



GRANT MONITORING DEPARTMENT

Request for Proposal

CDBG

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

FY2021 FUNDING

INTERDEPARTMENTAL

FOR CONSTRUCTION

&

NON-CONSTRUCTION PROJECTS

Grant Year Starting October 1, 2021 and Ending September 30, 2022

Deadline for Submittal:

March 12, 2021

RFP FULL APPLICATIONS CAN BE ACCESSED THROUGH OUR WEBSITE AT <https://www.cctexas.com/gmd>. RFPs SUBMITTED AFTER SUBMITTAL DEADLINE WILL NOT BE ACCEPTED. AS A DIRECT RESULT OF THE CORONAVIRUS PANDEMIC AND IN EFFORTS TO PREPARE FOR, PREVENT AND RESPOND TO COVID-19, APPLICANTS WILL BE ALLOWED TO EMAIL RFP APPLICATIONS DIRECTLY TO leticiak@cctexas.com OR MAILED TO 1201 LEOPARD STREET, CORPUS CHRISTI, TEXAS 78401. GMD STAFF WILL CONFIRM RECEIPT OF RFP APPLICATIONS VIA EMAIL OR CALL.

No matter which method of delivery an organization chooses (Email or US Mail, Courier), the full application must be postmarked and submitted by 5:00 p.m. on Friday, March 12, 2021. It is the organization's responsibility to ensure that the application is received by the deadline specified.

INCOMPLETE APPLICATIONS OR FULL APPLICATIONS SUBMITTED BEYOND THE DEADLINE WILL NOT BE CONSIDERED FOR FUNDING.

For further information you may contact the Office of GMD at 361-826-3010

GRANT MONITORING DEPARTMENT

TO: City Departments

FROM: Rudy Bentancourt, Director of Grant Monitoring Department

SUBJECT: FY2021 Community Development Block Grant (CDBG) Request for Proposal (RFP)

DATE: **February 3, 2021**

Attached is the **FY2021** CDBG Request for Proposal (RFP). If you submitted a FY2021 CDBG Pre-Application for each proposed project, you may now submit an RFP for each project, you may be contacted by Grant Monitoring Department (GMD) staff if the proposed project is deemed ineligible. Please submit one (1) original signed RFP to GMD, by **5:00 p.m., Friday March 13, 2021.** **RFP's postmarked and received after the deadline WILL NOT be accepted.** It is the department's responsibility to ensure that RFP(s) are postmarked and received by GMD, by the deadline specified. RFP's will be stamped and dated upon receipt, including relevant documentation, i.e., detailed project description, maps, charts, etc. GMD staff will confirm receipt of full application via email. Please be as descriptive and comprehensive as possible so we can better ascertain the eligibility of each project. **ONE (1) LINE PROJECT DESCRIPTIONS WILL BE REJECTED.** Keep in mind that each requested project or program must principally benefit **low and very low-income persons**.

Please note that as part of the RFP process, it is **mandatory** that a representative from each department applying for CDBG funds attend the following:

Mandatory Virtual Technical Assistance Workshop:

February 2, 2021

@ 9:00 a.m.

In addition, one of the responsibilities of the department receiving CDBG funding is to ensure that project funds are expended in a timely manner. As a result, an Interdepartmental Agreement between GMD and the Department receiving CDBG funds will be executed for the **operational – twelve (12) months and for construction twenty-four (24) months.** Furthermore, it is a requirement of GMD to report to HUD on the status of all funded projects and programs on a regular basis and ultimately, it will be the funded department's responsibility to report the progress of their funded project(s) and/or program(s) **on quarterly basis** and as requested by GMD staff, and submit all reports as requested by HUD and GMD.

Support Material Attached:

Attached is the FY2021 Consolidated Annual Action Plan (CAAP) Schedule; Income Limits Table; and a CDBG eligible census tracts map & list for your use. A larger CDBG map is in GMD office available for review if needed.

