



APPLICATION FOR FUNDING Community Development Block Grant

**For Program Year 2018-19
October 1, 2018 – September 30, 2019**

**Applications are due
Friday · March 30, 2018**

**City of Wichita Falls
Neighborhood Resources Division
1300 7th Street, Room 300
Wichita Falls, Texas 76301
940-761-7448**



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The City of Wichita Falls is an *Entitlement Grantee* for the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) Program, which means the City receives a direct annual appropriation of funds from the Congressional budget process. These funds are used for projects and activities that help develop and maintain a desirable living environment for the citizens of Wichita Falls and are primarily used to benefit low to moderate income areas and persons.

Local non-profit organizations are an important part of the program. Without this involvement, the CDBG Program could not address the broad range of needs in our community in a cost-effective way.

In keeping with the national objectives to develop a viable urban community, the City of Wichita Falls has adopted the following to be the major goals and objectives of the Community Development Block Grant program.

Application for Community Development Block Grant Funding does not guarantee funding. CDBG funding is competitive and based upon a project's eligibility under the regulations and demonstrated need. The Wichita Falls City Council selects recipients and must consider all proposed CDBG projects in light of current community priorities and needs as identified in the Five-Year Consolidated Plan.

GOALS

- To promote the conservation and expansion of the city's housing stock to help ensure the availability of decent, safe and sanitary housing for all residents of Wichita Falls, and especially those residents of low and moderate income.
- To stabilize, preserve and improve established neighborhoods, particularly those identified as low and moderate income neighborhoods.
- To promote expanded economic opportunities which contribute to the improvement of a suitable living environment, especially those residents of low and moderate income.

OBJECTIVES

- To improve the existing housing stock by providing limited repair of owner-occupied homes of eligible low and moderate income residents.
- To provide improved basic urban amenities including paved streets, adequate water and sewer services, parks and improvements to other public facilities within the CDBG-Eligible Target Areas.
- To eliminate neighborhood-degrading slum and blight conditions through services such as code enforcement and demolition of hazardous structures.
- To assist non-profit organizations in the provision of essential support services necessary to promote a suitable living environment for low and moderate income residents of Wichita Falls.



RESPONSIBILITIES OF CDBG SUBRECIPIENTS

The Community Development Block Grant Program is a financial resource that enables the City of Wichita Falls to undertake unique and varied activities. Non-profit agencies and organizations must carry out projects or activities with CDBG assistance that help achieve Community Development goals and objectives and meet basic eligibility criteria under the CDBG regulations.

The final responsibility for the Community Development Block Grant Program rests with the Wichita Falls City Council. The City has a duty to protect the investment of public money. To ensure approved activities and projects benefit the community, assist low and moderate income persons, and comply with federal regulations, certain responsibilities are required of recipients of CDBG assistance.

1. The recipient must agree to comply with all applicable federal, state, and local laws and regulations applicable to the project.
2. Recipients are required to enter into a contract as a subrecipient with the City of Wichita Falls that governs the organization's responsibilities and obligations, performance and reporting requirements, and recordkeeping with regard to financial standards and program beneficiaries.
3. In undertaking the project or activity, the recipient shall ensure that no person shall be denied benefits of the program or activity because of age, sex, race, religion, national origin, familial status, or handicapped status.
4. For projects that require the hiring of a contractor to complete the work, the organization must execute a written contract with the tradesman or company involved that specifies the work to be performed, timeframe for completion, details the cost breakdown, and that contains language which requires the contractor to abide by federal Davis-Bacon wage regulations for any construction-related project in which the cost exceeds \$2,000.
5. Upon completion of the project, the recipient organization must provide an accomplishment report that includes a brief narrative of how the project improved the organization or the people served, the number of unduplicated persons assisted by the organization's program, their race and ethnicity, and with certain types of projects, the household income of the family.

Note: Following approval for funding, the recipient organization must not enter into any contract or begin work on a project until a contract between the City of Wichita Falls and your organization is executed and authorization to begin the project is granted.



