



HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

Request for Proposal (RFP)

CDBG

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FY2019 FUNDING

Grant Year Starting October 1, 2019 and Ending September 30, 2020

FOR CONSTRUCTION & NON-CONSTRUCTION PROJECTS

Deadline for Submittal:

March 15, 2019

Limited to Non-Profit and For-Profit Organizations

For further information you may contact the Office of HCD at 361.826.3010

Full applications are available through the City of Corpus Christi's Housing and Community Development Department (HCD) located at 1201 Leopard St. RFP full applications may also be accessed through our website at <https://www.cctexas.com/housingandcommunitydevelopment>. RFP full applications are due no later than 5:00 p.m. on Friday, March 15, 2019. No matter which method of delivery an organization chooses (US Mail, Courier, Hand delivery, or other), it is the organization's responsibility to ensure that the application is received in the HCD Office, 2nd Floor, City Hall by the deadline specified.



HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

February 1, 2019

SUBJECT: Changes to Request for Proposal (RFP) Process for Community Development Block Grant (CDBG)

Dear Applicants:

Thank you for your interest in submitting an application for CDBG FY2019 funding. As Director of Housing and Community Development (HCD) Department, I would like to inform you of the significant changes taking place.

The City of Corpus Christi acts as the local participating jurisdiction (PJ) and each year the U.S. Department of Housing and Urban Development (HUD) allocates Community Development Block Grants (CDBG), Emergency Solutions Grant (ESG) Programs and Home Investments Partnership Program (HOME) funds to local Participating Jurisdictions (PJs). To date, HUD has yet to announce the funding allocation for CDBG but it is expected that FY2019 funding will be very competitive.

For the past few months we have been exploring ideas on how to better streamline the RFP process. One of the changes which took place was moving the RFP timeline to start in the month of February 2019 in order to provide applicants and staff more time to carry out RFP requirements. We continue with a separate RFP for CDBG funding and HOME funding proposal.

In the past, we funded phased-out projects; for FY2019, one of the main objectives as last year, is to award agencies an adequate amount of funds in support of their eligible projects, however the maximum amount of CDBG funds allowed is set at \$200,000. As done last year, HCD will not be considering projects which are agency maintenance and/or replacement related during this program year.

Due to severe nation-wide funding cuts in the past 5 years, HCD has made the decision to eliminate prior year eligible activities, such as Public Service, from being allowed through the CDBG Program in order to focus funding efforts on projects which directly comply with the City's 2018-2022 5-year Consolidated Plan.

Another improvement we have put into place is an RFP rating tool, which will not only assist HCD staff with screening and ranking RFPs for eligible and most

viable projects but will also identify agencies most likely to be successful in carrying out their projects in a timely and effective manner.

Again, thank you for your interest. If you have any questions, please contact me at (361) 826-3021.

Sincerely,
Rudy Bentancourt
Director of Housing and Community Development

cc: Keith Selman, Interim City Manager

FY2019 REQUEST FOR PROPOSALS
Community Development Block Grant Program
CDBG
APPLICATION FOR FUNDING
FOR CONSTRUCTION & NON-CONSTRUCTION PROJECTS

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GENERAL RFP INFORMATION

INTRODUCTION

The City of Corpus Christi receives funding annually from the U.S. Department of Housing and Urban Development (HUD) for its Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and Emergency Solutions Grant (ESG) Programs to benefit very low, low and moderate-income persons. This Request for Proposals (RFP) process solicits proposals for the **FY2019-2020** program year to implement projects that may be funded with CDBG funds.

PURPOSE

The goal of the CDBG program is to meet one of the three National Objectives required by HUD:

1. Benefit low- and moderate-income persons,
2. Aid in the prevention or elimination of slums or blight, or
3. Meet community development needs having a particular urgency.

This RFP packet is to apply for **CDBG** funding which include:

CONSTRUCTION PROJECTS:

- Owner Occupied Rehabilitation – [Other than Emergency Repairs]
- Public Facilities and Improvements – [Rehabilitation other than Replacement or Maintenance]
- Public Facilities and Improvements – New Construction
- Removal of Architectural Barriers

NON-CONSTRUCTION PROJECTS:

- Housing Rehabilitation - SERVICES

NOTE: CDBG assistance is limited to projects located within the city limits of Corpus Christi.

