

2022
Community Development Block Grant
Application



Office of Strategic Initiatives
1150 E. Adams St.
Brownsville, TX 78520

Application Deadline:

A completed electronic application (with attachments) must be submitted to the Office of Strategic Initiatives , El Tapiz 3rd Floor, 1150 E. Adams, Brownsville, TX 78520 by 5:00 PM on May 2, 2022. Applicant must submit using the [online submission form](#) via link provided by the Office of Strategic Initiatives. Any submissions received after 5:00 p.m. on Monday, May 2, 2022 will not be considered (there are no exceptions). **Incomplete applications or applications that are not submitted on time will not be considered for funding; therefore, please be sure to complete all sections of the applications and provide all requested documentation.**

Funds may only be used for City of Brownsville residents.

If you have questions about the application or the CDBG process, please call Office of Strategic Initiatives at (956) 548-6167.

NOTE: The first page of your application should be page 4, titled “General Applicant and Project Information.” Please do NOT include the cover page, this Application Deadline page, the Introduction page, or the Schedule with your application.

Introduction

Purpose of the Community Development Block Grant Program: Provide cities with funds to help meet the needs of low- and moderate-income residents and eliminate slums and blight.

CDBG Process: Each year the City of Brownsville invites interested community groups and agencies to submit proposals for funding based on their program goals. Legal non-profit agencies (501(c) (3)) or municipal agencies are eligible to apply.

The funds may not be available until after Oct 1, 2022. This Application is contingent upon the availability of HUD funding. This program is funded and regulated at the federal level by the U.S. Department of Housing and Urban Development (HUD) and administered locally by the Office of Strategic Initiatives. This funding is subject to availability and there is no guarantee that any funds will be allocated. Submission of an application does not guarantee funding. Costs associated with the application preparation shall be the responsibility of the applicant. Applications will become the property of City of Brownsville. A Selection Committee will review all applications for compliance with minimum requirements and make funding recommendations to the City of Brownsville Board of Commissioners.

Throughout the program year, the Office of Strategic Initiatives (OSI) works closely with grantees to monitor their progress and compliance with federal regulations. If you are not sure if your program is eligible for funding, please check with OSI. **Funds may only be used to assist City of Brownsville residents. Program requires a 100% match.**

Your Responsibilities as a CDBG Subgrantee

All CDBG recipients are responsible for maintaining accurate records of all expenditures, certifying that programs are reaching the target population, and performing annual audits of all financial records. **CDBG recipients must verify and document City of Brownsville residency of all beneficiaries.** Recipients are also responsible for completing quarterly reports and submitting them to the City of Brownsville OSI. Staff is available to assist you and will work with your organization to help you achieve success in your program.

DO NOT INCLUDE THE PREVIOUS FOUR PAGES WITH YOUR APPLICATION

Applicant and Project Information Summary

Name of Project: _____

Amount Requested: _____

Name of Organization or Agency: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Executive Director/Chairperson: _____

E-mail Address: _____

Contact Person: _____

E-mail Address: _____

Legal Status: Private, Non-Profit

Municipal Department

Have you received CDBG funding in the past? _____ Yes _____ No

- If yes, for approximately how many years? _____

- If, yes, list which years: _____

A. Project Type

1. Please select the type of project you are requesting funding for – **Please check all that apply:**

Public Services - Includes labor, supplies, and materials including but not limited to those concerned with:

- Employment
- Education
- Crime prevention
- Recreational needs
- Drug abuse
- Energy conservation
- Fair housing counseling
- Senior Services
- Youth Services
- Homebuyer down payment assistance
- Other Eligible Activity (List below):

Housing Rehabilitation: This includes labor, materials, and other costs related to rehabilitating houses:

Property Acquisition: Acquisition of property for any public purpose which meets one of the national objectives.

Demolition: Clearance, demolition or removal of buildings and improvements, including movement of structures to other sites.

Code Enforcement: Costs incurred for inspection for code violations and enforcement of codes in deteriorating or deteriorated areas.