Application for FY 2018-2019 Community Development Block Grant (CDBG) Funding

(Please print or type)

Applicant Organization: _____

Mailing Address: _____
_____ **Zip** _____

Contact Person: _____ **Name** _____ **Title** _____

Contact Telephone #: _____ **Email:** _____

Date of Non-Profit Incorporation: _____

Date Designated By IRS As 501(C)(3): _____

Federal Tax Identification Number: _____

Organization's DUNS Number: _____

Name of Project: _____

Address and/or Specific Location Of Project: _____

Brief Project Description: (Brief yet specific: e.g. detailed description of proposed improvement, specific services to be delivered, etc.
-- Exactly what the CDBG funds will be used for.)

Proposed Project Funding Summary:

| | | |
|----------------------------|-----------------|-----------------|
| Agency Contribution | \$ _____ | |
| Other Funding for Activity | \$ _____ | Source(s) _____ |
| CDBG Request | \$ _____ | |
| Total Project Costs | \$ _____ | |

Authorized Official: _____ **Name** _____ **Title** _____

Signature of Authorized Official: _____

Date Signed: _____



2018-2019 CDBG Application - Project Narrative

Please provide a **brief** but specific answer to each of the following items as it relates to your project. Please limit your application to no more than 5 pages.

1. Give a **brief** overview of the applicant organization including history, purpose, and groups or population served.
2. Describe the project for which you are requesting CDBG assistance. Be specific. If your overall project involves work that has several elements or components, prioritize by number the most important to least important.
3. Identify the specific unmet needs to be addressed by the project. Is the unmet need documented by special studies, surveys, or data? If yes, give titles, dates and scope of each. Copies may be attached.
4. Can or is this unmet need being addressed by other agencies or organizations? If yes, explain how your organization's request for funding differs from that performed by other organizations.
5. Identify the particular geographic area that will benefit from the project (**including census tracts and block groups or street boundaries, if appropriate**). Briefly summarize the social and economic characteristics of the neighborhood or persons who will benefit directly from the project.
6. Total number of persons annually participating in or served by the applicant organization's programs each year: _____
7. Of the total number of persons your organization serves, how many will *directly benefit* from the proposed CDBG-funded project?): _____
8. Of the number of persons that will directly benefit from the proposed project, what is the approximate percentage that are low to moderate income? (Low-mod income = Household income of less than 80% of median—see attached **Exhibit A**): _____
9. Of the number of persons that will directly benefit from the project, what is the estimated percentage that are handicapped or elderly? _____
10. Explain how the project will contribute to the Community Development Block Grant's goals and objectives.
11. Provide a detailed project budget - itemize the total cost of the complete project for which CDBG funds are requested. Include amounts and sources of other funding, plus any matching funds to be provided by the applicant.
12. Provide the name of the consultant, architect, or contractor providing cost estimates for the project and the date the estimate was prepared. Copies of the cost estimates may be attached.
13. If funding requests have been made or will be proposed to other private, state or federal sources, provide the amount of assistance requested, and the anticipated date of commitment.
14. Explain how the applicant will provide funding for additional or unexpected costs of the project.
15. If fees are charged for services or participation, explain the fee structure.

16. What effect will the project have on future operational budgets of the applicant? Explain how the applicant will maintain the project or continue operation of the project.
17. If the applicant has received community development assistance for other projects, list the dates, amounts, and purposes of the CDBG assistance.

Additional EXHIBITS to be submitted with the APPLICATION for CDBG ASSISTANCE

PROVIDE AS EXHIBITS TO THE APPLICATION ONE COPY OF THE FOLLOWING:

1. Resolution, actions recorded in the organization's minutes, or other documentation indicating that the governing body authorizes the submission of the application and certifies that the applicant will comply with all Community Development Block Grant requirements, assurances and conditions.
2. A list of current and immediate past members of the governing body.
3. Certificate of Incorporation under the authority of the State of Texas.
4. IRS Letter of Designation as a 501(c)(3) organization and/ or State Tax Exempt Certificate.
5. Organization chart and list of key staff personnel and titles.

**At the time your organization is officially notified of
project approval and grant award, please submit the following
additional items to the City:**

- **The most recent audit or financial report.**
- **A current-year financial statement.**
- **An overall organizational budget that also includes the CDBG award amount and any other expected sources of financial support for the project.**



List of Eligible CDBG Activities **

All activities must meet the national objectives of benefiting low and moderate income persons, aiding in the prevention or elimination of slums or blight, or meeting needs of an urgent nature that present a serious and immediate threat to the health or welfare of the community.