2021 ANNUAL ACTION PLAN SCHEDULE

HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT COMMUNITY PLANNING & DEVELOPMENT (CPD) PROGRAMMING FY2021 CONSOLIDATED ANNUAL ACTION PLAN (CAAP) SCHEDULE

**Tentative and subject to change*

December 30, 2020	Publish Technical Assistance Workshops/Neighborhood Meeting(s)/Public Hearings/Deadlines for Pre-Application & Full Applications (Request for Proposals)
January 1, 2021	Release Pre-Application form (CDBG, ESG, and HOME Programs)
February 2-5, 2021	Preliminary Planning/Technical Assistance Workshops/Neighborhood Meetings(s)/Public Hearing Presentation
January 15, 2021	Deadline to submit Pre-Application form (Mandatory for CDBG, ESG, and HOME Programs)
February 1, 2021	Release Full Application (Request for Proposal) for the CDBG, ESG, and HOME Programs
March 12, 2021	Deadline to submit Full Application (Request for Proposal)
April 19, 2021	Proposals discussion with City Administration
May 5, 2021	Publication of City Council Public Hearing on the Proposed FY2021 CAAP and notice of Comment Period
May 9, 2021	30-day Citizen's Comment Period begins
June 4, 2021	Forward FY2021 CAAP books to City Council
June 4, 2021	Forward final Attachment "D" with staff recommendations to City Council
June 15, 2021	City Council Public Hearing – Proposed FY2021 CAAP with Staff Recommendations for Full Applications submitted. End of Citizen Comment Period for FY2021 CAAP.
June 22, 2021	City Council Adoption – FY2021 CAAP
June 23, 2021	Submit Final FY2021 CAAP Summary & Proposed Use to Caller-Times
June 27, 2021	Publication of Final FY2021 CAAP Summary
August 13, 2021	Submit FY2021 CAAP to HUD (Due by August 16)
September 15, 2021	HUD 15-day comment period – Notice of Finding of No Significant Impact and Notice of Intent to Request a Release of Funds

MANDATORY WORKSHOPS:

Agency or City Department representative who will be submitting Pre-Application and Request for Proposal (RFP) Application, **MUST** attend a **Mandatory** Virtual Technical Assistance (TA) Workshop for the RFP. Staff will discuss changes to the Consolidated Annual Action Plan prior to submittal of documents. Failure to attend the workshops will automatically disqualify your Agency or City Department from submitting an RFP Application(s) for proposed project(s).

It is **Mandatory** for all **NEW** agencies or City Departments who are planning to submit an RFP Application to request and attend a **one-on-one** TA meeting with CD staff before submitting an RFP.

CAAP 2021 MANDATORY MEETING SCHEDULE

DATE	PLACE & LOCATION	MEETING TYPE	TIME
February 2, 2021	Meeting instructions: 1. Type webex.com into your browser window 2. Press "Join" in the upper right of the screen 3. Input meeting number (access code): 146 995 7005 4. Input meeting password: FJm2H358RjC 5. To join the audio. It is recommended you select join from your computer or use the call-in number on the WebEx portal Join by phone To call in from a mobile device (attendees only) +1-408-418-9388 United States Toll	TA Workshop (City Depts. Only)	9:00 a.m.

2020 HUD Adjusted Income Limits for Extremely Low, Very Low and Low Income Households

Income Limit Category	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Extremely Low (30%) Income Limits	\$14,000	\$16,000	\$18,000	\$20,000	\$21,600	\$23,200	\$24,800	\$26,400
Very Low (50%) Income Limits	\$23,350	\$26,650	\$30,000	\$33,300	\$36,000	\$38,650	\$41,300	\$44,000
Low (60%) Income Limits	\$28,020	\$31,980	\$36,000	\$39,960	\$43,200	\$46,380	\$49,560	\$52,800
Low & Mod (80%) Income Limits	\$37,350	\$42,650	\$48,000	\$53,300	\$57,600	\$61,850	\$66,100	\$70,400

