



**FY 2024-2025
Community Development
Block Grant Program
REQUEST FOR PROPOSALS**

**Proposals are available beginning January 19, 2024
and are due by March 4, 2024 at 4:30 pm.**

Claudia L. Farias, Interim Director
Grants Administration Department
415 West University Drive
Edinburg, Texas 78541

This application for funding is designed to aid public or private non-profit agencies, organizations, or authorities, in their efforts to secure funding for community development activities situated in and/or primarily serving residents of the City of Edinburg.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM OVERVIEW

The primary objective of Title I of the Housing and Community Development Act of 1974, as amended, is the development of viable communities by providing decent housing and a suitable living environment, and the expansion of economic opportunities, principally for persons low- and moderate-income. The City of Edinburg receives an annual entitlement from the United States Department of Housing and Urban Development (HUD) of Community Development Block Grant (CDBG) program funds to implement the Act locally. For more information, go to the Explore CDBG – HUD Exchange at: [Explore CDBG - HUD Exchange](#)

CDBG funds are used to achieve the following national objectives:

1. To benefit low- and moderate-income persons.
2. To prevent or eliminate slums or blight.
3. To meet community development needs which have a particular urgency.

Eligible activities are identified as construction projects and public service projects, and are further defined in accordance with the following categories:

- Acquisition of Real Property
- Disposition
- Public Facilities/Improvements
- Clearance
- Public Services
- Interim Assistance
- Relocation
- Loss of Rental Income
- Privately-Owned Utilities
- Housing Rehabilitation
- New Housing Construction
- Code Enforcement
- Special Economic Development
- Microenterprise Assistance
- Special Activities by CBDOs
- Home Ownership
- Planning and Capacity Building
- Program Administration Costs
- Miscellaneous Other Activities

Proposal for CDBG Funds

All public or private non-profit agencies, organizations, or authorities are eligible to apply for CDBG funds. The Request for Proposal process is competitive. The submittal of a proposal does not guarantee a funding recommendation by the Community Development Council. Depending on funding availability, some projects may not be awarded and other projects may not be awarded the full amount requested. A separate and complete proposal must be submitted for each proposed project, per applicant.

All CDBG-funded projects must be accessible to persons with disabilities. Information, participation, communications, and services regarding the projects must be accessible to persons with disabilities, in compliance with the Americans with Disabilities Act (ADA).

The City of Edinburg does not discriminate against persons based on race, color, creed, religion, ancestry, marital status, sex, national origin, age, familial status, disability, any arbitrary basis, and

status with regard to public assistance. Please call the City of Edinburg Grants Administration Department at (956) 388-8206, if assistance is required in reading and understanding the information contained herein.

Electronic versions of this funding application can be downloaded from the City of Edinburg's website at <http://www.cityofedinburg.com>. Electronic versions of the application may also be obtained via e-mail or by U.S. Mail by calling (956) 388-8206, or by e-mailing a request to dvillarrea@cityofedinburg.com.

PROPOSALS MUST BE RECEIVED BEFORE 4:30 pm on MARCH 4, 2024.

Grants Administration staff is available to provide technical assistance in determining project and applicant eligibility and to ensure proposed projects comply with the CDBG National Objectives and other regulations established by HUD. Staff cannot assist in developing a project or writing the proposal. Technical assistance is available from 8:00 am to 5:00 pm, Monday through Monday through March 4, 2024.

All applicants with unresolved monitoring and/or audit findings with the City or the Independent Single Audit may not be eligible to receive funding. Applicants must demonstrate financial capacity by showing that they have stable operating funds and adequate cash flow to operate the program until reimbursement of grant funds occurs.

Potential applicants should consider their **capacity*** and program concept in relation to all requirements. It is the applicant's responsibility to thoroughly review all grant regulations and guidance before preparing a proposal for funding to ensure they have the ability to comply with all Federal requirements and grant regulations. Note: Resources for grant information can be found online at www.hudexchange.info/programs/cdbg/.