THRESHOLD REQUIREMENTS

CDBG Applicants must be:

- Non-Profit or For-Profit Organizations
- Demonstrate a track record of continuous, active, and relevant operation for **at least three years**. Applicants who received CDBG funds previously, past performance will be evaluated.
- Serve primarily low- to moderate- income residents of Corpus Christi (See Table with Income limits on page. **IX**); serve a CDBG designated Area (See **Census Tract Map** on page **X**) or serve another eligible activity

- Have no Conflict of Interest with City of Corpus Christi employees, officials, board members or consultants. Disclosure of Interest must be submitted with the RFP application. (Form included in RFP pg.14 &15)
- Is in compliance with Anti-Lobbying requirements, a Certification Regarding Lobbying must be submitted with the RFP application. (Form included in RFP pg.16)

THRESHOLD REQUIREMENTS (Continue)

All proposals must meet the following minimum threshold requirements:

- No individually funded CDBG agency will be eligible for future CDBG funding **for a minimum of two years from the date of its last funding.** **City Council Policy No. 9**
- Applicants that are not-for-profit organizations must provide evidence of current 501(c)(3) tax exempt status from the Internal Revenue Service and be in good standing with the Texas Secretary of State.
- Applicants must be current in all financial obligations with the City. The city will not fund an organization or agency with outstanding disallowed costs, defaulted loans, debarment actions or any other legal encumbrance, regardless of the merits of the submitted proposal.
- Applicant organization must certify it operates a drug-free environment.
- Applicant organization must NOT be suspended or debarred as per General Services Administration (GSA) *Excluded Parties List System* (EPLS) (31 U.S.C. 6101, Note, E.O. 12549, in the System of Award Management (SAM) Program.
- Applicant to certify his/her organization is financially stable.
- Pre-Application must have been timely submitted
- Request for Proposals (RFP) must be timely submitted, complete and signed by the EO.

If the applicant fails to demonstrate that these requirements have been met, the proposal will not be reviewed, and the applicant will be advised of the decision.

INCOME ELIGIBILITY

In general, all projects must benefit persons with household income below 80% of area median income adjusted for family size. Special conditions apply to CDBG and HOME assisted rental projects and to CDBG assisted non-housing projects (refer to —Income Limits for Extremely Low, Very Low- and Low-Income Household_ (see table on **Page IX**).

GRANT PERIOD

The grant period commences on **October 1, 2019**; however, the project begins after the execution of the funding Subrecipient Agreement between the City of Corpus Christi and the Agency. **Project expenditures before the funding agreement is executed will not be reimbursed.**

COMPLETION DATE

If contracts are awarded as a result of this RFP, contracts are anticipated to commence on or about **October 1, 2019 and end on September 30, 2020.** The City has the option not to renew or extend the contract to any agency based on agency unsatisfactory performance or other reasons. It is expected that all construction projects may be completed by or **within 12 months** upon execution of the agreement with the City.

INVALID APPLICATIONS

Applications will be rejected without evaluation for the following reasons:

- A Pre-Application Form was not timely submitted for proposed project.
- New agency or City Department applicant fails to attend a **one-on-one** TA meeting.
- Agency is applying for CDBG funds before two years of its last funding as required by City Council Policy.
- Applicant fails to attend one of the **Mandatory** Technical Assistance Workshops as scheduled on **Page VIII.** Applies to CDBG Pre-Application and Request for Proposal RFP applicants.
- Project/Program not clearly eligible according to CDBG Regulations.
- Applicant has demonstrated poor past performance in carrying out CDBG or HOME funded programs or complying with federal regulations.
- Applicant fails to provide audited financial statements or other required Information.
- Other applicable reasons or major concerns to be determined by City and HCD Staff.

PROJECT EVALUATION & FUNDS ALLOCATION

Eligible applications will be evaluated by HCD staff based on the priorities of the FY2019 Consolidated Annual Action Plan located at the following link: <https://www.cctexas.com/housingandcommunitydevelopment>.

Feasibility of the project and the capacity of the agency to carry it out the project. In addition, staff will use an Evaluation Criteria as a guide in allocating funds.

However, this will not be the sole factor in determining whether a project will be funded or how much funding it will receive. HCD Staff will present their allocation recommendations to the City Council in the form of a Consolidated Annual Action Plan (CAAP) for the CDBG, HOME, and ESG programs. Furthermore, the City will seek citizen input on the CAAP through public hearings and written comments. (See FY2019 Consolidated Annual Action Plan (CAAP) Schedule on **Page VI**).

FINANCIAL STABILITY

Agency receiving CDBG funds **MUST** be able to comply with long term financial stability to be funded and affordability requirements after project is completed and closed by the City. The Facilities and Improvements must be used to meet same National Objective and same Business Purpose for it was funded for **five (5) years after HUD closing of project**, failure to comply with this requirement will make the agency to reimburse the CDBG allocated funds to the City. Documentation to support Agency's sound financial position will need to be provided with your RFP application.

