



## City of Abilene

### Neighborhood Services Advisory Board Agenda

**Notice is hereby given of a meeting of the Neighborhood Services Advisory Board of City of Abilene to be held on Tuesday, June 15, 2021 at 10 a.m. at City Hall, 555 Walnut Street, EOC Basement Conference Room, Abilene, Texas, for the purpose of considering the following agenda items.**

#### **CALL TO ORDER**

#### **AGENDA ITEMS**

1. **Discussion:** Receive a Report and Hold a Discussion and Public Hearing on Abilene Hope Haven, Inc. CDBG Funding Request for \$135,515.80.
2. **Discussion:** Receive a Report and Hold a Discussion and Public Hearing on Interested Citizens of Abilene North (ICAN) CDBG Funding Request of \$37,458.40.
3. **Discussion:** Receive a Report and Hold a Discussion and Public Hearing on The Salvation Army CDBG Funding Request for \$47,985.00.
4. **Discussion:** Receive a Report and Hold a Discussion and Public Hearing on City of Abilene Planning and Development Services Condemnation Demolition CDBG Request for Funding \$100,000.
5. **Discussion:** Receive a Report and Hold a Discussion and Public Hearing on City of Abilene Neighborhood Services Critical Repair/Neighborhood Revitalization Programs CDBG Funding Request for \$470,000.
6. **Discussion:** Receive a Report and Hold a Discussion and Public Hearing on City of Abilene Neighborhood Services Single Family Rehabilitation/Reconstruction First-Time Homebuyer Request for HOME Funds \$380,000.
7. **Discussion:** Receive a Report and Hold a Discussion and Public Hearing on Alliance for Women and Children CDBG Funding Request \$100,000.
8. **Discussion:** Receive a Report and Hold a Discussion and Public Hearing on Noah Project, Inc. CDBG Funding Request for \$8,800.

#### **ADJOURNMENT**

#### ***Notice***

*In compliance with the Americans with Disabilities Act, the City of Abilene will provide for reasonable accommodations for persons attending meetings. To better serve you, requests*

*should be received forty-eight (48) hours prior to scheduled meetings. Please contact the City Secretary's Office at 325-676-6208. Telecommunication device for the deaf is 325-676-6360.*

**CERTIFICATION**

*I hereby certify the above meeting notice was posted on the bulletin board at the City Hall of the City of Abilene, Texas, on the 7th day of June, 2021, at 3:25 p.m.*

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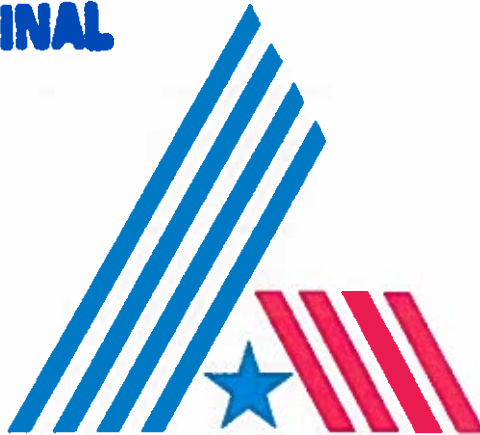
*Shawna Atkinson, TRMC*  
City Secretary

*Demo*

NEIGHBORHOOD SERVICES

APR 21 2021

 ORIGINAL



**CITY OF ABILENE**

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**FY 2021/2022**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM  
&  
HOME INVESTMENT PARTNERSHIPS  
PROGRAM**

**Planning & Development Services,  
Neighborhood Services**

**CDBG & HOME  
Guidelines**

**Mailing Address:**

PO Box 60  
Abilene, TX 79604  
(325) 437-4576  
[www.abilenetx.gov/ns](http://www.abilenetx.gov/ns)

**Office Location:**

555 Walnut Street  
Suite 206  
Abilene, TX 79601

## INTRODUCTION

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Welcome to the City of Abilene Planning & Development Services, Neighborhood Services (NS) annual Community Development Block Grant (CDBG) and HOME Investment Partnerships application process. All entities seeking an award of either CDBG or HOME funds during FY 2021/2022 must complete and submit **one (1) original and seven (7) copies** of the application prior to the **deadline of May 19, 2021 at 12 Noon**. Please note that this is a very competitive process and that not all applicants will be offered financial assistance.

All CDBG and HOME funds are provided through an annual entitlement grant administered by the U.S. Department of Housing and Urban Development (HUD), which makes these funds available to the City through the 5-year Consolidated Plan. Neighborhood Services and NS Advisory Council receives applications from potential grantees and makes recommendations in the One-Year Action Plan to the City Council based on those projects that address the Consolidated Plan's priorities. The City Council then approves the One-Year Action Plan that is submitted to HUD in August for funds that will become available in October.

The release of this application by the City each year provides new opportunities for the City to create partnerships with non-profits to address important community development needs. In order to effectively address these issues, the City encourages our prospective partners to develop projects that truly reflect the desires and needs of the community. Applications may be obtained via the City website, [www.abilenetx.gov/ns](http://www.abilenetx.gov/ns), or at our office located in City Hall, at 555 Walnut Street, Room 206. Applications and supporting documentation must be received by the NS no later than **12:00 Noon Deadline, Wednesday, May 19, 2021.**

NS is currently in the process of developing the FY 2020- 2021 One-Year Action Plan. The Goals and Objectives developed in the FY 2020-2024 Consolidated Plan may be used as a guide for the types of community needs previously recognized in Abilene. **A copy of the Goals and Objectives have been included with this application. (Attachment A) Highlighted are the Goals and Objectives that address neighborhoods and affordable housing which should act as guidance in the process of completing your application.** When completing the FY 2021/2022 CDBG/HOME Application it is important to consider how the application and the non-profit will put these funds to use. Consider how you might work to assist NS and the City to revitalize one or all of the 15 Low-to-Moderate Income Neighborhoods. (See Attachment B Accompanying List of Neighborhoods)

If your organization has a project that you believe may be eligible for CDBG or HOME funding, we invite you to submit a request for inclusion in this year's allocation. If you have any questions, please feel free to contact my office at 325/437/4588.

Thank you, Leticia Reeves, Division Manager Neighborhood Services

## INTRODUCTION

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Please note the following:

- Consideration will only be given to projects that address CDBG or HOME program objectives, see (Attachment A pg. 13).
- Application will be scored on a point system by the Neighborhood Services and Advisory Council, (see Attachment C pg. 17).
- It is City policy to fund only capital improvement projects for outside agencies.
- The City's CDBG funds will not be used for community services within in the FY 2021/2022 Funding cycle.
- The City will likely receive funding requests in excess of the allocations received. Therefore, not all funding requests can be fulfilled and many requests that are included may be reduced in amount by the City prior to submission in order to stay within the funding cap. Applicants should not be discouraged if their requests are not included in the City's final proposal to Council. In all probability it is not a reflection of the merit of the proposed activity; rather, it is likely a matter of trying to assemble a range of activities that address the City's goals and objectives in a comprehensive manner.
- Prior inclusion in the City of Abilene's CDBG/HOME funding does not ensure inclusion in future funding. However, satisfactory past performance in the use and administration of CDBG/HOME funds will be considered by the City in the application process

