



# CITY OF BAYTOWN

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## NOTICE OF MEETING

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
TUESDAY, MAY 19, 2020 5:30 P.M.  
HULLUM CONFERENCE ROOM, CITY HALL  
2401 MARKET STREET, BAYTOWN, TEXAS 77520**

### **AGENDA**

Due to the COVID 19 Disaster and the CDC's recommendation regarding social distancing measures, the public will not be allowed to be physically present at this meeting. However, the meeting will be available to members of the public and allow for two-way communications for those desiring to participate. To attend the meeting via video conference, please use the following website [www.zoom.com](http://www.zoom.com), click on "join a meeting" on the top right hand corner, and input the following Meeting ID: 820 4968 8234. To attend the meeting via telephone, please use the following toll-free number: 1-877-853-5247, Meeting ID: 820 4968 8234.

Any person interested in speaking on any item on the agenda must submit his/her request via email to the Community Development Division at [CDBG@baytown.org](mailto:CDBG@baytown.org). The request must include the speaker's name, address, and phone number that will be used if teleconferencing as well as the agenda item number. The request must be received prior to the posted time of the meeting. The agenda packet is accessible to the public in both HTML and PDF formats at the following link: <https://www.baytown.org/city-hall/city-clerk/agendas-minutes>. For more information or questions concerning the teleconference, please contact the Community Development Division at 281-420-5390.

### **CALL TO ORDER AND ANNOUNCEMENT OF QUORUM**

#### **1. DISCUSSIONS**

- a. Discuss the Community Development Block Grant budget recommendation for the 2020-2021 program year.

#### **2. BUSINESS ITEMS**

- a. Consider action on the Community Development Block Grant budget recommendation for the 2020-2021 program year.
- b. Discuss and consider a recommendation to the City Council to adopt the amended 2015-2019 Citizen Participation Plan.
- c. Discuss and consider a recommendation to City Council to adopt the amended 2019 Action Plan.

- d. Discuss and consider a recommendation to adopt the amendments to the 2015-2019 Consolidated Plan.

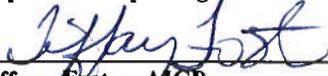
3. **MANAGER'S REPORT**

- a. Receive the Program Manager's Report.

4. **ADJOURN**

**THE CITY OF BAYTOWN IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. REASONABLE ACCOMMODATIONS AND EQUAL ACCESS TO COMMUNICATIONS WILL BE PROVIDED UPON REQUEST. FOR ASSISTANCE PLEASE CALL 281-420-6522, FAX 281-420-6586, OR CONTACT 281-420-6522 VIA RELAY TEXAS AT 711 OR 1-800-676-3777 FOR TYY SERVICES. FOR MORE INFORMATION CONCERNING RELAY TEXAS, PLEASE VISIT: [HTTP://RELAYTEXAS.COM](http://RELAYTEXAS.COM).**

Approved for posting:



Tiffany Foster, AICP,  
Director of Planning and Development Services

Posted by:



Leticia Brysch, City Clerk  
(SEAL)



Posted this 15th day of May, 2020, at 5:00 P.M.



**COMMUNITY DEVELOPMENT  
ADVISORY COMMITTEE**

**1. a.**

**Meeting Date:** 05/19/2020

**Subject:** Discuss the Community Development Block Grant budget recommendation for the 2020-2021 program year (B-20-MC-48-0033).

**Prepared for:** Tiffany Foster, Planning and Development Services

**Prepared by:** Luis Sanchez, Planning and Development Services

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**Information**

**ITEM**

Discuss the Community Development Block Grant budget recommendation for the 2020-2021 program year.

**PREFACE**

The City of Baytown received 15 Community Development Block Grant (CDBG) requests for proposals. Staff evaluated each RFP to determine if the proposals met technical requirements for CDBG eligibility. The proposals were then distributed to the Community Development Advisory Committee (CDAC) for review and consideration. Each applicant was invited to a public hearing to verbally present their application to the CDAC.