COMPLIANCE

Projects must comply with local, state, and federal rules and regulations, but not limited to: contract procurement, zoning, platting, property acquisition and relocation requirements, Davis Bacon, Section 3, and ADA compliance, Environmental etc.*

***All projects are subject to Environmental Review prior to approval of funding by HUD.**

NOTE: *Applicants should understand that this is a competitive application process for limited funding. There will be applications for projects that satisfy many of the evaluation criteria but are not recommended for funding. The City of Corpus Christi will not fund an organization or agency with outstanding disallowed costs, unresolved monitoring or audit findings, defaulted loans, debarment actions or other legal encumbrance, regardless of the merit of the proposal. Agencies may not be funded if*

SITE CONTROL REQUIREMENTS

- Projects in leased facilities shall have active minimum of 15 year or more Lease Agreement or a letter of commitment from the land owner to lease the facility and approve the proposed improvements if funded.
- Have a legal Gift Deed if the property is a donation
- A letter of commitment from Owner if property will be acquired.
- No taxes shall be owed in the Facility to be improved.
- Report all Liens in the Property to be improved.
- No environmental issues in the Property to be Improved
- Disclose ANY FUTURE PLANS THAT MAY AFFECT YOUR PROPERTY SUCH AS: Possible property sale or change of use; Future construction that may affect site; Changes on zoning. Etc.,
- All appropriate zoning must be in place at the time the RFP is submitted. Property not zoned appropriately will receive lower scoring points. Project must be “shovel ready” if construction.

BUDGET CONTROL

City does not provide additional CDBG funding for project completion. If CDBG funds are awarded, the Agency shall ensure that any additional funding sources needed to complete the project are committed and secured at the time of executing an Agreement with the City.

2019 ANNUAL ACTION PLAN SCHEDULE

HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT COMMUNITY PLANNING AND DEVELOPMENT (CPD) PROGRAMMING FY2019 CONSOLIDATED ANNUAL ACTION PLAN (CAAP) SCHEDULE*

**Tentative and subject to change*

December 16, 2018	Publish Technical Assistance Workshops/Neighborhood Meeting(s)/ Public Hearings/Deadlines for Pre-Application & Full Applications (Request for Proposals)
February 2019	Preliminary Planning/Technical Assistance Workshops/ Neighborhood Meeting(s)/Public Hearing Presentation
January 2, 2019	Release Pre-Application form (CDBG, ESG, and HOME Programs)
January 18, 2019	Deadline to submit Pre-Application form (Mandatory for CDBG, ESG, and HOME Programs)
February 1, 2019	Release Full Application (Request for Proposal) for the CDBG, ESG, and HOME Programs
March 15, 2019	Deadline to submit Full Application (Request for Proposal)
April 2019	Proposals discussion with City Administration
May 1, 2019	Publication of City Council Public Hearing on the Proposed FY2019 CAAP and notice of Comment Period
May 15, 2019	30-day Citizen's Comment Period begins
June 1, 2019	Forward FY2019 CAAP books to City Council
June 1, 2019	Forward final Attachment "D" with staff recommendations to City Council
June 18, 2019	City Council Public Hearing – Proposed FY2019 CAAP with Staff Recommendations for Full Applications submitted. End of Citizen Comment Period for FY2019 CAAP.
June 25, 2019	City Council Adoption – FY2019 CAAP
June 26, 2019	Submit Final FY2019 CAAP Summary & Proposed Use to Caller-Times
June 30, 2019	Publication of Final FY2019 CAAP Summary
August 9, 2019	Submit FY2019 CAAP to HUD (Due by August 16)
September 3, 2019	HUD 15-day comment period – Notice of Finding of No Significant Impact and Notice of Intent to Request a Release of Funds

MANDATORY WORKSHOPS:

Agency or City Department representative who will be submitting Pre-Application and Request for Proposal (RFP) Application, MUST attend a **Mandatory** Technical Assistance (TA) Workshop for the RFP, and MUST have attended a **Mandatory** TA Workshop for the Pre-Application (CDBG only). Staff will discuss changes to the Consolidated Annual Action Plan prior to submittal of documents. Failure to attend the workshops will automatically disqualify your Agency or City Department from submitting an RFP Application(s) for proposed project(s).

