



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 ONLY

April 28, 2025

City Manager
Scott Moore
City of Manor
P.O. Box 387
Manor, TX 78653

Re: Travis County Urban County Qualification Period – Notification of Opportunity to be Included (FY2026)

Dear City Manager Scott Moore:

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 nineteen (19) 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. In 2024, Travis County also began receiving funding through the HOME Investment Partnerships (HOME) Program to further support affordable housing efforts. As of 2025, the Villages of Webberville and San Leanna, the cities of Bee Cave, Creedmoor, Lago Vista, Lakeway, Sunset Valley, and West Lake Hills along with all of the unincorporated areas of Travis County are included in the CDBG and HOME 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 and HOME funds must re-affirm their urban county entitlement status. Travis County completed its 3-year requalification period for FY2024-2026 in 2023. This year, we are only reaching out to

non-participating small cities and split places to extend another invitation to join or be included in the Travis County CDBG and HOME Program, within the final year (FY2026) of our current 3-year requalification period (FY2024-2026).

The timeline to complete this process for invitation and inclusion for new participating cities is as follows:

Timeline for Urban County Opportunity to be Included Response Timeframe	
Action Needed	Due Date
Notification to All Cities: Opportunity to be Included <ul style="list-style-type: none"> Notices emailed to all cities and split places on 4/28/25 	April 28, 2025
Response Due from all Cities - Elections to be Included/Excluded <ul style="list-style-type: none"> Standard Small City Electronic Response Due Split Place City Electronic Response Due 	May 12, 2025
Letter of Intent from Mayor <ul style="list-style-type: none"> Required for all cities seeking to be Included 	May 12, 2025
Travis County to Provide Cooperation Agreements to Cities <ul style="list-style-type: none"> Provided only to cities seeking to be Included 	May 13, 2025
Council Approval and Execution of Cooperative Agreement by Cities/Villages	No later than June 13, 2025
Certified/Approved Minutes from Council Meeting	No later than June 30, 2025
Execution of Cooperative Agreement by TCCC	No later than July 15, 2025
Travis County submits all required documents to HUD <ul style="list-style-type: none"> Survey Responses Notice Letters Legal Opinion Cooperation Agreements 	August 5, 2025

*Travis County Commissioners Court (TCCC)

For those cities and villages that choose to participate with Travis County, participation will enable low-to-moderate income residents to access the CDBG/HOME-funded projects. These projects may include an 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/HOME funds, and possibly other state funding sources. For more information on the County's CDBG/HOME 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 are 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 the

cooperation agreement can be placed before the Travis County Commissioners Court for consideration and approval.

If you have questions about this notice, please contact Ying Vuthipadadon for more details. Ms. Vuthipadadon can be reached via email at somchan.vuthipadadon@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/01965d9f72337104b3a6d709ae527e21
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Please complete the response survey using the link above as soon as possible, but no later than May 12, 2025. Ms. Vuthipadadon 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 Ying Vuthipadadon, CDBG Planning Manager, at 512-854-1877 or myself at 512-854-4101.

Regards,



Pilar Sanchez

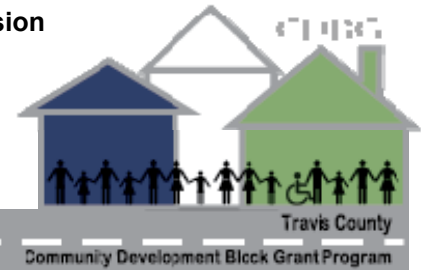
County Executive

cc: Ying Vuthipadadon, 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



Travis County's Community Development Block Grant (CDBG) Program has been operational since October 2006. In 2024, Travis County also began receiving funding through the HOME Investment Partnerships (HOME) Program. CDBG/HOME 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 & HOME PROGRAM OVERVIEW

The Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) are federally funded initiatives administered by the U.S. Department of Housing and Urban Development (HUD). These programs provide annual funding to cities and counties to support community development and affordable housing efforts.

