

**RESOLUTION NO. 23-1995**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS, NOTIFYING TRAVIS COUNTY OF THE CITY'S INTENT TO CONTINUE PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.**

**WHEREAS**, the City Manager's office received a letter from Travis County providing notice of the Travis County Urban County 3-year requalification period for the Community Development Block Grant (CDBG) Program; and,

**WHEREAS**, the County has received CDBG funding for the past seventeen years and has allocated those funds to assist low- and moderate-income individuals and households residing in the unincorporated areas of the County and small participating cities; and,

**WHEREAS**, thus far, projects include the planning for and the improvement of infrastructure, including streets and water access; acquisition of land necessary for increasing affordable housing; rehabilitation of homes to improve the safe and decent housing stock; parks; homebuyer assistance to respond to the tightening mortgage credit market; increasing access to fair housing and tenant's rights counseling; and improving access to social services; and,

**WHEREAS**, the City of Lago Vista has been included in the CDBG service area since 2003; and,

**WHEREAS**, the City of Lago Vista last entered into a CDBG Cooperative Agreement with Travis County in June 2020 for participation for fiscal years 2021-2023; and,

**WHEREAS**, Travis County is requesting notification from the City of its intent to continue participating in the CDBG program; and,

**WHEREAS**, the City Council of the City of Lago Vista desires to continue in the CDBG program.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS:**

**SECTION 1.** That the findings and recitations set out in the preamble to this Resolution are found and declared to be true and correct and are incorporated by reference and expressly made a part thereof, as if copied verbatim.

**SECTION 2.** The City Council hereby authorizes the Mayor to submit notice to Travis County of the City's intent to continue participation in the Travis County Community Development Block Grant Program.

**SECTION 3.** This Resolution shall take effect immediately, upon execution by the Mayor.

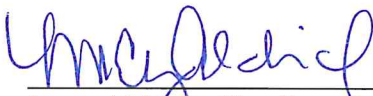
**PASSED AND APPROVED this the 4th day of May 2023.**

**CITY OF LAGO VISTA:**



Ed Tidwell, Mayor

**ATTEST**



Lucy Aldrich, City Secretary  
City of Lago Vista



On a motion by Councilor Roberts, seconded by Councilor Prince, the above and foregoing Resolution was passed and approved.

Mayor  
Ed Tidwell



Council Members  
Gage Hunt  
Kevin Sullivan  
Rob Durbin  
Chelaine Marion  
Paul Roberts

Mayor Pro-Tem  
Paul Prince

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**SENT VIA EMAIL AND UPLOADED TO SMARTSHEET**

May 8, 2023

Pilar Sanchez, County Executive  
Travis County Health and Human Services  
P. O. Box 1748  
Austin, TX 78767

Re: Travis County Urban County 3-Year Requalification Notice (City of Lago Vista)

Dear Pilar Sanchez,

Please accept this letter and attached resolution as the City of Lago Vista's written notification of its continued interest participating in the Community Development Block Grant Program.

We understand the next step is receipt of the Cooperation Agreement that will need to go before City Council for consideration and will need to be approved and executed by June 12, 2023. A certified copy of the approved minutes from the City Council meeting where the agreement is considered/approved will follow no later than June 30, 2023.

If you have any questions, please do not hesitate to contact City Manager Tracie Hlavinka at [tracie.hlavinka@lagovistatexas.gov](mailto:tracie.hlavinka@lagovistatexas.gov) or by phone at 512.267.1155.

Regards,

A handwritten signature in blue ink that reads "Ed Tidwell".

Ed Tidwell  
Mayor



**TRAVIS COUNTY HEALTH and HUMAN SERVICES and AgriLife Extension**  
5325 Airport Blvd.  
P. O. Box 1748  
Austin, Texas 78767

**Pilar Sanchez**  
County Executive  
(512) 854-3460  
Fax (512) 854-4115

**SENT VIA EMAIL AND MAIL**

April 17-21, 2023

City Manager  
Tracie Hlavinka  
City of Lago Vista  
P.O. Box 4727  
Lago Vista, TX 78645

**Re: Travis County Urban County 3-Year Requalification Period Notice (FY 2024-2026)**

Dear Tracie Hlavinka:

In 2006, Travis County was identified as an Urban County Entitlement for the Community Development Block Grant (CDBG) Program through the U.S. Department of Housing and Urban Development (HUD). The County has received CDBG funding for the past seventeen (17) years and has allocated those funds to assist low- and moderate-income individuals and households residing in the unincorporated areas of the County and small participating cities. As of 2023, the Villages of Webberville and San Leanna as well as the cities of Bee Cave, Creedmoor, Lago Vista, and West Lake Hills are included in the CDBG service area. Thus far, projects include the planning for and the improvement of infrastructure, including streets and water access; acquisition of land necessary for increasing affordable housing; rehabilitation of homes to improve the safe and decent housing stock; parks; homebuyer assistance to respond to the tightening mortgage credit market; increasing access to fair housing and tenant's rights counseling; and improving access to social services.

