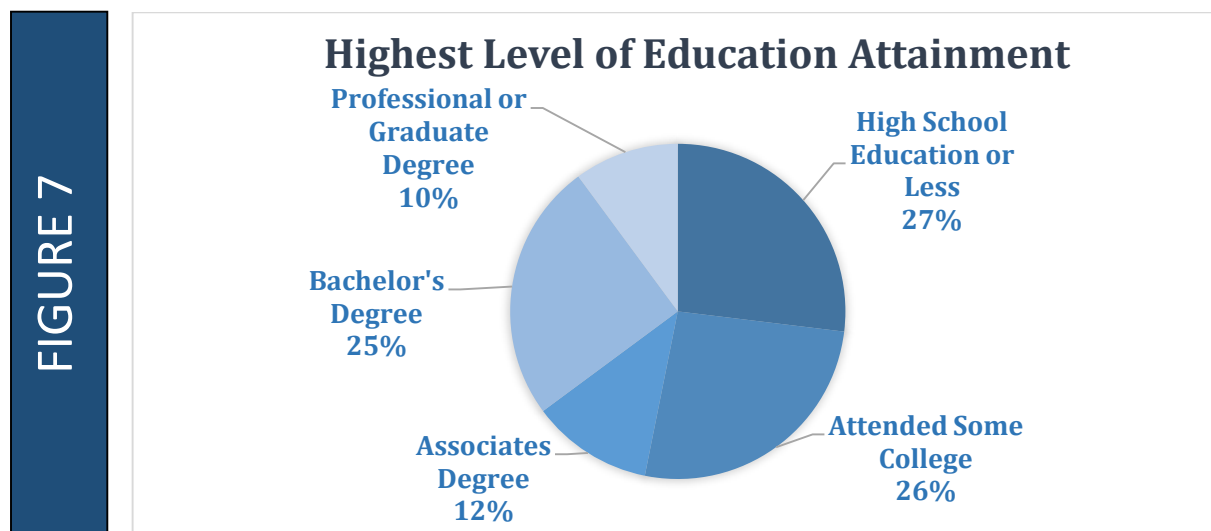
The number of reported family violence has generally decreased in Pflugerville since 2010, with a slight increase in 2013. Pflugerville’s Victim Services Division aids victims by providing direction to needed services for counseling, housing and other types of aid. Services for Pflugerville residents are accommodated by providers primarily located in the central Texas area including, Austin and Round Rock.



Education/Economic Profile

The correlation between economic opportunities and education attainment is important in determining the potential income level of a household.

Education Profile



Economic Profile

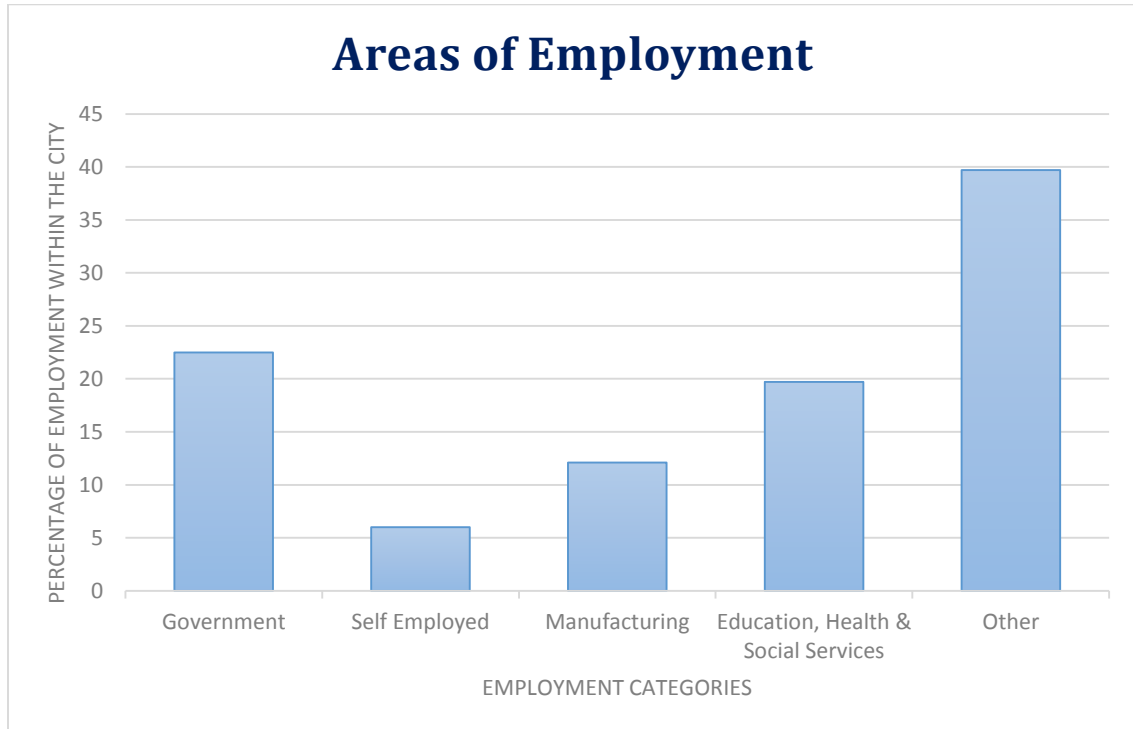
Pflugerville is located in Travis and Williamson Counties in Texas, one of the most rapidly growing areas in the state, just minutes north of downtown Austin and just south of technology headquarters like Dell, Inc. in Round Rock. Pflugerville is located within close proximity to 31.6% of all high tech jobs within the Austin Metropolitan Statistical Area (MSA). This affords Pflugerville the opportunity to be a key player in the global high tech industry and providing a wealth of resources and abundant business opportunities.

Occupations that make up the greatest percentage of Pflugerville's workforce is management, business, science, and arts occupations at 44.3%.

