



*where quality meets life*

**PFLUGERVILLE**  
**T E X A S**

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

**Consolidated Plan  
2014-2019**

**&**

**Action Plan  
2014-2015**



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Public Hearing: July 8, 2014

Adopted:

City of Pflugerville  
Development Services  
Planning Department  
201-B East Pecan Street  
Pflugerville, Texas 78691

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## ***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

<b>ADA</b>	Americans with Disabilities Act
<b>AP</b>	Action Plan
<b>CAPER</b>	Consolidated Annual Performance Evaluation Report
<b>CDBG</b>	Community Development Block Grant Program
<b>CFR</b>	Code of Federal Regulation
<b>CPP</b>	Citizen Participation Plan
<b>EA</b>	Environmental Assessment
<b>HAMFI</b>	Housing Urban Development Area Median Family Income
<b>HUD</b>	United States Department of Housing and Urban Development
<b>LBP</b>	Lead Based Paint
<b>LMI</b>	Low and Moderate Income (80% or below median household income)
<b>MFI</b>	Median Family Income
<b>PY</b>	Program Year
<b>PY14</b>	Program Year 2014
<b>RFP</b>	Request for Proposals
<b>RFQ</b>	Request for Qualifications
<b>USDA</b>	United States Department of Agriculture
<b>TCHFC</b>	Travis County Housing Finance Corporation
<b>TCHHS/VS</b>	Travis County Health and Human Services / Veteran Services



## 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 175.87% 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:

[pflugervilletx.gov/communitydevelopment](http://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

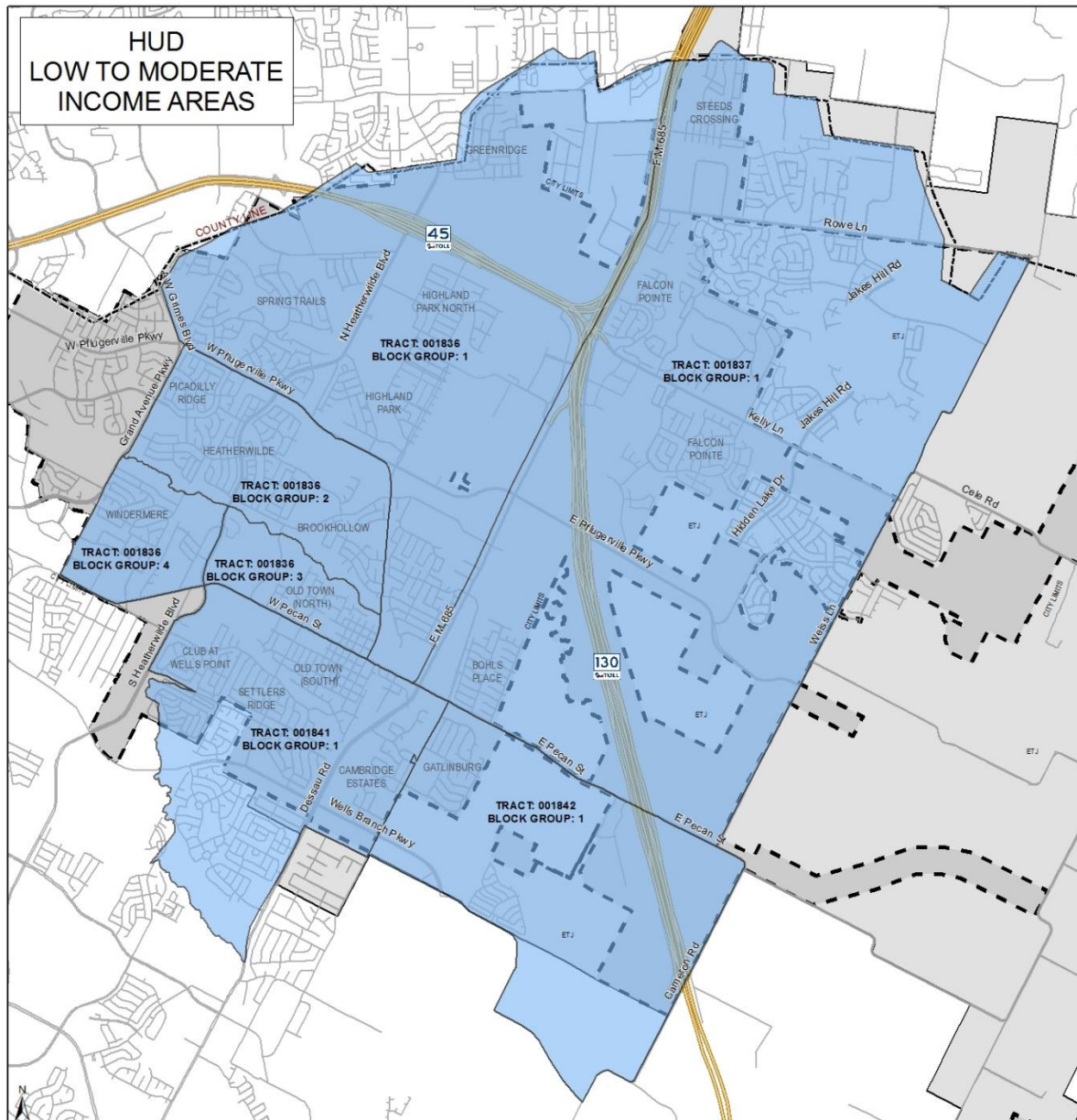
## Income Definitions

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).*

<b><i>Table 1</i></b>		
<b><i>Income Definitions</i></b>		<b><i>Family of 4</i></b>
<b><i>EXTREMELY LOW</i></b>	<b><i>30% OF MEDIAN</i></b>	<b><i>\$22,600</i></b>
<b><i>LOW INCOME</i></b>	<b><i>50% OF MEDIAN</i></b>	<b><i>\$37,700</i></b>
<b><i>MODERATE</i></b>	<b><i>80% OF MEDIAN</i></b>	<b><i>\$60,300</i></b>

# Map 1



TRACT	BLOCK GROUP	LOW TO MODERATE POPULATION	TOTAL POPULATION	% LOW TO MODERATE POPULATION
001836	1	484	4,239	11.4%
001836	2	296	1,655	17.9%
001836	3	218	636	34.3%
001836	4	611	938	65.1%
001837	1	206	1,799	11.5%
001841	1	1,343	5,446	24.7%
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 30% - 80% below the areas median income.  
 3) Total population is the low to moderate universe as reported by HUD.  
 4) Source: HUD July 1st, 2014

## 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.

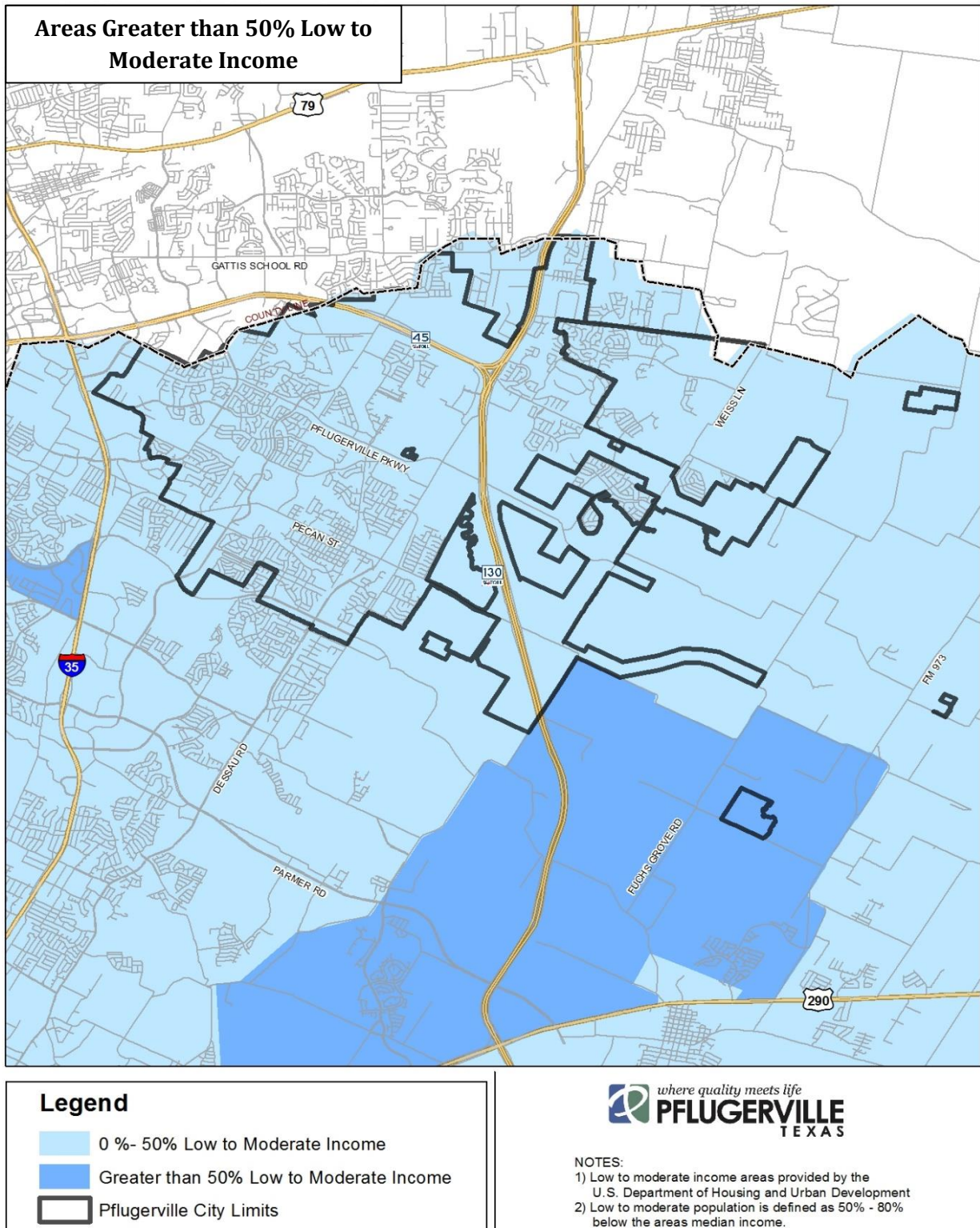
In some communities, like Pflugerville, there are very few areas in which at least 50 percent of the residents or areas are of low to moderate income. For these grantees the CDBG law authorizes an exception criterion in order for such grantees to be able to undertake area benefit activities.