In accordance with HUD regulations, every three (3) years urban counties receiving CDBG funds must re-affirm their urban county entitlement status. As part of the qualification process, Travis County notifies cities and villages within Travis County of the opportunity to participate in the Travis County CDBG program.

To remain eligible to receive CDBG funds, Travis County is in the process of renewing its urban county status for fiscal years 2024-2026. The timeline for completion of this work is as follows:

<b>Timeline for Urban County Participation Response Timeframe</b>	
<b>Action Needed</b>	<b>Due Date</b>
<b>Notification to All Cities: Opportunity to Participate</b> <ul style="list-style-type: none"> <li>• Notices emailed to all cities on 4/17/23</li> <li>• Notices mailed to cities no later than 4/21/23</li> </ul>	<b>April 17-21, 2023</b>
<b>Response Due from all Cities</b> <ul style="list-style-type: none"> <li>• Metropolitan City Response Due</li> <li>• Standard Small City Response Due</li> <li>• Split Place City Response Due</li> </ul>	<b>May 15, 2023</b>
<b>Elections to be Included/Excluded</b> <ul style="list-style-type: none"> <li>• Elections via Smartsheet Responses Forms Due</li> </ul>	<b>May 15, 2023</b>
<b>Letter of Intent from Mayor</b> <ul style="list-style-type: none"> <li>• Required for all cities seeking to be Included</li> </ul>	<b>May 15, 2023</b>
<b>Travis County to Provide Cooperation Agreements to Cities</b> <ul style="list-style-type: none"> <li>• Provided only to cities seeking to be Included</li> </ul>	<b>May 16, 2023</b>
<b>Council Approval and Execution of Cooperative Agreement by Cities/Villages</b>	<b>No later than June 12, 2023</b>
<b>Certified/Approved Minutes from Council Meeting</b>	<b>No later than June 30, 2023</b>
<b>Execution of Cooperative Agreement by TCCC</b>	<b>No later than July 11, 2023</b>
<b>Travis County submits all required documents to HUD</b> <ul style="list-style-type: none"> <li>• Survey Responses</li> <li>• Notice Letters</li> <li>• Legal Opinion</li> <li>• Cooperation Agreements</li> </ul>	<b>August 4, 2023</b>

\*Travis County Commissioners Court (TCCC)

For those cities and villages that choose to participate with Travis County, doing so will allow low-to-moderate income residents to access the CDBG-funded projects. These projects may include owner occupied home rehabilitation program, septic system repairs, infrastructure improvements, or other programs that may be in place at the time. Furthermore, participating cities will be able to submit project proposals for consideration. Finally, participation will prevent those municipalities from applying to the State for CDBG funds, and possibly other state funding sources. For more information on the County’s CDBG Program, please see the attached handout.

The execution of a Cooperation Agreement is required to join Travis County’s Urban County. Further, your jurisdiction will be included in the County’s efforts to Affirmatively Further Fair Housing. The Cooperation Agreement is currently under review by the County Attorney’s Office and will be ready soon so it may be sent shortly after the form and signed letter from the Mayor and City Council is provided. A signed letter from an interested city’s Mayor and City Council is required to ensure each city’s governing body or decision-makers are aware, in agreement, and have given consent for the execution of a Cooperation Agreement. Once approved, certified approved minutes from each participating city must be provided before a cooperation agreement will be placed before the Travis County Commissioners Court for consideration and approval.

If you have questions about this notice, please contact Isabel de Katona, CDBG Senior Planner for more details. Ms. de Katona can be reached via email at [cdbg@traviscountytexas.gov](mailto:cdbg@traviscountytexas.gov) or by phone at 512-854-1877. **Please complete the urban county election response using the link provided below to provide your city's written response to state its interest to be included or excluded from the Travis County CDBG Program.**

Small City Response Form:

<https://app.smartsheet.com/b/form/b549b58ff5bb40bb95dcf9baf6bdb70f>

**Please complete the response survey using the link above as soon as possible, but no later than May 15, 2023.** Ms. de Katona will follow up with each of you to confirm receipt of this letter and confirm your entity's interest in participating in the Travis County's Urban County CDBG Program.