****Capacity: Demonstrates the ability to carry out the proposed program activities, including: 1) meeting goals and objectives, 2) maintaining all required documentation, 3) submitting all required reports, 4) adhering to acceptable financial management and recordkeeping, 5) sufficient staff to administer the grant.***

Awarded applicants must certify that they will comply with all applicable Federal, State and City statutes, rules, regulations and record keeping requirements governing the use of grant funds. Awarded applicants must execute a written agreement, requiring compliance with the proposal and any modifications and conditions imposed by the City. If awarded a grant, it is the responsibility of the applicant to understand and comply with the written agreement and federal regulations. (See Part VII, Applicant Certification)

PROPOSAL INSTRUCTIONS

- **PROPOSAL SUBMISSION REQUIREMENTS:** Please see Exhibit A for the proposal submission checklist to verify that all required items are submitted with the final proposal.
- **DEADLINE:** Completed proposals must be received before **4:30 pm on March 4, 2024**.
- **AUTHORIZATION:** Authorization of the Agency's Governing Board designating the authorized official to enter into contracts must be attached. The proposal must be signed by the designated authorized official.
- **METHOD OF DELIVERY:** The proposal must be received by the deadline through the following methods:

Hand Delivered or by Mail: Submit a hard copy of the proposal to:

City of Edinburg
Grants Administration Department
P.O. Box 1079
Edinburg, Texas 78540

- **MISSING INFORMATION:** Proposals that are missing any information will be deemed "incomplete" and may not be considered. The City reserves the right to request clarification or additional information necessary to determine eligibility. The City reserves the right to determine the completeness of all proposals. Late or incomplete proposals will not be considered for funding. Proposals must include the signature of the applicant's designated authorized official and must be dated, otherwise it will be deemed incomplete.
- **MULTIPLE ACTIVITIES:** Develop a separate Proposal if requesting funding for multiple projects. Thorough consideration should be given when answering each question and in attaching supplementary documentation.
- **PUBLIC HEARING:** The City of Edinburg will hold a public hearing to solicit public comments and allow for presentations of the funding requests submitted to the Community Development Council advisory board. All applicants are invited to make presentations and answer any questions regarding the proposals. The public hearing will be scheduled on **Thursday, March 28, 2024 at 5:30 p.m.** **Presentations will be timed and presenters will be stopped once time has expired. Please ensure that the presentation is no longer than 5 minutes.**
- **Evaluation and Rating of Proposals:** All proposals will be evaluated and scored. The maximum score is 100 points. Staff considers previous awards and the project management record of applicants when completing the evaluation of each proposal. This includes but is not limited

to: maintaining regulatory compliance with the CDBG program, meeting proposed goals, promptly submitting reimbursement requests and monthly reports, maintaining financial and program records, and expending CDBG funds in a timely manner. The highest-ranking proposals will be considered for funding. If a proposal is incomplete, such as blank questions or sections, and/or missing attachments, or NOT signed and dated by the Authorized Representative, it will be disqualified for funding.

- **No funding Guarantee:** The City Council reserves the right to reject any or all proposals. Funding granted in one fiscal year, does not guarantee that a proposal will receive future funding.

PART I – PROPOSAL SUMMARY

1. Proposed Project Title:

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2. Legal Name of Agency (Applicant):

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3. Mailing Address:

City:

Zip:

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4. CONTACT INFORMATION:

Organizational Head (Person legally authorized to execute a contract for the organization)

Name:	Phone:
Title:	Email:

Financial Officer (Should not be the same as the Program Director)

Name:	Phone:
Title:	Email:

Program Director (Primary Contact)

Name:	Phone:
Title:	Email:

5. Agency Description:

501(c)3	Yes <input type="checkbox"/>
Non-Profit?	No <input type="checkbox"/>
Public Agency?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
Agency UEI Number:	

Date Incorporated:	
Agency Tax ID Number:	

If you do not have a UEI Number, go to:

<https://sam.gov/content/home> to register.

