



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

Notice of Funding Availability (NOFA)

CDBG

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

FY2025-PY2024 FUNDING

INTERDEPARTMENTAL

FOR CONSTRUCTION

&

NON-CONSTRUCTION PROJECTS

Grant Year Starting October 1, 2024 and Ending September 30, 2025

Deadline for Submittal:

May 1, 2024

CDBG

NOFA FULL APPLICATIONS CAN BE ACCESSED THROUGH OUR WEBSITE AT <https://www.cctexas.com/gmd>. NOFAs SUBMITTED AFTER SUBMITTAL DEADLINE WILL NOT BE ACCEPTED. APPLICATIONS ARE TO BE EMAILED DIRECTLY TO LETICIA KANMORE at leticiak@cctexas.com. PCDD STAFF WILL CONFIRM RECEIPT OF NOFA APPLICATIONS VIA EMAIL OR CALL.

RELEASE OF FUNDS FOR THE YEAR IS DEPENDENT ON HUD REVIEW. FUNDS MAY NOT BE RELEASED ON OCTOBER 1, 2024. PLAN ACCORDINGLY.

For further information you may contact the office of PCDD at 361-826-3010

FY2025-PY2024 ANNUAL ACTION PLAN SCHEDULE

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT COMMUNITY PLANNING & DEVELOPMENT (CPD) PROGRAMMING FY2025-PY2024 CONSOLIDATED ANNUAL ACTION PLAN (CAAP) SCHEDULE

**Tentative and subject to change*

February 28, 2024	Needs Assessment/Public Hearing Meeting District 3 Corpus Christi Water Utilities, Choke Canyon Room 2726 Holly Rd. (6:00 p.m-7:00 p.m.)
February 29, 2024	Needs Assessment/Public Hearing Meeting District 1 Owen R. Hopkins Public Library- 3202 McKinzie Rd. (6:00 p.m-7:00 p.m.)
March 4, 2024	Needs Assessment/Public Hearing Meeting District 2 Ben F. McDonald Public Library- 4044 Greenwood Dr. (6:00 p.m-7:00 p.m.)
March 6, 2024	Needs Assessment/Public Hearing Meeting District 4 Janet F. Harte Public Library- 2629 Waldron Rd. (6:00 p.m-7:00 p.m.)
March 7, 2024	Needs Assessment/Public Hearing Meeting District 5 Clotilde P. Garcia Public Library- 5930 Brockhampton (6:00 p.m-7:00 p.m.)
April 1, 2024	Release Full NOFAs for CDBG, ESG and HOME
April 4, 2024	TA Workshop
May 1, 2024	NOFAs for CDBG, ESG and HOME due
June 6, 2024	Publication of City Council Public Hearing on Proposed Projects and 30-day public comment period
July 9, 2024	End of 30-day comment period for FY2025-PY2024 Annual Action Plan
July 16, 2024	1st Reading Ordinance and City Council Public Hearing FY2025-PY2024 Annual Action Plan
July 23, 2024	2 nd Reading Ordinance and City Council Meeting FY2025/PY2024 Annual Action Plan
August 16, 2024	Submittal of FY2025-PY2024 Annual Action Plan to HUD

MANDATORY WORKSHOPS:

Agency or City Department representative who will be submitting a NOFA Application, is encouraged to attend a Technical Assistance (TA) Workshop for the NOFA (CDBG only). Staff will discuss changes to the Consolidated Annual Action Plan prior to submittal of documents. Failure to attend the workshop will automatically disqualify your Agency or City Department from submitting an NOFA Application(s) for proposed project(s).

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

FY2025-PY2024 CAAP MANDATORY MEETING SCHEDULE

DATE	PLACE & LOCATION	MEETING TYPE	TIME
April 4, 2024	City Hall, 1201 Leopard Street, 6th Floor Conference Room.	TA Workshop	CDBG-9:00 a.m. ESG-10:00 a.m. HOME-11:00 a.m.

2023 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	\$16,250	\$18,600	\$20,900	\$23,200	\$25,100	\$26,950	\$28,800	\$30,650
Very Low (50%) Income Limits	\$27,100	\$31,000	\$34,850	\$38,700	\$41,800	\$44,900	\$48,000	\$51,100
Low (60%) Income Limits	\$32,520	\$37,200	\$41,820	\$46,440	\$50,160	\$53,880	\$57,600	\$61,320
Low & Mod (80%) Income Limits	\$43,350	\$49,550	\$55,750	\$61,900	\$66,900	\$71,850	\$76,800	\$81,750

