



CITY OF BAYTOWN

NOTICE OF MEETING

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

TUESDAY, MAY 5, 2026

5:30 P.M.

COUNCIL CHAMBERS, CITY HALL

2401 MARKET STREET, BAYTOWN, TEXAS 77520

AGENDA

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

1. CITIZEN COMMENTS

Notice is hereby given that in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, prohibits the Community Development Advisory Committee from discussing, deliberating, or considering, subjects for which public notice has not been given on the agenda. Issues that cannot be referred to the administration for action may be placed on the agenda of a future Community Development Advisory Committee Session.

2. MINUTES

- a. Consider approving the Community Development Advisory Committee meeting minutes from March 3, 2026.

3. PUBLIC HEARINGS

- a. Conduct a public hearing regarding the City of Baytown Community Development Block Grant funding for the 2026-2027 program year.

4. MANAGER'S REPORT

- a. Receive the Community Development Manager's Report.

5. 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 281-420-6690, FAX 281-420-7176, OR CONTACT 281-420-6690 VIA RELAY TEXAS AT 711 OR 1-800-735-2988 FOR TTY SERVICES. FOR MORE INFORMATION CONCERNING RELAY TEXAS, PLEASE VISIT: [HTTP://RELAYTEXAS.COM](http://RELAYTEXAS.COM).

Approved for posting:

Posted by:

/S/Martin Scribner, AICP, CFM, Director of Planning and
Development Services

/S/Gabriella Gonzales, Deputy City Clerk
(SEAL)

Posted this 29th day of April, 2026, at 10:00 A.M.



**COMMUNITY DEVELOPMENT ADVISORY
COMMITTEE**

2. a.

Meeting Date: 05/05/2026

Subject: Consider approving the Community Development Advisory Committee meeting minutes from March 3, 2026.

Prepared for: Sharon Rose, Planning and Development Services

Prepared by: Stephany Medina, Planning and Development Services

Information

ITEM

Consider approving the Community Development Advisory Committee meeting minutes from March 3, 2026.

PREFACE

The minutes of the Community Development Advisory Committee meeting for March 3, 2026 are attached for your review.

RECOMMENDATION

Staff recommends approval.

Attachments

March 3, 2026 Meeting Minutes

DRAFT

**CITY OF BAYTOWN
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
MINUTES OF MARCH 3, 2026**

The following Committee Members were present:

Roberto Diaz	Rhonda Lopez	Kim Boeker	Dahlia Meza	Anita Nichols
Jennifer Elmore	Tony Hinojosa			

The following staff members were present:

Calvin Abram	- Assistant Director, Planning & Development Services
Sharon Rose	- Community Development Supervisor, Planning & Development Services
Monica Fabela	- Community Development Generalist, Planning & Development Services
Stephany Medina	- Community Outreach Specialist, Planning & Development Services

CALL TO ORDER

Mr. Diaz called the meeting to order at 5:31 PM with a quorum present.

1. CITIZEN COMMENTS

No comments were received.

2. MINUTES

a) Consider approving the Community Development Advisory Committee (CDAC) meeting minutes from December 9, 2025.

Mr. Diaz inquired if there was a motion to approve the meeting minutes from December 9, 2025. Ms. Lopez motioned to approve the minutes as submitted. Mrs. Meza seconded the motion. Motion passed unanimously.

3. TECHNICAL ASSISTANCE WORKSHOP

a) The Community Development Division will hold a Community Development Block Grant (CDBG) Request for Proposal (RFP) Technical Assistance Workshop.

Ms. Rose provided an explanation of the Technical Assistance Workshop to the board. She introduced the Community Development staff and gave an overview of the workshop's purpose and structure. Following the introduction, she commenced the workshop. To see the Technical Assistance Workshop presentation, see Exhibit A. After the presentation, Ms. Rose opened the floor for questions. Mel'danci Robinson from Communities in Schools of Baytown raised a question concerning the specific data requirements for the application. Ms. Rose clarified that the application should provide quantifiable data, as it provides a more effective measurement of project outcomes. With no more additional questions, Ms. Rose closed the workshop.

4. MANAGER'S REPORT

a) Receive the Community Development Manager's Report.