6. FY 2023-2024 CDBG Funding Request Amount

\$	
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7. Does the agency have an active registration status with System of Award Management?

Yes No

8. Does the organization's registration in SAM identify any exclusions which prohibit the organization from receiving federal contracts? Yes No

If you are not registered with SAM, go to <https://www.sam.gov/> to register. Please provide documentation verifying active registration status for SAM. This is required when awarded federal funds.

PART II – AGENCY INFORMATION

1. Longevity: Number of years the agency has been in operation:

2. Does the agency develop or explore new sources to generate funds such as soliciting donations, fundraising, apply for grants, etc.? Yes No

3. Has the agency been involved in any lawsuits? Yes No

4. Are there any outstanding judgments against the agency? Yes No

5. Is the organization Faith-based? Yes - If yes, complete questions below,
No - If No, continue to #6.

1. Describe how the organization will not discriminate against, show preferential treatment to, or limit services to any employee, applicant or employment, or persons served by the HUD funded program on the basis of religion or religious beliefs.

2. Describe how the organization will separate the program from inherently religious activities, such as worship, religious instruction, and/or proselytization.

6. Disclosure of Potential Conflict of Interest

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award or administration of a contract supported by Federal funds if a real or

apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

In accordance with the City's Conflict of Interest Management plan, any subrecipient awarded CDBG funds will be required to attend an annual training regarding regulatory conflict of interest provisions.

Prospective subrecipients should carefully consider whether any of their activities may give rise to a conflict of interest. A conflict of interest that is not properly addressed can result in a loss of CDBG funding to the program and/or in some cases, can result in civil or criminal liability.

The attached Conflict of Interest form (Exhibit B) must be executed by all key subrecipient staff members, including board members, and submitted with the final proposal for funding.

7. Does the agency formally evaluate and measure the effectiveness of the proposed project?
Yes No

If yes, please describe the process:

8. Please describe ways in which the agency has worked to enhance cost-effectiveness over the past year.

PART III – AGENCY OVERVIEW

1. Describe the agency's mission and purpose.

2. Indicate if this is a new or existing project or service:

- Existing Project - Previously funded by the City.
Is the service a quantifiable increase? Yes or No

If Yes, please explain

- New Project (Has never been funded by the City.)

3. What is the full-service area of this agency?

- Edinburg
 Other _____

Please describe Service Areas:

4. Describe the demand and need for services.

- a. Explain the need for this project and include gaps of these services in the City of Edinburg. Provide **QUANTITATIVE DATA** to your explanation. *Example: A gap could be insufficient funds to assist all clients on waiting list or not enough funding to provide additional services to clients.*

- b. Was this program funded by the City in FY 2023-2024? Yes No

If yes, what **NEW Services (Service did not exist) or EXPANDED Services (A service increased in size or capacity)** will your agency provide for the community (be quantitative)?

5. Target Population:

- a. How many unduplicated individuals are expected to be served by the program in the grant year?

- b. How many individuals will be served by this program whose income is at or below median income?

- c. What is the estimated cost to provide services to one person?

- d. What is the target population the program proposes to serve? (Example: elderly (62/+), severely disabled, youth, abused children, domestic violence victims, etc.)

- e. How will the agency identify prospective clients and make them aware of the program?

6. Project Eligibility:

To be eligible for CDBG program funds, project activities must meet one of the HUD national objectives listed below. Select one that applies to the specific program for which you are requesting funding:

- LMI Limited Clientele:** At least 51 percent of persons served will be from low- and moderate-income households. Explain how you will determine household-income.

- LMI Jobs:** At least 51 percent of jobs created or retained will be filled by low-or moderate-income persons. Explain below how you will determine household income.

- LMI Housing:** All households provided with housing assistance will have low or moderate-income. Explain below how you will determine household income.

- Area Blight:** The program will cure conditions of slum and blight in designated blighted area. Describe the area below and attach map showing its boundaries.

