FY 2020/2021

COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM
&
HOME INVESTMENT PARTNERSHIPS
PROGRAM

Planning & Development Services,
Office of Neighborhood Services

CDBG & HOME
Guidelines

Mailing Address:

PO Box 60
Abilene, TX 79604
(325) 437-4576
www.abilenetx.com/ons

Office Location:

555 Walnut Street
Suite 206
Abilene, TX 79601
Welcome to the City of Abilene Planning & Development Services, Office of Neighborhood Services annual Community Development Block Grant (CDBG) and HOME Investment Partnerships application process. All entities seeking an award of either CDBG or HOME funds during FY 2020/2021 must complete and submit **one original and 11 copies** of the application prior to the **deadline of May 28, 2020 at 3:00 pm**. Please note that this is a very competitive process and that not all applicants will be offered financial assistance.

All CDBG and HOME funds are provided through an annual entitlement grant administered by the U.S. Department of Housing and Urban Development (HUD), which makes these funds available to the City through the 5-year Consolidated Plan. The City Office of Neighborhood Services and ONS Advisory Council receives applications from potential grantees and makes recommendations in the One-Year Action Plan to the City Council based on those projects that address the Consolidated Plan’s priorities. The City Council then approves the One-Year Action Plan that is submitted to HUD in August for funds that will become available in October.

The release of this application by the City each year provides new opportunities for the City to create partnerships with non-profits to address important community development needs. In order to effectively address these issues, the City encourages our prospective partners to develop projects that truly reflect the desires and needs of the community. Applications may be obtained via the City website, [www.abilenetx.com/ons](http://www.abilenetx.com/ons). Applications and supporting documentation must be received by the ONS no later than **3:00 pm, Thursday, May 28, 2020**.

ONS is currently in the process of developing the FY 2020-2021 One-Year Action Plan. The Goals and Objectives developed in the FY 2020-2024 Consolidated Plan may be used as a guide for the types of community needs previously recognized in Abilene. **A copy of the Goals and Objectives have been included with this application. (Attachment A)**

Highlighted are the Goals and Objectives that address neighborhoods and affordable housing which should act as guidance in the process of completing your application.

When completing the FY 2020/2021 CDBG/HOME Application it is important to consider how the application and the non-profit will put these funds to use. Consider how you might work to assist ONS and the City to revitalize one or all of the 15 Low-to-Moderate Income Neighborhoods. (See Attachment B Accompanying List of Neighborhoods)

If your organization has a project that you believe may be eligible for CDBG or HOME funding, we invite you to submit a request for inclusion in this year’s allocation. If you have any questions, please feel free to contact my office at 325/676/6366.

Thank you,
Joana Wuest, Manager
Office of Neighborhood Services
. Please note the following:

- Consideration will only be given to projects that address CDBG or HOME program objectives, see (Attachment A pg. 13).
- Application will be scored on a point system by the Office of Neighborhood Services and Advisory Council, (see Attachment C pg. 17).
- It is City policy to fund only capital improvement projects for outside agencies.
- The City’s CDBG funds will not be used for community services within in the FY 2019/2020 Funding cycle.
- The City will likely receive funding requests in excess of the allocations received. Therefore, not all funding requests can be fulfilled and many requests that are included may be reduced in amount by the City prior to submission in order to stay within the funding cap. Applicants should not be discouraged if their requests are not included in the City’s final proposal to Council. In all probability it is not a reflection of the merit of the proposed activity; rather, it is likely a matter of trying to assemble a range of activities that address the City’s goals and objectives in a comprehensive manner.
- Prior inclusion in the City of Abilene’s CDBG/HOME funding does not ensure inclusion in future funding. However, satisfactory past performance in the use and administration of CDBG/HOME funds will be considered by the City in the application process.
An agency will be evaluated on the adequacy of the proposed capital project (outside/City applicants), program design or service delivery (City applicants) approach. The following questions will be considered:

- Does the activity adequately address an established need?
- Has the prospective sub-recipient identified all the major tasks that will be involved in carrying out the activity?
- Does the agency have the capacity to carry the organization into the future?
- Does the organization understand the interrelationship of these tasks, and has it developed a realistic schedule for their accomplishment? Are there any stumbling blocks to prompt implementation?
- Has the organization made a careful estimate of the resources necessary for each component of its proposed program, and has it put together a realistic budget that reflects these resources?
- Are other sources of funds, when indicated, committed to this project?
- Is the budget for the CDBG/HOME funded activity separate from other activities undertaken by the sub-recipient?
- Does the organization have the capacity to complete the activity as proposed?
- Has the organization ever undertaken the proposed activity before, and what was the result?
- Does the organization have experience with CDBG/HOME or other Federal programs?
- **Does the prospective sub-recipient's staff appreciate the additional requirements associated with Federal funding (for example, when staff splits their time between CDBG and non-CDBG functions, keeping detailed records of time spent on specific activities)?**
- **Is the organization familiar with the specific regulatory requirements associated with the proposed activity (such as Davis-Bacon & Related Acts requirements for construction or rehabilitation projects involving $2,000, containing eight units or more, lead based paint requirements, procurement policy, EEO (Executive Order 11246 Sec 202), and environmental assessment requirements)?**
- What is the organization's “track record” regarding compliance with such requirements?
- Does the prospective sub-recipient have adequate administrative and fiscal structures in place to deal with these guidelines (particularly record keeping)?
- If not, does it recognize its organizational weaknesses, and has it developed a plan for upgrading these aspects of its operations?
- Does the organization have qualified staff for all the necessary functions associated with the proposed activity, and is there adequate staff time available?
- If not, how does the organization plan to fill these gaps in personnel?
All information in the application is important and must be completed. City agencies may submit a more abbreviated list of documents. Please call to verify what is required if it is not clear what your agency performs. All applications will be measured by a point system that has been provided in (Attachment C pg. 17).
APPLICATION

Cover Page

Part 1 – Applicant Information

Name of Organization: ________________________________

Type of Organization: ___________________________ Date Submitted: ______________

Name of Project: ________________________________

Mailing Address: __________________________________

TIN/EIN # (required): ________________ DUNS # (required): __________________

Contact Person: ___________________________ Telephone: __________________

Fax: __________________ Email: __________________

Project Address: __________________________________

Project Manager: ___________________________ Telephone: __________________

Project Category: Public Service _____ Capital Improvement _____ Economic Dev. _____

Brief Summary of Project (single-spaced):

Total Project Cost: $ ________________ CDBG/HOME funds requested $ __________

Which National Objective does your project meet? (See pg. 12)
Which Local Goal/Objective does your project meet? (See Attachment a pg13)

What positive outcome(s) does your project meet?

Which Low-Moderate Neighborhood/Neighborhoods will your project be located?

How many unduplicated Abilene clients will be served by this project?

___________ Persons or ____________ Households
Has your agency previously received Abilene CDBG/HOME funds ___ Yes ___ No

If yes, please identify year, total awarded and name(s) of projects in the past five years.

<table>
<thead>
<tr>
<th>Program Year</th>
<th>Amount</th>
<th>Project/Activity Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Funding Source*: CDBG☐ HOME☐

Is this project new? ______ If no, start date of project: _________________________

Name: ______________________ Signature: ______________________

Title: ______________________ Date: ______________________

*City of Abilene reserves the right to fund projects out of either program as projects are eligible.
Part 2 – Project Description

Narrative Statement (no more than five pages, single-sided, double-spaced, 12 pt. font)

A. Statement of Problem/Need: Describe the problem or need that the proposed activity will address or if a capital improvement project, how your agency addresses a need in the community and how the activity relates to one or more of our previous objectives located in the 2015-2020 Consolidated Plan (Attachment A, page 13).

B. Target Population: Describe the characteristics of the population to be served (i.e. youth, seniors, persons with disabilities, etc.) and the area to be served.

C. Project Goal and Objectives:
   1. State the overall goal of the project and/or up to 3 specific objectives. Use the SMART guide when writing objectives (Strategic, Measurable, Achievable, Realistic, and Time-related).
   2. State the anticipated outcome that will result from each objective.
   3. Indicate the number of “service units” that will be provided (number of counseling sessions or health screenings, hours of after school activities, etc.), the total number of unduplicated clients/participants who will be served, the number who are low-/moderate-income, and the number of clients/participants who are residents of Abilene.
   4. If it is a capital improvement project, please address both the project and the clientele that the facility serves.