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



## Community Needs

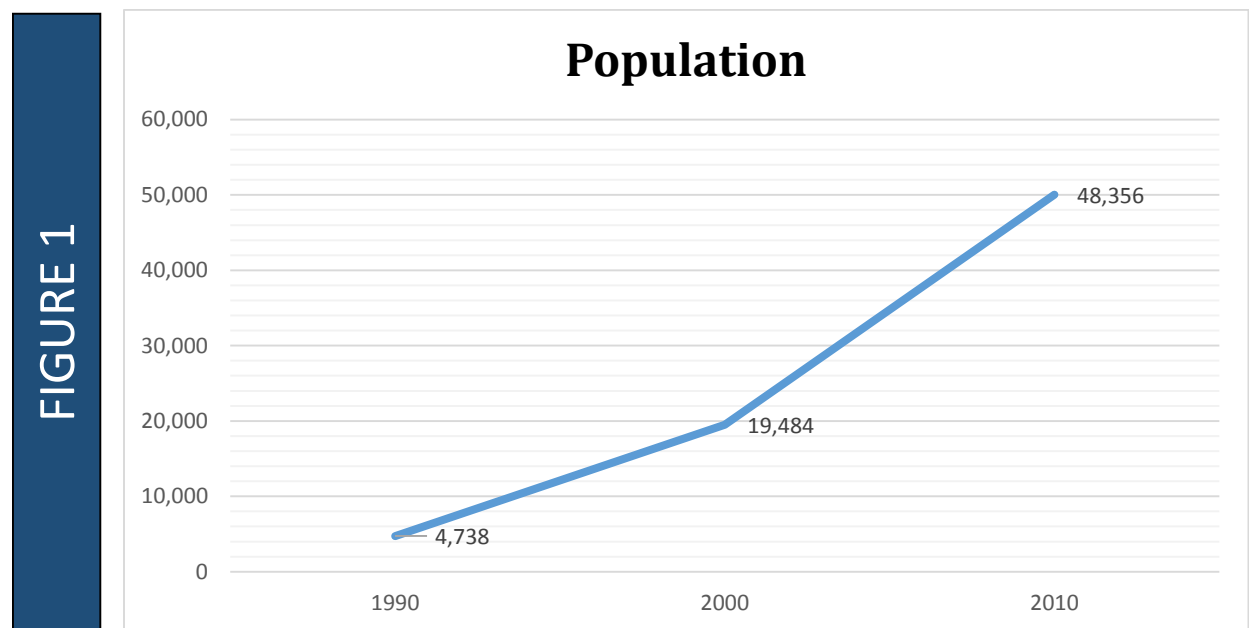
*This section provides a brief community profile including physical, social, economic and demographic trends and is the basis for determining the housing and community needs in Pflugerville.*

## Demographic Profile

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

### Population

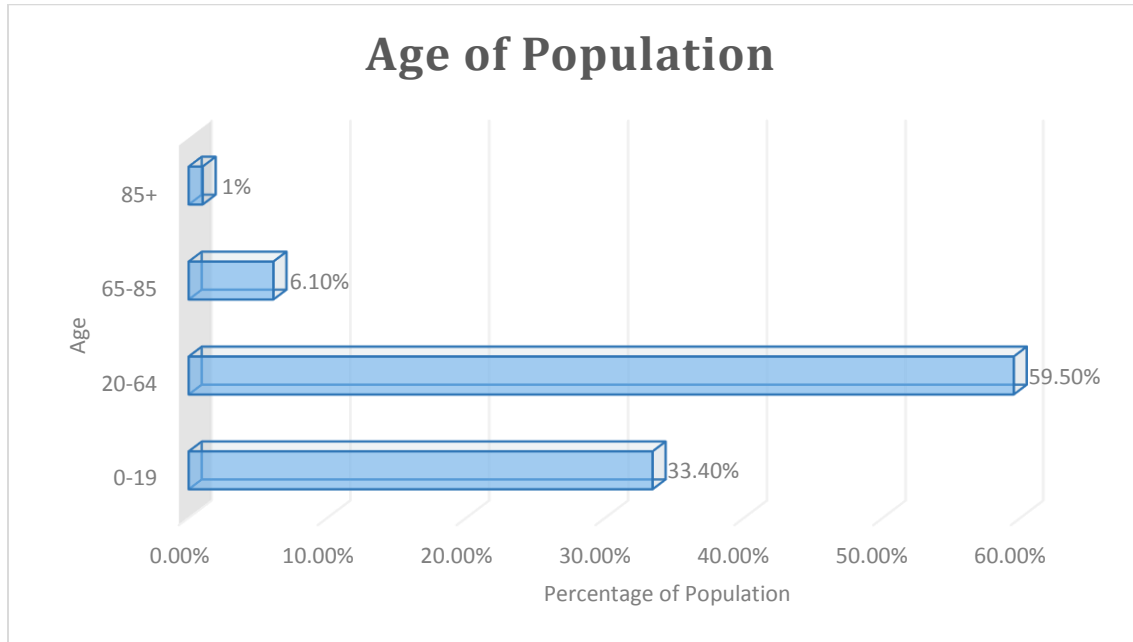
As of July 2013, the City's estimated population was 53,752. Between 2000 and 2010 the population more than doubled and is expected to double again before 2030.



### Age

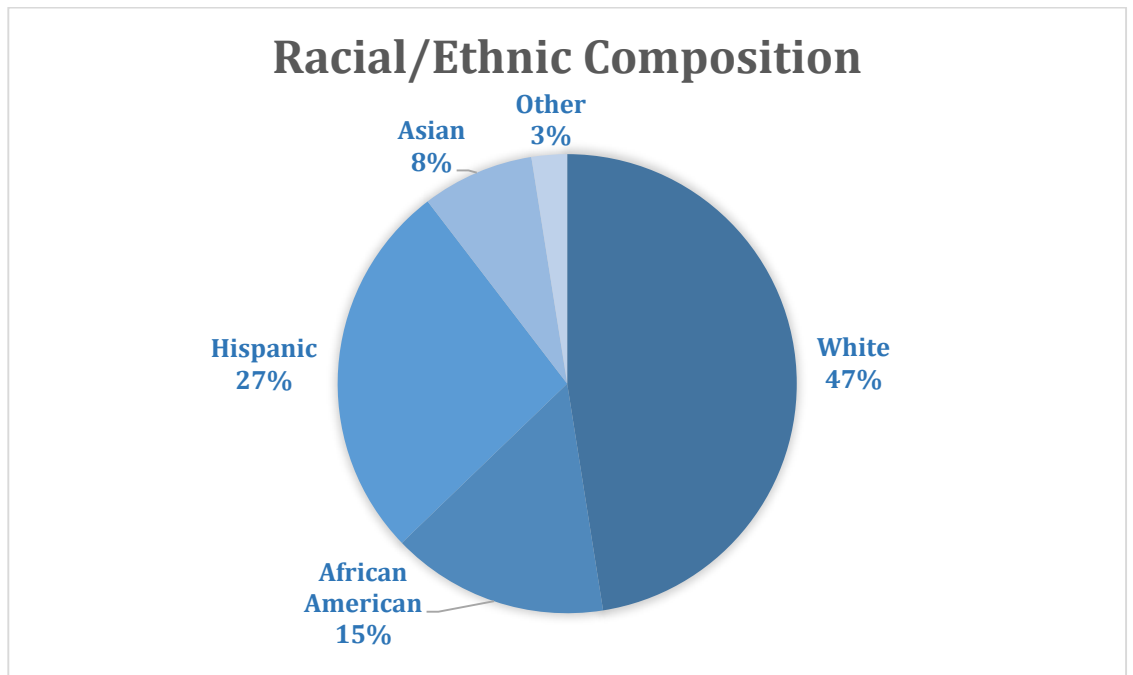
- The median age in Pflugerville is 34 years of age as of 2012.
- 33.4% of the population is under the age of 19.
- 7.1% are over the age of 65.
- The majority of the population is between the ages of 20 and 64 at 59.5% of the population.