Commercial or Industrial Rehabilitation: The acquisition, construction, rehabilitation or installation of commercial or industrial buildings, structures and other real property equipment and improvements, including railroad spurs or similar extensions.

Micro-enterprise Assistance: The provision of assistance to businesses having five or fewer employees.

Planning: Costs of data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans.

Public Facilities and Improvements: Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements.

Special Economic Development Activities: Provision of assistance to a private for-profit business and economic development services related to the provision of assistance.

Fair Housing: Provision of fair housing service and fair housing enforcement, education and outreach.

2. Briefly explain how your proposed project fits into the category selected above.

B. National Objectives

To be eligible for funding, the project and/or activity you are requesting funding for must address one national objective.

1. The project or activity described in this application directly benefits low- and moderate-income persons (please check all that apply)

The project meets the needs of low- and moderate-income persons. At least 51 percent of the participants or beneficiaries of the program must meet the low- and moderate-income guidelines listed in Appendix A.

The project is located in a low- and moderate-income area. In this case, the project must meet the needs of the residents of one of the areas identified on the map in Appendix B. Typical activities funded are streets improvements, water and sewer lines, parks, and other public facilities.

The project meets the needs of one of the following specific groups of people (low-mod limited clientele): abused children, elderly persons, battered spouses, homeless persons, severely disabled persons, illiterate adults, persons living with AIDS and migrant farm workers

This project provides housing assistance to low- and moderate income households. Fundable activities include housing rehabilitation, acquisition of property for housing, and homeownership assistance.

This project creates or retains jobs for low- and moderate-income persons.

The project described eliminates specific instances of blight or physical decay. The only activities to be funded under this category are acquisition, demolition or rehabilitation of buildings.

2. Explain how your program will address the national objective checked above.

C. Agency and Project Summary

- 1. Briefly describe your agency. Include the length of time your agency has been in operations, the date of incorporation, the purpose of the agency, and the type of corporation.**

- 2. Summarize the project for which you are requesting funding. What will the project/activity do or accomplish? What is the purpose of the project?**

9. Provide data on the number of people served by your program in the following table.

Household	Client Statistics		
	Last Year	This Year to	Next Year Projected
Households, 81-100% CMI			
Households, 51-80% CMI			
Households, 31-50% CMI			
Households, 0-30% CMI			
Total			
Race			
Single Race and Ethnicity			
White (Hispanic)			
White (Non-Hispanic)			
Black/African American (Hispanic)			
Black/African American (Non-Hispanic)			
Asian (Hispanic)			
Asian (Non-Hispanic)			
American Indian/Alaska Native (Hispanic)			
Am. Indian/Alaska Native (Non-Hispanic)			
Native Hawaiian/Other Pacific Islander			
Native Hawaiian/Other Pacific Islander (Non-			
Multi-Race and Ethnicity			
American Indian/Alaska Native and White			
American Indian/Alaska Native and White (Non-			
Asian and White (Hispanic)			
Asian and White (Non-Hispanic)			
Black/African American and White (Hispanic)			
Black/African American and White (Non-			
American Indian/Alaska Native & Black/African American			
American Indian/Alaska Native & Black/African American			
All Other Races (Hispanic)			
All Other Races (Non-Hispanic)			
TOTAL ALL RACES & ETHNICITY			
Households with Children Under 18			
Households with Handicapped/Disabled Persons			
Households with Elderly (62+)			
Households with Male Head of Household			
Households with Female Head of Household			

CMI = County Median Income Adjusted for Household Size (See Attached Chart in Appendix A)

F. 2022 CDBG Project Budget

1. Use the table below to show how you propose to use 2022 CDBG funds for this project.

Project Information

Type of Expenditure	Budget
Direct Wages/Salaries/Fringes	
Direct Program Expenses	
TOTAL*	

* TOTAL must match total request for 2022 CDBG.

