



## City of Abilene

### Neighborhood Services Advisory Board Agenda

Notice is hereby given of a meeting of the Neighborhood Services Advisory Board of City of Abilene to be held on February 27, 2024, at 10:00 a.m. at City Hall, 555 Walnut Street, Council Chambers, Abilene, Texas, for the purpose of considering the following agenda items.

#### CALL TO ORDER

#### MINUTES

1. **Minutes:** Receive a Report, Hold a Discussion, Public Hearing and Take Action on Approving the Minutes from the Regular Meeting Held on June 1, 2023 (**Leticia L. Reeves**)

#### AGENDA ITEMS

2. **Discussion:** Receive a Report and Hold a Discussion and Public Hearing on Review of CDBG and HOME Funds

#### ADJOURNMENT

#### *Notice*

*In compliance with the Americans with Disabilities Act, the City of Abilene will provide for reasonable accommodations for persons attending meetings. To better serve you, requests should be received forty-eight (48) hours prior to scheduled meetings. Please contact the City Secretary's Office at 325-676-6208. Telecommunication device for the deaf is 325-676-6360.*

#### **CERTIFICATION**

*I hereby certify the above meeting notice was posted on the bulletin board at the City Hall of the City of Abilene, Texas, on the 23rd day of February, 2024, at 3:20 p.m.*

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*Kaitlin Richardson, Deputy City  
Secretary, TRMC*

NEIGHBORHOOD SERVICES ADVISORY BOARD

MEETING MINUTES

June 1, 2023 8:30am

COUNCIL CHAMBERS, CITY HALL

555 WALNUT STREET, ABILENE TEXAS 79601

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**Members Present:** Terry Cagle  
Billy Enriquez  
Lauren Cantrell  
Jori Sechrist  
Julie Wilson  
Rachel Slaymaker

**Members Absent:** Erica Currie  
Kenneth Bowles  
Darla Mayes

**Staff Present:** Tim Littlejohn, Department Director  
Kelley Messer, Legal  
Leticia Reeves, Department Manager  
James McFadden, Inspector III  
Christi Polvado, Housing Counselor I  
Regina L Fish, Housing Specialist III

**Non-Profit Present:** Josh McKain, Salvation Army

**CALL TO ORDER:**

Tim Littlejohn called the meeting to order at 8:31am; Mrs. Fish recorded the minutes. A quorum of member were present, and the meeting proceeded.

**APPROVAL OF MINUTES**

This is the first meeting so there are no previous minutes to approve.

**AGENDA ITEMS & DICUSSIONS**

Tim Littlejohn calls meeting to order. First action was to nominate and vote for Chairperson of the Neighborhood Services Board Member.

**Agenda Items:**

**Item #1:** A few members nominated Terry Cagle and a vote was as follows: A YES: Terry Cagle, Billy Enriquez, Lauren Cantrell, Jori Sechrist, Julie Wilson, Rachel Slaymaker.

NAYS: None

ABSTAIN: None

Motion Passed and Terry Cagle is chairperson for Neighborhood Services.

**Item #2: Salvation Army of Abilene:** CDBG Funding request for \$78,000.

**Josh McCain:** spoke about being grateful for Neighborhood Services and City of Abilene for the grant money. A few questions about the time period on any project. Mr. McCain answered other questions about other funding.

**Tim Littlejohn:** No other questions Move along to next item.

**Item #3:** Planning and Development Services Condemnation Demolition: CDBG Funding for \$150,000.00. **Julie Wilson:** Asked if everything was accomplished with last year's funding, and that this amount does not parallel the city budget money? **Tim Littlejohn:** Yes, this is separate funding and they accomplished everything needed. More funds were for infill development for this year.

**Tim Littlejohn:** No other questions, we can move to next item.

**Item #4:** City of Abilene Neighborhood Services Single Family Rehabilitation/Reconstruction/First Time Home Buyer: Home funding request for \$330,000. **Julie Wilson:** Asked, can assist up to 3 people or houses? **Leticia Reeves:** We can help about 3 families depending on the cost of material and labor. We can do between 2-3 per funded year, it depends on cost.

**Tim Littlejohn:** No other questions, we can move along to next item.

**Item#5:** Habitat for Humanity Home Funding request for \$73,978.00. **Tim Littlejohn:** This program is for the 15% of the CHDO money we use every year. **Julie Wilson:** I don't see any funding for 21 & 22. **Leticia Reeves:** Habitat was on pause and they had a change of staff. They are reconstructing their staff and started up again this year. We have 2 active CHDO's and a 3<sup>rd</sup> in the works. HUD allows them 3 years to complete a project.