**APPLICATION PROCESS**

**Proposed 2021 Program Year  
One-Year Action Plan Work Calendar**

| <b>Date</b>                          | <b>Activity</b>   |
|--------------------------------------|---|
| April 15,2021                        | Mail out Public Meeting Letters, to non-profits and NSAC members, and internal distribution list. Send Public Notice to ARN for Proofing  |
| April 18, 2021                       | Publish Notice of Public Hearing to be held April 19, 2021 at 10 am   |
| April 19, 2021                       | Public Hearing #1, Abilene Zoo 10:00 a.m. – Discuss community development process, goals, objectives, priorities and previous accomplishments. Receive input on FY 2020 Action plan   |
| April 19, 20, 22, 26, 27<br>29, 2021 | Community Meetings #1, #2, #3, #4, #5 and #6 at 6:00 pm- 7:00 pm- Discuss community development process, goals, objectives, priorities and previous accomplishments. Receive input on 2021 Action Plan. Prepare CDBG/HOME funding. Cobb Park, North Park, Sayles Blvd., Alameda and College Heights |
| April 19, 2021                       | CDBG/HOME funding applications made available to the public. Posted on City’s website and mailed to previous participants as well as other social service providers in the community/ Public Notice / Media   |
| May 19, 2021                         | Deadline to receive CDBG/HOME funding requests for 2021 Program Year –12 noon deadline  |
| May 26, 2021                         | Meet with NSAC to Rank CDBG/HOME funding request for 2021 Program Year at 10:00 in the Basement Conference Room, City Hall.   |
| May 27, 2021                         | Begin developing 2021 Action Plan   |
| June 11, 2021                        | Publish Notice of <i>Proposed 2021 Action Plan</i> & begin required 30-day public comment period. <i>Proposed 2021 Action Plan</i> summary available at:<br>555 Walnut, Suite 206, Abilene, TX.<br>Count starts next day (June 12, 2021)  |
| July 12, 2021                        | End 30-day comment period on <i>Proposed 2021 Action Plan</i>   |
| July 22, 2021                        | Public Hearing #2 to receive input on Proposed 2021 Action Plan and Council approval. City Hall, City Council Chambers, 5:30 p.m.   |

**APPLICATION PROCESS**

|                 |   |
|-----------------|---|
| August 14, 2021 | Submit 2021 Action Plan to Department of Housing and Urban Development (HUD)<br>(Statutory 8/16/21) |
| October 1, 2021 | 2021 Program Year begins  |

## APPLICATION PROCESS

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An agency will be evaluated on the adequacy of the proposed capital project (outside/City applicants), program design or service delivery (City applicants) approach. The following questions will be considered:

- Does the activity adequately address an established need?
- Has the prospective sub-recipient identified all the major tasks that will be involved in carrying out the activity?
- Does the agency have the capacity to carry the organization into the future?
- Does the organization understand the interrelationship of these tasks, and has it developed a realistic schedule for their accomplishment? Are there any stumbling blocks to prompt implementation?
- Has the organization made a careful estimate of the resources necessary for each component of its proposed program, and has it put together a realistic budget that reflects these resources?
- Are other sources of funds, when indicated, committed to this project?
- Is the budget for the CDBG/HOME funded activity separate from other activities undertaken by the sub-recipient?
- Does the organization have the capacity to complete the activity as proposed?
- Has the organization ever undertaken the proposed activity before, and what was the result?
- Does the organization have experience with CDBG/HOME or other Federal programs?
- **Does the prospective sub-recipient's staff appreciate the additional requirements associated with Federal funding (for example, when staff splits their time between CDBG and non-CDBG functions, keeping detailed records of time spent on specific activities)?**
- **Is the organization familiar with the specific regulatory requirements associated with the proposed activity (such as Davis-Bacon & Related Acts requirements for construction or rehabilitation projects involving \$2,000, containing eight units or more, lead based paint requirements, procurement policy, EEO (Executive Order 11246 Sec 202), and environmental assessment requirements)?**
- What is the organization's "track record" regarding compliance with such requirements?
- Does the prospective sub-recipient have adequate administrative and fiscal structures in place to deal with these guidelines (particularly record keeping)?
- If not, does it recognize its organizational weaknesses, and has it developed a plan for upgrading these aspects of its operations?
- Does the organization have qualified staff for all the necessary functions associated with the proposed activity, and is there adequate staff time available?
- If not, how does the organization plan to fill these gaps in personnel?

## APPLICATION PROCESS

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All information in the application is important and **must be completed**. City agencies may submit a more abbreviated list of documents. Please call to verify what is required if it is not clear what your agency performs. All applications will be measured by a point system that has been provided in (Attachment C pg. 17).

APPLICATION

Cover Page

Part 1 – Applicant Information

Name of Organization: City of Abilene, Texas – Planning and Development Services

Type of Organization: Local Government Date Submitted: 4/21/2021

Name of Project: Dilapidated structures demolition and removal funding

Mailing Address: Planning and Development, 555 Walnut St, Abilene, TX 79601-52054

TIN/EIN # (required): \_\_\_\_\_ DUNS # (required): \_\_\_\_\_

Contact Person: Mike Warrix Telephone: (325)676-6272

Fax: \_\_\_\_\_ Email: mike.warrix@abilenetx.gov

Project Address: City of Abilene 555 Walnut St, Abilene, TX 79601-52054

Project Manager: Clay Door Telephone: (325)676-6257

Project Category: Public Service  Capital Improvement \_\_\_\_\_ Economic Dev. \_\_\_\_\_

Brief Summary of Project (single-spaced):

Project to assist in the removal of commercial and residential structures in Low-to Moderate income (LMI) neighborhoods.

Total Project Cost: \$100,000 CDBG/HOME funds requested \$100,000

Which National Objective does your project meet? (See page 12)

Benefit for low-to-moderate income families

Which Local Goal/Objective does your project meet? (See Appendix A, page 13)

Low-to-moderate income citizens will have access to safe, decent and affordable living

What positive outcome(s) does your project meet?

This program is removing slum/blight which will assist 64 LMI households

Which Low-Moderate Neighborhood/Neighborhoods will your project be located?

Holiday Hills, Alameda, Buettenut / Chestnut, Carver N18th not all low-mod, Elmwood, Sears Park, North College, Cobb Park, Northeast Hwy 80, Southeast Hwy 80, Park Central Area, Original Town South, South Treadaway, Over Place Area, College Heights.

APPLICATION

How many **unduplicated Abilene** clients will be served by this project?

\_\_\_\_\_ Persons or 64 \_\_\_\_\_ Households

Has your agency previously received Abilene CDBG/HOME funds X Yes \_\_\_ No

If yes, please identify year, total awarded and name(s) of projects in the past five years.

| Program Year | Amount     | Project/Activity Funded              |
|--------------|------------|--------------------------------------|
| 2020         | \$ 80,000  | Demolition of dilapidated structures |
| 2019         | \$ 80,000  | Demolition of dilapidated structures |
| 2018         | \$ 80,000  | Demolition of dilapidated structures |
| 2017         | \$ 150,000 | Demolition of dilapidated structures |
| 2016         | \$ 150,000 | Demolition of dilapidated structures |

Funding Source\*: CDBG  HOME

Is this project new? No If no, start date of project: October 1, 2021

Name: Mike Warrix

Signature: 

Title: Director of PDS

Date: 4/21/2021

\*City of Abilene reserves the right to fund projects out of either program as projects are eligible.

## APPLICATION

### Part 2 – Project Description

#### A. Statement of Problem/Need:

The City of Abilene has a problem associated with deteriorating neighborhoods negatively impacting public safety, health and community wellbeing. Deteriorating neighborhoods are problematic from the standpoint of future community reinvestment, revitalization and renewal.

The City of Abilene continues to identify uninhabitable vacant dilapidated commercial and residential structures located within Low-to-Moderate Income (LMI) neighborhoods. Dilapidated structures have a negative effect on public safety, health and community well-being. Uninhabitable vacant structures are a negative attractive nuisance and targets for inappropriate activities, as a result, negatively effecting neighborhoods as they constitute slum and blight influences. As blighting influences, these commercial and residential dilapidated structures reduce property values and discourage private investment, revitalization and renewal. Code Enforcement Officers identify a number of dilapidated structures when in the field conducting work responsibilities. There has been limited funding to provide for demolitions and removal of commercial and residential structures. Increased funding is needed to more effectively address dilapidated structures and improve neighborhoods.

LMI areas have historically been problematic from the standpoint of public safety, health and community well-being negatively impacting infill development and neighborhood pride. Providing additional funding for demolitions of commercial and residential dilapidated structures is expected to promote neighborhood development related to reinvestment, revitalization and renewal.

## APPLICATION

### B. Target Population:

The requested project targets population for those single-family home property owners who fall at or below the 50% of the area median income guidelines provided to the City of Abilene by the Department of Housing and Urban Development. The City of Abilene has identified neighborhoods where the percentage of property owners is at LMI levels. These Fifteen (15) neighborhoods/areas are identified in Table 1 as follows.

