



## 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 Thursday, June 1, 2023 at 10 AM at City Hall, 555 Walnut Street, Council Chambers, 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 Action:** Hold a Discussion and Vote on a Board Member to Serve as Chairperson.
2. **Presentation and Discussion:** Receive a Report and Hold a Discussion on The Salvation Army of Abilene: CDBG Funding Request for \$78,000.
3. **Presentation and Discussion:** Receive a Report and Hold a Discussion on Abilene Planning and Development Services Condemnation Demolition: CDBG Funding Request for \$150,000.
4. **Presentation and Discussion:** 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.
5. **Presentation and Discussion:** Receive a Report and Hold a Discussion on the Habitat for Humanity Home Funding request for \$73,978.
6. **Presentation and Discussion:** Receive a Report and Hold a Discussion on Abilene Neighborhood Services Critical Repair/Neighborhood Revitalization Programs: CDBG Funding Request for \$400,000.
7. **Discussion and Possible Action:** Receive a Report and Hold a Discussion and Possible Action about CDBG/HOME requests for the 2023 Program Year.

#### 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 25th day of May, 2023, at 2:15 p.m.*

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*Kaitlin Richardson, Deputy City  
Secretary, TRMC*

**FY 2023/2024**

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

**Planning & Development Services,  
Neighborhood Services**

**CDBG & HOME  
Guidelines**

**Mailing Address:**

PO Box 60  
Abilene, TX 79604  
(325) 437-4576

[www.abilenetx.gov/neighborhood](http://www.abilenetx.gov/neighborhood)

**Office Location:**

555 Walnut Street  
Suite 206  
Abilene, TX 79601

APPLICATION

Cover Page

Part 1 – Applicant Information

Name of Organization: The Salvation Army of Abilene  
Type of Organization: Social Services: Homeless Intervention  
Date Submitted: May 10, 2023  
Name of Project: Exterior Improvements: Replace door and window awnings  
Mailing Address: 1726 Butternut Street, Abilene, TX 79602  
TIN/EIN # (required): 58-0660607 DUNS # (required): MMM6MK9VJNG8  
Contact Person: Joshua McKain  
Telephone: 325-677-1408  
Email: Joshua.mckain@uss.salvationarmy.org  
Project Address: 1726 Butternut Street, Abilene, TX 79602  
Project Manager: Jan Morrison, Development Director  
Telephone: 325-677-1408

**Project Category:** Public Service  Capital Improvement  Economic Dev.

**Brief Summary of Project (single-spaced):**

The Salvation Army of Abilene would like to make capital improvements to the building that houses our emergency shelter and homeless intervention services by replacing public-facing awnings over windows and the front entry door to positively contribute to the overall appearance of our neighborhood, improve the energy efficiency of the facility, and offer protection from the elements to people and the facility.

**Total Project Cost:** \$78,000 **CDBG/HOME funds requested** \$78,000

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

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

APPLICATION

Has your agency previously received AbileneCDBG/HOME funds X Yes    No

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

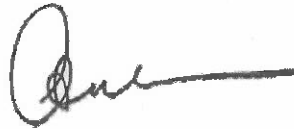
Program Year	Amount	Project/Activity Funded
2022	\$50,000	Flooring replacement throughout facility
2021	\$47,985	Plumbing repairs & improvements
2020	\$49,950	Asphalt repair of outdoor hard surfaces, including parking
2019	\$18,275	Air conditioner repairs
2018	\$0	N/A

Funding Source\*: CDBG  HOME

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

Name: ~~Captain Joshua McKain~~  
Lt Colonel, Art Penhale

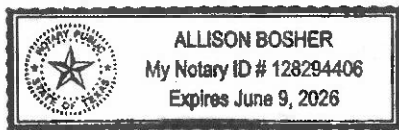
Signature:



Title: Divisional Commander

Date: 05/09/2023

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



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

Goal: Prevent and Reduce Homelessness

Objectives:

- Provide and maintain homeless facilities, transitional housing facilities, emergency housing, domestic violence shelters, unaccompanied youth and sex-offenders.

**What positive outcome(s) does your project meet?**

The Salvation Army of Abilene wants to be good neighbors, and not just to those who come to us in need of assistance. We also want to be good neighbors to the businesses and residents who live, work, and own property near our facility. That means investing in our property so that The Salvation Army is a facility that the City of Abilene and its citizens are proud to host and support.

Investing in the outside appearance of our shelter building will have a positive impact on their curb appeal and will contribute to the overall appearance of our neighborhood.

It will also protect the building from the elements and save financial resources on utility costs. This will contribute to the longevity of the building itself and help to avoid other exterior repairs in the future.

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

The Salvation Army of Abilene facility is located in the Butternut/Chestnut area

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

3,853 persons

APPLICATION

Has your agency previously received Abilene CDBG/HOME funds  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
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Name: ~~Captain Joshua McKain~~  
Lt Colonel, Art Penhale

Signature:



Title: Divisional Commander

Date: 05/09/2023

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**Part 2 – Project Description: Narrative Statement**

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

The Salvation Army of Abilene works 365 days a year to provide homeless services to individuals in need across the Big Country. Providing services and care to residents who are temporarily or chronically unhoused is an essential part of our mission. It also contributes to the City of Abilene's Consolidated Plan goal to "prevent and reduce homelessness" by providing "homeless prevention and emergency assistance services," and providing and maintaining "homeless facilities, transitional housing facilities, and emergency housing." The building that houses The Salvation Army of Abilene at 1726 Butternut Street was built in 1986, and much of the building remains original and from that time. The age of our facility and its continuous use, combined with the punishing climate result in frequent repair and maintenance needs. Performing regular maintenance and repair is not enough to maintain operations and aesthetics. We must often make major capital improvements to maintain the safety and functionality of our facility. Exterior awnings and sunshades that contribute to the building's exterior beautification and internal temperature control were last installed in 2004 and have significantly degraded since then. UV rays, rain, hail, and wind have "weathered," damaged, and/or removed existing awnings around the facilities. We would like to invest in the exterior aesthetics of our shelter building by replacing public-facing awnings. Not only will this investment positively contribute to the overall appearance of our neighborhood, it will also contribute to the cost of monthly utilities by shielding windows and doors from the punishing West Texas sun or violent hailstorms that frequent our area. The rain from a recent hailstorm breached one of our windows, causing water to pour in around the edges. Investing in exterior protection would also contribute to the maintenance of the interior in situations like this.

**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.**

The Salvation Army of Abilene serves single men, women, and families who are experiencing homelessness or unstable housing in Taylor and surrounding counties. We provide life-saving shelter

## APPLICATION

and food to those in crisis, then case workers uncover the root of the crisis and work to address that as well. Contributing factors may include chemical dependency, mental illness, lack of education, food insecurity, lack of identifying documents, and/or poverty. Because this population fluctuates so frequently and is innately difficult to track, the Texas Homeless Network reports a Point in Time (PIT) count to the U.S. Department of Housing and Urban Development (HUD) for the number of people experiencing homelessness on one specific day. In 2022, the PIT count showed that 36.14% of Abilene's unhoused population suffered from serious mental illness and 24.70% struggled with substance abuse disorder. Local data also indicates a higher level of chronic homelessness in Taylor County (19.23%) compared to the rest of the state (16.18%).

### **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.**

Goal: Our goal is to improve the curb appeal of our facility to demonstrate that we are aware of the impact of our facility and clients on the neighborhood and neighbors.

It meets multiple SMART objectives, including: 1) It is ACHIEVABLE, because the project can be done in two to three weeks upon availability of funding. 2) It is REALISTIC, because we have consulted our architect for design recommendations, secured a local vendor who specializes in this type of work, and received an expense estimate for the project. The vendor has the expertise to fully execute the project to our desired specifications. 3) It is TIME- RELATED, because new awnings will immediately improve the aesthetics and energy efficiency of our facility.

- 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.**

During the last fiscal year, we provided 93,253 meals and 23,501 nights of shelter to 3,853 individuals.

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Data analysis of the past 5 years show a 40% DECREASE in the number of individuals served, but a 97% INCREASE in nights of shelter. This indicates we are serving fewer individuals each year, but the individuals we do serve are staying longer and receiving more services. We anticipate these numbers to stay steady into 2023.

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

This capital improvement would replace exterior awnings on our main shelter facility that houses our emergency overnight shelter, substance abuse recovery clients, and work program participants. Most clients begin their relationships with The Salvation Army by coming in for a meal and a bed, as part of our **emergency overnight shelter** service. When a person enters the facility to accept those offerings, we gain enough trust to take the next step. Once we develop a relationship and build trust with our neighbors seeking overnight shelter, then our case workers can help each client identify the potential barriers that are keeping them from living independently and offer resources to help mitigate those barriers. If a client would benefit from one of our long-term, on-site programs then our case workers can help them take the next step in their road to independence. Our **Recovery Program** is designed to rehabilitate those with chemical dependencies (alcohol or drugs) by providing housing, meals, support groups, intensive case management, on-site work assignments, alcoholics anonymous and/or narcotics anonymous, and mentorship for 10 months. Clients with minimal barriers to employment enroll in our **Work Program**, which provides housing, meals, toiletries, case management, and staff support as they secure and maintain employment. This program does not have a specific timeline. As long as a client is willing to make progress toward their goals, we will support them on their journey.

**D. Project Description:**

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

To replace the exterior awnings on our main building, we first requested the advice of the architectural firm that is currently developing plans for our office building renovation. They recommend installing

louvered sunshades or solid deck window canopies and then recommended vendors that could provide the products and installation service. We contacted one of the recommended local vendors with the capability to fabricate and install the recommended awnings and secured an expense estimate. After securing funding, we can enter into a contract with the local vendor to complete the project.

**2. Describe the procedures for documenting program participation including the racial, ethnic, income and gender characteristics of participants.**

We don't have access to demographic information about many of our clients. Some are transient, and only stay for a short time. Others do not engage in conversation or are unwilling to forge relationships with staff. We rely on data from the West Texas Homeless Network's annual PIT count to illustrate the characteristics of the unhoused population in Abilene. According to that data, 206 individuals were unhoused on one night in April 2022. Of those individuals, 166 (80%) were adults, 15 (7.28%) were young adults (age 18 to 24), 42 (20.39%) were under the age of 18, 43 (20.87%) were considered chronically homeless, and 20 (9.71%) were veterans.

**3. Describe the relationship of the proposed activity to other community services addressing the same or similar problem.**

While capital improvements to our facility do not directly impact the services we provide to our clients, they do ensure the continued operation of our facility which is an integral part of providing those services. Investing in our facility is an indirect investment in our clients and our ability to serve them.

**4. Describe the level of collaboration with other agencies or organizations in this project. Attach letters of intent or memos from each collaborative partner.**

Because we are already executing a contract with a local architectural firm, we are able to seek their advice on design, materials, and vendors. We will ultimately engage one of their recommended local vendors who specializes in these products to complete the project. That vendor is to be determined if funding is secured.

**5. Describe the positive outcomes that will result from this activity and how performance**

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**measurements will be used in the program.**

We hope these efforts to improve the aesthetics of the facility will be positively received by physical neighbors, and the city at large. This subjective assessment can only be performed through qualitative means: conversations with staff, clients, neighbors, and City of Abilene employees. We will engage those constituencies in conversation to collect qualitative feedback on the project to determine if we accomplished our goal of positively impacting the neighborhood. We can, however, measure the impact of this project on utility costs and future repairs on doors, windows, exterior walls, and interior walls. We anticipate those costs will decrease as a result of this investment.

**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.**

Replacing awnings would be a new project. But leadership at The Salvation Army of Abilene is experienced in managing building and renovation projects. Captains Joshua and Rachel McKain have led the center for five years. During that time, they have managed: 1) Renovation of the chapel from dark space with wooden pews to light, welcoming space with tables and chairs with the feel of a coffee house; 2) Renovation of two dormitories that serve men in our work and substance recovery programs, which included expansion of four showers to be ADA compliant, flooring, paint, fans, washing machines and dryers, additional laundry hookups, new bunk beds, and storage lockers; and 3) Capital campaign fundraising to renovate a vacant building across the street from our shelter to be renovated for use as staff offices and meeting space.

**F. Evaluation:**

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- 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.**

A capital improvement project based on subjective aesthetics would be evaluated based on completion of the project as detailed by approved plans within pre-approved budget parameters.

- 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: 1) **Suitable Living Environment**, 2) **Decent Housing**, and 3)

**Sustainability: Promoting Livable or Viable Communities**

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

**A. Background:**

**1. Include the agency's mission statement.**

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message 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 need in His name without discrimination.

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

Since its founding in 1865, The Salvation Army is committed to meeting basic human needs. Locally, our agency has been serving the Big Country for 115 years.

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

The Salvation Army of Abilene serves unhoused families and individuals throughout Taylor County and the surrounding area. We serve clients by meeting short-term needs (meals and emergency overnight shelter) while working to mitigate the root causes of an individual's homelessness (i.e. substance abuse, addiction, financial strain, mental illness, etc.) so they can live independently. During the last fiscal year, The Salvation Army of Abilene provided 93,253 meals and 23,501 nights of shelter to 3,853 individuals in need of these services.

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### B. Qualifications:

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

Captains Rachel and Joshua McKain have led the center for four years. During that time, they have managed multiple renovation projects in order to bring our facility up to date and ensure its continued operation for years to come. They have done so while also ministering to their church, running a 24/7 homeless shelter, and managing a drug and alcohol rehabilitation program.

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

The Salvation Army of Abilene received a grant from Lowe's home improvement in 2021 to remodel two dormitories that serve men in our work and substance recovery programs. The grant provided the resources to make four showers ADA compliant, install new flooring, provide new washing machines and dryers, add hookups for laundry, install new bunk beds, and provide storage lockers for our guests. We are in the process of renovating a vacant building across the street from our shelter that has been vacant for years. That space will be renovated for use as staff offices and meeting space.

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

Captains Rachel and Joshua McKain have managed multiple construction and renovation projects at the center during the last five years. Their experience in managing past and current capital improvement projects gives them the expertise to manage another one.

## APPLICATION

### C. Financial:

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

The Salvation Army follows general accounting principles and utilizes the services of accountants at our divisional headquarters in Dallas. Independent auditors assigned by divisional headquarters perform an annual audit. They share the results with divisional headquarters, who monitor the results and provide guidance moving forward.

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

The Salvation Army receives funding from a diverse array of sources, including state and federal grants.

State funding includes:

- Emergency Rental Assistance Housing Stability Services (ERA HSS) through the Texas Department of Housing and Community Affairs
- Emergency Solutions Grants (ESG) Program) through the Texas Department of Housing and Community Affairs
- Coronavirus Aids, Relief, and Economic Security Act (CARES) through the Texas Department of Housing and Community Affairs

Federal funding includes:

- Non-Profit Security Grant Program from the Federal Emergency Management Agency (FEMA), administered by the Texas Office of the Governor

## APPLICATION

### **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.

We only plan on replacing the awnings on our facilities that face Butternut Street, which provides the most public exposure to our buildings. Based on that criterion, we would replace awnings over 13 doors and windows. Our vendor estimates that the cost of materials and labor would be \$150 per ft<sup>2</sup> of product. With 13 awnings measuring an average of 40 ft<sup>2</sup> per awning equals 520 total ft<sup>2</sup> bringing the cost per awning to \$6,000 and totaling \$78,000 for 13 awnings.

APPLICATION

2023/2024 CDBG/HOME Project Budget

**Organization:** The Salvation Army of Abilene

**Project Name:** Exterior Improvements: Replace door and window awnings

**Total Project Cost:** \$78,000 **CDBG/HOME funds requested:** \$78,000

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

Item	CDBG/ HOME Funds	Other Funding	Source of Other Funds	Total Project Budget
13 awnings for doors and windows facing Butternut Street	\$78,000	\$0	N/A	\$78,000

We only plan on replacing the awnings on our shelter facility that face Butternut Street, which provides the most public exposure to our buildings. Based on that criterion, we would replace awnings over 13 doors and windows. Our vendor estimates that the cost of materials and labor would be \$150 per ft<sup>2</sup> of product. With 13 awnings measuring an average of 40 ft<sup>2</sup> per awning equals 520 total ft<sup>2</sup> bringing the cost per awning to \$6,000 and totaling \$78,000 for 13 awnings.

## APPLICATION

**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.**

Upon securing funding, we will immediately engage the vendor. Our vendor will order materials and schedule installation based on anticipated arrival of materials. Vendor can manufacture and install all awnings within 6 weeks of receiving materials.

**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.**

Capital project would be on existing buildings. Attached are records from the Taylor County Central Appraisal District that show ownership and acquisition date of all three properties involved in the project.



**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 The Salvation Army (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**

Funding	Amount
Federal CDBG/HOME Grant Funds, City of Abilene	50,000.00
List all other Federal funds:	
FEMA	96,328.00
<b>Total</b>	<b>146,328.00</b>

Joshua McKain  
By: Joshua McKain  
Title: Corps Officer - Abilene, TX

5-9-23  
Date

Internal Revenue Service

Date: January 27, 2006

THE SALVATION ARMY  
TERRITORIAL HEADQUARTERS  
1424 NORTHEAST EXPRESSWAY  
ATLANTA GA 30329-2088

Department of the Treasury  
P. O. Box 2508  
Cincinnati, OH 45201

Person to Contact:  
Jo Ann Cunningham  
ID# 31-07757  
Toll Free Telephone Number:  
877-829-5500  
Fax Number:  
513-263-4330  
Federal Identification Number:  
58-0660607

Dear Sir or Madam:

This is in response to your request of September 27, 2005, regarding your tax-exempt status.

In October 1955 we issued a determination letter that recognized you as exempt from federal income tax. Our records indicate that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that you are also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(i) of the Internal Revenue Code.

Our records indicate that contributions to you are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Cindy Westcott  
Manager, EO Determinations



The Salvation Army of Abilene  
 1726 Butternut St.  
 Abilene, TX, 79602



## ADVISORY BOARD

2023

<p><b>CORPS OFFICERS</b>          Captains Joshua &amp; Rachel McKain</p> <p><b>Address:</b> 2958 Gilmer Ave          Abilene, TX, 79606</p> <p><b>Phone:</b> (325) 518-3206 (His)          (325) 733-6993 (Hers)</p> <p><a href="mailto:Joshua.McKain@USS.salvationarmy.org">Joshua.McKain@USS.salvationarmy.org</a>  <a href="mailto:Rachel.mckain@uss.salvationarmy.org">Rachel.mckain@uss.salvationarmy.org</a></p>	<p><b>1</b>  <b>CHAIR</b>  <i>Seth Pietsek (Build Stronger)</i>  <b>Address:</b> 3817 Ligustrum Dr.          Abilene, TX, 79605</p> <p><b>DOB:</b> 10/02  <b>Phone:</b> (325) 660-2625  <b>Installed:</b> November 2020  <b>Committee:</b> Executive/CRD</p> <p><a href="mailto:seth.pietsek@gmail.com">seth.pietsek@gmail.com</a></p>	<p><b>2</b>  <b>VICE CHAIR</b>  <i>Shaun Martin (Atmos Energy)</i>  <b>Address:</b> 165 White Dove Circle          Abilene, TX, 79602</p> <p><b>DOB:</b> 08/20  <b>Phone:</b> (325) 201-6578  <b>Installed:</b> November 2020  <b>Committee:</b> Executive/CRD</p> <p><a href="mailto:Shaun.Martin@atmosenergy.com">Shaun.Martin@atmosenergy.com</a></p>
<p><b>3</b>  <b>BOARD SECRETARY</b>  <i>Tana Hubbard-Kaufman</i>  <i>(Abilene Housing Authority)</i></p> <p><b>Address:</b> 3941 Ridgmar Ln.          Abilene, TX, 79606</p> <p><b>DOB:</b> 05/02  <b>Phone:</b> 817-908-4821  <b>Installed:</b> November 2020  <b>Committee:</b> Executive/Property</p> <p><a href="mailto:Tana.kauffman@abileneha.org">Tana.kauffman@abileneha.org</a></p>	<p><b>4</b>  <b>BOARD TREASURER</b>  <i>Brent Hill (First Financial Trust)</i></p> <p><b>Address:</b> 733 Beretta          Abilene, TX, 79602</p> <p><b>DOB:</b> 03/19  <b>Phone:</b> 409-782-3696 (m);          (325) 627-7542 (o)  <b>Installed:</b> November 2020  <b>Committee Chair (Executive/Finance)</b></p> <p><a href="mailto:bdhill@fftam.com">bdhill@fftam.com</a></p>	<p><b>5</b>  <i>Chris Meeks (Farmers Insurance)</i>  <b>Address:</b> 3 Morrow Ln.          Abilene, TX, 79601</p> <p><b>DOB:</b> 10/05  <b>Phone:</b> 214-274-6955  <b>Installed:</b> November 2019  <b>Committee:</b> Programs &amp; Services</p> <p><a href="mailto:cmeeks@farmersagent.com">cmeeks@farmersagent.com</a></p>
<p><b>6</b>  <i>Peter Agnell (Abilene General Tire)</i></p> <p><b>Address:</b> 2341 River Oak Cir          Abilene, TX, 79605</p> <p><b>DOB:</b> 01/07  <b>Office:</b> (325) 673-2761  <b>Installed:</b> 2004  <b>Committee:</b> Finance</p> <p><a href="mailto:agnell@nts-online.net">agnell@nts-online.net</a></p>	<p><b>7</b>  <i>Raul Rodriguez (Lowes Store Manager)</i></p> <p><b>Address:</b> 741 Vine St          Abilene Tx 79602</p> <p><b>DOB:</b> 11/21  <b>Cell:</b> (325) 864-8790  <b>Installed:</b> November 2021  <b>Committee:</b> Property</p> <p><a href="mailto:raul.rodriguez@store.lowes.com">raul.rodriguez@store.lowes.com</a></p>	<p><b>8</b>  <i>Toi Kiser (Blue Cross Blue Shield)</i>  <b>Address:</b> 4681 Royal Crest Dr.          Abilene, TX, 79606</p> <p><b>DOB:</b> 12/12  <b>Phone:</b> (325) 669-2150  <b>Installed:</b> 2017  <b>Committee:</b> Programs &amp; Services</p> <p><a href="mailto:tkiser1@suddenlink.net">tkiser1@suddenlink.net</a></p>
<p><b>9</b>  <i>Veronica Fuentes (Abilene Convention Center)</i></p> <p><b>Address:</b> 2509 Button Willow Ave          Abilene, TX, 79606</p> <p><b>DOB:</b> 4/30  <b>Phone:</b> (325) 660-0532  <b>Installed:</b> November 2021  <b>Committee:</b> Community Relations</p> <p><a href="mailto:veronicafuentes2425@gmail.com">veronicafuentes2425@gmail.com</a></p>	<p><b>10</b>  <i>Jody Jones (ACU Financial Officer)</i></p> <p><b>Address:</b> 101 Vista Ct.          Abilene, TX 79602</p> <p><b>DOB:</b> 1/4  <b>Phone:</b> 405-973-8467  <b>Installed:</b> November 2021  <b>Committee:</b> Finance</p> <p><a href="mailto:jx16c@acu.edu">jx16c@acu.edu</a></p>	<p><b>11</b>  <i>Jared Armstrong (Hendrick Health)</i>  <b>Address:</b> 110 Dylan Dr.          Tuscola, TX, 79562</p> <p><b>DOB:</b> 04/18  <b>Phone:</b> 402-320-7257  <b>Installed:</b> November 2021  <b>Committee:</b> Programs &amp; Services</p> <p><a href="mailto:jarmstrong@hendrickhealth.org">jarmstrong@hendrickhealth.org</a></p>



