

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LITTLEFIELD, TEXAS, AUTHORIZING THE FILING OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE; AND AUTHORIZING THE MAYOR TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

WHEREAS, the City Council of Littlefield desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income; and WHEREAS, certain conditions exist which represent a threat to public health and safety; and

WHEREAS, it is necessary and in the best interests of the City of Littlefield to avail itself of the 2018 Texas Community Development Planning Program;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LITTLEFIELD, TEXAS;

1. That the City of Littlefield undertake a program to prepare the following planning effort(s): Base, Wastewater, Streets, Water, Drainage, Capital Improvements Program, Parks, and Certifications, Presentations, Reports, and Publications.
2. That the requested amount of TxCDBG funds is a maximum of \$55,000.
3. That a Texas Community Development Block Grant Program application for Planning/Capacity Building fund is hereby authorized to be filed on behalf of the City with the Texas Department of Agriculture and any other appropriate agencies as defined in the regulations.
4. That the City Council directs and designates the Mayor as the City's Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the City's participation in the Texas Community Development Block Grant Program.
5. 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, and civil rights requirements.
6. That the city commits itself, if funded by Texas Community Development Block Grant Program to appropriate \$16,305 as matching funds and as a demonstration of its local support to the planning project.

Passed and approved this 27th day of March, 2018



Mayor Eric Turpen

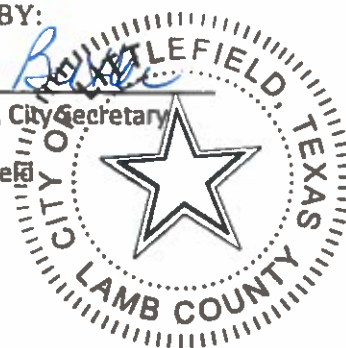
City of Littlefield

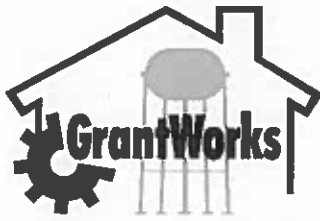
ATTESTED BY:



Janine Butler, City Secretary

City of Littlefield





Planning, Housing, and
Community Development Services
for Rural Texas Since 1979

Carlos Beceiro
2201 Northland Dr.
Austin, Texas 78756
carlos@grantworks.net

Voice (512) 420-0303 x
323
Fax (888) 441-1717

TRANSMITTAL LETTER

To:	Mitch Grant, City Manager	Date:	03/13/18
Locality:	City of Littlefield	Project:	2018 Planning & Capacity Building Fund Application
Subject:	Application Forms for Mayor's Signature		

Remarks:

Hi – enclosed are a few forms for signatures on the Planning & Capacity Building Fund application:

1. **Citizen Participation Plan** – please have the Mayor sign where indicated. This form typically does not require action; it will be submitted as backup with the Planning/Capacity Building Fund application.
2. **Form 424** – This is the cover page for the City's Planning & Capacity Building Fund application. Please review to be sure all information is accurate and have the Mayor **sign and date in blue ink** where indicated.
3. **Sign-in sheet documenting citizen input** – Included is a sign-in sheet demonstrating that at least three (3) non-elected citizens were involved in prioritizing the community's needs (water improvements, sewer improvements, etc). **This sheet will score you three (3) points.** The Texas Department of Agriculture (TDA) is interested in seeing that members of the community were involved in identifying problems and needs in the City. If you have a separate sign-in sheet that was used the night of the meeting, please provide a copy of that instead.
4. **Planner on Retainer:** Signing this document will give the City an extra two points on the application score, and is not binding to the City in any way. This document does not need to go before Council.
5. **Limited English Proficiency:** This is a required form for entities in which 5% or more of the population "speak English less than very well" according to the Census.
6. **Environmental Exemption Checklist:** This is also a required form for all federal projects.

If you have any questions about this information, feel free to call me at 512-420-0303 x 323 or email me at carlosb@grantworks.net.

Thanks!

Carlos Beceiro
Associate VP of Planning Services

**THE CITY OF LITTLEFIELD
CITIZEN PARTICIPATION PLAN
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas Department of Agriculture's Texas Community Development Block Grant (TxCDBG) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at the City of Littlefield, 301 XIT Drive, 79339, 806-385-5161, during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the TxCDBG project.