Ms. Rose announced that at their previous meeting, City Council approved reconstruction contracts for three homes under the Owner-Occupied Housing Rehabilitation Program, noting that Community Development staff are currently awaiting the final building plans; once received, the next phase will involve families vacating the properties to allow for demolition and the start of reconstruction. She also provided an update on council reappointments, confirming that Districts 3 and 4 have been reappointed to the CDAC, while Districts 1 and 2 remain in holdover status and she encouraged those members to contact their councilperson to express continued interest. Ms. Rose detailed new procedures for this year's Community Development Week and Fair Housing Week proclamations, stating she would provide a date once it is confirmed by the Mayor and City Administration. Lastly, Ms. Rose provided a status update on the upcoming Community Development Advisory Committee Annual Tour scheduled for Friday, April 10th.

5. ADJOURN

Mr. Diaz asked if the board would entertain a motion to adjourn the meeting. Ms. Boeker motioned to end the meeting. Mr. Hinojosa seconded the motion. Motion passed unanimously.

Respectfully submitted,

Sharon L. Rose
Community Development Supervisor
Planning & Development Services

"Exhibit A"



Community Development Advisory Committee Meeting

TUESDAY, MARCH 3, 2026

Agenda Item #1

CITIZEN COMMENTS

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Agenda Item #2

MINUTES

- a. Consider approving the Community Development Advisory Committee minutes from December 9, 2025.



Agenda Item #3

TECHNICAL ASSISTANCE WORKSHOP

- a. The Community Development Division will hold a Community Development Block Grant (CDBG) Request for Proposal (RFP) Technical Assistance Workshop.



Application Workshop Agenda

- Introduction of Community Development Staff
- Funding Updates
- Basic Overview of CDBG Program
- Application Format and Requirements
- Application Deadlines



Community Development Staff

Director of Planning & Development Services
Martin Scribner

Assistant Director of Planning & Development Services
Calvin Abram

Community Development Supervisor
Sharon L. Rose

Community Development Generalist
Monica Fabela

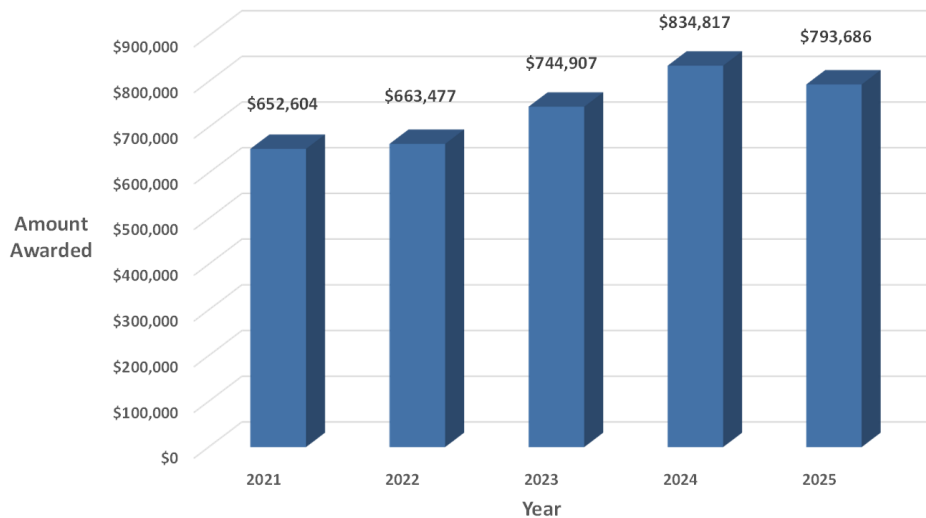
Community Outreach Specialist
Stephany Medina

FUNDING

DISCLAIMER: The City of Baytown has not yet been awarded funding for PY2026. The City cannot guarantee levels of funding for the CDBG program in the upcoming program year.

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CDBG ENTITLEMENT BY PROGRAM YEAR



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FUNDING AMOUNTS

DISCLAIMER:

The City of Baytown has not yet been awarded funding for PY2026. The City cannot guarantee levels of funding for the CDBG program in the upcoming program year.

NOTICE:

Funding for CDBG Public Service Activities will be increased or decreased based on the actual amounts allocated from HUD in accordance with the funding limits associated with each grant.

NOTE:

The amounts reflected on this slide are an ESTIMATE based on the average amount of funds received in the past five years.

