
City of Baytown



PY 2019

Annual Action Plan

B-19-MC-48-0033



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AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The United States Department of Housing and Urban Development (HUD) allocates the City of Baytown an annual entitlement of Community Development Block Grant (CDBG) funds to provide decent housing, a suitable living environment and expansion of economic opportunities, principally for low and moderate-income citizens. The City of Baytown's PY2019 CDBG allocation is \$608,584, a decrease of \$79,502 from the current year's allocation of \$688,086. To receive the funds and to comply with the Consolidated Planning Regulations, the City of Baytown has prepared this Annual Action Plan for the use of CDBG funds for October 1, 2019 to September 30, 2020 (B-19-MC-48-0033). CDBG funding in this Action Plan includes \$100,000 in unexpended funds from previous program allotments, plus \$55,000 in projected program income from repayment of liens. The total amount available for funding in the Action Plan for PY2019 is \$763,584. The total amount of CDBG funds obligated for public services activities must not exceed 15% of the annual grant allocation, plus 15% of program income received during the prior year. For PY2019 the 15% cap on public services is \$91,590. The projected budget also includes a 20% cap on planning/administrative activities of \$132,717.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The following provides a summary of the objectives and proposed outcomes listed in this Action Plan.

Other/Property Clearance: Substandard Structures Abatement

Objective: Funds for personnel and related expenses to perform code enforcement and to demolish or secure dilapidated structures as ordered by the Court. Staff also provides assessments in the Neighborhood Improvement Program area and construction management for the Housing Programs.

Proposed outcome: To assist the City with clearing blighted structures.

Other/Low- to Moderate-Income Area Benefit: Neighborhood Improvement Program

Objective: Funds to increase resident involvement in the West Baytown neighborhood, demolish vacant substandard structures, repair aging housing stock, increase recreation options and improve the general physical appearance of the area.

Proposed outcome: To assist the City with improving neighborhoods.

Housing Activities: Community Development Housing Programs

Objective: Funds for low income households to purchase affordable homes, repair and bring homes into code compliance, provide a fresh coat of paint and replace deteriorated sewer lines to prevent inflow into the city's water system.

Proposed outcome: To assist at least 13 households.

Public Services: Bay Area Homeless Services

Objective: Funds to provide licensed childcare to homeless children, allowing parents to work, attend school or search for gainful employment.

Proposed Outcome: To assist at least 15 people.

Public Services: Baytown Resource and Assistance Center

Objective: Funds to assist low-income students with vouchers to purchase new shoes for the school year.

Proposed outcome: To assist approximately 300 people.

Public Services: Baytown PD Special Victims Unit

Objective: Funds to provide emergency hotel stays, food and transportation for victims of domestic/sexual abuse.

Proposed outcome: To assist approximately 25 people.

Public Services: Optimist Youth Football

Objective: Funds to assist with registration fees for low income youth to participate in an organized sports program.

Proposed outcome: To assist approximately 10 people.

Non-Homeless Special Needs: Community Development Transportation Program

Objective: Funds to provide elderly, disabled and victims of domestic violence with transportation. Funding will also be used for personnel expenses for the administrator.

Proposed outcome: To assist up to 100 people.

Housing Activities: Love Network of Baytown

Objective: Provide materials to install ADA ramps at homes of low-moderate income persons.

Proposed outcome: To assist at least 10 households.

Program Administration: CDBG Program Administration

Objective: Funds for the management of CDBG-funded projects to ensure compliance with local, state and federal regulations. Administration prepares required reports, develops budgets and manages information through HUD's Integrated Disbursement System. Administration also seeks alternate funding to supplement CDBG funds.

Proposed outcome: To assist 77,556 people (population based on the 2012-2016 American Community Survey 5-year estimates).

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Annually, all programs are reviewed for their effectiveness. With the decreasing amount of available CDBG funds, staff reviewed options that would continue to fund core programs and provide services to directly assist low-income persons.

The Owner-Occupied Housing Rehabilitation Program was funded at a similar level as the previous year. In PY2019, Hands of the Carpenter, a pilot program through Love Network of Baytown, will utilize CDBG funds to purchase equipment/supplies to build handicap ramps for senior/disabled residents using volunteer labor. In an effort to find new sources of funding to leverage CDBG funds, staff recently applied for and received HOME funding from the Texas Department of Housing and Community Affairs (TDHCA). Like CDBG, the HOME Investment Partnerships Program, administered through TDHCA, also aims to expand the supply of decent, safe, and affordable housing. The application gave the City access to the TDHCA Housing Contract System. HOME funding will be used to augment CDBG funds and assist with the rehabilitation/reconstruction of owner-occupied homes of low-income residents within the city limits of Baytown, TX.

The once popular Homebuyers' Assistance Program has experienced a steady decline in activity. In 2017, the program closed 7 homes and in 2018, no homes were closed using the program. Due to the lack of participation, staff consulted with nearby jurisdictions who manage homebuyer programs. Staff also reached out to area realtors, lenders and residents who have used the program in the past in an effort to learn what can be done to revitalize the program. Staff learned that few homes are currently available in the \$140,000 and below price range. As a result of ongoing dialogue with other jurisdictions, lenders and realtors, staff implemented several changes to the program. The revised guidelines allow for an increase in the maximum sales price from \$140,000 to \$180,000, and an increase in the amount of assistance to 5% of the sales price (vs. up to \$4,500). Since the change has been implemented, staff has closed one property, in addition to having two applicants in the eligibility phase.

The Neighborhood Improvement Program (NIP) was designed to concentrate limited city resources, including CDBG, into one neighborhood at a time in an effort to create a larger impact. The West Baytown Neighborhood is the third neighborhood selected for this program. Funding will be used to increase resident involvement and for code enforcement efforts. This year, funding for the NIP was increased to leverage City funds which are being used to facilitate the implementation plan found in the Market Street Corridor Study. Among other things, the corridor study plans to increase beautification and explore redevelopment opportunities in West Baytown.

Due to the decrease in available funds for PY2019, staff implemented changes in the level of funding for programs. For example, Communities In Schools of Baytown, Inc. regularly receives large sums of funding from other sources. The Community Development Advisory Committee decided on a discontinuation in funding for this agency. The Baytown Evening Optimist Club was funded at a lower level based on the fact that funds the agency received in previous years were never fully expended. Finally, the administration of the Community Development Transportation Program will be undertaken by the Baytown Resource and Assistance Center.

The administration of all programs has been well maintained so there was no negative impact of the services delivered to low-income persons. In addition to surveying programs on a regular basis, staff will continue to provide technical assistance to all sub-recipients (both internal and external) to identify other funding sources, implement cost saving measures, and provide the tools necessary to maximize participation and decrease the potential for compliance issues.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Baytown strives to seek the input of citizens in formulating goals and Action Plans for its Community Development Block Grant programs. Baytown makes every effort to garner participation from citizens in every step of the CDBG funding process, especially low income citizens and those residing in areas with slum and/or blighted conditions.

The Community Development Advisory Committee (CDAC) consists of citizens who are appointed by the City Council. Each CDAC member represents the area of Baytown in which they live, in addition to three at-large positions. The CDAC meets regularly to prioritize needs, allocate funds, review progress of recipients and hear from the public on housing and community development issues. To engage the public in the Action Plan process, the CDAC meetings are public and are advertised on the City's website. Public notices for the public hearings are also published in the Baytown Sun, posted on the City's website and at City Hall. The agendas for the public meetings and hearings are posted with information for interpretive services for non-English speaking residents and those who are hearing impaired. Information for accommodations for those with physical disabilities is also included with each posting. This year, the public meetings and hearings for the Action Plan and budget were held at the Baytown Community Center, which is located in the CDBG target area.