2. If using the funds for wages/salaries, please list the following for each staff person to be paid out of CDBG:

Name	Title	Annual Salary	Benefit Costs

3. Please provide detail on the remaining budget items.

4. Please provide the budget for the ENTIRE PROGRAM in the box below. Include CDBG and ALL OTHER sources of revenue for the program.

Support and Revenue	Last Year's	Current Year's	Next Year's Proposed
Community Development Block Grant			
Contributions			
Foundations & Venture Grants			
Special Events			
Legacies & Bequests (unrestricted)			
Collected through local member units			
Contributed by Assoc. Organizations			
Other Government Fees & Grants			
Stateline United Way			
All other United Ways			
Membership Dues			
Program Service Fees			
Sales-Materials, Services			
Sales to the Public/Product Sales			
Investment Income			
Misc. Revenue (not otherwise listed)			
Total Support and Revenue	\$	\$	\$
Expenses			
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone			
Postage			
Occupancy (building, grounds, utilities)			
Equipment Rental & Maintenance			
Printing, Art Work, Publications			
Mileage for Staff			
Conferences, Conventions, Meetings			
Agency Dues			
Awards, Grants, & Individual Assistance			
Officers & Directors Liability Insurance			
Misc. Expenses (not otherwise listed)			
Total Expenses (Before Depreciation)	\$	\$	\$
(Deficit) or Excess (Revenue - Expenses)	\$	\$	\$
Depreciation			
Payment to National Organization			

H. Timetable

Complete the timetable below to indicate how the program will accomplish the previously stated objectives during the funding cycle. Applicants must identify the number of people to be served each quarter.

Quarter 1 (October 1 – December 31, 2022)

Quarter 2 (January 1 – March 31, 2023)

Quarter 3 (April 1 – June 30, 2023)

Quarter 4 (July 1 – September 30, 2023)

I. AGENCY INFORMATION

Attach the following information to your application.

(Incomplete information will result in your application not being considered.)

1. List of the Board of Directors

A list of the current board of directors or other governing body of the agency must be submitted. The list must identify the principal officers of the governing body, name, professional contact information for board purposes including telephone number, address, and occupation or affiliation of each member. (Use attached table.)

2. Articles of Incorporation/By-Laws:

Articles of incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency.

3. Non-profit Determination

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and TX Department of Revenue. (Certificate of Exempt Status)

4. Authorization to Request Funds

Documentation must be submitted of the governing body's authorization to submit the funding request. Documentation of this requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded.

5. Designation of 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 of this requirement consists of a signed letter from the Chairperson of the governing body providing the name, title, address and telephone number of each authorized individual.

6. Organizational Chart

An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicates where the project fits into the organizational structure, and identifies any staff positions for administration of the project.

7. Audit

Attach a copy of your latest audit if one was completed (include only one copy of the audit).

8. Most recent IRS Income Tax Return 990 or 990-EZ

9. Three (3) letters of support and /or commitment form agencies or business whom you intend to collaborate.

Agency Name:

Board Members

Office	Full Name	Phone Number (Other than Agency Address)	Address (Other than Agency Address)	Email Address	Occupation/Affiliation
President/Chair					
Vice President/Chair					
Treasurer					
Secretary					
Ex-Officio					

(Attach more pages if necessary)



FY 2021 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2021 Income Limits Summary

Selecting any of the buttons labeled "Click for More Detail" will display detailed calculation steps for each of the various parameters.

FY 2021 Income Limit Area	Median Family Income Click for More Detail	FY 2021 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Brownsville- Harlingen, TX MSA	\$45,900	Very Low (50%) Income Limits (\$) Click for More Detail	21,350	24,400	27,450	30,450	32,900	35,350	37,800	40,200
		Extremely Low Income Limits (\$)* Click for More Detail	12,880	17,420	21,960	26,500	31,040	35,350*	37,800*	40,200*
		Low (80%) Income Limits (\$) Click for More Detail	34,100	39,000	43,850	48,700	52,600	56,500	60,400	64,300

* Please visit website to view full explanation on income limits.

<https://www.huduser.gov/portal/datasets/il/il2021/2021summary.odn>