



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 May 26, 2022 at 10:00 am at Abilene Taylor County Public Health District Conference Room 850 N. 6th St. Abilene, Texas, for the purpose of considering the following agenda items.

CALL TO ORDER

PUBLIC COMMENT ON ANY ITEM ON THE AGENDA

AGENDA ITEMS

1. Discussion and possible action of CDBG/HOME funding request for 2022 program year
2. Receive a Report and Hold a Discussion on Abilene Hope Haven, Inc: CDBG Funding Request for \$31,386.04
3. Receive a Report and Hold a Discussion on The Salvation Army of Abilene: CDBG Funding Request for \$144,233.81
4. Receive a Report and Hold a Discussion on Abilene Planning and Development Services Condemnation Demolition: CDBG Funding Request for \$100,000.
5. Receive a Report and Hold a Discussion on Abilene Neighborhood Services Critical Repair/Neighborhood Revitalization Programs: CDBG Funding Request for \$500,000.
6. Receive a Report and Hold a Discussion on City of Abilene Neighborhood Services Single Family Rehabilitation/Reconstruction/First Time Homebuyer: HOME Funding Request for \$330,000.

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 20th day of May, 2022, at 3:40 p.m.

*Kaitlin Richardson, Deputy City
Secretary*

APPLICATION

Cover Page

NEIGHBORHOOD SERVICES

Part 1 – Applicant Information

MAY 11 2022

Name of Organization: Abilene Hope Haven, Inc.
Type of Organization: 501(c)(3) non-profit Date Submitted: 5/10/2022
Name of Project: Bridge2Home Facility Improvement
Mailing Address: 801 S. Treadaway Blvd.
TIN/EIN # (required): 752518820 DUNS # (required): 804964765
Contact Person: Clay Thomas Telephone: (325) 677-4673
Fax: (325) 677-4674 Email: clay@abilenehopehaven.org
Project Address: 801 S. Treadaway Blvd.
Project Manager: Clay Thomas Telephone: (325) 677-4673
Project Category: Public Service Capital Improvement Economic Dev.

Brief Summary of Project (single-spaced):

Replaced facility's Kitchen appliances: (6) stoves, (12) refrigerators, (3) Freezers; Resident Room Items: (14) mattresses/box springs/frames, Living Room & Dining Room Furniture: (1) sofa combination, (2) dining tables & chairs.

Total Project Cost: \$ 31,386.04 CDBG/HOME funds requested \$ 31,386.04

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

To continue being one of the leading agencies to make homelessness in our Abilene community rare, brief and non-recurring.

APPLICATION

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

Homeless Services: Prevention and Reduction of Homelessness for the community.

What positive outcome(s) does your project meet?

Reduce homelessness in our community, by lowering utility costs over time and make our facility more efficient and sustainable for residents.

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

The project is located at 801 S. Treadaway Blvd. (South Treadaway Neighborhood). Bridge2Home is classified as an emergency shelter that provides short-to-medium term length of stay and to assist residents with finding permanent housing in the future. All participants/residents are low-income.

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

50 Persons or 40 Households

APPLICATION

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
2021	\$ 135,515.80	Bridge2Home flooring, painting, lighting & washers/dryers
2020	\$ 69,000	Bridge2Home plumbing
2019	\$	
2018	\$	
2017	\$	

Funding Source*: CDBG HOME

Is this project new? Yes If no, start date of project: _____

Name: Clay Thomas Signature: 

Title: Executive Director Date: 5/10/2022

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

APPLICATION

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

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

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.**

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).

Homeless Services

Goal: Prevent and Reduce Homelessness

- 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~~.

(Replace Facility's Kitchen Appliances: Currently our facility has stoves and refrigerators that are nearly 20 years old and are having to be repaired on a near weekly basis. This prevents our current residents from preparing meals in a timely fashion. With the potential replacing of stoves and refrigerators, our residents can prepare meals in a realistic timeframe. In addition, this will assist with helping to decrease our utilities cost.)

(Replace Resident Room Items: Mattresses/Frames: The currently bedrooms have beds that are broken and worn and are not usable for the residents.)

(Living Room & Dining Room Furniture: The facility's current furniture is 10 plus years old, worn and have several cracks that have become unsafe for residents to use. We have had to discard many items due to creating an unsafe environment for the residents.)

(Replace agency vehicle: Currently we have two vehicles; one that continues to break down and is in need of repairs every other month. In some cases, the vehicle is unsafe to drive. By replacing, this will allow our case managers to enter into the community to check on our neighbors on a timely manner.)

- 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.

(Abilene Hope Haven serves the Taylor County geographic area within the TX Balance of State CoC. AHH provides equal access opportunity, meeting participants where they are at, from all walks of life. Qualifying participants meet the criteria: currently literally homeless by HUD standard of literally homeless that include:)

- Individual or family who lacks a fixed, regular, and adequate nighttime residence.
 - a) Primary nighttime resident is a public or private place not meant for human habitation;
 - b) Is living in a privately or publicly operated shelter designated to provide temporary living arrangements, including hotel or motel paid for by local or charitable organizations.
 - c) Is exiting an institution where they stayed 90 days or less AND resided in an emergency shelter or place not meant for human habitation immediately prior to entering institution.
 - d) An individual or family who is fleeing or attempting to flee domestic violence.

- C. Project Goal and Objectives: AHH provides sustainable programming to Abilene with unique service opportunity through low-barrier availability, in hopes of increasing access to affordable housing and self-sufficiency. Our objectives that have been established and that are continually evaluated for project and community success include the following:

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).

Diverting from homeless system: we have recognized the gap between services for those experiencing homelessness and individuals at-risk of homelessness. We have implemented Resource Navigation efforts consisting of a 2-week intensive crisis case management opportunity called Diversion and Prevention.

2. State the anticipated outcome that will result from each objective.

Residents exiting from the shelter to permanent housing has resulted in over a 90% success rate.

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.

The shelter averages up to 45-50 unduplicated clients that is provided weekly opportunities to participate in health screenings, counseling, job seeking, identifications and social security cards obtained; all services provided with the assistance of a case manager that is assigned to the shelter.

4. If it is a capital improvement project, please address both the project and the clientele that the facility serves.

(Replace Facility's Kitchen Appliances: Currently our facility has stoves and refrigerators that are nearly 20 years old and are having to be repaired on a near weekly basis. This prevents our current residents from preparing meals in a timely fashion. With the potential replacing of stoves and refrigerators, our residents can prepare meals in a realistic timeframe. In addition, this will assist with helping to decrease our utilities cost.)

(Replace Resident Room Items: Mattresses/Frames: The currently bedrooms have beds that are broken and worn and are not usable for the residents.)

(Living Room & Dining Room Furniture: The facility's current furniture is 10 plus years old, worn and have several cracks that have become unsafe for residents to use. We have had to discard many items due to creating an unsafe environment for the residents.)

(Replace agency vehicle: Currently we have two vehicles; one that continues to break down and is in need of repairs every other month. In some cases, the vehicle is unsafe to drive. By replacing, this will allow our case managers to enter into the community to check on our neighbors on a timely manner.)

D. Project Description:

1. Describe the work to be performed, activities to be undertaken, or the services to be provided.

The Bridge2Home Shelter provides the following:

- *25-bed low-barrier, warm & welcoming basic care shelter.*
- *Length of stay; up to 30-90 days.*
- *Each household is provided basic cable, internet access, and staple groceries.*
- *Facility provides kitchen, dining, laundry, and backyard/patio area.*
- *Case management services to assist with finding a job, obtaining identifications & social security cards, mental health services, etc.*

2. Describe the procedures for documenting program participation including the racial, ethnic, income and gender characteristics of participants.
All program participation in the Bridge2Home shelter is documented through our Homeless Management Information System (HMIS), including race, ethnic, income, and gender characteristics.
3. Describe the relationship of the proposed activity to other community services addressing the same or similar problem.
Our shelter is a low-barrier that allows for neighbors experiencing homelessness to have access to shelter with little to no barriers, this is not something that other community services offer. In addition, our shelter is designed to assist residents with finding permanent housing in the future to avoid going back on the streets.
4. Describe the level of collaboration with other agencies or organizations in this project. Attach letters of intent or memos from each collaborative partner.
Abilene Hope Haven partners closely with the West Texas Homeless Network (WTHN).
5. Describe the positive outcomes that will result from this activity and how performance measurements will be used in the program.
Positive outcome would include enhanced dignity for those coming into the Bridge2Home shelter, as well as allowing us to utilize funds toward direct services for Bridge2Home neighbors (such as application fees, rental assistance, counseling, etc.)