The Salvation Army of Abilene  
1726 Butternut St.  
Abilene, TX, 79602



<p><b>12</b> <i>Chris Shelton (McMahon Surovik Suttle, PC)</i> <b>Address:</b> 400 Pine Street Ste. 800 Abilene, Texas 79601 <b>DOB:</b> 5/16 <b>Phone:</b> 254-592-4795 (m) (325) 676-9183 ext 235 (o) <b>Installed:</b> November 2021 <b>Committee:</b> Property  <a href="mailto:cshelton@mss.law">cshelton@mss.law</a></p>	<p><b>13</b> <i>Kaden Kimberlin (The Wolf)</i> <b>Address:</b> 5157 Spring Creek Road Abilene, Texas 79602 <b>DOB:</b> 4/25 <b>Phone:</b> 806-781-6052  <b>Installed:</b> November 2021 <b>Committee:</b> Finance  <a href="mailto:kaden@cbpradio.com">kaden@cbpradio.com</a></p>	<p><b>14</b> <i>Ashleigh Ortega (Gateway Mortgage)</i> <b>Address:</b> 3602 Seymour Court Abilene, TX, 79606 <b>DOB:</b> 01/21 <b>Phone:</b> (325) 669-6333 (m) (325) 267-9474 (o) <b>Installed:</b> May 2022 <b>Committee:</b> Property  <a href="mailto:ashleigh.ortega@gatewayloan.com">ashleigh.ortega@gatewayloan.com</a></p>
<p><b>15</b> <i>Jodi Roggendorff (Abilene Country Club)</i> <b>Address:</b> 1564 Friars Street Abilene, TX, 79602 <b>DOB:</b> 04/15 <b>Phone:</b> (325) 668-3110 <b>Installed:</b> May 2022 <b>Committee:</b> Events  <a href="mailto:jodi.roggen@gmail.com">jodi.roggen@gmail.com</a></p>	<p><b>16</b> <i>Mykel Burns (Dillard's)</i> <b>Address:</b> 1202 Vine Abilene TX 79602 <b>DOB:</b> 12/12 <b>Phone:</b> 936-647-9921 <b>Installed:</b> May 2022 <b>Committee:</b> CRD/Events  <a href="mailto:mykelburns@yahoo.com">mykelburns@yahoo.com</a></p>	<p><b>17</b> <i>Abby Easley (student at ACU)</i> <b>Address:</b> 757 EN 12th Street Abilene, TX 79601 <b>DOB:</b> 5/2 <b>Phone:</b> (210) 716-3766 <b>Installed:</b> May 2022 <b>Committee:</b> Student Volunteer Group  <a href="mailto:age17b@acu.edu">age17b@acu.edu</a></p>
<p><b>18</b> <i>Anthony Avina (student at McMurry)</i> <b>Address:</b> 7041 Casa Loma El Paso, TX, 79912 <b>DOB:</b> 01/13 <b>Phone:</b> 915-471-2664 <b>Installed:</b> May 2022 <b>Committee:</b> Student Volunteer Group  <a href="mailto:avina.anthony@mcm.edu">avina.anthony@mcm.edu</a></p>	<p><b>19</b> <i>Darrin Donovan (Dyess AFB)</i> <b>Address:</b> 124 Delaware Rd. Dyess AFB Abilene, TX 79607 <b>DOB:</b> 09/03 <b>Phone:</b> 719-464-5304 <b>Installed:</b> September 2022 <b>Committee:</b> TBD  <a href="mailto:darrindonovan@yahoo.com">darrindonovan@yahoo.com</a></p>	<p><b>20</b> <i>Alexandra Walters (Oceans Behavioral Health)</i> <b>Address:</b>  <b>DOB:</b> <b>Phone:</b> <b>Installed:</b> September 2022 <b>Committee:</b> Programs &amp; Services  <a href="mailto:Alexandra.walters@oceanshealthcare.com">Alexandra.walters@oceanshealthcare.com</a></p>
<p><b>21</b> <i>Mark Armstrong (Professor at HSU)</i> <b>Address:</b> 2242 Plymouth Rock Road Abilene, TX, <b>DOB:</b> 05/24 <b>Phone:</b> 402-210-4891 <b>Installed:</b> December 2022 <b>Committee:</b> Community Relations  <a href="mailto:galemark@yahoo.com">galemark@yahoo.com</a></p>	<p><b>22</b> <i>Monya Barton (Realtor Ann Carr)</i> <b>Address:</b> 326 Mohawk Rd Abilene, TX, <b>DOB:</b> 07/17 <b>Phone:</b> 325-668-6543 <b>Installed:</b> November 2022 <b>Committee:</b> Property  <a href="mailto:Monya@anncarrrealestate.com">Monya@anncarrrealestate.com</a></p>	



DOING THE MOST GOOD

**THE SALVATION ARMY ADVISORY ORGANIZATION**

**Advisory Board  
Meeting Minutes**

**Location:** Salvation Army Chapel – 1726 Butternut, Abilene, TX

**Date:** 04/18/23

**Amended:** 5/10/2023

**Call to Order:** 12:09 p.m.

**Opening Remarks:** Captain McKain

**Adjournment:** 12:59 p.m.

**Minutes submitted by:** Jan Morrison, Development Director

**X=Present**

<b>Executive Officers</b>			
Captain Joshua McKain, Commanding Officer	X		
Captain Rachel McKain, Commanding Officer	X		
<b>Board Officers</b>			
Seth Pietsek	X	Shaun Martin	
Brent Hill	X	Tana Kauffman-Hubbard	
<b>Board Members</b>			
Alexandra Howle	X	Kaden Kimberlin	X
Ashleigh Ortega	X	Mark Armstrong	X
Chris Meeks		Monya Barton	X
Chris Shelton	X	Mykel Burns	X
Darrin Donovan		Peter Agnell	X
Jared Armstrong	X	Raul Rodriguez	
Jody Jones	X	Toi Kiser	X
		Veronica Fuentes	X
<b>Student Members</b>			
Abby Easley		Anthony Avina	S

<b>Guests</b>		<b>Staff</b>	
		Crystal BlackRaven	
		Jan Morrison	<b>X</b>

**1. Call to Order:** Seth Pietsek

**2. Invocation:** Captain McKain

**3. Board Minutes:** DHQ Development  
[https://www.dropbox.com/s/zm1flv2bi6un00r/Ep08-Board\\_Minutes\\_Apr\\_2023-Final.mp4?dl=0](https://www.dropbox.com/s/zm1flv2bi6un00r/Ep08-Board_Minutes_Apr_2023-Final.mp4?dl=0)

**4. Acceptance of Minutes from March:**  
 Seth Pietsek presented the minutes from March.  
 Motion to accept: Chris Shelton  
 Second to accept: Veronica Fuentes  
 AYES: All  
 NAYS: None  
*The motion carried.*

**5. Committee Reports**

**a. Executive Committee:**

Seth Pietsek called committee to vote for executive committee members for next year. This year’s vice-chair, Shaun Martin, will become chair next year.

Candidates put forth for a vote were:

Vice Chair:  
 Tana Kauffman  
 Brent Hill  
 Mark Armstrong

Treasurer  
 Monya Barton  
 Chris Meeks

Secretary  
 Veronica Fuentes  
 Jared Armstrong

Board members completed paper ballots, and turned them into staff. Staff will gather virtual votes from members not attending in person.

**b. New Member Proposal**

Seth Pietsek puts forward Amit Bhakta as proposed new member of advisory board. He is a local hotel owner with a family foundation who started supporting The Salvation Army of Abilene in November by contributing to the Thanksgiving meal.

Motion to accept: Toi Kiser  
Second to accept: Veronica Fuentes  
AYES: All  
NAYS: None  
*The motion carried.*

**c. Property Committee:**

**1717 Butternut Schematic Design Approval**

Captain Joshua McKain presented schematic designs from Jacob Martin Architects for renovation of 1717 Butternut. These schematics are similar to what was provided by Weatherl who provided the schematic for fundraising purposes. However, these drawings are much more in depth. The officers feel that the floor plan is the best possible layout for the existing structure.

Design must receive local board approval first, then go to DHQ and THQ for approvals. Staff would move into renovated space, then rooms vacated by staff will turn into short term dorms.

Motion to accept: Alexandra Howle  
Second to accept: Ashleigh Ortega  
AYES: All  
NAYS: None  
*The motion carried.*

**CDBG- Request for Funds – Amended Minutes on May 9, 2023 by email poll**

The Salvation Army is requesting funds from the City of Abilene CDBG and requires board approval to do so. For fiscal year 2024, the request will be to update awnings on the shelter facilities for economical, protective & beautification purposes. The request for funding from CDBG will total \$78,000 to replace 13 awnings on Butternut side.

Motion to accept: Ashleigh Ortega  
Second to accept: Toi Kiser  
AYES: 14  
NAYS: None  
Abstain: 1  
No Response: 7

*The motion carried by majority vote*

**Officer Quarters**

The Salvation Army owns the home where officers live at 2958 Gilmer Avenue. TSA has owned it for 25 years, and it needs updates and renovations as the home was built in 1986. Estimates secured by the McKains are upwards of \$100,000. DHQ leadership suggests looking into the possibility of securing a new quarters for the Abilene command.

Rachel McKain invited board to visit the home and see what renovations would improve the structure.

First step is determining value of current home, before deciding if moving is an option. To do that, they would need to secure an appraisal.

The Captains requested approval for a certified appraisal and to spend up to \$500 from property I&E Account #501-000-3140-001-8951100

Motion to accept: Brent Hill

Second to accept: Veronica Fuentes

AYES: All

NAYS: None

*The motion carried.*

**d. Finance Committee:**

Brent Hill discussed the budget line item “automated payables,” which appears as a transfer between the Corps budget and the CSRC budget. It represents debt payment from one account to the other when one account borrowed from the other.

Brent proposes determining the net liability, paying it off, and eliminating the “automated payables” line item. If approved, the process will be completed by the end of this fiscal year. This will result in the P&L statement becoming more representative of current cash flow. Corps assets appear down compared to last year, due to capital campaign revenue that was being deposited this time last year.

Corps still has a net surplus of \$506,000, which is strong. Revenue is up \$250,000 year over year due to an increase in contributions. Corps expenses are down by \$10,000 as well. This time last year, Corps was operating at net loss. Assets and liabilities are flat year over year.

CSRC revenue (family store revenue) appears to be up \$9,000 over last year due to Corp contributions through the “automated payables” line item. In reality, store sales are steady compared to last year.

Motion to approve: Chris Shelton

Second: Veronica Fuentes

AYES: All

NAYS: None

*The motion carried.*

Finance committee will hold an open meeting May 4 to discuss budget for next fiscal year. All are invited to attend.

**d. CRD Committee:**

Board and staff are still asking for sponsors and auction items for the May 18 event at Potosi Live

Current sponsors are attached.

Current auction items are attached.

Board members are asked to do the following:

- Share Facebook event
- Mark “going” to Facebook event
- Gather auction items
- Secure sponsors
- Invite your friends

Captain McKain ended the meeting with a prayer.

**Next Board meeting May 16, 2023 at noon.**



DOING  
THE MOST  
GOOD™

William Booth, *Founder*  
Brian Peddle, *General*  
Commissioner Kelly Igleheart, *Territorial Commander*  
Lt. Colonel Art Penhale, *Divisional Commander*

May 9, 2023

To Whom it May Concern,

Lt. Colonel Art Penhale is the authorized official for The Salvation Army in Texas.

1221 River Bend Drive  
Dallas, TX, 75247

214-956-6000

I am the designated representative for The Salvation Army of Abilene

1726 Butternut St.  
Abilene, TX, 79602

325-677-1408

Sincerely,  
Joshua McKain, Captain

## PROFESSIONAL EXPERIENCE

<p><b>The Salvation Army</b>          Abilene, TX  <i>Director of Development</i>          (2022 – Present)</p>	<p>Create, execute, and manage local fundraising and communication efforts, including: government grants, individual giving, volunteer recruitment, social media management, media relations, and community engagement, resulting in:</p> <ul style="list-style-type: none"> <li>• Streamlined volunteer recruitment and management with custom-built contact database to replace paper forms</li> <li>• Execution of \$100,000 federal FEMA grant</li> <li>• Successful completion of capital campaign of \$1.3 Million</li> </ul>
<p><b>Noah Project</b>          Abilene, TX  <i>Director of Development</i>          (2019 – 2022)</p>	<p>Identify and secure sources for contributed revenue: government grants, individual giving, foundation contributions, and in-kind donations toward a budget of \$1.9 million. Manage all marketing communications efforts, including social media, newsletters, media relations and website. Strategic and tactical efforts resulted in:</p> <ul style="list-style-type: none"> <li>• A 15% increase in in-kind donations, resulting in reduction of operational costs</li> <li>• Achieved record-breaking revenue during Abilene Gives 2021</li> <li>• \$50,000 investment in Noah Project Foundation and \$108,000 gross revenue from special events</li> </ul>
<p><b>Blue Kite Marketing</b>          Nashville, TN  <i>Account Director</i> (2018)  <i>PR Director</i> (2014)</p>	<p>Executed short-term and on-going strategic communications plans for clients across industries (real estate, security, industrial cleaning, healthcare, religious training) with a focus on writing, editing and media relations, accomplishing:</p> <ul style="list-style-type: none"> <li>• Monthly local media appearances for RE/MAX of Tennessee in each DMA (Nashville, Memphis, Chattanooga, and Knoxville), helping the organization attract and retain talented agents.</li> <li>• Increased web traffic and lead generation for carpet and upholstery company</li> <li>• Introduced service line expansions with security technology firm</li> </ul>
<p><b>Nashville Ballet</b>          Nashville, TN  <i>Director of Sales &amp; Marketing</i>          (2015 – 2018)  <i>Grant Writer</i>          (2013 – 2015)  <i>PR Manager</i>          (2010 – 2013)</p>	<p><i>As Director of Sales &amp; Marketing:</i> Managed marketing department staff and oversaw all sales, branding, public relations, marketing and communications initiatives that accomplished goals for ticket sales, outreach performance bookings, brand awareness and school enrollment, including:</p> <ul style="list-style-type: none"> <li>• Growth of earned revenue from ticket sales by an average of 5% year over year, and from School of Nashville Ballet Summer Intensive program by 50% across three years, to reach program capacity and more than revenue goal each year.</li> <li>• Launching a new branding campaign with new creative partner for the School of Nashville Ballet to create cohesion and increase brand awareness.</li> <li>• Doubling revenue (from \$30,000 to \$60,000) generated by branded merchandise sales by more carefully vetting products, managing inventory, and launching an online store with a drop-ship fulfillment partner</li> </ul> <p><i>As PR Manager:</i> Developed and implemented comprehensive public relations plans that accomplished goals for ticket sales, outreach performance bookings, community awareness and school enrollment, including:</p> <ul style="list-style-type: none"> <li>• Record-setting revenue goals for the entire 2011-2012 performance season, plus \$37,000 over goal for Nashville's Nutcracker 2011, a first-ever children's ballet sell-out and a three-performance-run sell-out of Cinderella</li> <li>• Increased sales of Nashville's Nutcracker 2012 by \$180,000 (29%) over previous year, through Christmas in July campaign, human-interest stories and youth cast promotion</li> </ul>
<p><b>Lovell Communications</b>          Nashville, TN  <i>Account Executive &amp; Online Strategist</i>          (2007 – 2010)</p>	<p>Created and implemented strategic marketing campaigns for clients across industries (for-profit education, healthcare, and real estate) that included media relations, community relations, social media, website writing and design, advertising, collateral development and branding, accomplishing:</p> <ul style="list-style-type: none"> <li>• Reversing local community's negative sentiment toward a new center for at-risk students, allowing the school to open and operate successfully</li> <li>• Winning IABC Nashville Gold Pen Award (2010) for Ombudsman Educational Services Marketing Communications Plan, PRSA Nashville Chapter Parthenon Award (2010) for Ombudsman Educational Services Reputation/Brand Management and IABC Nashville Gold Pen Award (2009) for College Living Experience Brand Management</li> </ul>
<p><b>NewsChannel5.com</b>          Nashville, TN (2006 – 2007)</p>	<p>Wrote all local news web content and produced video for NewsChannel5.com, resulting in:</p> <ul style="list-style-type: none"> <li>• Winning Best Website Award from Tennessee Associated Press Broadcasters in 2007</li> </ul>
<p><b>University of Virginia Health System</b>          Charlottesville, VA  <i>Public Relations Specialist</i>          (2004 – 2006)</p>	<p>Coordinated media appearances, wrote press releases, distributed weekly e-newsletter to hospital, maintained internal and external websites, and managed publicity for special events and strategic marketing initiatives, resulting in:</p> <ul style="list-style-type: none"> <li>• Increased media coverage of nursing projects in national and international media, including <i>New York Times</i> and <i>United Press International</i></li> <li>• Receipt of Magnet Status, the American Nurses Association credential awarded for quality nursing programs</li> </ul>

## EDUCATION

<p><b>University of Missouri</b>          Columbia, MO</p>	<p>Bachelor of Journalism          Advertising and Public Relations emphasis; Minor in Spanish</p>
<p><b>Abilene Chamber of Commerce</b></p>	<p>Leadership Abilene Class of 2022</p>

# Brenton D. Hill

409-782-3696

Abilene, Texas

BrentonDHill@gmail.com

## CREDENTIALS

Baylor University School of Law-J.D., *magna cum laude* (2009); Class Rank: 5/72; Law Review

Baylor University-B.B.A. in Finance, *summa cum laude* (2006)

## Licenses and Certifications

- Licensed Attorney-State Bar of Texas (2009-Present)
- Certified Trust & Fiduciary Advisor (2020- Present)
- Audited LLM Level Post Mortem Estate Planning Course at University of Houston (2018)

## EXPERIENCE

**First Financial Trust & Asset Management Co., N.A. (Abilene, TX 2012-2014; 2019-Present)**

- **Senior Vice President Trust Officer**
  - Primary Officer Managing a \$300MM+ Book of Complex Fiduciary Accounts
  - Serve as Wealth Advisor to Ultra High Net Worth Families
  - Provide Fiduciary Income, Estate and Gift Tax Advice to Trust Committee
  - Coordinate Closely with Outside Counsel Regarding Wealth Transfers from Initial Planning through Preparation of Completed Estate and Gift Tax Returns
  - Review Existing Estate Plans/Develop Estate Planning Proposals for Clients

**Bank of America, N.A./U.S. Trust/Merrill Lynch Trust (Houston, TX; 2016-2019)**

- **Vice President/Estate Settlement Officer III (Senior Trust Officer)**
  - Responsible for Management of Book of Decedents' Estates and Settlement Trusts
  - Coordinated Preparation of Fiduciary Estate Tax and Income Tax Returns (706, 709, 1040, 1041)
  - Engaged in Advanced Post Mortem Estate Planning and Tax Analysis

**Dearborn & Creggs Investments (Sugar Land, TX; 2015-2016)**

- **Financial Advisor**
  - Assisted Clients in Articulating and Clarifying Financial Goals
  - Developed and Implemented Client Asset Allocation and Goal Achievement Strategies

**Law Office of Brenton D. Hill, PLLC (Katy, TX; 2015-2016)**

- **Attorney/Member**
  - Estate Planning, Probate, and Estate Administration
  - Served as Local Counsel in Consumer Debt Collection Suits

**Sentinel Trust Company, L.B.A. (Houston, TX; 2014)**

- **Assistant Vice President & Client Relationship Officer (Trust Officer)**
  - Managed Financial Affairs for a Portfolio of Ultra-Wealthy Families
  - Assisted General Counsel with Legal Review and Analysis

**McMahon Surovik Suttle, P.C. (Abilene, TX; 2009-2012)**

- **Associate Attorney**
  - Trust & Estate Administration; Business Transactions; Commercial Litigation
  - Drafted Pleadings, Filed and Argued Motions, Took Depositions, Propounded and Responded to Discovery Requests

**THE SALVATION ARMY - ABILENE, TEXAS CORPS  
OPERATING FUND**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED SEPTEMBER 30, 2022**

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## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Trustees of The Salvation Army,  
a Georgia Corporation

### **Opinion**

We have audited the accompanying financial statements of the Operating Fund of The Salvation Army - Abilene, Texas Corps (the "Fund"), which comprise the statement of financial position as of September 30, 2022, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Operating Fund of The Salvation Army - Abilene, Texas Corps as of September 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Fund and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Fund's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Fund's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Fund's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

To the Board of Trustees of The Salvation Army,  
a Georgia Corporation  
Page 3

**Other Matter**

As discussed in Note 1, the financial statements present only the Operating Fund of The Salvation Army - Abilene, Texas Corps and do not purport to, and do not, present fairly the financial position of The Salvation Army - Abilene, Texas Corps as a whole or The Salvation Army, a Georgia corporation, as of September 30, 2022, and the changes in their net assets and their cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Orlando, Florida  
March   , 2023

THE SALVATION ARMY - ABILENE, TEXAS CORPS  
OPERATING FUND

STATEMENT OF FINANCIAL POSITION

SEPTEMBER 30, 2022

**ASSETS**

Current assets:

Cash and cash equivalents	\$	369,530
Receivables		25,000
Due from other Salvation Army units		69,261
Prepaid expenses		75
Total current assets		<u>463,866</u>

Equipment:

Vehicles		418,033
Accumulated depreciation		<u>(307,940)</u>
Total equipment, net		<u>110,093</u>
Total assets	\$	<u><u>573,959</u></u>

**LIABILITIES AND NET ASSETS**

Current liabilities:

Due to Divisional and Territorial Headquarters	\$	17,894
Accounts payable and accrued expenses		<u>20,910</u>
Total liabilities		<u>38,804</u>

Net assets:

Without donor restrictions:

Undesignated		374,462
Board designated		<u>160,693</u>
Total net assets		<u>535,155</u>
Total liabilities and net assets	\$	<u><u>573,959</u></u>

See accompanying notes to financial statements.

**THE SALVATION ARMY - ABILENE, TEXAS CORPS  
OPERATING FUND**

**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**

**FOR THE YEAR ENDED SEPTEMBER 30, 2022**

	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>
Support and revenue:			
Contributions - financial assets	\$ 680,940	\$ -	\$ 680,940
Contributions - nonfinancial assets	180,410	-	180,410
United Way	43,886	-	43,886
Fees and grants from government agencies	504,691	-	504,691
Other income	36,883	-	36,883
Net assets released from restrictions:			
Satisfaction of program restrictions	79,007	(79,007)	-
Total support and revenue	<u>1,525,817</u>	<u>(79,007)</u>	<u>1,446,810</u>
Expenses:			
Program services:			
Corps community center services	758,508	-	758,508
Other social services	418,553	-	418,553
Total program services	<u>1,177,061</u>	<u>-</u>	<u>1,177,061</u>
Supporting services:			
Management and general	88,883	-	88,883
Fund raising	126,907	-	126,907
Total supporting services	<u>215,790</u>	<u>-</u>	<u>215,790</u>
Appropriations to other Salvation Army units	111,225	-	111,225
Total expenses	<u>1,504,076</u>	<u>-</u>	<u>1,504,076</u>
Change in net assets	21,741	(79,007)	(57,266)
Net assets at beginning of year	513,414	79,007	592,421
Net assets at end of year	<u>\$ 535,155</u>	<u>\$ -</u>	<u>\$ 535,155</u>

See accompanying notes to financial statements.