<https://www.hudexchange.info/resource/5334/cdbq-income-limits/>

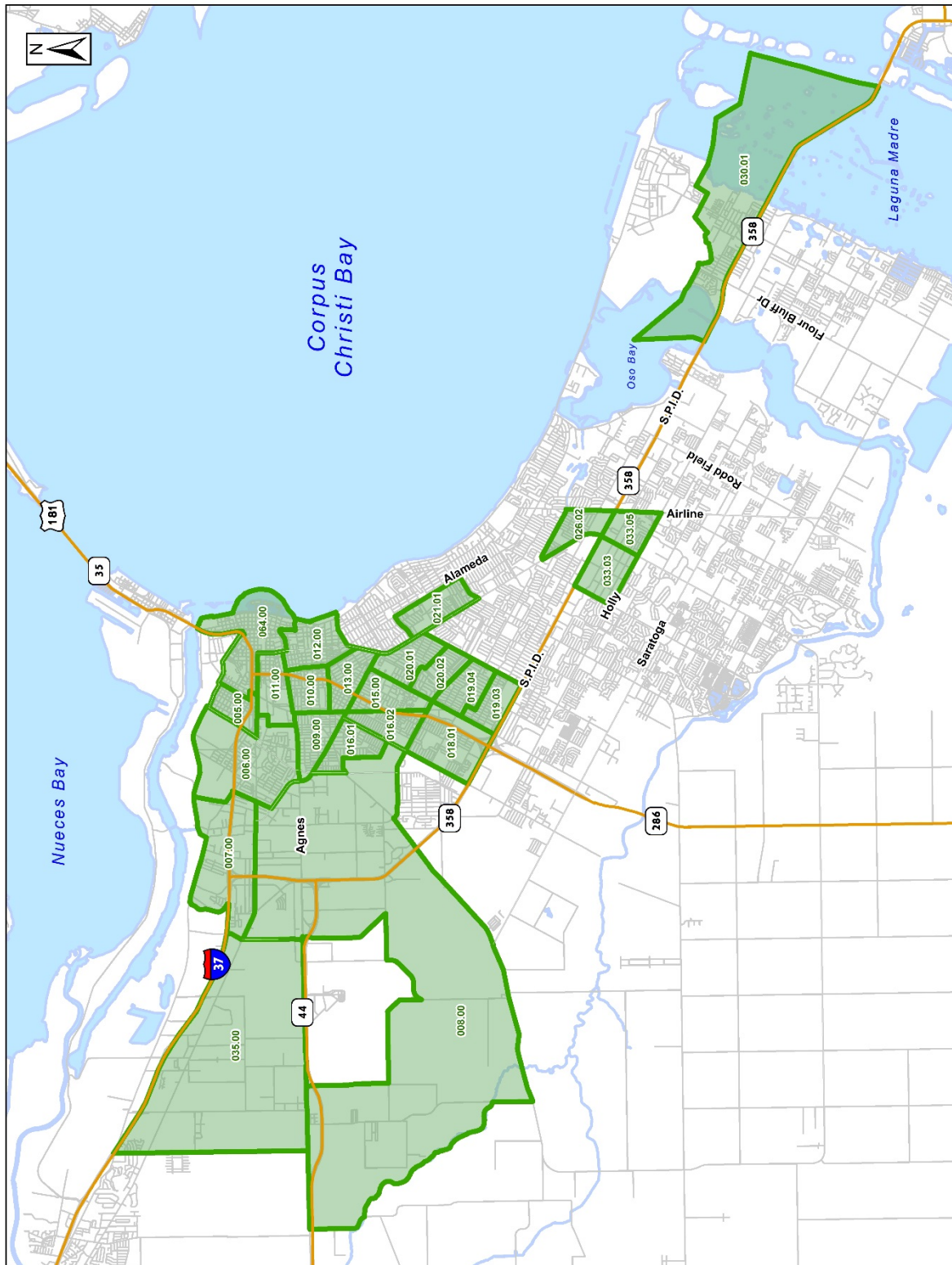
Effective 07/1/2020
SUBJECT TO CHANGE ON 6/2021

Households

Client Income eligibility: CDBG assisted programs must serve low income clients (less than 80% of AMI). For CDBG programs providing direct financial benefits, **all** clients must meet income eligibility limits. For other CDBG programs at least **51%** of clients must meet income limits. Certain categories of CDBG clients e.g. the homeless may be presumed to meet income limits. If you are not sure about your program's eligibility, please call GMD staff at 361-826-3010.

Client Income tracking: As well as ensuring client eligibility, HUD requires us to report the numbers of clients served in each of the income groups listed above. City will require Agencies to report numbers of clients served.

CDBG ELIGIBLE CENSUS TRACTS (subject to change)



CDBG and City Bond Related Projects:

CDBG and City Bond Related Projects must be coordinated with GMD to ensure all regulations are adhered too & timely expenditures are being met.

Texas Building and Procurement Commission (Procurement Process)

When using this procurement process method, the funded Department must keep GMD informed throughout the entire process in order to obtain approval for project related expenses.