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

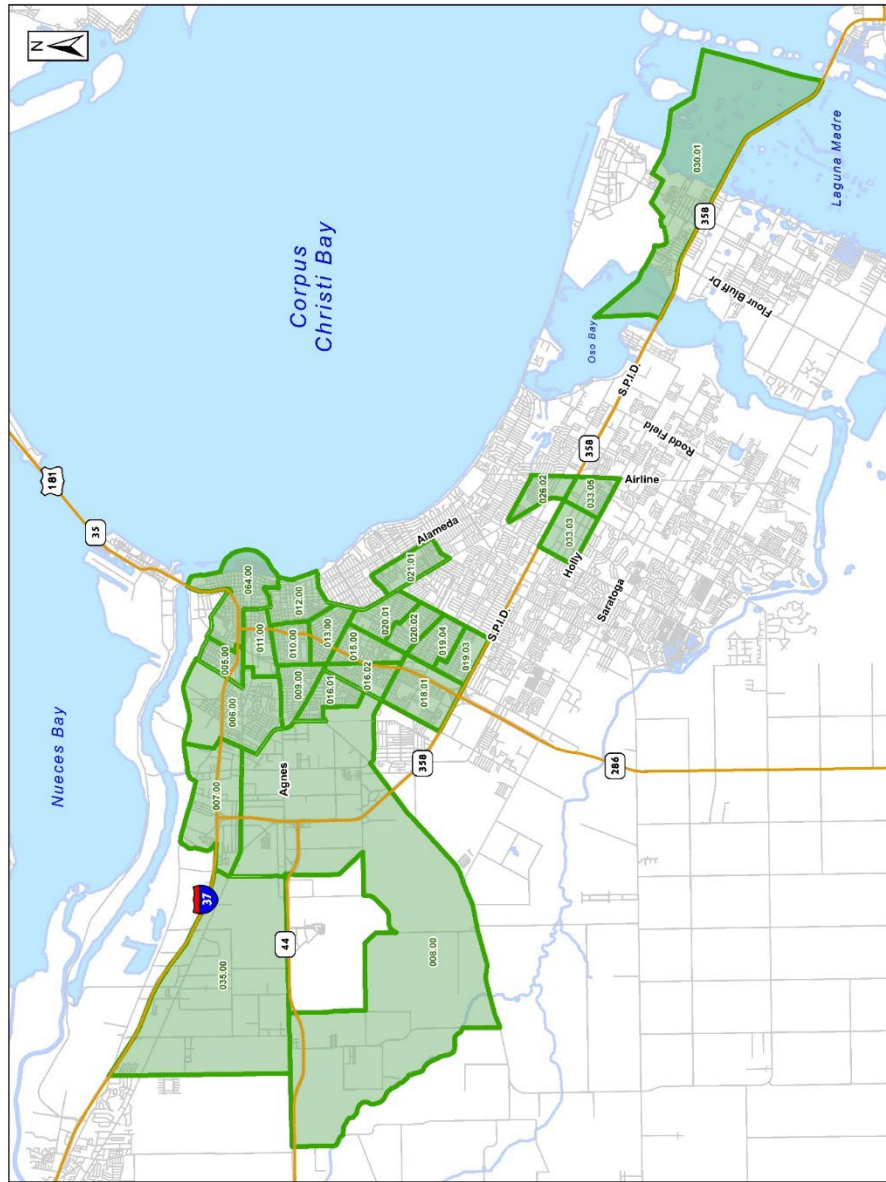
Effective 07/1/2024
SUBJECT TO CHANGE

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 PCDD staff at 361-826-3816.

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)



Map is subject to change. Before submitting a project for funding please contact PCDD at 361-826-3010 for project location eligibility verification.

CDBG and City Bond Related Projects:

CDBG and City Bond Related Projects must be coordinated with PCDD 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 PCDD informed throughout the entire process 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 PCDD**

CDBG INTERDEPARTMENTAL NOFA APPLICATION INSTRUCTIONS

Attached is the **FY2025-PY2024 CDBG Interdepartmental NOFA 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 NOFA 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 descriptive outline of the proposed project or activity to be funded. Attach additional sheets if needed. Include how the project meets the goals and priorities in the Five-Year Consolidated Plan which are:
- Affordable Housing Initiative: Housing Rehabilitation, Homebuyer program, Emergency Repair Program
 - Demolition
 - Public infrastructure improvements: accessibility improvements (sidewalks, curbs), street improvements
 - Support homeless efforts
 - Public Services: code enforcement and senior services; broadband connectivity
 - Public Facility Improvements: community centers or Emergency Operation Center
- (12) **Project/Program Status Update:** If project was previously funded, please provide a reasonable timeline as to when unexpended funds will be expended. Please note: Failure to submit this information or a reasonable timeline, may affect any consideration for **FY2025-PY2024** 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 timeline.
- (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 FY2025-PY2024 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 PCDD 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 PCDD will only consider the above activities as eligible activities as they comply with the **City's 2023-2028, 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:</p> <p>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>Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate-income households.</p>	<p>Staff Director</p> <p>Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students</p> <p>Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials</p>	<p>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.</p>	<p>20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs</p>	<p>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)</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 FY2025-PY2024 FULL NOFA APPLICATION
PAGES BELOW**

**FY2025-PY2024 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM**

INTERDEPARTMENTAL NOFA 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: _____

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.):

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 \$1,000,000)	(a)	(b)	(c)	(d) FY24/PY23 CDBG Requested Funds: (Project/Program Projections)		
	Total Estimated Cost	Prior Year Funds	Unexpended funds thru 10/1/23	FY2025-PY2024	Column intentionally left blank	
Planning/Design						
Construction						
Contingency						
Inspection Services						
Furnishings/Equip						
Other*:						
TOTALS**:						
14. Project Timetable:	Preliminary Design/Planning	Design/ Assessment 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) _____		

*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.

**If the Engineering Department is part of project implementation, confirmation from the Engineering Department must accompany the application. The confirmation is to include approval of the initial/draft scope, budget, and timeline.

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 FY2025-PY2024.

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:			