- Spot Blight:** The program will cure conditions that are a threat to public health and safety in a building not located in a blighted area. Describe below the specific conditions that pose a threat and how the end use will benefit low-and moderate income persons.

- Urgent Need:** Select this national objective only if a particular urgency is met, and activity **must be designed to alleviate existing conditions which the local government certifies** and state determines the following:
 - Pose a serious and immediate threat to the health or welfare of the community,
 - Are of recent origin or recently became urgent,
 - The state grant recipient is unable to finance the activity on its own, and
 - Other sources of funding are not available to carry out.

A **condition** will generally be considered to be of recent origin if it is developed or became critical within 18 months preceding the [state grant recipient's certification](#). Reference: 24 CFR 570.483(d)

Explain how your program addresses the national objective you selected.

7. Performance Measures: Measuring the Program Goals and Objectives

Please complete “[Exhibit C-Performance Management](#)” to show how the results and impacts brought about by the program, are measured and identified. When completing this section, please consider the following question:

How does the agency identify that the program is making a difference in the lives its beneficiaries?

If funded, these goals and objectives will become a part of the agreement with the City and will be used to measure project performance. CDBG requests must be limited to activities that can be implemented and completed, with all CDBG funds expended by September 30th of the fiscal year of the award.

PART IV – PROJECT DESCRIPTION

- 1. Statement of Problem/Need:** Briefly describe the problem or need that the proposed activity is intended to address and how the problem or need involves low- and moderate-income residents in Edinburg.

- 2. Project Description:** a) Describe the proposed program or project, including work to be performed, activities to be undertaken, and/or services to be provided, and b) Describe specifically how the requested CDBG funds will be used.

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3. Please provide the number of individuals assisted in the following fiscal years:

	FY 2022-2023*	1 st Qtr FY 2023-2024**	# Proposed for 2024-25
Total # Assisted			
Total # Assisted in Edinburg			
Type of Services Provided including number of persons assisted:			
Counseling			
Home Visits			
Outreach			
Educational/Recreational			
Vocational Training			
Shelter			
Legal			
Referrals			
Other:			

** For services provided for Fiscal year 2022-2023 for services provided from October 1, 2022 to September 30, 2023.*

*** Include services provided for 1st Quarter of Fiscal year 2023-2024.*

4. Must all participants in your program meet federal or state low income limit guidelines for program qualifications? Yes No

5. List similar projects in Edinburg. Is there a coordinating agency? If so, whom? (Name, address and phone number of contact person):

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6. Provide backup information regarding project service necessity. **Surveys, waiting lists, etc.**

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7. Attach **LETTERS OF SUPPORT** for this project.

8. If this project is not funded or only partially funded, will the project still be carried out?
 Yes No

9. Is there a fee for your services? Yes No If yes, please attach a fee schedule.

PART V – PROJECT BUDGET

1. Please list CDBG funded amount requested and other sources of funds and amounts for this project.

Funding amount requested from City of Edinburg-CDBG	\$
Other Sources	
	\$
	\$

2. Provide a line-item budget that will identify the allocation of the requested CDBG amount.

CATEGORY	CDBG FUNDS REQUESTED
Salaries (Please list all positions to be paid with CDBG funding)	\$
1	
2	
3	
4	
Fringe Benefits	\$
Food Supplies	\$
Program Supplies	\$
Program Transportation	\$

Medications/Durable Equipment	\$
Other (Specify)	\$
Total Project Expenses	\$

3. Is project dependent on "Other Funds"? Yes No If yes, please explain.

Note: If other funds are pending approval and the project is dependent on them, please be advised that we reserve the right to rescind Community Development Funding if other funding becomes unavailable.

4. Identify the percentage of CDBG funding that will be used for staffing and operations utilized for direct benefit only.

5. Identify the percentage of CDBG funding that will be used for direct benefit (example: dental services, meals for elderly, shoes for youth etc.)?

6. Describe the need and the degree of urgency for the proposed project. How might the lack of funding for the proposed project in the upcoming year, impact the outcomes?