**Table 1**

| Neighborhoods  | Percent |
|--|---------|
| 1. Holiday Hills                                     | 87.13 % |
| 2. Alameda   | 63.11%  |
| 3. Butternut / Chestnut                              | 61.93%  |
| 4. Carver N.18 <sup>th</sup> – N10th not all low-mod | 66.67%  |
| 4. Elmwood   | 53.52%  |
| 6. Sears Park  | 53.32%  |
| 7. North College                                     | 73.50%  |
| 8. Cobb Park   | 67.13%  |
| 9. Northeast Hwy 80                                  | 57.08%  |
| 10. Southeast Hwy 80                                 | 58.29%  |
| 11. Park Central Area                                | 66.33%  |
| 12. Original Town South                              | 62.08%  |
| 13. South Treadaway                                  | 69.38%  |
| 14. Over Place Area                                  | 55.56%  |
| 15. College Heights                                  | 74.49%  |

### **Low-to-Moderate Income Neighborhoods/Areas with % LMI**

All program activities as identified will occur in the above listed LMI defined neighborhoods. Please see attached map to reflect LMI neighborhoods/areas

### C. Project Goal and Objectives:

The primary goal and associated objectives of the requested projects include:

Goal: Low-to moderate income citizens will have access to safe, decent and affordable housing.

## APPLICATION

### Objectives:

1. Maintain, rehabilitate and improve existing single-family housing units, including emergency repairs;

-Code Enforcement Officers identify through normal course of responsible work activities, situations where certain single-family households may be referred for potential funding under the CDBG Critical Repair Program.

2. Increase the availability, financial accessibility and support for affordable home ownership opportunities;

-Removing Dilapidated structures in LMI neighborhoods can have a positive effect on reinvestment into the neighborhoods offering affordable single-family home opportunities for community members through infill development.

3. Support the expansion of education and enforcement of safety codes and /or services to improve conditions of housing through the demolition of slum/blight properties;

-Code Enforcement Officers provide services by inspecting uninhabitable vacant structures in LMI neighborhoods for code issues and seek demolition to reduce slum/blight properties and as a result improving the public safety, health and community well-being. Education is expanding through Code Enforcement attendance of neighborhood organization meetings to discuss neighborhood issues.

Project requested service levels relate to forty (40) hours of full-time work per week provided by the Code Enforcement Officer and Condemnations Officer to conduct activities to identify and seek removal of commercial and residential dilapidated structures. Total number of LMI neighborhood beneficiaries are City of Abilene residents, with 64 households impacted by requested project.

## APPLICATION

### D. Project Description:

City of Abilene, Planning and Development Services, Code Compliance Division staff inspect uninhabitable vacant commercial and residential structures for potential dilapidation and condemnation. Code Enforcement Division staff typically receive complaints and investigate uninhabitable vacant structures where possible inappropriate activities may be occurring. The Code Enforcement Division Manager is tasked with further review of structures for dilapidation and possible condemnation based on certain review criteria. When a structure is determined dilapidated by the Building Official, a case is brought before the Board of Building Standards (BOBS) to determine if the property is a public nuisance in that it is a hazard to the public health, safety, welfare and repair of the structure would be unreasonable. This would lead to determination of a demolition order.

The general process for condemnation of commercial and residential structures involves due process as provided for by Texas State Law and Abilene Code Ordinances and this process is outlined in Figure 1:

**Figure 1: Public Nuisance**

| <b>Condemnation Process</b> |   |
|-----------------------------|---|
| 1                           | Property Inspected for dilapidated structure  |
| 2                           | Property owner notified of staff findings of dilapidated structure  |
| 3                           | Notification period provided for compliance   |
| 4                           | Property re-inspection for compliance   |
| 5                           | If the property owner does not voluntarily comply and the Board of Building Standards deems it a public nuisance and orders it to be demolished |
| 6                           | Contract issued for demolition and removal of structure   |
| 7                           | Dilapidated structure is removed through demolition by city contractor  |
| 8                           | Property owner is invoiced for cost of contracted demolition  |

## APPLICATION

Primary emphasis on long-term benefits is to remove blight and potentially dangerous structures in neighborhoods and create pride and positive momentum toward private reinvestment, revitalization and renewal.

### E. Previous Accomplishments:

The City of Abilene – Planning and Development Services was previously approved funding for FY 2020 – FY 2021 from CDBG funds. Project funds were approved for \$80,000 for demolition and removal of residential dilapidated structures as authorized by BOBS. Since October 1, 2020, three (2) structures have been approved for demolition for \$36,600. It is anticipated that another seven (4) dilapidated structures will be demolished and removed through September 2021. The project for current funding cycle request is \$100,000 but to include both commercial and residential structures for demolition and removal activities.

Enforcement Officers had employment responsibilities October 2020 providing for compliance in LMI neighborhoods.

### F. Evaluation:

In general, the following objective best describes the purpose of the required project. Suitable Living Environment, Where the requested project is intended to benefit communities, families, or individuals by addressing issues in their living environment. The outcome category that best reflects results that are expected to be achieved is Sustainability: Promoting Livable or Viable Communities, where activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to persons of low to moderate income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

## APPLICATION

The requested project will be evaluated for a number of variables that reflect upon successful implementation of project activities. The following areas will be evaluated to monitor whether objectives of the requested project are being met. Evaluations areas are reflected in Figure 2.

**Figure 2: Project Evaluation Areas in LMI Neighborhoods**

| Evaluation Elements |   |
|---------------------|---|
| 1                   | Number of condemnation cases                      |
| 2                   | Number of voluntary compliance cases              |
| 3                   | Number of forced contract compliance cases        |
| 4                   | Number of total demolition and removal abatements |

The Code Compliance Manager will report quarterly to the Director of Planning and Development Services on requested program evaluations elements.

## APPLICATION

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### PART 3 – AGENCY INFORMATION

#### A. Background:

1. We work together to build and maintain a community of the highest quality for present and future generations.
2. The City of Abilene Community Enhancement Division adopted its own Code of Regulations in 2006 and has been functioning to enforce codes since.
3. Work to resolve issues under chapter 8 (condemnation program) and chapter 19-15 (General Nuisance violations)

#### B. Qualifications:

The Code Compliance Division currently has six (6) Code Enforcement Officers, (1) condemnation officer and (2) administrative assistants employed by City of Abilene through General Fund budget. The Code Compliance Division has support staff to assist Code Enforcement Officers with implementing code compliances processes. In addition, in FY 2019 the Code Compliance Division upgraded tracking software through the “MyGov” Internet-based system to provide more efficient use of staff and funding resources, with enhanced ability to track the code compliance activities progress geographic service area locations. This has significantly enhanced our ability to specifically monitor requested project activities within LMI neighborhoods.

#### C. Financial:

1. All demolition contracts are granted to the lowest bidder of (3) contractors minimum.
2. We have had (21) successful demolitions since 2019.