D. Project Description:
   1. Describe the work to be performed, activities to be undertaken, or the services to be provided.
   2. Describe the procedures for documenting program participation including the racial, ethnic, income and gender characteristics of participants.
   3. Describe the relationship of the proposed activity to other community services addressing the same or similar problem.
   4. Describe the level of collaboration with other agencies or organizations in this project. Attach letters of intent or memos from each collaborative partner.
   5. Describe the positive outcomes that will result from this activity and how performance measurements will be used in the program.

E. Previous Accomplishments:
   1. If the project has previously received City of Abilene CDBG/HOME funding, describe the accomplishments achieved with that funding, the degree to which the objectives were met, and the positive outcomes resulting from the program. Describe how any difficulties or obstacles will be overcome.
   2. If this is a new project, describe how the agency has managed similar projects in the past, the funding sources used in those projects and the accomplishments achieved.
F. Evaluation:

1. Describe how the project will be evaluated and how the agency will determine outcomes of the project, i.e., the positive results that the project is intended to accomplish.

2. HUD has recently issued new performance measurement requirements. Please identify the project’s objective and outcome from the following list of new HUD developed guidelines:

   Based on the intent when funding an activity, which of the three objectives best describes the purpose of the activity? The three objectives are:

   **Suitable Living Environment** – In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

   **Decent Housing** – The activities that typically would be found under this objective are designed to cover the wide range of housing possibilities under HOME or CDBG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.

   **Creating Economic Opportunities** – This objective applies to the type of activities related to economic development, commercial revitalization, or job creation.

   Similarly, once the objective for the activity is selected, please choose which of the three outcome categories that best reflects what you are seeking to achieve.

   **Availability/Accessibility** – This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelters available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate-income people where they live.

   **Affordability** – This outcome category applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

   **Sustainability: Promoting Livable or Viable Communities** – This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.
PART 3 – AGENCY INFORMATION (no more than three pages, double-spaced, 12 pt. font)

A. Background:
   1. Include the agency’s mission statement.
   2. Indicate the length of time the agency has been in operation, and how long the agency has provided services to Abilene residents.
   3. Describe the type of services currently being provided by the agency, including the number and characteristics of clients served.

B. Qualifications:
   1. Discuss the agency's capabilities to develop, implement and administer the proposed project.
   2. Discuss any other projects the agency has managed that are similar to the proposed project.
   3. Provide a list of staff persons who will be involved with the project and their qualifications for this work.

C. Financial:
   1. Describe the agency's fiscal management, accounting systems, and audit practices.
   2. Describe the experience of the agency in managing Federal or State grants.

PART 4 – PROJECT BUDGET (no more than two pages)

A. Budget: Submit a line item budget for the project on the attached Budget Form. List all other funding sources and any in-kind contributions to the project, if applicable. In-kind contribution of volunteer labor may be calculated at no less than minimum wage up to $10.00 per hour.

B. Budget Narrative: Attach a budget narrative (one page) briefly explaining each line item in the budget.

PART 5 - CAPITAL PROJECTS (no more than two pages, double spaced, 12 pt. font)

A. Include a project timeline with benchmarks, anticipated start date, and length of time to complete the project.

B. Provide statement of site control; capital projects can only be awarded to agencies when there is evidence of ownership or minimum 5-year lease.

Applications for capital projects must identify whether the project involves new construction or rehabilitation, and describe sources and uses of all funds for the project. Use of CDBG/HOME funds for construction or renovation activity may trigger federal Davis Bacon prevailing wage requirements, which may increase overall construction costs and will trigger the environmental review process. No contract will be signed or funds distributed until a complete environmental review of the project is completed and released by the City and HUD.
2020/2021 CDBG/HOME Project Budget

Organization: 

Project Name: 

Total Project Cost: $ __________ CDBG/HOME funds requested $ ________

Note: Indicate if funds are cash or in-kind contribution.

<table>
<thead>
<tr>
<th>Item</th>
<th>CDBG/HOME Funds</th>
<th>Other Funding</th>
<th>Source of Other Funds</th>
<th>Total Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sample Capital Project Budget

Rebuilding Neighborhoods a 501 (c) (3) Project Name: ________________________________

Organization: _______________________________________________________________

Total Project Cost: $150,000.00  CDBG/HOME funds requested $75,000.00

Note: Indicate if funds are cash or in-kind contribution.