7. Identify the individual primarily responsible for the fiscal oversight of grant awards for the organization and their experience with federal funds.

8. Describe how the organization’s internal controls adequately safeguard grant funds, personally identifiable information, and ensure the grant funds are used solely for authorized purposes.

9. Does your organization currently have any Independent Single Audit open findings or concerns?
 Yes No If yes, provide explanation of outstanding issues:

10. Complete the table below for all staff members involved with the program. This includes staff requested to be paid with grant funds for direct service and staff providing management and oversight of the CDBG funds.

PROGRAM STAFF			
Name	Title	Program Role	Years of CDBG Experience

PART VI – PROJECT TIMELINE AND BENCHMARKS

1. Project’s Fiscal Year

<i>Beginning Date</i>		<i>End Date</i>	
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2. If funded, indicate the amount of CDBG funds to be spent each quarter:

Beginning October 1, 2024 and ending September 30, 2025:			
2024 Oct., Nov., & Dec.	\$	2025 Jan., Feb., March	\$
2025 April, May, June	\$	2025 July, Aug., Sept.	\$

3. Indicate the amount of CDBG beneficiaries to be assisted during each quarter:

Beginning October 1, 2024 and ending September 30, 2025:			
2024 Oct., Nov., & Dec.		2025 Jan., Feb., March	
2025 April, May, June		2025 July, Aug., Sept.	

PART VII – APPLICANT CERTIFICATION

Applicant Certification: I certify under penalty of perjury the foregoing proposal for Community Development Block Grant funds for FY 2024-2025 is true and correct. If this request is accepted for funding, the agency is willing to comply with all applicable, Federal, State, and Local laws and regulations. I understand additional documentation will be required if the award is granted.

Agency’s Authorized Official (please print): _____

Authorized Official’s Title: _____

Signature: _____

Date: _____

EXHIBIT A

PROPOSAL SUBMISSION REQUIREMENTS CHECKLIST		
<p><u>A complete proposal</u> includes the items listed below. Please provide each item in the sequential order.</p>		
✓	# copies	Item
	Original	Proposal for CDBG Funds
	1	Documentation verifying active SAMs registration status
	1	Exhibit A - Conflict of Interest form
	1	Exhibit B – Performance Management
	1	Three Letters of Support
	1	Fee schedule (If applicable)
	1	Provide backup information regarding project service necessity, such as surveys, waiting lists, etc.
	1	Current Board of Directors list – including names, addresses, position/title on Board.
	1	Board of Directors' Designation of Authorized Official – submit documentation from the Board of Directors designating the authorized official to enter into contracts. (Copy of Board minutes and/or Board resolution)
	1	Current budget for agency. Show all sources of expected revenues / expenditures.
	1	Organizational Chart
	1	Resume of Program Director
	1	Resume of Financial Officer
	1	Personnel Policies and Procedures. MUST INCLUDE A) Method of vacation/sick leave accumulations; B) List of Paid holidays; C) Number of hours which make up the work week; D) Hours when open to the public; E) hiring procedures and affirmative action policy; F) Conflict of Interest; G) Non-discrimination policies; H) Equal Employment; I) Grievance policies for employees;
	1	CDBG Program Policies and Procedures. MUST INCLUDE A) Non-discrimination for program participants; B) Grievance policies for program participants; C) Records Retention; D) Personally Identifiable Information (PII) Policy; Equal Opportunity; Limited English Proficiency (LEP) policies.
	1	Procurement/Purchasing Policy
	1	Articles of Incorporation and Bylaws

	1	State/Federal Tax Exemption Determination Letters Proof of tax exemption (Tax ID#)
	1	Agencies receiving \$750,000 or more in federal funds must provide a copy of the most current single or program audit report prepared by an independent, certified public accountant. Include Independent Auditor’s Report, Management Letter, if noted in the Audit, and the response to the Management Letter addressing all issues, concerns, and/or findings. Note: Agencies not required to complete a single or program audit, MUST provide <u>Financial Statements for last three months.</u>
	1	Copy of most recent 990 Tax Return and provide copy of IRS Form 8868
	1	Certificate of Insurance: <ul style="list-style-type: none"> a. Limits of not less than \$250,000 per occurrence (\$500,000 aggregate) will be required, if awarded more than the thresholds as per City Ordinance 33.44 (C)(D) Bond and Insurance. b. If a vehicle is used to provide direct services, auto liability will be required in the same amount.