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.
For the year 2021-2022, Abilene Hope Haven received grant funds to replace our flooring, painting for the walls, replacement of lighting, and washer & dryers. The timeframe to complete these projects began on May 4th, 2022, and is currently being installed. We expect full completion of the project by June 30th, 2022. With these improvements, our neighbors in the shelter can enjoy being able to see better in their rooms (new lighting), able to walk on a clear and clean floor (flooring), all paint on the walls will match (painting), and able to wash and dry their clothing without interruption (washer & dryers.)
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. *N/A*

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.
If awarded this opportunity, AHH plans to continue in its efforts to conduct bi-weekly maintenance checks to assist in identifying problems that may cause long-term effects. This will assist in reducing cost and maintaining the effectiveness of daily operations.
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.

AHH's Bridge2Home values the ability to maintain and provide a dignified low-barrier shelter opportunity that focuses on developing a sustainable plan to ensure a permanent housing plan and support.

***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.

AHH projects seek to provide service connection through case management, assisting in navigating resources and services, designed to prevent or divert from homeless management system towards other community supportive opportunities.

***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.

When operating an shelter, the sanitation-health and safety of the environment is essential for sustainability, continuation of funding resources, homeless neighbor and staff wellness, and program continuity.

Part 3 – Agency Information (no more than three pages, double-spaced, 12pt font)

A. Background:

1. Include the agency's mission statement.

To Inspire Hope in our neighbors who are experiencing homelessness.

2. Indicate the length of time the agency has been in operation, and how long the agency has provided services to Abilene residents.

Established in 1992, received 501(c)(3) status in 1993. The agency has provided services to Abilene residence since 1994 when it opened its doors.

3. Describe the type of services currently being provided by the agency, including the number and characteristics of clients served.

❖ **BRIDGE 2 HOME SHELTER**

- 25-bed low-barrier, warm & welcoming basic care shelter.
- Length of stay; up to 30-90 days.
- Each household is provided basic cable, internet access, and staple groceries.
- Facility provides kitchen, dining, laundry, and backyard/patio area.
- Case management services.

❖ **HOPE HOUSING SERVICES**

- Rapid Rehousing -Provides short-to-medium term assistance including housing identification, financial assistance, and case management to individuals and families experiencing homelessness.
- Permanent Housing-Provides long-term assistance for our most vulnerable homeless neighbors with physical and/or mental disabilities.

❖ **DIVERSION**

- Is an intervention designed to immediately address the needs of someone who has just lost their housing and become homeless. It is intended to ensure that the homelessness experience is as brief as possible, to prevent unsheltered homelessness, and to avert stays in shelter.

❖ **OUTREACH**

- AHH staff performs face-to-face community interaction with people experiencing homelessness.
- This is incredibly important work designed to help establish supportive relationships, give people advice, and support, and hopefully enhance the possibility that they will access necessary services and support that will help them move off the streets.

B. Qualifications:

1. Discuss the agency's capabilities to develop, implement and administer the proposed project.

Abilene Hope Haven is capable to develop, implement and administer the Bridge2Home shelter, as they have been doing so since January 2017. The building itself has been in operation since 2002 as a transitional housing program. The Director of Programs and Executive Director work closely together to ensure sufficient training, grant compliance, and ongoing supervision of staff and the program. AHH has a strong relationship with the Texas Homeless Network, host agency for the Texas Balance of State Continuum of Care, assisting in coordination of programs and funding.

2. Discuss any other projects the agency has managed that are similar to the proposed project.

AHH has managed numerous repairs since they have owned the building and the beginning of its operation in 2002. Plumbing and carpentry work are the most common repairs that have been dealt with in recent years. Abilene Hope Haven is also a partner agency with Beltway Boots on the Ground who expertise and coalitions in these areas to assist us.

3. Provide a list of staff persons who will be involved with the project and their qualifications for this work.

- *Clay Thomas – Executive Director; M.S. in Criminal Justice, B.S. in Psychology, A.A.S. in Law Enforcement. Has 20 plus years working in nonprofit including 14 years of Executive Leadership.*
- *Rob McCabe – Director of Programs, B.S in Social Work. Has 5 years of experience working in the field including experience as a homeless person.*
- *Kim Currie – Bridge2Home Case Manager; M.E. in Counseling & Human Development. 15-year experience working in the Education field.*
- *Karen Covington – Bridge2Home Hospitality Coordinator; Applied Studies in Business, 10 years customer services experience; 14 years social services experience.*

C. Financial:

1. Describe the agency's fiscal management, accounting systems, and audit practices.

AHH outsources accounting and payroll through M & M Business Solutions. Our annual audit is performed by Merritt, McLane & Hamby, PC. In April 2021, we had no findings in our HUD monitoring for this project.

2. Describe the experience of the agency in managing Federal or State grants.

AHH has managed HUD Transitional Housing grants for over 21 years, HUD CoC grants for over 4 years, and TDHCA grant since November 2019.

Part 4 – Project Budget

Replacement of Stoves – All old stoves will be removed including the gas lines to the stoves from the facility's kitchen.

Replacement of Refrigerators – All old refrigerators will be removed and replaced by the new refrigerators in the facility's kitchen.

Replacement of Dining Table & Chairs – All old dining tables & chairs will be removed and replaced by the new tables & chairs in the facility's dining room area.

Replacement of living room sofas – All old living room sofas will be removed and replaced by the new sofas in the facility's living room area.

Replacement of Bedroom Mattresses and Frames – All old bedroom mattresses and frames will be removed from the facility and replaced with the new ones.

Replacement of agency vehicle – The old vehicle will either be traded at the time of the new purchase for the facility's vehicle.

HOME ZONE ABILENE
 3826 BUFFALO GAP RD
 ABILENE TX 79605
 325 695-5800

Manager
Jackie



HOME ZONE
 Texas Born. Family Owned.



Sales Quote	
002954499	
Estimated Dat	Document Date
05/13/22	05/10/22

Sold To
HOPE HAVEN 801 S. TREADAWAY BLVD Abilene, TX 79602 Home: 325 677-4673

Ship To
HOPE HAVEN 801 S. TREADAWAY BLVD Abilene, TX 79602

Terms	Salesperson	Customer #	Store
No Terms	ROCKY MCCUTCHEN	002954499	002
Printed: 05/10/22 11:18AM			
D - Delivery			

Ln#	Model/Brand/Description	Order	Price	Amount
1	D Model: FRMTMFTF Brand: MANTUA MANTUA TWIN/FULL BED FRAME <i>Bed frames →</i>	14	\$49.00	\$686.00
2	D Model: MPBPCLTW Brand: BREE-O-PEDIC CLASSIC PROTECTOR TWIN <i>Mattress Protector →</i>	14	\$29.00	\$406.00
3	D Model: MAHZAMDRTW Brand: BREE-O-SLEEP AMERICAN DREAM TWIN MATTRESS <i>Mattresses →</i>	14	\$656.58	\$9,192.12
4	D Model: FOHZONTW Brand: BREE-O-SLEEP ONYX FOUNDATION TWIN <i>Box Springs →</i>	14	\$142.42	\$1,993.88
5	D Model: TTJCPB2 Brand: JBHOMECEG PAUL BUNYAN II TABLE TOP	1	\$360.02	\$360.02
6	D Model: TBJCPB2 Brand: JBHOMECEG PAUL BUNYAN II TABLE BASE <i>Dining Table 1</i>	1	\$163.59	\$163.59
7	D Model: SCJCPB2 Brand: JBHOMECEG PAUL BUNYAN II DINING CHAIR	8	\$90.05	\$720.40
8	D Model: TTJCPORL Brand: JBHOMECEG PORT ARTHUR LONG TABLE TOP	1	\$863.36	\$863.36
9	D Model: TBJCPORL Brand: JBHOMECEG <i>Dining Table 2</i>	1	\$308.59	\$308.59

\$12,278.1

\$1244.01

Thank You for your business. Have a Great Day!

HOME ZONE ABILENE
 3826 BUFFALO GAP RD
 ABILENE TX 79605
 325 695-5800



HOME ZONE
Texas Born. Family Owned.

