2010
CDBG
Annual Action Plan

Prepared: June 2010

SF 424

The SF 424 is part of the CPMP Annual Action Plan. SF 424 form fields are included in this document. Grantee information is linked from the 1CPMP.xls document of the CPMP tool.

SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Date Submitted08/10/2009	Applicant Identifier	**Type of Submission**	
Date Received by state	State Identifier	Application	Pre-application
Date Received by HUD	Federal Identifier	☐ Construction	☐ Construction
		☒ Non Construction	☐ Non Construction
Applicant Information			
Town of Christiasnburg		VA510312 CHRISTIANSBURG	
100 East Main Street		Organizational DUNS = 06-601-8839	
Grantee Address Line 1		Town of Christiansburg	
Christiansburg	Virginia		
24073	Country U.S.A.	Division	
Employer Identification Number (EIN):		Montgomery County	
54-6001215		Program Year Start Date (MM/DD) n/a	
Applicant Type:		**Specify Other Type if necessary:**	
Local Government: Town		None	
Program Funding		**U.S. Department of Housing and Urban Development**	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
Community Development Block Grant		14.218 Entitlement Grant	
CDBG Project Titles FY 10/11 CDBG Program		Description of Areas Affected by CDBG Project(s) Town of Christiansburg, VA	
$CDBG Grant Amount $113,195	$Additional HUD Grant(s) Leveraged 0	Describe	
$Additional Federal Funds Leveraged $0		$Additional State Funds Leveraged $0	
$Locally Leveraged Funds $0		$Grantee Funds Leveraged $0	
$Anticipated Program Income $0		Other (Describe)	
Total Funds Leveraged for CDBG-based Project(s)			
Home Investment Partnerships Program		14.239 HOME	
HOME Project Titles n/a		Description of Areas Affected by HOME Project(s)	
$HOME Grant Amount	$Additional HUD Grant(s) Leveraged	Describe	
$Additional Federal Funds Leveraged		$Additional State Funds Leveraged	
$Locally Leveraged Funds		$Grantee Funds Leveraged	

$Anticipated Program Income	Other (Describe)
Total Funds Leveraged for HOME-based Project(s)	

Housing Opportunities for People with AIDS	14.241 HOPWA	
HOPWA Project Titles n/a	Description of Areas Affected by HOPWA Project(s)	
$HOPWA Grant Amount	$Additional HUD Grant(s) Leveraged	Describe
$Additional Federal Funds Leveraged	$Additional State Funds Leveraged	
$Locally Leveraged Funds	$Grantee Funds Leveraged	
$Anticipated Program Income	Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)		

Emergency Shelter Grants Program	14.231 ESG	
ESG Project Titles n/a	Description of Areas Affected by ESG Project(s)	
$ESG Grant Amount	$Additional HUD Grant(s) Leveraged	Describe
$Additional Federal Funds Leveraged	$Additional State Funds Leveraged	
$Locally Leveraged Funds	$Grantee Funds Leveraged	
$Anticipated Program Income	Other (Describe)	
Total Funds Leveraged for ESG-based Project(s)		

Congressional Districts of		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts	Project Districts		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		☐ Yes	This application was made available to the state EO 12372 process for review on DATE
		☐ No	Program is not covered by EO 12372
☐ Yes	☐ No	☐ N/A	Program has not been selected by the state for review

Person to be contacted regarding this application		
First Name : Nichole	Middle Initial	Last Name : Hair
Title : Town Planner	Phone : 540-382-6120	Fax : 540-382-7338
eMail : nhair@christiansburg.org	Grantee Website : www.christiansburg.org	Other Contact
Signature of Authorized Representative		Date Signed

Consolidated Action Plan - 2010

Annual Action Plan includes the SF 424 and is due every year no less than 45 days prior to the start of the grantee's program year start date. HUD does not accept plans between August 15 and November 15.

Narrative Responses

GENERAL

Executive Summary 91.220(b)

1. The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

The Town of Christiansburg, VA has identified the following objectives and outcomes for the CDBG program.

Town of Christiansburg Objectives:

This Annual Action Plan outlines the activities which will be undertaken during the program year beginning October 1, 2010 and ending September 30, 2011 using Federal funds granted to the Town of Christiansburg by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG). Programs and activities described in this plan are intended to primarily benefit low-income and moderate income residents of the Town of Christiansburg, neighborhoods with high concentrations of low-income and moderate-income residents, and the town as a whole.
This plan is the product of citizen and street committee input, which is consistent with the Town of Christiansburg's 2010-2014 Five-Year Consolidated Plan. This public participation has included a public hearing, and consultation with other groups and organizations involved in the development of affordable housing and affordable housing quality of life.