Staff sent a Notice of Funding Availability (NOFA) by email to approximately 90 organizations who previously expressed interest in the CDBG program. On February 25, 2019, the City released its Request for Proposal (RFP) to accept applications from agencies providing services to city residents. The RFP was posted on the City's website and in the Baytown Sun. Two pre-application technical assistance workshops were conducted. Once the applications were received, staff conducted a preliminary review to determine if the proposals met technical requirements for CDBG eligibility, and then completed an evaluation form rating each application. The applications and corresponding evaluation forms were then sent to the CDAC. The CDAC reviewed 12 submitted proposals, in addition to four requests to fund internal programs. The CDAC listened to verbal requests at two public hearings, after which a budget recommendation was developed for City Council. Once the budget recommendation was developed, the CDAC held a public hearing on June 18th, 2019, to receive comments regarding the proposed recommendation.

Prior to the June 18th Public Hearing, the recommendation was posted as the proposed Action Plan for a 30-day public comment period beginning on May 31, 2019. During the comment period, legal public notices were published in the Baytown Sun, posted on the City's website and at City Hall. The notices informed the public of the proposed Action Plan and solicited public review and comments. A hard copy of the proposed Action Plan was made available for review at City Hall and digitally upon request. City Council took action to approve the PY2019 Action Plan on July 11, 2019. There were multiple opportunities for citizens to comment, but no written comments were received to include in the Action Plan.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No comments were received (online and/or at any of the public meetings).

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments or views that were not accepted (online and/or at any of the public meetings).

7. Summary

The PY2019 Action Plan represents the fifth and final year to fund and report on objectives identified in the 2015-2019 City of Baytown's Consolidated Plan.

This Action Plan employs the Consolidated Plan's priorities by:

- Continuing the rehabilitation and reconstruction of existing owner-occupied single-family dwellings;
- Continuing to provide direct homeownership assistance through down payment, closing costs and homebuyer education vouchers;
- Continuing the program of clearance and demolition throughout the city on a spot basis;
- Providing transportation services for income-eligible disabled, seniors and victims of domestic/sexual violence;
- Providing improvements to a specified area in the Neighborhood Improvement Program; and
- Providing assistance to neighborhood organizations for youth activities and aid to homeless individuals.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	Baytown	Planning and Development Services

Table 1 - Responsible Agencies

Narrative (optional)

The City of Baytown is an Entitlement Community and is responsible for the administration of the CDBG funds, along with each Annual Action Plan under the 2015-2019 Consolidated Plan.

Consolidated Plan Public Contact Information

City of Baytown
Community Development Division
2401 Market St.
Baytown, TX 77520
(281)420-5390
CDBG@baytown.org

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City of Baytown is dedicated to obtaining input from citizens, professionals, non-profits and other governmental entities. Input from these groups is of the utmost importance, not only during the development of community plans, but as a part of the Consolidated and Annual Action Plan process itself. Effectively planning for a community would be difficult, if not impossible, without the support of its residents, especially low-income citizens directly affected by community development projects and programs. It is for these reasons that citizen participation is strongly encouraged throughout the processes of community revitalization planning, short and long range departmental planning, plan implementation and assessment of plan effectiveness.

The PY2019 Action Plan is part of the larger five year 2015 2019 Consolidated Plan. The Consolidated Plan reflects the coordinated efforts of various agencies, citizens and other organizations. The Plan is a comprehensive report, spanning multiple cross jurisdictional areas of need, and involving multiple agencies, programs and funding sources. The cooperation and expertise of other agencies was necessary to develop a comprehensive plan based on accurate and pertinent data to effectively identify goals, needs and strategies that could serve as an umbrella under which the city can carry out CDBG funded projects and programs. In an effort to implement the goals identified in the Consolidated Plan, staff works collaboratively with local organizations through monthly meetings of the Bay Area Resource Association (BARA), a group of local public and private social service and housing providers. Membership in BARA includes, but is not limited to, the Baytown Housing Authority, Bay Area Homeless Services, United Way of Greater Baytown Area and Chambers County, and Harris County Rides/Transit. The group was not only consulted during the planning process for their input concerning the specific populations whom they serve, but is consulted throughout the year regarding community development and social service issues. Additionally, the Community Development Advisory Committee (CDAC) provides extensive input from the community and directs the vision of the Community Development Division.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Baytown completed extensive consultation with local service agencies as it developed the 2015-2019 Consolidated Plan. The Coalition for the Homeless of Houston/Harris County, including Fort Bend County, is the Continuum of Care agency for Harris County. It serves a geographic area and population beyond the city limits of Baytown. The focus of the Continuum of Care has been region wide with little emphasis on Baytown. A number of BARA member agencies are members of the Coalition for the Homeless of Houston/Harris County’s Homeless Coordinating Council and attend meetings to remain involved in the Continuum of Care activities. The City of Baytown has a close relationship with, and provides funding to, the local agencies that provide shelter and services to the homeless population in Baytown. These agencies act as a channel between the City and the Coalition for the Homeless.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Baytown does not receive ESG, and as an Entitlement Jurisdiction, is not eligible to apply for ESG funds through Harris County. However, the Coalition for the Homeless of Houston/Harris County serves as the lead agency for the Houston/Pasadena/Harris County/Ft. Bend County Continuum of Care structure. The Coalition was consulted during the planning process for the City’s 2015-2019 Consolidated Plan and all subsequent action plans. They provided information on the Continuum of Care planning, application and allocation processes. The Coalition is responsible for the Homeless Management Information System (HMIS) for the region and information was gathered regarding the scope and services of the HMIS department. The Bridge Over Troubled Waters (The Bridge), with its main office and shelter located in Pasadena, Texas, is the only agency serving Baytown residents that receives ESG funds from Harris County. The Bridge has a satellite office in Baytown to provide victims of sexual/domestic violence with counseling services and works closely with the City and various local agencies to enhance services for victims throughout Baytown and the surrounding areas. In the past, The Bridge received funding for emergency hotel stays for victims of domestic violence/sexual assault and community outreach efforts. The Baytown Police Department’s Special Victims Unit is currently receiving funding for emergency hotel stays for victims of sexual/domestic violence as they are usually first on the scene in these types of cases. Bay Area Turning Point, a domestic violence shelter located in Galveston County, has recently opened a satellite office in Chambers County to serve the area, which includes Baytown residents.

Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

Agency/Group/Organization	Baytown Housing Authority
Agency/Group/Organization Type	PHA
What section of the Plan was addressed by Consultation?	Public Housing Needs

<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For the PY2019 Action Plan, the Baytown Housing Authority (BHA) was contacted directly and the Executive Director interviewed regarding public housing needs and resources. While the BHA coordinates with the City throughout the year, further coordination during the actual Action Planning process was more extensive. In PY2018, BHA received funding to aid with the demolition of DeZavala Courts, which consists of 30 blighted public housing units, and replace them with new, energy efficient units. The anticipated outcome was information regarding housing needs and services provided. Outcome was met.</p>
<p>Agency/Group/Organization</p>	<p>Baytown Police Department</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Victims of Domestic Violence Services - Victims Other government - Local Grantee Department</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs</p>
<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>In PY2018, the Baytown Police Department s Special Victims Unit (SVU) is receiving funding for emergency hotel stays, to include meals, for victims of sexual/domestic violence. The SVU met with City staff to discuss using CDBG funds for transportation in PY2019. This will allow victims to put distance between themselves and their attacker. The anticipated outcome was information regarding needs of the victims and services provided. Outcome was met.</p>
<p>Agency/Group/Organization</p>	<p>Harris County Public Health</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Health Other government - County</p>

What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Lead-based Paint Strategy
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City consulted with Harris County Public Health (HCPH), formerly Public Health and Environmental Services, regarding lead testing and dissemination of information. The City is currently coordinating with HCPH to plan a Public Health Build Event. The purpose of the event will be to promote safe homes in healthy neighborhoods by increasing awareness of lead poisoning in children. The anticipated outcome will be to provide information to families in low income neighborhoods on the hazards of lead based paint and to educate them on programs available to assist with abatement.
Agency/Group/Organization	Bay Area Homeless Services, Inc.
Agency/Group/Organization Type	Services-Children Services-homeless
What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Executive Director of Bay Area Homeless Services (BAHS) receives CDBG funding to provide childcare to allow homeless children to receive childcare services at a licensed day care, where they provide learning activities. This program will allow their parents to search for gainful employment. Staff also consulted with BAHS to determine the needs of, and services available to, homeless persons in Baytown. Outcome was met.
Agency/Group/Organization	United Way of Greater Baytown Area & Chambers County
Agency/Group/Organization Type	Nonprofit Organization
What section of the Plan was addressed by Consultation?	Long Term Disaster Recovery

<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The United Way of Greater Baytown Area & Chambers County has a Long Term Disaster Recovery group that meets monthly to discuss case management and how to meet the needs of low-moderate income residents of Baytown, as well as other vulnerable populations, that have suffered from the effects of Hurricane Harvey. The anticipated outcome for these meetings is to develop and implement a long range plan to provide assistance to Baytown residents.</p>
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Identify any Agency Types not consulted and provide rationale for not consulting

All relevant agencies were consulted for the planning of the PY2019 Action Plan. Many of the agencies serving special needs populations and the homeless are located in Houston and do not serve or track Baytown clientele specifically. Likewise, the area-wide advocacy groups for protected classes serve a much broader geographic region and do not have information specifically for Baytown.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Coalition for the Homeless of Houston/Harris County	The Coalition for the Homeless of Houston/Harris County was consulted during the planning process and provided information on the Continuum of Care planning, application and allocation processes. The Way Home: 2015-2017 Action Plan Update is the proposed path for ending homelessness and was used to help set the goals for Baytown’s part in the overall regional plan.
Comprehensive Transit Strategy	Harris County Transit	The goals of the City of Baytown’s Strategic Plan overlap with the Comprehensive Transit Strategy by improving transit services, particularly to under-served and low-income communities.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City of Baytown values its collaborations with local nonprofit organizations, the Baytown Housing Authority, the regional Continuum of Care, county, state and federal officials.

Coordination among the aforementioned entities, in addition to City staff, is essential to the City's ability to provide a variety of much needed services to the Baytown community.

AP-12 Participation – 91.105, 91.200(c)

Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

Citizen participation is one of the most important components of the Consolidated Plan process. The City follows an adopted Citizen Participation Plan to ensure meaningful community involvement at each step. City staff works with the Community Development Advisory Committee (CDAC) to increase citizen participation. The CDAC consists of Baytown citizens who are appointed by City Council to represent their respective districts. Established over twenty years ago, the CDAC serves in an advisory capacity to the Mayor and City Council on issues related to the Consolidated Plan, Annual Action Plans, end of the year CAPER reporting, Analysis of Impediments to Fair Housing, and the allocation of CDBG funds. The CDAC meetings provide a forum for citizens to participate in matters related to the City's CDBG program, as well as providing staff an opportunity to review policy issues and receive public feedback.

To obtain public input on the development of the PY2019 Action Plan, the CDAC and Community Development staff conducted two public hearings. Notices for the public hearings were published in the Baytown Sun, posted on the City's website and at City Hall and emailed to approximately 90 local agencies and organizations. The CDAC listened to verbal requests at two public hearings, after which a budget recommendation was developed for City Council. Once the budget recommendation was developed, the CDAC held a public hearing on June 18th, 2019, to receive comments regarding the proposed recommendation. Notice of the Council Meeting was published on the City's website, and then aired live on the City's municipal TV channel.

The agendas for the public meetings and hearings are posted with information for interpretive services for non-English speaking residents and those who are hearing impaired. Information for accommodations for those with physical disabilities is also included with each posting. This year, the public meetings and hearings for the Action Plan and budget were held at the Baytown Community Center, which is located in the CDBG target area.

The allocation of PY2019 CDBG funds are based on the goals and strategies outlined in the City's 2015-2019 Consolidated Plan. A copy of the Plan can be found at Baytown City Hall, or digitally on the City's website, www.baytown.org.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Technical Assistance Workshop	Non-targeted/ broad community	A total of 22 people attended this Technical Assistance Workshop. It included City of Baytown staff members, Community Development Advisory Committee members and representatives from local non-profit organizations.	N/A	N/A	
2	Technical Assistance Workshop	Non-targeted/ broad community	A total of 23 people attended this Technical Assistance Workshop. It included City of Baytown staff members and representatives from local non-profit organizations.	N/A	N/A	
3	Public Hearing	Non-targeted/ broad community	A total of 22 people attended this Public Hearing. It included City of Baytown staff members, Community Development Advisory Committee members and representatives from local agencies and non-profit organizations.	No comments were received.	No comments were received.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Hearing	Non-targeted/ broad community	A total of 14 people attended this Public Hearing. It included City of Baytown staff members, Community Development Advisory Committee members and representatives from local non-profit organizations.	No comments were received.	No comments were received.	
5	Public Hearing	Non-targeted/ broad community	A total of 9 people attended this Public Hearing. It included City of Baytown staff members and members of the Community Development Advisory Committee.	No comments were received.	No comments were received.	

Table 4 – Citizen Participation Outreach

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The Planning and Development Service’s Community Development Division administers CDBG funding for the City of Baytown. Community Development staff manages an annual Request for Proposal (RFP) process to allocate funding according to the priorities, goals and objectives of the current Consolidated Plan. The anticipated resources described in this section are based upon the PY2019 CDBG allocation of \$608,584; these funds will be augmented with \$155,000 in program income and prior year unexpended CDBG dollars.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$608,086	\$55,000	\$100,000	\$763,584	\$0	The PY2019 Action Plan represents the fifth and final year to fund and report on objectives identified in the 2015-2019 City of Baytown’s Consolidated Plan. The specific priority needs to be addressed during the fiscal year are housing, code enforcement and public services.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other		public - state	\$200,000	0	0	\$200,000	\$0	The City was granted access to the Texas Department of Housing and Community Affairs (TDHCA) Housing Contract System. HOME funding will be used to augment CDBG funds and assist with the rehabilitation/reconstruction of owner-occupied homes of low-income residents within the city limits of Baytown.

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

In an effort to find new sources of funding to leverage CDBG funds, staff recently applied for HOME funds through the Texas Department of Housing and Community Affairs (TDHCA). Like CDBG, the HOME Investment Partnerships Program, administered through TDHCA, also aims to expand the supply of decent, safe, and affordable housing. The application gave the City access to the TDHCA Housing Contract System. These funds will be used to augment CDBG funds and assist with the rehabilitation/reconstruction of owner-occupied homes of low-income residents within the city limits of Baytown.