\$737,898 ESTIMATED CDBG

\$147,579

ADMINISTRATION

(20% Cap)

\$110,684

MAXIMUM AMOUNT FOR PUBLIC SERVICE ACTIVITIES

(15% Cap)

\$479,635

OTHER CDBG ACTIVITIES

DISCLAIMER: Amounts listed are approximations only and will vary based on allocations from HUD.



Overview of the Community Development Block Grant (CDBG) Program

The objective of the CDBG Program is to develop viable communities through the provision of decent affordable housing, a suitable living environment, and to expand economic opportunities, principally for the benefit of Low- and Moderate-Income (LMI) persons, families, households, and neighborhoods.

The authorizing statute of the CDBG program requires that each activity funded must meet one of three national objectives.

- Benefit to low- and moderate-income (LMI) persons;
- Aid in the prevention or elimination of slums or blight; and
- Meet a need having a particular urgency (referred to as urgent need).

An activity that does not meet a national objective is not compliant with CDBG requirements and will not move forward in the Application process.



CDBG NATIONAL OBJECTIVES

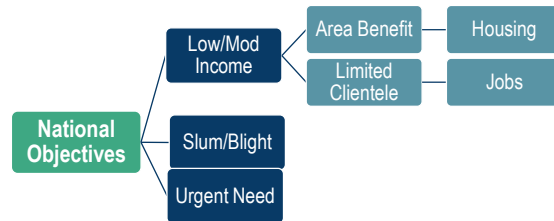
For questions regarding a National Objective not listed within this presentation, please contact our office directly or refer to link provided. Additional information on CDBG National Objectives can be found at the following link: <https://www.ecfr.gov/current/title-24/part-570#570.208>

The authorizing statute of the CDBG program requires that each activity funded meet one of three National Objectives.

The three National Objectives for CDBG funded activities are:

1. Benefit Low-to Moderate Income Persons* (LMI)
2. Prevention or Elimination of Slum or Blight
3. Urgent Need

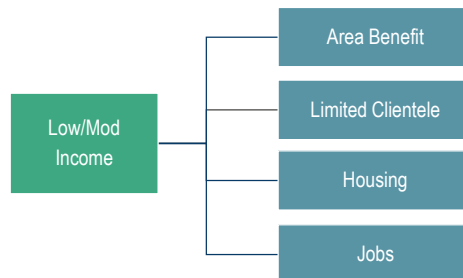
*The following slides will review the most used National Objective (LMI) and it's subcategories.



CDBG – LMI NATIONAL OBJECTIVE

The LMI national objective is often referred to as the “primary” national objective because the statute requires that the City expend 70% of CDBG funds to benefit LMI persons.

The following slides will cover two of the four categories that can be used to meet the LMI national objective:





LOW MOD AREA BENEFIT (LMA)

This category of LMI is the most commonly used national objective for activities that benefit a residential neighborhood.

An area benefit activity is one that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons.

Demonstrating Area Benefit to Low- and Moderate Income Persons:
<https://www.youtube.com/watch?v=UW4Nqo11iOw>

Two-Step Documentation Process

- 1) Determine the Service Area
 - a) Applicants must determine the service area of the activity before CDBG assistance can be provided. Considerations for drawing a service area:
 - The nature of the activity
 - The location of the activity
 - The accessibility of the activity
 - Comparable facilities/services in the area
 - 2) Area must be REASONABLY DELINEATED given the type of activity – is the area delineated capturing the people that will actually benefit from the activity?
 - Area does not have to use same boundaries as census
 - Do not want to see services areas to benefit upper income areas but drawn in a way that shows that they benefit low income areas when they really don't
- 3) Document the Percentage of LMI Persons
 - a) Low Moderate Income Summary Data (LMISD) – HUD provides data based on the most recent American Community Survey (ACS). HUD builds the LMI Area Data file from a special tabulation of Income and Family Size.
 - b) Local Income Survey – Applicant conducts income survey and complies data for submission and review. HUD Notice CPD-14-013 provides guidelines for conducting an income survey for LMA activities.
<https://www.hudexchange.info/resource/4103/notice-cpd-14-013-guidelines-income-surveys-lmi-persons-cdbg-activity>



LOW MOD LIMITED CLIENTELE (LMC)

The LMC category is a second way to qualify specific activities under the LMI benefit national objective. Under this category, 51 percent of the beneficiaries of an activity have to be LMI persons.