Sales Quote	
002954499	
Estimated Date	Document Date
05/13/22	05/10/22

Sold To
HOPE HAVEN 801 S. TREADAWAY BLVD Abilene, TX 79602 Home: 325 677-4673

Ship To
HOPE HAVEN 801 S. TREADAWAY BLVD Abilene, TX 79602

Terms	Salesperson	Customer #	Store
No Terms	ROCKY MCCUTCHEN	002954499	002

Printed: 05/10/22 11:18AM	
D - Delivery	

Ln#	Model/Brand/Description	Order	Price	Amount
	PORT ARTHUR LONG TABLE BASE			
10	D Model: SCJCPOR Brand: JBHOMECEG PORT ARTHUR SIDE CHAIR	6	\$163.81	\$982.86
11	D Model: ACJCPOR Brand: JBHOMECEG PORT ARTHUR ARM CHAIR	2	\$216.61	\$433.22
12	D Model: SSJURODE Brand: JBHOMEUP RODEO SOFA	1	\$643.16	\$643.16
13	D Model: LSJURODE Brand: JBHOMEUP RODEO LOVESEAT	1	\$494.56	\$494.56
14	D Model: CHJURODE Brand: JBHOMEUP RODEO CHAIR	1	\$359.28	\$359.28


*Dining Table #2
 \$2588.03*

*(1) Sofa
 \$1497.00*

Merchandise:	\$17,607.04
Order Discount: \$200 OFF \$4000 FOR VETS VET200 1.14%	\$-200.00
Delivery Charge:	X \$99.00
Total Sales Quote:	\$17,506.04

This quote is valid until _____

Thank You for your business. Have a Great Day!

Search 

N. Abilene Lowe's Open until 10 PM >



Prices, Promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

Shopping Cart (21)

Email Cart Empty Cart

N. Abilene Lowe's Change

At least one of your items is currently unavailable
Sorry, one or more of your selected products has an issue with its current availability. Please see below for specific details on each of your products.

At least one of your items has an availability issue

Store Pickup is Unavailable
Store Pickup is currently not available for this item.
Swap with Similar Item

Only 9 available for Pickup.
Please lower your quantity or try another pickup/delivery method, if available.

Whirlpool
11.6-cu ft Small Space Top-Freezer Refrigerator with LED Interior Lighting and Optional EZ Connect Ice Maker Kit - Black
Item #2569142 Model #WRT112CZJB
Save For Later | Remove

Feedback

- + \$7,788.00

Store Pickup at N. Abilene Lowe's
Unavailable

Ship to Home
Unavailable

Truck Delivery
Unavailable

Lowe's Plans & Services

Protect Your Product
Protect your purchase longer [Learn More](#)
Starting at \$1559.64 / Ea.
[View All](#) ▾

Start Secure Checkout



Midea

13.8-cu ft Frost-free Convertible Upright Freezer/Refrigerator (White)

Item #1416442 Model #MRU14F2AWW

Save For Later | Remove

- + \$2,097.00

Store Pickup

Get it by Tue, May 17

FREE

Need it today? [Check other stores](#)

Ship to Home

Unavailable

Truck Delivery

In 3 - 7 business days - Available

Schedule your delivery during checkout

Lowe's Plans & Services



Haul Away & Removal

Let Lowe's Get Rid of Your Old Appliance [Learn More](#)

\$120.00 / Ea.

Add



Protect Your Product

Protect your purchase longer [Learn More](#)

Starting at \$389.91 / Ea.

View All



GE

30-in 5 Burners 5-cu ft Freestanding Gas Range (Stainless Steel)

Item #784515 Model #JGBS66REKSS

Save For Later | Remove

- + \$3,894.00 ~~Was \$949.00~~
You Saved \$1,800.00

Store Pickup

Get it by Tue, May 17

FREE

Need it today? [Check other stores](#)

Ship to Home

Unavailable

Truck Delivery

In 3 - 7 business days - Available

Schedule your delivery during checkout

Feedback

[Start Secure Checkout](#)





Protect Your Product

Protect your purchase longer! [Learn More](#)

View All

Starting at \$779.82 / Ea.

Order Summary

Item Subtotal (21)

\$13,779.00

Estimated Tax

Calculated in Checkout

Add Promo Code

You're saving \$1800.00 today on this order!

Estimated Total

\$13,779.00

[Back to Top](#)

Deals, Inspiration and Trends

We've got ideas to share.

[Sign Up](#)

[Need Help?](#)

[Order Status](#)

[Lowe's Credit Cards](#)

[Gift Cards](#)

[Installation Services](#)

[Lowe's App](#)

Feedback

About Lowe's

Stores & Services

Customer Service

Privacy & Use

[Start Secure Checkout](#)



APPLICATION

Sample Capital Project Budget

Organization: Rebuilding Neighborhoods a 501 (c) (3) Project Name:

Total Project Cost: \$150,000.00 CDBG/HOME funds requested \$75,000.00

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

Item	CDBG/ HOME Funds	Other Funding	Source of Other Funds	Total Project Budget
6 Blocks of Sidewalks in College Heights	CDBG	In- Kind	Smith Concrete Construction	\$25000
Helping Hands Men's Group		\$25,0000	Donation/ Labor and Materials	\$25000
Abilene Neighborhoods		\$25,0000	Donation/ Labor and Materials	\$25000
NS	CDBG			\$75000
Totals	CDBG	\$50,000	Donation/Labor and Materials	\$150, 000

APPLICATION

Sample Public Service Project Budget

Organization: Helping Hands, a 501 (c) (3)

Project Name: Food Kitchen Rehabilitation and Homeless Meals Service

Total Project Cost: \$67,650 **CDBG/HOME funds requested** \$ 25,000

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

Item	CDBG/ HOME Funds	Other Funding	Source of Other Funds	Total Project Budget
Fire Suppression System/ Installation	-0-	In-Kind/ \$7,800	Owner Donation /A1 Fire Systems	\$7,800
18 Fold-up Tables & Chairs	-0-	In-Kind/ \$2,000	Donation H&HS Furniture	\$2,000
ADA Compliance for all door and entry ways	-0-	In-Kind/ \$2,100/Cash/ \$8,500	Owner Donation /B&B Builder's/ Local Donation	\$10,600
New Built-in Storage Cabinets	-0-	In-Kind/ \$1,750 /Cash \$1,000	Owner Donation /Cal's Cabinets/ Local Donation	\$2,750
Commercial Vent-a-Hood	-0-	In-Kind/ Cash \$4,000	Local Donations	\$4,000
New Roof	-0-	In-Kind/ Cash \$3,000/\$6,500	Owner Donation/Calley Roofing/ Local Donations	\$9,500
25 Cases Ground Beef and 25 Cases Whole Chicken	-0-	In-Kind/ Cash \$2,000	Community Donations	\$2,000
New Pots and Pans	-0-	In-Kind/ Cash \$1,000	Security 4 You	\$1,000
Food Supplies Misc.	-0-	In-kind/ Cash \$500	Church of the Good Shepherd 300 Men's Group	\$500
50 Cases #10 Vegetables	-0-	In-kind/ Cash \$1,500	Painting Corner	\$1,500
Meals for CDBG Eligible Clients	\$25,000	In-kind/ Cash \$500	Boy Scout Troup #119	\$25,500
Totals	\$25,000	In-kind \$16,650	Cash \$25,500	\$67,650

APPLICATION

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**
- N/A ✓ **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:**

Part 1 – Applicant Information

MAY 06 2022

Name of Organization: The Salvation Army of Abilene

Type of Organization: Non-profit Charitable Date Submitted: May 06,2022

Name of Project: New flooring

Mailing Address: 1726 Butternut Street

TIN/EIN # (required): 75-0800678 DUNS # (required): 080654473

Contact Person: Stephanie Spurlock Telephone: 325-677-1408

Fax: 325-677-1557 Email: Stephanie.spurlock@uss.salvationarmy.org

Project Address: 1726 Butternut St.

Project Manager: Stephanie Spurlock Telephone: 325-677-1408

Project Category: Public Service Capital Improvement Economic Dev.

Brief Summary of Project (single-spaced):

We would like to updaten the flooring in the lobby, dining room, both men and womans dorm rooms, as well as the the gym.

Total Project Cost: \$ \$144,233.81 CDBG/HOME funds requested \$ \$144,233.81

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

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

What positive outcome(s) does your project meet?

This will provide a safer walking surface for our shelter guest.

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

This facility is located i the Butterunt/Chestnut area.