THE SALVATION ARMY - ABILENE, TEXAS CORPS  
OPERATING FUND

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED SEPTEMBER 30, 2022

	Program Services			Supporting Services			Total
	Community Center Services	Other Social Services	Management and General	Fund Raising			
Officers' allowances, employee salaries and benefits	\$ 293,507	\$ 37,410	\$ 37,412	\$ 63,568	\$	\$	431,897
Contract and professional services	36,743	4,593	4,593	16,039			61,968
Supplies	93,827	11,728	11,729	-			117,284
Telecommunications	8,481	1,060	1,060	-			10,601
Postage and shipping	3,858	482	483	18,162			22,985
Occupancy and equipment	214,200	26,775	26,775	-			267,750
Printing and publications	861	108	107	28,603			29,679
Travel and meals	26,530	3,317	3,316	535			33,698
Conferences and meetings	9,923	1,240	1,241	-			12,404
Specific assistance to individuals	-	300,295	-	-			300,295
Support services	53,236	29,377	-	-			82,613
Depreciation expense	14,982	1,873	1,872	-			18,727
Miscellaneous	2,360	295	295	-			2,950
Total expenses	\$ 758,508	\$ 418,553	\$ 88,883	\$ 126,907	\$	\$	1,392,851

See accompanying notes to financial statements.

THE SALVATION ARMY - ABILENE, TEXAS CORPS  
OPERATING FUND

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED SEPTEMBER 30, 2022

**CASH FLOWS FROM OPERATING ACTIVITIES**

Change in net assets	\$ (57,266)
Adjustments to reconcile change in net assets to net cash provided by (used for) operating activities:	
Depreciation expense	18,727
Changes in assets and liabilities:	
Receivables	21,175
Due from other Salvation Army units	26,638
Prepaid expenses	1,122
Due to Divisional and Territorial Headquarters	1,805
Accounts payable and accrued expenses	<u>13,146</u>
Net cash provided by operating activities	<u>25,347</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Purchases of equipment	<u>(82,168)</u>
Net cash used for investing activities	<u>(82,168)</u>
Net decrease in cash and cash equivalents	(56,821)
Cash and cash equivalents at beginning of year	<u>426,351</u>
Cash and cash equivalents at end of year	<u>\$ 369,530</u>

See accompanying notes to financial statements.

**THE SALVATION ARMY - ABILENE, TEXAS CORPS  
OPERATING FUND**

**NOTES TO FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED SEPTEMBER 30, 2022**

**1 PURPOSE AND ORGANIZATION**

The Salvation Army, founded in 1865, is a not-for-profit international religious organization and charitable movement organized and operated on a quasi-military pattern and is a branch of the Christian Church. Its memberships include officers (clergy), soldiers and adherents (laity), members of varied activity groups and volunteers who serve as advisors, associates and committed participants in its service functions.

The Salvation Army is an organization exempt from income taxation under Section 501(a) as an entity described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended and is exempt from state income taxes under related state provisions.

The accompanying financial statements are summaries of the financial position, results of operations, net asset classifications and sources and applications of cash of the Operating Fund (the "Fund") of The Salvation Army - Abilene, Texas Corps, an operating unit of the Southern Territory of The Salvation Army.

The Fund operates under the direction of The Salvation Army - Texas Divisional Headquarters in Dallas, Texas, and The Salvation Army - Southern Territorial Headquarters in Atlanta, Georgia. The Fund is used to record the day-to-day operations of the operating unit, including the receipt and use of funds with no external restrictions. The Fund does not include land and buildings and certain other interest-earning assets which are under the legal control and discretion of The Salvation Army, a Georgia corporation.

The Fund's program services include spiritual and social programs for young people and adults, group activities, pastoral counseling, homemaking classes, institutional and family visitation, sports and recreation facilities and educational and music classes. In addition, the Fund's social services center provides emergency financial assistance and counseling to the needy and shelter for local and transient indigent persons.

**2 SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Presentation**

The accompanying financial statements have been prepared in accordance with the national accounting policies of The Salvation Army. These policies are consistent with accounting principles generally accepted in the United States of America.

In order to observe restrictions which donors place on grants and other gifts, as well as designations made by the Board of Trustees/Directors, all assets, liabilities and support and revenue are accounted for in the following net asset classifications:

- Net Assets Without Donor Restrictions - Net assets that are not subject to donor-imposed restrictions and may be designated for specific purposes or locations by actions of the Board of Trustees/Directors.

**THE SALVATION ARMY - ABILENE, TEXAS CORPS  
OPERATING FUND**

**NOTES TO FINANCIAL STATEMENTS  
(continued)**

- Net Assets With Donor Restrictions - Net assets that are subject to donor-imposed restrictions that will be fulfilled either by actions of the Fund or the passage of time or that include a stipulation that assets provided be retained and invested permanently while permitting the Fund to use all or part of the investment return on these assets for specified or unspecified purposes.

**Cash and Cash Equivalents**

For purposes of these statements, cash equivalents are defined as short-term, highly liquid investments that are both readily convertible to known amounts of cash and having original maturities of three months or less.

**Contributions Receivable**

Unconditional contributions receivable that are expected to be collected within one year are recorded at net realizable value. Contributions receivable that are expected to be collected in future years are recorded at the present value of estimated future cash flows and are discounted using a credit-adjusted discount rate applicable to the year in which the pledge was made. Amortization of the discount is recorded as additional contribution revenue. An allowance for uncollectible contributions receivable is based on management's judgment, including such factors as prior collection history, subsequent collections, creditworthiness of the donor and the nature of the fundraising activity. Contributions receivable are written off when determined to be uncollectible.

**Property, Equipment, Depreciation and Reserves**

All land and buildings used by the Fund, as well as any contributions or reserves established for purchase or replacement of land or buildings, are held in separate funds which are under the legal control and discretion of The Salvation Army, a Georgia corporation. Consequently, these assets are not included in the accompanying financial statements. The Fund has not been assessed a specific fee or rent charge for utilization of these facilities. Rent charges may be assessed for utilization of other facilities from third parties.

Equipment is stated at cost or, if donated, at fair market value at the date of donation. Equipment is capitalized based upon actual cost and depreciated on a straight line basis over three to ten years. As a matter of Salvation Army policy, items costing \$10,000 or more are capitalized and all other items are expensed to occupancy and equipment costs.

Provision is made for estimated major future costs of property maintenance and replacement of vehicles and some equipment by transfer of operating net assets to board designated net assets without donor restrictions. As of September 30, 2022, cash and cash equivalents include the following, which are board designated to be used for certain purposes:

Vehicle replacement reserve	\$ 72,002
Property maintenance reserve	<u>88,691</u>
	<u>\$ 160,693</u>

**THE SALVATION ARMY - ABILENE, TEXAS CORPS  
OPERATING FUND**

**NOTES TO FINANCIAL STATEMENTS  
(continued)**

The Fund is subject to the provisions of ASC 360-10-35, *Impairment or Disposal of Long-Lived Assets*. This standard requires impairment losses to be recorded on long-lived assets when indicators of impairment are present and when the undiscounted cash flows estimated to be generated by those assets (excluding interest) are less than the carrying amount of the assets. In such cases, the carrying value of assets to be held and used are adjusted to their estimated fair value and assets held for sale are adjusted to their estimated fair value less selling expenses. No impairment losses were recognized in fiscal year 2022.

**Revenue Recognition**

All items of support and revenue are stated on the accrual basis. Support and revenue are reported as increases in net assets without donor restrictions unless use of the related assets is limited by donor-imposed restrictions that are not fulfilled in the accounting period. All expenses are reported as decreases in net assets without donor restrictions.

Contributions subject to donor-imposed restrictions are recorded as revenue with donor restrictions. When the donor-imposed restriction has been fulfilled or the stipulated time period has elapsed, the net assets are reclassified as net assets without donor restrictions and reported as net assets released from restrictions. Contributions with restrictions that are met during the fiscal year in which they are received are recorded as revenue without donor restrictions. Conditional promises to give and intentions to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions received for fundraising events are recorded as deferred revenue until the event is held.

In addition to contributions from the public at large, the Fund also receives certain amounts which are earned or otherwise released from funds held in trust by Southern Territorial Headquarters. These amounts are included in contributions in the accompanying financial statements.

The Fund recognizes revenue from grants and contracts in accordance with Accounting Standards Update 2018-08, *Not-For-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. In accordance with ASU 2018-08, the Fund evaluates whether a transfer of assets is 1) an exchange transaction in which a resource provider is receiving commensurate value in return for the resources transferred or 2) a contribution. If the transfer of assets is determined to be an exchange transaction, the Fund applies guidance under ASC Topic 606, *Revenue from Contracts with Customers*. If the transfer of assets is determined to be a contribution, the Fund evaluates whether the contribution is conditional based upon whether the agreement includes both 1) one or more barriers that must be overcome before the Fund is entitled to the assets transferred and promised and 2) a right of return of assets transferred or a right of release of a promisor's obligation to transfer assets.

**THE SALVATION ARMY - ABILENE, TEXAS CORPS  
OPERATING FUND**

**NOTES TO FINANCIAL STATEMENTS  
(continued)**

**Contributed Nonfinancial Assets and Services**

The Fund receives various types of contributed nonfinancial assets including clothing, household goods and supplies, food, toys, rent, etc. Contributed nonfinancial assets are recognized at fair value as revenue when received and expense at the time the items are placed into service or distributed.

Contributed services are reported as contributions at their fair value if such services 1) create or enhance nonfinancial assets, or 2) would typically need to be purchased if not provided by contribution, require specialized skills and are provided by individuals possessing such specialized skills. In addition, the appropriate value of donated services of individuals is recorded as an expense when such services qualify for cost reimbursement from third-party providers.

The Fund has a significant number of volunteers who contribute meaningful amounts of time in furtherance of the Fund's mission. Such contributions that do not meet generally accepted accounting criteria for recognition as contributed services are not recorded in the statement of activities and changes in net assets.

**Expenses**

All expenses are stated on the accrual basis and presented in the statement of activities and changes in net assets and the statement of functional expenses. Expenses directly attributable to a specific functional category are reported as expenses of those functional categories. Expenses attributable to more than one functional category are allocated across program services and supporting services based on personnel time and actual expenses incurred for the related activities.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from these estimates.

**Recently Adopted Accounting Pronouncement**

In September 2020, the FASB issued Accounting Standards Update 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which increases the transparency of contributed nonfinancial assets for not-for-profit entities through enhancements to presentation and disclosure. The new standard was adopted retrospectively and had no effect on the Fund's financial position, changes in net assets or cash flows.

**THE SALVATION ARMY - ABILENE, TEXAS CORPS  
OPERATING FUND**

**NOTES TO FINANCIAL STATEMENTS  
(continued)**

**3 RECEIVABLES**

Receivables consist primarily of amounts due under various government grants and contracts. Based on the collectibility of funds from these sources, management believes that an allowance for doubtful accounts is not considered necessary.

**4 PENSION, RETIREMENT AND POST-RETIREMENT BENEFIT PLANS**

**Employee Retirement Program**

Eligible employees participate in The Salvation Army's retirement program (the "Program") with other Salvation Army territories which provides for death, disability and retirement benefits. The Program includes a defined benefit plan and a defined contribution, money purchase plan. Annual contributions to the Program are based on a stipulated percentage of employees' salaries. The Fund incurred \$5,899 of expense under this Program in fiscal year 2022.

**Officers' Retirement Provision**

The Salvation Army has a noncontributory retirement provision for officers, which provides retirement benefits and certain health care and death benefits to retired officers, as defined by Salvation Army policy governing such benefits. The corporate headquarters has total responsibility for the administration of retirement benefits. Retirement allowances are determined based upon active officer allowances and length of service. Provision for these benefits is made principally by annual assessments to all centers of operation, by designated portions of legacy income, by earnings on assets designated for retirement benefits and by special appropriations. Amounts charged to the Fund and included in expenses for this provision were \$10,327 in fiscal year 2022.

**5 NET ASSETS RELEASED FROM RESTRICTIONS**

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes or by the occurrence of other events specified by the donors during the fiscal year.

Purpose restriction accomplished:	
Men's shelter refurbishment	\$ 54,786
Shelter food	16,133
Worship center renovations	<u>8,088</u>
Total net assets released from restrictions	<u>\$ 79,007</u>

**THE SALVATION ARMY - ABILENE, TEXAS CORPS  
OPERATING FUND**

**NOTES TO FINANCIAL STATEMENTS  
(continued)**

**6 LIQUIDITY AND AVAILABILITY OF RESOURCES**

The following reflects the Fund's financial assets as of September 30, 2022, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of September 30, 2022.

Financial assets at year-end:	
Cash and cash equivalents	\$ 369,530
Receivables	25,000
Due from other Salvation Army units	69,261
Total financial assets	463,791
Less those unavailable for general expenditures within one year:	
Board designated net assets	(160,693)
Total financial assets unavailable for general expenditures within one year	(160,693)
Financial assets available to meet general expenditures within one year	\$ 303,098

The Fund is substantially supported by restricted contributions. Because a donor's restriction requires resources to be used in a particular manner or in a future period, the Fund must maintain sufficient resources to meet those responsibilities to its donors. Thus, financial assets may not be available for general expenditures within one year. As part of the Fund's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities and other obligations come due. In addition, the Fund invests cash in excess of daily requirements in short-term investments. Occasionally, the Board of Trustees/Directors designates a portion of any operating surplus to its liquidity reserve. There is also a fund established by the Board of Trustees/Directors that may be drawn upon in the event of financial distress or an immediate liquidity need resulting from events outside the typical life cycle of converting financial assets to cash or settling financial liabilities. In the event of an unanticipated liquidity need, the Fund also could draw upon available lines of credit or its quasi-endowment fund.

**THE SALVATION ARMY - ABILENE, TEXAS CORPS  
OPERATING FUND**

**NOTES TO FINANCIAL STATEMENTS  
(continued)**

**7 CONTRIBUTED NONFINANCIAL ASSETS**

For the year ended September 30, 2022, contributed nonfinancial assets recognized within the statement of activities and changes in net assets consisted of the following:

Description	2022 Amount	Utilization in Programs/Services	Donor Restrictions	Valuation Techniques and Inputs
Angel Tree/Christmas	\$ 132,000	Other social services	No associated donor restrictions	Estimates of retail values that would be received for selling similar products in the United States or based upon values provided by third parties
Food	39,301	Other social services	No associated donor restrictions	Same as above
Other	9,109	Other social services	No associated donor restrictions	Same as above
Total	<u>\$ 180,410</u>			

**8 FAIR VALUE OF FINANCIAL INSTRUMENTS**

The Fund's financial instruments consist of cash and cash equivalents, receivables, due from other Salvation Army units, due to Divisional and Territorial Headquarters and accounts payable and accrued expenses. These financial instruments are all stated either at cost or net realizable value, which approximates fair value.

Financial instruments that potentially expose the Fund to concentrations of credit and market risk consist primarily of cash and cash equivalents and receivables. Cash and cash equivalents are maintained at federally insured financial institutions and credit exposure is limited to the amount of deposits at any one institution in excess of the federally insured limit. Receivables may be due from various government agencies, the United Way, other entities and individuals, therefore, diversifying the related concentration of credit risk. Losses due to uncollectibility of these receivables have historically been negligible.

**THE SALVATION ARMY - ABILENE, TEXAS CORPS  
OPERATING FUND**

**NOTES TO FINANCIAL STATEMENTS  
(continued)**

**9 CONTINGENCIES**

**Legal Proceedings**

The Fund, in the normal course of its operations, is or could become a party to various legal proceedings and complaints, the majority of which are covered by insurance. While it is not feasible to predict the ultimate outcomes of such matters, management is not aware of any claims or contingencies, which are not covered by insurance, that would have a material adverse effect on the financial position, changes in net assets and cash flows of the Fund.

**Government Grants and Contracts**

Cost-reimbursement grant programs are subject to review by grantor agencies. This review could result in the disallowance of expenditures under the terms of the grant or reductions of future grant funds. Based on prior experience, management believes that any costs ultimately disallowed would not materially affect the Fund's financial position.

**Sick Pay Accrual**

Employees of the Fund are entitled to paid sick days depending on length of service and other factors. Unused sick time may roll over to the next year and can be accumulated to a maximum of sixty days; however, unused sick time is not paid upon termination. It is not practicable for the Fund to estimate the amount of compensation for future sick absences; accordingly, no liability has been recorded in the accompanying financial statements. The Fund's policy is to recognize the costs of compensated sick absences when actually paid to employees.

**10 RELATED PARTY TRANSACTIONS**

The Fund, Texas Divisional Headquarters, Southern Territorial Headquarters and other Salvation Army units may hold funds or may pay operating costs on behalf of each other. The balances receivable or payable are presented as amounts due from or due to the related party in the accompanying statement of financial position.

During fiscal year 2022, the Fund recorded income of \$35,079 from trust accounts maintained by and under the legal control and discretion of Southern Territorial Headquarters to assist in the operations of the Fund, including the payment of various liabilities to Texas Divisional Headquarters. This amount is included in the accompanying financial statements as contributions.

The Fund operates a thrift store in Abilene, Texas. During fiscal year 2022, the Fund recorded income of \$25,420 from thrift store appropriations. This amount is included in the accompanying financial statements as other income and is used for the general operations of the Fund. The assets and liabilities of the thrift store are not reflected in the accompanying statement of financial position.

**THE SALVATION ARMY - ABILENE, TEXAS CORPS  
OPERATING FUND**

**NOTES TO FINANCIAL STATEMENTS  
(continued)**

The Fund is assessed an administrative charge by Texas Divisional Headquarters and Southern Territorial Headquarters for support services provided. Support services provided by Divisional and Territorial Headquarters include program, personnel, business and social services. Expenses reflected for these services were \$82,613 in fiscal year 2022.

The Salvation Army provides certain health care and death benefits for active Salvation Army officers and auxiliary-captains through Officers' and Auxiliary-Captain's Sick Benefit and Burial Funds, as defined by the national Salvation Army policy. All active Salvation Army officers and auxiliary-captains and their eligible dependents are eligible for these benefits. Amounts charged to the Fund and included in expenses for this provision were \$21,585 in fiscal year 2022.

Employees of The Salvation Army are provided health benefits under a self-insured program which is administered by a third-party claims administrator. Amounts charged to the Fund and included in expenses for this provision were \$44,892 in fiscal year 2022.

The Salvation Army maintains self-insurance programs for general liability, automobile, workers compensation and property coverage. The programs, which are administered by Southern Territorial Headquarters, are intended to provide coverage for claims arising in all centers of operation. Amounts charged to the Fund and included in expenses were \$41,614 in fiscal year 2022.

The Fund is assessed an administrative charge by Texas Divisional Headquarters for financial and accounting services provided. Amounts charged to the Fund and included in expenses were \$21,750 in fiscal year 2022. This amount is included in the accompanying financial statements as a component of contract and professional services expense.

As explained in Note 2, certain buildings and improvements are not under the legal control and discretion of the Fund; as such, these assets are not included in the accompanying financial statements. During the year ended September 30, 2022, the Fund recorded an expense of \$111,225 in improvements to these assets, which was paid on behalf of The Salvation Army, a Georgia corporation. Management considers these amounts not associated with any particular function; therefore, these amounts are included as a separate line item in the statement of activities and changes in net assets and are not included in the statement of functional expenses.

**11 SUBSEQUENT EVENTS**

The Fund has evaluated the need for disclosures and/or adjustments resulting from subsequent events through March 31, 2023 the date the financial statements were available to be issued. During this period, there were no subsequent events that required recognition and/or disclosure in the accompanying financial statements.



DOING  
THE MOST  
GOOD™

Founded in 1865

THE SALVATION ARMY  
USA SOUTHERN TERRITORY  
ATLANTA GEORGIA

William Booth, *Founder*

André Cox, *General*

Commissioner Donald C. Bell, *Territorial Commander*

Lt. Colonel Ronnie Raymer, *Divisional Commander*

**National Code of Conduct and Conflict of Interest Policy**  
**MINUTE NO PL038 effective 02/10/2016**

The Salvation Army has adopted this Code of Conduct and Conflict of Interest Policy to govern its operations in its **Southern Territorial Headquarters** in the United States. This Policy is intended to supplement, not replace, existing policies that may impose more stringent standards. It applies to Salvation Army officers, who are ministers of the Gospel, and to its lay employees (Part A), the members of the Board of Trustees/Directors and the corporate officers of The Salvation Army, **Texas Division**, religious and charitable corporation, the principal corporate instrumentality of The Salvation Army **Southern Territorial Headquarters** (Part B), members of Salvation Army advisory organizations (Part C) and vendors seeking to do business with The Salvation Army (Part D). This Policy is to be implemented by the Secretary for Business Administration of The Salvation Army's **Southern Territorial Headquarters**, and the **local Commanding Officer who may be contacted by telephone or email.**

**A. Salvation Army Officers and Employees**

**1. Policy**

In order to avoid any appearance that the judgment of a Salvation Army officer or employee has been influenced, it is the policy of The Salvation Army that Salvation Army officers, employees, members of their immediate family (spouse, children and parents) and other household members will not solicit or accept, directly or indirectly, any money, valuables or favors from any person in circumstances which may affect, or appear to influence, the officer's or employee's business judgment, including from any person who is or seeks to be a vendor of goods or services, including consultants, to The Salvation Army (referred to in this Policy as "Vendors"). No Salvation Army officer or employee will accept employment by, or act as a consultant to, any Vendor. No Salvation Army officer, employee or member of the immediate family of the household of any officer or employee, shall serve as a director or officer of, or have any financial interest in, any Vendor, or accept any business opportunities, commissions or other financial arrangements that are offered by Vendors, or engage in any other conduct with Vendors that might appear to compromise the officer's or employee's judgment or loyalty to The Salvation Army. For the sake of clarity, it shall not be a violation of this policy for officers or employees to receive from an Vendor (a) legitimate business related meals (b) gifts or favors with an insubstantial or nominal value unless there is a reasonable possibility the item could be construed as quid pro quo for the retention of the Vendor, or (c) entertainment, including but not limited to, cultural or sporting events with a value of \$100 or less. If the value of the entertainment referred to in clause (c) above, is greater than \$100, approval must be obtained from your supervisor. Exceptions to this policy must be approved by your Command Head.

**2. Implementation**

Failure by a Salvation Army officer to comply with the policy or such orders and regulations will result in discipline, up to and including termination. The foregoing policy will also be included in The Salvation Army **Southern Territorial Headquarters** Employee Manual, and all employees of The Salvation Army must sign a statement acknowledging receipt of, and agreeing to comply with, the policies in such manual. Any failure by an employee to comply with the policy will result in discipline by The Salvation Army, up to and including termination.

**B. Corporate Trustees/Directors and Officers**

As set forth above, The Salvation Army, a **Texas Division** religious and charitable corporation (the "Corporation"), is the principal corporate instrumentality of The Salvation Army in its **Southern Territorial Headquarters**. The Corporation operates all of the programs of The Salvation Army in the Territory or at National Headquarters. All members of the Board of Trustees/Directors and all of the officers of the Corporation are either Salvation Army officers or employees, all of whom must comply with the policy described in Part I above.

The Act of Incorporation, the Certificate of Incorporation and By-Laws of the Corporation contain provisions precluding the corporate trustees/directors and officers from receiving any pecuniary profit or emolument from the Corporation, with the exception of reasonable compensation for services rendered to the Corporation to effect its religious and charitable purposes, all as required by the provisions of the Internal Revenue Code ("IRC") applicable to organizations exempt from Federal income tax as described in IRC 501 (c)(3).