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

CAAP 2019 MANDATORY MEETING SCHEDULE

DATE	PLACE & LOCATION	MEETING TYPE	TIME
February 5, 2019	City Hall, 1201 Leopard St., 2nd Fl. HCD Conf. Room	TA Workshop (City Depts. Only)	9:00 a.m.
February 8, 2019	City Hall, 1201 Leopard St., 6th Fl. Conference Room.	Public Hearing/TA	9:00 a.m.
February 14, 2019	City Hall, 1201 Leopard St., 6th Fl. Conference. Room	Public Hearing / TA / Neighborhood Mtg.	5:30 p.m.
February 20, 2019	City Hall, 1201 Leopard St., 6th Fl. Conference. Room	TA Workshop / Neighborhood Mtg.	5:30 p.m.

2018 HUD Adjusted Income Limits for Extremely Low, Very Low, and Low-Income Households *

Income Limit Category	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Extremely Low (30%) Income Limits	\$13,550	\$15,450	\$17,400	\$19,300	\$20,850	\$22,400	\$23,950	\$25,500
Very Low (50%) Income Limits	\$22,550	\$25,800	\$29,000	\$32,200	\$34,800	\$37,400	\$39,950	\$42,550
Low (60%) Income Limits	\$27,060	\$30,960	\$34,800	\$38,640	\$41,760	\$44,880	\$47,940	\$51,060
Low & Mod (80%) Income Limits	\$36,050	\$41,200	\$46,350	\$51,500	\$55,650	\$59,750	\$63,900	\$68,000

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

Effective 06/1/2018

SUBJECT TO CHANGE ON 6/2019

Client Income eligibility: CDBG assisted programs must serve low income clients (less than 80% of AMI). For CDBG programs providing direct financial benefits, **all** clients must meet income eligibility limits. For other CDBG programs at least **51%** of clients must meet income limits. Certain categories of CDBG clients e.g. the homeless may be presumed to meet income limits. If you are not sure about your program's eligibility, please call Leticia Kanmore HCD Administrator at 361-826-3816.

Client Income tracking: As well as ensuring client eligibility, HUD requires us to report the numbers of clients served in each of the income groups listed above. City will require Agencies to report numbers of clients served.

CDBG PROGRAM ELIGIBLE ACTIVITIES

All proposed activities must fall within **one** of the following **objectives**:

- 1) Principally benefit low and very low-income persons
- 2) Eliminate slums and blight, or
- 3) Address urgent needs which pose a serious threat to the health or welfare of the community

AND fall within **one** of the following **categories**:

CONSTRUCTION PROJECTS

- **Public Facilities and Improvements.** – New Construction and Rehabilitation - Acquisition, construction, reconstruction, rehabilitation or installation (new construction) of public facilities and improvements, except as provided in 24 CFR 570.207(a), carried out by the recipient or other public or private nonprofit entities. Rehabilitation of Public Facilities and Improvements projects **must not include replacement or maintenance.**
- **Clearance Activities.** Clearance, demolition and removal of buildings and improvements, including movement of structures to other sites
- **Rehabilitation and Preservation Activities.** Privately owned buildings and improvements for residential purposes; improvements to a single-family residential property which is also used as a place of business, which are required in order to operate the business, need not be considered to be rehabilitation of a commercial or industrial building, if the improvements also provide general benefit to the residential occupants of the building.
- **Owner Occupied Rehabilitation (Other than Emergency Repairs).** CDBG Funds may be used to assist existing homeowners with the rehabilitation or reconstruction of owner-occupied units including rehabilitation programs which bring the property up to local codes and standards. Special programs as Energy efficiency programs aimed at improving the energy efficiency of homes.
- **Removal of Architectural Barriers.** Improvements designed to remove material and architectural barriers that restrict mobility relocation and accessibility of elderly or severely disabled persons to buildings and improvements.

NON-CONSTRUCTION PROJECTS:

- **Housing Services.** Homeowner counseling programs for LMI income persons related to CDBG homeowner rehabilitation program or counseling programs for CDBG homebuyers. As part of a CDBG-funded housing activity (e.g., preparing work specifications for CDBG-funded rehabilitation projects), generally referred to as a program delivery cost.

The above activities do not include all CDBG allowable activities, however the HCD will only consider the above activities as eligible activities as they comply with the City's 2018-2022 5-year Consolidated Plan.

