CDBG Application Workshop

February 13, 2024 @ 1:30 PM
Tejas Room – City Hall
Welcome to the City of New Braunfels’ CDBG Program Year 2024 Application Workshop

CDBG Program Support Staff: Jennifer Gates, Grants Coordinator, and Paula Harper, CDBG Consultant

Agenda:
• CDBG Overview
• Application Process
• Post-Award Contract Requirements
• Questions & Answers
What is CDBG?

• Community Development Block Grant (1974).
• Federal program funded through non-competitive grants to cities, counties, and states.
• Purpose is to reduce poverty and its effects, and develop viable communities by:
  ➢ Providing decent housing
  ➢ Creating a suitable living environment
  ➢ Expanding economic opportunities
National Objectives

All programs **must** meet a HUD National Objective:

- Benefit Low- to Moderate-Income persons/households.
- Aid in the prevention/elimination of slum and blight.
- Meet an Urgent Need.
  - This is rarely utilized because it is associated with natural and/or manmade disasters.
Funding and Funding Caps

Estimated Funding Distribution:

Based upon Program Year 2023 Grant: $458,880

• Public Service (15% cap): $68,832
  - CDBG funding for Public Services must be for a new service or a measurable increase in the level of service.

• Planning & Administration (20% cap; for City use only): $91,776

• Other Activities: $298,272
Definitions

- **Low- to Moderate-Income** are residents whose household income is equal to or less than 80% of the area’s household median income for that household size.

- **CDBG Target Areas** that are primarily low- to moderate-income are Census Block Groups where 49.40% or more households are low- to moderate-income.

- **Presumed Benefit/Limited Clientele** are those who are presumed by HUD to be low- to moderate-income based on their situation.
Presumed Benefits

Presumed Benefit/Limited Clientele are:

• Severely disabled
• Elderly (at least 62 years of age)
• Victims of domestic violence and sexual assault
• Abused and/or neglected children
• People experiencing homelessness
• Illiterate adults
• Migrant workers
• Persons living with AIDS
Most common objective for **Public Services** is support for low- and moderate-income persons.

**Public facilities**, including infrastructure, must guarantee benefit to at least 70% low- and moderate-income persons.

**Housing** activities must serve 100% low- and moderate-income clients.
# 2023 Income Limits

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Annual Household Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Person</td>
<td>$49,150</td>
</tr>
<tr>
<td>2 Persons</td>
<td>$56,200</td>
</tr>
<tr>
<td>3 Persons</td>
<td>$63,200</td>
</tr>
<tr>
<td>4 Persons</td>
<td>$70,020</td>
</tr>
<tr>
<td>5 Persons</td>
<td>$75,850</td>
</tr>
<tr>
<td>6 Persons</td>
<td>$81,450</td>
</tr>
<tr>
<td>7 Persons</td>
<td>$87,050</td>
</tr>
<tr>
<td>8+ Persons</td>
<td>$92,700</td>
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</table>

**NOTE:** 2024 income limits have not yet been released by HUD. Income limits will be updated by October 1, 2024.
Eligible Applicants

• Existing 501(c)(3) or other non-profit status.
• Other Public Agencies.
• For-Profits with mission to serve low-income persons/families.
• City Departments.
• Community-Based Housing Organizations (CBHO).
• Community Housing Development Organizations (CHDO).

**NOTE:** Applicants on the Federal or State de-barred list are **not** eligible to apply for or receive CDBG funds.
Public Services Examples

- Senior services
- Children and Youth services
- Services for abused and/or neglected children
- Healthcare, including mental healthcare
- Homeless services, and homelessness prevention
- Educational and job training services
- Transportation assistance
- Food assistance

- Salaries but **only** for staff time spent working directly with clients including intake, client staffing, developing service plans, entering client notes.
  - Administrative costs even for staff working directly with clients are **not** eligible e.g., CDBG reporting, staff meetings, trainings, travel.
Public Services – Rental Assistance

• Emergency Rent and Utility assistance is a public services (*not housing*) activity and is designated by HUD as Homeless Prevention.

• Rent and utility assistance cannot exceed 3 months during a program year but does not have to be consecutive months.

• The 3-month limit is inclusive for rent and utility assistance.

• An eligible applicant cannot receive 3 months of rental assistance and an additional three months of utility assistance.

• However, if both are provided at the same time, it is counted as one month of assistance.
Housing Activities Examples

• Must benefit low-moderate income households.

• **Owner-occupied minor home repair** must be within the city limits, must be the primary residence, and repair projects cannot exceed $10,000 per project.

• Income must be documented by a third-party source.

• Accessibility modifications for disabled household members.

• Energy-efficiency improvements.

• Homebuyer assistance provides downpayment and closing costs.

• Repairs for rental property are NOT eligible.
Public Facilities & Area Based Activities

- Repair or installation of infrastructure e.g., streets, sidewalks, public parking, water lines, sewer lines, drainage.
- Acquisition, construction or rehabilitation of public facilities e.g., neighborhood/community facilities and facilities for special populations such as domestic violence, homeless and transitional housing.
- Development or improvements to public parks.
- Historic preservation.
- Clearance or demolition (Subject to one-on-one housing replacement regulations).
- Salaries for code enforcement officers working in low-mod areas.
Ineligible Activities

• Buildings used for the general conduct of government.
• General government expenses.
• Political activities.

Generally Ineligible Activities, Some Allowable Exceptions

• Purchase of equipment; may be eligible if part of a public services grant.
• Operating and maintenance expenses; may be eligible if part of a public services grant.
• Construction of new, permanent residential structures.
• Direct Income Payments.
• First time applicants **MUST** submit a description of the requested activity by email and/or schedule a meeting with CDBG Program Support Staff prior to the submission date.