**C. Members of Advisory Organizations**

The Salvation Army relies on the services of volunteer advisors in communities throughout the **Southern Territory or National** Advisory Board. All volunteers who serve on Salvation Army advisory boards and councils are required to comply with the following Conflict of Interest policy, which is included in The Salvation Army's nationally uniform Manual of Advisory Organizations:

1. The advisory council or board members shall exercise the utmost good faith in all transactions touching upon their duties in an advisory capacity. They shall be held to a strict rule of honest and fair dealing between themselves and The Salvation Army. They shall not use their position or knowledge gained therefrom so that a conflict might arise between the interest of The Salvation Army and that of the individual.
2. All acts of such persons shall be for the best interest of The Salvation Army.
3. Such persons shall not accept nor offer any gifts, favors or hospitality that might influence decision making or actions affecting The Salvation Army.
4. Although it is recognized that a degree of duality of interest may exist from time to time, such duality shall not be permitted to influence adversely the decision-making process of The Salvation Army. To this end any person subject to this policy shall promptly report the possible existence of a conflict of interest for himself or any other persons subject to the policy. The report shall be made to the chairman of the advisory organization.
5. A full disclosure of all facts pertaining to any transaction that is subject to any doubt concerning the possible existence of a conflict of interest shall be made before consummating the transaction.

6. Where any expression of conflict of interest seems even remotely possible, the person(s) potentially involved shall remove himself (themselves) from any process leading to recommendations or decision making.

Failure of a member of an advisory organization to comply with the foregoing policies will result in removal of the individual from the advisory organization.

**D. Vendors**

The following provision will be included in the agreement with all major Vendors, or in an addendum to the agreement or a separate writing executed by The Salvation Army and the Vendor:

“In order to induce The Salvation Army to enter into this agreement, the Vendor represents and warrants to The Salvation Army (a) that, except as fully disclosed to The Salvation Army, no person has been employed or retained to solicit or secure this agreement in consideration of a commission, percentage, brokerage fee, contingent fee or other compensation; (b) that no payment, gift or thing of value has been made, given or promised to any officer or employee of The Salvation Army by the Vendor or by any person associated with the Vendor in connection with this agreement or otherwise; (c) that neither the Vendor nor any of its directors, officers, partners or employees has any interest, nor shall they acquire any interest, directly or indirectly, which would influence the performance by the Vendor of its obligations under this or any other agreement with The Salvation Army; (d) that, without full disclosure to The Salvation Army, neither the Vendor nor any person associated with it will recommend to The Salvation Army another vendor in which the Vendor or any such person has an interest, direct or indirect; and (e) that the Vendor will report to The Salvation Army as soon as possible its employment of, or any consulting arrangement with, any retired officer or former employee of The Salvation Army.”

Failure to comply with the foregoing provision will constitute a breach and result in the termination of the agreement or other arrangement between the Vendor and The Salvation Army. Each Salvation Army command within the **Southern Territorial Headquarters** will maintain a file of Vendors that have been terminated as a result of a breach of the foregoing provision, and such Vendors will be disqualified from doing business with The Salvation Army.

**Issued by the authority of The Territorial Commander**

CC: February 2016 (pp. 139-146, 395-402) Col. F. Bradford Bailey

TFC: February 2, 2017 Chief Secretary



Lt Colonel Ronnie Raymer  
The Salvation Army – Texas Divisional Headquarters  
1221 Riverbend Dr., Dallas, TX 75247  
Phone: 214-956-6237  
Email: [Ronnie.raymer@uss.salvationarmy.org](mailto:Ronnie.raymer@uss.salvationarmy.org)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> CHESTERFIELD INSURANCE AGENCY, INC. P. O. BOX 237 GREEN, OH 44232-0237	<b>CONTACT NAME:</b> CARISSA M. WILLIAMS <b>PHONE (A/C, No, Ext):</b> (330) 896-9777 x 5824 <b>E-MAIL ADDRESS:</b>	<b>FAX (A/C, No):</b> 330-896-6548	
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> THE SALVATION ARMY, A GEORGIA CORP. 1424 NORTHEAST EXPRESSWAY ATLANTA, GA 30329-2088	<b>INSURER A:</b> ZURICH AMERICAN INS. CO.		16535
	<b>INSURER B:</b> THE SALVATION ARMY RISK TRUST		
	<b>INSURER C:</b> THE SALVATION ARMY, A GA CORP.		
	<b>INSURER D:</b> AMERICAN ZURICH INS. CO.		40142
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		GLO 9488573-10	01/01/22	01/01/23	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ N/A PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ N/A \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAP 9139858-15	01/01/22	01/01/23	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 500,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 100,000 500 \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ 500,000	X		TRUST #19578500 INC PROF LIABILITY	01/01/22	01/01/23	EACH OCCURRENCE \$ 4,500,000 AGGREGATE \$ 4,500,000 \$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC 9300799-20	01/01/22	01/01/23	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

COVERAGE APPLIES TO THE SALVATION ARMY 1726 BUTTERNET STREET ABILENE TX 79602 AS RESPECTS TO THE ANGEL TREE AND BELL RINGER RPROGRAMS LOCATED AT THE MALL OF ABILENE

DATES: 11/07/22 TO 12/24/22

ADDITIONAL INSURED; PARTNERS MALL ABILENE LLC; RADIANT MALL PJV LLC; RADIANT MALL MM LLC; RADIANT PARTNERS LLC; JONES LANG LASALLE AMERICAS INC

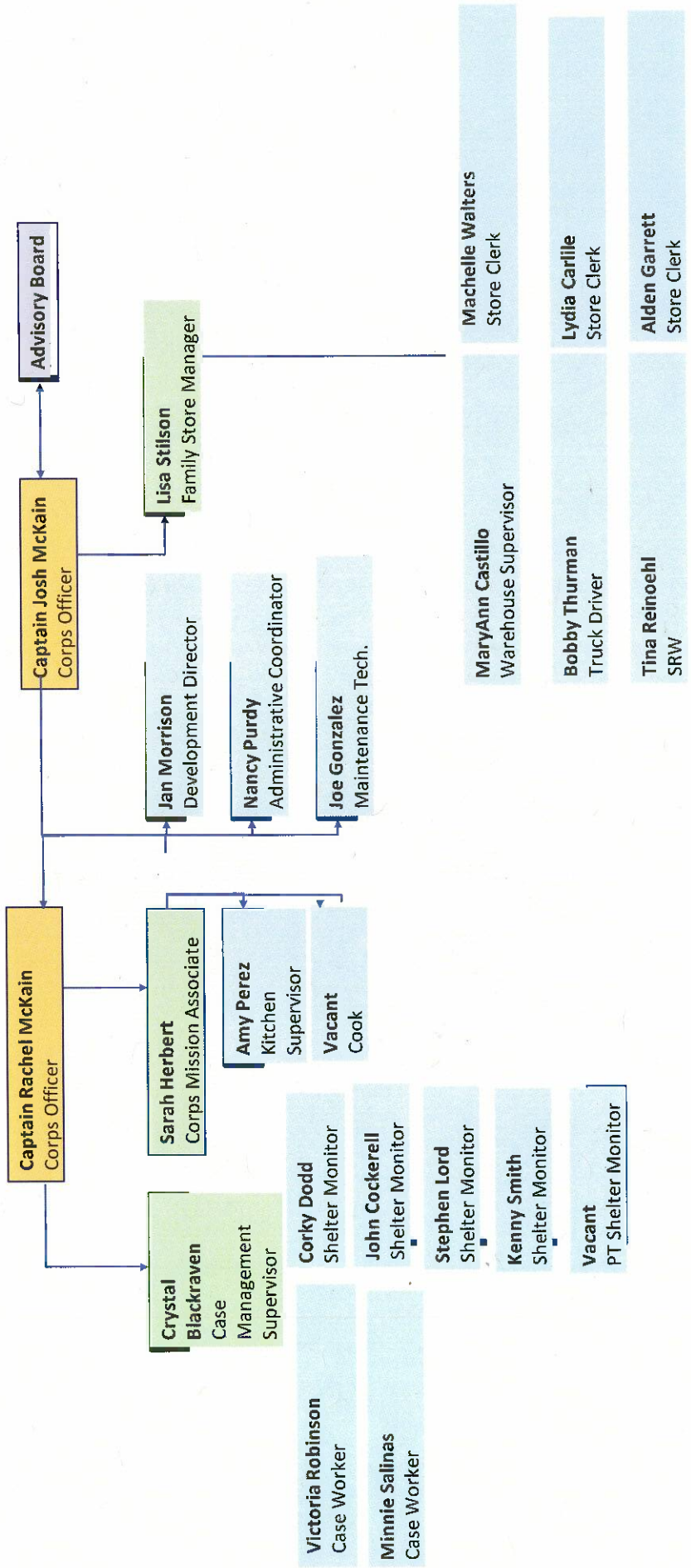
**CERTIFICATE HOLDER****CANCELLATION**

MALL OF ABILENE MANAGEMENT  
 4310 BUFFALO GAP  
 ABILENE TX 79606

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Carissa M Williams*



APPLICATION

Cover Page

Part 1 – Applicant Information

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

Type of Organization: Local Government Date Submitted: 5/11/2023

Name of Project: Dilapidated structures demolition and removal funding

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

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

Contact Person: Tim Littlejohn Telephone: (325)676-6486

Fax: \_\_\_\_\_ Email: tim.littlejohn@abilenetx.gov

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

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

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

Brief Summary of Project (single-spaced):

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

Total Project Cost: \$150,000 CDBG/HOME funds requested \$150,000

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
2022	\$ 100,000	Demolition of dilapidated structures
2021	\$ 100,000	Demolition of dilapidated structures
2020	\$ 80,000	Demolition of dilapidated structures
2019	\$ 80,000	Demolition of dilapidated structures
2018	\$ 150,000	Demolition of dilapidated structures

Funding Source\*: CDBG  HOME

Is this project new?   No   If no, start date of project:   October 1, 2023  

Name:   Tim Littlejohn   Signature:                                         

Title:   Director, Planning & Development Services   Date:   5/11/2023  

\*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. Property Maintenance Inspectors 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	68.43%
2. Abilene Area Heights	66%
3. Alameda	68.43%
4. Butternut / Chestnut	60 %
5. Carver N.18 <sup>th</sup> – N10th not all low-mod	66.67%
6. Elmwood	53.51%
7. Sears Park	54%
8. North College	73.50%
9. Cobb Park	53%
10. Northeast Hwy 80	57.62%
11. Southeast Hwy 80	57.62%
12. Park Central Area	66.33%
13. Original Town South	62.08%
14. South Treadaway	69.38%
15. Westwood Richland	53.2%

### **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;

- Property Maintenance Inspectors 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;

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

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

**Figure 1: Public Nuisance**

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

## APPLICATION

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

### E. Previous Accomplishments:

The City of Abilene – Planning and Development Services was previously approved funding for FY 2022 – FY 2023 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, 2022, five (12) structures have been approved for demolition for \$60,835. It is anticipated that another ten (10) dilapidated structures will be demolished and removed through September 2023. The project for current funding cycle request is \$100,000 but to include both commercial and residential structures for demolition and removal activities.

Code Compliance Officers had employment responsibilities October 2022 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 Compliance 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 (8) Code Enforcement Officers, three (3) Property Maintenance Inspectors and (2) administrative assistants employed by City of Abilene through General Fund budget. The Code Compliance Division has support staff to assist Code Compliance 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 (35) successful demolitions since 2019.

## APPLICATION

### 1. Clay Door – Code Compliance 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

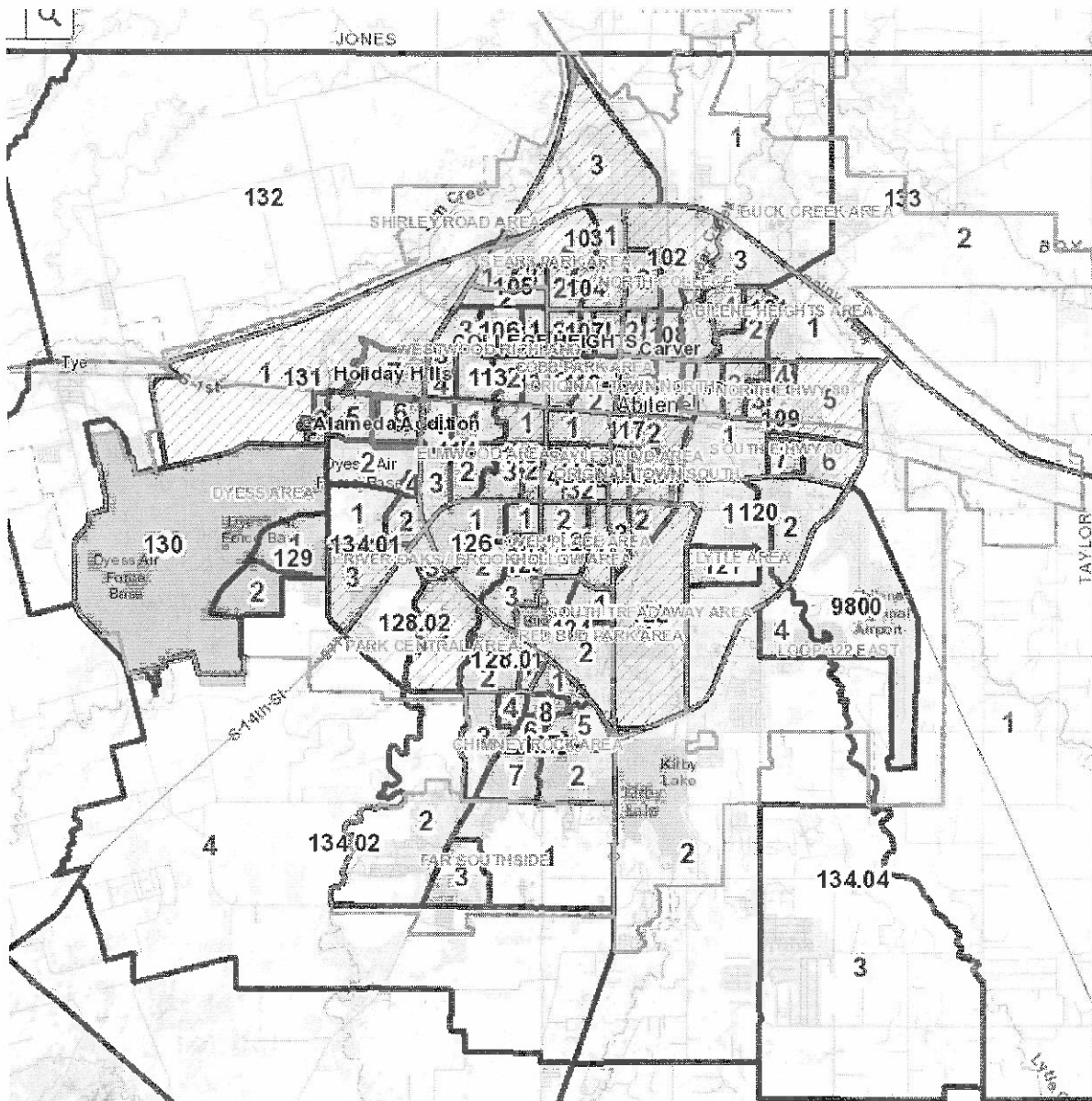
Code Enforcement Division Manager 2018

#### 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.

APPLICATION





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

**Federal and Other Governmental Assistance Detail Table**

Funding Source	Amount
Federal CDBG/HOME Grant Funds, City of Abilene -Condemnations	\$150,000.00
Total	

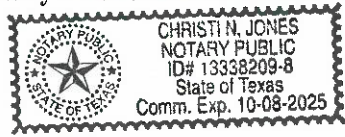
[Signature]  
By: \_\_\_\_\_  
Title: Code Compliance Division Manager

5/10/2023  
Date

STATE OF TEXAS           §  
  §       ACKNOWLEDGMENT  
COUNTY OF TAYLOR     §

This instrument was acknowledged before me on the 11<sup>th</sup> day of May 2023, by Christi Jones as Administrative Assistant (title) of Code Compliance (sub-recipient) on behalf of said company.

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



# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

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

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

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

\_\_\_\_\_  
Name of Officer

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

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


Yes  No

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

Yes  No

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

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

7   
\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

5/11/2023  
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  
Vic Corley  
Shea Hall  
Floyd Miller  
Tracy Howle

Director: Misty Mayo

Abilene Convention Center.

Norm Archibald  
Sandra Harper  
Delores Moore  
Jesse Cardenas  
Paul Falade

Director: Shawna Atkinson

APPLICATION

Cover Page

Part 1 – Applicant Information

Name of Organization: City of Abilene

Type of Organization: Government Date Submitted: 5/09/2023

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: Christi Polvado Telephone: (325) 676-6366

Fax (325) 437-4577 Email: christi.polvado@abilenetx.gov

Project Address: 555 Walnut Street, Abilene, TX 79601

Project Manager: Christi Polvado Telephone: (325) 676-6366

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
2022	\$ 330,000	Single Family Rehab/Reconstruction/First-Time Homebuyer
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

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: Christi Polvado Signature: Christi Polvado  
Title: Housing Counselor Date: May 9<sup>th</sup>, 2023

\*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.

F. Evaluation:

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

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

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

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

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

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

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

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

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

## APPLICATION

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

#### A. Background:

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

#### B. Qualifications:

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

#### C. Financial:

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

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

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

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

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

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

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

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

**APPLICATION**

**2023/2024 CDBG/HOME Project Budget**

**Organization:** City of Abilene

**Project Name:** HOME: Single-Family Rehabilitation / Reconstruction

**Total Project Cost: \$** 300,000 **CDBG/HOME funds requested \$** 300,000

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

<b>Item</b>	<b>CDBG/ HOME Funds</b>	<b>Other Funding</b>	<b>Source of Other Funds</b>	<b>Total Project Budget</b>
Contracts	\$300,000	0	0	\$300,000
<b>Totals</b>				\$300,000



## 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 3 (three) unduplicated households in Abilene, which are all below 80% of the median household income as defined by HUD.
- D. The program year runs from 10-1-23 through 9-30-24, 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;
- Abilene Hope Haven;
- 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 to twenty-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 6 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**

#### **Regina Fish – Housing Service Specialist**

##### **December 2022 – Present**

Moved to Abilene after 14 years with a company as an Administrative Assistant. Worked for Blue Cross Blue Shield Federal Program for almost a year. Began working for City of Abilene in 2022. Administrative intake clerk is the front desk and first contact for clients and applications intake. Responsible for answering phones, explaining programs features, collection of information from applicants, receiving payments, intake research for properties. Assisting clients with resources for income qualified applicants. I maintain and order inventory for staff. Assist the Division Manager with compiling information for CAPER as well as the Action Plan for the Programs. Oversee and maintain the Demolition files and CBDG funding for these files and process.

Education: Odessa College: 2 yrs. Business/Nursing 3.2 GPA 2010-2012

Training: Currently – Basic Home and CDBG Program

#### **Christi Polvado – Housing Counselor I**

##### **December 2022 – Present**

Began her career with the City of Abilene after spending many years in the insurance field. Prior to that Christi had a range of experiences from paramedicine, sales, administration and office management. All of which offered a great deal customer service experience Christi's primary responsibilities currently, is to ensure that each application is processed accurately and timely.

Education: 1993 - Deleon High School, general diploma

2002 – 2004 – TSTC, certificate paramedicine

Training: Current – Working toward certification as HUD Housing Counselor

Current – Working toward HQS certification

#### **James McFadden – Housing Inspector III**

##### **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  
May 2017 – Building Professional Institute  
May 2019 – Building Professional Institute Refresher  
August 2022 - Lead Inspector Refresher  
August 2022 - Lead Risk Assessor Refresher  
April 2023 – IDIS Basics Certification

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: \$268,100 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 15 low-moderate-income families in the past three 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;
- Abilene Hope Haven;
- 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 Housing Counselor.

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**

### **Regina Fish – Housing Service Specialist**

#### **December 2022 – Present**

Moved to Abilene after 14 years with a company as an Administrative Assistant. Worked for Blue Cross Blue Shield Federal Program for almost a year. Began working for City of Abilene in 2022. Administrative intake clerk is the front desk and first contact for clients and applications intake. Responsible for answering phones, explaining programs features, collection of information from applicants, receiving payments, intake research for properties. Assisting clients with resources for income qualified applicants. I maintain and order inventory for staff. Assist the Division Manager with compiling information for CAPER as well as the Action Plan for the Programs. Oversee and maintain the Demolition files and CBDG funding for these files and process.

Education: Odessa College: 2 yrs. Business/Nursing 3.2 GPA 2010-2012

Training: Currently – Basic Home and CDBG Program

### **Christi Polvado – Housing Counselor I**

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Education: 1993 - Deleon High School, general diploma  
2002 – 2004 – TSTC, certificate paramedicine

Training: Current – Working toward certification as HUD Housing Counselor  
Current – Working toward HQS certification

### **James McFadden – Housing Inspector III**

#### **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  
May 2017 – Building Professional Institute  
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August 2022 - Lead Inspector Refresher  
August 2022 - Lead Risk Assessor Refresher  
April 2023 – IDIS Basics Certification

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#### **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

**Part 5 Required Documents**

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

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

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

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

**Authorized Official** - Documentation must be submitted of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency. Documentation consists of a signed letter from the Chairperson of the governing body providing the name, title, address, and telephone number of each authorized individual.

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

**Resume of the Chief Program Administrator**

**Resume of the Chief Fiscal Officer**

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

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

## APPLICATION

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

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

**Proof of Insurance Liability:**

## PROGRAM AND INCOME GUIDELINES

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### **General Information**

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

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

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

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

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

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

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

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

**PROGRAM AND INCOME GUIDELINES**

Effective for CDBG and HOME as of (6/15/2022) 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%- 60% Low
<b>1 Person Household</b>	\$14,900	\$24,850	\$29,820
<b>2 Person Household</b>	\$17,000	\$28,400	\$34,080
<b>3 Person Household</b>	\$19,150	\$31,950	\$38,340
<b>4 Person Household</b>	\$21,250	\$35,450	\$42,540
<b>5 Person Household</b>	\$22,950	\$38,300	\$45,960
<b>6 Person Household</b>	\$24,650	\$41,150	\$49,380
<b>7 Person Household</b>	\$26,350	\$44,000	\$52,800
<b>8 Person Household</b>	\$28,050	\$46,800	\$56,160

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

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

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

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

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

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

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

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

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

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## Attachment A

### City of Abilene Texas

#### 2020 - 2024 Consolidated Plan Priority Needs

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

##### HOUSING NEEDS

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

**Objectives:**

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

##### COMMUNITY SERVICES (Public Services)

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

**Objectives:**

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

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## **Attachment A**

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

### **ECONOMIC DEVELOPMENT**

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

**Objectives:**

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

### **COMMUNITY AND PUBLIC FACILITIES**

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

**Objectives:**

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

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

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

**Objectives:**

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

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## **Attachment A**

### **HOMELESS SERVICES**

#### **Goal: Prevent and Reduce Homelessness**

#### **Objectives:**

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

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**Attachment B**

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

<b>Neighborhoods</b>	<b>Percent</b>
<b>Holiday Hills</b>	<b>68.43%</b>
<b>Abilene Area Heights</b>	<b>66%</b>
<b>Alameda</b>	<b>68.43%</b>
<b>Butternut / Chestnut</b>	<b>60%</b>
<b>Carver N.18<sup>th</sup> – N10th</b> <b>Not all low -mod</b>	<b>66.67%</b>
<b>Elmwood</b>	<b>53.51%</b>
<b>Sears Park</b>	<b>54%</b>
<b>North College</b>	<b>73.50%</b>
<b>Cobb Park</b>	<b>53%</b>
<b>Northeast Hwy 80</b>	<b>57.62%</b>
<b>Southeast Hwy 80</b>	<b>57.62%</b>
<b>Park Central Area</b>	<b>66.33%</b>
<b>Original Town South</b>	<b>62.08%</b>
<b>South Treadaway</b>	<b>69.38%</b>
<b>Westwood Richland</b>	<b>53.2%</b>

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Attachment C

**Ranking and Rating Criteria**

Applications will be reviewed by the Neighborhood Services and the ONS Advisory Council, and those selected will be included in the proposed 2023 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, 2023.