- 71.5% of workforce that are in private wage or salary positions
- \$736 Average weekly wage
- 25.3 Minute commute
- 3.7% Unemployment rate

		2006	2007	2008	2009	2010	2011	2012	2013
<i>City of Pflugerville</i>	Labor Force	5.8%	9.7%	2.8%	7.0%	12.1%	2.9%	6.3%	3.7%
	Unemployment	1.9%	-4.6%	28.8%	59.5%	11.1%	3.6%	-7.8%	-6.2%
	Employment	6.0%	10.3%	1.9%	4.9%	12.2%	2.9%	7.1%	4.2%
<i>MSA</i>	Labor Force	2.8%	2.5%	2.5%	3.2%	3.5%	2.6%	2.5%	3.6%
	Unemployment	-5.7%	-8.4%	22.1%	59.8%	7.2%	-1.9%	-11.7%	-6.8%
	Employment	3.2%	2.9%	1.8%	0.5%	3.3%	2.9%	3.6%	4.2%

FIGURE 8



Homeless Needs

24CFR91.205(c)

Numerous issues create housing barriers for the homeless population in the Travis County area, from lost jobs to mental illness and domestic violence. The National Alliance to End Homelessness states that “families experiencing homelessness are similar to other, housed families living in poverty. Many poor families – homeless or not – share similar characteristics: they are usually headed by a single woman with limited education, are usually young, and have high rates of domestic violence and mental illness. Some families living in poverty, however, fall into homelessness, usually due to some unforeseen financial challenge, such as a death in the family, a lost job, or an unexpected bill, creating a situation where the family cannot maintain housing.” Services and facilities for the homeless are available in Austin and San Antonio. While specific data was not available for Pflugerville, data for Austin Area and Travis County was available.

- 385 Chronically homeless: individuals and families, families with children, veterans and their families and unaccompanied youth
- 1,506 persons who are within a shelter on a given week
- 1,987 persons who experience homelessness each year
- 1,276 of persons who exit homelessness each year
- 29,615 persons who are homeless within the State of Texas

- 6.6% (817) Families live in poverty
 - 19.9% female headed households
 - 3.1% households with children under the age of 5
 - 8.8% households with children under the age of 18
 - 1.4% persons 65 and over

Housing Market Profile

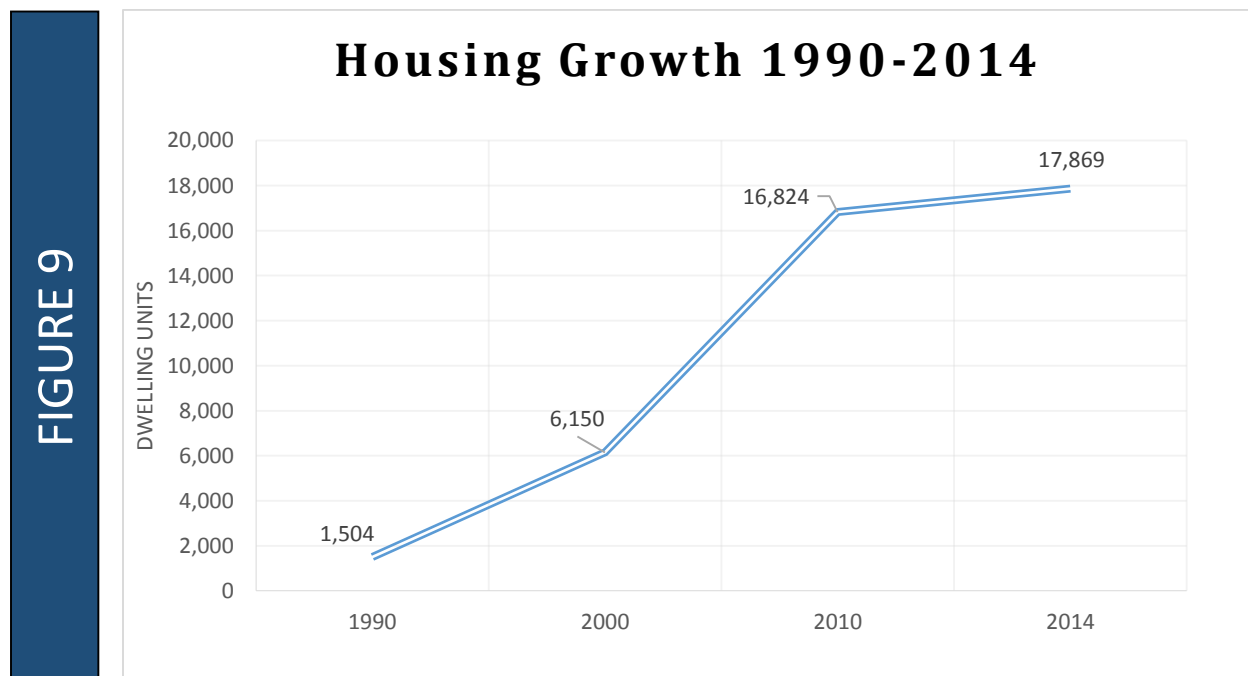
24CFR 91.210

The housing information provided identifies housing characteristics, trends, services, affordability and other housing needs in Pflugerville.

Occupied Housing data:

- Owner Occupied: 12,364 (77.2%)
- Renter Occupied: 3,649 (22.8%)

Housing growth

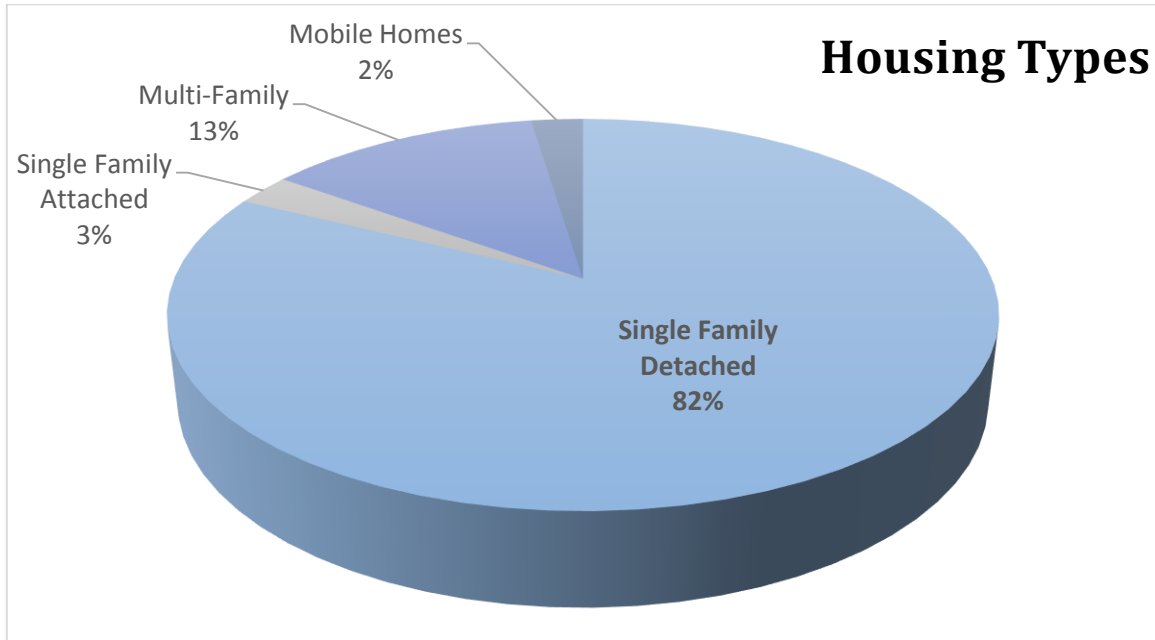


- 15,158 single family units permitted or built (Jan 2014)
- 2,276 rental units permitted or built (Jan 2014)
- Projected housing need between 2013 & 2022 is 272 additional units per year