The CDAC and Staff will discuss the budget process and begin budget deliberations.

**RECOMMENDATION**

Staff recommends completing the 2020-2021 budget deliberations.

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**COMMUNITY DEVELOPMENT  
ADVISORY COMMITTEE**

**2. a.**

**Meeting Date:** 05/19/2020

**Subject:** Consider action on the Community Development Block Grant budget recommendation for the 2020-2021 program year.

**Prepared for:** Tiffany Foster, Planning and Development Services

**Prepared by:** Luis Sanchez, Planning and Development Services

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**Information**

**ITEM**

Consider action on the Community Development Block Grant budget recommendation for the 2020-2021 program year.

**PREFACE**

The Community Development Advisory Committee (CDAC) received 15 Requests for Proposal (RFPs) for 2020-2021 Community Development Block Grant funding. The Community Development Division held two public hearings for the CDAC to hear presentations virtually of each proposed activity. The Committee discussed the proposals and prepared a budget recommendation. The budget recommendation will be presented to City Council for review and adoption.

The budget recommendation will be published in the Baytown Sun and a public hearing will be held during the required public comment period. The Baytown City Council will consider adopting the 2020-2021 CDBG budget on July 23, 2020. Staff must submit the budget and Action Plan to HUD no later than August 14, 2020 for a 45-day review. Once approved, funding will be available on October 1, 2020.

**RECOMMENDATION**

Staff recommends approval.

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**COMMUNITY DEVELOPMENT  
ADVISORY COMMITTEE**

2. b.

**Meeting Date:** 05/19/2020

**Subject:** Consider a Recommendation to the City Council to Adopt the amended 2015-2019 Citizen Participation Plan.

**Prepared for:** Tiffany Foster, Planning and Development Services

**Prepared by:** Luis Sanchez, Planning and Development Services

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**Information**

**ITEM**

Discuss and consider a recommendation to the City Council to adopt the amended 2015-2019 Citizen Participation Plan.

**PREFACE**

This is an amendment to the City's Citizen Participation Plan (CPP) as applicable waivers have been made available to certain requirements through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which describes the efforts that the City will take to encourage its residents to participate in developing these plans.

Summary of Proposed Revisions to the Citizen Participation Plan includes:

- Virtual hearings as an allowed method for citizen participation;
- Updates the types of declared disasters or state of emergency events such as the recent coronavirus 19 (COVID-19) pandemic, that may necessitate expedited substantial amendments;
- Amendments to Chapter VI – Amendments and/or Re-allocation of Funds; and
- Amendments to Chapter IX – Public Hearings.

The 2015-2019 draft summary of Citizen Participation Plan is attached.

**RECOMMENDATION**

Staff recommends approval.

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**Attachments**

Summary of CPP Amendments

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Summary of Proposed Revisions to the Citizen Participation Plan includes:

- (a) Virtual hearings as an allowed method for citizen participation;
- (b) Updates the types of declared disasters or state of emergency events such as the recent coronavirus 19 (COVID-19) pandemic, that may necessitate expedited substantial amendments;
- (c) Amendments to Chapter VI – Amendments and/or Re-allocation of Funds
- (d) Amendments to Chapter IX – Public Hearings

## Amendments

### **VI. Public Hearings**

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#### **TIME AND LOCATION OF PUBLIC HEARINGS**

Public hearings and meetings are usually held in the evenings at City Hall, 2401 Market Street or at the Baytown Community Center, 2407 Market Street. The usual time of 5:30 PM allows the greatest number of interested parties to attend. The locations are well known and accessible to all residents. Adequate space is provided to accommodate large resident groups. The meeting places are accessible to the disabled and every effort is made to ensure that there are no physical barriers to attendance. Additionally, these locations are on the transit bus route, which makes it further accessible to low- to moderate-income and/or disabled residents interested in attending the meetings.