Currently, there is no matching requirement for CDBG. However, the City invests considerable non-CDBG resources in the delivery of the CDBG program. The City’s Neighborhood Improvement Program uses general funds and CDBG funds to improve the older areas of Baytown, parts of which are within the CDBG Target Areas. As part of the revitalization efforts, the City also uses approximately \$369,000 in general funds for code enforcement in CDBG Target Areas, including the process of tagging and demolishing vacant, unsound buildings.

Several of the agencies funded in the PY2019 Action Plan provide significant cash and in-kind resources to carry out the activities partially funded by CDBG. Bay Area Homeless Services will use \$3,150 in other funding and in-kind funds to supplement the Project Bridge childcare program, and Love Network of Baytown will be using \$10,500 in other funding and in-kind funds to supplement the Hands of the Carpenter program. In addition to the CDBG funds they will be receiving in PY2019, the Baytown Resource and Assistance Center will use over \$40,000 in other funding and in-kind funds for the administration of their programs.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

It is not anticipated that publically owned land or property located within the city limits will be used to address the needs identified in the plan.

Discussion

During PY2019, the City expects to expend \$539,867 in CDBG funding on housing rehabilitation, housing reconstruction, code enforcement efforts, public services, and neighborhood clean-ups, mostly in the CDBG Target Areas. In addition to CDBG, the City is also investing general funds in older areas of Baytown. The Revitalization Incentive Zone Program (RIZ), which waives permit fees and provides a refund of the incremental increase in ad valorem taxes for eligible improvements in the RIZ. This program, totally funded by the City's General Funds budget, encourages infill development and the expansion of businesses in the CDBG Target Areas. To date, over \$8 million in privately-funded improvements has taken place with assistance from the program and within the RIZ. In addition, the City has waived over \$105,000 in permit fees for these improvements.

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Rehabilitation/Reconstruction	2015	2019	Affordable Housing	CITY LIMITS OF BAYTOWN	Owner Occupied Housing Rehabilitation Owner-occupied accessibility for disabled	CDBG: \$341,277	Homeowner Housing Rehabilitated: 15 Household Housing Unit
2	Down-payment/closing cost assistance	2015	2019	Affordable Housing	CITY LIMITS OF BAYTOWN	Down-payment/closing cost assistance	CDBG: \$27,000	Direct Financial Assistance to Homebuyers: 3 Households Assisted
3	Demolition	2015	2019	Non-Housing Community Development	CITY LIMITS OF BAYTOWN	Demolition of Substandard Structures	CDBG: \$120,800	Buildings Demolished: 50 Buildings
4	Code Enforcement	2015	2019	Non-Housing Community Development	CITY LIMITS OF BAYTOWN	Code Enforcement	CDBG: \$30,200	Housing Code Enforcement/Foreclosed Property Care: 25 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Children Services	2015	2019	Non-Housing Community Development	CITY LIMITS OF BAYTOWN	Children Services including Homeless Children	CDBG: \$13,815	Public service activities other than Low/Moderate Income Housing Benefit: 315 Persons Assisted
6	Youth Services	2015	2019	Non-Housing Community Development	CITY LIMITS OF BAYTOWN	Youth Services	CDBG: \$1,200	Public service activities other than Low/Moderate Income Housing Benefit: 10 Persons Assisted
7	Spot Blight Reduction (Neighborhood Clean-ups)	2015	2019	Non-Housing Community Development		Neighborhood Clean-ups	CDBG: \$20,000	Other: 1,742 Other
8	Transportation Services	2015	2019	Non-Homeless Special Needs Non-Housing Community Development	CITY LIMITS OF BAYTOWN	Transportation Services	CDBG: \$72,875	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
9	Domestic Violence Shelter	2015	2019	Non-Housing Community Development	CITY LIMITS OF BAYTOWN	Homeless and Domestic Violence Services	CDBG: \$3,700	Public service activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
10	Program Administration	2015	2019		CITY LIMITS OF BAYTOWN	Program Administration	CDBG: \$132,717	Other: 77,562 Other

Table 5 – Goals Summary

Goal Descriptions

1	Goal Name	Housing Rehabilitation/Reconstruction
	Goal Description	Provide funds for the rehabilitation or reconstruction of two owner occupied units and five sewer line repairs. Operation Paintbrush will provide a fresh coat of paint to three houses in the Neighborhood Improvement Program Area. Funds will also be used to purchase equipment/supplies for volunteers to build handicap ramps for up to 10 senior/disabled residents.
2	Goal Name	Down-payment/closing cost assistance
	Goal Description	Funding will be provided for down-payment and closing cost assistance, along with counseling/education, for three households to purchase their first home.
3	Goal Name	Demolition
	Goal Description	Funds for personnel and related expenses to perform code enforcement duties and to demolish or secure dilapidated structures as ordered by the City of Baytown Municipal Court. Staff also provides substandard assessments in the Neighborhood Improvement Program area and construction management for the Housing Rehabilitation, Operation Paintbrush and Residential Sewer Line Repair/Replacement Programs.
4	Goal Name	Code Enforcement
	Goal Description	Funds for personnel and related expenses to perform code enforcement duties and to demolish or secure dilapidated structures as ordered by the City of Baytown Municipal Court. Staff also provides substandard assessments in the Neighborhood Improvement Program area.

5	Goal Name	Children Services
	Goal Description	Funds to provide public services such as child care and a voucher program for shoes to 315 low income children.
6	Goal Name	Youth Services
	Goal Description	Funds to assist with registration fees for 10 low-moderate income youth to participate in an organized sports program.
7	Goal Name	Spot Blight Reduction (Neighborhood Clean-ups)
	Goal Description	Funds to assist residents with forming a neighborhood association, bringing properties into compliance with city codes, and organizing a Neighborhood Night Out and trash-off in the Neighborhood Improvement Program area of West Baytown.
8	Goal Name	Transportation Services
	Goal Description	Provide funding for services to 100 elderly, disabled and victims of domestic violence/sexual assault for demand-response transportation and bus passes.
9	Goal Name	Domestic Violence Shelter
	Goal Description	CDBG funds will be used to provide emergency hotel stays for victims of domestic/sexual abuse, helping approximately 25 people.
10	Goal Name	Program Administration
	Goal Description	Funds to provide for the general management of CDBG-funded projects to ensure compliance with local, state and federal regulations. Administration also prepares HUD-required reports, develops program budgets and manages financial information through HUD's Integrated Disbursement System. Finally, Program Administration is directly involved with seeking out alternate funding sources in order to supplement the limited CDBG funds.

AP-35 Projects - 91.220(d)

Introduction

During PY2019, the City of Baytown will undertake the following projects to implement priorities identified in the 2015-2019 Consolidated Plan. AP-38 of this Annual Action Plan gives a summary of the specific activities that will be funded during PY2019.

Projects

#	Project Name
1	Community Development Housing Programs
2	Substandard Structures Abatement Program
3	Love Network of Baytown
4	Baytown Resource and Assistance Center
5	Bay Area Homeless Services
6	Baytown Evening Optimist Club
7	Neighborhood Improvement Program
8	Baytown PD - Domestic Violence and Special Victims Unit
9	Program Administration

Table 6 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The allocation of funds is closely aligned with the top housing and community development needs identified in the needs assessment, housing market analysis, and contributed by stakeholders and citizens who participated in the development of the Consolidated Plan. CDBG funds will allow the City to assist more low-income persons by addressing these highest priorities.

Lack of funding is currently the greatest obstacle to meeting underserved needs. The needs of the City's low-income residents are significant and exceed the available resources. The cost of needed improvements to the City's aging housing stock, for example, far exceeds the City's allocation of CDBG funds.

