



HOUSING AND COMMUNITY
DEVELOPMENT

The City of New Braunfels, Texas

THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

Request For Proposals for Program Year 2011

The City of New Braunfels, Texas is accepting applications for funding for the Community Development Block Grant Program Year 2011. Applications will be available from the City Secretary beginning at 9:00 a.m., Tuesday, June 1, 2010. Completed applications must be submitted to the City Secretary by 5:00 p.m. on Friday, August 6, 2010. **Please note: late applications will not be accepted.**

A workshop for technical assistance will be held on Wednesday, June 2, 2010 from 5:30-6:30 p.m. at the Municipal Building, 424 South Castell Avenue, New Braunfels, Texas. For more information please call Nancy Davison, Housing & Community Development Coordinator, (830) 221-4081.

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INTRODUCTION

The City of New Braunfels is accepting applications for Program Year 2011's Community Development Block Grant (CDBG) projects that principally benefit low-to-moderate income-level residents of the City of New Braunfels. This packet contains information about the CDBG program and documents needed to apply for CDBG funds through the City of New Braunfels.

The general CDBG program information includes:

Program Guidelines	<i>Description of Application Requirements</i>
National Objectives	<i>List of Primary Program Objectives</i>
Eligible and Ineligible Activities	<i>Description of categories of activities</i>
CDBG Funding Process	<i>Overview of Application Review Process</i>
General Program Requirements	<i>Federal Regulations Applicable to Projects</i>
HUD 2010 Income Limits	<i>Used to qualify residents for CDBG assistance</i>
Lead-based Paint Statement	<i>Federal regulations on lead-based paint</i>

The Application Packet contains the following:

PY 2011 Application Schedule	<i>Timetable for Application Review Process</i>
Proposal Cover Sheet/Check List	<i>Cover sheet/Required information and submissions</i>
Proposal Summary Sheet	<i>Overview of project</i>
Eligible Activities Worksheet	<i>Activities authorized under 24 CFR 570.201</i>
National Objectives Worksheet	<i>Beneficiaries eligible under 24 CFR 570.208</i>
Benefit to Low-Mod Persons	<i>Persons benefiting under 24 CFR 570.208</i>
HUD 2010 Income Limits	<i>Used to qualify residents for CDBG assistance</i>
Financial Capacity	<i>CDBG and other funding for project</i>
Budget Worksheets	<i>Breakdown of program costs</i>
Fundraising Project(s) or Schedule	<i>Demonstrates community support</i>
Attachments	<i>Additional items to be submitted (see check list on p.16)</i>

For your application to be considered, please submit all documents listed in the Proposal Requirements Check List and also the required attachments. The proposal must be received by the City Secretary's Office, 424 South Castell, no later than 5:00 p.m. on Friday, **August 6, 2010**. **Please note that proposals received after the due date will not be considered.**

A workshop on the funding application will be held on Wednesday, June 2, 2010 from 5:30 p.m. – 6:30 p.m. at the Municipal Building, 424 South Castell. In addition to the workshop, new applicants or applicants with new projects are encouraged to call Nancy Davison, Housing & Community Development Coordinator, at (830) 221-4081 for technical assistance.

A formatted CD for Word is included in the application. **Please stay within the format on the CD.**

CITY OF NEW BRAUNFELS' CONSOLIDATED PLAN

The City of New Braunfels has created a vision plan for future projects. Projects that are to be considered for funding should address one of the needs set out in the City's Consolidated Plan and Strategy ("CPS"). Selected projects will be those that best meet the needs of the low-to-moderate income-level residents of New Braunfels and comply with the HUD requirements for CDBG funding. The goals as set out in the CPS are:

- To support existing youth-oriented programs, recruit new programs, and assist and encourage the development of after-school and weekend programs.
- To support educational opportunities and increase training programs.
- To preserve and rehabilitate the City's existing housing stock, primarily for extremely low, very low, and low-income families (0-80% of median income).
- To increase opportunities for low and moderate income-level home ownership.
- To preserve, provide, and improve social services for residents with special needs, particularly the elderly/frail elderly, the physically disabled, and children who are troubled or in an at-risk situation.
- To expand economic opportunities in the community, particularly for lower income residents.
- To improve neighborhood environment and facilities used for community services and activities, such as parks and community centers.
- To support historic preservation initiatives.

