



2020 APPLICATION FOR CDBG FUNDING OF PUBLIC SERVICE ORGANIZATIONS

*As part of the U.S. Department of Housing and Urban Development's
Community Development Block Grant Program*

Please read the entire application carefully and follow all instructions.

The City of League City is requesting proposals from nonprofits entities for participation in the Community Development Block Grant (CDBG) Program for Program Year 2020, beginning October 1, 2020 and going through September 30, 2021. The City anticipates receiving approximately \$350,000 to \$380,000 (based on current year funding) from the U.S. Department of Housing & Urban Development (HUD) to be used for a wide range of activities outlined in the City's 5-Year Consolidated Plan including, but not limited to, public services, public facilities, infrastructure improvements and minor home repair. CDBG funds will be allocated according to federal regulations with no more than 15% being set aside for all public/social service activities; no more than 20% for the City's program planning and administration costs; and at least 65% for other eligible projects, particularly within the Main Street/Park Avenue area. Eligible projects must be within the low- to moderate-income areas of the City of League City or serve low- to moderate-income residents living within the city limits.

Activities must meet one of the three HUD National Objectives:

- a. Benefit low- to moderate-income persons
 - b. Aid in the prevention/reduction of slum and blight, or
 - c. Meet other urgent community need such as immediate disaster relief
1. A completed original application and one complete electronic copy (in PDF format on a CD or Flash Drive) with attachments listed below; and 2 hard copies without attachments must be in the City's Planning Department at **500 W. Walker (City Hall Annex -- Development Services) by Thursday March 27, 2020 at 4:00 PM local time:**
 - a. 501(c)(3) Non-profit Certification;
 - b. Liability Insurance;
 - c. Board of Directors' list;
 - d. Organizational chart;
 - e. Agency budget by major program and activity;
 - f. Most recent audit (or financial statement);
 - g. If expended \$500,000 or more in federal funds (all sources) last year, a Single Audit Act audit;
 - h. HUD certifications (attached in this application); and
 - i. State-required conflict of interest form (provided with this application packet as a separate PDF document).
 2. This 2020 Application form **must** be used. All questions and comments may be sent to Peg Purser of MKP Consulting either by phone at (281) 812-5855 or by email at mkpurser@mkpconsulting.com. In addition, a

pre-application workshop in conjunction with our first annual public hearing will be held Thursday, February 20, 2020 at 4:30 at the Johnnie Arolfo Civic Center, 400 W. Walker.

3. Grant awards will be dependent upon receipt of PY 2020 funding from the U.S. Department of HUD and will be made effective October 1, 2020 through September 30, 2021. Grants are reimbursable, meaning that the agency must expend the money and then request reimbursement. While the grant period starts October 1, it is usually about December 1 when HUD releases funds for reimbursements, however all eligible expenses from October 1 forward may be reimbursed once HUD releases the funds. In addition, we are requiring that reimbursement requests be submitted at least quarterly.



**2020 APPLICATION FOR CDBG FUNDING OF
PUBLIC SERVICE ORGANIZATIONS**

*An original paper copy and electronic version (PDF on CD or Flash Drive), both with attachments, and 2 paper copies (no attachments needed) are due in the City Hall Annex – Development Services at 500 W. Walker
No Later than 4:00 PM CDT, Thursday March 27, 2020
Late applications will not be accepted*

Please include the following information:

Checklist of Inclusions (please check all that have been included):

- This Cover Sheet completed (**Keep this on ONE PAGE**)
- Remaining application form completed (use as many pages are needed)
- 501(c)(3) IRS designation letter
- Professional Liability Policy
- Board of Directors – Name, Address, Business Affiliation, Race/Ethnicity, Term of Office (dates)
- Organizational Chart
- Overall Agency Budget by Major Program
- Most recent Audit or Financial Statement (if federal expenditures are > \$500,000/year, an Audit complying with Single Audit Act OMB Circular A133 is required)
- Signed Certifications (see attached certifications and State of Texas form as separate document)

Name of Organization: _____

Contact Person: _____ **Title:** _____

Address: _____ **Phone #:** _____

Email address: _____

Activity for which funding requested: _____

Amount of funding requested: _____

Estimated number of total (all geographic areas) to be served in PY 2020 for this activity: _____

Estimated number of total League City residents to be served in PY 2020 for this activity: _____

Estimated number of League City residents to be served (in whole or part) with this request: _____

Estimated number of units of service/assistance to be provided to each client _____

Total budget for this activity (all geographic areas): _____; **Per client cost for activity:** _____

AGENCY & PROGRAM INFORMATION – There are no page limits however the narrative should be straightforward and concise responses to the questions. Emphasis should be on completeness, clarity of content, and succinctness.