In contrast to LMA, it is not the LMI concentration of the service area of the activity that determines whether the activity will qualify or not, but rather the actual number of LMI persons that benefit from the activity.

Low Mod Limited Clientele Qualification Requirements

With respect to determining the beneficiaries of activities as LMI and qualifying under the limited clientele category, activities must meet one of the following tests:

- 1) Benefit a clientele that is generally presumed to be principally LMI (abused children, battered spouses, severely disabled adults, homeless persons, illiterate adults, persons with AIDS, migrant farm workers and elderly); or
- 2) Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI*; or
- 3) Have income eligibility requirements limiting the activity to LMI persons only*; or
- 4) Be of such nature and in such a location that it can be concluded that clients are primarily LMI persons.

*Applicant's who select either options 2 or 3 for qualifying must collect information during client intake and ensure they have policies and procedures in place for collecting and securing documentation.

Activities that require information on family size and income must use "Eligible Income by Family Size" chart posted at the following link to determine if applicants qualify under the current low and moderate income limits.

*NOTE: Income limits are updated annually.

CDBG – ELIGIBLE ACTIVITIES

PUBLIC SERVICES

To qualify as a Public Service, the service must be either:

- A **new** service; or
- A **quantifiable increase** in the level of an existing service which has been provided by the state or another entity on its behalf through state or local government funds in the 12 months preceding the submission of the Consolidated Plan and/or Annual Action Plan.

This provision is in place to ensure localities did not use CDBG funds to replace local or state monies to fund essential services typically offered by the local government entity.

*Note: Public Service Activity Funds are limited due to federal spending caps.

Types of Public Services:

- Child Care Services
- Health Services
- Education Programs
- Senior Services
- Homeless Services
- Substance Abuse Services
- Fair Housing Counseling
- Food Bank Services

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CDBG – ELIGIBLE ACTIVITIES

PUBLIC FACILITIES AND IMPROVEMENTS

Types of Facilities and Improvements

- Infrastructure Improvements – water/sewer lines; sidewalks; street improvements
- Neighborhood Facilities* – libraries; parks; community centers
- Facilities* for persons with special needs – homeless; disabled; seniors

*Note: If the assisted neighborhood facility is owned by a nonprofit, federal regulations stipulate the facility must be open to the public during normal working hours.

Additional Regulations/Requirements:

1. The Davis Bacon Act
2. Environmental Review
3. The Copeland Anti-Kickback Act
4. The Contract Work Hours and Safety Standards Act
5. Section 3
6. Procurement Process
7. Build America Buy America Act

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CDBG – INELIGIBLE ACTIVITIES

- Assistance for buildings used for the general conduct of government
- Local government expenses
- Political activities
- New housing construction
- Income payments
- Purchase of equipment
- Activities not primarily benefiting lower income resident households

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CDBG – ADDITIONAL RESOURCES

The links listed on this slide are resource tools for those seeking additional information regarding CDBG regulations, requirements and overall program management.

- Income Eligibility Calculator <https://www.hudexchange.info/incomecalculator/>
- Basically CDBG Guidebook <https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/>
- HUD CDBG Income Limits <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>
- Playing by the Rules Handbook <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>
- CDBG in 3 Minutes Video <https://www.youtube.com/watch?v=AvQe6YzbCXk>

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GENERAL RECORD KEEPING INFORMATION

*Record Retention: City of Baytown requires records to be retained for 5 years, plus the current program year, or until the completion of the activity, whichever is longer.

Each Subrecipient is required to establish and maintain at least three major categories of records:

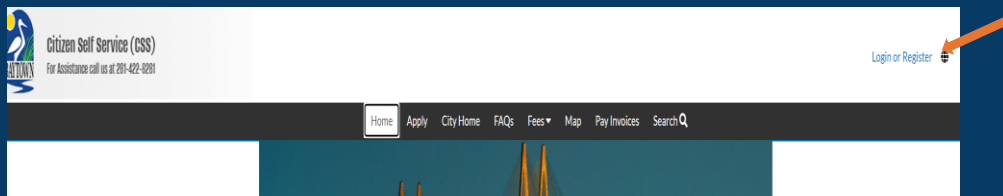
- 1) Administrative records – apply to the overall administration of the federally funded project/program.
 - General project/program files – application, agreement, program policies and guidelines, correspondence, reports, etc.
 - Personnel files, property management files.
- 2) Financial records – including chart of accounts, manual on accounting procedures, journals and ledgers, source documentation, procurement files, bank account records, financial reports, audit files.
- 3) Project/case files – detailed documentation of the activities undertaken.