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

2000+ **Persons** or **Households**

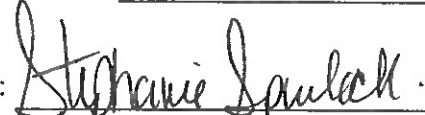
Has your agency previously received Abilene CDBG/HOME funds X Yes ___ No

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

Program Year	Amount	Project/Activity Funded
2021	\$ 47,985.00	Black Plumbing
2020	\$ 49,950	Asphalt Repair for Safety of Residents
2019	\$ 18,275	Air Conditioning for the Facility
2018	\$	
2017	\$	

Funding Source*: CDBG HOME

Is this project new? Yes If no, start date of project: _____

Name: Stephanie Spurlock Signature: 

Title: Community Relations & Development Coordinator Date: May 06, 2022

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

Project Description

Narrative Statement

- A. The Salvation Army has been in the community since the 1900's, helping those that are fragile and in need. We provide shelter for over 2000 unduplicated guests annually. Due to COVID, we have seen a rise in these numbers. Every guest is offered two free meals a day, some may receive a voucher for clothing from our family thrift store, take a shower, and have a clean, warm bed to sleep in daily. Our goal is to help those in need, to help fight homelessness, and to fight chronic homelessness. Our facility houses men, women, and children. We also have two onsite programs that assist those in need, the first being a rehab program, second is what we call Step-Out. The first program is a 10-month program that helps men learn to live clean and sober, in the hopes that this will enable them to eventually enter the workforce again. Step-Out helps men and woman find opportunities to work within our community, develop a budget, and ultimately, successfully live back on their own in the community. The Salvation Army of Abilene is also a cooling/warming station during extreme weather, so our neighbors have a place they can seek refuge. As stated above The Salvation Army of Abilene has been around for quite some time and the building has taken its fair share of wear and tear. Being able to update the floors within the shelter as well as a fresh coat of paint will not only make the building look better, but it will make our neighbors want to come in form the inclement weather, they will want to come in and seek our services. We just feel like these updates will create an environment of hope.
- B. The target population that is served at The Salvation Army, and for this request are: families, seniors, persons with disabilities, Veterans, and those with substance abuse problems. This funding would satisfy all three of the National Objectives: Benefits low-moderate income families, aid in the prevention of slums or blight, and meets an urgent need.
- C. The overall goal is to provide a safe experience and welcoming environment for everyone that we serve. By updating the flooring this will provide a safe, flat, updated surface for all those we serve.

The project meets the SMART Goal:

1. The project is STRATEGIC- it actively addresses a present need.
 2. It is MEASURABLE- the end result is apparent and can be easily felt or observed.
 3. It is ACHIEVABLE- the project can be done in two to three weeks. We simply do not have the funding available to complete this project without help.
 4. It is REALISTIC- the flooring has been patched up for years, so much so that none of it matches anymore and there are areas that are raised up and peeling back, and some of the paint is coming off the walls.
 5. It is TIME- RELATED- the project produces immediate results and can be carried out over a short period of time.
- D. This project will repair all the flooring though out the entire building to include the upstairs dorms as well. We keep monthly statistics of those who stay in our facility, using an internal statistics form, the Basic Needs Network and the HMIS system.
- E. This is a new project. We have never had all our floors redone. We have not had any additional funding to cover this cost ourselves. We have managed similar situations, utilizing other City Block Grants, successfully.

- F. This project will be evaluated on its effectiveness in achieving the desired end-that our guest are provided with safe and clean floors and walls. Based on the HUD guidelines, this would meet the objective, **Suitable Living Environment**, because it benefits communities, families, or individuals by addressing issues in their living environment. Of the three outcome categories, this project best achieves the outcome of **Sustainability: Promoting Livable or Viable Communities** and **Availability and Accessibility**. This project will promote more livable shelter for our Abilene neighbors, as well as providing more availability.

Part 3- Agency Information

A. Our Mission Statement

1. The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its messages is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the Gospel of Jesus Christ and to meet human needs in His name without= discrimination.
2. The Salvation Army started in England in 1865. We have been in operation in Abilene, Texas since 1908.
3. The Salvation Army offers: Free hot meals, shelter, a drug and alcohol program, clothing vouchers, disaster services, a program specifically for helping families get back on their feet, budget preparation, a Step Up Program (job program), help those that have lost everything dur to a natural disaster, showers, case management for shelter guest, Walk with Pride Shoe Program, Angel Tree, send kids to camp, seasonal food boxes, rental assistance, utility assistance, and much more.

B. Qualifications

1. The staff of The Salvation Army has years of experience in serving those in our community that are fragile and in need. We have standards set in place to serve our neighbors fairly and quickly.
2. We have worked on and managed the air conditioning project and the paving project through the City of Abilene.
3. The staff members that will be working on the project will be:
 - a. Captain Joshua McKain – Commanding Officer
 - b. Captain Rachel McKain – Commanding Officer
 - c. Stephanie Spurlock – Community Relations and Development Coordinator
 - d. James Sikes – Maintenance Technician

C. Financial

1. The Salvation Army follows general accounting principles and has a certified accountant as our bookkeeper. We have a divisional headquarters in Dallas, that monitors and advises us on our accounts. We have two internal audits annually, and one external: audit annually.
2. The Salvation Army has received many types of funding in the past. We have received EFSP funding, ESG funding, EOG funding, grants from The Community Foundation of Abilene, United Way, The City of Abilene, The Shelton Foundation, Greathouse Foundation, SECC Employee Contribution Funds, CEC funding as well as some smaller grants that are specific to a project. All of these funds are reviewed and approved by The Salvation Army Texas Divisional Headquarters, The Salvation Army Southern Territorial Headquarters and our local Advisory Board.

Part 4 – Project Budget

- a. See attached budges form
- b. We do not have a current breakdown, financially of what

Part 5- Capital Projects

- a. Projected Start Date: As soon as possible, and it will take up to one month (possibly sooner) to finish.
- b. We certify that we own clear deed and title of ownership to the property to be used as the site of this project.

Part 5- Required Documents

- A. We certify that we are a 501c3 non-profit organization. The letter from the Federal Internal Revenue Service and Texas Franchise Tax Exemption is attached.
- B. List of The Salvation Army Board is attached
- C. The Advisory Board meeting minutes, approving this project is attached
- D. We will have this notarized
- E. The organization chart for staffing is attached
- F. The resume of the project manager is attached
- G. There is no conflict of interest
- H. We are in compliance with National Objectives, because this project will meet an urgent need, and be a benefit to low-moderate income families
- I. The financial statement and audit are attached
- J. Documentation of Personal Policy is attached
- K. Proof of liability insurance is attached

Knight

1. \$91,914.45 – Gym Area
2. \$87,408.05 – Shelter/Dining Room/Administration

Total = \$179,322.45

Lowe's

The below numbers represent the Shelter/Dining Room/Administration/Gym Area

1. \$35,309.59 – Part 1
2. \$32,403.00 – Part 2
3. \$24,800.00 – Part 3
4. \$24,800.00 – Part 4
5. \$26,921.22 – Part 5

Total = \$144,233.81



Date: 05/04/2022

1634 E MUSGRAVE BLVD
ABILENE, TX 79601-2139
(325) 690-5670

Project #: 730104049
Customer Name: MCKAIN JOSHUA
Customer Phone: (325) 518-3206
Customer Address: 1726 BUTTERNUT ST
ABILENE TX 79602

Project name: vinyl install main building

Product List

Item Description	Availability	Qty	Unit Price	Total Price
ReFresh 12mil LVT Item #: 4139197 Manufacturer: SOHO STUDIO LLC Model #: EXT3RD106422	Estimated 05/09/2022	100	\$86.43	\$8,643.00
FLEXCO 4-IN X 120-FT TPR BLK DAHA Item #: 378978 Manufacturer: Model #: FC40CT1P001	In Stock	35	\$73.98	\$2,589.30
GAL ORIGINAL CONTACT CEMENT Item #: 41163 Manufacturer: Model #: 00273	Out of Stock	4	\$41.48	\$165.92

Product Subtotal: \$11,398.22

Installation

Installation Configuration

part 1

Vinyl - Labor Configuration

- BASIC LABOR GLUED DOWN LVP
- CUSTOM WORK VINYL
- INSTALL WALL BASE VINYL

Project Level Fees Total

\$23,911.37

Installation Subtotal: \$23,911.37

Order Subtotal: \$35,309.59

Salesperson: YSMAEL OLVERA

Accepted By:

Date: 05/04/2022

This Quote is valid until 06/03/2022 This is an estimate only. This estimate does not include tax, special fees (e.g., White Goods Tax), or delivery charges. Delivery of all materials contained in this estimate are subject to availability from the manufacturer or supplier.