VISION

1. Develop and upgrade portions of the public infrastructure to enhance the quality of life for citizens in the Low to Moderate Income Block Groups. To facilitate the development, funds will be used from the Department of Housing and Urban Development's Community Development Block Grant Program. The goals and objectives of the Consolidated Action Plan serve as a representation of the Citizen's, Town Councils, and Street Committee's vision for the development of the of the community and its future.
2. Fund activities that will promote the development of Low and Moderate Income areas within the Town of Christiansburg.

Summary of Proposed Outcomes:

- The proposed outcomes by participating in the CDBG program will be a greater sense of community and connectivity of neighborhoods. Various residential areas lie adjacent to community commercial uses, and by providing the necessary links between the two uses, an improved transportation network will be achieved.

- ***Other:*** The Town of Christiansburg is proposing one administrative grant/project to fund the costs associated with administrating the town's CDBG program.

Unmet Objectives and Outcomes: During the five years in which the Consolidated Plan is active, the Town of Christiansburg works with and encourages applicants to select projects that meet the needs and goals identified in the current Consolidated Plan. Those goals are later categorized as eligible objectives and outcomes.

Summary of Accomplishments:

The Town of Christiansburg's goals include utilizing available resources to improve and maintain existing infrastructure and housing opportunities. The Town of Christiansburg has not participated in previous years funding due to geographic limitations. Areas of concern have been identified by the street committee, thus allowing for the funds to be used in the Low to Moderate Income areas.

Citizen Participation 91.220(b)

Provide a summary of the citizen participation process.

To ensure the public was fully informed of the process and given every opportunity to provide comment and input, the Town of Christiansburg provided copies of the draft plan at Town Hall and on the Town's Website. The Town of Christiansburg advertised the 30-day public review process in local papers and on the Town's website. Draft copies of the Consolidated Action Plan will be made available to interested parties at the Christiansburg Library, Town offices, and on the Town's website. The public review ended on July 31, 2010. A public hearing was held on August 3 2010 in order to solicit input.

2. Provide a summary of the citizen participation **and consultation process (including efforts to broaden public participation in the** development of the **plan.**

Public Comments: A copy of the legal notice for the Town of Christiansburg Public Hearing, 30-day Public Comment Period, and comments received are included in **Attachment A**.

3. **Provide a summary of citizen comments or views on the plan.**

Participation Outreach: The Town of Christiansburg supports and encourages the participation of citizens, community groups, and other interested agencies in both the development and the evaluation of the Plan's programs and activities. The citizen participation process is designed to encourage input from all residents including non-English speaking and minority populations. Extremely low and low income persons are especially encouraged to participate in the process. Attempts are made to include residents of areas where projects currently exist or are proposed.

4. **Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.**

All reasonable public comments received during the 30-day Public Comment Period and at public hearings related to the plan will be accepted. However, due to funding constraints, it is anticipated that not all requests for funding can be honored. Please See **Attachment B** for a full list of comments and responses.

Resources 91.220(c)(1)) and (c)(2)

5. Identify the federal, state, and local resources (including program income) the jurisdiction expects to receive to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

CDBG funds will be used to address the needs and objectives identified in the plan. The Town of Christiansburg general fund will ensure proper maintenance of all facilities. The Town has been allocated to receive $113,195 for the 2010 year. No other funds will be used to meet program needs.

6. Identify federal resources the jurisdiction expects to receive from the Housing and Economic Recovery Act and the American Recovery and Reinvestment Act that will be used to address priority needs and specific objectives identified in the plan.

The Town of Christiansburg expects to receive zero dollars from the Housing and Economic Recovery Act and the American Recovery and Reinvestment Act.

7. Explain how federal funds will leverage resources from private and non-federal public sources.

n/a

Statement of Specific Annual Objectives 91.220(c)(3)

8. Provide a summary of specific objectives that will be addressed during the program year.

The proposed objectives are detailed in the specific annual objective sheets (Table 3A) included in **Attachment C**. The specific annual objectives sheets detail the objective to be addressed. In addition, each description provides information on the funding sources, performance indicators, expected number, actual number, and outcome/objective.