AP-38 Project Summary

Project Summary Information

Project Name	Community Development Housing Programs
Target Area	CITY LIMITS OF BAYTOWN
Goals Supported	Housing Rehabilitation/Reconstruction Down-payment/closing cost assistance
Needs Addressed	Owner Occupied Housing Rehabilitation Down-payment/closing cost assistance
Funding	CDBG: \$363,277
Description	Provide funds for the rehabilitation or reconstruction of two owner occupied units and five sewer line repairs. Funding will also be provided for down-payment and closing cost assistance along with education for 3 households to purchase their first home. Operation Paintbrush will provide a fresh coat of paint to three houses in the CDBG Target Area. This project will meet the Strategic Plan Goals of Housing Rehabilitation/Reconstruction and Down Payment/Closing Cost Assistance. The 2019 CDBG allocation will fund \$263,277 and \$100,000 will be funded from 2017 unexpended funds.
Target Date	9/30/2020
Estimate the number and type of families that will benefit from the proposed activities	There will be 13 low-moderate income households that will benefit from the proposed activities in this project.
Location Description	A map of the city limits of Baytown can be found in Exhibit B.
Planned Activities	The following are planned activities for this project: <ul style="list-style-type: none"> • Rehabilitation or reconstruction of two owner occupied units; • Perform five sewer line repairs/replacements; • Provide down-payment and closing cost assistance, along with counseling/education, to three households; and • Provide a fresh coat of paint to three homes.
Project Name	Substandard Structures Abatement Program

Target Area	CITY LIMITS OF BAYTOWN
Goals Supported	Demolition Code Enforcement
Needs Addressed	Demolition of Substandard Structures Code Enforcement
Funding	CDBG: \$151,000
Description	CDBG funds will be used for personnel and related expenses to perform code enforcement duties and to oversee the demolition and/or securing of dilapidated structures as ordered by the City of Baytown Municipal Court. Staff also provides substandard assessments in the Neighborhood Improvement Program area and construction management for the Housing Rehabilitation, Operation Paintbrush and Residential Sewer Line Repair/Replacement Programs. This project will meet the Strategic Plan Goals of Demolition and Code Enforcement. This project will be fully funded using the 2019 CDBG Entitlement.
Target Date	9/30/2020
Estimate the number and type of families that will benefit from the proposed activities	The entire population of the City of Baytown (77,562) will benefit from the proposed activities in this project.
Location Description	A map of the city limits of Baytown can be found in Exhibit B.
Planned Activities	CDBG funds will be used for personnel and related expenses to perform code enforcement duties and to demolish or secure dilapidated structures as ordered by the City of Baytown Municipal Court.
Project Name	Love Network of Baytown
Target Area	CITY LIMITS OF BAYTOWN
Goals Supported	Housing Rehabilitation/Reconstruction
Needs Addressed	Owner-occupied accessibility for disabled
Funding	CDBG: \$5,000
Description	Funds will be used to purchase equipment/supplies for volunteers to build handicap ramps for senior/disabled residents. This project will meet the Strategic Plan Goal of Housing Rehabilitation/Reconstruction. The 2019 CDBG allocation will fully fund this project.

Target Date	9/30/2020
Estimate the number and type of families that will benefit from the proposed activities	There will be 10 low-moderate income households that will benefit from the proposed activities in this project.
Location Description	A map of the city limits of Baytown can be found in Exhibit B.
Planned Activities	CDBG funds will be used to purchase equipment/supplies for volunteers to build handicap ramps for senior/disabled residents.
Project Name	Baytown Resource and Assistance Center
Target Area	CITY LIMITS OF BAYTOWN
Goals Supported	Children Services Transportation Services
Needs Addressed	Children Services including Homeless Children Transportation Services
Funding	CDBG: \$83,440
Description	CDBG funds will be used to assist 300 low-income children and teens with vouchers to purchase new shoes for the school year. This project will meet the Strategic Plan Goal of Children Services. The 2019 CDBG allocation will fully fund this project. CDBG funds will also be used to partner with Harris County Transit/Harris County Rides to provide victims of domestic violence/sexual assault, elderly and disabled citizens with transportation service. Funding is also for personnel expenses for program administration. This project will meet the Strategic Plan Goal of Transportation Services. The 2019 CDBG allocation will fully fund this project.
Target Date	9/30/2020
Estimate the number and type of families that will benefit from the proposed activities	There will be 400 low-moderate income households that will benefit from the proposed activities in this project.
Location Description	A map of the city limits of Baytown can be found in Exhibit B.

Planned Activities	<p>The Baytown Resource and Assistance Center will receive CDBG funds for two activities.</p> <ol style="list-style-type: none"> 1. The Community Development Transportation Program will provide transportation services to 100 elderly, disabled and victims of domestic violence/sexual assault. Funding is also for personnel expenses for program administration. 2. The New Year in New Shoes Program will provide 300 low-moderate income children and teens with school shoes through a voucher program.
Project Name	Bay Area Homeless Services
Target Area	CITY LIMITS OF BAYTOWN
Goals Supported	Children Services
Needs Addressed	Homeless and Domestic Violence Services Children Services including Homeless Children
Funding	CDBG: \$3,250
Description	CDBG funds will be used to provide childcare services at a licensed daycare for approximately 15 children who are residing with their parents in the homeless shelter. This project will support the Strategic Plan goal of Children Services. The 2019 CDBG allocation will fully fund this project.
Target Date	9/30/2020
Estimate the number and type of families that will benefit from the proposed activities	Approximately 15 children of homeless families will benefit from this project.
Location Description	This project will be carried out at a licensed childcare facility.
Planned Activities	Bay Area Homeless Services will use CDBG funds to provide childcare for children who are residing with their parents in the homeless shelter.
Project Name	Baytown Evening Optimist Club
Target Area	CITY LIMITS OF BAYTOWN
Goals Supported	Youth Services
Needs Addressed	Youth Services

Funding	CDBG: \$1,200
Description	Funds to assist with registration fees for 10 low-moderate income youth to participate in an organized sports program. This project will meet the Strategic Plan Goals of Youth Services. The 2019 CDBG allocation will fully fund this project.
Target Date	9/30/2020
Estimate the number and type of families that will benefit from the proposed activities	Approximately 10 low-moderate income youth will benefit from this project.
Location Description	Locations of the football games will vary but will take place within the city limits of Baytown. A map of the city limits can be found in Exhibit B.
Planned Activities	This project will assist with registration fees for low-moderate income youth to participate in an organized sports program.
Project Name	Neighborhood Improvement Program
Target Area	CITY LIMITS OF BAYTOWN
Goals Supported	Spot Blight Reduction (Neighborhood Clean-ups)
Needs Addressed	Neighborhood Clean-ups
Funding	CDBG: \$20,000
Description	CDBG to increase resident involvement in the West Baytown neighborhood, oversee the demolition of vacant substandard structures, repair the aging housing stock, increase recreation options and improve the general physical appearance of the area. Funds will also be used for personnel expenses. This project will meet the Strategic Plan Goal of Spot Blight Reduction. The 2019 CDBG allocation will fully fund this project.
Target Date	9/30/2020
Estimate the number and type of families that will benefit from the proposed activities	This project will help approximately 488 households, or 1,742 Baytown residents.
Location Description	A map of the West Baytown area can be found in Exhibit B.