FIGURE 2



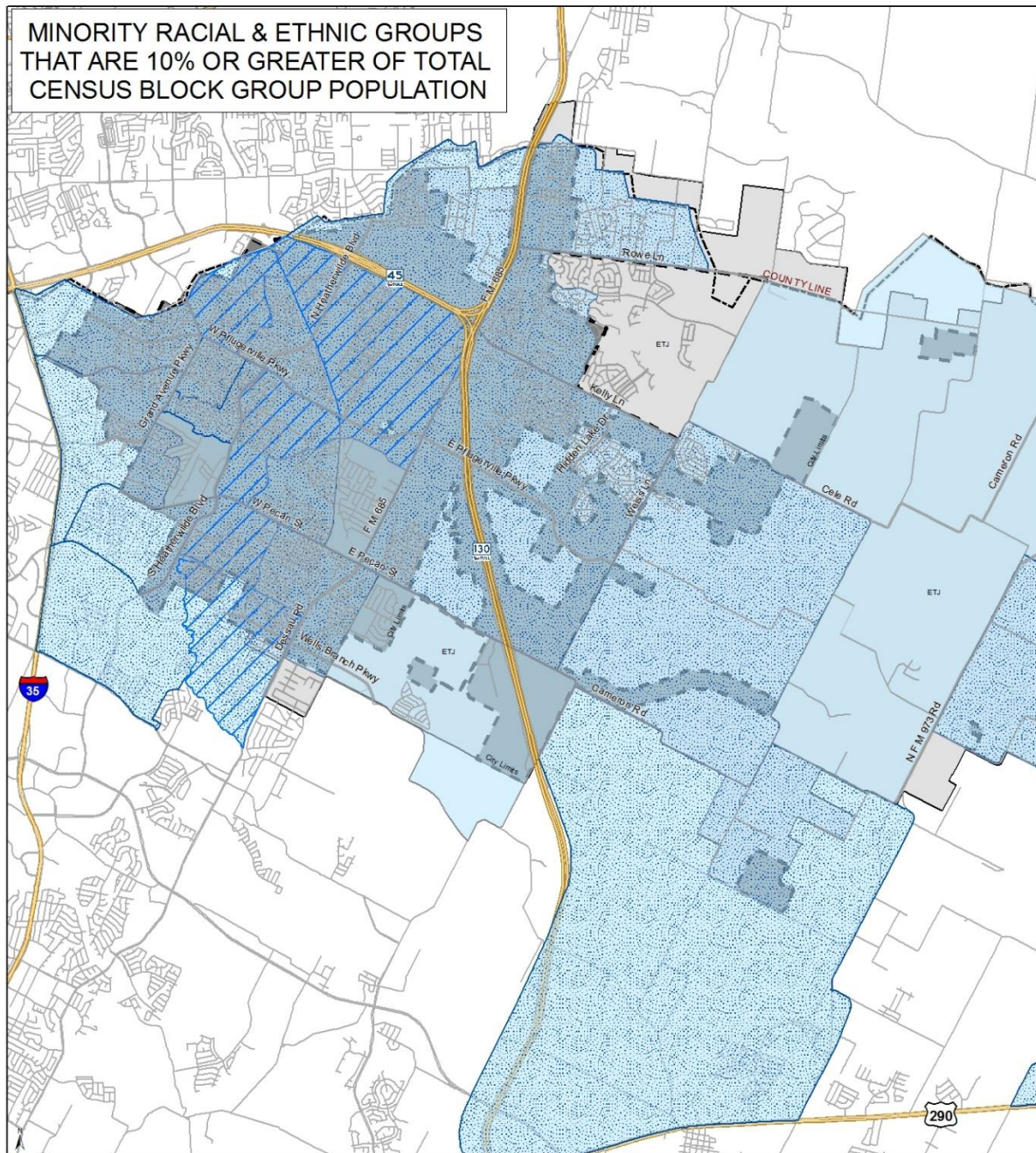
## Race/Ethnicity

FIGURE 3





## Map 3



### Legend

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

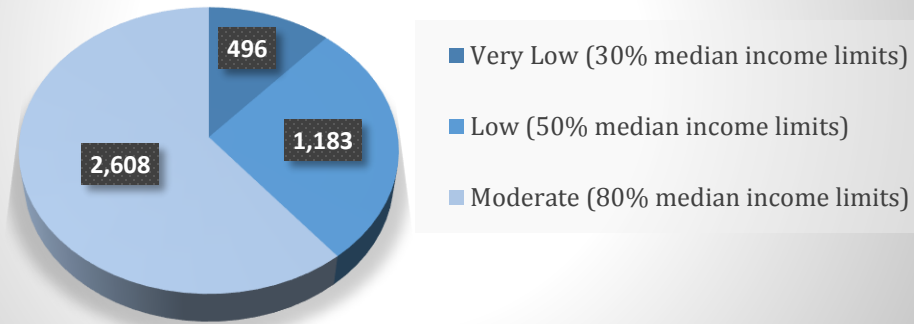


- NOTES:
- 1) Information for race and ethnic group provided by U.S. Census Bureau and was collected as part of the 2010 Census enumeration.
  - 2) Racial and/or Ethnic Groups counted in the 2010 Census, but did not comprise 10% or greater of the total population within a Block Group include American 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
- 2010 9.0% of residents live below the poverty line
- 2000 1.7%(331) of residents that lived below the poverty line
- 2010 8.8% (72) of all families that have children live in poverty

## Household Profile

24CFR91.205(b)

A variety of characteristics, such as type, size and composition of a household, can affect the 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% (12,385) 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*

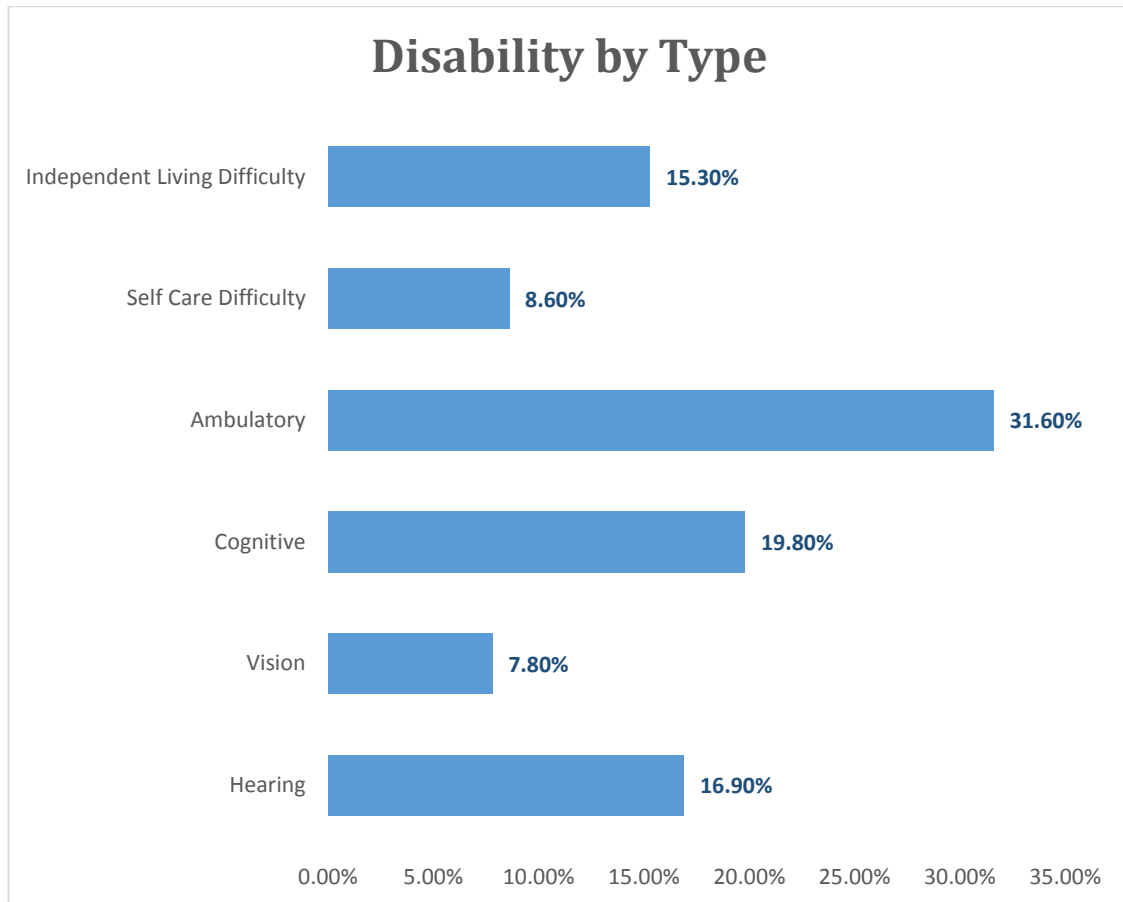
Special needs populations within the city include the elderly and frail elderly, persons with disabilities, large households, female headed households, persons with substance abuse issues, homeless, victims of domestic violence and persons with HIV/AIDS. Citizens with these special circumstances are 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 the purpose 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 non-medical pain relievers have the highest rates of use in the region as well as the state

## **Persons with HIV/AIDS**

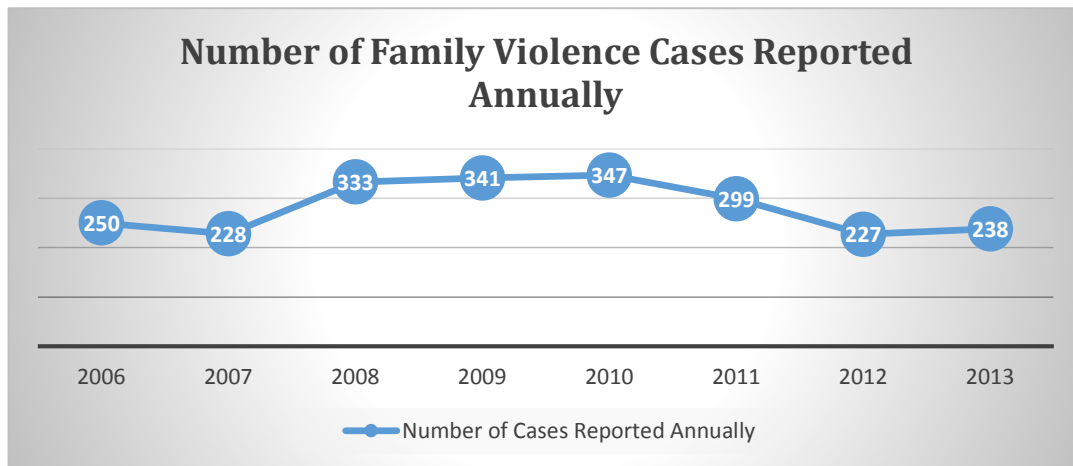
Information concerning the impact of HIV/AIDS in the Pflugerville community is very limited and therefore the information provided is based on statistics for the whole of Travis County.

- 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.

