# Appendix A

## Required Format - Public Hearing Notice

Published on [March 4, 2024]:

PUBLIC HEARING NOTICE

City of [Community Name] TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

In accordance with Texas Administrative Code, Title 4, Part 1, Section 30.7 City of [Community Name] will hold a public hearing at [7:00 p.m. on March 7, 2024], at [City Hall] regarding the submission of an application to the Texas Department of Agriculture for one or more Texas Community Development Block Grant Program (TxCDBG) grants for Program Year 2024. City of [Community Name] may be eligible to participate in the Downtown Revitalization Program. The purpose of this meeting is to allow citizens an opportunity to discuss the citizen participation plan, the development of local housing and community development needs, the amount of TxCDBG funding available, all eligible TxCDBG activities, and the use of past TxCDBG funds. The City encourages citizens to participate in the development of TxCDBG application(s) and to make their views known at this public hearing. Citizens unable to attend this meeting may submit their views and proposals to [Name, Title] at [XXX-XXX-XXXX] or at [City Hall]. Persons with disabilities that wish to attend this meeting should contact [City Hall] to arrange for assistance. Individuals who require auxiliary aids or services for this meeting should contact [City Hall] at least two days before the meeting so that appropriate arrangements can be made. Para más información en español, comuníquese con [Name] al XXX-XXX-XXXX.

## Sample Public Hearing Script

Thank you for joining me for this public hearing to discuss our community’s housing and community development needs.

Before we discuss our own community needs, let me provide some background on the funding opportunities through the Texas Community Development Block Grant Program (TxCDBG). The Texas Department of Agriculture (TDA) administers this federal block grant funding allocated from the U.S. Department of Housing and Urban Development (HUD) to the State of Texas. TDA offers competitive grant programs to distribute the funding to small and rural communities across the state. Our community [has/not] received TxCDBG funding in the past [list previously funded projects]. The community needs identified in this hearing will be used to guide our own application(s) for TxCDBG funding, and to provide valuable information to TDA for the future of the program.

The first topic is affordable housing. In our community, [information on current supply of affordable housing and past efforts to increase supply]. Are there any comments about affordable housing?

The next topic is social services. In our community, the following social services are available to our residents: [list services and providers]. Are there any comments about these services, additional services that are needed, or populations that remain underserved by social services?

The third topic is public infrastructure. In our community, [information on current condition of public infrastructure]. We have addressed these needs in the past by [identify local efforts, including grants, local bonds, annual budget expenditures, etc.]. Are there any comments about our local infrastructure needs?

Finally, the fourth topic is economic development. In our community, [information on current efforts to promote economic development]. Are there any comments about economic development needs or opportunities?

Now that we have outlined many of the needs that we have in our community, let’s discuss the specific funding opportunity available. In 2024, TDA is accepting applications for Downtown Revitalization Program and the City intends to submit an application. We will apply for $500,000 and may commit local match funds in order to improve our application’s score. If our initial application is successful, TDA will invite the City to identify a project and develop a full application that must address the blighted conditions in our downtown area. We do not anticipate that any project we identify will result in displacement of residents or businesses; however, if this does occur, we will minimize the impact of such displacement and assist displaced persons as required by the program. I have a copy of the Community Application Guide that includes a list of eligible activities for this funding competition, which I can share with you as well.

If you have any additional comments, concerns, or community needs to include after this hearing concludes, please send them to: [name and contact information]

## Required Format - Application Resolution

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF [COMMUNITY NAME], TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE DOWNTOWN REVITALIZATION PROGRAM.

WHEREAS, the City Council of the City of [Community Name] desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, it is necessary and in the best interests of the City of [Community Name] to apply for funding under the Texas Community Development Block Grant Program;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF [COMMUNITY NAME], TEXAS,

1. That a Texas Community Development Block Grant Program application for the Downtown Revitalization Program is hereby authorized to be filed on behalf of the City with the Texas Department of Agriculture, and to be placed in competition for funding under the Downtown Revitalization Program.

Select only one paragraph for 2.

1. [That the City of [Community Name] commits to dedicating no less than 51% of grant funds for sidewalk improvements and related accessibility implements that comply with the Americans with Disabilities Act (ADA).

OR

That the City of [Community Name] requests to be considered for the Main Street Set-Aside and commits to selecting a project in coordination with the Texas Historical Commission, consistent with the current Main Street Program documentation.]

1. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.
2. That the City of [Community Name] is committing to provide $xx,xxx.00 in matching funds toward the application’s activities, with the specific usage and funding source to be determined prior to any award of grant funding.

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

[Name Title]

 City of [Community Name], Texas

[Name, Title]

 City of [Community Name], Texas

## Required Format – Designation of Blighted Area Resolution

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF [COMMUNITY NAME], TEXAS, DETERMINING THAT AN AREA OF THE CITY CONTAINS CONDITIONS WHICH ARE DETRIMENTAL TO THE PUBLIC HEALTH, SAFETY, AND WELFARE OF THE COMMUNITY AND CONSTITUTES A BLIGHTED AREA.

WHEREAS, the City Council of the City of [Community Name] has reviewed and evaluated conditions in the [downtown district/designated Main Street area] of the municipality; and

WHEREAS, the City Council has found conditions which are detrimental to the public health, safety, and welfare of the community within the [downtown district/designated Main Street area], as follows:

[List conditions qualifying project area as slum or blighted. See “National Program Objective” section of application guidance for details regarding qualifying conditions.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF [COMMUNITY NAME], TEXAS THAT THE AREA IDENTIFIED BY THE FOLLOWING BOUNDARIES AND OUTLINE ON THE MAP ATTACHED HERETO AS [name of attachment] HAS BEEN DETERMINED TO BE A BLIGHTED AREA.

**Boundaries of the Blighted Area**

 North:

 South:

 East:

 West:

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

[Name Title]

 City of [Community Name], Texas

[Name, Title]

 City of [Community Name], Texas