Agency Information (30 points)

1. Briefly describe the experience and capacity of the organization in managing the proposed activity. Include the organization’s experience and capacity in receiving and expending CDBG funds as well as other federal funds (direct federal funds or pass-through from state or local jurisdiction).
2. Briefly describe the nature of the organization and how it benefits low- to moderate-income residents of the City of League City.
3. Briefly describe the staffing structure of the organization and the specific program for which funding is requested. You may include and refer to an organizational chart in attachments, but give a brief narrative description here of the structure.
4. Briefly describe the experience and capacity of the agency in managing the proposed program/activity.
5. Briefly describe the agency’s capacity to manage federal funds.

Program Information

Provide information on the program or activity name for which the funding is requested (note that client eligibility is limited **only** to clients living inside the official League City city limits – not Post Office’s designation of League City delivery boundaries, and **only** to clients living at or below the Moderate-Income limit based on household size, as provided in the Eligible Income Limits table on page 17 of this application. However, elderly and disabled clients are exempt from the income limits.)

6. Briefly describe the nature of this particular activity for which funding is requested and how it benefits low- to moderate-income residents of the City of League City. **(10 points)**
7. Briefly explain how the CDBG dollars will assist the organization in conducting the proposed activity and serving League City residents. This funding cannot be used to supplant existing or prior funding from other sources. Therefore, explain how the CDBG dollars will assist in expanding the existing program or continuing to serve new clients within the same program for which previous CDBG funds have been used. **(10 points)**
8. New or existing program **(10 points for either a or b)**
 - a. Is this a new program or activity? Yes No
If yes, briefly describe:
 - i. How the program/activity fits within the agency’s current mission statement and goals;
 - ii. How the agency determined a need for the new program/activity; and
 - iii. How the new program/activity will help fill a gap in the community.
 - b. Is this a quantifiable increase in the current level of service for an existing program/activity?
 Yes No
If yes, briefly describe how the agency will increase the level of services by adding new services, providing more assistance per client or increasing the number of unduplicated League City clients currently served.

9. Check the benefit category that addresses the project to be conducted with the City of League City CDBG funds, if awarded:

- General Low- to Moderate-Income Clientele: The public service is available to any resident of League City who is low- to moderate-income, regardless of where within the city limits the client resides (low- to moderate-income limits are included on attached table).
- Limited Clientele: The public service is available **specifically and only** to special populations/limited clientele as defined by HUD, including the disabled, homeless, elderly, People Living with HIV/AIDS, abused children, victims of domestic violence, mentally ill, and chronic substance abusers. While these populations are generally exempt from the income limits, at least 51% must be low- to moderate-income, therefore, the agency must collect income data and ensure that the vast majority of the special populations are low- to moderate-income.

10. Describe the program goals and how quantifiable outcomes will be measured. How will the units of service and the cost per client and unit of service be measured and reported? **(10 points)**

11. List all funding sources for this program/activity (add more rows if necessary) **(10 points)**

Funding Source	Amount of Award	Applied for (Date)	Awarded (Date)

12. What is the agency's plan to reduce or eliminate the need for future CDBG funding for this program/activity? **(5 points)**

Agency Acknowledgment

As the duly appointed chief executive of this agency (Executive Director, Board Chairperson, CEO or other designated responsible individual):

- I am aware that the submission of this application does not guarantee funding by the City of League City;
- I have reviewed the content of this application and verify that it is accurate and in keeping with the organization's mission;
- All required documentation, including certifications, have been included in the original paper copy and electric version of the application, along with TWO copies of the basic application (without attachments);
- Applications received after 4:00 PM on Thursday, March 27, 2020 will not be accepted and incomplete applications will not be considered.

Organization: _____

Name of Authorized Executive: _____ Title: _____

Signature: _____ Date: _____

Sample Project Budget for League City Resident Clients (15 points)

(Actual budget template on next page)

Agency: Helping the Low Income, Inc.