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.

<b>Max Points</b>	<b>25</b>
<b>Basic Elements</b>	
Application complete Meets National Objective for CDBG or HOME Compliance with previous Consolidated Plan goals & objectives	
<b>Project Description</b>	<b>25</b>
Proposed accomplishments Time to completion Project schedule reasonable	
<b>Project Readiness</b>	<b>50</b>
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	
<b>Financial Feasibility</b>	<b>50</b>
Eligibility of proposed use of funds Project budget: level of detail, reasonableness of costs Leveraging: proposed, status of	
<b>Capacity</b>	<b>50</b>
Current staff Access to skilled individuals	
<b>Project Beneficiaries</b>	<b>50</b>
Type of households targeted: individuals, families, special needs objective and outcome	
<b>Total Points Possible:</b>	<b>250</b>



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 (\$400,000), HOME (\$330,000), and Total (\$730,000).

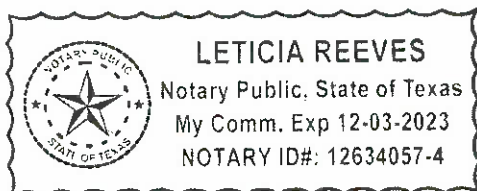
Handwritten signature of Christi Polvado

By: Christi Polvado Title: Housing Counselor

May 9th, 2023 Date

STATE OF TEXAS § § ACKNOWLEDGMENT COUNTY OF TAYLOR §

This instrument was acknowledged before me on the 9th day of May 2023, by Christi Polvado as Housing Counselor (title) of City of Abilene, Neighborhood Services (sub-recipient) on behalf of said company.



Handwritten signature of Notary Public in and for the State of Texas

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

**FORM CIQ**

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

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

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

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

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

\_\_\_\_\_  
Name of Officer

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

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

Yes  No

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

Yes  No

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

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

7 Christi Polwado  
Signature of vendor doing business with the governmental entity

5-9-23  
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

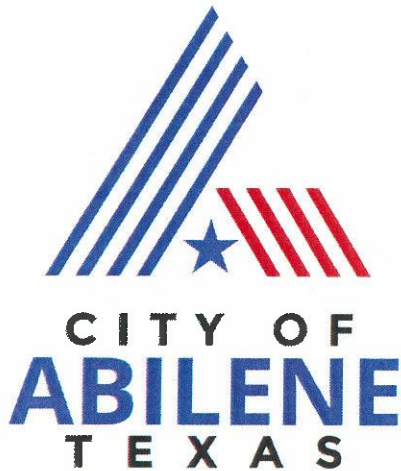
Sam Vinson  
Vic Corley  
Shea Hall  
Floyd Miller  
Tracy Howle

Director: Misty Mayo

Abilene Convention Center.

Norm Archibald  
Sandra Harper  
Delores Moore  
Jesse Cardenas  
Paul Falade

Director: Shawna Atkinson



**FY 2023/2024**

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

**Planning & Development Services,  
Neighborhood Services**

**CDBG & HOME  
Guidelines**

**Mailing Address:**

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

**Office Location:**

555 Walnut Street  
Suite 206  
Abilene, TX 79601

## INTRODUCTION

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Welcome to the City of Abilene Planning & Development Services, Neighborhood Services (NS) annual Community Development Block Grant (CDBG) and HOME Investment Partnerships application process. All entities seeking an award of either CDBG or HOME funds during FY 2023/2024 must complete and submit **one (1) original and nine (9) copies** of the application prior to the **deadline of May 10, 2023 at 12 Noon**. Please note that this is a very competitive process and that not all applicants will be offered financial assistance.

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

The release of this application by the City each year provides new opportunities for the City to create partnerships with non-profits to address important community development needs. In order to effectively address these issues, the City encourages our prospective partners to develop projects that truly reflect the desires and needs of the community. Applications may be obtained via the City website, [www.abilenetx.gov/ns](http://www.abilenetx.gov/ns), or at our office located in City Hall, at 555 Walnut Street, Room 206. Applications and supporting documentation must be received by the NS no later than **12:00 Noon Deadline, Wednesday, May 10, 2023.**

NS is currently in the process of developing the FY 2023- 2024 One-Year Action Plan. The Goals and Objectives developed in the FY 2020-2024 Consolidated Plan may be used as a guide for the types of community needs previously recognized in Abilene. **A copy of the Goals and Objectives have been included with this application. (Attachment A) Highlighted are the Goals and Objectives that address neighborhoods and affordable housing which should act as guidance in the process of completing your application.** When completing the FY 2023/2024 CDBG/HOME Application it is important to consider how the application and the non-profit will put these funds to use. Consider how you might work to assist NS and the City to revitalize one or all of the 15 Low-to-Moderate Income Neighborhoods. (See Attachment B Accompanying List of Neighborhoods)

If your organization has a project that you believe may be eligible for CDBG or HOME funding, we invite you to submit a request for inclusion in this year's allocation. If you have any questions, please feel free to contact my office at 325/437/4576

Thank you, Leticia L. Reeves, Division Manager Neighborhood Services

## INTRODUCTION

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Please note the following:

- Consideration will only be given to projects that address CDBG or HOME program objectives, see (Attachment A pg. 13).
- Application will be scored on a point system by the Neighborhood Services and Advisory Council, (see Attachment C pg. 17).
- It is City policy to fund only capital improvement projects for outside agencies.
- The City's CDBG funds will not be used for community services within in the FY 2023/2024 Funding cycle.
- The City will likely receive funding requests in excess of the allocations received. Therefore, not all funding requests can be fulfilled and many requests that are included may be reduced in amount by the City prior to submission in order to stay within the funding cap. Applicants should not be discouraged if their requests are not included in the City's final proposal to Council. In all probability it is not a reflection of the merit of the proposed activity; rather, it is likely a matter of trying to assemble a range of activities that address the City's goals and objectives in a comprehensive manner.
- Prior inclusion in the City of Abilene's CDBG/HOME funding does not ensure inclusion in future funding. However, satisfactory past performance in the use and administration of CDBG/HOME funds will be considered by the City in the application process

**APPLICATION PROCESS**

**Proposed 2023 Program Year  
One-Year Action Plan Work Calendar**

<b>Date</b>	<b>Activity</b>
March 15, 2023	Mail out Public Meeting Letters to non-profits and NSAC members, and internal distribution list. Send Public Notice to ARN for proofing
March 15, 2023	Publish Notice of Public Hearing to be held March 23, 2023 at 9:30 am
March 23, 2023	Public Hearing #1, Abilene Public Health Department 9:30 a.m. – Discuss community development process, goals, objectives, priorities and previous accomplishments. Receive input on FY 2023 Action Plan.
March 27, 28, 30, April 3, 4, 6, 2023	Community Meetings #1, #2, #3, #4, #5, #6 5:30 pm -7:00 pm (times vary) – Discuss community development process, goals, objectives, priorities and previous accomplishments. Receive input on 2023 Action Plan. Prepare CDBG/HOME funding applications: Mockingbird Library, Cobb Park Rec., Rose Rec., G.V. Daniels Rec, Caesar Chavez Rec., and Highland Church.
April 10, 2023	CDBG/HOME funding applications made available to the public. Posted on City's website and mailed to previous participants as well as other social service providers in the community/ Public Notice / Media
May 10, 2023	Deadline to receive CDBG/HOME funding requests for 2023 Program Year – 12 noon deadline
May 25, 2023	Meet with NSAC to Rank CDBG/HOME funding requests for 2023 Program Year at 10:00 a.m. in the Basement Conference Room, City Hall.
May 27, 2023	Begin developing 2023 Action Plan
June 6, 2023	Publish Notice of <i>Proposed 2023 Action Plan</i> & begin required 30-day public comment period. <i>Proposed 2023 Action Plan</i> summary available at: 555 Walnut, Suite 206, Abilene, TX. -Count starts next day (June 7, 2023)
July 7, 2023	End 30-day comment period on <i>Proposed 2023 Action Plan</i>
July 27, 2023	Public Hearing #2 to receive input on Proposed 2023 Action Plan and Council approval. City Hall, City Council Chambers, 8:30 am.
August 12, 2022	Submit 2023 Action Plan to Department of Housing and Urban Development (HUD). (Statutory 8/17/23)
October 1, 2023	2023 Program Year begins

## APPLICATION PROCESS

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

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

## APPLICATION PROCESS

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

APPLICATION

Cover Page

Part 1 – Applicant Information

Name of Organization: HABITAT FOR HUMANITY ABILENE, INC.

Type of Organization: 501(C)3 Date Submitted: 05/10/2023

Name of Project: ANNUAL HOME CONSTRUCTION

Mailing Address: 101 FULWILER ROAD, ABILENE, TX 79603

TIN/EIN # (required): 75-2321956 DUNS # (required): 078838025

Contact Person: MOLLIE SPAULDING Telephone: 325-670-0489

Fax: 325-670-0484 Email: MSPAULDING@ABILENEHABITAT.ORG

Project Address: \_\_\_\_\_

Project Manager: ROSTEN CALLARMAN Telephone: 325-670-0489

Project Category: Public Service  Capital Improvement  Economic Dev.

Brief Summary of Project (single-spaced):

PROVIDE HOUSING FOR LOW- TO MIDDLE-INCOME HOUSEHOLDS OF ABILENE

Total Project Cost: \$ 360,000 CDBG/HOME funds requested \$ 75,038

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

TO EXPAND SUPPLY OF DECENT, SAFE, SANITARY, AFFORDABLE HOUSING

APPLICATION

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

TO PROVIDE LOW- TO MODERATE-INCOME CITIZENS WITH ACCESS TO SAFE, DECENT, AND AFFORDABLE HOUSING BY INCREASING THE AVAILABILITY, FINANCIAL ACCESSIBILITY, AND SUPPORT FOR AFFORDABLE HOME OWNERSHIP OPPORTUNITIES.

What positive outcome(s) does your project meet?

THIS PROJECT WILL SUPPLY AFFORDABLE, SAFE, ECONOMICAL, AND ENERGY-EFFICIENT HOUSING FOR A QUALIFIED FAMILY. IT ALSO WILL ADD REVENUE TO THE ANNUAL TAX BASE AND USE A CURRENTLY VACANT LOT IN A LOW- TO MODERATE-INCOME NEIGHBORHOOD, AND WILL ASSIST IN THE CITY'S PRIORITY OF IN-FILL DEVELOPMENT.

THE PROJECT IS IN COMPLIANCE WITH THE GOALS AND OBJECTIVES OF THE CONSOLIDATED PLAN FOR PROGRAM YEARS 2020-2024 BY PROVIDING LOW-INCOME HOUSING TO FIRST-TIME HOME BUYERS OF LOW- TO MODERATE-INCOME HOUSEHOLDS WHICH ARE AT OR BELOW 80% ami FOR THE ABILENE MARKET. HOMEOWNER PARTNERS ARE SELECTED BASED ON THREE CRITERIA: 1) WILLINGNESS TO PARTNER, 2) DEMONSTRATED HOUSING NEED, AND 3) ABILITY TO PAY, REGARDLESS OF WHETHER THEY ARE INDIVIDUALS, FAMILIES, OR HAVE SPECIAL NEEDS.

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

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

                     Persons or   3   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
2022	\$	
2021	\$	
2020	\$ 91,500	LMI NEIGHBORHOOD, 1474 HOPE ST.
2019	\$ 91,500	1809 HIGHLAND ST., 2517 S. 18TH, 2525 S. 18TH
2018	\$ 78,500	1374 PEACH ST., 242 PALM ST.

Funding Source\*: CDBG  HOME

Is this project new? YES If no, start date of project: \_\_\_\_\_

Name: Rosten Callanman Signature: 

Title: Executive Director Date: 5/8/23

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

## Part 2 – Project Description

### Narrative Statement

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

The following data, provided by the United States census bureau and the United States department of housing and urban development, provide evidence of the need for decent, affordable houses for low-moderate income families in Abilene:

- (1) According to 2021 U.S. census data, 21.5% of all Abilenians live below the poverty line, as compared to the state average of 14.2% and the national average of 12.8%.
- (2) Hud's fair market rent starting in May 2023 for a three-bedroom unit in Abilene is \$1360; a four-bedroom unit is \$1484.
- (3) The homeownership rate in Abilene is 56.1% while the homeownership rate statewide is 62.6%, a 6.5% homeownership gap.

#### B. Target Population:

- (1) The area to be served is the city of Abilene, TX.
- (2) Habitat for humanity Abilene, inc. (HFHA) serves people in need of basic, decent shelter. We do not refuse anyone based on any characteristic protected by law.
- (3) Prospective partner families are selected based upon their housing need, willingness to partner by investing at least 250 - 400 hours of "sweat equity," and their ability to pay a mortgage based on our program parameters. Our homeowner partner families would find it difficult, if not impossible, to qualify for conventional home loans.
- (4) To qualify for a home, prospective partner families must have an income between 30 – 80 percent of Abilene's AMI as defined by HUD. They must meet acceptable credit standards that allow for limited debt to income ratios.
- (5) In addition to receiving assistance with qualifying for homeownership and meeting sweat equity requirements, each prospective partner family must complete training in financial literacy and general home maintenance to enhance their development as a homeowner:

#### C. Project Goal and Objectives:

- (1) The overall goal of the project is to provide high quality, affordable housing for low- to moderate-income families who live in Abilene. HFHA homes are typically three-bedroom, two-bath or four-bedroom, two-bath. HFHA relies heavily on volunteer labor and utilizes subcontractors for anything that we are unable to accomplish with volunteers, especially work that requires licensure.
  - a. Our first objective is to provide safe, energy efficient, and affordable housing for qualified families. We will partner with the city on at least three CHDO homes per year.
  - b. Our second objective is to improve neighborhoods by matching CHDO funds with donations from other groups in the community to improve low-

to moderate-income neighborhoods with new construction. We will accomplish this by securing adequate funding for each construction project through diverse funding streams.

- c. Our third objective is to add to the local tax base by building new homes on undeveloped or economically distressed properties. This can be measured annually by the taxes paid on Habitat homes.

(2) The anticipated outcome of each objective is as follows:

- a. That HFHA will construct at least three CHDO homes per year.
- b. That the construction of each of these homes will be financially sustainable for HFHA and for our partner families.
- c. That our partner families will faithfully pay taxes on their property.

(3) The “service units” will be measured in number of partner families that will partner with HFHA to build their new home, and the number of service units will be three. There will be three unduplicated participants, each of these participants will be low-to moderate-income, and each of these participants will be residents of Abilene.

(4) This will not be a capital improvement project.

**D. Project Description:**

(1) Funding, if approved, will be applied to new construction of single-family homes. The homes will be sold to partner families through the habitat for humanity program. Each partner family will be required to provide at least 250 hours of sweat equity to HFHA.

(2) HFHA collects demographic data at the time of application for entry into the program. The information includes all that is allowed by current mortgage rules and laws. HFHA continues to enhance its current system for choosing qualified low-income families, tracking sweat equity hours, ensuring financial eligibility until the day of closing, and providing the financial training and home maintenance training they require to be successful homeowners.

(3) HFHA works in cooperation with the neighborhood services division to ensure there are no duplication of services and is seeking further partnership with applicable neighborhood services programs. There are no other local entities working to provide affordable homeownership opportunities.

(4) HFHA is a member of the west Texas homeless coalition and a partner (non-voting member) of the big country VOAD.

(5) The benefits of homeownership are not just economic; it has a strong impact on children. Compared to children of renters of the same age, income race, etc., the children of homeowners:

- A. Are 25 percent more likely to graduate from high school;
- B. Are 116 percent more likely to graduate from college;

- C. Are 20 percent less likely to become teenage mothers;
- D. Are 59 percent more likely to own a home within 10 years of moving from their parents' household;
- E. Achieve 9 percent higher math scores; and
- F. Achieve 7 percent higher reading scores.

overall, homeownership provides greater stability for children and is good for overall development, as children stay in the same schools and parents invest more time in developing positive relationships with neighbors and the community \*

*\*Source: "homeownership and child welfare," David r. Barker, eric miller. Real estate economics. 37:6, 2009.*

**E. Previous Accomplishments:**

- (1) Since its inception in 1990, HFHA has built or rehabbed 172 homes with five more houses currently in various stages of construction and one more schedule to begin in July. Though we are currently behind on our CHDO construction (our current builds are from the 2016/17 application year), two of the five homes that are currently in process are CHDO homes, and the one scheduled to begin in July should be a CHDO home as well. We are rapidly rebuilding our partnership with the city and intend to be completely caught up on CHDO construction within the next four years.
- (2) This is not a new project.

**F. Evaluation:**

- A. The primary measure of HFHA's success is the number of decent single-family homes which are completed and sold to qualifying families. All HFHA programs and projects are further evaluated against stated goals and objectives set by its board of directors. Additionally, to measure and record progress toward achieving targeted community development outcomes, including infill development, habitat staff and board also consider the following during planning for each construction project:
  - a. Do programs and projects reflect the interests and priorities of the community of Abilene?
  - b. To what extent can community residents be involved?
- B. Each of the listed HUD objectives describes our work with HFHA. The three most suited to describe this construction project are *suitable living environment, decent housing, and affordability*.

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**PART 3 – AGENCY INFORMATION**

**A. Background:**

1. Our vision: a world where everyone has a decent place to live.  
Our mission: seeking to put god's love into action, habitat for humanity brings people together to build homes, communities, and hope.
2. Habitat for humanity Abilene, inc. (HFHA) was formed in 1990 as a 501(c)(3) by a group of committed individuals who were moved to respond to the need they discovered as they began to look closely at the entire city's housing situation. In neighborhood after neighborhood, they found decaying infrastructure, homes that had fallen into disrepair or that had even been abandoned. Not surprisingly, they also found the crime and poverty that these conditions attract. In a simple step of faith, they formed a habitat affiliate and set to work. The organization that they created is a people-to-people partnership, drawing together individuals, neighborhoods, and the Abilene community to build decent, affordable housing for low-income families.

In the 33 years since, HFHA has completed or rehabbed 172 homes with partners, families, and volunteers. HFHA has assisted hundreds of households in Abilene who were living in inadequate housing and were unable to secure adequate housing through conventional means. Local individuals, churches, businesses, schools, civic organizations, foundations, and hospitals have provided funding for all these homes, an investment of several million dollars in the Abilene tax base.

3. In addition to the value of the real estate, thousands of local volunteers have donated tens of thousands of hours to build the homes. HFHA regularly partners with service clubs, businesses, church groups, and college groups across Abilene and the big country.

HFHA selects homeowner partners based on their need for adequate shelter, their ability to pay for the habitat home, and their willingness to partner with our organization. HFHA does not discriminate in the selection of homeowner partners on the basis of race, creed, gender, disability, ethnic background, sexual orientation, or any other characteristic protected by law. All homeowner partners contribute "sweat equity" by working in partnership with us, working a minimum of 250 hours on their home and other habitat houses. Our typical mortgage is a 20- year note at zero percent interest. The principal amounts of mortgage payments are used for the construction or renovation of additional affordable homes as well as operating expenses.

**B. Qualifications:**

1. HFHA is led by a volunteer board of directors that meet monthly. Multiple board committees assist the staff with day-to-day operations and responsibilities of running HFHA. The five officers of the Board also act as an Executive Board for strategic planning, budgeting, nominating and human resources, and administration resources.
2. The proposed project will follow the same guidelines and general pattern of previous projects, such as the 10-house project completed on Minda Street and 18 homes in the Cornerstone Court addition. Working with partner families and

## APPLICATION

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volunteers, the Construction Superintendent will ensure that construction progresses in a timely manner and meets all City code requirements. The Construction Committee works with the Construction Superintendent to ensure HFHA is getting the best prices on materials and subcontractors. The Volunteer and Family Services Coordinator schedules volunteers to assist in the build.

### C. Key members of HFHA staff include:

Rosten Callarman – Executive Director. Rosten has worked in the Abilene nonprofit world since 2017, primarily in housing-related efforts. He was part of the team that achieved a functional end to veteran homelessness and then chronic homelessness, and is now Family Homelessness Chair for West Texas Homeless Network. Rosten has served in this role since 2021. (resume attached)

David Woods – Construction Superintendent. David has over 40 years of experience in construction trades. He is certified as a Competent Person according to OSHA safety standards. He is a high regarded construction professional across the Abilene community. David has served in this role since 2021.

Anita Tatum – Finance Director. Anita holds a BS in Multi-Disciplinary Studies/Mathematics. She has 14 years of accounting experience in both the construction industry and credit union accounting. Anita has served in this role since 2012.

Marsi Castillo – Volunteer and Family Services Coordinator. She holds a BS in English and has served as office manager at a medical practice and as an English instructor at American Commercial College. Marsi has served in this role since 2018.

Mollie Spaulding – Operations Director. Mollie holds a BS in Christian Ministry and has served in administrative roles at Los Alamos National Laboratory, Abilene Christian University, and Blue Cross Blue Shield. She has served with Habitat since 2022.

### C. Financial:

1. HFHA's internal financial system includes the following chain of review of the daily, monthly, and annual financial responsibilities:

Executive Director – approves invoices and all checks, time sheets, and issues payroll checks with the Finance Director.

Finance Director – daily entry of expenses and account payables, financial file maintenance, weekly deposits, monthly homeowner payment accounts, monthly bank reconciliation, and weekly reports to Executive Director

Board Treasurer – receives reports from Executive Director and Finance Director, serves as chair of Audit Committee, and reports monthly activity to Board of Directors.

Executive Board Members – co-signs all checks over \$1,000 (excluding payroll)

## APPLICATION

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Board of Directors – receives, reviews, and approves monthly reports from the Treasurer, approves budget annually, and approves all capital expenditures.

2. HFHA, an approved Community Housing Development Organization currently manages federal grants as awarded by the City of Abilene as a Participating Jurisdiction for HUD'S HOME Program. These grants began in 1995. HFHA has also reinitiated partnership with the Texas Department of Housing and Community Affairs Bootstrap Loan Program.

### **PART 4 – PROJECT BUDGET**

A. Budget: See attached budget for proposed homes.

B. Budget Narrative:

The budget for each of three new homes in the 2023-2024 construction project is \$120,000. \$25,012.67 of each home will come from HOME funds, for a total of \$75,038. The remaining \$94,987.33 per home will come from our general fundraising, events, and ReStore. General fundraising includes grant requests from local foundations, home sponsorships from churches and businesses, campaigns including Abilene Gives and our annual end-of-year request, and other charitable giving. Events includes our annual Habitat FORE! Humanity Golf Tournament, our clay shoot in partnership with the Big Country Home Builders Association, and other events currently in development. All proceeds from our ReStore go first towards general operations costs, and then towards construction. Other construction-related funding streams include the Texas Department of Housing and Community Affairs Bootstrap Loan Program and a large line of credit that we have available through First Financial Bank.

**APPLICATION**

**2023/2024 CDBG/HOME Project Budget**

**Organization:** Habitat for Humanity, Abilene, Inc.  
**Project Name:** 2023/24 CHDO Homes (three total)  
**Total Project Cost: \$** \$360,000 **CDBG/HOME funds requested** \$ 75,038

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

<b>Item</b>	<b>CDBG/ HOME Funds</b>	<b>Other Funding</b>	<b>Source of Other Funds</b>	<b>Project Budget</b>
LMI Home Construction	\$25,012.67	\$94,987.33	General Fundraising, Events, ReStore	\$120,000
LMI Home Construction	\$25,012.67	\$94,987.33	General Fundraising, Events, ReStore	\$120,000
LMI Home Construction	\$25,012.67	\$94,987.33	General Fundraising, Events, ReStore	\$120,000
<b>Totals</b>	\$75,038	\$284,962		\$360,000



CERTIFICATION REGARDING FEDERAL OR OTHER GOVERNMENTAL ASSISTANCE

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

Certification and Signatures

The undersigned, on behalf of Habitat for Humanity, Abilene, Inc. (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. Rows include Federal CDBG/HOME Grant Funds, City of Abilene (\$75,038), List all other Federal funds: (none), and Total (\$75,038).

