



# Public Facility & Infrastructure Application Packet Bexar County Community Development Block Grant (CDBG) PY 2008-2009

## Application Instructions

- ❖ Submit separate applications for each project request.
- ❖ The application deadline is **Tuesday, February 24, 2009** at 1:30 p.m.
- ❖ Only completed application received by deadline will be reviewed and considered for funding.
- ❖ You are required to use the Checklist provided with the application to help ensure that your application meets the Minimum Threshold Criteria.
- ❖ Funds awarded will not be available until after October 1, 2009.
- ❖ Staff encourages your questions and is available to provide technical assistance over the phone or in person. You may contact us by calling (210) 335-6648.
- ❖ Applicants must submit **one original** and **one copy** of the application at a Public Hearing.

Bexar County  
Department of Community Investment  
Community Development Block Grant  
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## FACT SHEET AND FUNDING POLICY

### A. Introduction

Bexar County receives a Community Development Block Grant (CDBG) annually from the U.S. Department of Housing and Urban Development (HUD) to fund activities that benefits low and moderate income (LMI) residents of the county.

Each year, Bexar County uses a competitive application process to make a portion of its CDBG funds available to applicants in the form of Public Facility & Infrastructure grants. Eligible Infrastructure Projects include but are not limited to, water, sewer, drainage, streets improvements. Eligible Facility Projects include but are not limited to, daycare, medical, senior, community centers.

### B. Background on Federal Funding Sources

To help potential applicants determine whether or not their project might be eligible for a grant, it is important to be familiar with the basic requirements of the Federal program that provides the funding for the grants. Applicants should also review the contractual requirements they will be expected to meet if they are selected for Federal funding (see Section F. Contractual Requirements.)

### **CDBG Program**

The CDBG program provides Bexar County with the opportunity to develop viable communities by funding activities that provide decent housing and a suitable living environment, and by expanding economic opportunities for low and moderate income persons. Funds may be used to carry out a wide range of community development activities such as neighborhood revitalization, economic development, and the provision of improved community facilities and services.

The amount of CDBG funds available to nonprofits for public service activities is capped under the CDBG regulations. For example, last year Bexar County received \$1.7 million in CDBG funds, and the amount allocated to Infrastructure & Public Facility projects was \$1,097,370.00. This amount was divided between twelve (12) projects, which averages out to approximately \$91,447.00 per activity.

### **CDBG National Objectives**

Federal legislation and regulations have established national objectives that all CDBG funded activities must meet. Bexar County must assure that all activities meet one of these two national objectives of the program.

Each activity must: 1) benefit people with low and moderate incomes (LMIs); 2) aid in the prevention of slums and blight. Activities that do not meet one of these two broad national objectives cannot be undertaken with CDBG funds.

Low and Moderate Income Benefit: Generally, public service activities meet the first requirement - benefit to LMI persons. For an activity to meet this objective, it must either have income eligibility requirements that limit the activity's benefits to LMI persons, or the activity must be located in and serve an area that is predominantly inhabited by LMI residents. Under the CDBG regulations, programs that serve the elderly or adult persons with disabilities are usually considered to benefit low and moderate-income persons. The income limits that determine who is considered to have low and moderate incomes are shown below:

**HUD INCOME LIMITS\*** (Effective February 13, 2008)

Family Size	Low (50% area median)	Moderate (80% area median)
1	\$19,150	\$30,650
2	\$21,900	\$35,000
3	\$24,600	\$39,400
4	\$27,350	\$43,750
5	\$29,550	\$47,250
6	\$31,750	\$50,750
7	\$33,900	\$54,250
8	\$36,100	\$57,750

To meet this objective, each public service activity must serve no less than 51 percent LMI persons (although Bexar County reserves the right to require that each activity serve a greater percentage of LMI persons.) The applicable percentage will be determined at the time a grantee's contract is drafted, but applicants should plan to meet the highest number of LMI persons possible.

**It is imperative the applicants anticipate and identify which method they will use to determine and document the income of the persons that they serve through their CDBG funded activities. Failure to adequately document client data may result in cancellation of any and all monies awarded.**

Slums and Blight: For an activity to meet the second objective, it must address and improve the conditions causing slums and blight. Bexar County must determine which areas qualify under removal of slums and blight. It is rare for an application to be funded under this objective.

In addition, CDBG regulations require that public service activities selected for funding must provide a new or an expanded level of an existing public service project.

## **CDBG Ineligible Activities**

Certain types of activities are ineligible for assistance from the CDBG funds. The following types of activities generally are ineligible:

- Construction of, or improvements to, general government buildings and schools;
- Routine operation, maintenance, and repair activities for public facilities; and,
- Assistance to churches or church-affiliated organizations unless a clear separation of purpose, mission, and organizational relationship can be established between the church and the CDBG-funded activities.

### **C. County Priorities for Public Facility & Infrastructure Projects**

Each year, Bexar County receives many more applications for CDBG Public Facility and Infrastructure grants than there are funds available. In addition to the Federal requirements, Bexar County has developed priorities to guide its use of CDBG funds. These policies and priorities are based on federal requirements for the CDBG programs and local needs and funding priorities that are outlined in the 2005 - 2009 Consolidated Plan.