1634 E MUSGRAVE BLVD
ABILENE, TX 79601-2139
(325) 690-5670

Date: 05/04/2022

Project #: 730123519
Customer Name: MCKAIN JOSHUA
Customer Phone: (325) 518-3206
Customer Address: 1726 BUTTERNUT ST
ABILENE TX 79602

Project name: main building part 2

Product List

Item Description

Availability Qty Unit Price Total Price

ReFresh 12mil LVT

Item #: 4139197

Manufacturer: SOHO
STUDIO LLC

Estimated
05/09/2022

100

\$86.43

\$8,643.00

Model #: EXT3RD106422

Product Subtotal: \$8,643.00

Installation

Part 2

Installation Configuration

Total Price

Vinyl - Labor Configuration

BASIC LABOR GLUED DOWN LVP

INSTALL WALL BASE VINYL

Project Level Fees Total

\$23,760.00

Installation Subtotal: \$23,760.00

Order Subtotal: \$32,403.00

Salesperson: YSMAEL OLVERA

Accepted By:

Date: 05/04/2022

This Quote is valid until 06/03/2022 This is an estimate only. This estimate does not include tax, special fees (e.g., White Goods Tax),

or delivery charges. Delivery of all materials contained in this estimate are subject to availability from the manufacturer or supplier.

All the above quantities, dimensions, specifications and accessories have been verified and accepted.

I understand that this order will be placed according to these specifications and is non-refundable.

Print Cancel

Exit



Date: 05/04/2022

1634 E MUSGRAVE BLVD
ABILENE, TX 79601-2139
(325) 690-5670

Project #: 730169517
Customer Name: MCKAIN JOSHUA
Customer Phone: (325) 518-3206
Customer Address: 1726 BUTTERNUT ST
ABILENE TX 79602

Project name: main project vinyl part 3

Installation *100 boxes*

Installation Configuration

Total Price

Vinyl - Labor Configuration
BASIC LABOR GLUED DOWN LVP

part 3

Project Level Fees Total

\$24,800.00

Installation Subtotal: \$24,800.00

Order Subtotal: \$24,800.00

Salesperson: YSMAEL OLVERA

Accepted By:

Date: 05/04/2022

This Quote is valid until 06/03/2022 This is an estimate only. This estimate does not include tax, special fees (e.g., White Goods Tax), or delivery charges. Delivery of all materials contained in this estimate are subject to availability from the manufacturer or supplier.

All the above quantities, dimensions, specifications and accessories have been verified and accepted. I understand that this order will be placed according to these specifications and is non-refundable.

Print Cancel

Exit



Date: 05/04/2022

1634 E MUSGRAVE BLVD
ABILENE, TX 79601-2139
(325) 690-5670

Project #: 730169782
Customer Name: MCKAIN JOSHUA
Customer Phone: (325) 518-3206
Customer Address: 1726 BUTTERNUT ST
ABILENE TX 79602

Project name: main building part 4

Installation

Installation Configuration

Vinyl - Labor Configuration

BASIC LABOR GLUED DOWN LVP

part 4

Total Price

Project Level Fees Total

\$24,800.00

Installation Subtotal: \$24,800.00

Order Subtotal: \$24,800.00

Salesperson: YSMAEL OLVERA

Accepted By:

Date: 05/04/2022

This Quote is valid until 06/03/2022 This is an estimate only. This estimate does not include tax, special fees (e.g., White Goods Tax), or delivery charges. Delivery of all materials contained in this estimate are subject to availability from the manufacturer or supplier.

All the above quantities, dimensions, specifications and accessories have been verified and accepted. I understand that this order will be placed according to these specifications and is non-refundable.

[Exit](#)



1634 E MUSGRAVE BLVD
ABILENE, TX 79601-2139
(325) 690-5670

Date: 05/04/2022

Project #: 730170119
Customer Name: MCKAIN JOSHUA
Customer Phone: (325) 518-3206
Customer Address: 1726 BUTTERNUT ST
ABILENE TX 79602

Project name: main building part 5

Product List

Item Description	Availability	Qty	Unit Price	Total Price
ReFresh 12mil LVT				
Item #: 4139197	Manufacturer: SOHO STUDIO LLC			
Model #: EXT3RD106422	Estimated 05/09/2022	254	\$86.43	\$21,953.22

Product Subtotal: \$21,953.22

Installation

Installation Configuration

Vinyl - Labor Configuration

BASIC LABOR GLUED DOWN LVP

Project Level Fees Total

Total Price

\$4,968.00

Installation Subtotal: \$4,968.00

Order Subtotal: \$26,921.22

Salesperson: YSMAEL OLVERA

Accepted By:

Date: 05/04/2022

This Quote is valid until 06/03/2022 This is an estimate only. This estimate does not include tax, special fees (e.g., White Goods Tax),

or delivery charges. Delivery of all materials contained in this estimate are subject to availability from the manufacturer or supplier.

All the above quantities, dimensions, specifications and accessories have been verified and accepted.

I understand that this order will be placed according to these specifications and is non-refundable.

Print Cancel

Exit

night Carpet & Flooring
 401 N. First St
 Abilene, TX 79603
 Phone: 325-672-6436 Fax: 325-672-6437

Quote

SK119136 04/29/2022

Submitted by
 Shawn Kennedy

Billing Information	Jobsite Information
The Salvation Army 1726 Butternut St Abilene, TX 79602 518-3206-Major Josh	Gym Area

Qty Sold	Unit of Measure	Customer Description	Color Name
5521.00	SF	Vinyl Takeup	
58.00	Each	Ardex SKM	
5521.00	SF	Floor Prep	
1209.88	SF	Breaker's Point 12mil	
1200.00	SF	Vinyl Plank Adhesive	
1200.00	SF	Vinyl Plank Labor	
600.00	LF	Burke 4 inch Vinyl Cove Base	
600.00	LF	Cove Base Adhesive	
600.00	LF	Cove Base Labor	
4704.00	SF	Rexcourt	
3.00	Each	Rexcourt Rods	
10.00	Each	Rexcourt Adhesive	
4704.00	SF	Rubber Floor Roll	
3.00	Each	Burke 153 transition	
1.00	Each	Freight	

Notes

*Vinyl rubber gym flooring.
 *Vinyl plank in kitchen and storage rooms.

Due on receipt	Sub-total \$ 91,914.45 Tax \$ 0.00 Total \$ 91,914.45 Deposit \$ 0.00 Balance \$ 91,914.45
Authorized Signature: _____ Date _____ Authorized Signature: _____ Date _____	

Knight Carpet & Flooring
 3401 N. First St
 Abilene, TX 79603
 Ph: 325-672-6436 Fax: 325-672-6437

Quote
 SK119115 04/28/2022

Submitted by
 Shawn Kennedy

Billing Information	Jobsite Information
The Salvation Army 1726 Butternut St Abilene, TX 79602 518-3206-Major Josh	Administration Building

Qty Sold	Unit of Measure	Customer Description	Color Name
14029.47	SF	Decathlon Beverly Hills	Beverly Hills
14028.00	SF	Vinyl Plank Adhesive	
14028.00	SF	Vinyl Plank Labor	
12559.00	SF	Vinyl Takeup	
133.00	Yrds	Carpet Glue Down Take up	
272.00	SF	Tile Takeup	
140.00	Each	Ardex SKM	
13900.00	SF	Floor Prep	
3300.00	LF	Burke 4 inch Vinyl Cove Base Black Brown	Black Brown
3300.00	LF	Cove Base Adhesive	
3300.00	LF	Cove Base Labor	
20.00	Each	Burke Linear Series-5' Stair Tread	
1.00	Each	965 Stair Tread Adhesive BPI	
3.00	Each	Roppe Stair nose filler	
20.00	Each	Hard Surface Step Labor	
1.00	Each	Freight	
8.00	Each	Burke 153 transition black	

Notes

- *Removal of existing VCT
- *Removal of carpet in offices.
- *Vinyl plank installed in all areas downstairs with the exception of the rooms where new vinyl was installed, all bathrooms, and kitchen.
- *Cove base installed in all areas where new vinyl is installed.
- *All appliances must be disconnected and moved prior to install.