Activity Title: Counseling and Food Services

A – Budget Item <i>Detailed Items or staff positions for which funding requested</i>	B—Calculation for Cost for League City Clients <i>Brief explanation/formula for how CDBG request amount derived (Ex: Salary = total salary x % applied to serving <u>all</u> League City clients (column E))</i>	C – League City CDBG Request <i>Amount of CDBG funds requested for League City clients</i>	D – Agency Share of Budget for League City Residents <i>Funded from other sources to be applied to <u>all</u> League City clients</i>	E – Total Cost for League City Residents <i>Sum of Columns C and D – total project cost for League City clients</i>
PERSONNEL				
Salaries				
Counselor	\$30,000 * 30% of time on League City Clients = \$9,000	\$9,000	\$0	\$9,000
Activity Director	\$40,000 * 10% = \$4,000 * 25% for request = \$1,000	\$1,000	\$3,000	\$4,000
Case Worker	\$25,000 * 30% = \$7,500 * 67% for request = \$5,000	\$5,000	\$2,500	\$7,500
Total Salaries		\$15,000	\$5,500	\$20,500
Fringe Benefits (based on % of Total Salaries row above)	15% for health, pension, Social Security	\$2,250	\$825	\$2,975
PERSONNEL TOTAL		\$17,250	\$6,325	\$23,425
OPERATING & SUPPLY COSTS				
Vehicle Gas for food delivery	\$2,000 miles * \$0.575 government mileage rate for 2020 * 20% for LC Clients = \$232 * 50% for request	\$116	\$116	\$232
Utilities for Food Pantry	\$20,000 * 80% for LC Clients = \$16,000 * 50% for request	\$8,000	\$8,000	\$16,000
OPERATING & SUPPLY COSTS TOTAL		\$8,116	\$8,116	\$16,232
DIRECT CLIENT SERVICES				
Food	\$20,000 yr * 80% for LC clients = \$16,000 * 37.5% for request	\$6,000	\$10,000	\$16,000
Emergency Rent	\$500/client * 20 for LC clients * 50% for request	\$5,000	\$5,000	\$10,000
Supplies, events for student clients	\$50/student * 40 LC students * 25% for request	\$500	\$1,500	\$2,000
DIRECT SERVICES TOTAL		\$11,500	\$16,500	\$28,000
BUDGET TOTAL		\$36,866	\$30,941	\$67,657

Project Budget for League City Resident Clients (15 points)
(add lines as needed)

Agency: _____

Activity Title: _____

A – Budget Item <i>Detailed Items or staff positions for which funding requested</i>	B—Calculation for CDBG Request <i>Brief explanation/formula for how CDBG request amount derived</i> <i>(Ex: Salary = total salary x % applied to serving <u>all</u> <u>League City residents</u> (column E) & CDBG share (column C))</i>	C – League City CDBG Request <i>Amount of League City CDBG funds requested for League City clients (may be all costs per some clients or partial costs for some or all clients)</i>	D – Agency Share of Budget for League City Residents <i>Funded from other sources to be applied to League City clients</i>	E – Total Cost for League City Residents <i>Sum of Columns C and D – total project cost for League City clients</i>
PERSONNEL				
Salaries				
Total Salaries				
Fringe Benefits (based on % of Total Salaries row above)				
PERSONNEL TOTAL				
OPERATING COSTS				
OPERATING COSTS TOTAL				
DIRECT CLIENT SERVICES				
DIRECT SERVICES TOTAL				
BUDGET TOTAL				

Attachments

Please include the following attachments with the original and electronic versions of application in the order listed:

1. 501(c)(3) IRS designation letter
2. Professional Liability Policy (to be updated with League City as co-insured upon award)
3. Board of Directors – Name, Address, Business Affiliation, Race/Ethnicity, Term of Office (dates)
4. Organizational Chart
5. Agency Budget by Program
6. Most Recent Audit or Financial Statement (if federal expenditures are > \$500,000/year, an Audit complying with Single Audit Act OMB Circular A133 is required)
7. Signed Certifications below
8. State conflict of interest is a separate form included in packet and must be completed and returned (enter N/A if not applicable or complete the entire form if any elected League City official, or official's family member, or League City staff member is on your board of directors, employed by, or has a business relationship with your agency).

Additional attachment for your information and use – do not include in application

9. Current Low- to Moderate-Income limits by household size

**CITY OF LEAGUE CITY
RELIGIOUS/FAITH-BASED ORGANIZATION CERTIFICATION**

In addition to, and not in substitution for, other provisions of this agreement regarding the provision of Community Development Program activities pursuant to the Community Development Block Grant Program, the Contractor:

- 1) Represents that it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes.
- 2) Agrees that, in connection with such community development activities and operational costs:
 - a. It will not discriminate against any persons seeking community development services and/or related services on the basis of religion or religious belief; and
 - b. It will not use CDBG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization.

Not a religious organization:

Signature

Date

Printed Name and Title

A religious or faith-based organization and agree to follow terms above:

Signature

Date

Printed Name and Title

**CITY OF LEAGUE CITY
DRUG-FREE WORKPLACE ACT CERTIFICATION**

If the activities are taking place at multiple locations, please complete the form for each location

1. Applicant certifies that it shall provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the workplace is prohibited and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing a drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the company's policy of maintaining a drug-free workplace;
 - (3) any drug counseling, rehabilitation, and employee assistance programs that are available; and
 - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the Agreement be given a copy of the statement required by paragraph (a).
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the Agreement, the employee shall:
 - (1) abide by the terms of the statement; and
 - (2) notify the employee's employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction;
 - (e) Notifying City within ten (10) days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction;
 - (f) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (d)(2), with respect to any employee so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. Applicant's headquarters are located at the following address. The addresses of all other workplaces, if any, shall be provided on an accompanying list.