By: [Signature]

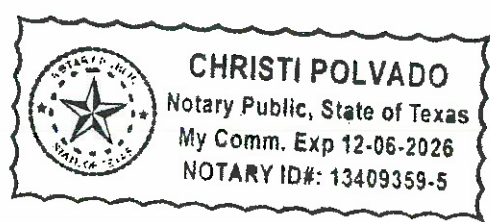
Date: 5/10/23

Title: Executive Director

STATE OF TEXAS §
COUNTY OF TAYLOR §

ACKNOWLEDGMENT

This instrument was acknowledged before me on the 10th day of May 2023, by Rosten Callarman as executive director (title) of Habitat Humanity (sub-recipient) on behalf of said company.



Christi Polvado
Notary Public in and for the State of Texas

INTERNAL REVENUE SERVICE  
District Director

DEPARTMENT OF THE TREASURY  
1100 Commerce St., Dallas, TX 75242

Habitat For Humanity Abilene  
Inc  
c/o J Boyd  
PO Box 1257  
Abilene, Texas 79504-1257

Person to Contact:  
EP/EO Correspondence Examiner

Telephone Number:  
(214) 767-6518

Refer Reply to:  
EP/EO:SPB:4950DAL

Date: 10-27-92

Dear Sir or Madam:

Our records show that Habitat For Humanity Abilene Inc  
is exempt from Federal Income Tax under Group Ruling Number 8545  
section 501(c)(3) of the Internal Revenue Code. This exemption was granted  
January 1987 and remains in full force and effect. You are included  
in this group ruling. Contributions to your organization are deductible as  
provided by section 170 of the code.

We have classified your organization as one that is not a private foundation  
within the meaning of Section 509(a) of the Internal Revenue Code because  
you are an organization described in section 170(b)(1)(A)(vi).

If we may be of further assistance, please contact the person whose name and  
telephone number are shown above.

Sincerely yours,



EP/EO Correspondence Examiner

## 2022-23 Board of Directors

Chair	Vice Chair	Treasurer	Secretary	Immediate Past Chair	
Gene Lantrip	Mark Aldriedge	Steve Scott	Katy Hibbs	Mike McAuliffe	
Name	Business	Address	Phone	Email	Term
Kevin Phillips	Harris Acoustics	796 CR 417 Coleman, 76834	325-692-1347 (w)		
Gene Lantrip	Lantrip Custom Homes, Owner	298 Edge Cliff Ct., 79606	325-665-8755 (m)	kphillips@harrisabilene.com	2012-2015
Mike McAuliffe **	Taylor County Justice of the Peace, Precinct 1, Place 1		325-668-8071 (m)	gene@lantripch.com	2012-2015
Steve Scott	Retired	802 Graham St., 79603	325-672-1263 (h)	mike.mcauliffe@taylorcountytexas.org	2014-2017
Andrew Penns *	ICAN, President	2934 Gilmer St., 79606	325-692-7542 (h)		2002-2013
Kathy Leet *	Swenson Neighborhood Asset Manager for Private Investments	702 Mesquite St., 79601	325-733-8617 (m)	sjscott729@gmail.com	2015-2018
Paul Thomas *	Wylie ISD	1802 Swenson St., 79603	325-676-4124 (h)	andrewpenns@yahoo.com	2016-2019,
Katy Hibbs	Sendero Properties/ IGN Properties, Realtor	601 Anson Ave., 79601	325-518-4604 (m)	andrewpenns@yahoo.com	2019-2022
Nicole Grant	Aldriedge Custom Homes, Owner	2326 Biltmore Ct., 79606	325-677-0550 (h)	tony.leet@sbcglobal.net	2017-2020,
Mark Aldriedge	Countryside Homes, LLC.	4425 Vista Grande, 79606	325-669-3643 (m)	paul.a.thomas1110@gmail.com	2020-2023
Frank Langley	First Financial Bank	2317 La Cantera Ct., 79606	325-665-7818 (m)	katyhibbs@gmail.com	2017-2020,
Angela Davis *	Passare	2618 US Hwy 83, Tuscola, 79562	325-370-7317		2020-2023
Tim Pittman	Builders FirstSource (Abi Lumber)	426 Palm, 79601	254-723-3661 (m)	nikigrant89@gmail.com	2021-2024
Krista Masci*		2501 Campus Ct., 79601	325-660-2880 (m)	aldriedge@yahoo.com	2021-2024
Randy Roy		1333 Peach, 79602	325-665-6339 (m)	fclangley@taylorl.net	2021-2024
		1701 Yorktown, 79603	325-721-5030 (m)	tweetangel169@sbcglobal.net	2022-2025
			817-343-2452 (m)	tjpittman@ffin.com	2022-2025
			325-665-0123 (m)	krista.masci@passare.com	2022-2025
			325-660-5795 (m)	randy.roy@buildwithbmc.com	2022-2025

\* LMI Representative

\*\* Public Sector representative as designated by HUD

**Executive Committee Meeting**

**May 9, 2023**

Present: Gene Lantrip, Mike McAuliffe, Mark Aldriedge, Steve Scott

Staff: Rosten, Anita, Marsi, Josh, Mollie

12:03pm

Vote to approve April financials                      motion: Mike    2<sup>nd</sup>: Mark                      vote: unanimous Aye

Vote to approve April minutes                      motion: Mark    2<sup>nd</sup>: Mike                      vote: unanimous Aye

**OLD BUSINESS**

Family services: 30 applications, 12 qualified, 11 no, 7 to go

Marsi is making connections for families who don't qualify with community partners who can help

Hoping that first week of June will have in-office interviews: waiting for Tim to work with committee

ReStore – donations haven't increased or decreased; John is moving to Austin at end of the month; had gift from a customer

St. Ann's – setting up first official meeting with Brandon in the next couple of weeks

Events – clay shoot dinner is moved to S. 1<sup>st</sup> venue; next big task on Gala is nailing down sponsorship levels; need to have a concert committee meeting;

Fundraising – Abilene Gives was just under \$45k; Mollie check with COBA about their giving to nonprofits; Hanner gave \$25k again this year for whatever we want – most likely be land acquisition and Neighborhood Revitalization Program; \$50k from DIG for 1141 Plum

**NEW BUSINESS**

CHDO Authorization of Request for Funds for 2023 application    motion: Mike    2<sup>nd</sup>: Mark                      vote: unanimous Aye

Neighborhood Revitalization Program – would like to present information to the board

Other Items requested by Executive committee

Motion to give Rosten authorization to sign on behalf of HFHA for lots, cap at \$20k

Motion: Mike    2<sup>nd</sup>: Mark                      Vote: unanimous Aye

Will nominate Krista for secretary at next meeting

Adjourned: 1:03pm



101 Fulwiler Rd.  
Abilene, TX 79603  
Phone: 325-670-0489  
Fax: 325-670-0484  
info@abilenehabitat.org  
www.abilenehabitat.org

MAY 8, 2023

To Whom it May Concern,

Rosten Callarman, Executive Director, Habitat for Humanity Abilene, Inc. (HFHA), is recognized as an officer of the corporation and is authorized to negotiate for, and contractually bind, HFHA and its board of directors.

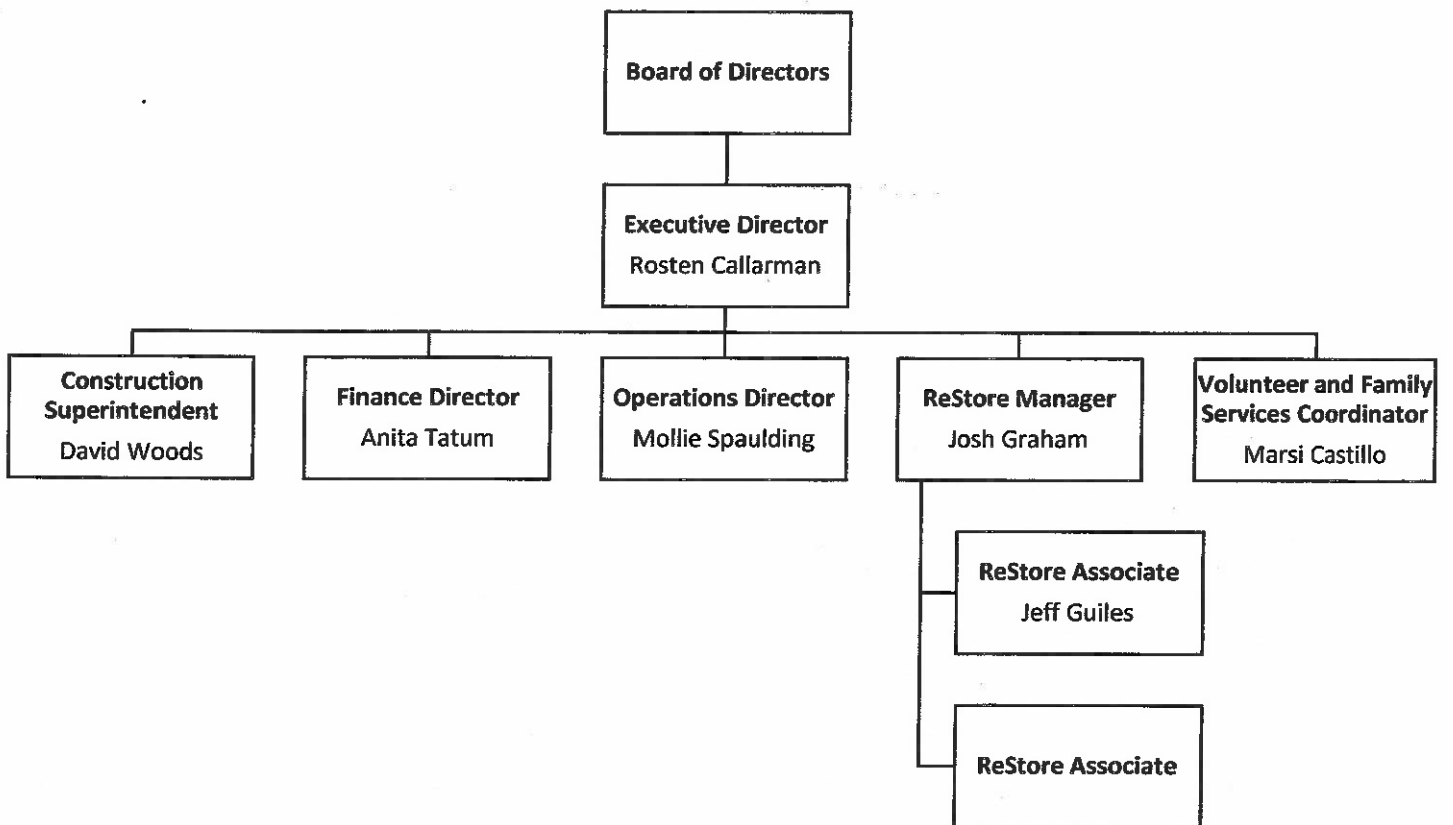
A handwritten signature in black ink, appearing to read "Gene Lantrip", is written over the typed name.

Gene Lantrip  
Chair, Board of Directors  
Habitat for Humanity Abilene, Inc.



# Habitat for Humanity Abilene, Inc.

## Organizational Chart



# ROSTEN CALLARMAN

818 Canyon Court · 361.652.7792 · rcallarman@abilenehabitat.org

My mission is to see God's Kingdom on Earth as it is in Heaven by working to end poverty. The primary way that I engage in that mission is through building housing that creates community.

## EXPERIENCE

**AUGUST 2021 – CURRENT**

**EXECUTIVE DIRECTOR, HABITAT FOR HUMANITY ABILENE**

Chief executive officer of local nonprofit focused on ending poverty housing.

**DECEMBER 2020 – JULY 2021**

**EXECUTIVE DIRECTOR, INTERESTED CITIZENS OF ABILENE NORTH (ICAN)**

Primary organization leader for historic Carver/Stevenson neighborhood association.

**MAY 2020 – DECEMBER 2020**

**COALITION COORDINATOR, WEST TEXAS HOMELESS NETWORK**

Management, communications, and fundraising for local homeless coalition.

**NOVEMBER 2017 – JANUARY 2020**

**HOUSING NAVIGATOR, ABILENE HOPE HAVEN**

Front-line homeless crisis response focused on housing placement and landlord recruitment.

**FEBRUARY 2017 – NOVEMBER 2017**

**COMMUNICATIONS COORDINATOR, LK10 CHURCH PLANTING NETWORK**

Managed communications for global church planting network focused on leadership training.

## EDUCATION

**DECEMBER 2012**

**MASTER OF ARTS IN CHRISTIAN MINISTRY, ABILENE CHRISTIAN UNIVERSITY**

Completion of domestic missionary apprenticeship focused on community development.

**MAY 2007**

**BACHELOR OF SCIENCE (PSYCHOLOGY), TEXAS A&M UNIVERSITY**

**NOVEMBER 2019**

**HOUSING JUSTICE INSTITUTE, MAKING HOUSING AND COMMUNITY HAPPEN**

One-year cohort-based program focused on addressing local housing crises.

## SERVICE & AWARDS

APRIL 2022 – CURRENT

BLUE RIBBON COMMITTEE, CITY OF ABILENE

OCTOBER 2021

CITIZEN POLICE ACADEMY, ABILENE POLICE DEPARTMENT

JANUARY 2021

20 UNDER 40, ABILENE YOUNG PROFESSIONALS

NOVEMBER 2017 – CURRENT

MEMBER, WEST TEXAS HOMELESS NETWORK

Family Homelessness Chair 2022-Present. Point-in-Time Count Co-lead 2020-2021. Public Relations Chair 2018-2019.

## SKILLS & STRENGTHS

- Relationship building & networking
- Communications (internal and external)
- Goal setting
- Vision development

## BIOGRAPHY

I am proud to serve as Executive Director of Habitat for Humanity Abilene, where I work to guide this organization into a more resilient and sustainable future. In my time with Abilene Hope Haven, I was a key member of the team that helped Abilene become the third community in the nation to achieve a functional end to both veteran and chronic homelessness. I served as Public Relations Chair for West Texas Homeless Network, which provided me the opportunity to work on national-level press for Abilene and to ghostwrite for several local politicians. I have served as a preacher, youth minister, and as spiritual director at a Christian camp for at-risk youth.

## REFERENCES

- John Meier, WCTRF/SSVF
  - 325.864.4791
  - jmeier@westcentraltexas.org
- Robyn Wertheim, Texas House District 71
  - 325.725.9760
  - robyn.wertheim@suddenlink.net
- Cameron Wiley, Dyess Air Force Base
  - 817.201.5020
  - usafcam2@gmail.com
- Anthony Williams, ACU & City of Abilene
  - 325.829.4328
  - williamsa@acu.edu

## **ANITA M. TATUM**

POB 624  
HAWLEY, TX 79525  
(325) 513-9537 ( Cell )  
[anitatum@taylortel.net](mailto:anitatum@taylortel.net)

### **Summary of Qualifications**

Seeking a full-time office position in which I can utilize my experience and education to grow mentally, spiritually, and financially. I am very detail-oriented with strong organizational, communication and multi-tasking skills. Proficient in Microsoft Office: Excel, Word, Outlook. Have experience in QuickBooks Pro accounting software.

### **Work History**

- Mar 22, 2012 – present      **Habitat for Humanity Abilene, Inc. – Abilene, Texas**  
**Finance Director**  
Responsible for the overall financial system and operations of HFHA including:  
All financial recording, recordkeeping and reporting  
Accounts Payables and Accounts Receivable  
Mortgage Origination and Mortgage Servicing  
Escrow Management  
Delinquency Management  
Human Resources, including payroll and employee benefits administration  
Budget creation and management  
Cash collection  
Bank reconciliations  
Financial Analysis  
Offer advice to the Executive Director regarding spending and other budget questions
- June 30, 2011 – Mar 22, 2012      **Hobby Lobby – Abilene, Texas**  
**Cashier / Returns Clerk**  
Retail Sales Clerk  
Customer Service  
Refunds
- Oct 16, 2008 – Apr 27, 2010      **West Texas Gas, Inc. - Abilene, Texas**  
**Office Clerk**  
Sales/Dispatching of LP gas and other fuels  
Inventory of LP gas and LP gas products  
Preparing daily deposits  
Answering phones  
Customer service  
AP/AR  
Invoicing  
Collections
- Mar 08, 2007 - Oct 01, 2008      **Henderson Controls, Inc. - Lockhart, Texas**  
**Quality Control Inspector**  
Responsible for all first article, in-process, and final inspections of manufactured products.
- Aug 31, 2001 - Feb 29, 2004      **Hawley ISD - Hawley, Texas**  
**Math Teacher**  
Responsible for the classroom teaching and supervision of middle school and high school students in grades 6 through 12. Subjects taught: 7th and 8th grade math, Algebra I, Geometry, and Algebra II.
- Sep 01, 2000 - Aug 31, 2001      **Anson ISD - Anson, Texas**  
**Math Teacher**  
Responsible for the classroom teaching and supervision of students in grades 9 through 12. Subjects taught: Algebra I and Math Models.

May 17, 1992 - Jun 30, 1999

**Abilene Teachers FCU - Abilene, Texas**

***Accounting Supervisor***

Responsible for supervision of credit union accounting personnel and all aspects of bookkeeping including: customer service, bank reconciliations, returning members' NSF checks, preparing and posting ACH/EFT transactions, handling member credit life and disability insurance claims, stop payments, direct deposits, and notary public services.

**Education**

Aug 1989 - May 2000

**McMurry University - Abilene, Texas**

Education Level: Bachelors Degree

Major: Multi-Disciplinary Studies

Minor: Secondary Mathematics

Graduated: May 2000

**Hawley High School - Hawley, Texas**

Education Level: High School Diploma

**Computer Skills**

**Typing Speed: 60 Words Per Minute**

- Accounting Software (Peachtree, QuickBooks, etc)
- Email Software (Outlook, Thunderbird, etc)
- Internet Browser (Internet Explorer, Firefox, etc)
- Peripheral Devices (Scanners, Printers, etc)
- Personal Computers
- Spreadsheet Software (Excel, Works, etc.)
- Word Processing Software (Word, WordPerfect, etc)

**References**

**Julie Bailey**

Loan Compliance Officer

First National Bank of Anson

(325) 280-0983

**Steve Scott**

Retired: Controller @ Abilene Teachers Federal Credit Union

(325) 733-8617

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

**FORM CIQ**

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

**OFFICE USE ONLY**

Date Received

1 Name of vendor who has a business relationship with local governmental entity.  
Habitat for Humanity Abilene, Inc.

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

3 Name of local government officer about whom the information is being disclosed.  
Mike McAuliffe  
Name of Officer

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

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?  
 Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?  
 Yes  No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.  
Mr. McAuliffe is a Justice of the Peace for Taylor County, and is on Habitat for Humanity Abilene's Board of Directors.

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

7 [Signature] 5/8/23  
Signature of vendor doing business with the governmental entity Date

August 26, 2022

Merritt, McLane & Hamby, P.C.  
500 Chestnut Street, Suite 1645  
Abilene, Texas 79602

This representation letter is provided in connection with your audits of the financial statements of Habitat for Humanity Abilene, Inc., which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the disclosures (collectively, the "financial statements"), for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

We confirm, to the best of our knowledge and belief, as of August 26, 2022, the following representations made to you during your audit.


#### **Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 4, 2022, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- 8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 9) Significant estimates and material concentrations have been appropriately disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the Organization is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.

#### **Information Provided**

- 11) We have provided you with:
  - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
  - b) Additional information that you have requested from us for the purpose of the audit.

- c) Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of the governing board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
  - 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
  - 14) We have no knowledge of any fraud or suspected fraud that affects the Organization and involves:
    - a) Management,
    - b) Employees who have significant roles in internal control, or
    - c) Others where the fraud could have a material effect on the financial statements.
  - 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements communicated by employees, former employees, grantors, regulators, or others.
  - 16) We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
  - 17) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
  - 18) We have disclosed to you the names of all of the Organization's related parties and all the related-party relationships and transactions, including any side agreements.
  - 19) The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
  - 20) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us.
  - 21) Habitat for Humanity Abilene, Inc. is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.

Signature:   
 Title: Executive Director

Signature:   
 Title: Finance Director



**HABITAT FOR HUMANITY ABILENE, INC.**

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**FINANCIAL STATEMENTS  
and  
INDEPENDENT AUDITORS' REPORT**

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**YEARS ENDED JUNE 30, 2022 and 2021**

HABITAT FOR HUMANITY ABILENE, INC.

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of  
**Habitat for Humanity Abilene, Inc.**  
Abilene, Texas

### **Opinion**

We have audited the accompanying financial statements of Habitat for Humanity Abilene, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Habitat for Humanity Abilene, Inc. as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the audit of the Financial Statements section of our report. We are required to be independent of Habitat for Humanity of Abilene, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Habitat for Humanity Abilene, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtaining an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Habitat for Humanity Abilene, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Habitat for Humanity Abilene, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

**MERRITT, MCLANE & HAMBY, P.C.**

Abilene, Texas  
August 26, 2022

**FINANCIAL STATEMENTS**

**HABITAT FOR HUMANITY ABILENE, INC.**

Statements of Financial Position

June 30, 2022 and 2021

	<b>ASSETS</b>		<u>2022</u>	<u>2021</u>
<b>CURRENT ASSETS:</b>				
Cash	\$		258,693	\$ 174,788
Accounts receivable			2,451	2,276
Prepaid expense			570	326
Mortgage notes receivable - current portion			149,267	147,299
Construction in process			75,089	183,484
Inventory			42,176	17,173
Restricted cash - mortgage escrow deposits			11,305	1,145
Total current assets			<u>539,551</u>	<u>526,491</u>
<b>FIXED ASSETS:</b>				
Property and equipment			550,114	623,318
Less: accumulated depreciation			<u>(370,929)</u>	<u>(422,568)</u>
Total fixed assets			<u>179,185</u>	<u>200,750</u>
<b>MORTGAGE ASSETS:</b>				
Mortgage notes receivable - net of current portion			1,527,325	1,399,527
Less: Unamortized discount on mortgage notes			<u>(876,778)</u>	<u>(812,026)</u>
Total mortgage notes - net of discount			<u>650,547</u>	<u>587,501</u>
<b>OTHER ASSETS:</b>				
Land held for development			<u>28,304</u>	<u>13,057</u>
Total other assets			<u>28,304</u>	<u>13,057</u>
<b>TOTAL ASSETS</b>	\$		<u><u>1,397,587</u></u>	\$ <u><u>1,327,799</u></u>
<b>LIABILITIES AND NET ASSETS</b>				
<b>CURRENT LIABILITIES:</b>				
Accounts payable	\$		16,814	\$ 13,179
Accrued liabilities			12,156	10,907
Escrow deposits			16,444	17,529
Current portion of long-term debt			32,253	20,168
Total current liabilities			<u>77,667</u>	<u>61,783</u>
<b>LONG-TERM LIABILITIES:</b>				
Long-term debt, less current portion			<u>49,011</u>	<u>157,522</u>
Total long-term liabilities			<u>49,011</u>	<u>157,522</u>
Total liabilities			<u>126,678</u>	<u>219,305</u>
<b>NET ASSETS:</b>				
Without restrictions			1,240,174	1,077,759
With restrictions			30,735	30,735
Total net assets			<u>1,270,909</u>	<u>1,108,494</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	\$		<u><u>1,397,587</u></u>	\$ <u><u>1,327,799</u></u>

*The accompanying notes are an integral part of this statement.*

HABITAT FOR HUMANITY ABILENE, INC.