Due on receipt

Sub-total	\$ 87,408.05
Tax	\$ 0.00
Total	\$ 87,408.05
Deposit	\$ 0.00
Balance	\$ 87,408.05

Authorized Signature: _____ Date _____

Authorized Signature: _____ Date _____

Cover Page

MAY 03 2022

Part 1 – Applicant Information

Name of Organization: City of Abilene, Texas – Planning and Development ServicesType of Organization: Local Government Date Submitted: 4/28/2022Name of Project: Dilapidated structures demolition and removal fundingMailing Address: Planning and Development, 555 Walnut St, Abilene, TX 79601-52054

TIN/EIN # (required): _____ DUNS # (required): _____

Contact Person: Tim Littlejohn Telephone: (325)676-6486Fax: _____ Email: tim.littlejohn@abilenetx.govProject Address: City of Abilene 555 Walnut St, Abilene, TX 79601-52054Project Manager: Clay Door Telephone: (325)676-6257Project 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, Butternut / 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
2021	\$ 100,000	Demolition of dilapidated structures
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

Funding Source*: CDBG HOME

Is this project new? No If no, start date of project: October 1, 2022

Name: Tim Littlejohn Signature: 

Title: Director, Planning & Development Services Date: 4/28/2021

*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 th – 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 eighty (80) 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

Condemnation Process	
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 2021 – FY 2022 from CDBG funds. Project funds were approved for \$100,000 for demolition and removal of residential dilapidated structures as authorized by BOBS. Since October 1, 2021, five (5) structures have been approved for demolition for \$39,900. It is anticipated that another seven (7) dilapidated structures will be demolished and removed through September 2022. 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 2021 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 it 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 monthly to the Director of Planning and Development Services on requested program evaluations elements.

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 Code Enforcement 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), chapter 19-15 (General Nuisance violations) and the Zoning Land Development Code.

B. Qualifications:

The Code Compliance Division currently has six (6) Code Enforcement Officers, one (1) condemnation officer, one (1) dilapidated structures 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 – Code Enforcement 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

Code Enforcement 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.



CERTIFICATION REGARDING FEDERAL OR OTHER GOVERNMENTAL ASSISTANCE

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

Certification and Signatures

The undersigned, on behalf of Code Enforcement 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

Table with 2 columns: Funding Source, Amount. Row 1: Federal CDBG/HOME Grant Funds, City of Abilene -Condemnations \$100,000.00. Row 2: Total

By: [Signature] Title: Code Enforcement Division Manager

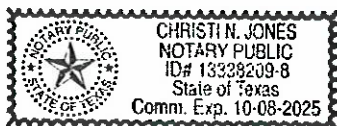
Date: 4/29/2022

STATE OF TEXAS COUNTY OF TAYLOR

§ § §

ACKNOWLEDGMENT

This instrument was acknowledged before me on the 29 day of April 2022, by Christi Jones as Administrative asst. (title) of Code enforcement. (sub-recipient) on behalf of said company.



[Signature] Notary Public in and for the State of Texas

APPENDIX D

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

CITY COUNCIL MEMBERS

Mayor Anthony Williams
Shane Price
Lynn Beard
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: Misty Mayo

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 4/28/2022

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

Name of Local Government Officer

Office Held

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

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

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)

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

Cover Page

Part 1 – Applicant Information

Name of Organization: City of Abilene

Type of Organization: Government Date Submitted: 5/9/2022

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: Leticia Reeves Telephone: (325) 437-4558

Fax (325) 437-4577 Email: leticia.reeves@abilenetx.gov

Project Address: 555 Walnut Street, Abilene, TX 79601

Project Manager: Leticia Reeves Telephone: (325) 437-4558

Project Category: Public Service Capital Improvement 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: \$ 500,000 CDBG/HOME funds requested \$500,000

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, LMI Areas, Empowerment Zones

APPLICATION

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

_____ Persons or 50 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
2021	\$ 470,000	Critical Repair Program/Neighborhood Revitalization
2020	\$ 470,000	Critical Repair Program/Neighborhood Revitalization
2019	\$ 470,472	Critical Repair Program/Neighborhood Revitalization
2018	\$ 222,080	Critical Repair Program
2017	\$ 187,690	Critical Repair Program

Funding Source*: CDBG HOME

Is this project new? No If no, start date of project: Critical Repair: 1980
Revitalization: 2019

Name: Leticia Reeves Signature: 
Title: Division Manager Date: May 9th, 2022

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

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

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

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.**

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 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 \$350,000 and for Neighborhood Revitalization will be \$150,000 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 21, the Neighborhood Services has been able to assist 20+ households with multiple repairs. As of April 2022 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 NS 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

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: \$500,000 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

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

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 5th 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 (6/1/2021 6/1/2022)

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:

Income Guidelines	Gross Annual Income 0%-30% Extremely Low	Gross Annual Income 31%-50% Very Low	Gross Annual Income 51%-80% Low
1 Person Household	\$13,300	\$22,200	\$26,640
2 Person Household	\$15,200	\$25,400	\$30,480
3 Person Household	\$17,100	\$28,550	\$34,260
4 Person Household	\$19,000	\$31,700	\$38,040
5 Person Household	\$20,550	\$34,250	\$41,100
6 Person Household	\$22,050	\$36,800	\$44,160
7 Person Household	\$23,600	\$39,350	\$47,220
8 Person Household	\$25,100	\$41,850	\$50,220

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.

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).

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;

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.

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.18th – N10th Not all low -mod	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%

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 2022 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, 2022.

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.

Max Points	25
Basic Elements	
Application complete Meets National Objective for CDBG or HOME Compliance with previous Consolidated Plan goals & objectives	
Project Description	25
Proposed accomplishments Time to completion Project schedule reasonable	
Project Readiness	50
Procedures in place: Affirmative Marketing Plan, Citizen Participation Plan, Program Manual Site readiness: identified, controlled, etc. Pre-development: environmental review, easement review, project plans, etc. Status of other funding sources	
Financial Feasibility	50
Eligibility of proposed use of funds Project budget: level of detail, reasonableness of costs Leveraging: proposed, status of	
Capacity	50
Current staff Access to skilled individuals	
Project Beneficiaries	50
Type of households targeted: individuals, families, special needs objective and outcome	
Total Points Possible:	250



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

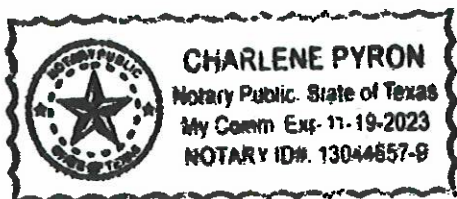
Table with 2 columns: Funding, Amount. Rows include Federal CDBG/HOME Grant Funds, City of Abilene, CDBG (\$500,000.00), HOME (\$330,000.00), and Total (\$830,000.00).

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

May 9th, 2022
Date

STATE OF TEXAS §
§ ACKNOWLEDGMENT
COUNTY OF TAYLOR §

This instrument was acknowledged before me on the 9th day of May 2022, 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

FORM CIQ

For vendor doing business with local governmental entity

OFFICE USE ONLY

Date Received

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.

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

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.)

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

Name of Officer

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

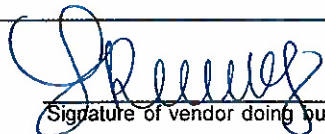
B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes

No

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.

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).


Signature of vendor doing business with the governmental entity

May 9th, 2022

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.

CITY COUNCIL MEMBERS

Mayor Anthony Williams
Shane Price
Lynn Beard
Donna Albus
Weldon W. Hurt
Kyle McAlister
Travis Carver

City Manager: Robert Hanna

DEVELOPMENT CORPORATION OF
ABILENE

Sam Vinson
Shea Hall
Jack Rich
Floyd Miller
Vic Corley

Director: Brock New

Abilene Convention Center.

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

APPLICATION

Cover Page

Part 1 – Applicant Information

Name of Organization: City of Abilene

Type of Organization: Government Date Submitted: 5/9/2022

Name of Project: HOME: Single-Family Rehabilitation / Reconstruction
First-Time Homebuyer Program

Mailing Address: PO Box 60, Abilene, TX 79604

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

Contact Person: Leticia Reeves Telephone: (325) 437-4558

Fax (325) 437-4577 Email: leticia.reeves@abilenetx.gov

Project Address: 555 Walnut Street, Abilene, TX 79601

Project Manager: Leticia Reeves Telephone: (325) 437-4558

Project Category: Public Service Capital Improvement Economic

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

The HOME: Single Family Rehab/Reconstruction Program assists low-to-moderate income homeowners in need to make their homes suitable for habitation. First Time Homebuyer Program proves up to \$5,000 in assistance to eligible families for down payment and closing cost expenses for the purchase of a home within the city limits of Abilene.