<table>
<thead>
<tr>
<th>Item</th>
<th>CDBG/ HOME Funds</th>
<th>Other Funding</th>
<th>Source of Other Funds</th>
<th>Total Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Blocks of Sidewalks in College Heights</td>
<td>CDBG</td>
<td>In-Kind</td>
<td>Smith Concrete Construction</td>
<td>$25,000</td>
</tr>
<tr>
<td>Helping Hands Men’s Group</td>
<td>$25,000</td>
<td>Donation/ Labor and Materials</td>
<td>$25,000</td>
<td></td>
</tr>
<tr>
<td>Abilene Neighborhoods</td>
<td>$25,000</td>
<td>Donation/ Labor and Materials</td>
<td>$25,000</td>
<td></td>
</tr>
<tr>
<td>ONS</td>
<td>CDBG</td>
<td></td>
<td></td>
<td>$75,000</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td>$150,000</td>
</tr>
</tbody>
</table>
### Sample Public Service Project Budget

**Organization:** Helping Hands, a 501 (c) (3)

**Project Name:** Food Kitchen Rehabilitation and Homeless Meals Service

**Total Project Cost:** $67,650  
**CDBG/HOME funds requested:** $25,000

Note: Indicate if funds are cash or in-kind contribution.

<table>
<thead>
<tr>
<th>Item</th>
<th>CDBG/ HOME Funds</th>
<th>Other Funding</th>
<th>Source of Other Funds</th>
<th>Total Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Suppression System/ Installation</td>
<td>-0-</td>
<td>In-Kind/ $7,800</td>
<td>Owner Donation /A1 Fire Systems</td>
<td>$7,800</td>
</tr>
<tr>
<td>18 Fold-up Tables &amp; Chairs</td>
<td>-0-</td>
<td>In-Kind/ $2,000</td>
<td>Donation H&amp;H Furniture</td>
<td>$2,000</td>
</tr>
<tr>
<td>ADA Compliance for all door and entry ways</td>
<td>-0-</td>
<td>In-Kind/ $2,100/Cash/ $8,500</td>
<td>Owner Donation /B&amp;B Builder’s/ Local Donation</td>
<td>$10,600</td>
</tr>
<tr>
<td>New Built-in Storage Cabinets</td>
<td>-0-</td>
<td>In-Kind/ $1,750/Cash/ $1,000</td>
<td>Owner Donation /Cal’s Cabinets/ Local Donation</td>
<td>$2,750</td>
</tr>
<tr>
<td>Commercial Vent-a-Hood</td>
<td>-0-</td>
<td>In-Kind/ Cash $4,000</td>
<td>Local Donations</td>
<td>$4,000</td>
</tr>
<tr>
<td>New Roof</td>
<td>-0-</td>
<td>In-Kind/ Cash $3,000/$6,500</td>
<td>Owner Donation/Calley Roofing/ Local Donations</td>
<td>$9,500</td>
</tr>
<tr>
<td>25 Cases Ground Beef and 25 Cases Whole Chicken</td>
<td>-0-</td>
<td>In-Kind/ Cash $2,000</td>
<td>Community Donations</td>
<td>$2,000</td>
</tr>
<tr>
<td>New Pots and Pans</td>
<td>-0-</td>
<td>In-Kind/ Cash $1,000</td>
<td>Security 4 You</td>
<td>$1,000</td>
</tr>
<tr>
<td>Food Supplies Misc.</td>
<td>-0-</td>
<td>In-kind/ Cash $500</td>
<td>Church of the Good Shepherd 300 Men’s Group</td>
<td>$500</td>
</tr>
<tr>
<td>50 Cases #10 Vegetables</td>
<td>-0-</td>
<td>In-kind/ Cash $1,500</td>
<td>Painting Corner</td>
<td>$1,500</td>
</tr>
<tr>
<td>Meals for CDBG Eligible Clients</td>
<td>$25,000</td>
<td>In-kind/ Cash $500</td>
<td>Boy Scout Troup #119</td>
<td>$25,500</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$25,000</strong></td>
<td><strong>In-kind $16,650</strong></td>
<td><strong>Cash $25,500</strong></td>
<td><strong>$67,650</strong></td>
</tr>
</tbody>
</table>
Part 5 Required Documents

The following agency documentation must be submitted with the application for CDBG/HOME funding in order for the application to be reviewed for possible funding:

**Non-Profit Determination** - Non-profit organizations must submit tax exemption determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board. (501(c)(3))

**List of Board of Directors** - A list of the current Board of Directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, employer or affiliation of each member and must identify the principal officers of the governing body.