- CDBG funds are used to revitalize neighborhoods, improve access to affordable housing, and enhance public facilities and services.
- HOME funds focus specifically on the creation, preservation, and rehabilitation of affordable housing for low-income individuals and families, including rental housing and homeownership support

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 nineteen years. In 2024, Travis County also began receiving HOME funds to further its investment in affordable housing solutions. 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.

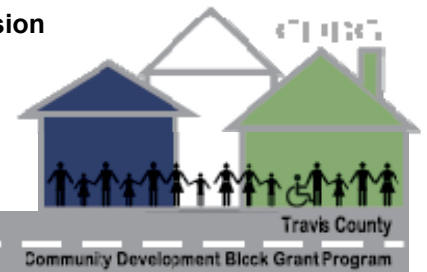
HOME funds must also benefit low-income households and meet program-specific guidelines such as long-term affordability requirements and income targeting.

The administration of the CDBG/HOME program follows a cycle that includes the drafting of a Consolidated Plan, an Action Plan, and an annual evaluation. The Consolidated Plan (ConPlan) identifies



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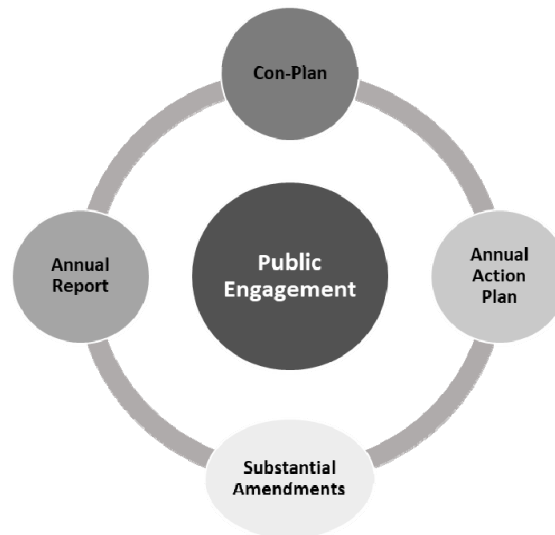
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the County's community and housing needs and outlines the strategies to address those needs over a three-, five-, or six-year period. The Annual Action Plan (AP) defines the specific activities to be undertaken during each program year (PY) to address 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.

The following figure is a simplified visual representation of the CDBG/HOME 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/HOME Cycle



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

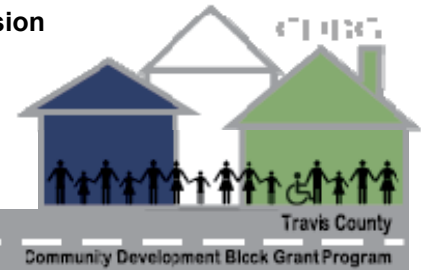
COUNTY PRIORITIES FOR PROGRAM YEARS 2024 THROUGH 2028

At present, the CDBG/HOME Office is operating under the ConPlan which covers Program Years 2024-2028. The Travis County Commissioners Court (TCCC) approved the PY 24-28 ConPlan in August 2024. Below is a table that identifies the high and low priorities.



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Prioritization of Categories for the PY 2024-2028 Consolidated Plan

CDBG Category	Priority	HOME Category	Priority
Infrastructure	High	Affordable Housing (for purchase)	High
Housing Needs (Home Rehab)	High	Homeowner Assistance	High
Community Services/Public Services	Low	Affordable Housing (for rent)	Low
Disaster Recovery, Resiliency, Emergency Management	Low	Transitional/Supportive Housing	Low
Public Buildings and Facilities	Low	Home Energy Efficiency Improvements	Low
Populations with Specialized Needs	Low	Mobile Home Rehab	Low
Business & Jobs	Low	Lead-Based Paint Hazards	Low
Planning & Capacity Building Activities	Low	Foreclosure Prevention Assistance	Low
		Mold Removal/Remediation	Low

Since 2006, Infrastructure and Housing Needs have consistently been identified as CDBG 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 program **is an example of such projects**. This program 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/HOME 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/HOME?

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	PY 2024 CDBG \$1,624,715; HOME \$ 566,563.83	
PY 2025 funding information is not yet available as of April 28, 2025			