The CDAC may elect, and is encouraged, to hold some public hearings and meetings in other neighborhoods that may be affected by the activities of the community development program. Occasionally, public hearings will be held at other venues where at least 51% of the residents in the area are low- to moderate-income (CDBG Target Areas). Examples of other venues include recreation buildings, churches and public schools in the area.

If virtual hearings are used, real-time responses and accommodation for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible. The virtual hearing method will be used in lieu of in-person hearing if the City of Baytown offices are closed, or an emergency has been declared, or national or local health authorities recommend social distancing and limit public gatherings for public health reasons.

### **IX. Amendments and/or Re-allocation of Funds**

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#### **EMERGENCY AMENDMENTS**

Occasionally, as in the case of a **declared disaster or state of emergency** it becomes necessary for the City of Baytown to request a substantial amendment to the Action Plan or Consolidated Plan. During times of a **declared disaster or state of emergency**, the City may request, and HUD may approve a waiver or reduction in the amount of days required for public notice and/or public comment. If approved by HUD, the City will follow HUD's direction with no further notice to the public. Emergency amendments **may utilize a 5-day public comment period instead of a 30-day public comment period**, and require the signature of the City Manager or his/her designee. If approved, activities undertaken as a result of emergency amendments will comply with the City's purchasing and contract procurement procedures during the course of the disaster.

### **RE-ALLOCATING FUNDS**

If a funded program is not utilizing or will not utilize all of the awarded CDBG dollars, the unused funds can be re-allocated to a new or existing project.

### **AMENDING THE CITIZEN PARTICIPATION PLAN**

If at any time, it becomes necessary to amend this Citizen Participation Plan, the City will provide public notice in the *Baytown Sun* and on the City's website. The City will provide the public with a period of not less than fifteen (15) days, **or in cases of emergency not less than five (5) days** to review and comment on the changes. Changes to this Citizen Participation Plan will be approved by the CDAC and by the Baytown City Council prior to submission to HUD.

Changes to the Citizen Participation plan will follow this process regardless of the scope of the change; substantial changes and minor changes will follow the same process.



**COMMUNITY DEVELOPMENT  
ADVISORY COMMITTEE**

2. c.

**Meeting Date:** 05/19/2020

**Subject:** Consider a recommendation to City Council to adopt the amended 2019 Action Plan and Projected Use of Funds.

**Prepared for:** Tiffany Foster, Planning and Development Services

**Prepared by:** Luis Sanchez, Planning and Development Services

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**Information**

**ITEM**

Discuss and consider a recommendation to City Council to adopt the amended 2019 Action Plan.

**PREFACE**

Consider a substantial amendment to the 2019-2020 Annual Action Plan. The 2019-2020 Annual Action Plan, which sets forth specific activities and expenditures using funds received through the Community Development Block Grant (CDBG). The Annual Action Plan is being amended to reflect the emergency allocation of funds received through the Coronavirus Aid, Relief, and Economic Security Act (CARES) stimulus funding (CDBG-CV) to address coronavirus COVID-19 relief needs.

The City is proposing to program funds under the CDBG-CV program. The City Council will conduct a public hearing to consider the modification in activity funding levels for programs.

**RECOMMENDATION**

Staff recommends approval.

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**Attachments**

**Summary of 2019 Action Plan**

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## **City of Baytown**

### **2019-2020 Annual Action Plan – Substantial Amendment**

The following amendment language will be added to the 2019-2020 Annual Action Plan to allow the City access to emergency funding intended to assist in making a timely response to the impacts of the COVID-19 pandemic.

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

##### **Introduction**

On March 27, 2020, Congress passed the Coronavirus Aid, Relief, and Economic Security Act or the “CARES Act”. The Act identified additional funding for the Community Development Block Grant (CDBG) program to support preparation for and response to the community impacts of the COVID-19 pandemic. HUD’s distribution plan for the additional funding included multiple phases: an initial phase that would allow for quick access to funding necessary to address the immediate crisis resulting from the rising pandemic, as well as later phases that would support post-pandemic community recovery. The 2019-2020 Annual Action Plan (AP) will be amended to incorporate additional funding in the initial phase (FY 2019-2020), and to describe the allocation for CARES Act funding in the CDBG Program.