Street Address: _____

City: _____ County: _____ State: ____ Zip Code: _____

SIGNED BY:

Signature

Date

Printed Name and Title

**CITY OF LEAGUE CITY
CONFLICT OF INTEREST STATEMENT**

The conflict of interest provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the recipient, of any designated public agencies, or sub recipients that are receiving CDBG funds.

- | | | |
|---|-------|-------|
| | Yes | No |
| A. Are you or any staff members a City of League City employee? | _____ | _____ |
| B. Are you or any staff members elected officials with the City of League City or beneficiaries of the CDBG program, related to anyone employed by the City of League City, related to elected officials of League City or to someone who benefits from the CDBG program? | _____ | _____ |

If yes, please list below.

<u>Name</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____
_____	_____

- | | | |
|---|-------|-------|
| C. Does your organization do any other business with any person or department with the City of League City? | _____ | _____ |
|---|-------|-------|

If yes, please list below.

<u>Name</u>	<u>Department</u>
_____	_____
_____	_____
_____	_____

Signature

Date

Printed Name and Title

Certificate of Interested Parties

All applicants must complete Texas State Form 1295, sign and provide a copy in the application.

To complete the form, go to ethics.state.tx.us/filinginfo/1295/ and complete the Electronic Filing Application as a CERT-BUS. You will find an instructional video on that web page as well as a link to log in to the application.

**CITY OF LEAGUE CITY
ANTI-LOBBYING STATEMENT**

The anti-lobbying provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the subrecipient that is receiving CDBG funds.

Applicant certifies that:

1. No Federal funds have been paid or will be paid, by or on behalf of the applicant agency, to any person for influencing or attempting to influence an officer or employee of the awarding of any Federal, state or municipal contract, the making of any Federal or municipal grant, the making of any Federal or municipal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal, state or municipal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal or municipal agency/department, Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, Mayor, City Council member, or employee of the Mayor or a City Council member in connection with this application, contract, grant, loan or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subcontractor awards at all tiers.

Signature

Date

Printed Name and Title

**CITY OF LEAGUE CITY
SECTION 3 STATEMENT**

1. The Subrecipient agrees to comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, the regulations set forth in 24 C.F.R. Part 135, and all applicable rules and orders. Subrecipient understands that compliance shall be a condition of the federal assistance provided under this Agreement and binding upon the Grantee, the Subrecipient and any sub-Subrecipients. Failure to comply with these requirements shall subject the Grantee, the Subrecipient and any sub-Subrecipients, their successors and assigns, to those sanctions specified by the Agreement through which federal assistance is provided, and as set out in 24 C.F.R. Part 135, Subpart O. The Subrecipient agrees that no contractual or other disability exists which would prevent compliance with these requirements. The Subrecipient shall include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this contract is a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701. Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part, by persons residing in the areas of the project."

2. The Subrecipient shall send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
3. The Subrecipient shall include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the sub-Subrecipient is in violation of regulations issued by the Grantee. The Subrecipient will not subcontract with any sub-Subrecipient where it has notice or knowledge that the latter has been found in violation of regulations under 24 C.F.R. Part 135 and will not let any subcontract unless the sub-Subrecipient has first provided it with preliminary statement of ability to comply with the requirements of these regulations.

Signature

Date

Printed Name and Title

**CITY OF LEAGUE CITY
OTHER CDBG-RELATED CERTIFICATIONS**

Overall Benefit: The agency certifies that the CDBG funds awarded by the City of League City will be used only for the benefit of League City residents – those residing within the actual City Limits of League City – and that at least 90% of those receiving benefit are low- to moderate-income.

Compliance with Anti-discrimination laws: The programs funded in part or totally by CDBG will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-3619, and implementing regulations, as amended.

Affirmatively Furthering Fair Housing: The agency will take appropriate actions when applicable to overcome the effects of any impediments identified through the City’s Analysis of Impediments to Fair Housing Choice and the City’s Fair Housing Plan, and maintain records reflecting the actions taken.

Anti-displacement and Relocation Plan: In the event that the agency conducts housing acquisition, demolition or rehabilitation with CDBG funds that require the relocation of residents, the agency will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan as required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the League City CDBG program.

Lead-Based Paint: Any activities concerning lead-based paint will comply with the requirements of part 34, subparts A, B, J, K and R of Title 24 of the Code of Federal Regulations.

Compliance with Laws: The agency will comply with all applicable local, state and federal laws.

Signature

Date

Printed Name and Title

Eligible Income Limits (5/2019)

These limits will be updated by HUD prior to the start of the program year

Household Size	Maximum Income to be Eligible
1	\$42,750
2	\$48,550
3	\$54,600
4	\$60,650
5	\$65,550
6	\$70,400
7	\$75,250
8+	\$80,100