Capital Improvement Related Projects:

Because improvements to City facilities, funded by CDBG, become an integral part of the City's Capital Improvement Program, it is essential that project recommendations for CDBG funding are coordinated with the Capital Budget Office. Accordingly, **a copy of all your requests must be conveyed to Capital Budget at the same time your requests are submitted to GMD**

CDBG INTERDEPARTMENTAL RFP APPLICATION INSTRUCTIONS

Attached is the **FY2021 CDBG Interdepartmental RFP application form (please complete fields 1-10; 11-15 as may be applicable)**. Below is an explanation of information needed for each of these fields:

- (1) **Requesting Department:** Department who is responsible for the project.
- (2) **Project Title: Exact name of project to be used, please note:** the same project title must be used throughout the duration of the funded project.
- (3) **Project Address:** If project work will be conducted at various sites, submit a list of addresses for each site
- (4) **Authorized by:** Provide typed information
- (5) **Signature:** Form must be signed by Department Head or designee.
- (6) **Department Director Signature:** Requesting Department's Director must sign and approve request.
- (7) **Project Category:** See definitions of categories listed on the Activities Eligible for Consideration (attached).
- (8) **Census Tract:** List all census tracts than apply to your project.
- (9) **Departmental Priority:** If more than one RFP is submitted by department, please indicate priority according to your department's need.

- (10) **Council Member District:** Provide the council member district where the project is located.
- (11) **Detailed Project Description & Justification:** Please provide a very descriptive outline of the proposed project or activity to be funded. Attach additional sheets if needed.
- (12) **Project/Program Status Update:** If project was previously funded, please provide a reasonable time-line as to when unexpended funds will be expended. Please note: Failure to submit this information or a reasonable time-line, may affect any consideration for **FY2021** funding.
- (13) **Funding Requests:** Provided the amount of funding requests, include previous years funding. (**Columns a & d** will be equal.)
- (14) **Project Timetable:** Provide estimated beginning and completion dates in project time-line.
- (15) **Other funds or NON CDBG funds** to be used to complete this project (i.e., bond funds, capital contributions)
- (16) **Measuring Accomplishments Table:** Identify and describe the most significant outcome(s) the proposed project is expected to accomplish in fiscal year 2021-2020 by completing the attached chart. A more thorough description of this measurement system as well as a completed example is provided below for your convenience.

ACTIVITIES ELIGIBLE FOR CONSIDERATION

All proposed activities must fall within one of the categories listed below and must meet one of the following objectives: 1) principally benefit low and very low-income persons, 2) eliminate slums and blight or; 3) address urgent needs which pose a serious threat to the health or welfare of the community. You may call GMD for specific interpretations or if you need a copy of the complete federal regulations.

1. **Public Facilities and Improvements.** Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, except as provided in 24 CFR 570.207(a), carried out by the recipient or other public or private nonprofit entities.
2. **Clearance activities.** Clearance, demolition and removal of buildings and improvements, including movement of structures to other sites.
3. **Interim assistance.** The following activities, the repairing of streets, sidewalks, parks, playgrounds, publicly owned utilities, and public buildings, and the execution of special garbage, trash and debris removal, including neighborhood cleanup campaigns, but not regular curbside collection of garbage or trash in an area, may be undertaken on an interim basis in areas exhibiting objectively determinable signs of physical deterioration where the recipient has determined that immediate action is necessary to arrest the deterioration and that permanent improvements will be carried out as soon as practicable.
4. **Rehabilitation and preservation activities.** Privately owned buildings and improvements for residential purposes; improvements to a single-family residential property which is also used as a place of business, which are required in order to operate the business, need not be considered to be rehabilitation of a commercial or industrial building, if the improvements also provide general benefit to the residential occupants of the building.
5. **Eligible Planning, urban environmental design and policy-planning-management-capacity building activities, and Program Administration costs.**

The above activities do not include all CDBG allowable activities, however the GMD will only consider the above activities as eligible activities as they comply with the **City's 2018- 2022, 5-year Consolidated Action Plan** by clicking: <https://www.ctexas.com/gmd>.

ACTIVITIES INELIGIBLE FOR CONSIDERATION

The following activities may not be assisted with CDBG funds:

1. Buildings or portions thereof, used for the general conduct of government as defined at 24 CFR 570.3(d) cannot be assisted with CDBG funds.
2. General government expenses.
3. Political activities.
4. Purchase of equipment.
5. Operating and maintenance expenses.
6. Furnishings and personal equipment:
 - i. Construction equipment,
 - ii. Fire protection equipment,
 - iii. Furnishings and personal property
7. New housing construction.
8. Income payments.