## APPLICATION

### **1. Clay Door – Community Enhancement Division Manager**

November 2012 to Present

Began working for Code Enforcement Division as a Code Enforcement Officer in training and was promoted to:

Code Enforcement Officer II - 2015

Field training Code Enforcement Officer - 2016

Senior Code Enforcement Officer III - 2017

Code Enforcement Division Manager (interim) took over the Condemnation Program 2017

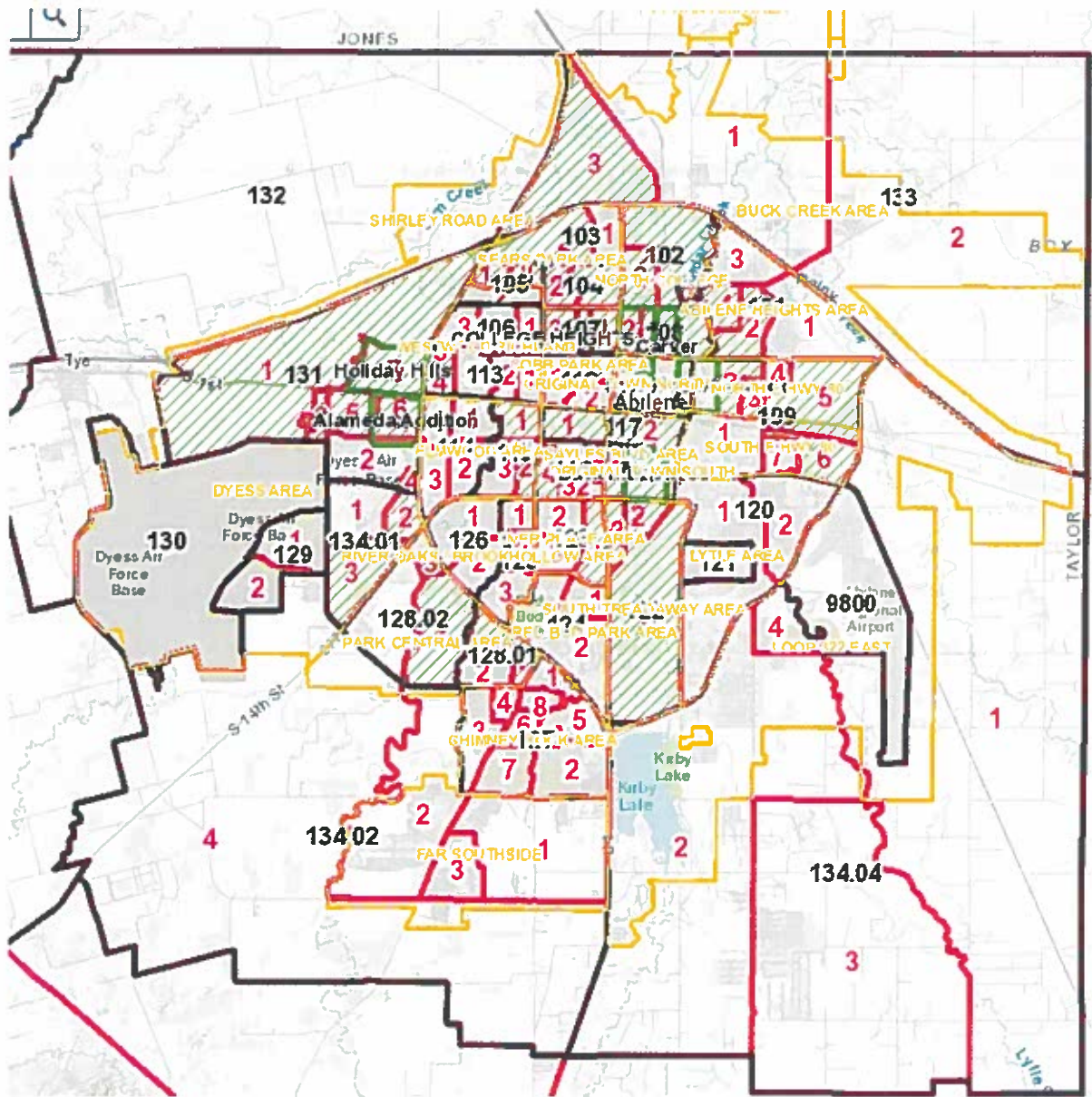
Community Enhancement Division Manager 2018

#### **Previous Employment History**

December 1985 – April 2011; United States Air Force

Wide range of experience to include facility management, budgeting, coordinating construction projects, safety compliance and environmental inspections.

# APPLICATION



APPENDIX C



**CERTIFICATION REGARDING FEDERAL OR OTHER GOVERNMENTAL ASSISTANCE**


**\$500,000 Expenditure Threshold Single Audit Requirement For A-133 Compliance**

**Certification and Signatures**

The undersigned, on behalf of Community Enhancement Division, (name of sub recipient), certifies that all applications for federal and other governmental assistance have been fully disclosed and are detailed in the table below. Further, that any future applications for federal or other governmental assistance applicable to the development stated above will be disclosed promptly upon application to the City of Abilene, in writing, to the City of Abilene Office of Neighborhood Services, P.O. Box 60, Abilene, TX 79604-0060, stating the nature and amount of the assistance requested.

**Federal and Other Governmental Assistance Detail Table**

| Funding Source  | Amount       |
|---|--------------|
| Federal CDBG/HOME Grant Funds, City of Abilene -Condemnations | \$100,000.00 |
|   |              |
|   |              |
|   |              |
|   |              |
| Total   |              |

  
 \_\_\_\_\_  
 By:  
 Title: Community Enhancement Division Manager

4/21/2021  
 \_\_\_\_\_  
 Date

STATE OF TEXAS       §  
                                   §  
 COUNTY OF TAYLOR   §

**ACKNOWLEDGMENT**

This instrument was acknowledged before me on the 21 day of April  
 2020, by Clay Poor as Community Enhancement Division Manager (title)  
 of City of Abilene (sub-recipient) on behalf of said company.



  
 \_\_\_\_\_  
 Notary Public in and for the State of Texas

## APPENDIX D

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To: Vendors or other persons doing business with the City of Abilene, the Development Corporation of Abilene (DCOA), Civic Abilene, Inc.

From: City of Abilene

Re: Disclosure form required by state law

Dear Vendor:

Effective January 1, 2006, H.B. 914 requires any person or business that contracts with a city or is considering doing business with a city to file a "conflicts of interest questionnaire." This means that any person who contracts or seeks to contract for the sale or purchase of property, goods, or services with a city (including submitting a bid on a city contract) must file a questionnaire.

This is designed to ensure that the public is aware of possible relationships of persons who are doing business with the City, the DCOA, Civic Abilene, Inc. or other local governmental entity.

If a vendor or agent of the vendor has an employment or business relationship with any of the persons listed on the attached list or their family\* that results in taxable income or gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than \$250 in the 12-month period preceding the filing of this form, the vendor or agent must fill out the form and report the relationship.

All vendors who are doing business or seeking to do business with the above listed governmental entities after January 1, 2006, must fill out the required form. If you are already doing business with the City, you must file your form within seven days of your receipt of this notice. If you have not entered into an agreement with the City yet, you must file your form before you provide any services or goods to the City. The form should be returned with your bid packet or returned to \_\_\_\_\_ . If you do not have any business relationship with any of the listed persons, please put N/A on the form, sign and return it with your bid packet.

Thank you,

The City of Abilene  
The Development Corporation of Abilene, (DCOA)  
Civic Abilene, Inc.

\*A family member is defined as a person related to another person within the first degree by consanguinity (blood) or affinity (marriage). This definition includes a spouse, father, mother, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law and stepchildren.

**APPENDIX D**

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**CITY COUNCIL MEMBERS**

Mayor Anthony Williams  
Shane Price  
Jack Rentz  
Donna Albus  
Weldon W. Hurt  
Kyle McAlister  
Travis Craver

City Manager: Robert Hanna

**DEVELOPMENT CORPORATION OF ABILENE**

Sam Vinson  
Shea Hall  
Jack Rich  
Floyd Miller  
Vic Corley

Chief Executive Officer: Brock New

**CIVIC ABILENE, INC.**

David Gist  
Clint Rosenbaum  
Neomia Banks  
Tom Boecking  
Joe Alcorta, Sr.  
Steve Leggett  
Peggy Manning  
Charles Perkins  
Mike Warren  
Laura Donaway  
Shaun Rea Martin  
John Thomas

Director: Molly Moser

Adopted 4/14/2021

**APPENDIX D**

**LOCAL GOVERNMENT OFFICER  
CONFLICTS DISCLOSURE STATEMENT**

**FORM CIS**

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE USE ONLY**

Date Received

**1 Name of Local Government Officer**

**2 Office Held**

**3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code**

**4 Description of the nature and extent of employment or other business relationship with vendor named in item 3**

**5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).**

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

**6 AFFIDAVIT**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

\_\_\_\_\_  
Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
Signature of officer administering oath

\_\_\_\_\_  
Printed name of officer administering oath

\_\_\_\_\_  
Title of officer administering oath

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Please refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, with whom the officer has an employment or other business relationship as described by Section 176.003(a)(2)(A), Local Government Code.
- 4. Description of the nature and extent of employment or business relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship with the vendor in item 3 as described by Section 176.003(a)(2)(A), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Affidavit.** Signature of local government officer.