Additional information concerning eligible CDBG activities can be found on the following HUD website:

<https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>

1. **PROPERTY ACQUISITION**

The cost incurred by the public agency for the acquisition of land by purchase, lease, foreclosure or donation. Projects consist of elimination of blighted, deteriorating, undeveloped or inappropriately developed land; rehabilitation or conservation activities and preservation of historic sites. Projects must be for public purposes and benefit low and moderate income citizens.

2. **PROPERTY DISPOSITION**

Sale, lease or disposal of property acquired with CDBG funds.

3. **PUBLIC FACILITIES AND IMPROVEMENTS**

Acquisition, construction, rehabilitation and installation of a variety of publicly owned facilities in lower income areas for the benefit of lower income persons. A partial list of activities include: Street Improvements including, traffic signals, signs, trees, bridges, culverts, alleys, curbs, gutters and sidewalks; Architectural design features intended to enhance the aesthetic quality of facilities; Pedestrian malls and walkways; Fire protection buildings, facilities, vehicles and equipment which serve low income areas; Parks, playgrounds and other recreational facilities designed for the primary use of and participation by lower income persons; Parking facilities located at or serving area with other CDBG activities; Senior Citizens Centers, Centers for Handicapped and Neighborhood and Community facilities; Solid waste disposal facilities in or serving area with other CDBG activities; Water and sewer facilities, including storm sewers, but only as part of other CDBG construction or reconstruction activities; Facilities for operation and distribution of publicly owned utilities, other than water and sewer, including buildings.

4. **PUBLIC SERVICES**

Services relating to providing information and assistance in obtaining employment training and placement, preventing drug abuse, health care, crime prevention, child care, education, economic development, welfare or recreational needs of persons residing in lower income areas. Funding must be for a new service or the increased portion of finances required for a quantifiable increase above current level if funded with general fund local tax revenues. Total Public Service funding may not exceed the maximum limit of 15% of the total grant amount. **(Funding for this type of activity is very limited and results in strong competition for funding in the Public Services category)**

5. **CLEARANCE ACTIVITIES**

Clearance, demolition and removal of buildings and improvements, including relocation of housing units and structures to other sites.

6. **INTERIM ASSISTANCE**

Normally, emergency actions that are taken to alleviate harmful conditions where public action is determined necessary following a disaster. Activities may include the repair of streets, utilities, sidewalks, private homes and removal of unsafe debris and structures.

- 7. MATCHING FUNDS FOR STATE OR OTHER PROGRAM REQUIREMENTS**
Funds providing the matching share required for various federal and non-federal grant-in-aid programs undertaken as part of other eligible block grant activities.
- 8. RELOCATION**
Funds to relocate individuals, families, businesses and organizations displaced or dislocated by CDBG activities.
- 9. LOSS OF RENTAL INCOME**
Reimbursement to property owners of rental housing for losses incurred because of CDBG relocation activities.
- 10. REMOVAL OF ARCHITECTURAL BARRIERS**
For special projects directed to the removal of materials and architectural barriers which restrict the mobility of elderly and handicapped persons. Public buildings are eligible for these funds.
- 11. REHABILITATION**
Funds to rehabilitate residential facilities, including private homes, public housing, residential facilities such as multi-family units, emergency shelters and halfway houses, etc.
- 12. CODE ENFORCEMENT**
Funds for an expanded effort to enforce codes and ordinances to halt the decline of a neighborhood.
- 13. SPECIAL ECONOMIC DEVELOPMENT**
Activities, such as acquisition of land, rehabilitation and construction of public facilities and improvements, commercial and industrial facilities are included when in conjunction with economic improvement. The provision of assistance in the form of grants, loans, loan guarantees to private-for-profit businesses to create employment opportunities for low income persons.
- *14. PLANNING**
Development by the grantee of comprehensive plans, data gathering, and a policy planning management capacity to design programs, set goals and implement activities. Develop and update housing plans like the Consolidated Plan.
- *15. ADMINISTRATION**
Reasonable costs of overall program management, planning and coordination, monitoring, and evaluating the Community Development Block Grant program and other programs as approved by HUD.