##### **Summary of Citizen Participation Process and consultation process**

The Substantial Amendment to the 2019-2020 Annual Action Plan (AP Amendment) addressing additional funding from the CARES Act will be available for a public comment period of 5 days per waiver of federal regulations. The draft AP Amendment will be available for comment from all interested members of the public from Saturday, May 23, 2020 to Thursday, May 28, 2020. The draft AP Amendment and the public notice document are available for review on the City website at: <https://www.baytown.org/city-hall/departments/planning-development/community-development/community-development-1320>

#### **AP-12 Participation - 91.115, 91.300(c)**

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

The Substantial Amendment to the 2019-2020 Annual Action Plan (AP Amendment) addressing additional funding from the CARES Act will be available for a public comment period of 5 days per waiver of the federal regulations. The draft AP Amendment is available for comment from all interested members of the public from Saturday, May 23, 2020 to Thursday, May 28, 2020. The draft AP Amendment and the public notice document are available for review on City’s website at: <https://www.baytown.org/city-hall/departments/planning-development/community-development/community-development-1320>

**AP-15 Expected Resources – 91.320(c) (1, 2)**

**Introduction**

The City of Baytown has been allocated \$401,242 in Community Development Block Grant funds (CDBG-CV) to prevent, prepare for, and respond to the coronavirus (COVID-19) public health crisis through the enactment of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this public health crisis. The proposed amendment to the 2019 Annual Action accounts for additional CDBG-CV funds and coronavirus related activities.

**Anticipated Resources**

The anticipated resources for the CDBG-CV program is based on the award letter received in early April 2020 and indicates the actual award for these funds. Future funding for CDBG-CV is expected to address longer- term impacts of the COVID-19 pandemic. Unexpended funds will be reallocated to FY 20-21.

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-CV	public - federal	Admin and Planning, Economic Development, Housing, Public Services	\$401,242			\$401,242	\$0	Special allocation under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, enacted March 27, 2020.

**AP-20 Annual Goals and Objectives – 91.320(c)(3) &(e)**

**Goals Summary Information**

The figures below represent estimates of allocations for the additional funding provided under the CARES Act that meet Consolidated Plan goals and objectives:

Sort Order	Goal Name	Start Year	End Year	Category	Needs Addressed	Estimated Funding	Goal Outcome Indicator
10	Prevent and respond to the coronavirus (COVID-19) public health crisis	2015	2019	Affordable Housing Non-Housing Community Development Program Administration	Emergency Subsistence Food Bank Childcare Services Assistance to Businesses Program Administration	CDBG-CV \$401,242	Homelessness Prevention  Public service activities other than Low/Moderate Income Housing Benefit  Businesses Assisted  Other

**Goal Descriptions**

11	<b>Goal Name</b>	Prevent and respond to the coronavirus (COVID-19) public health crisis
	<b>Goal Description</b>	The City will fund the agencies providing services to prevent, prepare for, and respond to COVID-19. Program administration funds will be utilized to administer programs.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The following represent a summary of the projects /activities to be undertaken utilizing CDBG:

#### Projects

#	Project Name
10	Emergency Housing Assistance
11	Food Delivery Assistance
12	Food for Families
13	Rehab for Prevention
14	Essential Childcare
15	Program Administration

### AP-38 Project Summary

#### Project Summary Information

10	<b>Project Name</b>	Emergency Housing Assistance
	<b>Target Area</b>	CITY LIMITS OF BAYTOWN
	<b>Goals Supported</b>	Prevent and respond to the coronavirus (COVID-19) public health crisis
	<b>Needs Addressed</b>	Emergency subsistence
	<b>Funding</b>	CDBG-CV: \$125,000
	<b>Description</b>	Funds for housing payments assistance to Baytown residents who have lost their jobs due to the COVID-19 crisis.
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 150 low-income households. TBD
	<b>Location Description</b>	CITY LIMITS OF BAYTOWN
	<b>Planned Activities</b>	Assist Baytown residents experiencing an emergency and hardship as a result of the COVID-19 crisis.
11	<b>Project Name</b>	Food Delivery Assistance