**Authorization of Request for Funds** - Documentation must be submitted of the governing body's authorization to submit the funding request. Documentation consists of a copy of the minutes of the meeting where the governing body's resolution, motion or other official action is recorded.

**Authorized Official** - Documentation must be submitted of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency. Documentation consists of a signed letter from the Chairperson of the governing body providing the name, title, address, and telephone number of each authorized individual.

**Organizational Chart** - An organizational chart must be provided which describes the agency's administrative framework and staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff position of shared responsibility.

**Resume of the Chief Program Administrator**

**Resume of the Chief Fiscal Officer**

**Conflict of Interest** - List any potential conflict of interest with staff, directors or suppliers
(Attachment D pg. 18)

**Documentation of Compliance with National Objectives** - Describe which of the National Objectives pg. 12.
**Financial Statement and Audit** - Submit a copy of organization’s annual audit and management letter to the City. For organizations that receive a total of more than $500,000 in Federal funds (including CDBG and all other federal sources), this audit must comply with guidelines of the Single Audit Act (2 CFR Part 200, Subpart F). All applicants must complete the Certificate Regarding Federal or Other Governmental Assistance” regardless of amount of Federal funds received.

**Documentation of Personnel Policy** (Affirmative Action Plan/Grievance Procedure)

**Proof of Insurance Liability:**
**PROGRAM AND INCOME GUIDELINES**

**General Information**

**Eligible Activities:** CDBG funds must be used for activities under the specified categories and directed toward improving community services and facilities. Funding must be directed towards those costs directly associated with the provision of such services. **CDBG/HOME funds may only be used to benefit low- and moderate-income residents of Abilene.**

**Client Intake Information:** CDBG sub-recipients are required to collect the following client information at intake, to be used for monthly reporting and client files:

- Permanent street address
- Family/Household income (with verification, see following section)
- Number of persons in household (do not have to be related)
- Ethnicity
- Race
- Whether client's household is a female-headed household

**Income Verification:** All clients served by the CDBG program must be low- or moderate-income according to guidelines. Client records must include household income and household size (CDBG income guidelines are determined by household size). Each client file must also contain verification of income. Acceptable forms of verification include photocopies of public assistance statements, tax forms, or paycheck stubs.

**Residency Information:** CDBG public services funds may only be used to assist residents of Abilene. Your records must show each CDBG client's permanent address as located within the city boundaries.

**Monthly Activity Reports:** Sub-recipients must submit an activity report on a monthly basis in a format prescribed by the City of Abilene. This report will contain a demographic profile of unduplicated CDBG clients served and a summary of activities, outreach efforts, and measurable outcomes. Reports are due by the 5th of each month.

**Site Visits:** As required by HUD, the City's staff will conduct at least one site visit during the contract period. During site visits, staff will check client files to verify income and residency information. All organizational documents germane to program administration must be readily available for inspection by the City. **Please note that failure to maintain proper documentation of residency and income may result in termination of funds.**

**Wage Labor & Environmental Compliance:** As required by project type comply with all Davis-Bacon & Related Acts requirements for construction or rehabilitation projects involving $2,000 or more, containing eight units or more, lead based paint requirements, procurement policy, EEO (Executive Order 11246 Sec 202), or environmental assessment requirements.
These figures should be the basis of your organizations responses to questions about the benefits of your service(s) to very low-, low-, and moderate-income persons/households:

<table>
<thead>
<tr>
<th>Income Guidelines</th>
<th>Gross Annual Income 0%-30% Extremely Low</th>
<th>Gross Annual Income 31%-50% Very Low</th>
<th>Gross Annual Income 51%-80% Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Person Household</td>
<td>$13,200</td>
<td>$22,050</td>
<td>$35,240</td>
</tr>
<tr>
<td>2 Person Household</td>
<td>$15,100</td>
<td>$25,200</td>
<td>$40,250</td>
</tr>
<tr>
<td>3 Person Household</td>
<td>$17,000</td>
<td>$28,350</td>
<td>$45,300</td>
</tr>
<tr>
<td>4 Person Household</td>
<td>$18,850</td>
<td>$31,450</td>
<td>$50,300</td>
</tr>
<tr>
<td>5 Person Household</td>
<td>$20,400</td>
<td>$34,000</td>
<td>$54,350</td>
</tr>
<tr>
<td>6 Person Household</td>
<td>$21,900</td>
<td>$36,500</td>
<td>$58,350</td>
</tr>
<tr>
<td>7 Person Household</td>
<td>$23,400</td>
<td>$39,000</td>
<td>$62,400</td>
</tr>
<tr>
<td>8 Person Household</td>
<td>$24,900</td>
<td>$41,550</td>
<td>$66,400</td>
</tr>
</tbody>
</table>

**Income:** Income is defined as any form of financial support (prior to deductions) received by a person or household including wages, salaries, tips, and commissions; self-employment including proprietorships and partnerships; interest, dividends, net rental income or income from estates and trusts; Social Security, pension, or other forms of public assistance; veterans payments; unemployment compensation; and alimony or child support. All working persons, 18 and older, in the household are counted.
Purpose of the CDBG Program
The primary objective of the Community Development Block Grant (CDBG) Program is the development of viable urban communities. This is to be accomplished by providing decent housing and a suitable living environment and expanding economic opportunities. While the benefits of such activities can be derived by virtually any citizen of the city, either directly or indirectly, the focus of the program is principally for low- and moderate-income persons.

Therefore, to receive consideration for CDBG funding as a sub recipient, an applicant must satisfy one of the three National Objectives:

1. Benefit to low- and moderate-income families;
2. Aid in the prevention of slums or blight;
3. Meet an urgent need.

Purpose of the HOME Program
HOME was enacted under Title II (42 USC 12701-12839) of the Cranston-Gonzales National Affordable Housing Act (Pub. L. 101-625, approved November 28, 1990). An applicant for HOME funds must use the funds to meet one of the objectives of the HOME program. The objectives of the HOME program are:

1. To expand the supply of decent, safe, sanitary and affordable housing;
2. To strengthen the abilities of state and local governments to provide housing;
3. To assure that federal housing services, financing, and other investments are provided to state and local governments in a coordinated, supportive fashion; and
4. To expand the capacity of nonprofit community-based housing development organizations.

The City also administers its HOME program in accordance with the goals identified in the Consolidated Plan. A minimum of 15% of the City’s HOME allocation must be used to support the efforts of a Community Housing Development Organization (CHDO).
Attachment A

City of Abilene Texas

2015 - 2019 Consolidated Plan Priority Needs

(Consultant Recommendations)

All of the priority needs listed will be designated a High Priorities in the Consolidated Plan.

HOUSING

Goal: Low- to moderate-income citizens will have access to safe, decent and affordable housing

Objectives:

- Housing Rehabilitation and Reconstruction
- Emergency Home Repairs
- Housing Assistance – Homeownership, Down-payment, Closing Cost, Equity
- Housing Development
- Demolition/Removal of Slum and Blight
- Housing for Senior, Disabled, ADA Compliance
- Fair Housing Education and outreach

COMMUNITY SERVICES (Public Services)

Goal: Improve the quality of programs and facilities for health and safety, information, transportation and recreation services

Objectives:

- Youth Services
- Child Care Services
- Disability Services
- Senior Services
- Health Services/Substance Abuse
- Domestic Violence/Child Abuse
- Meals/Food Pantry/Meals on Wheels
- Transportation
Attachment A

- Support maintenance, enhancement and expansion of quality childcare;
- Support maintenance, enhancement, and expansion of transportation services;
- Support maintenance, enhancement, and expansion of meals/food pantry services.