Housing type, tenure, and vacancy rate

- 77.2% of units are owner occupied
- 22.8% of units are renter occupied

FIGURE 10



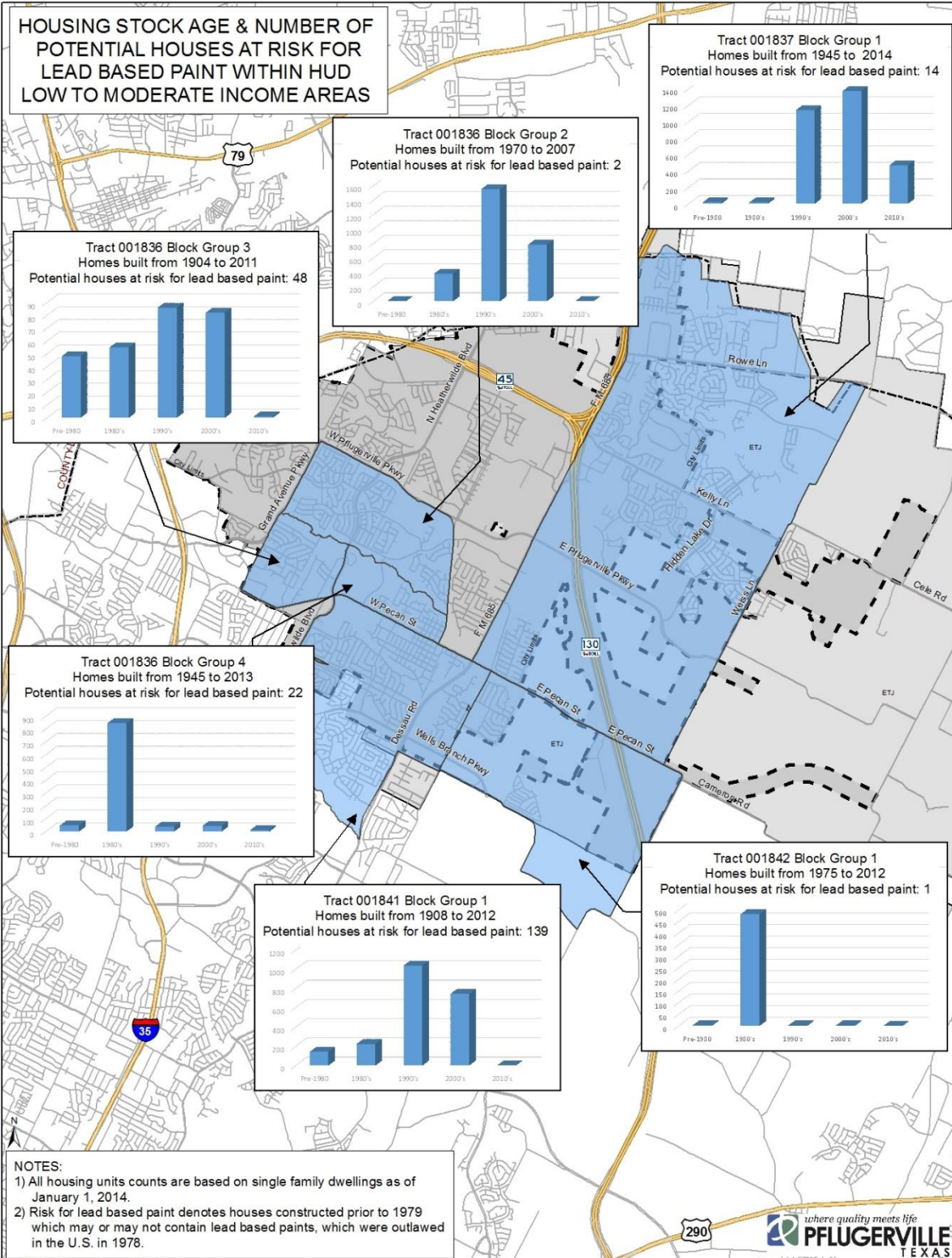
Lead based paint (LBP) hazards

24CFR91.205(e)

The use of lead based paint became outlawed for construction beginning in January 1978 due to the severe health risks that it can cause children. Public health organizations are required to identify children at risk for lead poisoning and to monitor, with particular attention children age six (6) and under.

Based on the age of the housing, there are approximately 226 dwelling units with lead based paint of 16,824 in Pflugerville. Documentation of remediation of lead based paint removal is limited. Of the dwellings with lead based paint there are estimated to be 70 dwelling units with lead based paint occupied by low to moderate income persons.

Map 4



Housing costs

- 2012 median home price in Pflugerville was \$165,000
- 2012 median rent in Pflugerville: \$1,140

Affordability

A 2012 Citizen Survey conducted by the City of Pflugerville indicated that 90% of residents polled moved to Pflugerville because they considered it affordable. Informal feedback to services providers by target populations in the area indicated that housing is more affordable in Pflugerville than surrounding areas.

- Median home sales price for a new three (3) bedroom home in 2012 was \$165,000
 - A moderate income (80%AMI) household of four can afford a home costing approximately \$161,618*
 - A low income (50% AMI) household of four can afford a home costing approximately \$102,066*
 - A very low income (30% AMI) household of four can afford a home costing approximately \$36,371*
 - Single family home prices are not affordable to target households below 80% AMI.
 - Median monthly rental unit in 2012 was \$1,140
 - 128 units in Pflugerville rent for less than \$500/month
 - 1,194 units in Pflugerville rent for less than \$999/month
 - 2,324 units in Pflugerville rent for more than \$1000/month
 - A very low income household of four can afford a rent of \$565 per month (30%AMI) assuming 30% of the annual income is utilized for rent
 - A low income household of four can afford a rent of \$942 per month (50%AMI) assuming 30% of the annual income is utilized for rent
 - A moderate income household of four can afford a rent of \$1,507 per month (80%AMI) assuming 30% of the annual income is utilized for rent
- Many low income households need assistance in order to afford housing in Pflugerville.