Description of Activities 91.220(d) and (e)

9. Provide a summary of the eligible programs or activities that will take place during the program year to address the priority needs and specific objectives identified in the strategic plan.

The proposed projects are detailed in the project sheets (Table 3C) included in **Attachment D**. The project sheets detail the priority need and objective to be addressed. In addition, each description provides information on the number and type of household that will benefit from the activity, the proposed accomplishments, geographic location, funding sources, and amount of funding. Also included is a drawing showing the project location and existing site condition photographs.

10. Describe the outcome measures for activities in accordance with Federal Register Notice dated March 7, 2006, i.e., general objective category (decent housing, suitable living environment, economic opportunity) and general outcome category (availability/accessibility, affordability, sustainability).

As required under the March 7, 2006 Notice of Outcome Performance Measurement System for Community Development and Development Formula Grant programs, grantees are required to incorporate performance measurements into annual action plans starting FY2006. Each Town of Christiansburg objective corresponds to both a HUD Outcome Category: Availability / Accessibility, Affordability, Sustainability (promoting livable or viable communities), and one of the HUD Objectives: Decent Housing, Suitable Living Environment and Creating Economic Opportunity.

Summarized below are the goals for the 2010 funding year for the Town of Christiansburg:

Outcome / Town of Christiansburg Objective	Funding Source	2010 Goals	Performance Indicator
Sustainability of Suitable Living Environment			

#1 Develop and upgrade public facilities and infrastructure.	CDBG	TBD	People
Other			
#2 Complete planning and administration projects that support the above objectives	CDBG	1	Administration & Planning

Geographic Distribution/Allocation Priorities 91.220(d) and (f)

11. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.

The location of the Park Street Neighborhood will benefit the low-income persons adjoining the site, as well as the entire Town population. The Park Street Neighborhood is in the geographic center of Town and is adjacent to the Downtown Commercial Core. Infrastructure improvements, primarily the installation of sidewalks, will receive priority attention. 100% of project funds will be directed to this area.

12. Describe the reasons for the allocation priorities, the rationale for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) during the next year, and identify any obstacles to addressing underserved needs.

The priorities were established based on the needs of the eligible jurisdictional area and available funds. The Park St. Neighborhood, which is bordered by East Main St., Depot St. and Roanoke St. will receive priority attention during this funding cycle.

Annual Affordable Housing Goals 91.220(g)

13. Describe the one-year goals for the number of homeless, non-homeless, and special-needs households to be provided affordable housing using funds made available to the jurisdiction and one-year goals for the number of households to be provided affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units using funds made available to the jurisdiction. The term affordable housing shall be defined in 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership.

The CDBG funds received for the period covered by this action plan will not be used to address affordable housing needs.

Public Housing 91.220(h)

14. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.

The CDBG funds received for the period covered by this action plan will not be used to specifically address public housing needs. The existing residents in the Low to Moderate Income Area will directly benefit from the upgraded and newly constructed sidewalks.

15. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

N/A

Homeless and Special Needs 91.220(i)

16. Describe, briefly, the jurisdiction's plan for the investment and use of available resources and describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness.

The Town of Christiansburg's anti-poverty efforts will reduce concentrations of low-income persons by providing assistance to households near or below the poverty line through its homeless intervention programs. No CDBG funding will assist these efforts.

17. Describe specific action steps to address the needs of persons that are not homeless identified in accordance with 91.215(e).
N/A

18. Homelessness Prevention—Describe planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.

The Town of Christiansburg's anti-poverty efforts will reduce concentrations of low-income persons by providing assistance to households near or below the poverty line through its homeless intervention programs. No CDBG funding will assist these efforts.

Barriers to Affordable Housing 91.220(j)

19. Describe the actions that will take place during the next year to remove barriers to affordable housing.

The CDBG funds received for the period covered by this action plan will not be used to specifically address affordable housing needs, but will indirectly assist in removing barriers. The proposed sidewalk infrastructure will help eliminate possible perceptions of inadequate public infrastructure. The Town Code will be reviewed and possibly edited during this funding cycle in order to protect and strengthen residential districts.

Other Actions 91.220(k)

20. Describe the actions that will take place during the next year to address obstacles to meeting underserved needs, foster and maintain affordable housing, evaluate and reduce the number of housing units containing lead-based paint hazards, reduce the number of poverty-level families develop institutional structure, enhance coordination between public and private agencies (see 91.215(a), (b), (i), (j), (k), and (l)).