Statements of Activities

Years Ended June 30, 2022 and 2021

Net assets without restrictions	2022	2021
Public support:		
Contributions	\$ 114,399	\$ 127,014
In-kind contributions-service	41,356	19,128
In-kind contributions-material	7,936	5,540
Grants	187,508	15,833
Total public support	351,199	167,515
Operating revenue:		
House sales	325,400	
Mortgage discount amortization	(64,752)	81,439
ReStore sales	247,053	305,065
Interest income	35	14
Loan forgiveness	78,653	76,194
Loan origination fees	3,024	
Gain on disposal of assets	15,205	
Other revenue	54,229	14,408
Net assets released from restriction		
Total operating revenue	658,847	477,120
Total revenue	1,010,046	644,635
<b>EXPENSES:</b>		
Program services:		
Construction	430,213	142,778
ReStore	167,426	166,276
Family services	61,208	57,905
Mortgage	60,729	62,536
Total program services	719,576	429,495
Supporting services:		
Management and general	53,099	52,229
Fundraising	74,956	82,510
Total supporting services	128,055	134,739
Total expenses	847,631	564,234
Change in net assets without restrictions	162,415	80,401
Net assets with restrictions		
Net assets released from restriction		
Change in net assets with restrictions		
Change in net assets	162,415	80,401
NET ASSETS AT BEGINNING OF PERIOD	1,108,494	1,028,093
NET ASSETS AT END OF PERIOD	\$ 1,270,909	\$ 1,108,494

The accompanying notes are an integral part of this statement.

**HABITAT FOR HUMANITY ABILENE, INC.**

Statement of Functional Expenses

Year Ended June 30, 2022

	Program Services				
	Construction	ReStore	Family Services	Mortgage	Total
<b>PAYROLL RELATED EXPENSES:</b>					
Salaries	\$ 34,153	\$ 82,943	\$ 31,714	\$ 36,593	\$ 185,403
Payroll taxes	1,881	4,568	1,746	2,015	10,210
Health insurance	2,870	6,969	2,665	3,075	15,579
Retirement	566	1,374	525	606	3,071
Workers compensation insurance	3,134	1,880	313		5,327
<b>Total Payroll expenses</b>	<b>42,604</b>	<b>97,734</b>	<b>36,963</b>	<b>42,289</b>	<b>219,590</b>
<b>OTHER EXPENSES</b>					
Building materials and supplies	355,500				355,500
Homeowner services			1,689		1,689
Advertising and promotion	1,898	5,272	843	738	8,751
Telephone and utilities	5,397	8,096	5,397	2,698	21,588
Interest				3,853	3,853
Repairs and maintenance	1,560	4,333	693	607	7,193
Vehicle	2,463	3,250	591	591	6,895
Insurance	3,066	8,516	1,362	1,192	14,136
Equipment and tools	602	1,674	268	234	2,778
Office supplies	867	868	2,602	867	5,204
Dues and subscriptions	1,988	5,524	884	773	9,169
Miscellaneous	1,271	3,529	565	494	5,859
Printing and stationary	57	56	86	114	313
Professional fees	7,637	21,212	3,394	2,970	35,213
Postage	923	923	2,768	923	5,537
Volunteer expenses	1,028				1,028
Conferences and meetings	359	359	1,076	359	2,153
Affiliate Payments					
Taxes and licenses	966				966
Special events, net					
<b>Total other expenses before depreciation</b>	<b>385,582</b>	<b>63,612</b>	<b>22,218</b>	<b>16,413</b>	<b>487,825</b>
Depreciation	2,027	6,080	2,027	2,027	12,161
<b>TOTAL FUNCTIONAL EXPENSES</b>	<b>\$ 430,213</b>	<b>\$ 167,426</b>	<b>\$ 61,208</b>	<b>\$ 60,729</b>	<b>\$ 719,576</b>

*The accompanying notes are an integral part of this statement.*

Supporting Services

Management and General	Fundraising	Total Supporting Services	Total
\$ 24,395	\$ 34,153	\$ 58,548	\$ 243,951
1,343	1,881	3,224	13,434
2,050	2,870	4,920	20,499
404	566	970	4,041
313	627	940	6,267
<u>28,505</u>	<u>40,097</u>	<u>68,602</u>	<u>288,192</u>
			355,500
			1,689
738	1,054	1,792	10,543
2,698	2,698	5,396	26,984
			3,853
607	867	1,474	8,667
	2,955	2,955	9,850
1,192	1,703	2,895	17,031
234	335	569	3,347
867	2,602	3,469	8,673
773	1,105	1,878	11,047
494	706	1,200	7,059
86	173	259	572
2,970	4,242	7,212	42,425
923	2,768	3,691	9,228
	257	257	1,285
359	1,076	1,435	3,588
4,000		4,000	4,000
			966
<u>2,573</u>	<u>10,291</u>	<u>12,864</u>	<u>12,864</u>
18,514	32,832	51,346	539,171
<u>6,080</u>	<u>2,027</u>	<u>8,107</u>	<u>20,268</u>
<u>\$ 53,099</u>	<u>\$ 74,956</u>	<u>\$ 128,055</u>	<u>\$ 847,631</u>

HABITAT FOR HUMANITY ABILENE, INC.

Statement of Functional Expenses

Year Ended June 30, 2021

	Program Services				
	Construction	ReStore	Family Services	Mortgage	Total
<b>PAYROLL RELATED EXPENSES:</b>					
Salaries	\$ 35,272	\$ 85,661	\$ 32,753	\$ 37,792	\$ 191,478
Payroll taxes	2,730	6,629	2,535	2,925	14,819
Health insurance	4,028	9,781	3,740	4,316	21,865
Retirement	663	1,612	616	711	3,602
Workers compensation insurance	581	348	58		987
Total Payroll expenses	<u>43,274</u>	<u>104,031</u>	<u>39,702</u>	<u>45,744</u>	<u>232,751</u>
<b>OTHER EXPENSES</b>					
Building materials and supplies	70,769				70,769
Homeowner services			668		668
Advertising and promotion	1,050	2,916	467	408	4,841
Telephone and utilities	5,150	7,725	5,150	2,575	20,600
Interest				4,281	4,281
Repairs and maintenance	1,566	4,352	696	609	7,223
Vehicle	2,197	2,899	527	527	6,150
Insurance	3,022	8,394	1,343	1,175	13,934
Equipment and tools	2,402	6,672	1,068	934	11,076
Office supplies	580	580	1,743	580	3,483
Dues and subscriptions	1,990	5,527	884	774	9,175
Miscellaneous	452	1,257	201	176	2,086
Printing and stationary	82	82	123	164	451
Professional fees	5,418	15,051	2,408	2,107	24,984
Postage	41	41	123	41	246
Volunteer expenses	994				994
Conferences and meetings	207	207	621	207	1,242
Affiliate Payments					
Taxes and licenses	1,403				1,403
Special events, net					
Closing costs				53	53
Total other expenses before depreciation	<u>97,323</u>	<u>55,703</u>	<u>16,022</u>	<u>14,611</u>	<u>183,659</u>
Depreciation	<u>2,181</u>	<u>6,542</u>	<u>2,181</u>	<u>2,181</u>	<u>13,085</u>
<b>TOTAL FUNCTIONAL EXPENSES</b>	<u>\$ 142,778</u>	<u>\$ 166,276</u>	<u>\$ 57,905</u>	<u>\$ 62,536</u>	<u>\$ 429,495</u>

The accompanying notes are an integral part of this statement.

Supporting Services

<u>Management and General</u>	<u>Fundraising</u>	<u>Total Supporting Services</u>	<u>Total</u>
\$ 25,195	\$ 35,272	\$ 60,467	\$ 251,945
1,950	2,730	4,680	19,499
2,877	4,028	6,905	28,770
474	663	1,137	4,739
58	116	174	1,161
<u>30,554</u>	<u>42,809</u>	<u>73,363</u>	<u>306,114</u>
			70,769
			668
408	583	991	5,832
2,575	2,575	5,150	25,750
			4,281
609	870	1,479	8,702
	2,636	2,636	8,786
1,175	1,679	2,854	16,788
934	1,335	2,269	13,345
580	1,742	2,322	5,805
774	1,105	1,879	11,054
176	251	427	2,513
123	247	370	821
2,107	3,011	5,118	30,102
41	122	163	409
	248	248	1,242
207	621	828	2,070
300		300	300
			1,403
5,124	20,495	25,619	25,619
			53
<u>15,133</u>	<u>37,520</u>	<u>52,653</u>	<u>236,312</u>
<u>6,542</u>	<u>2,181</u>	<u>8,723</u>	<u>21,808</u>
<u>\$ 52,229</u>	<u>\$ 82,510</u>	<u>\$ 134,739</u>	<u>\$ 564,234</u>

**HABITAT FOR HUMANITY ABILENE, INC.**

Statements of Cash Flows

Years Ended June 30, 2022 and 2021

	2022	2021
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Change in net assets	\$ 162,415	\$ 80,401
Adjustments to reconcile change in net assets to net cash used in operating activities:		
Amortization of mortgage discounts	64,752	(81,439)
Mortgage discounts (income) expense		
Depreciation	20,268	21,808
Decrease (Increase) in:		
Accounts receivable	(175)	(625)
Prepaid expense	(244)	4,937
Inventory	(25,003)	20,892
Construction in process	108,395	(105,819)
Property held for development/sale	(15,247)	(8,000)
(Decrease) Increase in:		
Accounts payable	3,635	(18,135)
Other current liabilities	164	(78,097)
Net cash provided by (used) in operating activities	318,960	(164,077)
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Mortgage loans advanced	(302,400)	
Mortgage loans repaid	172,634	167,453
Disposal of fixed assets	4,795	
Acquisition of fixed assets	(3,498)	
Net cash provided by (used in) investing activities	(128,469)	167,453
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Retirement of long-term debt	(96,426)	(103,423)
Advances on long-term debt		92,069
Net cash used in financing activities	(96,426)	(11,354)
Net change in cash	94,065	(7,978)
Cash, Beginning of the Year	175,933	183,911
Cash, End of the Year	\$ 269,998	\$ 175,933
Cash held without restrictions	258,693	174,788
Cash held with restrictions	11,305	1,145
Total cash	\$ 269,998	\$ 175,933
<b>Supplemental Disclosure:</b>		
Interest paid	\$ 3,853	\$ 4,281

*The accompanying notes are an integral part of this statement.*

HABITAT FOR HUMANITY ABILENE, INC.

NOTES TO FINANCIAL STATEMENTS

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

A summary of significant accounting policies consistently applied in the preparation of the accompanying financial statements follows:

Organization and Nature of Activities

Habitat for Humanity Abilene, Inc. (Habitat) was incorporated on March 22, 1990. Habitat is an affiliate of Habitat for Humanity International, Inc. (HFHI), a non-denominational Christian, non-profit organization whose purpose is to create decent, affordable housing for those in need, and to make decent shelter a matter of conscience with people everywhere. Although Habitat International assists with information resources, training, publications, prayer support, and various other ways, Habitat is primarily and directly responsible for its own operations.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting in accordance with U.S. generally accepted accounting principles (U.S. GAAP). Under this basis of accounting, revenues are recognized when earned, and expenses are generally recognized when incurred.

Basis of Presentation

Net assets and support, revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of Habitat and changes therein are classified and reported as follow:

Net assets without donor restrictions - Net assets not subject to donor-imposed stipulations.

Net assets with donor restrictions - Net assets that are subject to donor-imposed stipulations that may or will be met, either by actions of Habitat and/or the passage of time. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and are reported in the statement of activities as net assets released from restrictions. Net assets that are subject to donor-imposed stipulations that they be maintained permanently by Habitat, are classified as net assets with restrictions in perpetuity. Generally, the donors of these assets permit Habitat to use all or part of the income earned on any related investments for general or specific purposes.

Revenues are reported as increases in net assets without donor restrictions unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation or by law. Expirations of temporary restrictions on net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as reclassifications between the applicable classes of assets.

With respect to net assets with donor restrictions, Habitat has adopted the following accounting policies as permitted by various provisions of authoritative guidance.

Habitat has adopted the provisions of authoritative guidance concerning release from restrictions on net assets with donor restrictions upon the incurring of an expense when both net assets with restrictions and without donor restrictions are available for that purpose.

Contributions and related gains and investment income received with donor-imposed restrictions that are met in the same year as received are reported as revenues of net assets without donor restrictions.

HABITAT FOR HUMANITY ABILENE, INC.

NOTES TO FINANCIAL STATEMENTS

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

Contributions of land, building and equipment without donor stipulations concerning the use of such long-lived assets are reported as revenues of the net assets without donor restrictions class. Contributions of cash or other assets to be used to acquire land, building and equipment with such donor stipulations are reported as revenues of the net asset with donor restrictions class; the restrictions are considered to be released at the time of acquisition or substantial completion of construction of such long-lived assets.

Advertising Costs

All advertising and promotional costs are expensed as incurred. Advertising costs are included in the statement of functional expenses and for the years ended June 30, 2022 and 2021, totaled \$10,543 and \$5,832, respectively.

Contributions

Contributions, including unconditional promises to give, are recorded as made. All contributions are available for unrestricted use unless specifically restricted by the donor. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Unconditional promises to give due in the next year are recorded at their net realizable value. Unconditional promises to give due in subsequent years are reported at the present value of their net realizable value, using risk-free interest rates applicable to the years in which the promises are to be received.

Cash

Cash consists of cash in banks and all short-term highly liquid investments that are readily convertible into cash within ninety (90) days of purchase.

Restricted Cash

During the year ended June 30, 2021, Habitat contracted with an outside company to service the mortgages and escrow payments.

Property and Equipment

Purchased property and equipment are recorded at cost. Donated assets are recorded at estimated fair market value at the time of receipt. Depreciation of property and equipment is provided using the straight-line method over the estimated useful lives of the assets, currently 3 to 10 years for equipment and 10 to 30 years for buildings and improvements. Habitat's policy is to capitalize individual asset additions of more than \$500.

Accounts and Notes Receivable

Accounts receivable are recorded at the amount Habitat expects to receive from grantors. Habitat has not recorded an allowance for uncollectible receivables at June 30, 2022 and 2021, because management estimates all balances to be collectible.

Mortgage receivables represent the sale of homes to qualified families of houses built in Abilene, Texas by Habitat. The home sales are financed by Habitat utilizing non-interest bearing 15-25-year mortgages due in monthly installments from the families. The mortgages are secured by the underlying real estate and are carried at the unpaid principal balances. All mortgages are carried at below-market rate (zero percent)

# HABITAT FOR HUMANITY ABILENE, INC.

## NOTES TO FINANCIAL STATEMENTS

### **NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

interest, as part of the mission for providing low-cost housing to families in the Abilene area. The mortgages receivable are discounted based upon prevailing market interest rates for low-income housing at the inception of the mortgage. The financing discounts are amortized and reflected as revenue when mortgage payments are collected, which is included net of discount on mortgages expense within the mortgage program. The present value discount on mortgages for homes sold is shown as discount on mortgages expense within the mortgage program.

Habitat has adopted a formal policy to address mortgage delinquencies in an effort to maintain a fair but firm partnership with their homeowners. Mortgage payments are due on the first day of each month and are considered delinquent on the 16<sup>th</sup> of the month, and an overdue notice is sent including a late fee. When the payment is 30 days late, a letter is sent indicating what is owed, including late fees and they are reminded of the foreclosure policy. If they remain delinquent for 45 days, Habitat calls and sends certified written notice that explains the options available to the borrower. When a payment is 60 days late, the Organization will turn the file over to an attorney who will give legal notice of default and give 21 days to cure the default before initiating foreclosure proceedings.

There are also several ways in which Habitat can work with the homeowners that are unable to make payments. (1) Habitat may, but is not obligated to, enter a payment arrangement with the homeowner to help with reduced income and the inability to pay. Should the mortgage principal payment be reduced, then the life of the mortgage would be extended. (2) Habitat may also enter into an agreement to delay payments or defer principal payments for a set number of months and then allow the homeowner to make slightly higher payments in the following months.

Habitat monitors these loans on a monthly basis and considers all mortgages to be collectible, thus no allowance for the loan losses has been recorded. Habitat maintains a partner relationship with the mortgagees. However, Habitat will consider foreclosure proceedings on any delinquent accounts if the partner family ceases to have the ability to pay and make payments on the mortgage or no longer has a willingness to partner with the Organization. At June 30, 2022 and 2021, Habitat had no investments recorded in foreclosed loans.

ASC 310 defines a portfolio segment as the level at which an entity develops and documents a systematic methodology to determine the allowance for credit losses and a class of financing receivables as the level of disaggregation of portfolio segments based on the initial measurement attribute, risk characteristics, and methods for assessing risk. Habitat's mortgage receivable portfolio consists of a single segment and class (residential mortgage receivables). Although Habitat has not recorded an allowance on mortgage receivables, the discount to present value is included and presented by portfolio segment in Note 6.

#### Compensated Absences

Employees of Habitat are entitled to paid vacation and sick leave. Full-time employees are entitled to up to 15 working days per year of vacation time, depending on the length of employment. At termination, employees are paid for accrued vacation days, depending on length of employment and providing they have given two weeks' notice. All employees earn 10 working days of sick leave per year with a maximum accrual of 160 hours. No sick leave is paid at termination of employment. Habitat has accrued the estimated unpaid cost of providing these benefits that have been earned in the current period.

#### Program Services

Program services include construction and rehabilitation costs for homes transferred to buyers. The cost of home building and rehabilitation is charged to construction in process as incurred and recorded as program services expense when the respective homes are transferred to homeowners.

The mortgage program offers zero percent interest loans to homeowners for the homes that have been built by Habitat. Discounts on mortgage originations are recorded as an expense and the amortization of those

## HABITAT FOR HUMANITY ABILENE, INC.

### NOTES TO FINANCIAL STATEMENTS

#### **NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

discounts are recorded as revenue amortized over the life of the note.

ReStore is the program utilized to raise additional funding to aid the mission and other programs offered by Habitat. The ReStore is a retail operation that obtains home improvement related items through contributions, or wholesale purchases, and sells them to the general public.

The family services program offers education and support for homeowners in order to better prepare them for financial independence and home ownership.

#### Allocated Expenses

The details of the costs of providing the various programs and other activities are reflected in the statements of functional expenses. Accordingly, certain indirect costs and expenses have been allocated among the programs and supporting services benefited based on management's estimates of time spent and by use of estimated square footage.

#### Income Taxes

The Internal Revenue Service has determined that Habitat for Humanity Abilene, Inc. is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and therefore has made no provision for federal income taxes in the accompanying financial statements. In addition, Habitat has been identified as an entity that is not a "private foundation" within the meaning of section 509(a) of the Internal Revenue Code and qualifies for deductible contributions as provided in Section 170(b)(1)(A)(vi). Habitat is liable for any federal income taxes resulting from certain unrelated business income. For the fiscal years ending June 30, 2022 and 2021, there were no liabilities for any federal income tax resulting from unrelated business income.

Habitat recognizes interest accrued on and penalties related to unrecognized tax benefits in tax expense. During the year ended June 30, 2022 and 2021, Habitat recognized no interest or penalties.

#### Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

#### Donated Services

Habitat receives a significant amount of donated services from unpaid volunteers who assist in providing program services, fundraising and special projects. Habitat records in-kind revenue for volunteer services to help build homes. These services amounted to \$41,356 and \$19,128 for the years ended June 30, 2022 and 2021, respectively. The services are reported in income as "In-Kind Contributions" and in assets as "Construction in Process". Volunteer services unrelated to construction of homes have not been recognized in the statement of activities because the criteria for recognition in accordance with authoritative guidance have not been satisfied. In addition, Habitat receives materials for the construction of homes recorded as revenue and the related expense of building materials. These materials amounted to \$7,936 and \$5,540 for the years ended June 30, 2022 and 2021, respectively.

#### **NOTE 2: LIQUIDITY**

On June 30, 2022, the Organization has \$302,633 of financial assets available within one year of the balance sheet date to meet cash needs for general expenditures consisting of cash of \$108,739, accounts receivable of \$2,451, mortgage notes receivable – current portion of \$149,267, and inventory of \$42,176.

HABITAT FOR HUMANITY ABILENE, INC.

NOTES TO FINANCIAL STATEMENTS

**NOTE 2: LIQUIDITY - continued**

Cash of \$161,259 is subject to donor or other contractual restrictions that make it unavailable for general expenditure within one year of the balance sheet date.

On June 30, 2021, the Organization has \$341,536 of financial assets available within one year of the balance sheet date to meet cash needs for general expenditures consisting of cash of \$174,788, accounts receivable of \$2,276, mortgage notes receivable – current portion of \$147,299, and inventory of \$17,173. Cash of \$1,145 is subject to donor or other contractual restrictions that make it unavailable for general expenditure within one year of the balance sheet date.

The Organization has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

**NOTE 3: PROPERTY AND EQUIPMENT**

Property and equipment consist of the following as of June 30:

	<u>2022</u>	<u>2021</u>
Office building	\$ 450,193	\$ 479,968
Vehicles	64,338	65,714
Furniture and equipment	35,583	77,636
Total property and equipment	<u>550,114</u>	<u>623,318</u>
Accumulated depreciation	<u>(370,929)</u>	<u>(422,568)</u>
Property and equipment, net	<u>\$ 179,185</u>	<u>\$ 200,750</u>

Depreciation expense for the years ended June 30, 2022 and 2021, was \$20,268 and \$21,808, respectively.

**NOTE 4: PROPERTY HELD FOR DEVELOPMENT AND SALE**

Property held for development and sale consists of the following as of June 30:

	<u>2022</u>	<u>2021</u>
Land held for future construction development	\$ 28,304	\$ 13,057
Total property held for development and sale	<u>\$ 28,304</u>	<u>\$ 13,057</u>

**NOTE 5: CONSTRUCTION IN PROCESS**

Following is a summary of home building activity:

	<u>Number</u>	<u>Costs</u>
Construction in process, June 30, 2020	2	\$ 77,665
Additional costs incurred for the year, July 1, 2020 to June 30, 2021		\$ 105,819
Homes transferred from July 1, 2020 to June 30, 2021		
Construction in process, June 30, 2021	<u>2</u>	<u>\$ 183,484</u>
Additional costs incurred for the year, July 1, 2021 to June 30, 2022	2	\$ 255,805
Homes transferred from July 1, 2021 to June 30, 2022	<u>(3)</u>	<u>(364,200)</u>
Construction in process, June 30, 2021	<u>1</u>	<u>\$ 75,089</u>

HABITAT FOR HUMANITY ABILENE, INC.

NOTES TO FINANCIAL STATEMENTS

**NOTE 6: FINANCING RECEIVABLES**

In accordance with ASC 310 *Receivables*, Habitat's mortgage receivables are considered financing receivables, which represent a contractual right to receive money either on demand or on a fixed or determinable date.

Habitat sells homes to approved families who meet the selection criteria of (1) ability to pay; (2) willingness to partner with Habitat; and (3) in need of safe and decent housing. The loan repayment terms vary, generally, from fifteen to twenty-five years. The term of the loan is dependent on the family's ability to pay. All loans are non-interest bearing. The loans are repaid in monthly installments that include principal repayment and escrow account deposits.