FIGURE 6

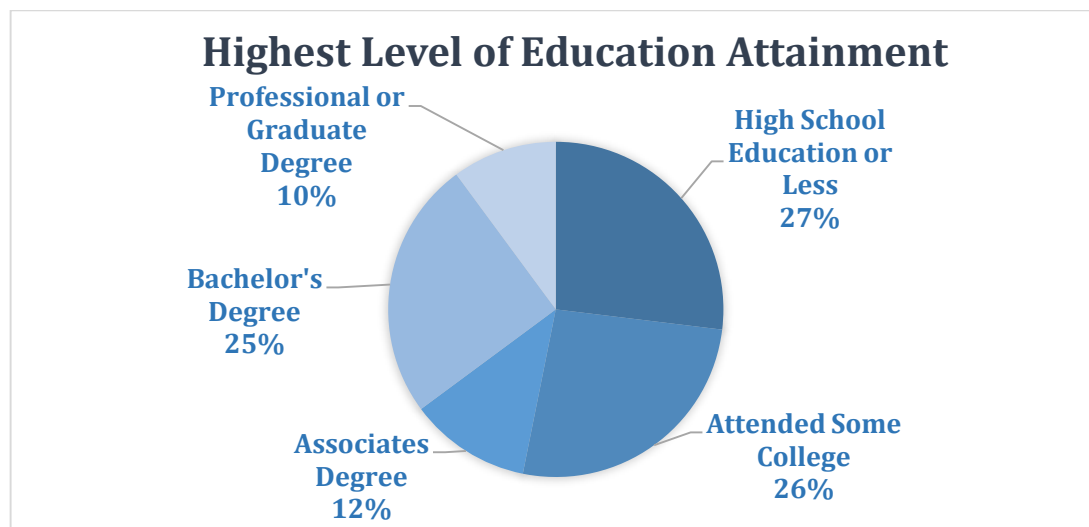


## Education/Economic Profile

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

### Education Profile

FIGURE 7





## Economic Profile

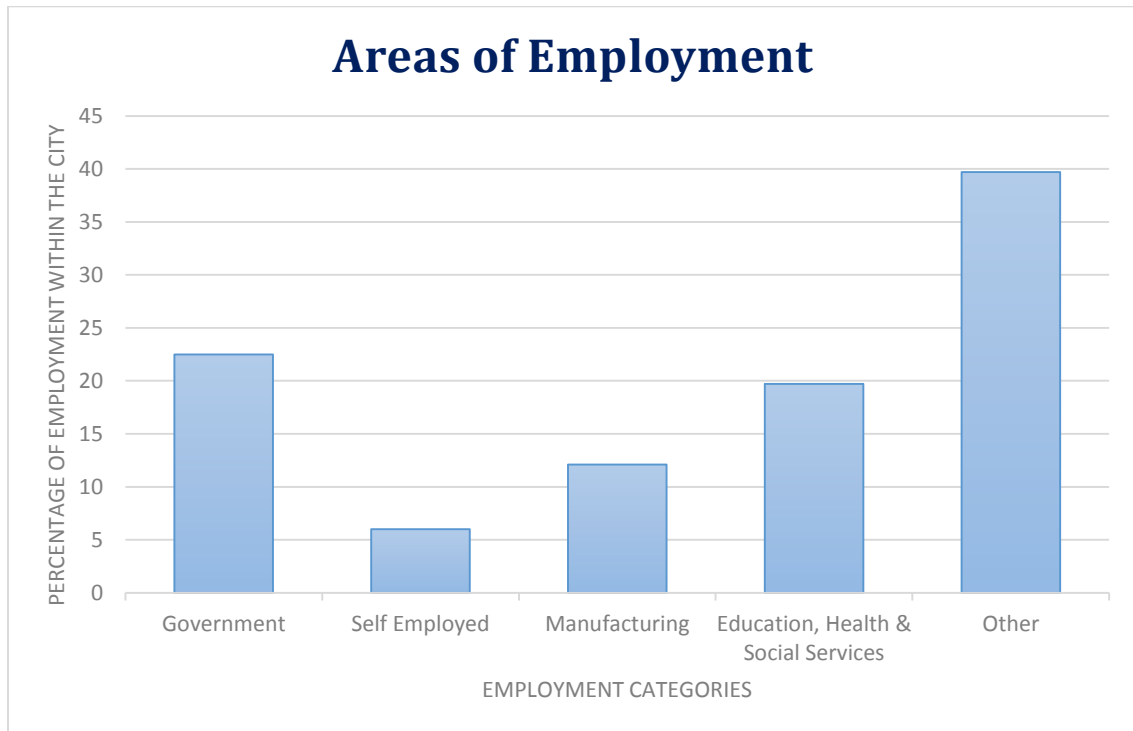
Pflugerville is located in Travis and Williamson Counties in Texas, one of the most rapidly growing areas in the state, just minutes north of downtown Austin and just south of technology headquarters like Dell, Inc. in Round Rock. Pflugerville is located within close proximity to 31.6% of all high tech 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 are in private wage or salary positions
- \$736 Average weekly wage
- 25.3 Minute commute
- 3.7% Unemployment rate

<b><i>Table 2</i></b>		<b><i>Annual Percentage <b>Change</b> in Employment</i></b>							
		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.

- 395 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



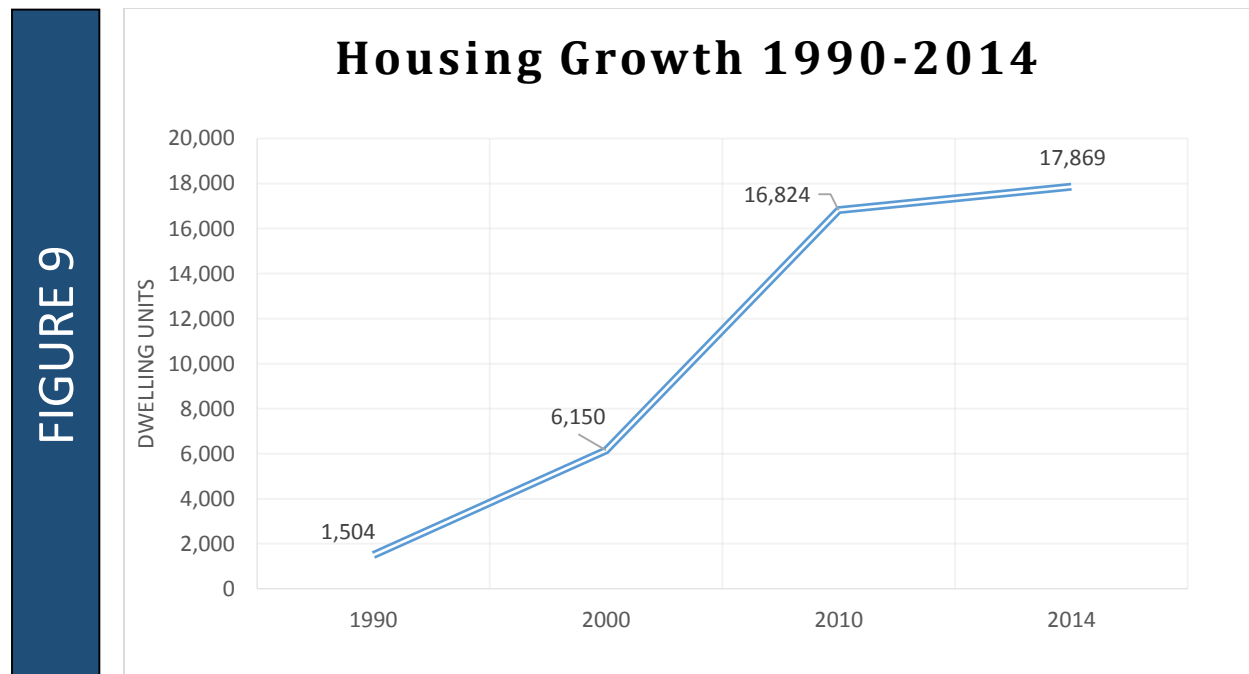
- 6.6% (817) Families live in poverty
  - 19.9% female headed households
  - 3.1% households with children under the age of 5
  - 8.8% households with children under the age of 18
  - 1.4% persons 65 and over

## Housing Market Profile

24CFR 91.210

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

### Housing growth

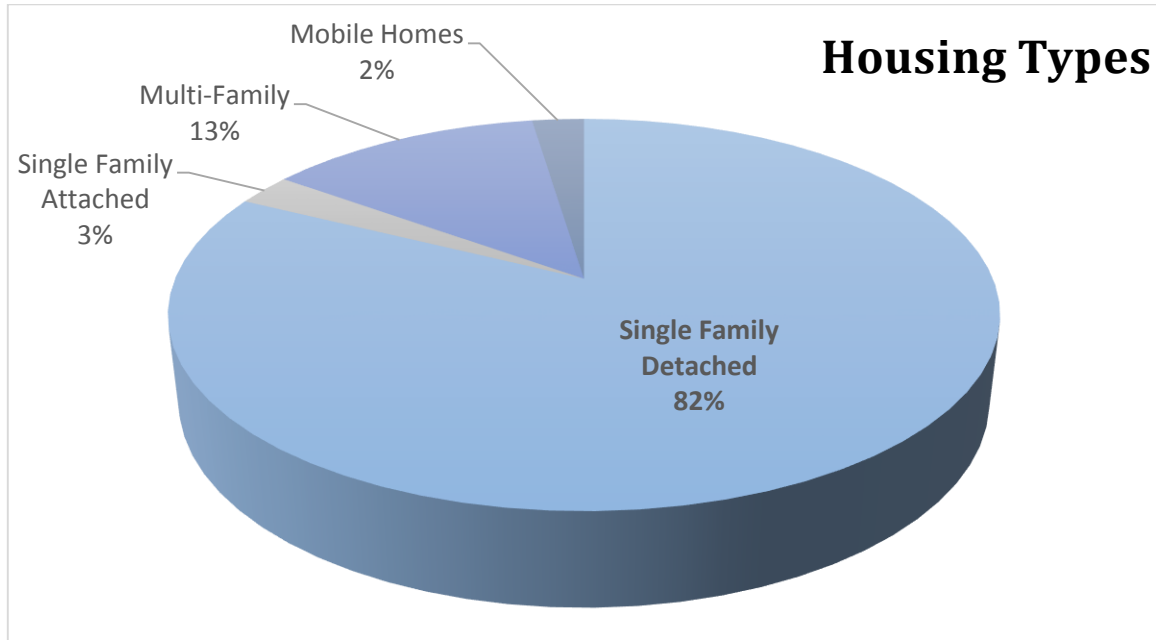


- 15,158 single family dwelling units (Jan 2014)
- 2,276 rental dwelling units (Jan 2014)
- Projected housing need between 2013 & 2022 is 271 additional units per year

### Housing type, tenure, and vacancy rate

- 77.2% of dwelling units are owner occupied
- 22.8% of dwelling units are renter occupied
- 3.8% of dwelling units are vacant

FIGURE 10



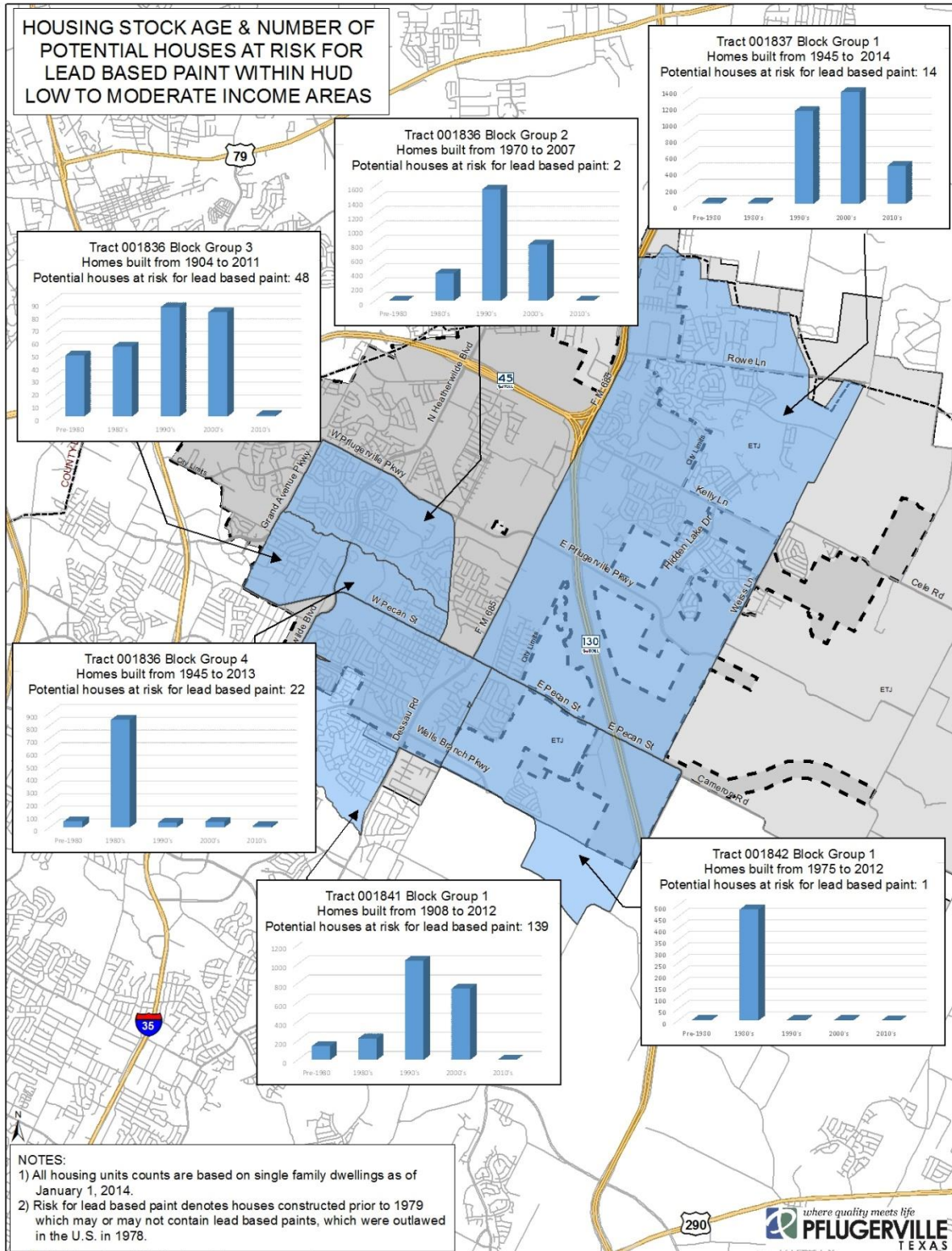
### Lead based paint (LBP) hazards

*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 organization 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.

