

**Bexar County Community Investment Department
HOME
Project Application**

Applicants must attach the following to their application:

1. Resolution from the Board of Directors or governing body (Commissioners Court, City Council) approving the submission of the grant application.
2. A copy of the agency's tax exempt status letter from the IRS, if applicable.
3. A copy of the agency's most current financial audit.
4. Projects funded in City of San Antonio must have a commitment letter from the city.

Individual Citizens who are applying for funding do not need to attach these items

PROJECT SPONSOR

Name: _____

Address: _____ Zip Code: _____

Phone: _____ Alternate Phone: _____

Fax#: _____ Email: _____

Amount Requested: _____

Signature of Authorized Official: _____

Print Name of Authorized Official: _____

Section 1. Impact and Eligibility

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.

Project Description and Problem Statement

Please provide a project description and 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.

Goal Statement

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

Objectives

Please select the Objective (s) that best describe(s) your project.

___ Objective #1 Homelessness Prevention. Bexar county Residents will receive the assistance they need to avoid homelessness.

___ Objective #4 Leveraging of funds. Project sponsors will secure the required 25% match for HOME funds.

___ Objective #5 Housing Resources. Ensure that adequate resources are committed to address the housing needs in Urban County Jurisdiction.

Priority

Bexar County has identified and prioritized specific uses and activities for funding in its Consolidated Plan. Project sponsors are asked to focus on Housing and Homeless uses and activities.

Eligibility Criteria

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

If the proposed project will use additional eligibility criteria, describe the criteria.

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, Olmos Park, St. Hedwig, Selma, Shavano Park, Somerset and Universal City.

What is the service area for this project? _____

Section 2. Performance Measurements

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 _____

Number of persons in the following age groups to be served:

Section 3. Capacity

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.

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? _____

Section 4. 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, were you able to complete your project within the time specified in the project management agreement? Yes No

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

Section 5. Underserved Area

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.

Will you be serving a portion or area of the unincorporated area of Bexar County or Participating City that does not have: sufficient service, an adequate number of service providers or service locations to meet the needs of low to moderate income or limited clientele persons? Yes No

Please identify the area and provide documentation that this area does not have a sufficient number of service providers or locations necessary to meet the needs of low to moderate income or limited clientele persons.

Section 6. Matching Funds

Bexar County' HOME program requires a 25% match as one of its performance goals. Project sponsors are encouraged to seek additional funding that can be used to fund the project. The match must be a "cash" match. Owner equity is not an eligible source of matching funds.

Please list and identify other funding that will be used as match for HOME funds for this project.

Amount	Source of funds

Section 7. Cost Effectiveness

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? _____

Proposed Budget

Category	Bexar Co.	%	Other Source	%	Total
Design Costs (Professional Services)					
Construction Costs (include utility relocation costs ,if applicable)					
Property Acquisition (location, easements, rights of way, if applicable)					
Other costs					
TOTAL					

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.

Section 8. Participating City

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

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

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