ECONOMIC DEVELOPMENT

Goal: Enhance the economic well-being of all citizens

Objectives:

- Technical Assistance to Small Businesses;
- Small Business Loans
- Job Training, Workforce Development
- Employment Training
- Job Development/Creation

COMMUNITY AND PUBLIC FACILITIES

Goal: Enhance the physical environment of Abilene

Objectives:

- Public and community facilities,
- Parks and Recreation Facilities
- Transportation

PUBLIC IMPROVEMENTS AND PUBLIC INFRASTRUCTURE

Goal: Enhance the physical infrastructure of Abilene

Objectives:

- Public Improvements
- Infrastructure (Street and Sidewalks, drainage, Water and Sewer connections.
Attachment A

HOMELESS SERVICES

Goal: Prevent and Reduce Homelessness

Objectives:

• Support homeless prevention and emergency assistance services;
• Support mental health/supportive services
• Domestic Violence Shelters
• Transitional Housing
• Homeless Facilities
• Emergency Housing Assistance
### Attachment B
**15 LOW-MODERATE INCOME NEIGHBORHOODS THAT ARE CDBG ELIGIBLE**

<table>
<thead>
<tr>
<th>Neighborhoods</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Hills</td>
<td>87.13%</td>
</tr>
<tr>
<td>Alameda</td>
<td>63.11%</td>
</tr>
<tr>
<td>Butternut / Chestnut</td>
<td>61.93%</td>
</tr>
<tr>
<td>Carver N.18th – N10th</td>
<td>66.67%</td>
</tr>
<tr>
<td>Not all low -mod</td>
<td></td>
</tr>
<tr>
<td>Elmwood</td>
<td>53.52%</td>
</tr>
<tr>
<td>Sears Park</td>
<td>53.32%</td>
</tr>
<tr>
<td>North College</td>
<td>73.50%</td>
</tr>
<tr>
<td>Cobb Park</td>
<td>67.13%</td>
</tr>
<tr>
<td>Northeast Hwy 80</td>
<td>57.08%</td>
</tr>
<tr>
<td>Southeast Hwy 80</td>
<td>58.29%</td>
</tr>
<tr>
<td>Park Central Area</td>
<td>66.33%</td>
</tr>
<tr>
<td>Original Town South</td>
<td>62.08%</td>
</tr>
<tr>
<td>South Treadaway</td>
<td>69.38%</td>
</tr>
<tr>
<td>Over Place Area</td>
<td>55.56%</td>
</tr>
<tr>
<td>College Heights</td>
<td>74.49%</td>
</tr>
</tbody>
</table>
Attachment C

**Ranking and Rating Criteria**

Applications will be reviewed by the Office of Neighborhood Services and the ONS Advisory Council, and those selected will be included in the proposed 2020 Action Plan. Recommendations will be presented to City Council during the public hearing that will precede the Action Plan process and submitted to HUD for approval. A uniform set of factors will be used to guide the evaluation of each application. Points will be awarded based on the extent to which the proposal addresses general evaluation factors listed below. The total number of points awarded in each category is indicated. The City reserves the right to request additional information on the proposed activity. Site visits and/or personal interviews may be scheduled as deemed necessary.

**Ranking Criteria**

All applications will be ranked in terms of how well the proposed project addresses a need within the CDBG/HOME criteria, and the degree to which the proposed project furthers that particular strategy/goal as previously identified in the Consolidated Plan for Program Years 2015-2020.

The attached table lists the possible points that may be awarded in each of six categories, as well as some specific criteria that will be considered. Each of these categories can be acceptably addressed by completing the application thoroughly and conscientiously.

**Project Description**

Applicants should be sure that the application is fully completed.

**Project Readiness**

Funding will be preferentially awarded to projects that are ready to proceed within sixty (60) days of October 1, 2020.

**Financial Feasibility**

Application budgets should be based on current local cost estimates, Davis-Bacon wage labor rates (if applicable), environmental review cost for capital improvements and should reflect reasonable expectations for the nature of the project.

**Developer Capacity**

All first-time applicants must demonstrate that they have the capacity to carry out the proposed project.