• Previously funded agencies requesting funds for a new activity are encouraged to submit a description of the activity via email to CDBG Program Support Staff.
Application Overview

Three (3) separate applications are available for **Public Services**, **Public Facilities**, and **Housing** activities.

- If applying for multiple activities, a separate application must be submitted for each requested activity.

- Funds may only be used for persons residing within New Braunfels’ city limits or for HUD designated low-moderate census tracks within the city limits.
Application Overview

- Agencies requesting CDBG funds for salary costs **must** submit a job description for each position.
- Agencies **must** submit most recent management letter for audit.
- All information provided should be as complete as possible e.g., itemized and accurate budget, realistic timeline/schedule, and proportional number of beneficiaries to funding request.
- Applications may be submitted as hardcopies or electronic.
- Incomplete applications may result in disqualification.
Application Details

• SECTION 1 – GENERAL INFORMATION
  ➢ Overview of agency
  ➢ Overview of funding request
  ➢ Overview of activity and associated beneficiaries

• SECTIONS 2 – APPLICATIONS, including supplemental information such as quotes and job descriptions
  ➢ Application for Public Services
  ➢ Application for Public Facilities
  ➢ Application for Housing
Application Details

• **SECTION 3 – CERTIFICATIONS**
  ➢ Provide the signed certifications with the one complete, original application, and the electronic version of the complete application.

• **SECTION 4 – ATTACHMENTS**
  ➢ Provide the required attachments with the one complete, original application, and the electronic version of the complete application.
Submission of Application

- Hardcopy or Electronic Applications will be accepted until March 19, 2024, no later than 4:00 PM (local time). Applications submitted after the deadline will not be accepted.

  - **HARDCOPY:** Submit one complete, original application with all certifications and attachments, and an electronic copy of the complete application on a USB device.
  
  - **Additionally,** applicants are to submit 10 abridged (Sections 1 and 2 only) hardcopies with their full hardcopy and electronic application. Please do not use tabs or bind/staple the complete application or its abridged copies. Hardcopies must be delivered in a sealed application packet to the City Secretary’s Office at the New Braunfels’ City Hall.
  
  - **ELECTRONIC:** Submit one complete, original application with all attachments via email to CDBG Program Support Staff. Staff will provide confirmation of receipt of the application.
Application Review/Ranking

All applications will be reviewed for completeness and HUD-eligibility. Please ensure that your application:

• Application narrative contains a well-defined description of the project/program (“activity”).
• Application has relevant, clear outcomes and measurements for activity.
• If not previously funded by CDBG, ensure that requested activity is not duplicating a service.
• If previously funded by CDBG, Public Service activities must show increased demand in the level of service.
• Project readiness, or delivery plans, for activity are timely and realistic.
• Organization/staff has strong experience and capacity to manage activity.
• Proposed activity budget leverages funds other than CDBG funding.
• Number of New Braunfels' beneficiaries is proportional to funding request.
Application Review/Ranking

• After the initial screening process for HUD-eligibility, the Community Development Advisory Committee (CDAC) will review, and rank applications based upon multiple factors.

• **CDAC Meeting Schedule:**
  - All meetings will be held in the **Tejas Room at 6:00PM**.
  - **April 3, 2024:** Review and discussion of applications.
  - **May 1, 2024:** Ranking and funding recommendations.

• If additional info is needed, applicants will be contacted via email by CDBG Support Staff to submit additional documentation and/or respond to clarifying questions within a certain timeframe.

• Failure to submit additional information may result in disqualification or a reduction of the funding request.
Post-Award: Reporting

• Reports are submitted monthly, with or without a reimbursement request.

• Records/Reporting
  ➢ Number Served
  ➢ Ethnicity and Race
  ➢ Household Income
  ➢ Number of Persons in Household
  ➢ Number of Female-Headed Household
  ➢ Number of Elderly or Disabled
  ➢ Other information depending on program

• Monitoring of activities by CDBG Program Support Staff will occur at least once per year.
Post-Award: Expenditures

• CDBG is a reimbursement program.

• Contract Period will be October 1, 2024, through September 30, 2025.

• Reimbursements must be submitted in a timely manner.

• Programs that are not expending funds in a timely manner could be subject to contract cancellation.

• Unexpended funds at the end of the contract period will be recaptured by the City.

• Contract term dates will not be extended.
**NOTE**: Timeline is subject to change; updates will be provided by email & on City’s CDBG website.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>ANTICIPATED DATE</th>
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<tbody>
<tr>
<td>Application Workshop &amp; Applications are Available</td>
<td>February 13, 2024 @ 1:30 PM</td>
</tr>
<tr>
<td>Application Submission Deadline</td>
<td>March 19, 2024, by 4:00 PM CST</td>
</tr>
<tr>
<td>CDAC – Review and Discussion of Applications</td>
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<td>CDAC – Ranking and Funding Recommendations</td>
<td>May 1, 2024 @ 6:00 PM – Tejas Room</td>
</tr>
<tr>
<td>Notification of Funding Recommendations</td>
<td>May 8, 2024, by Email</td>
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<tr>
<td>Public Hearing at City Council Meeting</td>
<td>June 24, 2024 @ 6:00 PM – Council Chambers</td>
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<tr>
<td>City Council Approves Funding Recommendations</td>
<td>July 8, 2024 @ 6:00 PM – Council Chambers</td>
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<td>HUD Approval/ Release of Funds</td>
<td>By Approximately October 1st</td>
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* Housing and some Public Facilities activities require a Release of Funds from HUD; therefore, funds are typically available in November.
Contact Information

CDBG PROGRAM SUPPORT STAFF

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Questions?