Planned Activities	Funds will be used to increase resident involvement in the West Baytown neighborhood, oversee the demolition of vacant substandard structures, repair the aging housing stock, increase recreation options and improve the general physical appearance of the area. Funds will also be used for personnel expenses.
Project Name	Baytown PD - Domestic Violence and Special Victims Unit
Target Area	CITY LIMITS OF BAYTOWN
Goals Supported	Domestic Violence Shelter
Needs Addressed	Homeless and Domestic Violence Services
Funding	CDBG: \$3,700
Description	CDBG will be used to provide emergency hotel stays, food and transportation for victims of domestic/sexual abuse, helping approximately 25 people. Hotel stays will be provided at times when other family violence shelters have no availability for Baytown residents. This project will meet the Strategic Plan goal of Domestic Violence Shelter. The 2019 CDBG allocation will fully fund this project.
Target Date	9/30/2020
Estimate the number and type of families that will benefit from the proposed activities	Approximately 25 people will benefit from this project.
Location Description	The locations of the hotels used are confidential so as not to put victims at risk.
Planned Activities	This project will provide emergency hotel stays for victims of domestic/sexual abuse.
Project Name	Program Administration
Target Area	CITY LIMITS OF BAYTOWN
Goals Supported	Program Administration
Needs Addressed	Program Administration
Funding	CDBG: \$132,717

Description	This activity will provide for the general management of CDBG-funded projects to ensure compliance with local, state and federal regulations. Administration also prepares HUD-required reports, develops program budgets and manages financial information through HUD's Integrated Disbursement System. Finally, Program Administration is directly involved with seeking out alternate funding sources in order to supplement the limited CDBG funds. The 2019 CDBG allocation will fully fund this project.
Target Date	9/30/2020
Estimate the number and type of families that will benefit from the proposed activities	Approximately 77,562 residents within the city limits will benefit from various CDBG activities. Population is based on the 2012-2016 American Community Survey 5-year estimate.
Location Description	Baytown City Hall, 2401 Market St., Baytown, TX 77520
Planned Activities	This project will support the preparation of required reports, support to the CDAC, salaries, trainings, public notices, publications and office supplies for the management of the CDBG program.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

All activities supported by the City’s 2015-2019 Consolidated Plan strive to improve the quality of life for the City of Baytown’s low-moderate income residents. The City’s focus is placed on eligible programs targeting low-moderate income persons on a city-wide basis.

The primary geographic area covered by this Action Plan is the city limits of the City of Baytown, Texas. Baytown is located in east Harris and west Chambers Counties. A map of this area can be found in Exhibit B. Baytown is part of the Houston Metropolitan Area, with downtown Houston only 20 miles west. Select areas within Baytown are designated as CDBG target areas based on the percentage of low-moderate income residents. These areas are mainly in the southern and western portions of the City and historically contain a higher percentage of minority concentration. During PY2019, the City will utilize CDBG funds in these target areas as they have a high concentration of low-moderate income persons, substandard housing, and blighted conditions.

Geographic Distribution

Target Area	Percentage of Funds
CITY LIMITS OF BAYTOWN	100

Table 7 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

In PY2019, funding is being targeted to areas that demonstrate a community development need and where there is a high concentration of low-moderate income persons and minority population. The geographic distribution of CDBG funds is also a factor of the program requirements that at least 70% of CDBG funds benefit low-moderate income residents of Baytown. A majority of the CDBG Target Area is located in one of the oldest and lowest income areas in the city. This is a part of the city that was identified by residents, as well as the CDAC, as one of the areas in great need of revitalization. A large portion of the PY2019 CDBG entitlement will focus concentrated improvements within this area. By funding projects that benefit those who live in low-income neighborhoods, serve the senior population, and income certifying beneficiaries of the housing programs, the City will be in compliance with this requirement. The City of Baytown will continue to fund geographic priorities identified in the Strategic Plan and adjust funding annually to ensure that priorities goals are met.

Discussion

The City of Baytown is mindful of the location of services and seeks to ensure equitable distribution of funding to serve families in need city-wide. Target areas have been identified that are 51% or greater LMI population and are in need of revitalization efforts. The City allocates funding based on priorities identified in the 2015-2019 Consolidated Plan and proposals submitted in its annual Request for Proposal process.

AP-55 Affordable Housing - 91.220(g)

Introduction

The lack of quality affordable housing choices can be an impediment to fair housing. The condition and availability of housing is important to the livability and quality of life for Baytown residents and is most critical for the very low-income residents. As such, the primary objective included in this Action Plan is to provide access to safe and sanitary affordable housing. To foster decent, safe affordable housing, and to ensure residents have equal access to the housing of their choice, staff will continue to collaborate with the CDAC and the residents of the City to measure the needs, discuss the issues, and find solutions to the lack of quality affordable housing.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	23
Special-Needs	0
Total	23

Table 8 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	20
Acquisition of Existing Units	3
Total	23

Table 9 - One Year Goals for Affordable Housing by Support Type

Discussion

Through down payment/closing cost assistance and the rehabilitation/reconstruction of eligible single-family residences, the City of Baytown expects to assist 23 low-income families in achieving homeownership or improving the quality of their housing through the Community Development Housing Programs. The programs consist of Owner-Occupied Housing Rehabilitation, Homebuyers' Assistance, Residential Sewer Line Repair and Operation Paintbrush. Each of these programs target extremely low-income, low-income, and moderate-income owner-occupied households. The Owner-Occupied Housing Rehabilitation Program will provide major rehabilitation or reconstruction to at least two affordable existing units for low-income households. In PY2019, Hands of the Carpenter, a pilot program through Love Network of Baytown, will utilize CDBG funds to purchase equipment/supplies to build handicap ramps for 10 senior/disabled residents using volunteer labor.

The Homebuyers' Assistance Program will make funds available to assist low- to moderate-income households with the purchase of at least three affordable housing units. This program will also provide vouchers for residents to receive pre-purchase counseling at no cost. The Residential Sewer Line Repair/Replacement Program will provide approximately five existing affordable units with required repairs or replacement to their decayed sewer lines and Operation Paintbrush will assist at least three homes with minor repairs and a fresh coat of paint.

Finally, staff recently applied for and received HOME funding through the Texas Department of Housing and Community Affairs (TDHCA). Like CDBG, the HOME Investment Partnerships Program, administered through TDHCA, also aims to expand the supply of decent, safe, and affordable housing. The application gave the City access to the TDHCA Housing Contract System. HOME funding will be used to augment CDBG funds and assist with the rehabilitation/reconstruction of owner-occupied homes of low-income residents within the city limits of Baytown.

AP-60 Public Housing – 91.220(h)

Introduction

The City of Baytown does not manage public housing units or Section 8 Housing Choice Vouchers (HCV). The Baytown Housing Authority (BHA) is a separate entity and is the local leader in public housing. Currently BHA manages 5 public housing properties in Baytown totaling 130 units, with an additional 833 Section 8 Housing Choice Vouchers (HCV). The public housing properties include: Alexander Place, Edison Courts, Olive Courts and Sam Houston Place. The racial/ethnic distribution within the public housing units and the HCV program is 32% White, 63% African American, 1% Asian, 1% Hawaiian and 24% Hispanic. Of the public housing units, 42 are accessible to the disabled, but BHA continually strives to find accessible units for those disabled individuals holding a HCV voucher.

Actions planned during the next year to address the needs to public housing

In PY2018, BHA was granted \$82,000 in CDBG funding to leverage the cost of demolishing the defunct DeZavala Courts complex, an aging public housing complex located in the CDBG target area. The BHA has already submitted the required documents to HUD in order to receive permission to demolish this aged complex. They have also submitted plans to HUD regarding purchasing property in a mixed-income area to rebuild the 30 units that will be lost at DeZavala. The City's Planning and Development Services Department will assist BHA as necessary with zoning compliance and with streamlining permit requests for both the demolition of DeZavala Courts and the future construction of the new complex.