The Town of Christiansburg will address obstacles to meeting underserved needs by targeting funds to projects addressing their needs.

Sustainable Living Environment: CDBG funds will be used by programs that offer new or upgraded public infrastructure (sidewalks) to area residents needing help getting to and from necessary services.

Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

The Town of Christiansburg staff and chosen consultant will assure program compliance in the CDBG program by conducting a risk analyses and monitoring projects.

The CDBG program monitors high-risk projects as a first priority. The areas reviewed to determine the risk level includes meeting goals, management procedures, record keeping, financial status, construction and labor standards (if applicable), and beneficiary data.

The Town of Christiansburg will monitor its own performance in meeting the goals of the Consolidated Plan by conducting frequent reviews with members of council, council appointed street committee, and citizens. By gathering beneficiary information we are able to measure our success. Changes in policies and economic trends may affect a project's ability to meet proposed goals.

Throughout the year we will continue to work with citizens and committees to address various community needs and goals. With town participation in the Consolidated Plan process, we developed goals based on current needs. Funding dollars are then directed to activities that assist in meeting those goals and needs.

To ensure that the Town of Christiansburg complies with HUD's yearly "timeliness" test, the Town of Christiansburg will take shovel ready projects into account when awarding funds to applicants. Certain projects will not always have the capacity to immediately spend their allocations; so all projects that receive funds are given 18 months to spend their funds starting October 1st of the program year. In the 13th month, projects will be notified, in writing, of their timeliness of expenditure status and are reminded that if funds are not expended by the end of the 18-month time frame, the town will withdraw funds and reallocate them to a project that meets CDBG requirements and has an immediate need. In addition, all public service activities are provided a 12-month timeframe in which to use CDBG funds towards eligible public service activities. This ties the beneficiaries to a one year reporting period and allows the Town a more efficient process for the administration of these activities.

Attachment A

A copy of the legal notice for the Town of Christiansburg Public Hearing, 30-day Public Comment Period, and comments received are included in **Attachment A**.

Attachment B

New Specific Objective

Summary of Specific Annual Objectives

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
SL-1	**Availability/Accessibility of Suitable Living Environment**						
SL-1 (1)	**Specific Objective** Develop and upgrade public facilities and infrastructure.	Source of Funds #1 CDBG	Performance Indicator #1 People	2010	92,000	90,508	n/a
				2011	96600	TBD	n/a
		Source of Funds #2		2012	101430	TBD	n/a
				2013	106502	TBD	n/a
		Source of Funds #3		2014	111827	TBD	0%
			MULTI-YEAR GOAL			**90508**	TBD
		Source of Funds #1 CDBG	Performance Indicator #2 Administration & Planning	2010	23,000	22,627	n/a
				2011	24150	TBD	n/a
		Source of Funds #2		2012	25357.5	TBD	n/a
	Specific Annual Objective Complete planning and administration projects that support the above objectives			2013	26625.4	TBD	n/a
		Source of Funds #3		2014	27956.6	TBD	0%
			MULTI-YEAR GOAL			**22627**	TBD
		Source of Funds #1	Performance Indicator #3	2010			
				2011			
		Source of Funds #2		2012			
				2013			
		Source of Funds #3		2014			
			MULTI-YEAR GOAL				

Project Name:	Park Street Neighborhood Sidewalk Improvements		
Description:	**IDIS Project #:**	**UOG Code:**	

Install new and **renovate** existing sidewalks along sections or road that does not currently have an improved travelway. **The** sidewalk will primarily serve low-moderate income residents in obtaining accessible routes to established necessary **services** and commercial areas.

Location:

51121020800 Census Track. The area bordered by East Main St., Depot St, and Roanoke St.

Priority Need Category

Select one: Infrastructure

Explanation:

Expected Completion Date:

(mm/dd/yyyy)

Objective Category
- ○ Decent Housing
- ○ Suitable Living Environment
- ○ Economic Opportunity

Outcome Categories
- ☑ Availability/Accessibility
- ☐ Affordability
- ☐ Sustainability

