



# Public Service 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 to:

Bexar County  
Department of Community Investment  
Community Development Block Grant  
233 N. Pecos, Suite 590  
San Antonio, TX 78207

## PUBLIC SERVICE GRANT 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 service grants. Eligible public service activities include, but are not limited to, programs concerned with housing, employment, crime prevention, child care, health care, drug abuse prevention, education, mental health, welfare, or recreation.

### 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. Potential 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 Public Facility & Infrastructure projects was \$1,097,370.00. This amount was divided between twelve (12) projects, in which average 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 Service Grants**

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, 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 programs 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 Public Service Application
- \_\_\_\_\_ Signature of Authorized Official
- \_\_\_\_\_ Eligibility – CDBG requirements (570.200 – 570.2009, Subpart C)
- \_\_\_\_\_ Service Area – Bexar County Urban Jurisdiction / Participating City
- \_\_\_\_\_ Budget Summary / Financial Audit
- \_\_\_\_\_ Commitment Letter(s) or Copies of Requests for Other Funding Sources
- \_\_\_\_\_ One original and one copy of the application

**Bexar County  
Community Development Block Grant  
Public Service Grant Application PY 2008-2009**

<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><i>The Consolidated Plan contains descriptions of the community development and housing needs and/or impediments to the creation of a suitable living environment for Bexar County citizens in the Urban County jurisdiction. Impact refers to the change or difference that will be made as a result of funding a particular project. What impact will your project have?</i></p>	
<b>Project Description:</b>	
<p><b>Problem Statement:</b> Please describe the problem or problems that this project will address. If you have any data or documentation that supports the problem you have identified, please provide that information.</p>	

**Goal Statement:**

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

*Bexar County's CDBG program set leveraging of funds one of its performance goals. Project sponsors are encouraged to seek additional funding that can be used to fund the project.*

**Leverage Funds:**

Please list and identify other funding that will be leveraged by CDBG funds for this project

Source of funds	Amount

*Bexar County has identified and prioritized specific uses and activities for funding in its Consolidated Plan. Project sponsors will be awarded 5 points if their program/project focuses on any one of the below uses and activities.*

**Funding Priorities:**

Check the Consolidated Plan Priority your project will address:

- |                     |       |                    |       |
|---------------------|-------|--------------------|-------|
| 1. Crime Prevention | _____ | 5. Substance Abuse | _____ |
| 2. Healthcare       | _____ | 6. Mental Health   | _____ |
| 3. Childcare        | _____ | 7. Youth programs  | _____ |
| 4. Job Training     | _____ | 8. Transportation  | _____ |

**Eligibility Criteria:**

**HUD mandates that Section 8 Income Criteria must be used to qualify persons/ households or the area where the project is to be located.**

Agencies or Organizations using CDBG funds for Public Service activities must qualify all persons or households receiving services as low to moderate income persons/households using Section 8 Income Criteria. The only exception is special needs populations that qualify as Limited Clientele.

To be designated Limited Clientele agencies or organizations must exclusively serve groups of clientele that are presumed to be principally low to moderate income: Abused Children, Battered Spouses, Elderly persons, Homeless persons, illiterate Adults, Persons with AIDS, Migrant farm workers or Adults meeting the U.S. Census definition of severely disabled.

**Underserved areas of the Urban County jurisdiction are defined as areas that do not have sufficient resources, an adequate number of service providers or service locations necessary to meet the needs of low to moderate or limited clientele persons.**

**Service Area:**

**CDBG funds may only be used for projects that serve qualifying low to moderate income 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, Olmos Park, Selma, Shavano Park, St. Hedwig, Somerset and Universal City.**

What is the service area for this project?

**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.**

**Performance Measurements:**

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

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

**Capacity 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 qualified contractors needed to carry out the project.**

**Capacity:**

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

Can this project be completed within Twelve (12) months?     Yes     No  
(If No, please explain)

**Continuation Projects are projects that have received funding from CDBG during the last program year. Continuation projects must demonstrate that they have increased the number of persons/households being served.**

**Past Performance:**

Is this application a continuation project? Yes \_\_\_\_\_ NO \_\_\_\_\_

How many persons/households were assisted by your project last year? Number of Persons \_\_\_\_\_ Number of Households \_\_\_\_\_

If funded this year, how many more persons/households will be assisted by your project? Number of Persons \_\_\_\_\_ Number of Households \_\_\_\_\_

Does this application contain any changes in the services being provided? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what are the changes?

Was the project completed within the time specified in the project management agreement? \_\_\_\_\_ Yes \_\_\_\_\_ No

Did you serve the number of persons/households you said you would serve? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please provide justification for not meeting the service level stated in the Project Agreement.

***In consideration of their participation in the Urban County jurisdiction that makes HUD funding available to Bexar County, Participating Cities will receive 5 points on their evaluation score.***

**Participating City:**

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

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

***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.***

**Cost Effectiveness:**

Submit a prepared budget for the entire project/program identifying all anticipating resources, expenditures and provide a brief description of duties to be performed by funded personnel and/or services funded with CDBG funds.

(Please use attached Program/Project Budget Summary and Personnel Schedule Forms)

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

## Project/Program Budget Summary

<b><u>Proposed Budget</u></b>					
Category	CDBG Funds	%	Other Funding Source	%	Total
Salaries					
FICA ( Total salaries x .0765)					
Retirement					
Life Insurance					
Health Insurance					
Worker's Comp. Insurance					
Unemployment Insurance					
Travel & Training					
Travel – Local Mileage					
Communication costs (phone, long distance, internet) list separately					
Postage					
Equipment					
Printing					
Rent (by month & by s. f.)					
Utilities (water, gas, electricity)					
Client Benefit (Assistance Payments to persons/households)					
<b>TOTAL</b>					