PROGRAM GUIDELINES

The following are guidelines for the Community Development Block Grant (CDBG) Program:

A. All applications must meet a ***NATIONAL OBJECTIVE*** of the CDBG program as specified in 24 CFR 570.208. These objectives are detailed in the following section. Additionally, only ***ELIGIBLE ACTIVITIES*** listed in 24 CFR 570.201 – 570.206 will be considered for funding. Eligible activities are discussed in detail later on Page 7 of this application.

B. Projects will only be considered for activities that benefit ***residents and businesses located in the City of New Braunfels***. If a program or project serves a larger area or population, the applicant will only receive funds for beneficiaries within the City limits and must demonstrate that funding is available for the proportion of activities that will benefit residents or businesses located outside the city limits.

C. No CDBG funds will be authorized to applicant agencies for the support of general administration or operating expenses. Funds for public service organizations should be for the provision of eligible *client services*.

D. No capital grants will be made without evidence of the *financial capacity* of the applying agency to operate the program.

NATIONAL OBJECTIVES

The three National Objectives of the CDBG program are:

- 1) BENEFIT TO LOW AND MODERATE INCOME PERSONS;
- 2) ADDRESSING SLUM OR BLIGHT; or
- 3) MEETING AN URGENT COMMUNITY DEVELOPMENT NEED

Each project must address one of these objectives. Most projects meet the program's primary objective: benefit to low-to-moderate income-level persons. The National Objective worksheet identifies several methods to document this. The third objective is the most restrictive. In order to fund a project under this objective, the City must demonstrate the situation is a serious and immediate threat to the health or welfare of the community, is of recent origin, the City cannot finance the proposed program themselves, and other resources are not available.

ACTIVITIES ELIGIBLE FOR CDBG ASSISTANCE

The following types of activities are included in those specified by the federal government as eligible for assistance under the CDBG program. However, any activity receiving funds must be listed as a priority area on Page 18.

Access: Removal of Material and Architectural Barriers: Installation of ramps, curb cuts, wider doorways, elevators, and other modifications to public or private facilities in order to allow ADA access.

Building Clearance & Code Enforcement: Clearance, demolition, or removal of buildings. Payment of salaries and overhead costs directly related to enforcement of local codes.

Economic Development & Microenterprise Assistance: Acquisition, construction, reconstruction, installation of commercial or industrial buildings, real property, equipment, and improvements. Assistance to private, for-profit entities, as determined to be necessary or appropriate. This may include grants, loans, loan guarantees, interest supplements, or technical assistance.

Homeownership Assistance: Subsidies of interest rates, financing for acquisition of housing, payment of up to 50% of down payment, and payment of reasonable closing costs. Reasonable costs and fees associated with the development and processing of mortgage applications are eligible.

Housing: To include infrastructure costs, but not actual construction. Project must commit to percentage of units being available to low-to-mod residents for fifteen years. Activities in 570.206(g) may include market analyses, site and utility plans, as well as the issuance of mortgage revenue bonds.

Infrastructure Improvements: Water and sewer facilities, streets, curbs, gutters, sidewalks, as well as flood and drainage improvements. This may include the acquisition, reconstruction, rehabilitation, or installation of privately owned utilities.

Interim Assistance: Repair of public facilities and infrastructure or special trash and debris removal campaigns designed to arrest deterioration until permanent repairs can be made. Alleviation of emergency conditions.