Specific Objectives

1. Improve quality / increase quantity of public improvements for lower income persons
2.
3.

Project-level Accomplishments

11 Public Facilities	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		

Proposed Outcome	Performance Measure	Actual Outcome

03L Sidewalks 570.201(c)	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

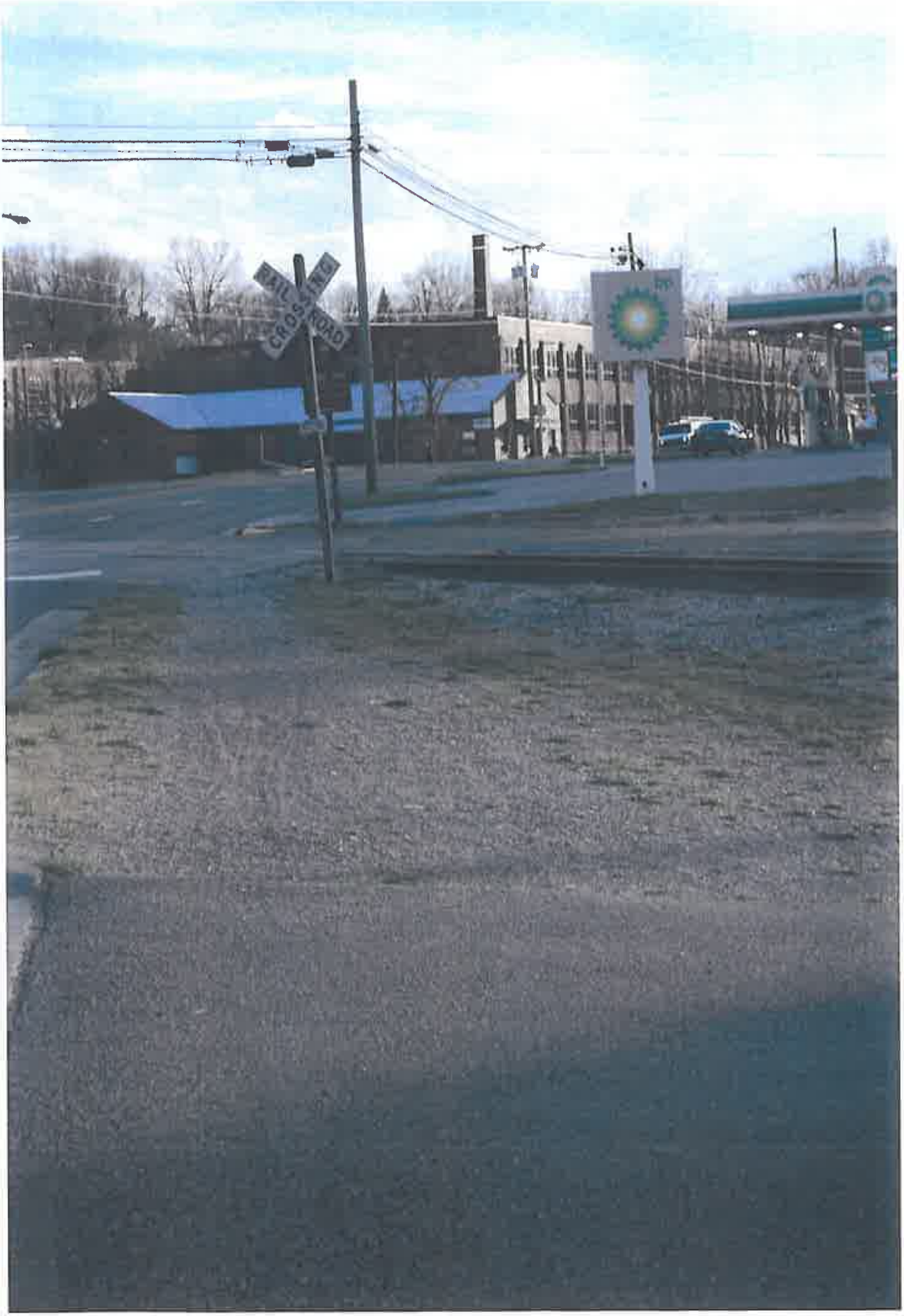
Program Year

11 Public Facilities				Accompl. Type:			
CDBG	**Proposed Amt.**	92,000		Fund Source:	**Proposed Amt.**		
	Actual Amount	90,508			**Actual Amount**		
Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		

Photographs Of Project Area

CDBG PROPOSED
PROJECTS; 2010
NEW CONSTRUCTION
SIDEWALK RENOVATIONS
CENSUS TRACK
511210208.00
DEPOT ST
EAST MAIN ST
PARK ST
TOWN
HALL
WADE'S
SUPERMARKET
ROANOKE ST

35


RAIL ROAD
CROSSING

EAST

PLOW GUARD

DO NOT
ENTER