Measuring Accomplishments Table Example

NEED STATEMENT Description of Need to be Addressed	GOAL Proposed goals to reduce extent of problems or needs	INPUTS Resources to be dedicated or utilized to meet proposed goals	ACTIVITIES What the program does with the input to fulfill its mission	OUTPUTS Direct products of program activities	OUTCOMES ST (Short Term) LT (Long Term) Benefits that result from the program
<p>EXAMPLE: About 50 elementary students (20%) are considered at risk because of low grades, lack of participation in school activities and disciplinary problems (e.g. absences and tardiness, disruptive behavior). Many exhibit low self-esteem, limited social skill, and poor study habits. Many come from dysfunctional families, have immigrant parents who do not understand or speak English well and are often left unsupervised in their homes. These children could be tempted to experiment with drugs and alcohol. Most have no money to afford tutors or after school activities.</p>	<p><i>Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate-income households.</i></p>	<p>Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials</p>	<p><i>The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.</i></p>	<p><i>20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs</i></p>	<p><i>1. Increased no. of homework completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)</i></p>

Example

Table C2: Nationally Reportable Outputs

1) Housing Units Constructed:		5) Persons Served:	20	8) Parks Rehabilitated:	
2) Housing Units Inspected:		6) Jobs Created:		9) Trees Planted:	
3) Housing Units Rehabilitated or Deleaded:		7) Businesses Assisted:		10) Parking Spaces Constructed:	
4) Households Assisted:					

DO NOT SUBMIT PAGES ABOVE

**SUBMIT ONLY THE FY2021 FULL RFP APPLICATION PAGES
BELOW**

FY2021 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

INTERDEPARTMENTAL REQUEST FOR PROPOSAL FULL APPLICATION

1. Requesting Department: _____
2. Project Title: _____
3. Project address: _____ zip: _____
4. Authorized by: _____ Title _____

5. Project Category: _____
6. Census Tract (s): _____
7. Dept. Priority: ____ of _____
8. Council Member District: ____

9. Signature: _____ Title: _____

10. Dept. Director Signature: _____ Title: _____

<p>11. Detailed Project Description & Justification, include liner feet for sidewalk, walking trail or parking lot and if housing units give an approximate number of units to be assisted. Staff costs must include detailed breakdown of each staff which will be paid with CDBG funding. (If needed, attach additional pages... i.e. maps, estimated number of people to be served, etc.):</p>
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12. Project/Program Status Update if previously funded (must provide a reasonable timeline as to when remaining funds will be expended. Provide reason for prior year unexpended funds):

13. Funding Request (Not to exceed \$150,000)	(a)	(b)	(c)	(d) FY21 CDBG Requested Funds: (Project/Program Projections)		
	Total Estimated Cost	Prior Year Funds	Unexpended funds thru 10/1/20	FY2021-2022	Column intentionally left blank	
Planning/Design						
Construction						
Contingency						
Inspection Services						
Furnishings/Equip						
Other*:						
TOTALS:						
14. Project Timetable:	Preliminary Design/Plan-ning	Design/Assessmen t Phase	Bid Date	Award Date	Estimated Construction	
					Begin	Complete
Estimated Date						
15. List NON CDBG related funds used for this project:		Capital Outlay \$_____ Other: \$_____ Contractual Services (i.e. Engineering) _____				

cc: Capital Budget Office

*If salary costs are being requested, applicant must provide a detailed breakdown for each staff which will be paid out of CDBG. This must equal to the salary cost component in the requested budget.

16: Measuring Accomplishments Table (Please avoid abbreviations when possible)

NEED STATEMENT Description of Need to be Addressed	GOAL Proposed goals to reduce extent of problems or needs	INPUTS Resources to be dedicated or utilized to meet proposed goals	ACTIVITIES What the program does with the inputs to fulfill its mission	OUTPUTS Direct products of program activities	OUTCOMES ST (Short Term) LT (Long Term) Benefits resulting from the program

Please indicate the number of outputs expected in FY 2021-2022.

16. Nationally Reportable Outputs

1) Housing Units Constructed:		5) Persons Served:		9) Trees Planted:	
2) Housing Units Inspected:		6) Jobs Created:		10) Parking Spaces Constructed:	
3) Housing Units Rehabilitated or Demolished:		7) Businesses Assisted:		11) Public Facilities Improved:	
4) Households Assisted:		8) Parks Rehabilitated:			