*To arrive at an "affordable" home price a mortgage calculator was utilized that assumed a 30-year mortgage term, annual property tax of \$3,500 and homeowners insurance of \$481 -- the national average, no down payment and a 5% mortgage rate with no factor applied for private mortgage insurance.

Housing Cost Burden

According to HUD, a household that pays more than 30 percent of its income on housing is defined as having a housing cost burden. Higher housing costs are a greater concern for target income households facing the needs to cut other necessary expenditures, such as health care, in order to afford housing.

- 25% of owners paid more than 30% of income on housing
- 59% of renters paid more than 30% of income on housing

Overcrowding

Overcrowding is defined by the Census as more than one person per room excluding kitchen, porches, bathrooms and hallways. Overcrowding is relatively low in Pflugerville.

Occupants per Room by Homeownership				
	Owner occupied Housing Unit		Renter Occupied Housing Unit	
	Total	Percent	Total	Percent
1.00 or less occupants per room	12,190	98.6%	3,597	98.6%
1.01 to 1.50 occupants per room	346	2.8%	51	1.4%
1.51 or more occupants per room	12	0.1%	0	0.0%

Public and Assisted Housing

- The City does not own or operate any public or assisted housing.
- Travis County serves as the housing authority providing rent and mortgage assistance for qualifying Pflugerville residents. Housing available through tax credit programs, Housing Authority of Travis County, The Rural Development, Travis County Housing Finance Corporation (TCHFC) Multi Family Housing Bond Program, and Low Income Housing Tax Credit Program are accepted for:
 - 504 rental dwelling units are available specifically for low income elderly
 - 526 rental dwelling units are available for the target population
 - The majority of dwelling units were constructed since 2002 with the exception of Pflugerville Meadows which contains 20 units constructed in 1980. These units have been maintained and appear to need little restoration or revitalization.
 - The dwelling units available for the target population accepting these programs are located at six sites throughout Pflugerville:
 - Cambridge Villas, 208 elderly units, Constructed 2007
 - Heatherwilde Park Retirement Apartments, 128 elderly units, Constructed 2002

- HomeTown Estates (Picadilly Estates), 168 elderly units, Constructed 2008
- Pflugerville Meadows Apartments, 20 units, Constructed 1980
- Rosemont at Heatherwilde, 256 units, Constructed 2003
- Westchester Woods Apartments, 250 units, Constructed 2002

Section 504 Needs Assessment

Section 504 prohibits discrimination on the basis of disability in any program or activity that receives financial assistance from any federal agency, including the US Department of Housing and Urban Development (HUD). The Housing Authority of Travis County takes affirmative measures to make all services available to all eligible families regardless of disabilities.

Tenant Based Housing Assistance (Section 8)

The Travis County Health and Human Services & Veteran Affairs provides portable vouchers that assist low income households with housing costs.

Barriers to Affordable Housing

21CFR91.210(e)

A combination of elements that could be perceived as potential barriers or constraints to affordable housing may include:

- Development Standards
- Availability of funding for affordable housing
- Availability of infrastructure

The City of Pflugerville has not offered any direct incentives for developers to build affordable housing.

Housing Needs

24CFR91.205

The estimated housing needs for the upcoming five (5) year period may include:

- Diversity of housing types and lot sizes
- Rehabilitation assistance for LBP removal
- Additional public housing opportunities

Community Development Needs

Infrastructure, public buildings and facilities, community services and economic development are all components of community development needs. Considered in the community needs assessment is feedback received by residents, the Community Development Advisory Board, staff, and service providers.

The estimated community development needs for the upcoming five (5) year period may include:

Infrastructure needs

Essential infrastructure needs that were considered necessary in the target areas included:

- Fill gaps in sidewalk and trail gaps in target areas
- Install ramps at intersections where ramps do not exist or need repair or upgrade
- Repair/replace broken sidewalks
- Install and/or improve streetlights that do not meet current standards in target areas
- Provide improved pedestrian connections to employment, service and entertainment areas of the community.

Public Buildings and Facilities – Parks

The City of Pflugerville parks system includes approximate 1,026 of acres of land as well as 38.7 miles of trails.

- The trails system connects west to east with needs for critical gaps to be filled in order to provide access points to employment, services and shopping.
- Replacement of playground equipment in target areas
- Barrier removals in parks
- New parks facilities in target and underserved areas

Community Services

Public health and human services for Pflugerville residents are provided by Travis County Health and Human Services & Veterans Services Department (TCHHS/VS) and various other non-profit organizations.

Recreational opportunities for all residents are provided by the City of Pflugerville's Parks and Recreation Department.

Recommended community services included:

- Provide funding for recreational programs for children in low to moderate income families
- Encourage education, arts, entertainment, job skills, food production, and employment through the development of a culture center
- Creation of a food distribution and learning center

Hazard Mitigation

Per Travis County, floods are the most likely significant natural hazard to occur within the County. Floodplain encompasses 1,590 acres of land within Pflugerville. No needs were identified to be provided for hazard mitigation.

Economic Development

Recommended economic development opportunities included:

- Job training
- Small Business Development

Strategic Plan

Executive Summary

24CFR 91.215

The Strategic Plan outlines how the City of Pflugerville will address the community's housing and community development needs over the next five year period, beginning October 1, 2014 to September 30, 2019. The priority needs, goals and objectives were based on needs identified in the Community Needs portion of this Plan, the City of Pflugerville's 2030 Comprehensive Plan, input from the City's CDBG Advisory Board, public hearings, ongoing citizen input and discussion with area service providers.

The Strategic Plan presents polices and a course of action to focus on priorities anticipated over the next five years that will address the statutory program goals as established by federal law which expands economic opportunity for low income people, creates safe and affordable housing and improves access to infrastructure and services to ensure Pflugerville continues to become the most desirable community in Central Texas.

Priority Needs Determination

24CFR91.215(a)(4)

Priority needs for housing and non-housing community services were determined utilizing the data provided in the Community Needs section of this Plan, public hearings, and consultation with City staff, the CDBG Advisory Board and area service providers. Factors affecting the determination of the five year priorities included:

- 1) The types of target income households and populations with the greatest need for assistance;
- 2) Those activities that will best address their needs; and
- 3) The limited amount of funding available to meet those needs.

The priority ranking system for housing and community development needs is as follows:

High Priority: Activities are expected to be funded during the five year period of the Consolidated Plan.