Lead-based Paint Abatement: Projects that involve rehabilitation and/or lead-based paint abatement. Rehabilitation of pre-1978 structures must comply with HUD lead-based paint regulations; abatement schedule required with application.

Planning & Capacity Building Activities: These may include comprehensive plans; plans for housing, land use, economic development, recreation, transportation utilities, and historic preservation; neighborhood plans and capital improvement programs; and activities related to policy planning, management, or capacity building.

Public Facilities: Acquisition, construction, reconstruction, rehabilitation, or installation of certain public-owned facilities and parks, neighborhood facilities or shelters. Funds *cannot* be used for buildings for the general conduct of government, for furnishings or other personal property, or for the costs of operating or maintaining public facilities.

Public Services: Provision of new services or a quantifiable increase in services. These may include child care, health care, job training, recreation, education, public safety, senior services, etc. Funding under this activity for all Public Services is limited to 15% of the total CDBG program grant for the year.

Real Property Acquisition or Disposition: Acquisition of land, easements, right-of-ways, and buildings or other real property improvements; but not moveable equipment, furnishings or machinery. Disposition costs may include appraisals, surveys, marketing, legal services, etc.

Rehabilitation: Rehabilitation of public housing, shelters and buildings, historic properties, commercial or industrial facilities. This may include assistance to acquire and repair buildings by private individuals, for-profit or non-profit organizations. Buildings must be used to provide a Public Service, or used for economic development THAT would assist low- to moderate-income residents.

INELIGIBLE ACTIVITIES

As specified in 24 CFR 570.207, the following activities cannot be funded using CDBG funds:

1. Buildings for the general conduct of government or portions thereof. (This does not include the removal of architectural barriers)
2. Expenses required to carry out the regular responsibilities of local government.
3. Political activities, facilities, or equipment. A facility funded by CDBG may be used on an incidental basis to hold political meetings if all parties have equal access to the facility.
4. Purchase of construction equipment, furnishings, or personal property; except when used as part of a special economic development project authorized under 24 CFR 570.203 or a community development project undertaken by a community-based development organization qualified under 24 CFR 570.204.
5. General operating, repair and maintenance costs for public facilities and improvements.
6. Regular income payments for food, clothing, housing, or utilities. This does not include emergency assistance for up to three months.

CDBG FUNDING PROCESS

The City of New Braunfels begins the CDBG process by first seeking proposals for Community Development Block Grant funding for the upcoming program year. Historically, 100% of CDBG funds awarded to agencies and projects benefit low-to-moderate income-level residents. For Program Year 2011, applications will be available to the public on June 1, 2010. You may receive the application three ways:

- 1) To have an application mailed to you, please call Nancy Davison, Housing & Community Development Coordinator, at (830) 221-4081; or
- 2) You may pick up an application at the front counter at City Hall, 424 S. Castell Ave., New Braunfels, TX; or
- 3) You may download the application from the City's website at www.nbtexas.org

CDBG staff will conduct three public hearings regarding community funding needs, as follows:

Public Hearing #1: The first Public Hearing for Citizen's Comments will be held on **June 2, 2010** at 6:00 p.m. at the Municipal Building during the Community Development Advisory Committee (CDAC) meeting.

Public Hearing #2: The second Public Hearing for Citizen's Comments will be on **September 1, 2010** at 6:00 p.m. during the CDAC meeting. At this time, applicants will be allowed to make a ten-minute presentation to the CDAC and the public.

Public Hearing #3: The third Public Hearing for Citizen's Comments will be **October 25, 2010** at 6:30 p.m. at the City of New Braunfels City Council meeting. City staff will present the CDAC funding recommendations to the City Council at this time. A thirty-day public comment period will follow Council action.

After the programs and projects have been selected and approved by the City Council, City Staff will publish a notification of the City's intent to request release of funds from HUD. The City then enters into an Agreement with HUD to administer the CDBG funds.