## **Priorities**

Funding priority will be given to the following activities:

- Projects involving crime prevention, healthcare, childcare, job training, and mental health/substance abuse treatment and youth services.
- Outside funds (non-CDBG or other City funds) and services which are coordinated with other public and private efforts;
- Clearly defined as to scope, location, need, budget, goals, and means for evaluation of program progress;
- Demonstrate the capacity of the applicant, and the capability to be carried out successfully;
- Implemented by organizations with a solid track record.

In addition, because the demand for these funds exceeds the amount received from HUD, Bexar County is committed to funding projects that are ready to proceed immediately after funds are received, and those prepared to spend the funds within a 10 month period.

#### D. Evaluation Process

Deciding who should receive funding is a difficult and time-consuming process. To guide this effort, the CDBG staff will review applications and meet with eligible applicants to discuss funding requests. CDBG staff will make recommendations to Commissioner's Court on who should receive funding and in what amounts. The County's Priorities, as described above, guide the CDBG staff in its evaluation process.

#### E. Application Review and Recommendations

Applications are accepted on an annual, cyclical basis. The deadline date for submission of applications varies slightly from year to year. **Projects submitted after the deadline will not be considered for review.**

To be considered, all applications must meet one of the two national objectives of the CDBG program (as described above.) All applications are reviewed by the CDBG staff to determine eligibility under HUD's criteria and conformance with the County's CDBG funding policies and priorities. All applications accepted for review are then evaluated by CDBG staff.

After discussion and consultation through the review process, cyclical applications will be recommended for funding to Commissioner's Court as part of the selection process. Commissioner's Court, as part of the selection process make the final selection of those activities and projects to be funded with CDBG funds. Commissioner's Court usually approves the projects in July but expenses cannot begin until the start of the fiscal year, October 1<sup>st</sup>. Due to HUD restrictions and clearances that must be obtained, funds are generally not available until after the first of the following year.

#### F. Contractual Requirements

Each grantee selected to receive funds is required to sign a contract with the County. No costs incurred prior to the execution of an agreement with the County are reimbursable. Under County and Federal laws and regulations, certain requirements must be met in order to negotiate an agreement. These requirements include the following:

1. Applicants must demonstrate that they are a private nonprofit organization or a governmental agency.
2. After an application is approved for funding, a contract will be prepared and sent by the County to the person identified by the applicant as the authorized official for signature. The contract will specify the amount of the award, the period for which the project is approved, the contract term, and administrative provisions. Special conditions attached to the award will also be specified in the agreement. Grantees will be required to submit and file monthly reports on expenditures, performance progress, and objectives. Staff will provide forms for these reports.

3. Grantees are required to obtain insurance as specified by Bexar County, and to comply with all applicable federal, state, and local laws, codes, and regulations.
4. As part of any grant agreement, recipients will be required to comply with affirmative action and equal opportunity laws. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.
5. All recipients will be required to comply with the federal government's audit requirements as described in OMB Circular A-133 (for HUD's programs, these requirements are codified at 24 CFR Part 84.) All recipients must have an annual audit.

## APPLICATION CHECKLIST

*Use this checklist to ensure your application adheres to the required minimum threshold criteria.*

- \_\_\_\_\_ Completed Application with back-up documentation
- \_\_\_\_\_ Signature of Authorized Official
- \_\_\_\_\_ Project must meet CDBG Eligibility requirements
- \_\_\_\_\_ Service Area must meet CDBG Eligibility requirements
- \_\_\_\_\_ Budget Summary / Financial Audit
- \_\_\_\_\_ Commitment Letter(s) or Copies of Requests for Other Funding Sources
- \_\_\_\_\_ Water and Sewer Projects must have purveyor commitment letter
- \_\_\_\_\_ All construction projects must submit utility line impact statement
- \_\_\_\_\_ Public Facility Projects must have Property Impact Statement
- \_\_\_\_\_ Public Facility Projects must submit a Plan of Operation
- \_\_\_\_\_ Applicants must provide proof of match or in-kind statement
- \_\_\_\_\_ All Projects Must include Professional Service Costs
- \_\_\_\_\_ All Projects must have an accurate construction cost estimate
- \_\_\_\_\_ All Public Facility Projects must meet ADA requirements
- \_\_\_\_\_ Submit one original application and one copy

**Bexar County  
Community Development Block Grant  
Public Facility & Infrastructure Grant Application PY 2009**

<b>Applicant Name:</b>	<b>Amount Requested:</b>
<b>Project Title:</b>	
<b>Project Priority:</b> (If multiple applications are submitted)	<b>Proposed # of Clients to be Served:</b>
<b>Mailing Address:</b>	<b>City/State/Zip:</b>
<b>Phone:</b>	<b>Alternate Phone:</b>
<b>Fax #:</b>	<b>Email:</b>
<b>Location of Project:</b>	
<b>Signature of Authorized Official:</b>	<b>Date:</b>
<b>Printed Name of Authorized Official:</b>	
<p><b>Project Description:</b> Describe your proposed project. Specify the total number of individuals to be served by the project, identify the location and the boundaries of the service area. Attach the data or documentation that supports your project description.</p>	
<p><b>Project Priority:</b> Bexar County has identified and prioritized specific uses and activities for funding in its Consolidated Plan. Project sponsors are asked to focus on these uses and activities. Please describe the problem or problems that this project will address. Attach data or documentation that supports the priority you have identified.</p>	

**Community Needs:**

How will your project improve, diminish or impact the problem or problems you have identified in the Problem Statement.