HOW TO APPLY

REGISTERING FOR AN ACCOUNT IN EPORTAL/CSS

Step 1: Access the Citizen Self-Service (CSS) portal at https://css.baytown.org/Energov_Prod/SelfService#/home

Step 2: Click the Register option located at the top right corner of the banner within the Guest dropdown.



HOW TO APPLY

Step 3: On the Registration page, enter the email address you are registering with, then select NEXT. The system will send a confirmation email.

PLEASE NOTE: You will be notified if you have already registered for an account with this email. If you have forgotten your username or password please select "Email It" for the appropriate item.

Registration

Step 1 of 4: Email Address

Welcome to the City of Baytown CSS!

Please enter a valid email address to start the registration process.


Email

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

HOW TO APPLY

Step 4: Log into your email and open the email you received from CSS. Select Confirm in the email to continue with your registration.

Citizen Self Service New User Account Confirmation 🖨️ 📅 📧 📄

 no-reply-enerGov (no-reply-enerGov@pwcgov.org) Thu, Aug 8, 2019 11:25 am

To: you [Details](#) ▼

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)

↩ Reply
↩ Reply All
➦ Forward

HOW TO APPLY

Step 5: Select Register and complete the required Personal Info fields.

Registration

Step 2 of 3: Email Address

Email JohnDoe@aol.com

Back Register

Registration

Step 3 of 3: Contact Information

Personal Info

Username [jdoe] ✓ (Not a robot)

* First Name [John]

Middle Name

* Last Name [Doe]

Company [RAINBOW CONNECTION]

Business Phone [555-555-5555]

Home Phone

Mobile Phone

Fax [555-555-5555]

Other Phone

* Email Address [JohnDoe@aol.com]

* Contact Preference [Email]

HOW TO APPLY

Step 6: Create a STRONG password, add your Address and select Submit once you are done. You will receive a confirmation email stating that your registration has been approved.

PASSWORD

* Password [Strong]

* Confirm Password

Address

Country Type [US]

* Street Number [123]

Pre Direction

Street Name [ANYWHERE]

Street Type [ST]

Post Direction

Unit Or Suite

City [WOODBRIDGE]

State [VA]

Postal Code [22190]

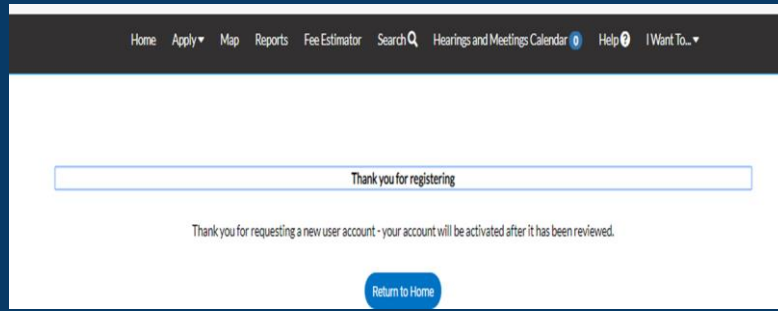
County

* Address Type [Mailing]

Back Submit

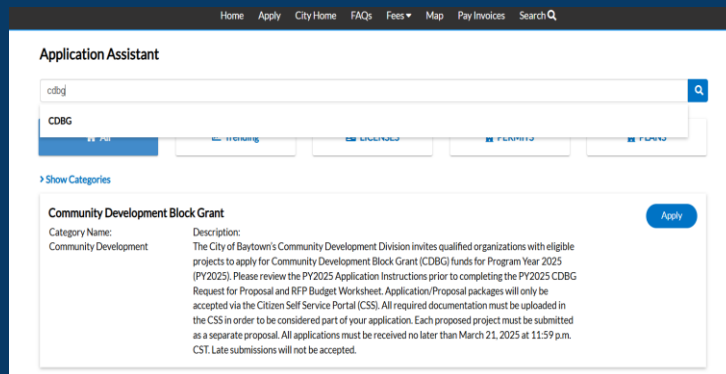
HOW TO APPLY

Step 7: You will receive a confirmation email stating that your registration has been approved can apply for any of our online applications.