Medium Priority: If funds are available, activities that address unmet needs may be funded by the City during the five year period of the Consolidated Plan.

Low Priority: The City does not plan to utilize funds for activities to address the unmet need during the time period outlined in this Consolidated Plan.

Table 4	
<i>Prioritization of Categories for the PY 2014-2019 Consolidated Plan</i>	
Category	Priority
Community Service	High
Infrastructure	High
Public Buildings and Facilities	High
Economic Development	Medium
Housing	Low
Homeless	Low

Availability of resources

The Strategic Plan focuses on projects funded through CDBG funds provided to the City by HUD on an annual basis. Based on the City's annual allocation of \$232,501 for Project Year 2014, the City is expected to receive \$1.1 million over the five year Consolidated Plan period. In addition to these funds, the City has other funds which may be used to leverage CDBG money for infrastructure projects and public services. This Plan has been developed assuming a flat level of funding from HUD over the five year period, but it is possible that reductions or additions could occur in future project years.

Housing Strategy

24CFR91.215(b),(c)&(e)

For the five year period covered by the Consolidated Plan, Pflugerville does not intend to target CDBG funds toward efforts to aid in housing needs. However, recognizing that a diversity of housing types and affordability is important not only to the individual citizen but the community as a whole, staff will review housing types available in the community to ensure workforce housing is accommodated within the community and participate in planning efforts that aid in the development of affordable projects within Pflugerville.

Homeless Strategy

24CFR91.215(d)

As articulated in the data a variety of circumstances can lead or aid in homelessness, from rising rent or domestic violence to loss of a job or substance abuse. For the five year period covered by the Consolidated Plan, Pflugerville does not intend to target CDBG funds towards efforts to address homelessness. The City of Pflugerville is a member of the Community Advancement Network (CAN), a partnership of governmental, non-profit, private and faith-based organizations which leverage mutual resources to collectively improve social, health,

educational and economic opportunities in our community and will continue that collaborative effort to engage and continue education efforts regarding homelessness.

Anti-Poverty Strategy

24CFR91.215(j)

Approximately 9% of Pflugerville residents live in poverty. Female headed households with children are particularly affected by poverty. The City's anti-poverty strategy is based on attracting a range of businesses and providing workforce development and a mix of uses throughout the community that are supportive of each other reducing or eliminating the need to find housing, employment or services outside of the community.

Removing Barriers to Affordable Housing

24CFR91.215(h)

The City is committed to removing or reducing barriers to affordable housing whenever possible. Future actions to address these issue include:

- Incentives for affordable development – support for a project
- Fee waivers or reductions when also meeting development objectives

Obstacles to Meeting Underserved Needs

The following obstacles to meeting needs in Pflugerville include:

- Rapid population growth
- Need for transportation to existing services
- Rising cost of housing

Lead-Based Paint Reduction Strategy

24CFR91.205(e)&24CFR91.215(i)

The City utilizes community services provided by Travis County for the remediation of lead based paint in Pflugerville's housing supply. Approximately 226 homes within the City of Pflugerville were constructed during the time when lead based paint was accepted for use. The City will continue to utilize Travis County Health and Human Services and Veterans Services, which receives funds through State grants and the Travis County General Fund to provide limited lead based paint remediation on houses built before 1978 where small holes in the wall or similar acts could cause additional lead exposure.

Community Development Strategy (Non-Housing)

24CFR91.215(f)&(g)

The City's community development strategy relates to efforts to provide new or improved infrastructure, community development, facilities, and economic development opportunities. Table 5 provides a summary of the needs and proposed allocation of CDBG funds over the next five years.

Summary of priority community development needs

Category	Estimated Annual Allocation	Priority Need
Community Service	\$30,000	High
Infrastructure	\$120,000	High
Public Buildings and Facilities	\$80,000	High
Economic Development	\$0	Medium

Community Services

Youth Recreation Scholarships

The Parks and Recreation Department is dedicated to providing opportunities for increased health and wellness through recreational activities and safe park facilities to promote physical, emotional, intellectual, cultural and social well-being for all. Recreational programs develop healthy lifestyles, strong minds and fit bodies. In order to better serve low to moderate income youth in our community, funding is needed to offer scholarships to 150 children meeting the income thresholds to aid them in participating in recreational programming.

Objective: Provide funding for youth to participate in recreational programs

Responsibility: Parks Department

Funding: CDBG

Infrastructure

Objective: Improve pedestrian connections throughout target areas by repairing, replacing and/or adding sidewalks or trails

Responsibility: Engineering Department

Funding: CDBG

Objective: Reduce barriers for the disabled by repairing, replacing and/or adding ramps at appropriate locations

Responsibility: Engineering Department

Funding: CDBG

Public Buildings and Facilities

Parks play a critical role to the health and wellness of adults and children. Improving and adding parks in target neighborhoods encourages physical activity, improved health and wellness and provides community cohesion.

Objective: Improve parks facilities in target areas by replacing parks equipment, adding additional parks amenities, acquiring additional parkland, creating new parks, and/or improving accessibility

Responsibility: Parks, Engineering and Planning Departments

Funding: CDBG

Economic development

Pflugerville does not anticipate expending any CDBG funds over the five year life of the Consolidated Plan however, Pflugerville will continue to support economic development throughout the community and will focus specifically on economic development opportunities within target areas.

CDBG Planning & Administration

The goal of the City is to provide efficient administration and oversight of the CDBG program and undertake planning efforts to address the needs of target income residents.

The preparation of the Consolidated Plan, Annual Action Plans and Consolidated Annual Performance Evaluation Report (CAPER) are essential to ensuring compliance with HUD regulations and for providing funding for needed services for CDBG target areas and residents. While this preparation is a high priority to ensure the success of this program within the City, CDBG funds will not be utilized for the administration of this program instead the City will utilize current General Funds allocated to the Planning Department for the planning and administration of the CDBG program.

Institutional Structure & Coordination

24CFR91.220

Effective implementation of the Consolidated Plan involves a variety of agencies. Coordination and collaboration within the City of Pflugerville and between agencies helps to ensure that the needs in the community are addressed. The key departments and agencies that are involved in the implementation of the Plan are described below.

Public sector

City of Pflugerville, Planning Department

The Planning Department is responsible for the administration of the City's programs funded by CDBG money. This office has primary responsibility for managing and implementing the City's Consolidated Plan programs and related documents.

Other City departments are also involved in providing services, include the Engineering Department, Parks and Recreation Department and the Public Works Department.

