Plano City of Excellence | Memorandum

Date: June 18, 2024

To: Mark Israelson, City Manager
Sam Greif, Deputy City Manager

From: Curtis Howard, Director of Neighborhood Services

Subject: Community Relations Commission Consolidated Grant Funding Recommendations and Annual Action Plan Update

The City of Plano utilizes a consolidated grant process for nonprofit organizations interested in applying for Buffington Community Service Grant (BCSG), Community Development Block Grant (CDBG), and HOME Investment Partnerships (HOME) funds to finance programs available to Plano citizens. The grant application process was open from January 1 to March 1, 2024 for eligible organizations. The Community Relations Commission (CRC) held five public meetings in April 2024 for applicant presentations. On April 23, the CRC held a public hearing to determine the recommended funding allocation for applicants.

Staff received thirty-two applications and the CRC recommended the following funding allocations:

Agency	BCSG	CDBG	HOME
Agape Resource and Assistance Center	$50,000		
Assistance League of Collin County	$15,000		
BIND - Brain Injury Network of Dallas	$21,624		
Boys and Girls Clubs of Collin County	$35,000		
Chase Oaks Church - Local Good Center	$5,000		
Communities in School Dallas, Region, Inc.	$35,000		
Court Appointed Special Advocates (CASA)	$50,000		
Family Compass	$45,000		
Grace to Grow dba Grace to Change	$17,500		
Health Services of North Texas	$10,000		
Hope's Door New Beginnings	$20,000		
Hope Restored Mission	$36,712		
Jewish Family Services	$35,000		
Maurice Barnett Geriatric Wellness Center	$25,000		
Meals on Wheels Collin County	$60,000		
Metro Relief	$5,205		
My Possibilities	$40,000		
Rape Crisis Center dba Turning Point	$50,059		
Rainbow Days	$17,500		
Trusted World Foundation	$20,000		
City House Inc.		$27,120	
Habitat for Humanity		$94,487	$405,513

Agency	BCSG	CDBG	HOME
Texas Muslim Women's Foundation		$33,039	
The Family Place		$11,371	
The Samaritan Inn		$55,065	
City of Plano First Time Homebuyer		$8,000	
City of Plano Grant Administration		$311,460	$52,159
City of Plano Homelessness Prevention – Administered by the Assistance Center of Collin County		$122,000	
City of Plano Housing Rehabilitation		$982,245	$182,548
Recommended Funding Amount Totals	**$593,600**	**$1,644,787**	**$640,220**

The approved CDBG and HOME funding allocations by Council will be used to update the City's Annual Action Plan.

City of Plano Grant Administration

The U. S. Department of Housing and Urban Development allows entitlement communities, such as the City of Plano to set aside 20% of their Community Development Block Grant funds and 10% of their HOME Investment Partnerships funds for the costs associated with administration and planning of their grants. Eligible administrative and planning costs include, but are not limited to, general grant management, oversight and coordination, staff and overhead, public information, nonprofit capacity building, program management software, indirect costs and costs associated with the preparation of the consolidated plan. Below are the salaries that are paid out of the grant administration budget listed in the above chart.

CDBG Grant Administration: Maximum 20% of the CDBG Allocation
Administered by City Staff – Seven (7) partial FTEs in Neighborhood Services (NS) and Finance departments

- Community Services Grants Administrator ~80%
- Two (2) Housing and Community Services Coordinator ~ 50% and 55%
- Two (2) Rehabilitation Coordinators ~ 7%
- Two (2) Accountants ~ 4%
- One part-time staff person at the Samaritan Inn to enter shelter data into Homeless Management Information System (HMIS)

HOME Grant Administration: Maximum 10% of total HOME allocation
Administered by City Staff – Four (4) partial FTEs in NS and Finance departments

- Two (2) Housing and Community Services Coordinators ~ 35% and 40%
- Two (2) Accountants ~1% and 2%

City of Plano Housing Rehabilitation:
Administered by City Staff – Four (4) partial FTEs in NS

- Two (2) Housing and Community Services Coordinator
- Two (2) Rehabilitation Project Coordinators

All home repairs are completed using outside, approved construction contractors and tradesmen. Housing Project Coordinators write the work specification and ensure work is completed in accordance

to required specifications. Housing and Community Services Coordinators serve as program administrators working with potential program applicants and current participants.

Community Development Block Grant – Corona Virus (CDBG-CV)

The City's Annual Action Plan will include the use of Community Development Block Grant – Corona Virus (CDBG-CV) funds during upcoming fiscal year.

In April 2021, the U.S. Department of Housing and Urban Development (HUD) gave final approval for $2,235,861 in CDBG-CV funds to the City of Plano that must be expended by September 30, 2026, on eligible activities. These funds are limited to activities that:

1. Prevent, Prepare for or Respond (PPR) to Coronavirus;
2. Do not result in a duplication of benefit (Duplication of benefit occurs when a person, household, business or other entity receives financial assistance from multiple sources for the same purpose and the total assistance is more than the total need); and
3. Meet underwriting criteria for special economic development activities.

The City Council approved the use of CDBG-CV funds through substantial amendments on May 11, 2020, and March 22, 2021. These funds were used to provide assistance to small businesses, survivors of domestic violence, citizens needing rent and utility support, and the day and overnight sheltering programs for the homeless.

Approximately $865,000 in CDBG-CV funds, previously set-aside for rent and utility assistance, remains unspent due to the reduction/elimination of need due to COVID-19. In November 2023 and January 2024, staff met with Council members Ricciardelli and Horne to discuss potential use of the remaining funds. Guidance was provided to use the remaining funds on home repairs to residential properties owned by non-profits operating as transitional living shelters in Plano.

There are seventeen qualified residential properties owned and operated by six nonprofit organizations operating as transitional living facilities for unhoused children, women, and youth. These CDBG-CV funds will be used to provided needed rehabilitation within these homes and increase energy efficiency.

Next Steps

Upon receiving final direction from City Council, a public notice will be placed in the Plano Star Courier on Sunday, June 30, advertising two public hearings at the July 22, Regular Meeting of the City Council: 1) For the use of CDBG and HOME funds and 2) A substantial amendment for the additional use of CDBG-CV funds. Following the public hearings, the Annual Action Plan will be finalized to include any public comments received and submitted to the U.S. Department of Housing and Urban Development (HUD) for approval.