APPLICATION

NEIGHBORHOOD SERVICES

Cover Page

MAY 19 2021

Part 1 – Applicant Information



Name of Organization: City of Abilene

Type of Organization: Government Date Submitted: 5/18/2021

Name of Project: CDBG: Critical Repair Program / Neighborhood Revitalization

Mailing Address: PO Box 60, Abilene, TX 79604

TIN/EIN # (required): 75-182954 DUNS # (required): 081078891

Contact Person: Amanda Martinez Telephone: (325) 676-6366

Fax (325) 437-4577 Email: amanda.martinez@abilenetx.gov

Project Address: 555 Walnut Street, Abilene, TX 79601

Project Manager: Leticia Reeves Telephone: (325) 676-6366

Project Category: Public Service Capital Improvement X Economic

Dev. Brief Summary of Project (single-spaced):

CDBG: Critical Repair Program is to assist single family homeowners who are at or below 80% of the median income for Abilene and demonstrate a need for repairs to their home that are threatening health and safety. Neighborhood revitalization is to assist homeowners by sprucing up their homes with new siding and paint the properties.

Total Project Cost: \$ 470,000 CDBG/HOME funds requested \$470,000

Which National Objective does your project meet? (See pg. 12) Benefit to low and moderate income families.

Which Local Goal/Objective does your project meet? (See Attachment a pg13)

Goal: Low to moderate income citizens will have access to safe, decent, and affordable housing.

Objective: Maintain, rehabilitate, and improve existing single- family housing units. Increase the availability, financial accessibility and support for affordable home ownership opportunities.

What positive outcome(s) does your project meet?

The positive outcome is affordability, we will assist approximately 50+ LMI

Which Low-Moderate Neighborhood/Neighborhoods will your project be located?

Target Neighborhood – Alameda, Carver, and Sears, along with all LMI Areas



**Part 2 – Project Description**

**Narrative Statement** (no more than five pages, single-sided, double-spaced, 12 pt. font)

- A. **Statement of Problem/Need:** Describe the problem or need that the proposed activity will address or if a capital improvement project, how your agency addresses a need in the community and how the activity relates to one or more of our previous objectives located in the 2020-2024 Consolidated Plan (Attachment A, page 13).
- B. **Target Population:** Describe the characteristics of the population to be served (i.e. youth, seniors, persons with disabilities, etc.) and the area to be served.
- C. **Project Goal and Objectives:**
1. State the overall goal of the project and/or up to Three (3) specific objectives. Use the SMART guide when writing objectives (Strategic, Measurable, Achievable, Realistic, and Time-related).
  2. State the anticipated outcome that will result from each objective.
  3. Indicate the number of “service units” that will be provided (number of counseling sessions or health screenings, hours of after school activities, etc.), the total number of unduplicated clients/participants who will be served, the number who are low-/moderate-income, and the number of clients/participants who are residents of Abilene.
  4. If it is a capital improvement project, please address both the project and the clientele that the facility serves.
- D. **Project Description:**
1. Describe the work to be performed, activities to be undertaken, or the services to be provided.
  2. Describe the procedures for documenting program participation including the racial, ethnic, income and gender characteristics of participants.
  3. Describe the relationship of the proposed activity to other community services addressing the same or similar problem.
  4. Describe the level of collaboration with other agencies or organizations in this project. Attach letters of intent or memos from each collaborative partner.
  5. Describe the positive outcomes that will result from this activity and how performance measurements will be used in the program.
- E. **Previous Accomplishments:**
1. If the project has previously received City of Abilene CDBG/HOME funding, describe the accomplishments achieved with that funding, the degree to which the objectives were met, and the positive outcomes resulting from the program. Describe how any difficulties or obstacles will be overcome.
  2. If this is a new project, describe how the agency has managed similar projects in the past, the funding sources used in those projects and the accomplishments achieved.

## APPLICATION

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### F. Evaluation:

1. Describe how the project will be evaluated and how the agency will determine outcomes of the project, i.e., the positive results that the project is intended to accomplish.
2. HUD has recently issued new performance measurement requirements. Please identify the project's objective and outcome from the following list of new HUD developed guidelines:

Based on the intent when funding an activity, which of the three objectives best describes the purpose of the activity? The three objectives are:

**Suitable Living Environment** – In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

**Decent Housing** – The activities that typically would be found under this objective are designed to cover the wide range of housing possibilities under HOME or CDBG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.

**Creating Economic Opportunities** – This objective applies to the type of activities related to economic development, commercial revitalization, or job creation.

Similarly, once the objective for the activity is selected, please choose which of the three outcome categories that best reflects what you are seeking to achieve.

**Availability/Accessibility** – This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelters available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate-income people where they live.

**Affordability** – This outcome category applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

**Sustainability: Promoting Livable or Viable Communities** – This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

## APPLICATION

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### **PART 3 – AGENCY INFORMATION** (no more than three pages, double-spaced, 12 pt. font)

#### **A. Background:**

1. Include the agency's mission statement.
2. Indicate the length of time the agency has been in operation, and how long the agency has provided services to Abilene residents.
3. Describe the type of services currently being provided by the agency, including the number and characteristics of clients served.

#### **B. Qualifications:**

1. Discuss the agency's capabilities to develop, implement and administer the proposed project.
2. Discuss any other projects the agency has managed that are similar to the proposed project.
3. Provide a list of staff persons who will be involved with the project and their qualifications for this work.

#### **C. Financial:**

1. Describe the agency's fiscal management, accounting systems, and audit practices.
2. Describe the experience of the agency in managing Federal or State grants.

### **PART 4 – PROJECT BUDGET** (no more than two pages)

**A. Budget:** Submit a line item budget for the project on the attached Budget Form. List all other funding sources and any in-kind contributions to the project, if applicable. In-kind contribution of volunteer labor may be calculated at no less than minimum wage up to \$10.00 per hour.

**B. Budget Narrative:** Attach a budget narrative (one page) briefly explaining each line item in the budget.

### **PART 5 - CAPITAL PROJECTS** (no more than two pages, double spaced, 12 pt. font)

**A.** Include a project timeline with benchmarks, anticipated start date, and length of time to complete the project.

**B.** Provide statement of site control; capital projects can only be awarded to agencies when there is evidence of ownership or minimum 5-year lease.

Applications for capital projects must identify whether the project involves new construction or rehabilitation, and describe sources and uses of all funds for the project. **Use of CDBG/HOME funds for construction or renovation activity may trigger federal Davis Bacon prevailing wage requirements, which may increase overall construction costs and will trigger the environmental review process. No contract will be signed or funds distributed until a complete environmental review of the project is completed and released by the City and HUD.**

**APPLICATION**

**2021/2022 CDBG/HOME Project Budget**

**Organization:** City of Abilene

**Project Name:** CDBG: Critical Repair Program (Construction)

**Total Project Cost: \$** 245,000 **CDBG/HOME funds requested \$** 245,000

Note: Indicate if funds are cash or in-kind contribution.

| Item          | CDBG/<br>HOME<br>Funds | Other<br>Funding | Source<br>of Other Funds | Total<br>Project<br>Budget |
|---------------|------------------------|------------------|--------------------------|----------------------------|
| Contracts     | \$245,000              | 0                | 0                        | \$245,000                  |
|               |                        |                  |                          |                            |
|               |                        |                  |                          |                            |
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|               |                        |                  |                          |                            |
|               |                        |                  |                          |                            |
|               |                        |                  |                          |                            |
| <b>Totals</b> |                        |                  |                          | \$245,000                  |



## Project Description

### A. Statement of Problem/Need

The CDBG: Critical Repair Program is designed to assist homeowners who are at or below 80% median income for the City of Abilene. Critical repair cases are where a situation or condition occurred without warning; is detrimental to life, health or safety and was not due to neglect. Acceptable repairs for existing structures shall be defined as: busted water pipes, water leaks that are flooding the structure, lack of water to the unit, inoperable toilets, lavatories, raw and standing sewage, sewage leaks, broken sewer lines/water supply lines, gas leaks, no heat and/or inadequate heat in the winter, no electricity, hazardous and electrical malfunctions that are an imminent danger to the structure, deteriorated roofs that affect other systems and pose imminent danger to the occupants, and lack of handicap accessibility. These are only a few examples of potential conditions, which may exist. Repairs must meet local building code requirements, meet minimum Housing Quality Standards (HQS), and flood plain requirements upon completion. The examples demonstrated are not all inclusive; staff must evaluate each request on a case-by-case basis.