1. A person who has a complaint or grievance about any services or activities with respect to the TxCDBG project, whether it is a proposed, ongoing, or completed TxCDBG project, may during regular business hours submit such complaint or grievance, in writing to the Mayor, at 301 XIT Drive, or may call 806-385-5161.
2. A copy of the complaint or grievance shall be transmitted by the Mayor to the entity that is the subject of the complaint or grievance and to the City Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The Mayor shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3. above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the TxCDBG for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

TECHNICAL ASSISTANCE

When requested, the City shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of TxCDBG funds. The City, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by the City, the following public hearing provisions shall be observed:

1. Public notice of all hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice must include the date, time, location, and topics to be considered at the public hearing. A published newspaper article can also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
2. When a significant number of non-English speaking residents are a part of the potential service area of the TxCDBG project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and the City must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to the hearing.
4. A public hearing held prior to the submission of a TxCDBG application must be held after 5:00 PM on a weekday or at a convenient time on a Saturday or Sunday.
5. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City shall comply with the following citizen participation requirements for the preparation and submission of an application for a TxCDBG project:

1. At a minimum, the City shall hold at least one (1) public hearing to prior to submitting the application to the Texas Department of Agriculture.
2. The City shall retain documentation of the hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the proposed use of funds for three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.
3. The public hearing shall include a discussion with citizens as outlined in the applicable TxCDBG application manual to include, but is not limited to, the development of housing and community development needs, the amount of funding available, all eligible activities under the TxCDBG program, and the use of past TxCDBG contract funds, if applicable. Citizens, with particular emphasis on persons of low- and moderate-income who are residents of slum and blight areas, shall be encouraged to submit their views and proposals regarding community development and housing needs. Citizens shall be made aware of the location where they may submit their views and proposals should they be unable to attend the public hearing.
4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City must comply with the following citizen participation requirements in the event that the City receives funds from the TxCDBG program:


1. The City shall also hold a public hearing concerning any substantial change, as determined by TxCDBG, proposed to be made in the use of TxCDBG funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the TxCDBG project, the City shall hold a public hearing and review its program performance including the actual use of the TxCDBG funds.
3. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, for either a public hearing concerning substantial change to the TxCDBG project or for the closeout of the TxCDBG project, publish notice in both English and Spanish, or other appropriate language and provide an interpreter at the hearing to accommodate the needs of the non-English speaking residents.
4. The City shall retain documentation of the TxCDBG project, including hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three (3) years three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.



Eric Turpen, Mayor
City of Littlefield



Date

1. TYPE OF SUBMISSION Application: Pre-application: <input type="checkbox"/> Construction <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED: 3. DATE RECEIVED BY STATE: 4. DATE REC'D by FEDERAL AGENCY:	APPLICANT IDENTIFIER: STATE APPLICATION IDENTIFIER: FEDERAL IDENTIFIER:
5. APPLICANT INFORMATION:			
Legal Name: City of Littlefield		Organizational Unit: General Local Government	
Address (City, County, State, and Zip Code) of applicant: City of Littlefield 301 XIT Drive Littlefield, TX 79339 (Lamb County)		Name/Title, Agency or Company, Address, Area Code, Telephone and Fax Numbers, and e-mail address of applicant preparer: Carlos Beceiro, AICP Associate VP of Planning Services GrantWorks, Inc. 2201 Northland Dr., Austin, TX 78756 PH: 512/420/0303 F: 888/441/1717 carlosb@grantworks.net	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 75-60005864		6a. DUNS NUMBER: 109200832	
7. TYPE OF APPLICANT: <input checked="" type="checkbox"/> A. Municipal <input type="checkbox"/> B. County		8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
9. NAME OF FEDERAL / STATE AGENCY: Texas Department of Agriculture		10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 14-228 Title: Texas Community Development Block Grant Program (TxCDBG)	
11. PROJECT TYPE: Planning & Urban Environmental Design (20)		11a. TYPE OF APPLICATION: Planning & Capacity Building Fund	
12. TARGET AREA(S) AFFECTED BY THE PROJECT: Citywide		13. APPLICANT'S FISCAL YEAR: Beginning Date: <u>Oct. 1</u> Ending Date: <u>Sept. 30</u>	
14. CONGRESSIONAL DISTRICTS:		Representative: <u>88</u> Senate: <u>28</u> Congress: <u>19</u>	
15. ESTIMATED FUNDING: A. TxCDBG REQUEST: \$55,000.00 B. FEDERAL: _____ C. STATE: _____ D. APPLICANT: \$16,305.00 E. LOCAL: _____ F. OTHER: _____ G. TOTAL: \$71,305.00		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> Yes the preapplication / application was made available to the State Executive Order 12372 process for review on: Date: _____ <input checked="" type="checkbox"/> No <input type="checkbox"/> Program is not covered by E.O. 12372 -OR- <input checked="" type="checkbox"/> Program has not been selected by the State for review	
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes. If "Yes", attach an explanation. <input checked="" type="checkbox"/> No			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE CERTIFICATIONS AND CITIZEN PARTICIPATION PLAN INCLUDED IN THE PROCEDURES SECTION OF THE TxCDBG PROGRAM APPLICATION GUIDE IF THE ASSISTANCE IS AWARDED.			
Typed Name of the Applicant's Authorized Representative: Eric Turpen		Title Mayor	Telephone Number +1 (806) 385-9202
		E-mail Address eturpen@lfdtx.city	
Signature of the Applicant's Authorized Representative: 			Date 3-27-18

Retainer of Advising Services

This agreement establishes that the City of Littlefield, Texas, retains GrantWorks, Inc., of Austin, Texas, as an advisor in matters relating to comprehensive and strategic planning for the future development of the City. This is a non-binding relationship whereby the City may seek advice and GrantWorks may provide advice at their respective convenience. Any costs associated with these services must be approved separately from this agreement in writing by the City prior to incurrence and shall be reimbursed to GrantWorks at an agreed rate established by both parties at that time.