City of Pflugerville, Finance Department

The City Finance Department manages the CDBG procurement processes for commodities, professional services and construction. Expertise in the area of federal standards has been created within the department. The department submits all financial reports, including the SF-425.

Travis County Health & Human Services and Veterans Services Department (TCHHS/VS)

TCHHS/VS offers a variety of services to Pflugerville and Travis County residents including:

- Utility, Rent and Mortgage Assistance
- Family Assistance
- Children’s Services
- Senior Services
- Public Health Services
- Emergency Services

Coordination

The City is committed to continuing its participation and coordination with federal, state, county and local agencies as well as with the private and non-profit sector, to serve the needs of target income individuals and families in the community. The City will continue to work with the area service providers as well as the building industry to address housing and community needs.

Gaps in the Delivery System

The primary gaps in the delivery system relate to the lack of services for target income households within Pflugerville. These include transportation services, infrastructure improvements in low to moderate income areas, youth recreation, and under developed and aging parks. Travis County Community Center in Pflugerville provides assistance and information to target income individuals.

The Pflugerville Consolidated Plan is designed to address these gaps by first identifying appropriate programs and services to provide in the City then providing local services, facilities and programs over time to assist target income residents.

Monitoring Plan

24CFR570.501(v) and 24CFR85.40

The projects anticipated to be completed over the five year plan will be implemented by City Departments and will ensure that the activities are carried out in a timely manner in accordance with federal monitoring requirements and all other applicable laws, regulations, polices and accounting practices and Staff will assure that the program/project is operating in a manner that minimizes the opportunity for fraud, waste, and mismanagement. No subrecipients are anticipated to receive the allotted CDBG funds.

The City will track and report on its progress toward meeting its housing and community development goals. On an annual basis, City staff will prepare a Consolidated Annual

Performance and Evaluation Report (CAPER) that summarizes progress on goals and priorities in the Consolidated Plan and Annual Action Plan.

Appendix A

A. Public Comments

Any comments received from the public during the public review period of June 2nd to July 2nd and during the public hearing meetings to be held on July 8th and July 22nd will be included in this section

Appendix B

Certifications & 424

Certifications required by the Department of Housing and Urban Development will be included within this appendix once the final Consolidated Plan has been adopted.

Appendix C

Definitions

Family households: As defined by the US Census, consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

Spouse: As defined by the US Census, represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

Affordability – As defined by HUD, measures the extent to which enough rental housing units of different costs can provide each renter household with a unit it can afford (based on the 30-percent-of-income standard). Affordability, which is the broadest measure of the relative supply of the housing stock, addresses whether sufficient housing units would exist if allocated solely on the basis of cost. The affordable stock includes both vacant and occupied units

Affordable housing – As defined by HUD, measures the extent to which enough rental housing units of different costs can provide each renter household with a unit it can afford (based on the 30-percent-of-income standard). Affordability, which is the broadest measure of the relative supply of the housing stock, addresses whether sufficient housing units would exist if allocated solely on the basis of cost. The affordable stock includes both vacant and occupied units

Public housing – As defined by HUD, was established to provide decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities. Public housing comes in all sizes and types, from scattered single family houses to high-rise apartments for elderly families. There are approximately 1.2 million households living in public housing units, managed by some 3,300 HAs. The U.S. Department of Housing and Urban Development (HUD) administers Federal aid to local housing agencies (HAs) that manage the housing for low-income residents at rents they can afford. HUD furnishes technical and professional assistance in planning, developing and managing these developments.

Appendix D

Citizen Participation Plan

City of Pflugerville
Citizen Participation Plan
Community Development Block Grant (CDBG) Program

Draft Release: February 24, 2014

Comment Period: 16 days (2/24/2014 to 3/11/2014)

Public Hearing: March 11, 2014

Adopted: March 11, 2014

The CDBG program provides annual grants on a formula basis to entitled cities, such as Pflugerville, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The City of Pflugerville is determined to be an eligible grantee because it sustains a population of at least 50,000. The July 2012 estimate provided by the US Census Bureau was 51,894.

The purpose of this document is to detail Pflugerville's approach to encourage effective citizen participation throughout the development, administration and evaluation of the city's CDBG program. The plan is organized to summarize the nature of the program, affording citizens the opportunity to understand the program so as to ensure aligned goals, then to how to participate by detailing the various processes. Background information describing the CDBG program is taken from the HUD website¹ and included herein for reference.

Nature of Program

HUD awards grants to entitlement community grantees, such as Pflugerville, to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.

Entitlement communities develop their own programs and funding priorities. However, grantees must give maximum feasible priority to activities which benefit low- and moderate-income persons. A grantee may also carry out activities which aid in the prevention or elimination of slums or blight. Additionally, grantees may fund activities when the grantee certifies that the activities 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 where other financial resources are not available to meet such needs. CDBG funds may not be used for activities which do not meet these broad national objectives.

¹http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/programs/entitlement#eligibleactivities

Abbreviations Used in this Plan

CAPER – Comprehensive Annual Performance and Evaluation Report

CDBG – Community Development Block Grant

CPP – Citizens Participation Plan

CFR – Code of Federal Regulations

HUD – (United States Department of) Housing and Urban Development

PHA – Public Housing Agency

Defined Terms (underlined in this Plan)

Continuum of Care – The group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts (Pflugerville Independent School District), social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

HUD determines the amount of each entitlement grant by a statutory dual formula which uses several objective measures of community needs, including the extent of poverty, population, housing overcrowding, age of housing and population growth lag in relationship to other metropolitan areas. For Program Year (PY) 2014, Pflugerville anticipates receiving approximately \$230,000.

Eligible Activities

- acquisition of real property;
- relocation and demolition;
- rehabilitation of residential and non-residential structures;
- construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;
- public services, within certain limits;
- provision activities relating to energy conservation and renewable energy resources; and of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities

Ineligible Activities

- acquisition, construction, or reconstruction of buildings for the general conduct of government;
- political activities;
- certain income payments; and
- construction of new housing by units of general local government

No single Census Tract or Block Group in Pflugerville has at least 50 percent of the population is of low- to moderate-income. As a result, qualifying projects must be within areas with at least 24.7 percent of the population is of low- to moderate-income based on the exception received by Pflugerville for Program Year 2014.