### B. Target Population

The programs target population is for those single-family homeowners who fall at or below the 80% of the area median income guidelines provided to the City of Abilene by the Department of Housing and Urban Development.

- Repairs must meet program definition of emergency repair
- Reside in the City of Abilene limits
- Own or is purchasing the dwelling unit, through warranty deed or deed of trust, (Rental Properties are not eligible)
- Must occupy the dwelling unit as primary residence for a minimum of six (6) months prior to assistance
- Homeowners must be current or good standing payment plan with the Taylor County Appraisal District

### C. Project Goals and Objectives

1. Goal: Low-to moderate-income citizens will have access to safe, decent and affordable housing.
2. This can be demonstrated by the following:
  - Reduces number of properties condemned, avoiding homelessness, or vacated homes increasing property tax collections within the City of Abilene
  - Increase the availability, financial accessibility, and support for affordable home ownership opportunities
  - Maintain, rehabilitate and improve existing single-family, housing units

- Improve the safety of the surrounding neighborhood
  - Expand education and enforcement of safety codes and/or services to improve conditions of housing
  - Requires the family to maintain the repair including insurance for five-year period
  - Opportunity for the family to stay in affordable housing and not become homeless, or dependent on other Housing Rental Assisting Programs, or place a burden on other family by residing with them
  - Abates the immediate safety hazard to those living in the unit, for example gas leak
  - Repairs comply with local building code and Housing Quality Standards
  - Repairs also include a one-year warranty for the repairs
3. The Office of Neighborhood Services anticipates funding for approximately 50+ single-family homes, of which 100% will be either low, extremely low income or target neighborhoods.

#### **D. Project Description**

1. The CDBG: Critical Repair Program addresses major activities for the program are as follows:
- Critical Repair Program determines the household income and program eligibility including background check
  - The property must be current on property taxes with Taylor County Appraisal District; if delinquent, a repayment agreement must be in writing and agreed upon with a current payment history
  - Provide flood insurance if unit is located in the 100 year flood plain, inclusive of fire insurance coverage adequate enough to cover the cost of repair
  - Fire Insurance may be waived when the family can clearly demonstrate that they cannot afford it and the cost would exceed 30% of their adjusted income, and are unable to get an insurance company to provide coverage. While Fire Insurance may be waived, Flood Insurance is required by federal regulations where applicable
  - Must not owe any outstanding debt to the city or Housing Authority
  - Cost of repair shall not exceed \$5,000.00 in a flood zone and no more than \$15,000.00 when repairs activate Lead Base Paint Regulations

- In the event that repairs exceed approved amount, other assistance will be taken into consideration under Single Family Rehab Program or Reconstruction Program
  - Repairs to assist with clients with limited mobility
  - Drugs and Violent Criminal Activity regulations and procedures outlined in the Programs Administrative Plan will also be applicable in determining eligibility
  - Inspect the unit for hazardous conditions and writes assessment
  - Generate specific repairs needed to abate the problems and meet repair requirements.
  - Develop a cost estimate/bid out repairs to be completed by contractors
  - Perform environmental review, historical review, Section 106, and documentation of ownership requirements
  - Loan closing and execution of written agreement, deed of trust and promissory note
  - Housing Inspector will monitor construction and prepare contractor payments with lien waivers
  - Taking before and after pictures of construction repairs
  - Require approved building permits
  - Contractor must be clear of any debts to the city
  - Contractor is required to meet the City of Abilene insurance and bonding & licensing requirements
  - Annual inspections of property for the 5 year period of affordability
2. Each file includes requests for information regarding gender, race, ethnicity, and income. This information will be included in a monthly report created by the program administrator. Monthly report includes breakdowns of all expenses, along with maintaining the HUD required client Approved and Denial Demographics Log.
  3. Staff makes referrals to other resources if applicant cannot be assisted with our programs.
  4. Outreach Literature is distributed to local agencies, including but not limited to:
    - Texas Workforce Commission;
    - Rolling Plains Management Corporation;
    - Mercy Health Care Center;
    - Local Radio Stations;
    - Salvation Army, Goodwill;
    - Basic Needs Network;
    - Texas 211 Helpline;
    - West Central Texas Council of Governments;

- City Recreation Centers;
  - Meals on Wheels;
  - The City of Abilene website;
  - City of Abilene Social Media networks, Facebook and Twitter;
  - Local News Media;
  - The Abilene Housing Authority;
  - United Way Resource;
  - Habitat for Humanity;
  - Local Banking and financial institutions.
  - Local Churches
  - Local Food Banks
5. The total budget for the Critical Repair Program will be \$245,000 and for Neighborhood Revitalization will be \$225,000 the addresses of the houses will be determined as the year progress. The NS does not allow in kind donations, the budget narrative will be determined case by case.
  6. The Neighborhood Services Housing Programs will have a positive impact on the community by extending opportunities to homeowners who otherwise would not have the ability or funds to repair their home. Completing preliminary eligibility determination must be within 72 hours of request.

## **E. Previous Accomplishments**

The NS staff has great relations with multiple agencies in the community through lenders, non-profits agencies, and access to all city departments. In FY 20, the Neighborhood Services has been able to assist 20+ households with multiple repairs. As of April 2021 NS has assisted 20+ households with numerous clients pending approval.

## **F. Evaluation**

The Housing Counselor will report monthly to the Division Manager who oversees CDBG funding for the NS Department. This monthly report will include demographic information about each household that has been assisted in the current fiscal year, as well as the total amount of funds that have been spent to date per household.

## **Agency Information**

The Neighborhood Services of the City of Abilene administers the year-to-date operations of the ONS Housing Programs. Recommendations regarding local

policy are made by the Neighborhood Services with the final approval of the Planning and Development Department. Federal mandated regulations are enforced by the Department of Housing and Urban Development (HUD).

## **City Program Staff**

### **Charlene Pyron – Housing Services Specialist**

#### **November 2015 – Present**

Began working as a temporary with the City of Abilene in the City Manager's Office from April until November. Has 30 plus years in the Administrative field from Administrative Clerk, Admin Support, and Executive Secretary also a Business Owner/Operator. Administrative Intake Clerk – this position is located at the front desk for initial contact with applicants and clients. Responsible for answering phones, explaining program features, collection information from applicants, receiving payments, intake research for properties seeking assistance and serving clients with locating resources for income qualified applicants. Clerk also maintains and orders inventories for staff of four. Assist the Division Manager with compiling information for the CAPER as well as the Action Plan. In November 2017 was promoted to Housing Services Specialist, which oversees the condemnation files and process.

Education: Air Force Veteran – 4 years, 1979-1983 Administrative Support Specialist, and Honorably Discharged.

Graduated from Kaplan College, 3.94 GPA 2012-2013

Training: May 2017 - Texas Department Project Training  
December 2017 – Web-Based Environmental Training  
January 2018 – NCDA Training  
April 2018 – Environmental Review Training

### **Amanda Martinez – Housing Counselor I**

#### **February 2021 to Present**

Began work with Neighborhood Services after working with the Abilene Independent School District. She has over ten (10) years' experience with working with non-profit organizations. Amanda Martinez is responsible for scheduling interviews with applicants, completing due diligence with third person verification, background checks, and personal identification of all household members. The counselor is also able to conduct home visits for non-mobile clients. This counselor closely coordinates with the Housing Inspector during the process of rehabilitation. Reports monthly to Division Manager of ongoing projects and process as well as all denials. Meets with individuals, organizations, and groups to explain current projects and plans to gain support for the HOME and CDBG Programs.