<b>Table 3</b>				
<b>Occupants per Room by Homeownership</b>				
	Owner occupied Housing Unit		Renter Occupied Housing Unit	
	Total	Percent	Total	Percent
<b>1.00 or less occupants per room</b>	12,190	97.1%	3,597	98.6%
<b>1.01 to 1.50 occupants per room</b>	346	2.8%	51	1.4%
<b>1.51 or more occupants per room</b>	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, USDA 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 trails in target areas
- Install ramps at intersections where ramps do not exist or need repair or upgrade
- Repair/replace broken sidewalks
- Install streetlights in target areas that do not meet current standards
- 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
- Removal of barriers that prohibit accessibility 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. Pflugerville has taken measures to improve subdivision standards and lessen loss due to flooding by adopting updated flood insurance studies and maps.

## **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 policies 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.

<b>Table 4</b>	
<i>Prioritization of Categories for the PY 2014-2019 Consolidated Plan</i>	
<b>Category</b>	<b>Priority</b>
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 may include:

- Support for an affordable development 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
- Access to affordable recreation facilities and programs
- 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

<b>Table 5</b>		
<i>Non-Housing Projects for PY 2014-2019 Consolidated Plan</i>		
<b>Category</b>	<b>Estimated Annual Allocation</b>	<b>Priority Need</b>
<b>Community Service</b>	\$30,000	High
<b>Infrastructure</b>	\$120,000	High
<b>Public Buildings and Facilities</b>	\$80,000	High
<b>Economic Development</b>	\$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 programing.

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.





24CFR91.220

As discussed previously, 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. In conjunction with the Consolidated Plan an Action Plan defines the specific activities to be undertaken during each program year (PY) to address the priorities established in the Consolidated Plan. The projects selected in the Action Plan are supported by the data and information provided in the Consolidated 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.

Usage of CDBG funds must meet a number of parameters set nationally by HUD and locally by the City. Federal regulation requires that a minimum of 70% of the CDBG funds focus on projects for low to moderate income residents. The activities selected must meet one of the following HUD's national objectives:

- Benefit low and moderate-income persons;
- Aid in the prevention or elimination of slums and blight; or
- Address other community development needs that present a serious and immediate threat to the health and welfare of the community.

### *Executive Summary*

Pflugerville's Program Year 2014 (PY14) Action Plan lists the projects and activities the City will undertake beginning October 1, 2014 to meet the goals and objectives outlined in the 2014-2019 Consolidated Plan. The Action Plan details how the City will use the CDBG funds and describes how the City will address housing and non-housing community development needs.

### **Proposed Activities for Program Year 2014**

The CDBG award for Pflugerville is \$232,501 for Program Year 2011. These funds will be used for the following activities:

#### *1. Sidewalk Improvements: Heatherwilde Boulevard, \$92,000*

The project will construct a gap of approximately 1,640 feet in the sidewalk system along Heatherwilde Boulevard, a major arterial within the Pflugerville community that connects the south side of town to the north side of town. This area improvement to public facilities impacts 1,776 people of which 25.3% are considered low to moderate income based on Census data.

*2. Sidewalk and Ramp Improvements: Edgemere Drive, \$24,251*

The project will construct a gap in the sidewalk system along Edgemere Drive, a collector roadway that connects the Windermere neighborhood to a community park. In addition, this sidewalk will install two ramps at the intersection of Edgemere Drive and Ramble Creek Drive where no ramps currently exist. This area improvement to public facilities impacts 4,889 people of which 65.1% are considered low to moderate income based on Census data.

*3. Park Improvements: Windermere Park, \$86,250*

The project will replace an existing playground structure within Windermere Park, a community park. This project will also include addition of a proper playground border, installation of Engineered Wood Fiber instead of pea gravel and an accessible route to the playground. This area improvement to public facilities impacts 17,245 people of which 29.4% are considered low to moderate income based on Census data.

*4. Youth Recreation Scholarship, \$30,000*

The project will provide financial assistance to low to moderate Pflugerville youth in order to participate in City sponsored youth activities such as Pfun Camp, swim lessons, and various sports, arts and dance programs. This program will be open to Pflugerville residents meeting income and age criteria and will offer \$200 scholarship per child annually with a maximum per class/camp of 80%. This program impacts 150 people of which 100% are considered low to moderate income based on Census data.

The following table summarizes the proposed projects and allocations for program year 2014, and the categories under which each project falls.

Table #		
<i>Proposed Projects for Program Year 2014</i>		
<b>Project/Activity</b>		<b>Amount</b>
Infrastructure	(50% of funding)	\$116,251
Park Improvements	(37% of funding)	\$86,250
Youth Recreation Scholarships	(13% of funding)	\$30,000

### **Timely Spending of Funds**

As part of the mandate from Congress to administer the CDBG program, HUD determines annually whether each CDBG entitlement is carrying out its activities “in a timely manner”. HUD conducts an analysis of each entitlement’s timeliness of spending 10 months into each grant year. Timeliness of activities will be evaluated annually upon HUDs audit of Pflugerville’s CDBG program.

**Alternate Project List for Program Year 2014**

In the event that the projects identified for this program year have a cost savings, slows down or discovers a barrier to completing, the Pflugerville CDBG program plans to pursue one or more of the projects listed in the Alternate Project List. Planning for such instances allows the CDBG program to utilize the funds in a timely manner toward pre-identified alternate projects, also saving resources that would otherwise be used to add or delete projects through the customary Substantial Amendment process as described in the Citizen Participation Plan.

## 2014 Projects/Activities

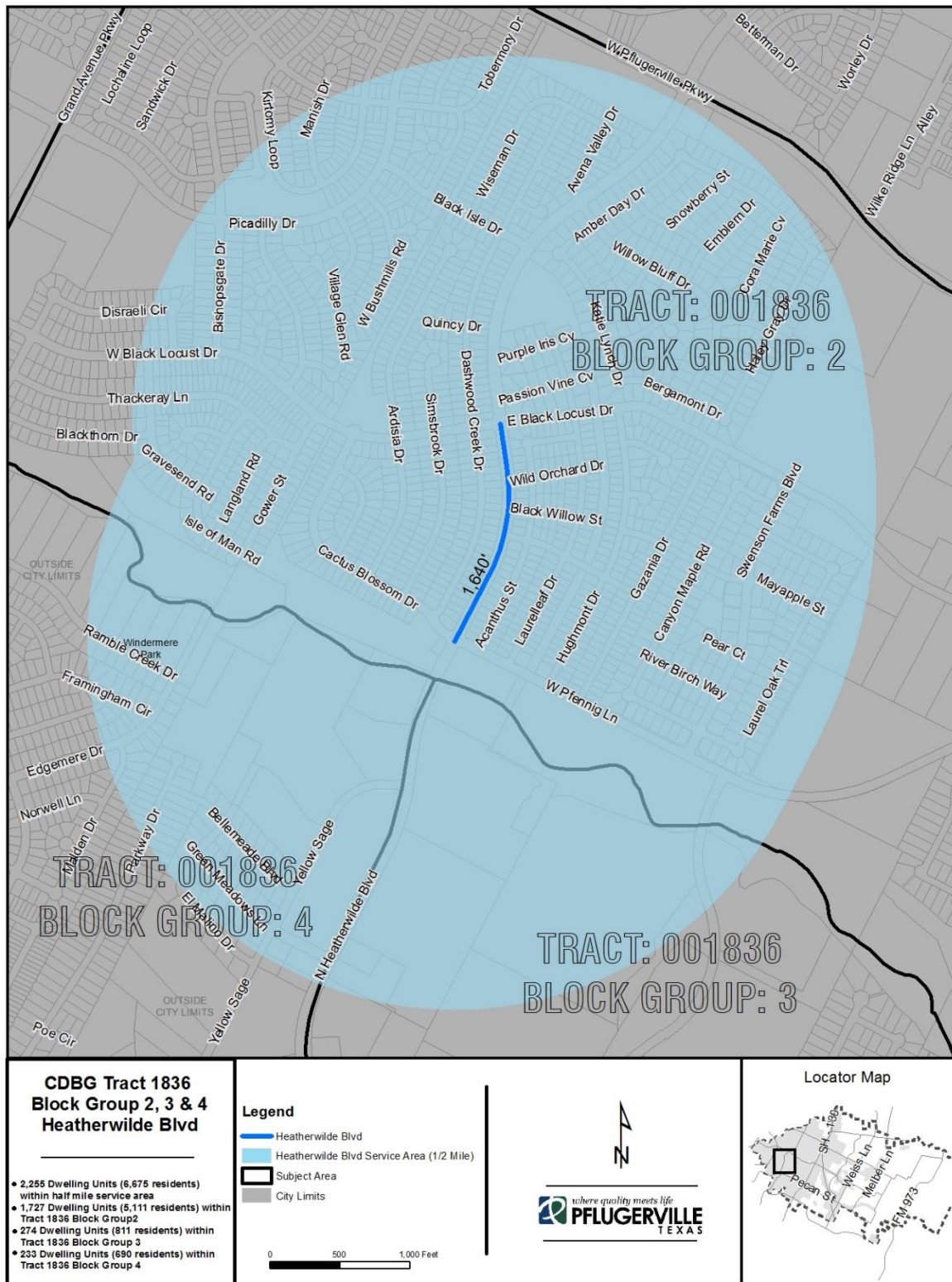
### **Project #1: Heatherwilde Boulevard Sidewalk Improvements, \$92,000**

**Project Description:** Construction of 1,640feet of new five (5) foot wide along the west side of Heatherwilde Boulevard, a major arterial, between Black Locust Drive and Pfennig Lane. Currently there is no sidewalk located along the west side of Heatherwilde. This project would fill a gap in the sidewalk system in this area.