**Tim Littlejohn:** No other questions we move on to item #6.

**Item #6:** Abilene Neighborhood Services Critical Repair/Neighborhood Revitalization Program: CDBG Funding request for \$400,000.00. **Billy Enriquez:** Did we use all the funds for last year? **Leticia Reeves:** Currently, we are out of funds for siding and critical. It goes quickly. **Terry Cagle:** How many houses got siding? **Leticia Reeves:** The total was 6 full siding and paint. **Terry Cagle:** Is there a breakdown of the demographics of the neighborhoods you have helped? **Leticia Reeves:** Yes, we do a monthly report that has all the demographics and what neighborhoods we have worked in.

**Tim Littlejohn:** No other questions, we can move on to item #7.

**Item#7:** Discussion and Possible Action: For CDBG/Home requests for the 2023 Program Year. **Terry Cagle:** I was surprised there were only 2 Non-profits. **Leticia Reeves:** It is some low participation by some and, there were some that just did not qualify for our funding. It depends more on capital improvements over operational costs. The application is what HUD requires us to ask for from the non-profits.

**Terry Cagle:** If there are no other questions, I say we move forward with a vote to move this forward. AYES, Terry Cagle, Billy Enriquez, Lauren Cantrell, Jori Sechrist, Julie Wilson, Rachel Slaymaker.

Nays: None

**Terry Cagle:** Called Meeting Adjourned at 10:33 am.

Approved: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_

**WELCOME!!**

# **Neighborhood Services**

**2024**





# CDBG AND HOME FUNDS OFFERED:

## First-Time Homebuyer Program (HOME FUNDS):

Up to \$5,000 in down payment and closing cost assistance.

## Critical Repair Program (CDBG FUNDS):

One repair every 12 months prequalification.

## Neighborhood Revitalization Program (CDBG FUNDS):

Enclose existing siding with new siding and paint

## Single-Family Rehabilitation (HOME FUNDS):

All repairs are addressed at one time, primary goal to bring homes up to local building code.





# APPLICATION INTAKE:

- **What are the requirements?**
  - Income limit determined by household number of occupants
  - Complete application with required information
- **Documents reviewed for eligibility:**
  - Background - Abilene Police reports (for certain felony arrest, family violence, drug offenses)
  - Texas sex offender registry
  - Employment Verification
  - Proof of income (bank accounts, assets, child support)
  - Proof of ownership (Deed of Trust or Warranty Deed)
  - Location of property (Flood zones?, Target areas)





# FIRST-TIME HOMEBUYER QUALIFICATIONS

- Must reside in the City of Abilene (for 6 month) or have worked in Abilene (past 2 years). Applicants must purchase a home within the city limits of Abilene.
- Applicants must be purchasing a home for the first time.
- Gross annual household income cannot exceed HUD's income limits.
- Applicants must qualify for an FHA, Conventional or VA Loan through a local lending institution.
- The property must comply with Housing Quality Standards, National Flood Insurance Program requirements, local code and occupancy standards





# CRITICAL REPAIR PROGRAM – CDBG FUNDS

- Must reside in the city of Abilene limits.
- Must be a Single-Family Resident.
- Own the dwelling through Warranty Deed or Deed of Trust, no less than 6 months.
- Owner must occupy the dwelling as current resident.
- Must not be above the maximum income limits.
- Must be code compliant: No high grass, weeds, junk vehicles, etc.
- Homeowners may be eligible for only one critical repair in any 12 month period.





# ELIGIBLE CRITICAL REPAIRS:

- Critical issues are addressed as determined by the Housing Inspector.
- Critical problems that are a detriment to life, safety or health of the occupants or neighborhood that require immediate action.
- Water
- Gas
- Roof
- Open sewers
- ADA Handicap accessibility
- HVAC repairs
- Just some examples of eligible criteria





# NEIGHBORHOOD REVITALIZATION – CDBG FUNDS

- Follows same qualifying criteria as the Critical Repair Program
- Siding on a home is enclosed with new Smart-side siding.
- Client then chooses two colors (neutral colors) for base and trim, same contractor that installs siding will paint the home.