Education: 2004 High School Diploma – Merkel High School

Training:

Currently – Webinars for Housing Counseling Certification

## **James McFadden – Housing Inspector II**

### **March 2016 to Present**

Started working for his father at McFadden and Son Construction. Duties as a carpenter involved the framing of single-family housing, throughout the Abilene, Texas – Taylor County area. After seventeen years of framing, he ventured to Oilfield work. He was an engineer of a Wireline truck for Bullzeye Oilfield Services, for three years, in charge of two riggers. James McFadden is the primary inspector for CHDO Projects, Critical Repair, Single-Family Rehab, and First Time Homebuyer Program. He also plays a key role in the Reconstruction program of low-income family housing. The Inspector draws up specifications specific to each property and maintains the bid and payment process.

Communicates extensively with the client concerning individual needs.

Communicates daily with contractors to verify progress and resolve any issues.

Currently entering environmental into the HUD database systems HEROS.

Hands on compiling information for the Consolidated Plan, Action Plan, and CAPER with the consultants. Involved with the CARES Act funding for the City of Abilene in establishing program guidelines for the subrecipients administering the funds and continuous monitoring. Works closely with the Housing Services Specialist, Housing Counselor, and Division Manager.

Education: 1995 - Graduated from Merkel High School

1995 – 1996 Cisco Junior College, Abilene

Training: May 2016 - Housing Quality Standard Certification

October 2016 - Lead Risk Assessor Certified

March 2017 - Environmental Training

May 2017 – Building Professional Institute

March 2018 – Lead Refresher Course

May 2019 – Building Professional Institute Refresher

August 2020 – Lead Inspector Refresher

August 2020 Lead Risk Assessor Refresher

The mission of the City of Abilene,

We work together to build and maintain a community of the highest quality for present and future generations.

### **Project Budget**

A. The Critical Repair Program and Neighborhood Revitalization follows a line item bid that must be submitted within a 5 business day timeframe.

B. Line 1: \$470,000 is requested for actual CDBG Construction.

### **Required Documents**

All pertinent records kept by the Neighborhood Services of The City of Abilene, 555 Walnut Street, Abilene, Texas 79601

## APPLICATION

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### **Part 5 Required Documents**

The following agency documentation must be submitted with the application for CDBG/HOME funding in order for the application to be reviewed for possible funding:

**Non-Profit Determination** - Non-profit organizations must submit tax exemption determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board. (501(c)(3))

**List of Board of Directors** - A list of the current Board of Directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, employer or affiliation of each member and must identify the principal officers of the governing body.

**Authorization of Request for Funds** - Documentation must be submitted of the governing body's authorization to submit the funding request. Documentation consists of a copy of the minutes of the meeting where the governing body's resolution, motion or other official action is recorded.

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

**Organizational Chart** - An organizational chart must be provided which describes the agency's administrative framework and staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff position of shared responsibility.

### **Resume of the Chief Program Administrator**

### **Resume of the Chief Fiscal Officer**

**Conflict of Interest** - List any potential conflict of interest with staff, directors or suppliers  
(Attachment D pg. 18)

**Documentation of Compliance with National Objectives** - Describe which of the National Objectives pg. 12.

## APPLICATION

**Financial Statement and Audit** - Submit a copy of organization's annual audit and management letter to the City. For organizations that receive a total of more than \$500,000 in Federal funds (including CDBG and all other federal sources), this audit must comply with guidelines of the Single Audit Act (2 CFR Part 200, Subpart F). All applicants must complete the Certificate Regarding Federal or Other Governmental Assistance" regardless of amount of Federal funds received.

**Documentation of Personnel Policy** (Affirmative Action Plan/Grievance Procedure)

**Proof of Insurance Liability:**

## PROGRAM AND INCOME GUIDELINES

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### **General Information**

**Eligible Activities:** CDBG funds must be used for activities under the specified categories and directed toward improving community services and facilities. Funding must be directed towards those costs directly associated with the provision of such services. **CDBG/HOME funds may only be used to benefit low- and moderate- income residents of Abilene.**

**Client Intake Information:** CDBG sub-recipients are required to collect the following client information at intake, to be used for monthly reporting and client files:

- Permanent street address
- Family/Household income (with verification, see following section)
- Number of persons in household (do not have to be related)
- Ethnicity
- Race
- Whether client's household is a female-headed household

**Income Verification:** All clients served by the CDBG program must be low- or moderate-income according to guidelines. Client records must include household income and household size (CDBG income guidelines are determined by household size). Each client file must also contain verification of income. Acceptable forms of verification include photocopies of public assistance statements, tax forms, or paycheck stubs.

**Residency Information:** CDBG public services funds may only be used to assist residents of Abilene. Your records must show each CDBG client's permanent address as located within the city boundaries.

**Monthly Activity Reports:** Sub-recipients must submit an activity report on a monthly basis in a format prescribed by the City of Abilene. This report will contain a demographic profile of unduplicated CDBG clients served and a summary of activities, outreach efforts, and measurable outcomes. **Reports are due by the 5<sup>th</sup> of each month.**

**Site Visits:** As required by HUD, the City's staff will conduct at least one site visit during the contract period. During site visits, staff will check client files to verify income and residency information. All organizational documents germane to program administration must be readily available for inspection by the City. **Please note that failure to maintain proper documentation of residency and income may result in termination of funds.**

**Wage Labor & Environmental Compliance:** As required by project type comply with all Davis-Bacon & Related Acts requirements for construction or rehabilitation projects involving \$2,000 or more, containing eight units or more, lead based paint requirements, procurement policy, EEO (Executive Order 11246 Sec 202), or environmental assessment requirements.

**PROGRAM AND INCOME GUIDELINES**

Effective for CDBG and HOME (7/1/2020 7/1/2021)  
Subject to Change

These figures should be the basis of your organizations responses to questions about the benefits of your service(s) to very low-, low-, and moderate-income persons/households:

| <b>Income Guidelines</b>  | <b>Gross Annual<br/>Income<br/>0%-30%<br/>Extremely Low</b> | <b>Gross Annual<br/>Income<br/>31%-50%<br/>Very Low</b> | <b>Gross Annual<br/>Income<br/>51%-80%<br/>Low</b> |
|---------------------------|---|---|--|
| <b>1 Person Household</b> | \$13,650  | \$22,700  | \$36,300   |
| <b>2 Person Household</b> | \$15,650  | \$25,950  | \$41,500   |
| <b>3 Person Household</b> | \$17,550  | \$29,200  | \$46,700   |
| <b>4 Person Household</b> | \$19,450  | \$32,400  | \$51,850   |
| <b>5 Person Household</b> | \$21,050  | \$35,000  | \$56,000   |
| <b>6 Person Household</b> | \$22,600  | \$37,600  | \$60,150   |
| <b>7 Person Household</b> | \$24,150  | \$40,200  | \$64,300   |
| <b>8 Person Household</b> | \$25,700  | \$42,800  | \$68,450   |

**Income:** Income is defined as any form of financial support (prior to deductions) received by a person or household including wages, salaries, tips, and commissions; self-employment including proprietorships and partnerships; interest, dividends, net rental income or income from estates and trusts; Social Security, pension, or other forms of public assistance; veterans payments; unemployment compensation; and alimony or child support. All working persons, 18 and older, in the household are counted.

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### **Purpose of the CDBG Program**

The primary objective of the Community Development Block Grant (CDBG) Program is the development of viable urban communities. This is to be accomplished by providing decent housing and a suitable living environment and expanding economic opportunities. While the benefits of such activities can be derived by virtually any citizen of the city, either directly or indirectly, the focus of the program is principally for low- and moderate-income persons.