Total Project Cost: \$ 330,000 CDBG/HOME funds requested \$330,000

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 20+ LMI

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

Target Neighborhood, LMI Areas, Empowerment Zones

APPLICATION

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

 Persons or 20 Households

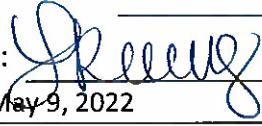
Has your agency previously received Abilene CDBG/HOME funds? X Yes No

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

Program Year	Amount	Project/Activity Funded
2021	\$ 325,033	Single Family/ Rehab/ Reconstruction/ First Time Homebuyer
2020	\$ 374,992	Single Family/ Rehab/ Reconstruction/ First Time Homebuyer
2019	\$ 375,210	Single Family/ Rehab/ Reconstruction/ First Time Homebuyer
2018	\$ 343,277	Single Family/ Rehab/ Reconstruction/ First Time Homebuyer
2017	\$ 277,900	Single Family/ Rehab/ Reconstruction/ First Time Homebuyer

Funding Source*: CDBG HOME

Is this project new? No If no, start date of project: Single-Family Rehab: 1980
 Reconstruction: 2007
 First-Time Homebuyer: 1995

Name: Leticia Reeves Signature: 
 Title: Division Manager Date: May 9, 2022

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

APPLICATION

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

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

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

2022/2023 CDBG/HOME Project Budget

Organization: City of Abilene

Project Name: HOME: First-Time Homebuyer Program

Total Project Cost: \$ 30,000 **CDBG/HOME funds requested \$** 30,000

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

Item	CDBG/ HOME Funds	Other Funding	Source of Other Funds	Total Project Budget
Contracts	\$30,000	0	0	\$30,000
Totals				\$30,000

Project Description

- A. The HOME: Single-Family Rehabilitation/Reconstruction Program assists low-to- moderate income homeowners by providing needed funding to bring their homes up to local and building code and Housing Quality Standards. The Single-Family Rehab/Recon Program is often the only resource that low-to-moderate income citizens may have access to that will allow them to bring their home up to local code, quality standard and prevent health and safety hazards within their dwelling. If the project is not deemed feasible, the homeowner would be referred to the Reconstruction Program. The Program is available to any eligible homeowners within the city limits of Abilene. The primary goal of the program continues to provide rehabilitation and technical assistance to correct local building code violation(s) for low- and very-low income property owners up to the eighty (80%) median income.
- B. The primary target population for the HOME: Single-Family Rehabilitation/Reconstruction Program must be income qualifying (household income is at or below 80% of the median income as defined by HUD) and 50% of households assisted must fall within the City's targeted neighborhood areas.
- Own or is purchasing the dwelling unit, through warranty deed or deed of trust, (Rental Properties or Contract for Deed are not eligible)
 - Must be located in the City of Abilene
 - Must be free of any property tax liens
 - Must have owned and occupied the property for no less than 3 years
 - Repairs must meet program definition of rehabilitation or reconstruction
- C. The HOME: Single-Family Rehabilitation/Reconstruction Program aspires to increase the supply of safe, decent, sanitary, and affordable housing by assisting homeowners, whose property has fallen below the basic standards of habitability with needed funds to bring their homes to a livable condition, therefore preventing citizens from living in substandard housing, being forcibly removed from their homes, and become homeless.
- The HOME: Single-Family Rehabilitation/Reconstruction Program will assist between 4 (four) and 6 (six) unduplicated households in Abilene, which are all below 80% of the median household income as defined by HUD.
- D. The program year runs from 10-1-22 through 9-30-23, with all funds either expended or committed before the last day of the program year. Major activities for the program are the following:
- Determine family income and program eligibility
 - Inspect unit of HQS and City Code violations
 - Inspect, assess, and lead test

- Generate specification repairs needed to abate problems, and meet repair requirements; including soft lead costs.
- Develop a detailed cost estimate/bid out repair contract
- Contractor and client must be clear of any debts to the city
- Client must not have outstanding debt with the Abilene Housing Authority
- Environmental review, Historical Review, and Title Search
- Specification Review with approved contractor and owner
- Arrange loan closing and filing lien
- Conduct initial inspection of materials
- Property must pass the financial feasibility test
- Monitor construction by conducting on-site inspections
- Prepare and document contractor payments; by attaining verification of contractor vendor and subcontractor payments and lien waivers
- All building permits must be obtained and pass.

The Contractor issues a one-year warranty on the actual work performed, with a manufacturers warranty on materials. This program renovates existing dwelling units, and/or replaces major building components, and contributes to maintaining the condition of a structure by requiring the families to keep Homeowners Insurance coverage and HQS compliance for a ten to twenty year affordability period. Housing staff conducts a one-year warranty inspection to check maintenance compliance.

2. The application for the program will contain questions regarding the racial and ethnic background and the gender of the applicant as well as the gross income of the household. Homeowners provide evidence of property ownership such as Warranty Deed or Deed of Trust. The property must be current on property taxes with Taylor County Appraisal District. This information will be verified during an initial briefing to determine eligibility for the program.

3. Staff makes referrals to other resources if applicant cannot be assisted with our programs. Literature is distributed to any agency, including but not limited to:

- Texas Workforce Commission;
- Salvation Army, Goodwill;
- Basic Needs Network;
- West Central Texas Council of Governments;
- City Recreation Centers;
- The City of Abilene website;
- Social Media networks;
- Local News Media;
- The Abilene Housing Authority;
- Habitat for Humanity;

- Local Banking and financial institutes;
 - United Way Center for Economic Opportunity
 - Local Churches
 - Local Food Banks
4. The total budget for the Single Family Rehabilitation/Reconstruction Program will be \$330,000 the addresses of the houses will be determined as the year progress.
5. Homes, when rehabilitated or reconstructed, must meet requirements for local code, federal flood, lead based paint, environmental review, Housing Quality Standards, and handicap accessibility for disabled families. Homes meeting these requirements are often saved from condemnation. The program requires the family to maintain HQS for a ten year period, provides an opportunity for the family to stay in affordable housing and not become homeless, or dependent on other Housing Rental Assistance Programs, as well as abating the immediate safety hazard to those living in units with electrical, plumbing, sanitation and structural problems.
- E. The Neighborhood Services has carried out this program since November of 2005. However, an even greater measure of capacity is the hundreds of homes repaired and families served. The HOME: Single Family Rehabilitation/Reconstruction Program over the past 3 years has assisted over 8 households.
- F. The HOME: Single-Family Rehabilitation/Reconstruction Administrator will report monthly to the Division Manager who oversees HOME funds. This monthly report will include 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. Along with the monthly report a demographics log is maintained containing all assisted and denied projects.

The purpose of the HOME: Single-Family Rehabilitation/Reconstruction Program is to make safe and decent housing affordable.

Agency Information

- A. The Neighborhood Services oversees day-to-day operations of the Single-Family Rehabilitation/Reconstruction Program. The Single-Family Rehabilitation/Reconstruction Program is staffed by the Neighborhood Services. Final decisions regarding policy will now be made by the Neighborhood Services with the approval of the Planning and Development Department.

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 of 2015. 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

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 Habitat for Humanity Projects, Critical Repair, Single-Family Rehab, First Time Homebuyer Program, and Neighborhood Revitalization 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. Works closely with the Housing Services Specialist and Housing Counselor.

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
May 2020 – Security Awareness Training
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

B. Line 1: \$238,100 is to be allotted for project costs, materials, and payments to contractors.

Line 2: \$39,900 is allotted for time the inspector will spend on specific projects.

Line 3: \$22,000 is allotted for time the counselor will spend on specific projects.

Required Documents

All pertinent records kept by the City of Abilene, 555 Walnut, Abilene, TX 79601.

First Time Homebuyer Program

Project Description

A. STATEMENT OF PROBLEM/NEED

HOME funds are used assist clients with the First-Time Homebuyer Program (FTHB). These funds increase the financial accessibility of home-ownership for low- to moderate-income families as defined by the Department of Housing and Urban Development (HUD). This program provides funding for 2.5% of the down payment, and eligible closing costs, including attorney fees, origination fee, title insurance, etc. This program assists in bridging the gap between renting and ownership for the low- to moderate-income families within our community. Special preference is given to families who are former or current Housing Choice Voucher Program and Low Rent Public Housing tenants, who are working towards economic self-sufficiency will also be given priority.