If you have additional questions, please do not hesitate to contact Monique Coleman, CDBG Planning Manager, at 512-854-1604 or myself at 512-854-4101.

Regards,



Pilar Sanchez  
County Executive

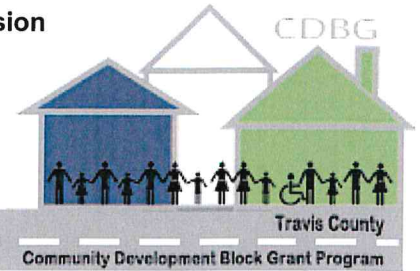
cc: Monique Coleman, MPA, MCRP, CDBG Planning Manager





## Travis County Health and Human Services & AgriLife Extension

CDBG Program  
P.O. Box 1748  
Austin, Texas 78767  
PH (512) 854-3460  
[www.traviscountytx.gov/cdbg](http://www.traviscountytx.gov/cdbg)



Travis County's Community Development Block Grant (CDBG) Program has been operational since October 2006. CDBG targets low- and moderate-income areas, as defined by HUD's Area Median Income guidelines, with few exceptions. Below is a summary of the current program and the requirements for participation.

### CDBG PROGRAM OVERVIEW

The Community Development Block Grant (CDBG) initiative is a federal grant program administered by the U.S. Department of Housing and Urban Development (HUD). It provides annual grants to cities and counties to carry out community development activities aimed at revitalizing neighborhoods, improving affordable housing options, and providing improved community facilities and services.

Based on its population, in 2006, Travis County qualified as an urban county, a federal designation which afforded the County the opportunity to apply for CDBG funds. That year, Travis County applied for and received CDBG funds for the first time and has continued to receive funding for the past fourteen years. The County's annual allocation is based on a HUD-designed formula that takes into account the county's population size, poverty rate, housing overcrowding, and age of housing.

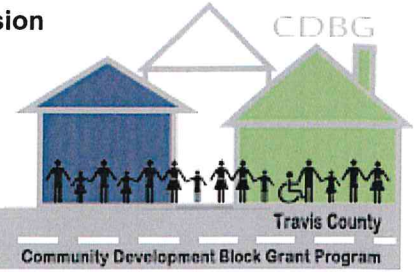
Usage of CDBG funds must meet a number of parameters set nationally by HUD and locally by the County. Federal regulation requires that a minimum of 70% of the CDBG funds focus on projects for low- to moderate-income residents. Additionally, Travis County's allocation specifically targets residents living in the unincorporated areas of the county and the Villages of Webberville and San Leanna. To be eligible, the activities must meet one of the following HUD national objectives:

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

The administration of the CDBG program follows a cycle that includes the drafting of a Consolidated Plan, an Action Plan, and an annual evaluation. The Consolidated Plan (ConPlan) identifies the County's community and housing needs and outlines the strategies to address those needs over a three-, five-, or six-year period. The Annual Action Plan (AP) defines the specific activities to be undertaken during each program year (PY) to address the priorities established in the ConPlan. An evaluation is conducted annually to assess yearly accomplishments. The evaluation is called the Consolidated Annual Performance Report (CAPER). Changes made to the Consolidated Plan and Action Plans require formal amendments; if substantial enough, these amendments must go through a public input process.