	<b>Target Area</b>	CITY LIMITS OF BAYTOWN
	<b>Goals Supported</b>	Prevent and respond to the coronavirus (COVID-19) public health crisis
	<b>Needs Addressed</b>	Food Bank
	<b>Funding</b>	CDBG-CV: \$37,500
	<b>Description</b>	Funds to provide food delivery services to at-risk populations affected by COVID-19.
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 1,500 low-income persons.
	<b>Location Description</b>	CITY LIMITS OF BAYTOWN
	<b>Planned Activities</b>	Funds to provide food delivery services to at-risk populations affected by COVID-19.
<b>12</b>	<b>Project Name</b>	Food for Families
	<b>Target Area</b>	CITY LIMITS OF BAYTOWN
	<b>Goals Supported</b>	Prevent and respond to the coronavirus (COVID-19) public health crisis
	<b>Needs Addressed</b>	Food Bank
	<b>Funding</b>	CDBG-CV: \$37,500
	<b>Description</b>	Funds to provide food to Baytown residents who have lost their jobs due to the COVID-19 crisis.
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 1,000 low-income persons.
	<b>Location Description</b>	CITY LIMITS OF BAYTOWN
	<b>Planned Activities</b>	Funds to provide food to Baytown residents who have lost their jobs due to the COVID-19 crisis.
<b>13</b>	<b>Project Name</b>	Rehab for prevention Assistance

	<b>Target Area</b>	CITY LIMITS OF BAYTOWN
	<b>Goals Supported</b>	Prevent and respond to the coronavirus (COVID-19) public
	<b>Needs Addressed</b>	Assistance to Businesses
	<b>Funding</b>	CDBG-CV: \$50,000
	<b>Description</b>	Funds to provide assistance to small businesses with interior building improvements, including materials for physical modifications and installation/replacement of furniture, to help with social distancing practices and to prevent the spread of the Covid-19 virus.
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 10 businesses assisted.
	<b>Location Description</b>	CITY LIMITS OF BAYTOWN
	<b>Planned Activities</b>	Funds to provide assistance to small businesses affected by COVID-19.
14	<b>Project Name</b>	Essential Childcare
	<b>Target Area</b>	CITY LIMITS OF BAYTOWN
	<b>Goals Supported</b>	Prevent and respond to the coronavirus (COVID-19) public
	<b>Needs Addressed</b>	Child Care Services
	<b>Funding</b>	CDBG-CV: \$111,117
	<b>Description</b>	Provide funds to assist essential employees who have incurred child care expenses due to the closing of schools, after school programs, and summer programs for children.
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 205 low-income persons.
	<b>Location Description</b>	CITY LIMITS OF BAYTOWN
	<b>Planned Activities</b>	Funds for childcare assistance for children of essential employees.
15	<b>Project Name</b>	Program Administration CDBG-CV
	<b>Target Area</b>	CITY LIMITS OF BAYTOWN

<b>Goals Supported</b>	Prevent and respond to the coronavirus (COVID-19) public health crisis
<b>Needs Addressed</b>	Program Administration
<b>Funding</b>	CDBG-CV: \$40,125
<b>Description</b>	This activity will provide for the general management of CDBG-funded projects to ensure compliance with local, state and federal regulations.
<b>Target Date</b>	09/30/2022
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
<b>Location Description</b>	Baytown City Hall, 2401 Market St., Baytown, TX 77520
<b>Planned Activities</b>	This project will support the preparation of required reports, salaries, public notices, publications and office supplies for the management of the CDBG-CV program.