HOW TO APPLY

Step 8: Select Apply and search for the RFP. Key search terms are Community Development Block Grant, RFP, CDBG and Grant. Select Apply again to access the application.



HOW TO APPLY

Step 9: Select Add Location and search for the location of your organization. Check the box next to the address and select Apply. Select Next to go to the next page.

The first screenshot shows the 'Locations' step in the application process. It features a progress bar at the top with four steps: 'Locations' (active), 'Type', 'Contacts', and 'More Info'. Below the progress bar, there is a section titled 'Location of your Organization/Agency' with a dropdown menu for 'Location' and a large blue button labeled 'Add Location' with a white plus sign. A 'Create Template' button is visible at the bottom.

The second screenshot shows the search results for '2401 MARKET ST'. It includes a search bar with the text '2401 MARKET ST' and a magnifying glass icon. Below the search bar, there is a list of results with a checked box next to the address '2401 MARKET ST'. The details for this address are: 'Parcel: 0410220010030' and 'Owner: CITY OF BAYTOWN'. An 'Apply' button is located to the right of the address.

HOW TO APPLY

Step 10: Select Next on the Plan Details page to go to the Contacts page. Add the contact information for anyone that is involved in the application process and select Next.

The screenshot shows the 'Contacts' step in the application process. At the top, there is a progress bar with seven steps: 'Locations', 'Type', 'Contacts' (active), 'More Info', 'Attachments', 'Signature', and 'Review and Submit'. The page title is 'Apply for Plan - Community Development Block Grant'. Below the progress bar, there is a section titled 'CONTACTS' with a note: 'Provide contact information for all parties involved in your application for funding. All contacts listed will have access to the application.' Below this note, there is a card for the 'Applicant' (City of Baytown - Commun...) and a large blue button labeled 'Add Contact' with a white plus sign. At the bottom, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

HOW TO APPLY

Step 11: At the top of the More Info page you will find multiple documents pertaining to this RFP. Please review the PY2026 Application Instructions prior to downloading and completing the PY2026 CDBG Request for Proposal and RFP Budget Worksheet.

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO

Please review the [PY2026 Application Instructions](#) prior to completing the [PY2026 CDBG Request for Proposal and RFP Budget Worksheet](#).

All applications must be received no later than March 20, 2026 at 11:59 p.m. CST.

HOW TO APPLY

Step 12: Please answer all the questions on the More Info page as they apply to your organization. At any time during the application process you can select Save Draft and revisit it at a later date. Select Next when you are ready to proceed.

Does any other organization in Baytown carry out this project/activity?

is required.

Does your organization have current liability insurance coverage?

is required.

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Select Language

HOW TO APPLY

Step 13: All required documentation must be uploaded in the CSS in order to be considered part of your application. Attach any additional documents that apply to your project/activity.

Locations Type Contacts More info **Attachments** Signature Review and Submit

Attachments

Please attach the following required documents:

- FY2026 CDBG Request for Proposal
- Narrative of Project/Service
- FY2026 RFP Budget Worksheet
- Organizational Chart
- Financial Statements/Audit

This list is not all inclusive. Refer to the FY2026 RFP Application Instructions for additional documents relevant to your organization or project.

Document	Action	Status
Budget Worksheet	Add Attachment	REQUIRED
Narrative of Project / Service	Add Attachment	REQUIRED
Organizational Chart	Add Attachment	REQUIRED
Request for Proposal	Add Attachment	REQUIRED

Additional Attachments

Add Attachments

HOW TO APPLY

Step 14: Once you have uploaded all your attachments sign your application and select Next.

Locations Type Contacts More info Attachments **Signature** Review and Submit

SIGNATURE

The applicant certifies that to the best of its knowledge and belief, the information included in this application is true and correct, and that the applicant will comply with all applicable federal requirements should this application be approved for funding.

Section 101 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentation to any Department or agency of the United States Government as to any matter within its jurisdiction.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

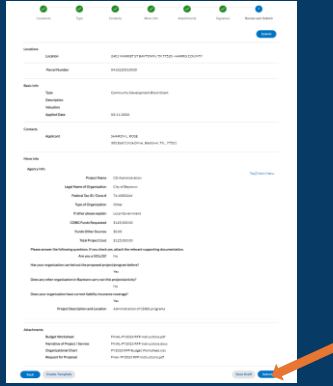
CDBG CDBG
MARCH 02 2022

X *S.L. Rose*

Back Create Template Save Draft Next

HOW TO APPLY

Step 15: Please review the information that you have provided and be sure all required attachments have been uploaded and select Submit.



✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Plan Number: DC25020024

Plan Details | Tab Elements | Main Menu

Type: Community Development Block Grant	Status: Submitted - Online	Project Name:
IVR Number: 275947	Applied Date: 02/12/2025	Expiration Date:
District:	Assigned To: Fabella, Monica	Completion Date:
Valuation: \$0.00		

Description:

Summary | Locations | Fees | Attachments | Contacts | Sub-Records | More Info

Progress

0% Completed

Completed
In Progress
Not Started

Workflow

- Review Application for Completeness
- Staff evaluation of proposals
- Blind and Deliver to Committee for Review
- Notify Applicant of Presentation Order at First Public Hearing
- Agenda in Agenda Quick (Final Form)
- Applicant to Present Project to Committee
- Notify Applicant of Presentation Order at Second Public Hearing
- Agenda in Agenda Quick (Final Form)

Available Actions

No Actions

YOU APPLIED, NOW WHAT?

- A series of RFP Reviews
- Public Hearings
- Budget Recommendation
- City Council Approval

Who's reviewing your RFP?



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APPLICATION SCHEDULE & TIMELINE

Friday, March 20, 2026 Application Deadline

Applications must be received via the CSS no later than **11:59 P.M.**

Tuesday, May 5 and 12, 2026

RFP Public Hearings where you are required to present your project to the Community Development Advisory Committee.

Tuesday, May 19 and 26, 2026

Community Development Advisory Committee budget deliberations.

June 5 – July 6, 2026

The proposed budget will be made available for a 30-day public comment period.

Thursday, July 23, 2026

Community Development staff prepares, presents and submits the Action Plan to City Council for approval.

Friday, August 14, 2026

Deadline for City of Baytown Community Development Department Action Plan submission to HUD.



WHAT MAKES A GOOD APPLICATION?

Direct & Clear

Focus on a clear narrative of work planned specifically for CDBG, not broader impacts of programming.

Be intentional about how specific costs being requested for coverage by CDBG are expanding your capacity

Itemized Budget

In some cases, we may not be able to fund entire proposals, but we may offer a portion of project funding. This is easier to do and more likely to be successful if there are elements of your proposed budget that are prioritized.

Detailed but Concise

For public service projects, explain what will be accomplished and what is needed, but don't be exhaustive. Keep it focused on the primary outcome.

For construction projects, explain what is proposed, but also allow attachments, including photos or cost estimates, that give the detail without an exhaustive narrative.

Readiness & Experience

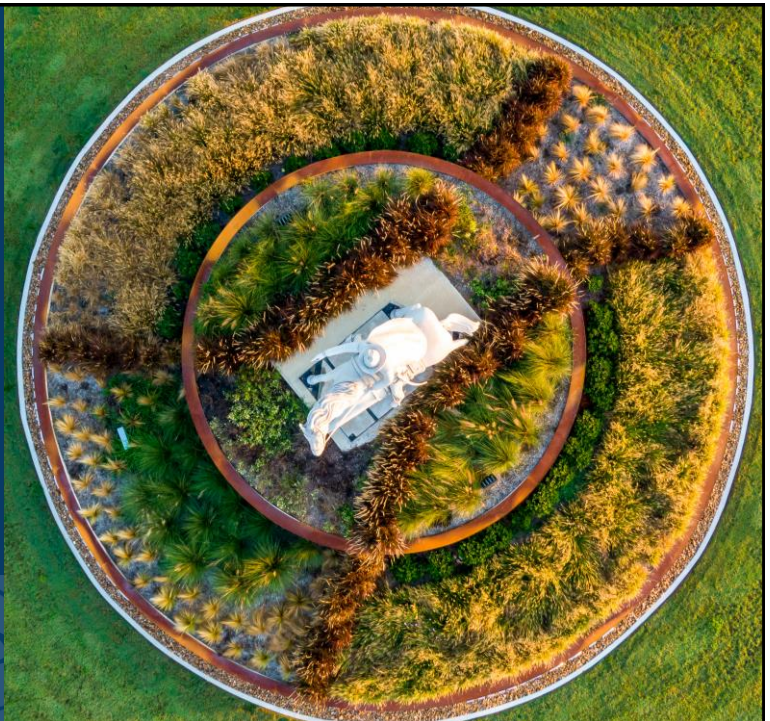
A project that is expanding an existing program is likely to be easier to implement than a new program.