The City then executes a contract with the grant recipients responsible for administering each project or program that is awarded funding. This contract establishes the responsibilities and requirements of both parties, provides a detailed budget, and identifies requirements for performance, reporting, and recordkeeping.

After funds are released for the CDBG program, the City will make program budget adjustments (if any) for each program or project, based upon the final CDBG grant entitlement amount.

GENERAL PROGRAM REQUIREMENTS

If the proposed project is funded, the following requirements will apply:

- A. Compliance with documentation requirements for national objectives and eligible activities specified in 24 CFR 570.208 and 24 CFR 570.506.
- B. Compliance with state, federal and local requirements in regards to procurement of architectural/professional services.
- C. Compliance with City insurance requirements.
- D. Construction projects must meet state and federal standards for handicapped accessibility.
- E. Construction projects must provide regular proof of compliance with the Davis-Bacon Act (40 U.S.C. 276a-276a-5), frequency to be determined by CDBG staff.
- F. Final plans and specifications for construction projects must be prepared by a registered architect/engineer. Cost must include environmental review costs, if required. Contact CDBG staff for more information on this matter.
- G. Federal wage rate determinations will apply as well as equal opportunity requirements.
- H. Compliance with federal and state regulations, local code and ordinances, and all other applicable laws.
- I. Compliance with conflict of interest requirements specified in 24 CFR 570.611. A copy of the organization's approved code/standard of conduct will be required to be submitted.
- J. Compliance with state regulations regarding criminal background checks for all program staff working with youth and children.
- K. Notice of Litigation: The City of New Braunfels requires immediate notification in writing of litigation the CDBG - funded agency is or becomes involved in while receiving CDBG funds. Notification of the outcome, in writing, is required within two (2) weeks of the final judgment.
- L. Funds must be spent in the program year in which they were received, unless a waiver is obtained from CDBG staff.

HUD INCOME LIMITS

Residents of New Braunfels who are assisted with CDBG funds must be low-to-moderate income-eligible. The income guidelines at the time of the application process are as follows. The income limits are subject to change according to HUD directives.

2010 Income Limits – MSA: Comal County, Texas. Family income may be no higher than low-to-moderate income-level.

No Greater Than	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
Low Income (80% MFI)	32,400	37,000	41,650	46,250	49,950	53,650	57,350	61,050
Low Income (50% MFI)	20,250	23,150	26,050	28,900	31,250	33,500	35,850	38,150
Low Income (30% MFI)	12,250	13,900	15,650	17,350	18,750	20,150	21,550	22,950

LEAD BASED PAINT

NEW LEAD-BASED PAINT FEDERAL REGULATIONS EFFECTIVE SEPTEMBER 15, 2000. ALL HOUSING BUILT BEFORE JANUARY 1, 1978 WHICH IS FINANCIALLY ASSISTED BY OR SOLD BY THE FEDERAL GOVERNMENT IS SUBJECT TO VARYING FEDERAL REGULATIONS WHICH DEPEND UPON AGE OF STRUCTURE. PLEASE REVIEW TITLE 24 CFR PART 35. FOR TECHNICAL INFORMATION PLEASE PHONE THE NATIONAL LEAD INFORMATION CENTER AT 800-424-5323, OR YOUR STATE OR LOCAL HEALTH DEPARTMENT.

PY 2011 APPLICATION SCHEDULE

June 2, 2010	9:00 a.m.	Program Year 2011 applications available at the City Secretary's office in the Municipal Building.
June 2, 2010	5:30 – 6:30 p.m.	RFP technical assistance workshop at the Municipal Building.
June 2, 2010	6:00 p.m.	CDAC Meeting, Municipal Building, Conference Room B 1st Public Hearing.
August 6, 2010	5:00 p.m.	Program applications due to City Secretary by 5:00 p.m. No late applications will be accepted.
September 1, 2010	6:00 p.m.	CDAC Meeting, Municipal Building. 2nd Public Hearing for Citizen's Comments. Applicants may present highlights of proposal: 10-minute presentation per applicant.
October 25, 2010	6:30 p.m.	3rd Public Hearing for Citizen's Comments at City Council. Presentation of recommended funding for PY 2011 by City staff.
January 1, 2011		Program year begins for the subrecipients.