**COMMUNITY DEVELOPMENT  
ADVISORY COMMITTEE**

**2. d.**

**Meeting Date:** 05/19/2020

**Subject:** Consider a Motion to Establish the Priority Needs and Funding Priorities for 2015-2019.

**Prepared for:** Tiffany Foster, Planning and Development Services

**Prepared by:** Luis Sanchez, Planning and Development Services

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**Information**

**ITEM**

Discuss and consider a recommendation to adopt the amendments to the 2015-2019 Consolidated Plan.

**PREFACE**

As a CDBG Entitlement Community, the City of Baytown is required to prepare a 5-Year Consolidated Plan. In part, the Consolidated Plan identifies Baytown's housing and community development needs, sets priorities, and describes how HUD resources will be used for activities designed to meet the stated needs. This amendment will add goals and activities to plan, and allow the City of Baytown to respond to the Coronavirus (Covid-19) public health crisis.

The summary of the 2015-2019 Consolidated Plan amendments are attached.

**RECOMMENDATION**

Staff recommends approval.

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**Attachments**

Summary of ConPlan Amendments

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**City of Baytown**  
**2015 - 2019 Consolidated Plan Amendments**

The Substantial Amendment to the 2015-2019 Consolidated Plan will include the following actions:

- 1) Amending section “SP-25 Priority Needs – 91.215(a)(2)”

23	<b>Priority Need Name</b>	Assistance to businesses
	<b>Priority Level</b>	High
	<b>Population</b>	Non-housing Community Development
	<b>Geographic Areas Affected</b>	CDBG Target Areas
	<b>Associated Goals</b>	Economic Development
	<b>Description</b>	Micro-enterprise programs, facade improvements, interior improvements to reduce and prevent to the spread of infectious diseases, and other assistance to businesses, particularly small businesses and Section 3 businesses can stabilize and enhance mixed use neighborhoods and create jobs.
	<b>Basis for Relative Priority</b>	Baytown’s Empowerment Zone, which includes CDBG Target Areas, is aimed at bringing economic enhancements to the older areas of the city. One avenue is through assistance to small businesses. City Planning Department staff, resident surveys and stakeholder interviews indicate that the community places a high priority on assisting businesses in the area to thrive and grow.
27	<b>Priority Need Name</b>	<b>Child Care Services</b>
	<b>Priority Level</b>	<b>High</b>
	<b>Population</b>	<b>Extremely Low Low Moderate Families with children</b>
	<b>Geographic Areas Affected</b>	<b>City-wide</b>
	<b>Associated Goals</b>	<b>Respond to infectious diseases such as the Coronavirus (Covid-19).</b>
	<b>Description</b>	<b>Assist employed citizens with access to child care.</b>
	<b>Basis for Relative Priority</b>	<b>This will allow the parents to attend classes, services, and a place of employment while the children are in a supportive environment.</b>

28	<b>Priority Need</b>	<b>Food Banks</b>
	<b>Name</b>	
	<b>Priority Level</b>	<b>High</b>
	<b>Population</b>	<b>Extremely Low Low Moderate</b>
	<b>Geographic Areas Affected</b>	<b>City-wide</b>
	<b>Associated Goals</b>	<b>Respond to infectious diseases such as the Coronavirus (Covid-19).</b>
	<b>Description</b>	<b>Assist with the costs associated with the operation of food banks, community kitchens, and food pantries.</b>
<b>Basis for Relative Priority</b>	<b>Assisting food service agencies that offer greater access to quality food for individuals with low-moderate incomes.</b>	



**COMMUNITY DEVELOPMENT  
ADVISORY COMMITTEE**

**3. a.**

**Meeting Date:** 05/19/2020

**Subject:** Manager's Report

**Prepared for:** Tiffany Foster, Planning and Development Services

**Prepared by:** Luis Sanchez, Planning and Development Services

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**Information**

**ITEM**

Receive the Program Manager's Report.

**PREFACE**

Receive the Program Manager's Report.

**RECOMMENDATION**

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