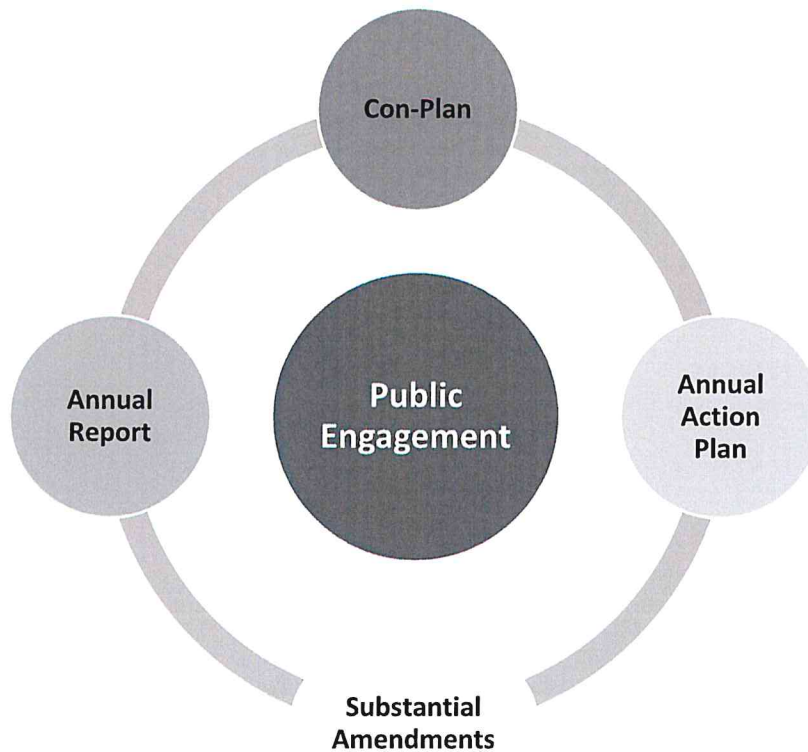


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The following figure is a simplified visual representation of the CDBG cycle. As shown, citizens have a central role in setting the priorities to be addressed and defining projects to tackle identified needs.

**Figure 1: CDBG Cycle**



Travis County Health and Human Services is the lead agency designated by the County to administer the CDBG grant and the single point of contact with HUD.

**COUNTY PRIORITIES FOR PROGRAM YEARS 2019 THROUGH 2023**

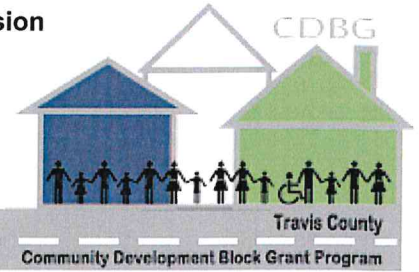
At present, CDBG staff is working under the ConPlan which covers Program Years 2019-2023. The Travis County Commissioners Court (TCCC) approved the PY 19-23 ConPlan in August 2019. Planning is underway for the PY24-28 ConPlan period; priorities for this period have not been determined at this time. Categories ranked as high priority indicate areas of certain investment over the next five years, while categories ranked low priority indicate areas of possible investment. Below is a table that identifies the high and low priorities.





**Travis County Health and Human Services & AgriLife Extension**

CDBG Program  
 P.O. Box 1748  
 Austin, Texas 78767  
 PH (512) 854-3460  
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Prioritization of Categories for the PY 2019-2023 Consolidated Plan	
Category	Priority
Infrastructure	High
Housing	High
Community Services	Low
Populations with Specialized Needs / Services	Low
Public Facilities	Low
Business & Jobs	Low

Since 2006, Infrastructure and Housing have consistently been identified as high priorities. Traditionally, only high priority projects get funded, with few exceptions.

**QUESTIONS ABOUT PARTICIPATION**

**Will our municipality be guaranteed funding?**

No. Projects for participating cities would go through a competitive process for consideration. That being said, low-to-moderate income residents in participating cities would be able to apply for current or future projects that are not neighborhood- or place-based. The Travis County Owner Occupied Home Rehabilitation and Septic Tank programs *are examples of such projects*. These programs will be administered by a subrecipient, who will be responsible for developing the scope of work, bidding the project, construction and contractor management, and close-out for each home.

**When would our municipality be able to compete for funding?**

The cycle begins with the Federal Fiscal Year 2024 and continues through 2026. As summarized in the table below CDBG Program Years (PY) 2023-2025 corresponds with federal Fiscal Years (FY) 24-26.

Urban County Timeframe October 1, 2023 – September 30, 2026	
CDBG Program Year (PY)	Federal Fiscal Year (FY)
Year 1 - PY 23	FY 23-24 (FY 24)
Year 2 - PY 24	FY 24-25 (FY 25)
Year 3 - PY 25	FY 25-26 (FY 26)

**Would our municipality have to develop CDBG capacity and administration expertise?**

We have not had a participating city apply for funding to date. Based on the complexity of the program, it is possible that the County would manage the project; however, that decision can be made on a case-by-case basis.

**What is the County’s funding history with CDBG?**

PY 2006 \$838,659	PY 2007 \$848,245	PY 2008 \$833,133	PY 2009 \$866,380
PY 2010 \$942,749	PY 2011 \$790,136	PY 2012 \$896,341	PY 2013 \$855,534
PY 2014 \$997,649	PY 2015 \$1,075,760	PY 2016 \$1,087,585	PY 2017 \$1,108,778
PY 2018 \$1,205,291	PY 2019 \$1,164,241	PY 2020 \$1,190,916	PY 2021 \$1,264,331
PY 2022 \$1,296,262	PY 2023 \$ 1,398,407		