Table 1A	
<i>Project #1 – Project Information</i>	
<b>CDBG Funding:</b>	\$92,000
<b>Leverage Funding:</b>	Staff planning and engineering resources
<b>Program Delivery:</b>	City of Pflugerville, Engineering Department
<b>Program Oversight:</b>	City of Pflugerville, Planning Department
<b>Expected Start/Completion Dates:</b>	November 2014-March 2015
<b>Location:</b>	Heatherwilde Boulevard (west side) between Black Locust Drive and Pfennig Lane

Table 1B			
<i>Project #1 – Priority &amp; Performance Measurement Information (HUD prescribed)</i>			
<b>Priority Need Category</b>	Infrastructure	<b>Project</b>	Sidewalk Improvements
<b>Eligible Activity</b>	Sidewalks	<b>Outcome Category</b>	Availability/Accessibility
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve transportation opportunities for low to moderate income persons
<b>Citation</b>	570.201(c)	<b>Accomplishment</b>	449 LMI Individuals
<b>Eligibility</b>	LMA	<b>Matrix Code</b>	03L Sidewalks
<b>Priority in the 2014-2019 Strategic Plan</b>	High	<b>Pflugerville File #</b>	TBD

# Map 5



**Project #2: Edgemere Drive Sidewalk and Barrier Improvements, \$24,000**

**Project Description:** Construction of 550 feet of new and replacement 5 foot wide sidewalk along the west side of Edgemere Drive, north of Ramble Creek Drive and installation of two accessible ramps at the intersection of Edgemere Drive and Ramble Creek Drive. There is currently a gap in the sidewalk system in this area that leads to the community park, Windermere Park.

<b>Table 2A</b>	
<b>Project #2 – Project Information</b>	
<b>CDBG Funding:</b>	\$24,251
<b>Leverage Funding:</b>	Staff planning and engineering resources
<b>Program Delivery:</b>	City of Pflugerville, Engineering Department
<b>Program Oversight:</b>	City of Pflugerville, Planning Department
<b>Expected Start/Completion Dates:</b>	November 2014 – March 2015
<b>Location:</b>	Edgemere Drive (west side) between Ramble Creek Drive north approximately

<b>Table 2B</b>			
<b>Project #2 – Priority &amp; Performance Measurement Information (HUD prescribed)</b>			
<b>Priority Need Category</b>	Infrastructure	<b>Project</b>	Sidewalk and Ramp Improvements
<b>Eligible Activity</b>	Sidewalks	<b>Outcome Category</b>	Availability/Accessibility
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve transportation opportunities for low to moderate income persons and improve accessibility
<b>Citation</b>	570.201(c)	<b>Accomplishment</b>	630 LMI Individuals
<b>Eligibility</b>	LMA	<b>Matrix Code</b>	03L Sidewalks
<b>Priority in the 2014-2019 Strategic Plan</b>	High	<b>Pflugerville File #</b>	TBD





**Project #3: Windermere Park Playground Improvements, \$86,250**

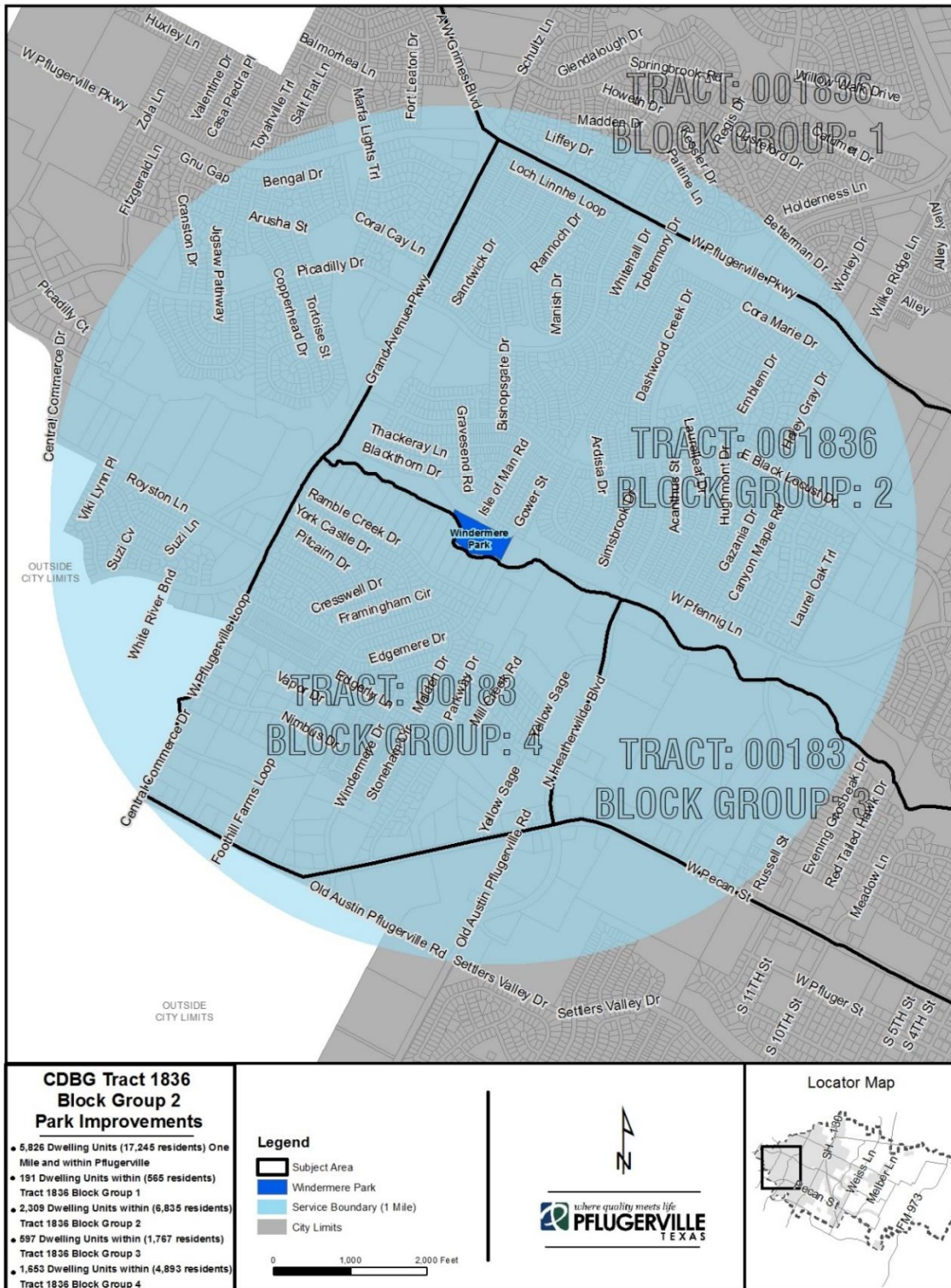
**Project Description:** Replacement of the existing playground structure in Windermere Park, a community park. This includes the addition of a proper playground border, installation of Engineered Wood Fiber and an accessible route to the playground.

<b>Table 3A</b>	
<b>Project #3 – Project Information</b>	
<b>CDBG Funding:</b>	\$86,250
<b>Leverage Funding:</b>	Staff planning, parks and engineering resources
<b>Program Delivery:</b>	City of Pflugerville, Parks Department
<b>Program Oversight:</b>	City of Pflugerville, Planning Department
<b>Expected Start/Completion Dates:</b>	November 2014 – February 2015
<b>Location:</b>	Windermere Park, 16800 Gower Street

<b>Table 3B</b>			
<b>Project #3 – Priority &amp; Performance Measurement Information (HUD prescribed)</b>			
<b>Priority Need Category</b>	Park Improvements	<b>Project</b>	Playground Replacement
<b>Eligible Activity</b>	Parks	<b>Outcome Category</b>	Availability/Accessibility
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve park facilities and remove barriers
<b>Citation</b>	570.201(c)	<b>Accomplishment</b>	5,070 LMI Individuals
<b>Eligibility</b>	LMA	<b>Matrix Code</b>	03F Parks
<b>Priority in the 2014-2019 Strategic Plan</b>	High	<b>Pflugerville File #</b>	TBD



# Map 7



**Project #4: Youth Recreation Scholarships, \$30,000**

**Project Description:** Provide financial assistance to qualifying Pflugerville families in order to facilitate participation in City sponsored youth activities and programs such as Pfun Camp, swim lessons, and various sports, arts and dance programs.

<b>Table 4A</b>	
<b>Project #4 – Project Information</b>	
<b>CDBG Funding:</b>	\$30,000
<b>Leverage Funding:</b>	Staff planning, parks and engineering resources
<b>Program Delivery:</b>	City of Pflugerville, Parks Department
<b>Program Oversight:</b>	City of Pflugerville, Planning Department
<b>Expected Start/Completion Dates:</b>	October 2014 – September 2015
<b>Location:</b>	Varies

<b>Table 4B</b>			
<b>Project #4 – Priority &amp; Performance Measurement Information (HUD prescribed)</b>			
<b>Priority Need Category</b>	Community Service	<b>Project</b>	Youth Recreation Scholarship
<b>Eligible Activity</b>	Youth service	<b>Outcome Category</b>	Affordability
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Improve quality of life for low to moderate income youth
<b>Citation</b>	570.201(e)	<b>Accomplishment</b>	150 LMI Individuals
<b>Eligibility</b>	LMI	<b>Matrix Code</b>	05D Youth Services
<b>Priority in the 2014-2019 Strategic Plan</b>	High	<b>Pflugerville File #</b>	TBD

## 2014 Alternate Projects/Activities

Alternate Projects will contain the same level of information that funded projects contained 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. These actions will not require a substantial amendment per the Citizen Participation Plan.

In the event that the projects identified for this program year are delayed, canceled, or are performed at a lower cost than the budgeted amount, the Pflugerville CDBG program plans to pursue one or more of following projects:

<b>Table A</b>	
<i>Proposed Alternate Projects for Program Year 2014</i>	
<b>Project/Activity</b>	<b>Amount</b>
Parkway Drive sidewalk improvements	Up to \$92,000
Windermere Park Pavilion	Up to \$75,000

**Alternate Project #1: Parkway Drive sidewalks, up to \$92,000**

**Project Description:** Construction of 1,640feet of new and replacement 5 foot wide along the west side of Heatherwilde Boulevard, a major arterial, between Black Locust Drive West and Pfennig Lane. Currently there is no sidewalk located along the west side of Heatherwilde. This project would fill a gap in the sidewalk system in this area.