Requirements

To receive its annual CDBG entitlement grant, Pflugerville must develop and submit to HUD its Consolidated Plan, which will be our comprehensive planning document and application for funding under the CDBG program. In the Consolidated Plan, Pflugerville must identify its goals for

this program. The goals will serve as the criteria against which HUD will evaluate a Pflugerville's Plan and performance under the Plan. Also, the Consolidated Plan must include several required certifications, including that not less than 70% of the CDBG funds received, over a one, two or three year period specified by the grantee, will be used for activities that benefit low- and moderate-income persons, and that the grantee will affirmatively further fair housing. HUD will approve a Consolidated Plan submission unless the Plan (or a portion of it) is inconsistent with the purposes of the National Affordable Housing Act or is substantially incomplete.

Following approval, the Department will make a full grant award unless the Secretary has made a determination that the grantee:

- has failed to carry out its CDBG-assisted activities in a timely manner;
- has failed to carry out those activities and its certifications in accordance with the requirements and the primary objectives of Title I of the Housing and Community Development Act of 1974, as amended, and with other applicable laws; or
- lacks a continuing capacity to carry out its CDBG-assisted activities in a timely manner.

Citizen Participation

As a grantee, Pflugerville must develop and follow a detailed plan, and is established herein. This plan is required to provide for and encourage citizen participation which emphasizes participation by persons of low- or moderate-income, particularly residents of predominantly low- and moderate-income neighborhoods, slum or blighted areas, and areas in which the grantee proposes to use CDBG funds. The plan must:

- provide citizens with reasonable and timely access to local meetings, information, and records related to the grantee's proposed and actual use of funds;
- provide for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance;
- provide for timely written answers to written complaints and grievances;
- and identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

Encouragement of Citizen Participation

Participation by all Pflugerville residents is encouraged in all aspects of the city's CDBG program, specifically in the development of any:

- Consolidated Plan,
- Substantial Amendment to the Consolidated Plan, and
- Performance Report or CAPER

Certain population segments in Pflugerville are particularly encouraged to participate as provided in this Plan, including:

- Persons having economic low- to moderate-incomes
- Persons living within low- to moderate-income neighborhoods
- Areas that satisfy the exception criteria for Pflugerville
- Residents of public and assisted housing developments
- Minorities and non-English speaking persons

Translation services, if needed, may be requested at least five (5) days before advertised public hearing or otherwise posted public meeting pursuant to the CDBG program. Newspaper advertisements for public hearings will be posted in English and Spanish.

- Persons with disabilities

All meeting locations utilized for CDBG meetings are ADA accessible. Public meeting agendas in Pflugerville indicate our commitment to compliance with the Americans with Disabilities Act, providing resources for hearing-impaired or speech-disabled persons.

In addition to the population segments, organizations in and within the vicinity of Pflugerville whose purpose is to aid the Continuum of Care benefitting populations of low- to moderate-income are encouraged to participate, including:

- Businesses
- Developers
- Nonprofit organizations
- Philanthropic organizations
- Community- and faith-based organizations
- Public housing agencies

Participation by these groups is critical to the effectiveness of implementing projects with CDBG funds, which are to improve the community, maintaining a stable property values and decent housing, suitable living environment and growing economic opportunities.

In order to reach these segments equitably and effectively, various methods of public involvement will be utilized. This Plan, and related CDBG documents, will be posted on the city's website, www.pflugervilletx.gov/communitydevelopment. Meeting notifications will also be distributed using electronic communications and forums, such as the city's weekly e-newsletter, Key to the City, and social media such as Facebook and Twitter.

Citizen Comment of the Citizen Participation Plan

As required by law, the City must provide citizens with a reasonable opportunity to comment on the original (this Plan) Citizen Participation Plan and subsequent substantial amendments to the Plan. Upon the completion of a draft of this Plan it will be released to the public, and a comment period of at least 16 days will be established prior to a public hearing inviting interested parties and the public to provide input. The Plan may be considered for adoption by the City Council

immediately following the public hearing or later meeting. Subsequent substantial amendments shall have a comment period of 30 days.

Application of citizen participation efforts to required plans

Reasonable and timely access to local meetings is a priority of this plan. The following sections describe how citizens may participate in the development, adoption of various plans identified as well as monitor the implementation of each.

A. Consolidated Plan

Before Pflugerville adopts a consolidated plan we will make available to the citizens, public agencies and other interested parties information, including:

- The amount of assistance Pflugerville expects to receive including grant funds and program income
- The range of activities that may be undertaken

Should displacement of residents be necessary as a result of these federal funds, plans by the City of Pflugerville to minimize the extent to which low and moderate-income people will have to leave their homes are also available at this time. While Pflugerville expects no displacement to occur and will consider all alternatives prior to displacement of people, Pflugerville will compensate people who are actually displaced people who are actually displaced in accordance with HUD Handbook No. 1378, *Tenant Assistance, Relocation and Real Property Acquisition*.

The following activities will be undertaken:

- Appoint a citizen advisory committee
- The proposed consolidated plan will be published for public review and comment on the City of Pflugerville website (www.pflugervilletx.gov) and various city and community facilities, including the Pflugerville Public Library and the Travis County Community Center at Foothill Farms Road
- Over time Pflugerville will accrue a database of interested parties who may utilize the Notify Me tool within the city's website to receive notification of comment periods and other correspondence associated with the CDBG program. In addition, a summary of the proposed plan will be published in one or more newspapers of general circulation, consistent with the template provided. A reasonable number of free copies of the proposed plan will be available to citizens and groups that request it.
- Upon the development of the Consolidated Plan it will be presented to the Pflugerville City Council during a regular meeting after which the Plan will be posted for written comment for thirty (30) days prior to approval by the Pflugerville City Council. Comments on the Consolidated Plan may be received in writing via email or regular mail to the City. The Plan will be posted on the Pflugerville website and copies will be available for review at the Pflugerville Public Library or the Travis

County Community Center. This process may run concurrent with the Annual Action Plan, if applicable.

- Pflugerville will consider any comments or views of citizens received in writing, or orally at the public hearings, in preparing the final consolidated plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefor, shall be attached to the final consolidated plan.

B. Annual Action Plan

Upon the development of the Annual Action Plan it will be presented to the Pflugerville City Council during a regular meeting after which the Plan will be posted for written comment for thirty (30) days prior to approval by the Pflugerville City Council. Comments on the Action Plan may be received in writing via email or regular mail to the City. The Plan will be posted on the Pflugerville website and copies will be available for review at the Pflugerville Public Library or the Travis County Community Center. This process may run concurrent with the Consolidated Plan, if applicable.

C. Amendments to Consolidated Plan and/or Action Plan

The final Annual Action Plan and Consolidated Plan are amended if a substantial change is evident. The public is notified whenever there is an amendment.