In an effort to curb the fraudulent use of HCVs and to ensure that benefits are received only by eligible households, BHA implemented a fraud program in 2015. The program involves BHA staff actively following-up on tips and complaints regarding possible abuse of HCVs and general fraudulent activities concerning the HCVs. In the past year alone the program has yielded the discovery of approximately \$37,567 in fraudulent claims that would have otherwise been paid by BHA. This savings allows eligible residents on the HCV waiting list to be moved into affordable housing units. BHA also hosts landlord fairs once a year in order to educate potential landlords on the voucher program, encourage new landlords to accept vouchers, and to address complaints and concerns from landlords who are currently utilizing the vouchers.

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

The City of Baytown offers a Homebuyers' Assistance Program for first time homebuyers and works with BHA staff to link eligible BHA residents to the program. This CDBG funded program is available to all BHA residents interested in transitioning from renting to homeownership. In addition to providing down-payment and closing costs, the program also provides vouchers for residents to attend a HUD approved Homebuyer's Education course at no cost to them.

BHA also offers a Family Self-Sufficiency Program (FSS) to assist families with achieving economic independence through education and savings. Families work with a case manager to develop financial goals that will help to ensure a path to independent living for those currently receiving housing assistance. Participation in this program is voluntary for families in the HCV

program. BHA hopes to strengthen the program in the coming year and has recently applied for a grant to fund a Program Coordinator position. There are currently 21 families participating in the program and BHA staff hopes that additional staffing will help to increase program participation.

In an effort to encourage involvement in property management, there is a resident council that consists of at least one resident from each of the PHA developments. There is also a resident commissioner who serves on the Board of Directors at the BHA and provides Board members with input from a resident's perspective.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

BHA manages 5 public housing properties in Baytown, totaling 130 units, but due in part to the vacancies at DeZavala Courts the BHA received a "troubled" designation when last inspected by HUD's Real Estate Assessment Center (REAC) in 2018. BHA lost points in all scoring categories due to the fact that the 30 units at DeZavala Courts were being counted as vacant. As a result of the high number of vacancies, BHA is also suffering from a loss in revenue due to the reduction in rental income. BHA staff has submitted an application to the Special Applications Center (SAC) for the demolition of DeZavala Courts and is currently waiting on approval. Once the SAC approves the demolition project, the status of the vacant units will be changed to "under demolition", which will improve the low vacancy scores. The City will continue to work closely with the Baytown Housing Authority to streamline the DeZavala Courts demolition project and to assist with the funding. The City will also assist in facilitating the zoning and permit process for the construction of the replacement public housing units.

Discussion

Baytown Housing Authority has made great strides in constructing new public housing units to replace aging and outdated units, and will continue to do so with the demolition of DeZavala Courts. At this time, there are 825 people on the public housing waiting list and 112 people on the HCV waiting list. These numbers show that there is a great need for additional affordable housing units. While the demolition of DeZavala Courts will allow BHA to rebuild 30 units, the need is great enough that a one for one replacement is not enough. Additional vouchers are needed to help the low-income Baytown residents that have been on the waiting list for years.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City of Baytown regularly participates in the efforts of organizations addressing homelessness and special needs activities. Community Development staff regularly attends Bay Area Resources Association (BARA) meetings, which is attended by representatives from various public service agencies and providers. These monthly meetings provide a forum for networking and sharing of information among the various organizations and agencies that address the unmet needs of the homeless and special needs populations within Baytown and the surrounding areas.

The City of Baytown's primary response to local homelessness has been through its participation in the Continuum of Care planning and grant application process for the Houston metropolitan area. The City also provides CDBG funding to Baytown service providers including homeless providers and encourages transitional sheltering, rapid re-housing and permanent supportive housing programs for individuals and families experiencing homelessness. Bay Area Homeless Services is the primary homeless provider serving Baytown, providing shelter and supportive services to Baytown's homeless population. The Bridge Over Troubled Waters, which has a satellite office in Baytown, provides counseling services and assistance in accessing their shelter in Pasadena. The Bay Area Turning Point serves Southeast Harris and North Galveston Counties (including the Greater Bay Area and Chambers County). This community-based social service agency also provides a variety of services in the Baytown area, including shelter, to families in need.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

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

The City of Baytown is not proposing to use any CDBG funds to take specific actions to combat or address homelessness in PY2019. Homeless service providers within the Coalition for the Homeless of Houston/Harris County provide those in need with various resources including, but not limited to, medical facilities, financial institutions, housing providers, law enforcement, childcare facilities and education systems, to help spread awareness and assess the needs of homeless individuals. The City's plan is to continue to work with public service agencies in place that offer these types of services, and to assist in identifying gaps and/or additional programs that may be created. The City will consider using CDBG to fund eligible homeless assistance programs.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City has no funding for emergency shelter and transitional housing needs. However, CDBG funding will be used to provide licensed childcare for families residing in the Bay Area Homeless Services (BAHS) shelter. Licensed childcare will help parents who are employed, searching for employment, or are attending school in an effort to become self-sufficient. This program is the first step to ensure a path to independent living for those currently residing at the shelter. Additionally,

in PY2019, the City will fund the Baytown Police Department Special Victims Unit to provide emergency shelter for victims of domestic violence/sexual abuse.

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

The needs of homeless persons are complex and require a wide range of specialized services. Numerous agencies are often involved in the care of a homeless person, providing distinct services such as housing, mental health counseling, employment training, and case work services. The majority of the services for those experiencing homelessness are not located in Baytown; most are located in the Houston area. Many people experiencing homelessness in Baytown tend to migrate into Houston in order to access emergency shelters and other housing programs or live doubled-up with family and friends. However since relocating to Houston disrupts the support network for many individuals and families, the City of Baytown continues to remain interested in working with housing providers to develop rapid re-housing and permanent supportive housing vouchers within the city limits.

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

The City does not directly fund at-risk households, but relies on private non-profit organizations to help households avoid becoming homeless. To that end, the City reviews all request for proposals and gives priority to those high priority items found in the 2015-2019 Consolidated Plan. During the PY2019 budget process, no agencies requested funding for activities that would prevent homelessness. The Baytown Resource and Assistance Center (BRAC) provide a variety of services, including job placement. In PY2019, Baytown CDBG funding is being used to assist BRAC with their New Year in New Shoes Program, as well as the Community Development Transportation Program. Funding these programs will alleviate funding in other areas of the agency in order to support the job placement program.

Discussion

Because of the limited CDBG funding that Baytown receives, and the fact that it is not an Emergency Solutions Grant recipient, the City can do little to directly assist the homeless. The majority of emergency shelters and housing programs are available in the more central areas in the City of Houston and are often available throughout all of Harris County. In an effort to stem the rise of homelessness throughout the city and its surrounding areas, the City of Baytown will continue to support public service agencies and providers by offering support letters for federal or state funding and providing technical assistance whenever possible.

AP-75 Barriers to Affordable Housing – 91.220(j)

Introduction

The City of Baytown is committed to affirmatively furthering fair housing and overcoming identified barriers to affordable housing. These efforts have resulted in the creation of the Fair Housing Plan, a compilation of specific goals and objectives to overcome barriers to affordable housing and support for projects that counter the negative effects of public policies.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City of Baytown has reviewed its public policies on affordable housing and residential investment and has found that there are no policies that result in negative effects. The City of Baytown's Community Development Division monitors new ordinances and policies that are proposed to ensure they do not create a barrier to affordable housing or fair housing choice. The City recognizes that fair housing and affordable housing are not synonymous, but because of the disproportionate incomes of the protected classes and general population, they do overlap. Therefore, the Fair Housing Plan incorporates steps that the City can continually take to reduce barriers to affordable housing as a part of affirmatively furthering fair housing.