HOUSING AND COMMUNITY
DEVELOPMENT

CITY OF NEW BRAUNFELS

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROGRAM YEAR 2011 APPLICATION FOR FUNDING**

**FUNDS MUST BE SPENT IN THE PROGRAM YEAR IN WHICH THEY WERE RECEIVED
UNLESS A WAIVER IS OBTAINED FROM CDBG STAFF.**

**THE APPLICATIONS ARE DUE TO THE CITY SECRETARY
NO LATER THAN 5:00 P.M. FRIDAY, AUGUST 6, 2010.
LATE APPLICATIONS WILL NOT BE ACCEPTED.**

PROPOSAL COVER SHEET

Agency: _____

Contact Person: _____ Phone: _____

E-Mail: _____

All Applicants Must Submit Pages 13-24 and Required Attachments

CHECK LIST

Enclosed

I. Application (required)

Check List	_____
Proposal Overview	_____
Eligible Activities Sheet	_____
National Objective Worksheets	_____
Benefit to Low-to-Mod Residents	_____
Financial Capacity; Additional Funding Sources	_____
Budget Income and Funding Worksheets	_____
Fundraising Project and Time Schedule	_____

II. Attachments (required, where applicable)

Certificate of Incorporation	_____
Bylaws	_____
IRS Statement of Non-Profit Status	_____
Statement of Non-Discrimination Policy	_____
Composition of Board Members/Employees	_____
Current or Most Recent Audit	_____
Additional information on Funding Sources	_____
Board Resolution Authorizing Submission of Application	_____

PY 2011 PROPOSAL SUMMARY SHEET

Name of Organization: _____

Mailing Address: _____

Name of Contact Person: _____

Title of Contact: _____

Telephone: _____

E- Mail: _____ Fax: _____

Type of Organization: _____ Non-Profit _____ For-Profit Other: _____

Project/Program Title: _____

Project Address: _____

Type of Project: _____ Housing _____ Public Facility _____ Public Service

_____ Neighborhood Revitalization/Economic Development _____ Historic Preservation

CDBG Funding Request: \$ _____

Your Agency's Contribution: \$ _____

Other Sources (grants, etc.): \$ _____

TOTAL PROJECT COST: \$ _____

Authorized Official: _____

Title: _____ Date: _____

Note: The City of New Braunfels reserves the right to reject any and all proposals and applications.

ELIGIBLE ACTIVITIES

Please indicate below which of the following activities will be undertaken with the CDBG funds

Public Services (non-profits providing services to clients)

- | | |
|---|--|
| <input type="checkbox"/> Senior Services | <input type="checkbox"/> Employment Training |
| <input type="checkbox"/> Handicapped Services | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Youth Services | <input type="checkbox"/> Other Services |

Public Facilities (projects that include construction or rehabilitation)

- | | |
|--|--|
| <input type="checkbox"/> Senior Centers | <input type="checkbox"/> Park Facilities |
| <input type="checkbox"/> Youth Centers | <input type="checkbox"/> Health Facilities |
| <input type="checkbox"/> Neighborhood Facilities | <input type="checkbox"/> Child Care Facilities |

Infrastructure Improvements

- | | |
|--|--|
| <input type="checkbox"/> Solid Waste Disposal | <input type="checkbox"/> Street Improvements |
| <input type="checkbox"/> Flood/Stormwater Sewers | <input type="checkbox"/> Sidewalks/Curbs |
| <input type="checkbox"/> Water Systems | <input type="checkbox"/> Sewer Systems |

Housing Assistance

- | | |
|--|---|
| <input type="checkbox"/> Affordable Housing Assistance | <input type="checkbox"/> Housing Rehabilitation |
| <input type="checkbox"/> New Construction | |

Economic Development

- | | |
|--|--|
| <input type="checkbox"/> Financial Business Assistance | <input type="checkbox"/> Microbusiness Assistance |
| <input type="checkbox"/> Technical Assistance | <input type="checkbox"/> Infrastructure for Industrial Development |

Other Activities

Specify: _____

NATIONAL OBJECTIVES

Please indicate which type of National Objective will be met by the proposed project.