*** (Items #14 and #15 are normally eligible activities only for the City itself acting as the HUD Grantee and cannot account for more than 20% of the Grant amount.)**



List of INELIGIBLE CDBG Activities **

CONSTRUCTION OR MAINTENANCE

Construction of new expressways, maintenance/minor repair of streets and parking lots (e.g. filling pot holes), repairing cracks in sidewalks. Maintenance and repair of parks, playgrounds and their equipment, mowing of parks & recreational areas, replacement of street light bulbs.

Construction of spectator facilities, such as stadiums; facilities for exhibitions and cultural purposes, such as auditoriums, museums, central libraries, etc.

Construction or operational maintenance of residential care facilities, such as nursing homes, halfway houses; operational maintenance and repair of Senior Citizens Centers, centers for handicapped and neighborhood facilities.

Construction or operational maintenance of airports, bus or other transit terminals; hospitals and other medical facilities.

PURCHASE OF EQUIPMENT, FURNISHINGS, OR PERSONAL PROPERTY

Construction equipment purchase is ineligible, as well as the purchasing of other equipment, motor vehicles, fixtures, furnishings or other personal property that is not an integral structural fixture.

OPERATING AND MAINTENANCE EXPENSE

Expenses such as maintenance and repairs of public facilities, water and sewer facilities and salaries of staff operating such facilities.

GENERAL GOVERNMENT EXPENSES

Expenses to carry out regular responsibilities of local government other than those not directly related to the CDBG program.

POLITICAL ACTIVITIES

Expenditures for any partisan political activities.

NEW HOUSING CONSTRUCTION

Assisting in the construction of new permanent residential housing, except for very limited and highly restricted cases.

INCOME PAYMENTS

Payments to persons or groups, such as income maintenance or housing allowances.

**** This list of eligible and ineligible activities is not exhaustive – any questions you may have about whether your particular project is eligible or not eligible should be directed to the Neighborhood Resources Division at 761-7448.**



FY 2017 Annual Household Income Limits / Income Groups* Wichita Falls, Texas MSA

Included and excluded income is defined in 24 CFR Part 5 and shown in more detail in the attached Exhibits 3.1 and 3.2. Household income is calculated by determining gross annual household income of all members of a household age 18 or older, including income from, but not limited to, wages, tips, retirement benefits, Social Security, worker compensation, SSI, AFDC, child support, stocks, bonds, and royalties or other income-producing assets. Food Stamps and Assisted Housing Payments are NOT counted as income.

To be classified as a low to moderate income household, the gross income amount for the applicable household size must not exceed 80% of the Median Income amount shown below:

| 80% of Median | 1 Person | 2 Person | 3 Person | 4 Person | 5 Person | 6 Person | 7 Person | 8 Person |
|---------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | \$32,900 | \$37,600 | \$42,300 | \$46,950 | \$50,750 | \$54,500 | \$58,250 | \$62,000 |

Household Income Breakdown Required for Reporting Number of Clients Served

The number of Unduplicated Clients Served must be reported as falling within the following three Income Group Classifications:

| Household Size | 1 Person | 2 Person | 3 Person | 4 Person | 5 Person | 6 Person | 7 Person | 8 Person |
|---|----------|----------|----------|----------|----------|----------|----------|----------|
| Income Groups | | | | | | | | |
| 0%-30% (Extremely Low Income) | \$12,350 | \$14,100 | \$15,850 | \$17,600 | \$19,050 | \$20,450 | \$21,850 | \$23,250 |
| 31%-50% (Very Low Income) | \$20,550 | \$23,500 | \$26,450 | \$29,350 | \$31,700 | \$34,050 | \$36,400 | \$38,750 |
| 51%-80% (Low Income) | \$32,900 | \$37,600 | \$42,300 | \$46,950 | \$50,750 | \$54,500 | \$58,250 | \$62,000 |

| | | | | | | | | |
|----------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| MEDIAN INCOME | \$41,125 | \$47,000 | \$52,875 | \$58,687 | \$63,437 | \$68,125 | \$72,812 | \$77,500 |
|----------------------|----------|----------|----------|----------|----------|----------|----------|----------|

* By Household Size for Federally-Funded Programs / Effective June 15, 2017
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