B. TARGET POPULATION

The target population for participation is persons who meet the low- to moderate-income guideline as stated above and who meet the following qualifications:

- Must be a current resident of Abilene for at least 6 (six) months; or
- Must have worked in Abilene continuously for the past 2 (two) years.
- Must not have owned a home in the last 3 (three) years.
- Must qualify for a Conventional, VA, or FHA mortgage loan through a local lender.
- Homebuyers may obtain financing through the Abilene chapter of Habitat for Humanity.
- Must NOT be indebted to the city and any assisted housing program.
- Must pass the Housing Quality Standard Inspection.
- Must be a US Citizen or Eligible Immigrant.
- Must meet the requirements regarding Criminal History as stated in the policy.

C. PROJECT GOALS AND OBJECTIVES

1. This program's goal is to meet both the City of Abilene's Consolidated Plan and the criteria defined as the Purpose of the HOME Program by providing a direct benefit to low-and moderate-income families; expanding home ownership opportunities, educating home owners, and meeting an urgent need. The FTHB program meets the Low-Moderate National Objective in accordance with its mission to provide for decent yet affordable housing for city residents, the NS must ensure that all properties purchased with the assistance of the First Time Homebuyers Program meet a variety of requirements, in accordance with local and federal rules and regulations, and International Building Codes (IBC).

Homes purchased must meet local codes and city ordinances, in addition to Housing Quality Standards (HQS) as established by HUD (including occupancy standards) per 24 CFR 92.251 (including lead based requirements).

2. This can be demonstrated by the following:
 - Lower mortgage payments instead of higher monthly rental fees.
 - Homes purchased must meet Housing Quality Standards (HQS), which ensure safe and decent housing prior to funding approval.
 - Requires families to maintain property as their primary residence while continuing to meet all of the HQS standards for the five years during the HOME Program mandated period of affordability following closing. In addition, the homebuyer must maintain hazard insurance and flood if applicable.
 - Opportunity for more affordable housing by decreasing demand for rental units.
 - Decrease in vacant units and increase earning in homeowner property tax collection
 - Expand homeownership in Abilene and strengthen the economic and residential community.
3. The funds requested would assist a minimum of 6 (six) families, although there is potential for many more depending on individual factors that are unforeseeable. All of those assisted will be low- to moderate-income families.

D. PROJECT DESCRIPTION

1. First-Time Homebuyer Program will distribute funds provided by HUD to income eligible low-to-moderate income families to assist with the purchase of a home. In brief, this process will consist of the following steps:
 - Determine family income and program eligibility by third-party verification.
 - Inspect unit for HQS
 - Family certification of 10 hours of community service
 - Complete 8 hours on-line homebuyers course
 - Requirements must occur within sixty (60) days of eligibility
 - Loan closing, execution of promissory note, deed of trust, written agreement, and funding request
2. The application will include requests for information about gender, race, ethnicity, and income characteristics. This information will be included in a monthly report created by the program administrator. Monthly report

includes breakdown of all assistance, along with maintaining the required HUD client Approved and Denied Demographics Log.

3. The First-Time Homebuyer Program works in conjunction with Habitat for Humanity by providing matching dollars for down payments and paying the eligible closing costs for Habitat families.
4. Effective implementation of the program requires thorough compliance with its policies and procedures, and a cooperative, working relationship with lenders, realtors and closing agents. FTHB policies and procedures are outlined to guide administration of the program, toward the goal of expanding homeownership through this public/private endeavor.
5. The HOME: First-Time Homebuyer Program will have a positive impact on the community by expanding home ownership opportunities for populations that would not otherwise have the ability to purchase a home.

E. PREVIOUS ACCOMPLISHMENTS

First Time Homebuyer funds assisted 11 low-moderate-income families in the past two years. The NS is engaged all year long in the effort to affirmatively further fair housing. We offer presentations, brochures to educate potential clients on the FTHB program and other programs as follows:

- 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;
- Habitat for Humanity;
- Local Banking and financial institutions.
- Local Churches
- Local Food Banks

F. EVALUATION

The HOME: First-Time Homebuyer Administrator will report monthly to the Grants Administrator who oversees HOME funds. This monthly report will include 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.

The objective of HOME: First-Time Homebuyer Program is to make decent, affordable housing accessible to low-to moderate-income populations.

PART 3-AGENCY INFORMATION

A. Background:

1. Mission Statement of the NS:
Strengthening Abilene neighborhoods through community development projects, programs, services and housing assistance for low to moderate income households.

The Neighborhood Services is founded on five principles. These principles state that the NS will:

- Build and support neighborhood leadership
- Change the community mindset of advocate neighborhoods
- Secure a resource commitment for neighborhoods
- Focus service efforts on achieving neighborhood stability
- Respect neighborhood identity

B. QUALIFICATIONS

The FTHB Program is staffed by the Division Manager, the Housing Inspector, the Housing Services Specialist, and currently seeking for the Housing Counselor position.

Final decisions regarding policy are developed by the Neighborhood Services with the approval of the Director of Planning and Development and finally HUD.

1. 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

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. 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

May 2020 – Security Awareness Training

August 2020 – Lead Inspection Refresher

August 2020 – Lead Risk Assessor Refresher

PART 4-PROJECT BUDGET

- A. Line 1: \$30,000 is requested for actual assistance payments.
- B. The \$30,000 represents the actual dollars given to eligible low-moderate-income homebuyers to be expended toward down payment and closing costs.

REQUIRED DOCUMENTS

All pertinent records kept by the City of Abilene, 555 Walnut, Abilene, TX 79601.

PART 5-CAPITAL PROJECTS

- A. To be determined as clients request assistance.
- B. N/A

APPLICATION

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

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 5th 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 (6/1/2021 6/1/2022)

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:

Income Guidelines	Gross Annual Income 0%-30% Extremely Low	Gross Annual Income 31%-50% Very Low	Gross Annual Income 51%-80% Low
1 Person Household	\$13,300	\$22,200	\$26,640
2 Person Household	\$15,200	\$25,400	\$30,480
3 Person Household	\$17,100	\$28,550	\$34,260
4 Person Household	\$19,000	\$31,700	\$38,040
5 Person Household	\$20,550	\$34,250	\$41,100
6 Person Household	\$22,050	\$36,800	\$44,160
7 Person Household	\$23,600	\$39,350	\$47,220
8 Person Household	\$25,100	\$41,850	\$50,220

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.

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).

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;

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.

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.18th – N10th Not all low -mod	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%

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 2022 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, 2022.

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.

Max Points	25
Basic Elements	
Application complete Meets National Objective for CDBG or HOME Compliance with previous Consolidated Plan goals & objectives	
Project Description	25
Proposed accomplishments Time to completion Project schedule reasonable	
Project Readiness	50
Procedures in place: Affirmative Marketing Plan, Citizen Participation Plan, Program Manual Site readiness: identified, controlled, etc. Pre-development: environmental review, easement review, project plans, etc. Status of other funding sources	
Financial Feasibility	50
Eligibility of proposed use of funds Project budget: level of detail, reasonableness of costs Leveraging: proposed, status of	
Capacity	50
Current staff Access to skilled individuals	
Project Beneficiaries	50
Type of households targeted: individuals, families, special needs objective and outcome	
Total Points Possible:	250



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 (\$500,000.00), HOME (\$330,000.00), and Total (\$830,000.00).

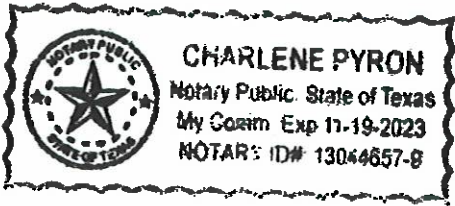
Signature of Leticia Reeves, By: Leticia Reeves, Title: Division Manager

May 9th, 2022 Date

STATE OF TEXAS § COUNTY OF TAYLOR § ACKNOWLEDGMENT

This instrument was acknowledged before me on the 9th day of May 2022, 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

FORM CIQ

For vendor doing business with local governmental entity

OFFICE USE ONLY

Date Received

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.

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

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.)

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

Name of Officer

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?

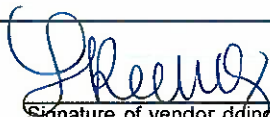
Yes No

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

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.

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).



Signature of vendor doing business with the governmental entity

May 9th, 2022

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.

CITY COUNCIL MEMBERS

Mayor Anthony Williams
Shane Price
Lynn Beard
Donna Albus
Weldon W. Hurt
Kyle McAlister
Travis Carver

City Manager: Robert Hanna

Abilene Convention Center.

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

DEVELOPMENT CORPORATION OF
ABILENE

Sam Vinson
Shea Hall
Jack Rich
Floyd Miller
Vic Corley

Director: Brock New