The balance of financing receivables for non-interest-bearing mortgage loans as of June 30 was:

	<u>2022</u>	<u>2021</u>
Non-interest bearing mortgage loans - long-term	\$ 1,527,325	\$ 1,399,527
Non-interest bearing mortgage loans - current	<u>149,267</u>	<u>147,299</u>
Total non-interest bearing mortgage loans	1,676,592	1,546,826
Less discount on mortgages issued	<u>(876,778)</u>	<u>(812,026)</u>
Discounted loan value	<u>\$ 799,814</u>	<u>\$ 734,800</u>

Activity for the recorded investment in the mortgage receivable segment of financing receivables was as follows as of and for the years ended June 30, 2022 and 2021:

Mortgage loans outstanding, as of June 30, 2020	\$ 1,714,279
Loan payments received	<u>(167,453)</u>
Mortgage loans outstanding, as of June 30, 2021	1,546,826
New mortgage loans on properties sold	302,400
Loan payments received	<u>(172,634)</u>
Mortgage loans outstanding, as of June 30, 2022	<u>\$ 1,676,592</u>

Activity for the mortgage discount of the mortgage receivable segment of financing receivables was as follows as of and for the years ended June 30, 2022 and 2021:

Discounts on mortgage loans outstanding, as of June 30, 2020	\$ 893,465
New mortgage discounts	
Amortization of discounts	<u>(81,439)</u>
Discounts on mortgage loans outstanding, as of June 30, 2021	812,026
New mortgage discounts	146,282
Amortization of discounts	<u>(81,530)</u>
Discounts on mortgage loans outstanding, as of June 30, 2022	<u>\$ 876,778</u>

HABITAT FOR HUMANITY ABILENE, INC.

NOTES TO FINANCIAL STATEMENTS

**NOTE 6: FINANCING RECEIVABLES - continued**

Mortgage receivables consisted of the following aging categories on June 30:

	Past Due			Current	Total
	30 - 59 Days	60 - 89 Days	> 90 Days		
2022	\$ 105,927	\$ 127,171	\$ 101,552	\$ 1,341,942	\$ 1,676,592
2021	\$ 126,948	\$ 209,128	\$ 193,829	\$ 1,016,921	\$ 1,546,826

Habitat does not have a formal credit risk rating process, nor records an allowance on mortgages, as all loans are processed as non-interest bearing and Habitat takes a partnering and mentoring role in working with the homeowners to ensure payment is obtained. In the event that homeowners are unwilling to work through the payment process, Habitat will undergo foreclosure proceedings.

Habitat has no investment in impaired mortgage receivables as of and for the years ended June 30, 2022 and 2021.

**NOTE 7: ESCROW DEPOSITS**

Upon completion of construction and sale of a house to a particular family, Habitat serves as the mortgage company. The contracted sales price is agreed upon in the Letter of Intent that stipulates the monthly principal payment and escrowed items and amounts.

The escrowed amounts are held in trust for the owners for payment when required. The escrowed items under each mortgage include the following items: (1) property taxes and (2) property insurance.

The balance of escrow deposits as of June 30, 2022 and 2021, were \$11,305 and \$1,145, respectively.

**NOTE 8: LONG-TERM DEBT**

Habitat had the following notes payable outstanding as of June 30:

	2022	2021
On February 10, 2021, the Organization entered into a loan agreement with the First Financial Bank in the amount of \$78,653, for the purpose of paying payroll and related expenses during the COVID pandemic. The loan was recorded as notes payable at June 30, 2021 and shown as forgiven during the fiscal year ended June 30, 2022.	\$	\$ 78,653
Various notes payable in original amounts of \$27,800 to \$30,000 each, to the Texas Department of Housing and Community Affairs (TDHCA), payable in monthly installments of \$125, non-interest bearing with final maturities ranging from June 2028 to June 2038, secured by deeds of trust. (TDHCA - Bootstrap)	35,713	42,094
Line of credit dated February 8, 2018, to First Financial Bank with the maximum credit line of \$100,000, payable in monthly installments, including interest at the quarterly ceiling with a final payment due February 8, 2019 secured by a deed of trust.	22,416	22,416

**HABITAT FOR HUMANITY ABILENE, INC.**

NOTES TO FINANCIAL STATEMENTS

**NOTE 8: LONG-TERM DEBT - continued**

	<u>2022</u>	<u>2021</u>
Various notes payable in original amounts of \$17,000 to \$20,000 each, payable to the First Financial Bank of Abilene in monthly installments ranging from \$97 to \$103, including interest rates of 7.75% to 8.95%, with final maturities ranging from April 2022 through February 2023, secured by deeds of trust. (FFB). The loans were fully paid during the fiscal year 2022.		7,722
Note payable originally dated October 17, 2007, to First Financial Bank in the original amount of \$50,000 and renewed in 2009 for \$24,768, including interest at 6.75% with a final payment due March 30, 2025, secured by a deed of trust. (FFB - Ice Rink)	6,622	8,725
Note payable originally dated October 3, 2014, to First Financial Bank in the original amount of \$25,785, including interest at 5.50%, with a final payment due October 3, 2029, secured by a deed of trust.	16,513	18,080
	<u>81,264</u>	<u>177,690</u>
Less current portion	<u>32,253</u>	<u>20,168</u>
Long-term portion	<u>\$ 49,011</u>	<u>\$ 157,522</u>

Principal payment requirements for long-term debt are as follows:

2023	\$	32,253	
2024		10,089	
2025		9,688	
2026		7,868	
2027		7,979	
2028-2030		<u>13,387</u>	
	\$	<u>81,264</u>	

**NOTE 9: TRANSACTIONS WITH HABITAT FOR HUMANITY INTERNATIONAL, INC.**

Habitat for Humanity International, Inc. encourages its local affiliates to make a voluntary contribution of a percentage of local contributions to the international organization. During the years ended June 30, 2022 and 2021, Habitat made contributions to Habitat for Humanity International, Inc. for \$4,000 and \$300, respectively.

Habitat pays an annual fee towards the Stewardship and Organizational Sustainability Initiative to Habitat for Humanity International, Inc., which is based on the size of the operation and service territory. During the years ended June 30, 2022 and 2021, Habitat made contributions to Habitat for Humanity International, Inc. for \$5,625 and \$7,500, respectively.

**NOTE 10: RESTORE**

Habitat began the operation of its ReStore shop in 2001. The store is a resale shop that sells building materials, supplies, and used office furniture at reduced prices. The inventory consists of items donated to Habitat for its use in its programs as well as discounted purchased goods. The proceeds supplement the funding of construction operations. The value of donated materials has not been recorded in the financial statements.

HABITAT FOR HUMANITY ABILENE, INC.

NOTES TO FINANCIAL STATEMENTS

**NOTE 11: INVENTORY**

Inventory consists of discounted purchased goods that Habitat purchases to sell in its ReStore shop.

**NOTE 12: SIGNIFICANT CONCENTRATION OF CREDIT RISK**

Habitat grants mortgage loans to borrowers located in Abilene, Texas. The borrowers' ability to honor their contracts is dependent upon the local and regional economy. The respective borrowers' residences secure the mortgage loans.

Cash includes cash in checking and savings accounts. Habitat carries cash with financial institutions which are subject to credit risk to the extent that the deposits exceed federal deposit insurance limits. At times during the year amounts exceeded FDIC limits.

**NOTE 13: RETIREMENT PLAN**

Habitat offers a Simple IRA retirement plan for employees who elect to participate in the plan. Participants may elect to contribute up to the maximum allowed by IRS annual limitations. Employees over 50 years of age may make an additional "catch-up" contribution. Habitat matches the elected deferral up to 3% of the employee's annual salary. Habitat's retirement plan expense during the years ended June 30, 2022 and 2021, was \$4,041 and \$4,739, respectively. A third-party administrator administers the plan.

**NOTE 14: COMMITMENTS AND CONTINGENCIES**

Grants and contracts require the fulfillment of certain conditions set forth in the instrument of the grant or contract. Failure to fulfill the conditions could result in the return of funds to the grantors. Although the possibility remains, management deems the contingency remote, as by accepting awards and their terms, it has accommodated the objectives of the organization to the provisions of the grant.

**NOTE 15: NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions consist of the following at June 30:

	<u>2022</u>	<u>2021</u>
Net assets with donor restrictions:		
Shelton Foundation - house sponsorship	\$ 30,000	\$ 30,000
Local - education materials	<u>735</u>	<u>735</u>
Total	<u>\$ 30,735</u>	<u>\$ 30,735</u>

**NOTE 16: NET ASSETS RELEASED FROM RESTRICTION**

Net assets of \$0 were released from restriction for the years ended June 30, 2022 and 2021, respectively, by incurring expenses satisfying the donor restriction of part-time hired help and capital acquisitions.

**NOTE 17: SUBSEQUENT EVENTS**

Subsequent events were evaluated through August 26, 2022, the date the financial statements were available to be issued.

Verification Form. If you do not have these documents on the first day, you must present them within three business days of your first day of work or your employment must be terminated.

**Equal Employment Opportunity**

HFHA believes that all persons are entitled to equal employment opportunity and does not discriminate against its employees or applicants because of such individual's race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, disability, veteran status, genetic information, or any other basis prohibited by federal, state, or local law. Equal employment opportunity will be extended to all persons in all aspects of the HFHA-employee relationship, including recruitment, employment, training, promotion, transfer, corrective action, working conditions, compensation, employee benefits, layoff, and termination.

**Introductory Period**

Employees are considered to be in their introductory (probationary) period during the first sixty (60) days of employment. This period provides you with an opportunity to familiarize yourself with your work assignments, including how well you can perform your assigned responsibilities and duties, and to get to know your supervisor.

During this introductory period, you and your supervisor will have time to observe and evaluate each other and determine if you are in the right job. You will be evaluated for such qualities as your ability to interact with others, professional conduct, attendance, willingness, and ability to learn, job performance and skills, etc. At the end of the 60-day introductory period, a written evaluation form will be completed by your supervisor. Your written evaluation will be discussed with you, signed, and placed in your personnel file.

Successful completion of the introductory period will not change your status as an employee-at-will, or in any way restrict the Company's right to terminate such an employee or change the terms or conditions of employment, but you may then become eligible for benefits not offered during the introductory period.

**Accommodating Individuals with Disabilities**

**Purpose**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of HFHA to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

**Procedures**

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

HFHA will reasonably accommodate qualified individuals with a disability so that they

**Who is Covered?**

In short, anyone employees encounter on the job at HFHA is covered by this policy. This includes all applicants and employees regardless of position, title, grade, seniority or function, as well as clients, temporaries, visitors, independent contractors and vendors. No one is immune from this policy.

**How to Report Harassment**

Allegations of harassment should be reported promptly; in any manner that effectively communicates the message. Pursuant to your open door policy, includes reporting in writing, orally, by e-mail, letter, memo or note or any other reasonable means. HFHA encourages all reports to be made in writing in order to have a clear and complete account of an employee's perception of the situation. The most beneficial written reports will include at least:

1. The dates and times of all incidents of harassment
2. The names of all harassers and victims
3. A detailed factual description of the harassment
4. The names of all individuals present during the challenged conduct or who otherwise could corroborate or refute the facts alleged.

Employees should also remember that a good first step in resolving a problem of harassment is to directly confront the harasser, clearly communicating what behavior is deemed unacceptable. In many instances, this alone will stop the undesirable behavior because the harasser does not realize the inappropriateness of his or her conduct. If you do not feel that such a step is appropriate, however, you should report the problem elsewhere.

**Obligations of All Employees**

It is an essential responsibility for every employee to report any incidents of actual or perceived harassment. This includes harassment directly involving the employee, or where the employee is only a witness. Every employee must consider the obligation to report harassment as an essential function of their job.

**Professional Environment**

Our work environment is such that many individuals interact with each other every day. Differences of opinion, discomfort with personality traits and even anger are inevitable. Please understand that those types of reactions do not generally amount to sexual harassment. HFHA wants our workplace to be both interactive and professional. Tolerance of others is encouraged.

**Where to Report**

Reports of harassment should be made first to your supervisor or manager as well as the Executive Director.

Executive Director  
Phone: 325-670-0489  
Fax: 325-670-0484

e-mail: [rallarman@abilenehabitat.org](mailto:rallarman@abilenehabitat.org)

You may also contact anyone further up the chain of command to the Board Chair until the allegations are handled properly. If you feel uncomfortable discussing the issue with the Executive Director, you should promptly notify:

HFHA Board Chair or Chair Elect

**When to Report**

Report incidents immediately. The more promptly an issue is raised, the more likely an appropriate resolution can be reached. Untimely reporting significantly increases the difficulty in conducting an investigation because the precision

with which events and statements are remembered fades.

**Investigations**

In most cases, a prompt investigation will immediately follow the reporting of behavior believed to constitute discrimination or sexual harassment. Any such investigation will be designed to address the allegations made, but will usually include detailed interviews of the persons directly involved, witnesses, and review of any documentary items that tend to support or refute the allegations.

Investigations will be kept as confidential as practical, but in keeping with HFHA's desire to conduct a thorough review of all facts and events. Retaliation by any employee against anyone participating in the investigation will not be tolerated.

**Determinations**

In instances where sufficient information is available, HFHA will promptly make factual and disciplinary determinations about the challenged conduct. However, an employee should keep in mind that some inappropriate behavior may not be reflected in documents or witnessed by other people. In those situations, individual credibility determinations will have to be made, and HFHA will strive to do its best at making those determinations correctly. These credibility issues should not discourage employees from reporting harassment, but should illustrate the importance of having documents, witnesses and other information available to assist HFHA in reaching its determination. All determinations will be based upon a totality of the circumstances then known to this employer.

**Discipline**

Any employee engaging in sexual harassment will be subject to discipline, up to and including termination. This includes first-time offenders. All disciplinary decisions will be made on a case-by-case basis.

Complaining parties will be apprised in general of the progress of the investigation of their complaint. However, because of privacy concerns, only information of a general nature concerning the final outcome and any possible disciplinary action will be disclosed.

**Retaliation**

Any act of retaliation against an employee who reports, participates in an investigation of sexual harassment or is otherwise involved in such an inquiry is strictly forbidden. Any employee found to have retaliated against another person would be subject to the same discipline as an employee who is found to have sexually harassed another person, up to and including termination.

**False Claims**

Sexual harassment and discrimination are very serious matters for all parties involved. Accordingly, while all legitimate claims of sexual harassment and discrimination must be reported, such claims must never be fabricated or lodged without the utmost sincerity. Any person found to have intentionally falsified a claim of sexual harassment or discrimination, or who lodges a claim for malicious or improper reasons, is subject to immediate discipline, up to and including termination.

**Additional Training**

It is important to HFHA to have a well-trained and educated workforce on this subject. If at any time you do not believe you are sufficiently aware of what is acceptable behavior, do not understand this subject well enough or simply need another copy of the Affiliate's Anti-Harassment Policy, please contact the Executive Director.





APPLICATION

Cover Page

Part 1 – Applicant Information

Name of Organization: City of Abilene

Type of Organization: Government Date Submitted: 5/09/2023

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: Christi Polvado Telephone: (325) 676-6366

Fax (325) 437-4577 Email: christi.polvado@abilenetx.gov

Project Address: 555 Walnut Street, Abilene, TX 79601

Project Manager: Christi Polvado Telephone: (325) 676-6366

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: \$ 400,000 CDBG/HOME funds requested \$400,000

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



**Part 2 – Project Description**

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

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

## APPLICATION

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### F. Evaluation:

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

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

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

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

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

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

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

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

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

## APPLICATION

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

#### A. Background:

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

#### B. Qualifications:

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

#### C. Financial:

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

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

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

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

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

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

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

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

**APPLICATION**

**2023/2024 CDBG/HOME Project Budget**

**Organization:** City of Abilene

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

**Total Project Cost:** \$ 250,000 CDBG/HOME funds requested \$ 250,000

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

Item	CDBG/ HOME Funds	Other Funding	Source of Other Funds	Total Project Budget
Contracts	\$250,000	0	0	\$250,000
<b>Totals</b>				\$250,000



## Project Description

### A. Statement of Problem/Need

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

### B. Target Population

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

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

### C. Project Goals and Objectives

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

- Improve the safety of the surrounding neighborhood
  - Expand education and enforcement of safety codes and/or services to improve conditions of housing
  - Requires the family to maintain the repair including insurance for five-year period
  - Opportunity for the family to stay in affordable housing and not become homeless, or dependent on other Housing Rental Assisting Programs, or place a burden on other family by residing with them
  - Abates the immediate safety hazard to those living in the unit, for example gas leak
  - Repairs comply with local building code and Housing Quality Standards
  - Repairs also include a one-year warranty for the repairs
3. The Neighborhood Services anticipates funding for approximately 50+ single-family homes, of which 100% will be either low-moderate, 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 and 500 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 \$250,000 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 22, the Neighborhood Services has been able to assist 20+ households with multiple repairs. As of April 2023 NS has assisted 35 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**

### **Regina Fish – Housing Service Specialist**

#### **December 2022 – Present**

Moved to Abilene after 14 years with a company as an Administrative Assistant. Worked for Blue Cross Blue Shield Federal Program for almost a year. Began working for City of Abilene in 2022. Administrative intake clerk is the front desk and first contact for clients and applications intake. Responsible for answering phones, explaining programs features, collection of information from applicants, receiving payments, intake research for properties. Assisting clients with resources for income qualified applicants. I maintain and order inventory for staff. Assist the Division Manager with compiling information for CAPER as well as the Action Plan for the Programs. Oversee and maintain the Demolition files and CBDG funding for these files and process.

Education: Odessa College: 2 yrs. Business/Nursing 3.2 GPA 2010-2012

Training: Currently – Basic Home and CDBG Program

### **Christi Polvado – Housing Counselor I**

#### **December 2022 – Present**

Began her career with the City of Abilene after spending many years in the insurance field. Prior to that Christi had a range of experiences from paramedicine, sales, administration and office management. All of which offered a great deal customer service experience Christi's primary responsibilities currently, is to ensure that each application is processed accurately and timely.

Education: 1993 - Deleon High School, general diploma  
2002 – 2004 – TSTC, certificate paramedicine

Training: Current – Working toward certification as HUD Housing Counselor  
Current – Working toward HQS certification

### **James McFadden – Housing Inspector III**

#### **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

May 2017 – Building Professional Institute

May 2019 – Building Professional Institute Refresher

August 2022 - Lead Inspector Refresher

August 2022 - Lead Risk Assessor Refresher

April 2023 – IDIS Basics Certification

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: \$400,000 is requested for actual CDBG Construction.

### **Required Documents**

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

## APPLICATION

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### Part 5 Required Documents

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

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

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

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

**Authorized Official** - Documentation must be submitted of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency. Documentation consists of a signed letter from the Chairperson of the governing body providing the name, title, address, and telephone number of each authorized individual.

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

**Resume of the Chief Program Administrator**

**Resume of the Chief Fiscal Officer**

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

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

## APPLICATION

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

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

**Proof of Insurance Liability:**

## PROGRAM AND INCOME GUIDELINES

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### **General Information**

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

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

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

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

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

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

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

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

**PROGRAM AND INCOME GUIDELINES**

Effective for CDBG and HOME as of (6/15/2022) 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%- 6t0% Low
<b>1 Person Household</b>	\$14,900	\$24,850	\$29,820
<b>2 Person Household</b>	\$17,000	\$28,400	\$34,080
<b>3 Person Household</b>	\$19,150	\$31,950	\$38,340
<b>4 Person Household</b>	\$21,250	\$35,450	\$42,540
<b>5 Person Household</b>	\$22,950	\$38,300	\$45,960
<b>6 Person Household</b>	\$24,650	\$41,150	\$49,380
<b>7 Person Household</b>	\$26,350	\$44,000	\$52,800
<b>8 Person Household</b>	\$28,050	\$46,800	\$56,160

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

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

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

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

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

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

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

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

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

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## Attachment A

### City of Abilene Texas

#### 2020 - 2024 Consolidated Plan Priority Needs

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

##### HOUSING NEEDS

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

**Objectives:**

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

##### COMMUNITY SERVICES (Public Services)

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

**Objectives:**

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

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## **Attachment A**

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

### **ECONOMIC DEVELOPMENT**

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

**Objectives:**

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

### **COMMUNITY AND PUBLIC FACILITIES**

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

**Objectives:**

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

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

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

**Objectives:**

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

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## Attachment A

### HOMELESS SERVICES

**Goal: Prevent and Reduce Homelessness**

**Objectives:**

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

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**Attachment B**

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

<b>Neighborhoods</b>	<b>Percent</b>
<b>Holiday Hills</b>	<b>68.43%</b>
<b>Abilene Area Heights</b>	<b>66%</b>
<b>Alameda</b>	<b>68.43%</b>
<b>Butternut / Chestnut</b>	<b>60%</b>
<b>Carver N.18<sup>th</sup> – N10th</b> <b>Not all low -mod</b>	<b>66.67%</b>
<b>Elmwood</b>	<b>53.51%</b>
<b>Sears Park</b>	<b>54%</b>
<b>North College</b>	<b>73.50%</b>
<b>Cobb Park</b>	<b>53%</b>
<b>Northeast Hwy 80</b>	<b>57.62%</b>
<b>Southeast Hwy 80</b>	<b>57.62%</b>
<b>Park Central Area</b>	<b>66.33%</b>
<b>Original Town South</b>	<b>62.08%</b>
<b>South Treadaway</b>	<b>69.38%</b>
<b>Westwood Richland</b>	<b>53.2%</b>

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Attachment C

**Ranking and Rating Criteria**

Applications will be reviewed by the Neighborhood Services and the ONS Advisory Council, and those selected will be included in the proposed 2023 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, 2023.

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.

<b>Max Points</b>	<b>25</b>
<b>Basic Elements</b>	
Application complete Meets National Objective for CDBG or HOME Compliance with previous Consolidated Plan goals & objectives	
<b>Project Description</b>	<b>25</b>
Proposed accomplishments Time to completion Project schedule reasonable	
<b>Project Readiness</b>	<b>50</b>
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	
<b>Financial Feasibility</b>	<b>50</b>
Eligibility of proposed use of funds Project budget: level of detail, reasonableness of costs Leveraging: proposed, status of	
<b>Capacity</b>	<b>50</b>
Current staff Access to skilled individuals	
<b>Project Beneficiaries</b>	<b>50</b>
Type of households targeted: individuals, families, special needs objective and outcome	
<b>Total Points Possible:</b>	<b>250</b>



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

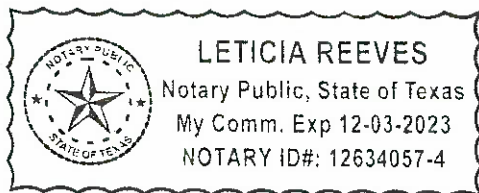
Table with 2 columns: Funding, Amount. Rows include Federal CDBG/HOME Grant Funds, CDBG (\$400,000), HOME (\$330,000), and Total (\$730,000).

Handwritten signature of Christi Polvado, By: Christi Polvado, Title: Housing Counselor

May 1st, 2023 Date

STATE OF TEXAS §
COUNTY OF TAYLOR §
ACKNOWLEDGMENT

This instrument was acknowledged before me on the 9th day of May 2023 by Christi Polvado as Housing Counselor (title) of City of Abilene, Neighborhood Services (sub-recipient) on behalf of said company.



Handwritten signature of Leticia Reeves, Notary Public in and for the State of Texas

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

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

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

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

\_\_\_\_\_  
Name of Officer

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

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

Yes

No

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

Yes

No

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

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

7 Christi Polvado  
Signature of vendor doing business with the governmental entity

5-9-2023  
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

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

City Manager: Robert Hanna

Abilene Convention Center.

Norm Archibald  
Sandra Harper  
Delores Moore  
Jesse Cardenas  
Paul Falade

Director: Shawna Atkinson

DEVELOPMENT CORPORATION OF  
ABILENE

Sam Vinson  
Vic Corley  
Shea Hall  
Floyd Miller  
Tracy Howle

Director: Misty Mayo