# SINGLE-FAMILY REHABILITATION – HOME FUNDS

- Complete rehabilitation of the entire home, repairs include roofing, electrical, plumbing, HVAC, windows, flooring, interior/exterior paint, and handicap accessibility
- Residence must be located in the Abilene city limits
- Owner must occupy and own property for a minimum of 5 years
- Household income must not exceed the 80% maximum income limits
- Must be free any and all delinquent property taxes
- Cannot be located in a declared FEMA Flood Way or FEMA Flood Zone





# INCOME LIMITS (effective as of 6/15/2023)

ALL PROGRAMS	INCOME LIMITS
PERSONS IN HOUSEHOLD	AMOUNT NOT TO EXCEED
1	\$41,000.00/YR
2	\$46,850.00/YR
3	\$52,700.00/YR
4	\$58,550.00/YR
5	\$63,250.00/YR
6	\$67,950.00/YR
7	\$72,650.00/YR
8	\$77,300.00/YR





# CDBG FUNDED PROGRAMS FY 2022/2023

• SALVATION ARMY	\$ 78,000.00
• CRITICAL REPAIR PROGRAM	\$ 266,610.00
• NEIGHBORHOOD REVITALIZATION	\$ 150,000.00
• CONDEMPTION AND DEMOLITION	\$ 150,000.00
• INFILL DEVELOPMENT	\$ 123,262.00

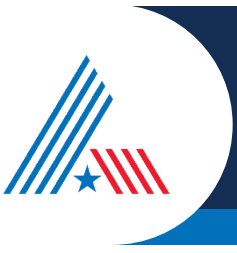




# HOME FUNDED PROGRAMS

- First-Time Homebuyer Program \$ 30,000.00
- Single-Family Rehabilitation Program \$353,388.00
  
- Community Housing Development Organization (CHDO 15% entitlement)  
Habitat for Humanity \$ 73,978.00





# We Would Like To Know:

- What does your Community Need?
- What would you like to see happen in your neighborhood?
- What is specific to your area that you want the city to know?





# Community Meetings

MEETING	DATE	PLACE	TIME
1	MONDAY, MARCH 4, 2024	GV Daniels Rec Center-541 N. 8 <sup>th</sup> Street	10:00 – 11:00 AM
2	MONDAY, MARCH 4, 2024	Mockingbird Library-Activity Room	6:00 – 7:00 PM
3	TUESDAY, MARCH 5, 2024	Cobb Park Rec Center-2302 State Street	10:00 – 11:00 AM
4	TUESDAY, MARCH 5, 2024	Cesar Chavez Rec Center-2250 Ambler	6:00 – 7:00 PM
5	THURSDAY, MARCH 7, 2024	Cesar Chavez Rec Center-2250 Ambler	10:00 – 11:00 AM
6	THURSDAY, MARCH 7, 2024	Rose Park Rec Center-2601 S. 7 <sup>th</sup> Street	6:00 – 7:00 PM





Questions?



# PUBLIC NOTICE

The City of Abilene- Neighborhood Services (NS), is in the process of developing the FY 2024 Action Plan, in conjunction, NS will be holding a series of Public Hearings and Community Meetings at locations throughout the city. The Public Hearings and Community Meetings will discuss community development needs, goals and objectives, neighborhood priorities, division accomplishments and receive comments and input from attendees. No Votes or Actions will be taken. Staff welcomes citizen participation and encourages everyone to attend a meeting nearest you. Please see the session schedule for information or contact 325-437-4576.

## PUBLIC HEARING #1

Tuesday, February 27, 2024 10:00 am – 11:00 am

Abilene City Hall

Council Chambers – 555 Walnut Street, Abilene, TX 79601

## COMMUNITY MEETING #1 Monday, March 4, 2024 10:00 am -11:00 am

GV Daniels Rec Center

541 N. 8<sup>th</sup> Street.

Abilene, TX 79601

## COMMUNITY MEETING #2 Monday, March 4, 2024 6:00 pm – 7:00 pm

Mockingbird Library-Activity Room

1326 N. Mockingbird St.

Abilene, TX 79603

## COMMUNITY MEETING #3 Tuesday, March 5, 2024 10:00 am – 11:00 am

Cobb Park Rec Center

2302 State St.

Abilene, TX 79603

## COMMUNITY MEETING #4 Tuesday, March 5, 2024 6:00 pm – 7:00 pm

Cesar Chavez Rec Center

2250 Ambler Ave.

Abilene, TX 79603

## COMMUNITY MEETING #5 Thursday March 7, 2024 10:00 am - 11:00 am

Cesar Chavez Rec Center

2250 Ambler Ave.

Abilene, TX 79603

## COMMUNITY MEETING #6 Thursday, March 7, 2024 6:00 pm - 7:00 pm

Rose Park Rec Center

2601 S. 7th St.

Abilene, TX 79605

## **NOTICE**

**Person with disabilities, who would need special assistance or accommodations to participate in the meeting should call Neighborhood Services at 325-437-4576 or telecommunication for the deaf 325-676-6568**