<b>Table A1</b>	
<b><i>Project #1 – Project Information</i></b>	
<b>CDBG Funding:</b>	\$92,000
<b>Leverage Funding:</b>	Staff planning and engineering resources
<b>Program Delivery:</b>	City of Pflugerville, Engineering Department
<b>Program Oversight:</b>	City of Pflugerville, Planning Department
<b>Expected Start/Completion Dates:</b>	TBD
<b>Location:</b>	Parkway Drive north of Pecan Street

<b>Table B1</b>			
<b><i>Project #1 – Priority &amp; Performance Measurement Information (HUD prescribed)</i></b>			
<b><i>Priority Need Category</i></b>	Infrastructure	<b><i>Project</i></b>	Sidewalk Improvements
<b><i>Eligible Activity</i></b>	Sidewalks	<b><i>Outcome Category</i></b>	Availability/Accessibility
<b><i>Objective Category</i></b>	Suitable Living Environment	<b><i>Specific Objective</i></b>	Improve transportation opportunities for low to moderate income persons
<b><i>Citation</i></b>	570.201(c)	<b><i>Accomplishment</i></b>	TBD
<b><i>Eligibility</i></b>	LMA	<b><i>Matrix Code</i></b>	03L Sidewalks
<b><i>Priority in the 2014-2019 Strategic Plan</i></b>	High	<b><i>Pflugerville File #</i></b>	TBD

**Alternate Project #2: Windermere Park Pavilion, up to \$75,000**

**Project Description:** Replacement of the existing playground structure in Windermere Park, a community park. This includes the addition of a proper playground border, installation of Engineered Wood Fiber and an accessible route to the playground.

<b>Table A2</b>	
<b>Alternate Project #2 – Project Information</b>	
<b>CDBG Funding:</b>	Up to \$75,000
<b>Leverage Funding:</b>	Staff planning, parks and engineering resources
<b>Program Delivery:</b>	City of Pflugerville, Parks Department
<b>Program Oversight:</b>	City of Pflugerville, Planning Department
<b>Expected Start/Completion Dates:</b>	TBD
<b>Location:</b>	Windermere Park, 16800 Gower Street

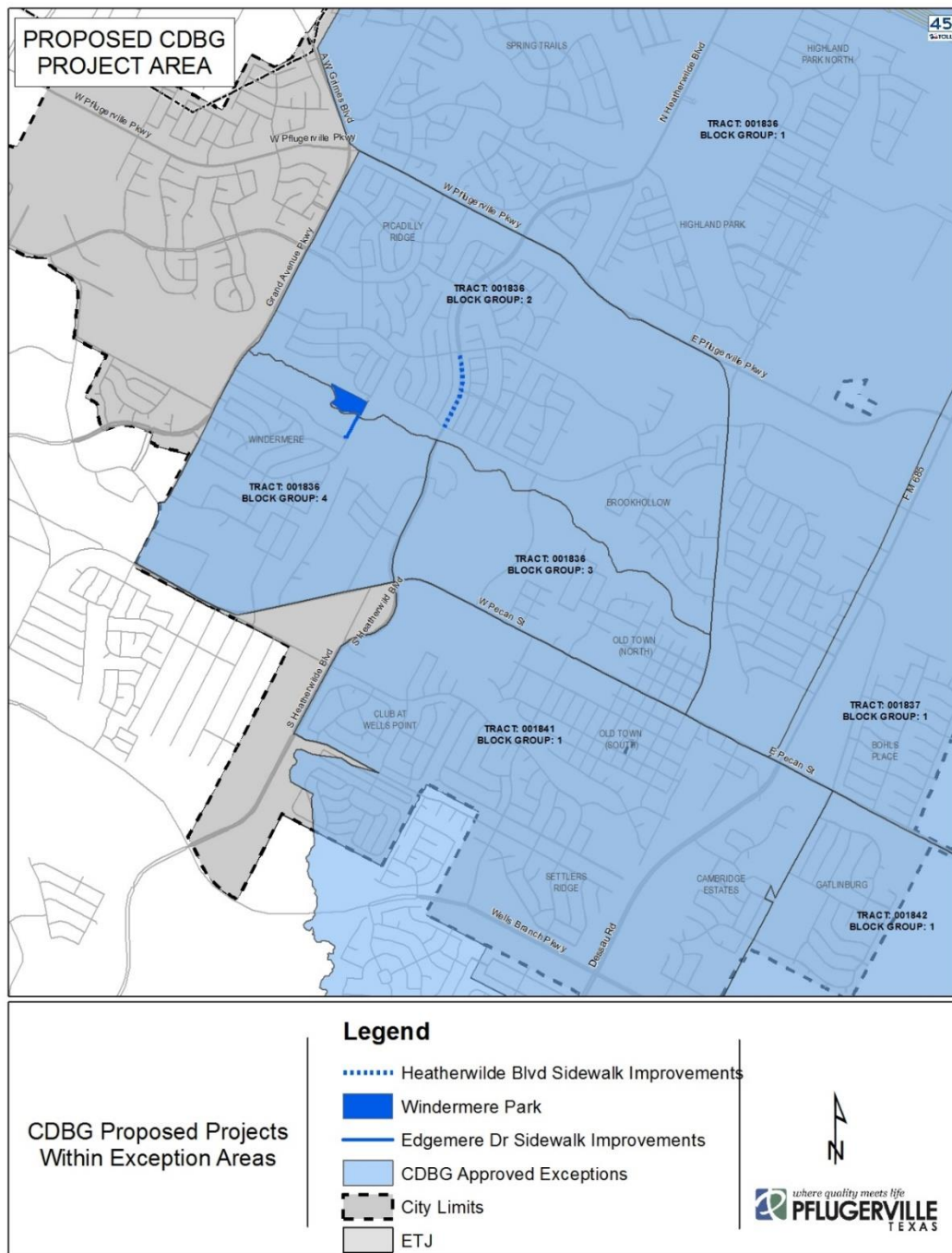
<b>Table B2</b>			
<b>Alternate Project #2 – Priority &amp; Performance Measurement Information (HUD prescribed)</b>			
<b>Priority Need Category</b>	Park Improvements	<b>Project</b>	Pavilion installation
<b>Eligible Activity</b>	Parks	<b>Outcome Category</b>	Availability/Accessibility
<b>Objective Category</b>	Suitable Living Environment	<b>Specific Objective</b>	Provide park amenity
<b>Citation</b>	570.201(c)	<b>Accomplishment</b>	TBD
<b>Eligibility</b>	LMA	<b>Matrix Code</b>	03F Parks
<b>Priority in the 2014-2019 Strategic Plan</b>	High	<b>Pflugerville File #</b>	TBD



## Geographic Distribution of Projects

The following map summarizes the locations for all the PY14 projects:

### Map 8



## Public Participation Process

Public engagement occurs throughout CDBG activities for four main purposes: needs gathering, approval of proposed actions, the substantial amendment process (if applicable), and the annual report.

### Public Hearings and Public Input

During May 2014 and July 2014, the public had the opportunity to review and identify needs of the community by attending one of four public hearings, reviewing the Pflugerville CDBG program online or in person at the Pflugerville Public Library or Travis County Community Center and/or by contacting the Planning Department either in writing or in person regarding any project ideas. Program Year 14 is the first PY for the City of Pflugerville and therefore the input received during the public participation process for PY 2014 was utilized for but the five year Consolidated Plan as well as the PY14 Action Plan. The purpose of the hearings and participation forms was to obtain the public's input on the community development, housing, and public service needs, as well as potential project ideas to address those needs.

Public Hearings were held by the Pflugerville City Council to solicit participation by the community on May 27, 2014 and July 8, 2014 with a 30 day public comment period from June 2 to July 2, 2014 between the two City Council public hearings. Two additional public hearings held on May 5, 2014 and July 7, 2014 before the CDBG Advisory Board. A final public hearing on July 22, 2014 to solicit final comment on the proposed uses of CDBG funds and request approval from City Council for the Consolidated Plan 2014-2019 and PY14 Action Plan.

The results of the public participation process can be found in Appendix A.

### Advertising

The opportunity to participate was advertised on the City of Pflugerville website ([www.pflugervilletx.gov/communitydevelopment](http://www.pflugervilletx.gov/communitydevelopment)), the local newspaper, The Pflag, social media and the City's listserv, Pflugerville Key to the City.

### Public Comment Period

A 30-day public comment period was held to receive comments on the proposed uses of CDBG funds. The comment period includes two public hearings held at the City Council meeting. For the development of the PY14 Action Plan and the PY14-PY19 Consolidated Plan, the 30-day public comment period was held from June 2, 2014 to July 2, 2014 and the two public hearings occurred on May 27, 2014 and July 8, 2014. The public comment period was advertised on the County's website and in newspapers of general circulation.

### Summary of Public Participation

- A total of 10 people attended the public hearings
- 16 responses were received from the public with 2 requests for copies of the plan

## **Summary of Public Comments Received for Draft of PY14 Action Plan & 2014-2019 Consolidated Plan**

Seven (7) people testified during the public hearings, and three (3) registrations of support were received for consideration. Three (3) written comments were received during the time for public comment. For a full details on the comments received, refer to Appendix A. The comments provided are summarized below:

- Request to support funding a community transportation system to assist residents with travel to doctors' appointments, the grocery store and other daily needs.
- Request to support affordable housing within the community.
- Request to fund amenities in Downtown Pflugerville.
- Request to fund roadway and related improvements along Royston Lane and Grand Avenue Parkway

## **Responses to Comments Received and Comments Not Accepted**

- The PY 2014 Action Plan includes funding for pedestrian connections that aid in the mobility of citizens throughout the community that will assist with easier access to and from destination locations and will also include architectural barrier removal.
- The City is committed to removing or reducing barriers to affordable housing whenever possible. Future actions to address this issue may include support for an affordable development project and/or fee waivers or reductions when also meeting development objectives.
- The PY 2014 Action Plan includes funding for parks and funds are focused for the current PY on areas with higher percentages of low to moderate income citizens.
- The PY 2014 Action Plan includes funding for similar roadway improvements and comments received for regarding renovations and improvements in other areas not include in PY2014 Action Plan will be considered in future Action Plans as these were identified as a high area of need.

## **Project Selection Process**

Pflugerville staff considered a variety of potential projects and considered all potential projects identified by the public. First, the CDBG Office staff assessed whether potential projects met one of HUD's national objectives, were eligible CDBG activities, and were feasible to complete in a timely manner.

Second, staff further evaluated the projects according to the following criteria:

- Addresses a high priority goal of the Strategic Plan: Projects addressing one of the three high priority categories identified in the Strategic Plan will receive more favorable review.



- Feasibility of project: Projects that have the ability to be implemented and completed within 12 months will receive more favorable review.
- Impacts a significant number of households: Project scope and the number of persons benefiting will be considered to determine the level of project impact.
- Benefit to low/moderate-income persons: Projects that benefit low- and moderate-income households will receive a more favorable review.
- Addresses a goal of the City of Pflugerville 2030 Comprehensive Plan: Projects addressing a goal identified in the 2030 Comprehensive Plan will receive a more favorable review.
- Leverages/matches with funding from another source: Projects that utilize other funds (federal, state, local, private) and public/private joint efforts will receive more favorable review.