A team that has demonstrated capacity for similar projects and managing complex grants is more likely to succeed.



THANK YOU!

Questions?



Agenda Item #4

MANAGER'S REPORT

- a. Receive the Community Development Manager's Report.



Agenda Item #5

ADJOURN





**COMMUNITY DEVELOPMENT ADVISORY
COMMITTEE**

3. a.

Meeting Date: 05/05/2026

Subject: Community Development Block Grant RFP Public Hearing.

Prepared for: Sharon Rose, Planning and Development Services

Prepared by: Stephany Medina, Planning and Development Services

Information

ITEM

Conduct a public hearing regarding the City of Baytown Community Development Block Grant funding for the 2026-2027 program year.

PREFACE

The United States Department of Housing and Urban Development (HUD) distributes allocations of Community Development Block Grant (CDBG) funds to states, counties and cities annually. The purpose of these funds is to develop viable urban communities by providing decent housing, a suitable living environment and expansion of economic opportunities, principally for low and moderate-income citizens. Communities are able to initiate various programs by focusing on the community's perceptions of its needs and priorities. The City must develop a budget and submit an annual application to HUD in order to receive the CDBG allocation.

The Community Development Division received nine requests for funding, as well as five requests to fund internal programs. Staff evaluated each proposal to determine if they met technical requirements for CDBG eligibility. The proposals were then distributed to the Community Development Advisory Committee (CDAC) for review and consideration. The Community Development Division is holding this public hearing for the CDAC to hear verbal requests from the applicants. A list of the presenters is attached.

RECOMMENDATION

This is a public hearing; no staff recommendation is required.

Attachments

RFP Presentation Order

Community Development Block Grant (CDBG) Proposal Presentation Order

First Public Hearing

Tuesday, May 5 2026 | 5:30 p.m.

Location: Council Chamber, Baytown City Hall

Address: 2401 Market Street, Baytown, TX

1. **Baytown Supportive Housing, Inc.**
Project: Rollingbrook Apartments Foundation Repair Project
Presenter: Devin Vander Schaaf, Development and Marketing Manager
 2. **Hearts and Hands of Baytown, Inc.**
Project: Doorstep Blessings
Presenter: Nikki Rincon, Executive Director
 3. **Talent Yield Coalition, Inc.**
Project: First Step Homeless Services Program
Presenter: Tammy Guidry, Director of Community Engagement
 4. **Bay Area Rehabilitation Center**
Project: Kids “R” Us Special Needs Daycare Program
Presenter: Kimberly Watson, Executive Director
 5. **Bay Area Rehabilitation Center**
Project: Pediatric Therapy Program
Presenter: Kimberly Watson, Executive Director
-

Second Public Hearing

Tuesday, May 12, 2026 | 5:30 p.m.

Location: Hullum Conference Room, Baytown City Hall

Address: 2401 Market Street, Baytown, TX

6. **Baytown Meals on Wheels**
Project: Baytown Meals on Wheels Home Delivered Meals
Presenter: Ruby Torres, Associate Director
7. **Communities In Schools of Baytown, Inc.**
Project: Job Readiness Training Program
Presenter: Mel’Danci Robinson, Executive Director
8. **United Way of Greater Baytown Area & Chambers County**
Project: Clothing for Kids Closet
Presenter: Elizabeth Hayes, Community Impact and Engagement Manager
9. **Bay Area Homeless Services**
Project: Operation Bridge
Presenter: Bill Eckert, Executive Director
10. **City of Baytown – Internal Programs**
Presenter: Sharon L. Rose, Community Development Supervisor



**COMMUNITY DEVELOPMENT ADVISORY
COMMITTEE**

4. a.

Meeting Date: 05/05/2026

Subject: Receive the Community Development Manager's Report

Prepared for: Sharon Rose, Planning and Development Services

Prepared by: Stephany Medina, Planning and Development Services

Information

ITEM

Receive the Community Development Manager's Report.

PREFACE

Receive the Community Development Manager's Report.

RECOMMENDATION

This agenda item is for the Community Development Manager's Report; no staff recommendation required.