Specifically, the following are considered substantial amendments to the Annual Action Plan: A substantial amendment to the Consolidated Plan will be made when the City decides to:

1. Make changes to its activity priorities or the method of distribution of funds,
2. To change the activity, purpose, scope, location or beneficiaries of an activity. The City will provide citizens with reasonable notice (no less than 30 days) and the opportunity to comment on such proposed changes in the use of funds by publishing a description of the proposed change consistent with the procedures used to adopt the Consolidated Plan.

D. Comprehensive Annual Performance Evaluation Report (CAPER)

By December 31st each (within 90 days of the end of the program year), Pflugerville is required to submit a report of the city's progress toward meeting the goals of the adopted Consolidated Plan. This report is referred to as the CAPER.

- After the development of the CAPER for public comment, a public hearing will be held to receive oral comment regarding Pflugerville's performance. During the fifteen (15) day review period, one (1) public hearing will be held by the Pflugerville City Council during the course of a regular meeting. The public hearing will be held in the traditional public hearing format with oral testimony and/or written comments on a form provided at the meeting.
- Pflugerville will consider any comments or views of citizens received in writing, or orally at the public hearings, in preparing the final consolidated plan. A summary of

these comments or views, and a summary of any comments or views not accepted and the reasons therefor, shall be attached to the final consolidated plan.

Citizen's CDBG Advisory Committee

In order to ensure citizen participation in all of the CDBG funded program areas, a citizen advisory committee will be considered. The city's Planning and Zoning Commission is recommended to serve in this capacity. In this role, the advisory committee would contribute to public participation by help to:

- Identify housing and community development needs;
- Establish priorities relating to those needs;
- Propose activities and projects to address high-priority needs; and
- Make recommendations to the City Council regarding the amount of federal, state, and local monies to be allocated to those activities.

Overall, the purpose is to aid and encourage active participation by the community, particularly by low and moderate income people.

All meetings will be held at times convenient for target population segments so that as many people can participate as possible.

The committee will receive periodic updates regarding the performance of the program, which shall also be available to the public. Performance updates will be provided to the Committee at least 72 hours before the meeting in which the update is being discussed.

The advisory committee will recommend to the City Council how to allocate all CDBG funds, including program income (if any) associated with these, monies left unspent and unobligated from the previous program year and any additional (not previously anticipated) federal fund allotments,. In no event shall CDBG funds be allocation without review by the advisory committee.

Use of Alternate Projects

Pflugerville will include a list of alternate projects for public review each year in the Annual Action Plan. If a funded project has cost savings, slows down or discovers a barrier to completing, an alternate project from the current Annual Action Plan may be selected to continue the timely flow of grant funds.

Each alternate project will contain the same level of information that funded projects contain in the Annual Action Plan to ensure appropriate review by the public. Approval by the Pflugerville City Council will be necessary to replace a funded project with an alternate or to fund an alternate with cost savings from a completed project regardless of whether or not the increase or decrease exceeds 25%. These actions will not require a substantial amendment since the alternate projects will have gone through a public review process.

Notice of Public Hearings and Comment Periods

Part of giving citizens an effective opportunity to comment is to tell them about the public hearing using various means. When a public hearing is required by law or stipulated by this Plan, the City of Pflugerville will post notices of the public hearing in a form in the Appendix at least fifteen (15) days prior to the date of the hearing. Notices may be posted in any of the following ways:

- Newspaper of general circulation
- Timely media release
- Social Media (i.e. Facebook)
- Travis County Community Center at Foothill Farms Road
- Pflugerville Public Library
- City of Pflugerville website / Notify Me (Community Development subscription)
- Public access TV station (Cable Channel 10 – PFTV)

Availability to the Public

All adopted documents related to the City's CDBG program will be readily available via the city's website: www.pflugervilletx.gov/communitydevelopment and within the City Secretary's Office located at 100 East Main Street, Suite 300, Pflugerville, TX 78660.

Public Access to Information and CDBG Program Resources [91 CFR 105(f-h)]

As required by law, the City of Pflugerville will provide the public with reasonable and timely access to information, meetings, documents and records relating to the data or content of this Plan, the Consolidated Plan including the projected, actual and historical use of funds during the preceding five (5) years.

The City Secretary is designated by the City's Home Rule Charter as an agent of the Officer of Public Records (City Manager) and serves as the City's authority for releasing records in accordance with the procedures set for in the Public Information Act. City Department Heads are also designated as agents of the Officer of Public Records and are authorized to release their Department's records in accordance with the Public Information Act.

Please submit written requests for City documents:

Online: Open Records Request Center: www.pflugervilletx.gov/openrecords

By mail: Karen Thompson, City Secretary
Open Records Request
P.O. Box 589
Pflugerville, TX 78691-0589

In person: City Secretary's Office
100 East Main Street, Suite 300
Pflugerville, TX 78660

By fax: 512-990-4364

By email: citysecretary@pflugervilletx.gov

Requests for Technical Assistance

Technical assistance is available from the City of Pflugerville with regard to this Plan, the Consolidated Plan and the Annual Action Plan to assist low- and moderate-income representative groups or agencies that request such assistance in developing proposals for funding assistance. The level and types of assistance to be provided at any time based on a number of considerations including, but not limited to, space, expense, and staff workloads will be determined by the City Manager or his/her designee. The assistance provided does not necessarily include the provision of funds to the groups.

Response to Complaints

During the CDBG planning and implementation process, complain and feedback are encouraged and expected. All complaints must be in writing. If a person is unable to provide the complaint in writing for any reason, assistance may be provided. Complaints need to include the resident's name, physical and/or postal address, email address and daytime telephone number, if applicable, in case staff need to clarify the nature of the complaint.

Complaints or Grievances may be mailed to:

City of Pflugerville
Development Services Center – Planning Department
CDBG Program
P.O. Box 589
Pflugerville, TX 78691-0589

Complaints or Grievances may be delivered to:

City of Pflugerville
Development Services Center – Planning Department
CDBG Program
201-B East Pecan Street, First Floor
Pflugerville, TX 78660

Complaints or Grievances may be emailed to: CommunityDevelopment@pflugervilletx.gov

All written complaints will receive a timely written response provided within fifteen (15) days of receipt. The written response will provide appropriate, substantive feedback to the resident. If CDBG Staff is unable to be compliant with the fifteen (15) day period, the complainant will be notified of an approximate date a response will be provided.

It is up to the discretion of the City Manager to determine if a public hearing regarding an issue is needed. If a public hearing is needed, appropriate notice and location(s) of the hearing will be made, depending upon the implications of the issue.