As projects were considered the CDBG Advisory Committee was consulted for feedback regarding the proposed projects. The Advisory Committee formally recommended these projects on July 7, 2014 with final approval requested by the Pflugerville City Council on July 22, 2014.

## **Project Management**

Effective implementation of the PY14 Action Plan will involve a variety of key stakeholders. Coordination and collaboration within the City of Pflugerville departments will be instrumental in meeting community needs effectively. The departments within the City of Pflugerville anticipated to be involved in the implementation of projects are described below.

### **City Council**

The City Council is made up of five council members and a mayor, who serves as the presiding officer. The Council is the municipal body with legislative powers to pass ordinances and appropriate funds. The City Council makes all final decisions about CDBG projects and fund allocations.

### **CDBG Advisory Committee**

The City's Planning and Zoning Commission serves as the advisory committee for the Pflugerville CDBG Program to aid and encourage active participation by the community, particularly by low and moderate income persons. The Committee assists in identifying housing and community development needs, establish priorities relating to those needs, proposes activities and projects to address high priority needs and makes recommendations to the City Council regarding the amount of federal, state and local monies to be allocated to recommended activities.

### **Planning Department**

The Planning Department is the lead city agency responsible for the administration of the City's CDBG funding. This Department has the primary responsibility of assessing community needs, developing the Consolidated Plan and yearly Action Plans, managing project activities in conjunction with other city departments and community partners, administering the finances, and monitoring and reporting. Additionally, the Planning Department will coordinate environmental review functions, project planning, project implementation and GIS mapping.

### **Engineering Department**

The Engineering Department will serve the CDBG program by coordinating the preparation of project scopes, eligibility, cost estimates, project design and procurement of construction projects. The City Engineer will play an active role in implementation of all infrastructure projects. The Engineering Department also ensures compliance with required labor standards and submits related reports to the Planning Department.

### **Parks Department**

The Parks Department will serve the CDBG program by coordinating the preparation of project scopes, eligibility, cost estimates, and project design related to parks improvements and recreation programs.

### **Finance Office**

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

### **Monitoring**

As the lead agency for development and implementation of the Consolidated Plan, the Planning department implements standard policies and procedures for monitoring the implementation of CDBG activities. These monitoring activities ensure compliance with program regulations and compliance with financial requirements. Federal guidelines that must be followed include: OMB A-110, OMB A-122, 24 CFR Part 570.603 (CDBG Labor Standards), 570.901-906 (CDBG), the Davis Bacon Act and Contract Work Hours and the Safety Standards Act (CDBG). The Planning Department provides contract administration for CDBG activities in conjunction with the Engineering, Finance and Parks and Recreation Departments, including but not limited to contract negotiations, compliance monitoring, and payment and contract closeout.

**Contractors**

Contractors may be used to provide services for community development and public service projects. Contractors submit periodic reimbursement requests that document and verify expenditures. The contract agreement will be used as the primary basis for monitoring. The following steps are an integral part of the monitoring process for each contract:

1. On-site or remote reviews at an established periodic interval (prior to project commencement) will occur to ensure compliance with terms of the contract, HUD guidelines, state/local building and construction standards, and review of engineering plans and specifications.
2. If a contractor is found to be out of compliance, a notice is sent stating their contractual obligation and required action. Failure to comply may result in loss of current and/or future contracts as well as a hold on any payments.

All invoices and reports will be routed via Planning Department staff prior to final approval by the Finance Department.

**City Departments**

Internal City of Pflugerville projects will be monitored through City of Pflugerville Planning Department. Monitoring activities will include documentation and tracking mechanisms such as review of invoices prior to being paid, regular meetings with project management staff, and review of eligibility files, if applicable.

**Project Files**

Planning Department staff will maintain files to document each project and meet its respective compliance with HUD and related regulations.

## Appendix A

### A. Public Comments

#### *Comments received at the City Council Public Hearings:*

Ernest Tomes, a Pflugerville resident, stated that he came to speak regarding transportation. He stated that he is blind and visually impaired and the reason why they need transportation is that they have places they need and want to go to during the week and weekend as well. He stated that he should not have to rely on friends or family members to take him where he needs to go. He stated that he does not want to have to depend on them every time. He stated that he speaks for all disabled, like himself. He stated that public transportation is the best way to get around Pflugerville and we need it. He stated that they need metro access as well to come out here. He stated that he uses CARTS but they only operate on the weekdays. He stated that Metro access does weekday and weekends. Mr. Tomes addressed questions from Mayor Coleman.

Mary Sanford, a Pflugerville resident, stated that she was here to speak about transportation. She stated that she was here as a citizen that happens to be a senior. She stated that there are a lot of seniors that want to stay independent. She explained that they have CARTS and other resources, but they are limited. She stated that Cambridge Villas would be a good bus stop. She stated that they have 250 residents and half do not have vehicles or family members. She stated that it gets to be a problem sometimes. She stated that she has utilized CARTS and has used Faith in Action. She stated that she is a very healthy woman and can advocate for herself, but there are others that cannot and she is speaking for them as well. Ms. Sanford addressed questions from Council.

Bernice Lucio, Pflugerville resident, stated that transportation is a problem. She stated that her friends have started a non-profit called Community Transport Service, and they need a van and they would like Council to help them get a van. She stated that they need a van so they can plan a route. She stated that they need a van and money to help them.

Beatrice Fields, a Pflugerville resident, stated that her concern is transportation. She stated that she is 69 and soon she will not be able to drive herself and is going to have to have transportation. She stated that she takes care of her 96 year old mother. She stated that she thinks transportation should be the high priority.

Allison Phillips, Community Transport Service, stated that Community Transport Service has been in the city since 2009. She stated that it began from Cambridge Villas and went from there. She stated that she has talked with Lauri Gillam and learned that the city voted to not participate in Capital Metro any longer. She stated that there are CARTS and Drive a Senior, but many do not fall into those categories. She stated that Community Transport became a nonprofit in 2010. She stated that she found out there is a possibility for funding and that is why they are here. She stated that Community Transport Service is a small part of the solution. She stated that they coordinate and work with others to get people where they want

to go. She stated that they want to be a part of Pflugerville and to grow with Pflugerville, and that they want to be a resource for Pflugerville. Ms. Phillips addressed questions of the Council.

Rudy Metayer, a Pflugerville resident, explained that some of the services of Community Transport Service may fall under the Texas Department of Health and Human Services medical transportation program. He encouraged Ms. Phillips to contact his offices. Mr. Metayer implored Council to go ahead and have an in depth conversation regarding transportation. He stated that he thinks it is a high priority.

Natasha Wilson, a Pflugerville resident, stated that she lives with her sister and Community Transport Service really helps her. She stated that she sometimes walks home from work 10 miles. She stated that her other options are CARTS or Yellow Cab. She stated that Community Transport Service in Pflugerville could use your help and would really appreciate it.

Three members of the public offered their written support of for transportation opportunities during the July 8, 2014 public hearing.

### ***Written Feedback Received During Public Review Period***

Joy Stollings, Social Services Program Administrator for Travis County Health and Human Services Department wrote:

“I supervise the Travis County Community Center in Pflugerville where we assist low-income people with food, clothing, rent, and utilities. The two primary gaps in services we see for lower-income Pflugerville residents is public transportation and affordable housing.

After reading the City of Pflugerville’s CDBG Consolidated Plan, I was discouraged to see the priority that recreational scholarships and parks were given - over the more pressing needs of transportation and housing. Although I understand that Pflugerville doesn’t want to “attract” undesirable people into the city, Pflugerville already has a significant percentage of low-income residents who need access to health care, groceries, jobs, and affordable housing.

Hopefully the City of Pflugerville will reconsider their funding allocations in the draft CDBG Consolidated Plan, and begin providing services to supplement the critical gaps in services that exist for your low-income residents.”

Rob Sides, Pflugerville business owner, wrote

“I think that some of these funds should go towards old Downtown Pflugerville. Benches, bike racks, a wide sidewalk down the South side of Pecan, etc.”

Allison Phillips, non-profit business owner for Community Transport Service, Inc., wrote:

"Hello I am the Founder and Executive Director for Community Transport Service, Inc. A non-profit transportation service established in the city of Pflugerville since 2009. Our program focus is seniors, low income wage earner, individuals with disabilities, and youth living in the city.

Five years ago we set out to find a reasonable solution for the lack transportation for the vulnerable populations of this community. Extensive research has been conducted to determine the need for additional mobility options in the city of Pflugerville. Representative from CTS met with city officials, distributed surveys in communities, and performed face-to-face interviews with residents. Our research found mobility options are very limited within the city which cause great concern for many residents. We believe the lack of adequate transportation creates a major barrier for those in the city who need it most.

City leaders believe as Pflugerville continues to grow there will be an even greater demand for additional transit services for the residents, particularly as the city out grows the current rural service provider. Our search has led us to developing a plan we believe goes beyond the status quo and will make a greater impact in the city. While there are two local transportation providers serving this community neither offers their services solely for Pflugerville making it very limited and inadequate.

We found that when a transit provider serves a large area or combined cities with limited resources, as the demand for transit service grows the resources become over utilized and this lowers the quality of the service tremendously. According to clients we serve, many of them have been left stranded, riding on buses for long hours, received last minute cancelations, or were put on a 1-2 week waiting list.

In the last year CTS has registered 35 clients and have provided 202 passenger trips (one way trip to and from a destination.) 34% of these trips were provided to seniors 55 and above, 41% was provided to the disable, 24% to low income wage earners and 1% was provided to at risk youth living in the community. We are currently applying for vans from the Cap Metro van grant program which will help us increase capacity. We need additional financial support to help take this much needed service to a level of complete operation. (2014-2017 Organization Plan available for review upon request)"

Linda McMaster, President, North Park HOA, wrote"

We just recently became aware of possible availability of grant funds for some long needed projects in our neighborhood. Unfortunately, I was unable to attend your lecture to Pfcona last night due to family matters.

North Park HOA was annexed into Pflugerville in January of 2008.

Our most pressing needs include:

- renovation and improvement of the open drainage ditch along Royston running behind properties that face Natural Bridge Lane

- possible widening and resurfacing of Royston to accommodate already increased truck traffic
- installation of a sound barrier fence along Royston
- installation of a sound barrier fence along Grand Ave behind 14 homes that back up to Grand Ave that are already receiving increased noise levels

## *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 and Annual Action 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 website<sup>1</sup> 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.

<sup>1</sup>[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/communitydevelopment/programs/entitlement#eligibleactivities](http://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

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.

### 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

### 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](http://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](http://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 31<sup>st</sup> 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](http://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](http://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](mailto: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](mailto: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.