Therefore, to receive consideration for CDBG funding as a sub-recipient, an applicant **must** satisfy **one** of the three National Objectives:

1. Benefit to low- and moderate-income families;
2. Aid in the prevention of slums or blight;
3. Meet an urgent need.

### **Purpose of the HOME Program**

HOME was enacted under Title II (42 USC 12701-12839) of the Cranston-Gonzales National Affordable Housing Act (Pub. L. 101-625, approved November 28, 1990). An applicant for HOME funds must use the funds to meet one of the objectives of the HOME program. The objectives of the HOME program are:

1. To expand the supply of decent, safe, sanitary and affordable housing;
2. To strengthen the abilities of state and local governments to provide housing;
3. To assure that federal housing services, financing, and other investments are provided to state and local governments in a coordinated, supportive fashion; and
4. To expand the capacity of nonprofit community-based housing development organizations.

The City also administers its HOME program in accordance with the goals identified in the Consolidated Plan. A minimum of 15% of the City's HOME allocation must be used to support the efforts of a Community Housing Development Organization (CHDO).

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**Attachment A**

**City of Abilene Texas**

**2020 - 2024 Consolidated Plan Priority Needs**

**Designated as High Priorities in the Consolidated Plan**

**HOUSING NEEDS**

**Goal: Low- to moderate-income citizens will have access to safe, decent and affordable housing**

**Objectives:**

- **Maintain, rehabilitate and improve existing single-family housing units, including emergency repairs;**
- **Increase the availability, financial accessibility and support for affordable home ownership opportunities;**
- **Increase the availability, financial accessibility and support of affordable and subsidized rental units;**
- **Support the expansion of education and enforcement of safety codes and/or services to improve conditions of housing through demolition through the removal of slum/blight;**
- **Increase the availability, financial accessibility and support for handicap accessible/disabled, senior housing;**
- **Educate renters and landlords on all aspects of fair housing practices to include, but not limited to, property maintenance and environmental hazards.**

**COMMUNITY SERVICES (Public Services)**

**Goal: Improve the quality of programs and facilities for health and safety, information, transportation and recreation services**

**Objectives:**

- **Support the expansion of comprehensive affordable health/dental, substance abuse, and mental health services;**
- **Provide and expand social and recreational services and facilities including but not limited to, youth, seniors and individuals with disabilities;**
- **Expand crime prevention strategies, law enforcement services, code enforcement, and domestic violence/child abuse services;**

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## **Attachment A**

- Support maintenance, enhancement and expansion of quality childcare;
- Support maintenance, enhancement, and expansion of transportation services;
- Support maintenance, enhancement, and expansion of meals/food pantry services.

### **ECONOMIC DEVELOPMENT**

**Goal: Enhance the economic well-being of all citizens**

**Objectives:**

- Support maintenance, enhancement and expansion of technical assistance to small businesses;
- Support the development of a micro loan/grant program for small business development;
- Support the development of job skills training for youth, workforce development and job creation.

### **COMMUNITY AND PUBLIC FACILITIES**

**Goal: Enhance the physical environment of Abilene**

**Objectives:**

- Provide and maintain adequate public and community facilities, recreational facilities and infrastructure especially in low- to moderate-income (LMI) areas, including green spaces;
- Provide and maintain adequate transportation facilities and enhance pedestrian, bike, and traffic safety.

### **PUBLIC IMPROVEMENTS AND PUBLIC INFRASTRUCTURE**

**Goal: Enhance the physical infrastructure of Abilene**

**Objectives:**

- Support maintenance, enhancement and expansion of streets, sidewalks, drainage, water and sewer connections.

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## **Attachment A**

### **HOMELESS SERVICES**

**Goal: Prevent and Reduce Homelessness**

**Objectives:**

- Support mental health/supportive services;
- Support homeless prevention and emergency assistance services;
- Provide and maintain homeless facilities, transitional housing facilities, emergency housing, domestic violence shelters, unaccompanied youth and ex-offenders.

**Attachment B**  
**15 LOW-MODERATE INCOME NEIGHBORHOODS THAT ARE**  
**CDBG ELIGIBLE**

| Neighborhoods                     | Percent |
|-----------------------------------|---------|
| Holiday Hills                     | 87.13 % |
| Alameda                           | 63.11%  |
| Butternut / Chestnut              | 61.93%  |
| Carver N.18 <sup>th</sup> – N10th | 66.67%  |
| Elmwood                           | 53.52%  |
| Sears Park                        | 53.32%  |
| North College                     | 73.50%  |
| Cobb Park                         | 67.13%  |
| Northeast Hwy 80                  | 57.08%  |
| Southeast Hwy 80                  | 58.29%  |
| Park Central Area                 | 66.33%  |
| Original Town South               | 62.08%  |
| South Treadaway                   | 69.38%  |
| Over Place Area                   | 55.56%  |
| College Heights                   | 74.49%  |

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Attachment C

**Ranking and Rating Criteria**

Applications will be reviewed by the Neighborhood Services and the ONS Advisory Council, and those selected will be included in the proposed 2021 Action Plan. Recommendations will be presented to City Council during the public hearing that will precede the Action Plan process and submitted to HUD for approval. A uniform set of factors will be used to guide the evaluation of each application. Points will be awarded based on the extent to which the proposal addresses general evaluation factors listed below. The total number of points awarded in each category is indicated. The City reserves the right to request additional information on the proposed activity. Site visits and/or personal interviews may be scheduled as deemed necessary.

Ranking Criteria

All applications will be ranked in terms of how well the proposed project addresses a need within the CDBG/HOME criteria, and the degree to which the proposed project furthers that particular strategy/goal as previously identified in the Consolidated Plan for Program Years 2020-2024.

The attached table lists the possible points that may be awarded in each of six categories, as well as some specific criteria that will be considered. Each of these categories can be acceptably addressed by completing the application thoroughly and conscientiously.

Project Description

Applicants should be sure that the application is fully completed.

Project Readiness

Funding will be preferentially awarded to projects that are ready to proceed within sixty (60) Days of October 1, 2021.

Financial Feasibility

Application budgets should be based on current local cost estimates, Davis-Bacon wage labor rates (if applicable), environmental review cost for capital improvements and should reflect reasonable expectations for the nature of the project.

Developer Capacity

All first-time applicants must demonstrate that they have the capacity to carry out the proposed project.

Project Beneficiaries

Beneficiaries of CDBG/HOME funded activities must have an annual household income at or below 80% medium family income. Preference will be given to applicants that will serve household types that have been identified as underserved in our community. Projects must also show that they can define their objective and outcome.



CERTIFICATION REGARDING FEDERAL OR OTHER GOVERNMENTAL ASSISTANCE

\$750,000 Expenditure Threshold Single Audit Requirement 2 CFR Part 200, Subpart F

Certification and Signatures

The undersigned, on behalf of City of Abilene CDBG/HOME (name of sub-recipient), certifies that all applications for federal and other governmental assistance have been fully disclosed and are detailed in the table below. Further, that any future applications for federal or other governmental assistance applicable to the development stated above will be disclosed promptly upon application to the City of Abilene, in writing, to the City of Abilene Neighborhood Services, P.O. Box 60, Abilene, TX 79604-0060, stating the nature and amount of the assistance requested.

Federal and Other Governmental Assistance Detail Table

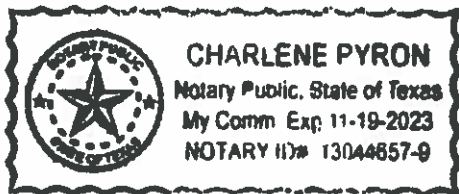
Table with 2 columns: Funding, Amount. Rows include Federal CDBG/HOME Grant Funds, CDBG (\$470,000), HOME (\$380,000), and Total (\$850,000).

Signature of Leticia Reeves, By: Leticia Reeves, Title: Division Manager

May 17th, 2021 Date

STATE OF TEXAS § COUNTY OF TAYLOR § ACKNOWLEDGMENT §

This instrument was acknowledged before me on the 17th day of May 2021, by Leticia Reeves as Division Manager (title) of City of Abilene, Neighborhood Services (sub-recipient) on behalf of said company.



Signature of Charlene Pyron, Notary Public in and for the State of Texas

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  
 This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.  
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** Letecia Reeves  
 Signature of vendor doing business with the governmental entity

5-18-21  
 Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.