WILL PREVENT/ELIMINATE SLUM AND BLIGHT

WILL ADDRESS URGENT NEED

WILL BENEFIT LOW-TO-MODERATE INCOME PERSONS

- Area Benefit
- Limited Clientele
- Job Creation
- Housing

PROJECTS PREVENTING/ELIMINATING SLUM OR BLIGHT

Will the project be located in an area that meets the definition of slum and blight in a deteriorated or deteriorating area that has a substantial number of dilapidated buildings or improvements? Yes
 No

Is the project designed to eliminated specific conditions of blight or physical decay on a *spot basis*, not located in a slum or blighted area? Yes
 No

PROJECTS ADDRESSING URGENT NEED

Is the project designed to alleviate existing conditions, which pose a serious and immediate threat to the health or welfare of the community which have arisen within fifteen (15) months of the proposal due date or which recently became urgent and there no other funds available to finance this activity? Yes
 No

JOBS CREATED OR RETAINED

_____ Jobs Retained

_____ Project will maintain income certifications showing at least 51% of the jobs created or retained are held by or made available to low-to-moderate income based on the income guidelines listed below:

_____ Low-Mod Jobs Created
_____ Total Jobs Created
_____ Percent Low-Mod

or

_____ Low Mod Jobs Retained
_____ Total Jobs Retained
_____ Percent Low-Mod

4) Infrastructure or Housing

Project will maintain income certifications showing at least 51% of the households receiving housing assistance are low-to-moderate income based on income guidelines listed below:

_____ Low-Mod Households
_____ Total Households

_____ Percent Low-Mod

HUD PY 2011 INCOME LIMITS

Residents of New Braunfels who are assisted with CDBG funds must be low-to-moderate income eligible. The income guidelines at the time of the application process are as follows. The income limits are subject to change according to HUD directives.

2010 Income Limits – MSA: San Antonio, Texas. Family income may be no higher than low-to-moderate income-level.

No Greater Than	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
Low Income (80% MFI)	32,400	37,000	41,650	46,250	49,950	53,650	57,350	61,050
Low Income (50% MFI)	20,250	23,150	26,050	28,900	31,250	33,500	35,850	38,150
Low Income (30% MFI)	12,250	13,900	15,650	17,350	18,750	20,150	21,550	22,950

FINANCIAL CAPACITY FOR SERVICE DELIVERY: ALL FUNDING SOURCES

In the chart listed below, please indicate how the project is to be funded. In the “Current Agency Budget” column, include all sources of revenue (excluding CDBG) that are currently in place to fund the project for which you are requesting funding. In the “Proposed Agency Budget”, include the funding you are requesting from CDBG.

INCOME/REVENUE			
Agency Fiscal Year: _____	Total Agency Revenues		Please indicate how funding will be allocated
	Current Agency Budget	Proposed Agency Budget	Brief Description of Program
Federal Grants			
State Grants			
Local Grants			
United Way			
Other Non-Federal Grants			
Contributions			
Special Events			
Gifts			
Organizations			
Program Income			
Other (specify)			
Other (specify)			
Other (specify)			
TOTAL			

NOTE: Please list additional individual funding sources and amount funded below. Attach a separate page, if necessary.

FUNDRAISING PROJECT AND SCHEDULE

Please describe your organization's fundraising project(s) and the time schedule.