Discussion:

The City's Fair Housing Plan with the Assessment of Fair Housing (AFH – formerly Analysis of Impediments) identifies possible barriers to housing choice and affordable housing, which are in violation of the Fair Housing Act. The Plan outlines the steps that the City will take to remove or ameliorate barriers and impediments to fair housing choice, and also warns against policies that prevent or deter the development of affordable owner-occupied housing.

The predominate housing problem in Baytown is that many households have a housing cost burden greater than 30% of their income, particularly among the low- to moderate-income households. As incomes increase, housing cost burden decrease, which creates a housing affordability mismatch, with many higher-income households renting units well below general affordability. This removes lower-cost units from the market for lower-income households. This problem arises from the shortage of housing affordable to the middle income households – those with incomes of 80-120% of the Area Median Income (AMI). With a shortage of units affordable to this income group, they tend to seek lower-cost housing. The moderate-income households securing lower-cost housing displaces the low-income, who must secure housing affordable to the extremely low-income or much higher cost housing that would more appropriately be affordable to those with middle- and higher-incomes. This trickle-down effect places the extremely low-income into being at risk of homelessness, living in unsound housing, and/or seeking subsidized housing. More units at fair market rents may be needed in order to give middle-income renters affordable units and thus freeing up lower-cost units that would be affordable to lower-income households.

The City will continue to assist low-income renters in purchasing their first home by providing up to 5% of the sales price of a home in down-payment and closing cost assistance. In addition, to preserving the existing owner-occupied housing stock, the City will continue to use CDBG funds for housing rehabilitation and reconstruction. The City will also support the Baytown Housing Authority in its requests for additional Section 8 Housing Choice Vouchers or other Tenant Based Rental Assistance vouchers.

The programs identified in this Action Plan to address housing needs in Baytown aim to increase property values, enhance the quality of life for Baytown residents and improve the City's aging housing stock. These programs expand housing opportunities, eliminate substandard housing, provide homebuyer education services, and collaboratively work with lenders to enable low-income families to purchase homes anywhere they choose. The City will continue to fund programs designed to affirmatively further fair housing and reduce barriers to affordable housing.

AP-85 Other Actions – 91.220(k)

Introduction:

The City of Baytown is committed to assisting its residents in all possible ways and prides itself in going the extra mile to provide its residents with responsive and exceptional municipal services. The activities that have been identified in this Action Plan were evaluated in consideration to priority needs, addressing underserved needs, and how to best support the availability of safe, decent, and affordable housing.

Actions planned to address obstacles to meeting underserved needs

The City of Baytown will fund projects in PY2019 that meet the needs of the underserved through a myriad of public service programs, housing rehabilitation/reconstruction, sewer line repairs, first-time homebuyers' assistance, demolition, Operation Paintbrush, Neighborhood Improvement Program and transportation assistance. Additionally, blending CDBG funds with the City's general funds to reduce slum and blight through code enforcement and demolition of abandoned substandard structures will improve the living environment for all in the immediate area of the activities. These primary actions will be undertaken to improve the living conditions of residents in Baytown. The City of Baytown will continue to evaluate its administration of CDBG funds in order to meet its affordable housing, community and economic development needs.

Actions planned to foster and maintain affordable housing

The City realizes decent, affordable housing is a critical need in Baytown. Staff recently applied for and received HOME funding through the Texas Department of Housing and Community Affairs (TDHCA). Like CDBG, the HOME Investment Partnerships Program, administered through TDHCA, also aims to expand the supply of decent, safe, and affordable housing. The application gave the City access to the TDHCA Housing Contract System. HOME funding will be used to augment CDBG funds and assist with the rehabilitation/reconstruction of owner-occupied homes of low-income residents within the city limits of Baytown. This will help to increase property values, enhance the quality of life for Baytown residents and improvement of the City's aging housing stock. The City plans to foster and maintain affordable housing for Baytown residents by continuing to fund activities for homebuyer assistance and through various housing rehabilitation programs.

Actions planned to reduce lead-based paint hazards

To evaluate and reduce lead-based paint hazards in the housing stock, the City of Baytown will continue to implement the requirements for notification, evaluation and reduction of lead-based paint hazards in carrying out residential rehabilitation and acquisition activities that are CDBG-funded. This includes identifying homes that pre-date 1978, when lead paint was no longer used, that are seeking assistance. Prior to any rehab work commencing a lead paint test is conducted and depending upon the results, lead safe work practices are strictly adhered to. Households outside the city limits will be referred to Harris County for participation in their lead initiative.

Actions planned to reduce the number of poverty-level families

Many Baytown residents are currently living at or below the federal poverty level. There is a great need among these individuals to expand their opportunities for education and employment, thus improving their quality of living. While there are no direct programs to be funded with CDBG that would reduce the number of poverty-level families, all of the strategies and priorities identified in the 2015-2019 Consolidated Plan and this Action Plan target the improvement of economic conditions of Baytown's low-income residents, from the rehabilitation and reconstruction of affordable housing, homebuyer assistance, and removal of slum/blight, to the funding of myriad public service programs and the demolition of an aging housing authority complex. City staff will continue to collaborate with outside agencies and work to reduce the number of poverty level families, develop affordable housing and coordinate with other programs and services to increase education and economic opportunities.

Actions planned to develop institutional structure

The City of Baytown has strong relationships with external organizations, as well as internal departments, to deliver the projects, programs and services outlined in the Consolidated Plan and the Action Plan. Entities involved include the United Way of Greater Baytown and Chambers County, various departments within Harris County, Bay Area Homeless Services, and Baytown Resource and Assistance Center, to name a few. The City of Baytown departments that are integrally involved in the administration of the CDBG program include, but are not limited to, the Planning and Development Services Department, Finance, Parks and Recreation, and Public Works. The City will take corrective measures over the period of this Consolidated Plan if any gaps are identified in the institutional structure. Staff is committed to focusing efforts to ensure the coordination of stakeholders and continual improvements to the programmatic delivery system.

Actions planned to enhance coordination between public and private housing and social service agencies

Cooperation with nonprofit agencies serving Baytown residents is necessary to meet the housing and supportive service needs of the community. The City of Baytown supports applications for funding by various organizations when funds will be used for programs that address identified community needs and are complementary to existing programs. City of Baytown staff members serve on various nonprofit boards and committees, thereby strengthening communication and coordination of services. Staff will continue to foster these relationships and seek ways to expand partnerships in the coming years.

Discussion:

The lack of quality affordable housing choice can be an impediment to fair housing. The City of Baytown will continue to increase and expand collaborative efforts with area partners to combine resources for projects in support of housing, economic opportunities, and creating viable communities for low-income residents.

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The City of Baytown continuously works to comply with all program specific requirements for the CDBG program. In addition, Staff will continue to offer technical assistance to subrecipients in order to ensure a better understanding of CDBG program specific rules.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$55,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	\$55,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.7%

Discussion:

The City anticipates a total of \$55,000 in program income to be received by the end of PY2018 and reprogrammed into the PY2019 activities. Anticipated program income is based on an average of previous years' program income received. However, actual program income received is usually the result of lien payoffs due to land transfers, sales, and property refinancing. Such

private land transactions are unforeseen and cannot be precisely estimated for the following year's budget.