EXHIBIT B

CONFLICT OF INTEREST

No employee, officer or agent of the City of Edinburg, sub-grantee or subrecipient shall participate in selection or in the award or administration of contract or conduct business with a vendor if a conflict of interest, real or apparent would be involved.

- A. the employee, officer or any agent
- B. a member of his/her immediate family
- C. his or her partner
- D. an organization which employs or is about to employ, any of the above, has financial or other interest in the firm selected for award.

The City of Edinburg's, sub-grantee or subrecipient, officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements, vendors or potential vendors. Depending on gravity, violation of this Conflict of Interest could result in dismissal, probation or suspension of officers, employees or agents involved or termination of contractual agreements with subrecipients.

Non-disclosure Policy

No disclosure of verbal or written price quotations shall be made by any City of Edinburg employee, sub-grantee or subrecipient. Violation of the nondisclosure policy shall be subject to disciplinary action as provided by the City of Edinburg or termination of contractual agreements when a subrecipient/sub-grantee employee is involved.

Personal Interest

No member of the City of Edinburg City Council or any officer or employee of the City of Edinburg, sub-grantee or subrecipient shall have a financial interest, direct or indirect or by reason of ownership of stock in any corporation, in any contract or in the sale to the City of Edinburg, sub-grantee or subrecipient or to a contractor supplying the City of Edinburg, sub-grantee or subrecipient of any land or rights or interest in any land, material, supplies, or services, or in any matter in which he acts for the City of Edinburg. Any willful violation of this section shall constitute malfeasance in office, and any officer or employee of the City of Edinburg, sub-grantee or subrecipient found guilty shall thereby forfeit his or her office. Any violation of this section with the knowledge, express or implied, of the person or corporation contracting with the City of Edinburg, sub-grantee or subrecipient shall render the contract void by the Community Development/Grants Management Director or the City Council Member.

Certification:

I, the undersigned, certify and report that to the best of my knowledge,

- I have no conflict of interest to disclose
- I have the following conflict of interest to disclose:

Employee, Subrecipient or Agent Acknowledgment

Print or type Name and Position/Title

Entity/Organization Name

Date

**EXHIBIT C
PERFORMANCE MANAGEMENT**

HUD NATIONAL OBJECTIVE	PROGRAM ACTIVITY	GOALS		SPECIFIC OUTCOME INDICATORS
Select one HUD Objective from the list below		OUTPUT	OUTCOME	
<p align="center">EXAMPLE 1 Low Mod Clientele</p>	<p>Deliver lunch meals to homebound elderly, Monday thru Friday for 250 days during the fiscal year at a service rate of \$5.31 per meal.</p>	<p>Deliver lunch meals daily to 16 elderly persons that homebound due to physical disability or illness.</p>	<p>Improve access/availability of suitable living environment by providing adequate nutrition to elderly helping them remain healthy and strong.</p>	<p>A. ____ Number of elderly with new access to service. B. ____ Number of persons with improved access.</p>

HUD National Objectives:

- | | |
|----------------------|---------------------------------------|
| 1. Low Mod Clientele | 4. Low Mod Jobs |
| 2. Low Mod Area | 5. Slum/Blight |
| 3. Low Mod Housing | 6. Urgent Need (refer to Part III-#6) |

*** Q. – What is the difference between new and improved access?**

- a.) Where a service or facility did not exist, the assistance provided results in "New" access to that service or facility. B.) Where a service/facility was limited in size or capacity, and the assistance expanded the existing service or facility, the result would be improved access