**This section includes the population described by age, gender, ethnicity and characteristics of low to moderate persons living in the Urban County Jurisdiction who will be served by the project.**

**Priority Population:**

Number of low to moderate income persons to be served\_\_\_\_\_

Number of low to moderate income households to be served\_\_\_\_\_

Number of Males to be served\_\_\_\_\_

Number of Females to be served\_\_\_\_\_

**Service Area:**

CDBG and HOME funds may only be used to serve persons living in the Urban County jurisdiction. The Urban County jurisdiction is defined as the unincorporated area of Bexar County and the cities that participate in the Urban County jurisdiction. The Participating Cities include: Balcones Heights, China Grove, Converse, Elmendorf, Grey Forest, Helotes, Kirby, Leon Valley, Live Oak, Selma, Shavano Park, Somerset and Universal City.

What is the service area for this project?

What is the low/moderate income percentage of the service area?

**If the low/moderate income percentage of the service is less than 46.3% an income survey must be completed before the project evaluation can be completed to determine whether or not the project can be funded. If an income survey is done, 51% of the residents must meet the low to moderate income level.**

**Project Implementation & Goals:**

Project Implementation is defined as the ability of the project sponsor to complete the project within the time specified in the project management agreement. It also includes the staffing or selection of the qualified contractors needed to carry out the project.

Please describe how your city/agency will plan, staff, and complete the project?

Can this project be completed within **ten (10)** months? Yes No

If no, provide the length of time that will be needed to complete this project and the justification for a longer period of time.

If the purchase of property or an easement is part of the project, has the property/easement been identified? Yes No

Provide the legal description and the address of the property/easement:

What is the appraised value of the property/easement?

Provide the name, address and phone number of the owner?

Has any contact been made with the property owner relative to the sale of the property? Yes No  
If yes, what were the results of the contact?

Does the location of this project involve the relocation of any utilities? Yes No

If yes, what kind of utilities?

Has any contact been made with the utility provider to secure their cooperation? Yes No  
If yes, what was their response?

Will there be any cost associated with the relocation of the utilities? Yes No

What is the approximate cost?

Will this project result in the creation of new fee paying customers or increased fees for existing customers?  
Yes No

If yes, how many new customers will you have?

If yes, what is the estimated additional revenue that will be collected?

**Past Performance:**

Cities or organizations who have received CDBG or HOME funding from Bexar County previously may have points deducted from their final evaluation score for poor performance. Poor performance is defined as the inability to complete a project within the time specified by the project management agreement for non-weather related reasons and/or contractual performance by contractors, architects, engineers; or failure to meet the projected number of low to moderate income persons to be served.

Has your agency/city received funding previously from Bexar County? Yes No

If yes, did you manage the project? Yes No

If yes, please explain.

If not, please give the reasons why this project was not completed on time?

**Leverage Funds:**

Bexar County has set leveraging of funds as one of its performance goals. Project sponsors are encouraged to seek additional funding that can be used to fund the project. Leveraged funds may include "in kind" sources of funding. Please list and identify other funding that will be leveraged by CDBG funds for this project.

Source of funds	Amount

**Project Cost:**

This section refers to the budget items that are necessary and reasonable for the project. It also includes information regarding the cost per person needed by the project to accomplish its goals and objectives.

What is the cost per person for this project?

**Participating City:**

Does your city participate in the Urban County jurisdiction?     Yes     No

Is this application being submitted by a city department?     Yes     No

## Project Budget Summary

<b><u>Proposed Budget</u></b>					
Category	CDBG Funds	%	Other Funding Source	%	Total
<b>Participating Cities &amp; Water Purveyors Only:</b> Staff Salaries, Administration					
<b>Participating Cities &amp; Water Purveyors Only:</b> Construction Materials					
<b>Participating Cities &amp; Water Purveyors Only:</b> Construction Equipment Costs					
Property Purchase & Acquisition					
Public Facility Plan Check – State ADA Requirements					
Professional Design Services					
Soil Testing – Hydrologic Analysis					
Historic Impact Analysis					
Procurement Services					
Environmental Impact Study					
Easement, Right-of-Way Acquisition					
Utility Line Locates and Relocations					
Construction Costs					
<b>TOTAL COST</b>					

**Please note: If sponsoring agency operates multiple programs or if the proposed project is to be funded from multiple sources, the costs of the project must be pro-rated.**