**Project Beneficiaries**

Beneficiaries of CDBG/HOME funded activities must have an annual household income at or below 80% medium family income. Preference will be given to applicants that will serve household types that have been identified as underserved in our community. Projects must also show that they can define their objective and outcome.
Scoring Sheet

Max Points 25

Basic Elements

Application complete
Meets National Objective for CDBG or HOME
Compliance with previous Consolidated Plan goals & objectives

Project Description 25

Proposed accomplishments
Time to completion
Project schedule reasonable

Project Readiness 50

Procedures in place: Affirmative Marketing Plan, Citizen Participation Plan, Program Manual
Site readiness: identified, controlled, etc.
Pre-development: environmental review, easement review, project plans, etc.
Status of other funding sources

Financial Feasibility 50

Eligibility of proposed use of funds
Project budget: level of detail, reasonableness of costs
Leveraging: proposed, status of

Capacity 50

Current staff
Access to skilled individuals

Project Beneficiaries 50

Type of households targeted: individuals, families, special needs
objective and outcome

Total Points Possible: 250
CERTIFICATION REGARDING FEDERAL OR OTHER GOVERNMENTAL ASSISTANCE

$750,000 Expenditure Threshold Single Audit Requirement
2 CFR Part 200, Subpart F

Certification and Signatures

The undersigned, on behalf of ____________________________ (name of sub-recipient), certifies that all applications for federal and other governmental assistance have been fully disclosed and are detailed in the table below. Further, that any future applications for federal or other governmental assistance applicable to the development stated above will be disclosed promptly upon application to the City of Abilene, in writing, to the City of Abilene Office of Neighborhood Services, P.O. Box 60, Abilene, TX 79604-0060, stating the nature and amount of the assistance requested.

Federal and Other Governmental Assistance Detail Table

<table>
<thead>
<tr>
<th>Funding</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal CDBG/HOME Grant Funds, City of Abilene</td>
<td></td>
</tr>
<tr>
<td>List all other Federal funds:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

By: Date
Title:
STATE OF TEXAS §
COUNTY OF TAYLOR §

ACKNOWLEDGMENT

This instrument was acknowledged before me on the

________________________ day of ____________

2020, by ______________________ as ______________________ (title)

of ____________________________ (sub-recipient) on behalf of said company.

________________________
Notary Public in and for the State of
Texas
Attachment D

To: Vendors or other persons doing business with the City of Abilene, the Development Corporation of Abilene (DCOA), Civic Abilene, Inc.

From: City of Abilene

Re: Disclosure form required by state law.

Dear Vendor:

Effective January 1, 2006, H.B. 914 requires any person or business that contracts with a city or is considering doing business with a city to file a “conflicts of interest questionnaire.” This means that any person who contracts or seeks to contract for the sale or purchase of property, goods, or services with a city (including submitting a bid on a city contract) must file a questionnaire.

This is designed to ensure that the public is aware of possible relationships of persons who are doing business with the City, the DCOA, Civic Abilene, Inc. or other local governmental entity.

If a vendor or agent of the vendor has an employment or business relationship with any of the persons listed on the attached list or their family that results in taxable income or gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than $250 in the 12-month period preceding the filing of this form, the vendor or agent must fill out the form and report the relationship.

All vendors who are doing business or seeking to do business with the above listed governmental entities after January 1, 2006, must fill out the required form. If you are already doing business with the City, you must file your form within seven days of your receipt of this notice. If you have not entered into an agreement with the City yet, you must file your form before you provide any services or goods to the City. The form should be returned with your bid packet or returned to _____________________________. If you do not have any business relationship with any of the listed persons, please put N/A on the form, sign and return it with your bid packet.

Thank you,

The City of Abilene
The Development Corporation of Abilene, (DCOA)
Civic Abilene, Inc.

*A family member is defined as a person related to another person within the first degree by consanguinity (blood) or affinity (marriage). This definition includes a spouse, father, mother, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law and stepchildren.
CITY COUNCIL MEMBERS

Mayor Anthony Williams
Shane Price
Jack Rentz
Donna Albus
Weldon W. Hurt
Kyle McAlister
Travis Craver

City Manager: Robert Hanna

DEVELOPMENT CORPORATION OF ABILENE

Sam Vinson
John Beckham
Jack Rich
Seaton Higginbotham
Vic Corley

Chief Executive Officer: Misty Mayo

CIVIC ABILENE, INC. David Gist
Clint Rosenbaum
Tom Boecking
Neomia Banks
David Gist
Joe Alcorta, Sr.
Steve Leggett
Peggy Manning
Laura Donaway
Shaun Rea Martin
Charles Perkins
Rev. Izair Lankford
John Thomas
Mike Warren
Robert Hanna
Lesli Andrews

Director: Molly Moser