In witnesseth hereof, executed this 28 day of March, 2018, by and between the City of Littlefield and GrantWorks, Inc.

Grantworks, Inc.
2201 Northland Drive
Austin, TX 78756

City of Littlefield
301 XIT Drive
Littlefield, Texas 79339

BY: _____
Bruce J. Spitzengel
President

BY: 
Mayor Eric Turpen

ATTEST:

BY: 
City Secretary Janine Butler

Limited English Proficiency Plan

Grant Recipient:	City of Littlefield
Community Population:	5733
Population with Limited English Proficiency:	417 (7.3%)
Languages spoken by more than 5% of population per ACS:	Spanish

Program activities to be accessible to LEP persons:

- Public Notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded project
 - Publications regarding environmental reviews, civil rights, and other program requirements
 - Other program documents:
-

Resources available to Grant Recipient:

- Translation services: available upon request
- Interpreter services: available upon request with 5 days prior notice
- Other resources:

Language Assistance to be provided:

- Translation (oral and/or written) of advertised notices and vital documents for: Public hearing, Section 504 and Fair Housing notices are available in Spanish. Other CDBG required program notices are available in Spanish upon request.
- Referrals to community liaisons proficient in the language of LEP persons Spanish speaking liaisons are available upon request.
- Public meetings conducted in multiple languages: Available upon request with two day advance notice.
- Notices to recipients of the availability of LEP services: Directly assisted income-eligible recipients receive Spanish language assistance upon request.
- Other services:



 Mayor Eric Turpen

**Environmental Review for Activity/Project that is Exempt or Categorically
Excluded Not Subject to Section 58.5**
Pursuant to 24 CFR Part 58.34(a) and 58.35(b)

Project Information

Project Name: City of Littlefield - Comprehensive Planning Services

Responsible Entity: City of Littlefield

Grant Recipient (if different than Responsible Entity):

State/Local Identifier: TX Planning and Capacity Building Fund

Preparer: Carlos Beceiro, Associate VP of Planning Services

Certifying Officer Name and Title: Eric Turpen, Mayor

Grant Recipient (if different than Responsible Entity):

Consultant (if applicable): GrantWorks, Inc.

Direct Comments to: Carlos Beceiro
GrantWorks, Inc
carlosb@grantworks.net
Phone: (512) 420-0303 .323
Fax: (888) 441-1717

Project Location: 301 XIT Drive, Littlefield, TX 79339

Description of the Proposed Project [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:
Comprehensive Planning Services

Level of Environmental Review Determination:

- Activity/Project is Exempt per 24 CFR 58.34(a):
- (1) Environmental and other studies, resource identification and the development of plans and strategies;
 - (3) Administrative and management activities;
 - (8) Engineering or design costs
- Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b):

Funding Information

Grant Number	HUD Program	Funding Amount
pending	Planning and Capacity Building Fund	\$55,000

Estimated Total HUD Funded Amount: \$55,000

This project anticipates the use of funds or assistance from another Federal agency in addition to HUD in the form of (if applicable):

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: Grant funds: \$55,000, Match: \$16,305

Compliance with 24 CFR 50.4, 58.5, and 58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR §58.5 and §58.6	Are formal compliance steps or mitigation required?	Compliance Determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 and 58.6		
Airport Hazards 24 CFR Part 51 Subpart D	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The project area is not within 2,500 feet of a civilian airport or within 15,000 feet of a military airfield. Therefore the project shall have no impact to Runway Clear Zones. See Attachment H in Environmental Review Record for map.
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The project area is not located in a Coastal Barrier Resources System. Please see Attachment D in Environmental Review Record for map.
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Because the project involves a formula grant made to states, it is excepted from NFIP flood insurance requirements.

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure
N/A	None Required



Preparer's Signature

March 28, 2018

Date

Carlos Beceiro, Associate VP of Planning Services

Preparer's Name and Title

GrantWorks, Inc

Preparer's Agency



Responsible Entity Certifying Official Signature

3-27-18

Date

Eric Turpen, Mayor

Responsible Entity Certifying Official Name and
Title

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

**Community Needs Assessment Determination
Citizen Input Opportunity
City of Littlefield**

Sign-In Sheet

1. *Jeanine Beck*
2. *Mitch Hunt*
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____