CDBG PROGRAM INELIGIBLE ACTIVITIES

The following activities may **NOT** be assisted with CDBG funds:

- Buildings or portions thereof, used for the general conduct of government as defined at 570.3(d) cannot be assisted with CDBG funds
- General government expenses
- Political activities
- Purchase of equipment
- Operating and maintenance expenses – Maintenance and repair of publicly owned streets, parks, playgrounds, water and sewer facilities, neighborhood facilities, senior centers, centers for persons with disabilities, parking and other public facilities and improvements. Ex: Filling potholes, repairing sidewalks
- Furnishings and personal equipment
 - Construction equipment
 - Fire protection equipment
 - Furnishings and personal property
- New housing construction
- Income payments

INELIGIBLE PROJECTS

- When facility to be rehabilitated is not used to provide direct services to intended clientele (facility shall directly meet a National Objective to be eligible). Indirect services to targeted clientele outside facility to be improved are not eligible.
- If Financial Audit findings have not been resolved
- When facility to be improved is not owned by agency and agency fails to provide a 15-year minimum leased Agreement with Owner.
- When Agency has a Conflict of Interest with City, a Conflict Regarding Lobbying, and or is Debarred or Suspended from Government Contracting Participation

CDBG PROGRAM NATIONAL OBJECTIVES

All proposed activities must meet **one** of the following National Objectives:

A) BENEFITING LOW- AND MODERATE-INCOME PERSONS-LMI

1. ***Area benefit activities (LMA)*** - 570.208 (a)(1)(i) An activity, the benefits of which are available to all the residents in a particular area, where at least 51 percent of the

residents are low- and moderate-income persons. An activity that serves an area that is not primarily residential in character shall not qualify under this criterion.

2. **Limited clientele activities (LMC)** - 570.208 (a)(2)(i) An activity which benefits a limited clientele, at least 51 percent of whom are low- or moderate-income persons. To qualify under paragraph (a)(2) of this section, the activity must meet one of the following tests:

Benefit clientele who are generally presumed to be principally low- and moderate-income persons. Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit persons:

abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of —severely disabled, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or be of such nature and be in such location that it may be concluded that the activity's clientele will primarily be low- and moderate-income persons.

3. **Housing activities (LMH)** - 570.208(a) (3) An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households. This would include, but not necessarily be limited to, the acquisition or rehabilitation of property by the recipient, a Subrecipient, a developer, an individual homebuyer, or an individual homeowner; conversion of nonresidential structures. A Part 5 Income Calculation process will be required. The Part 5 definition of annual income is the gross amount of income of all adult household members that is anticipated to be received during the coming 12-month period
4. **Job creation or retention activities (LMJ)** – 570.208(a)(4) - An activity designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full-time equivalent basis, involve the employment of low- and moderate-income persons. To qualify under this paragraph, the activity must meet the following criteria:

For an activity that creates jobs, the recipient must document that at least 51 percent of the jobs will be held by, or will be available to, low- and moderate-income persons.

For an activity that retains jobs, the recipient must document that the jobs would actually be lost without the CDBG assistance and that either or both of the following conditions apply with respect to at least 51 percent of the jobs at the time the CDBG assistance is provided:

- B) **ELIMINATION OF SLUMS OR BLIGHT 570.208** - Activities meeting one or more of the following criteria, in the absence of substantial evidence to the contrary, will be considered to aid in the prevention or elimination of slums or blight:
1. *Activities to address slums or blight in an area basis (SBA) - 570.208 (b)(1)* - An activity will be considered to address prevention or elimination of slums or blight in an urban renewal area if the activity is:
 2. *Activities to address slums or blight on a spot basis (SBS) - 570.208 (b)(2)*
 3. *Activities to address slums or blight in an urban renewal area (SBR) - 570.208 (b)(3)*
An activity will be considered to address prevention or elimination of slums or blight in an urban renewal area.
- C) **URGENT COMMUNITY DEVELOPMENT NEEDS (URG)** - 570.208 (c) *The activity is designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community which are of recent origin or which recently became urgent, that the recipient is unable to finance the activity on its own, and that other sources of funding are not available. A condition will generally be considered to be of recent origin if it developed or became critical within 18 months preceding the certification by the recipient.*

RFP DETAILED INSTRUCTIONS FOR FY2019 CDBG FUNDS (READ THE FOLLOWING INSTRUCTIONS BEFORE SUBMITTING)

PREREQUISITES

- All applicants must have submitted a **Pre-Application** form for each individual proposed project, under each funded program, on or before the submittal deadline **5:00 p.m. January 18, 2019** in order to be eligible for submittal of a full RFP application.
- Applicants must have attended a **mandatory** Technical Assistance (T/A) Workshop in order to be eligible for submitting an RFP (See **schedule on Page VIII**)
- Applicants who have not previously received CDBG funding for the same or a very similar project must have attended a one-on-one TA meeting with HCD staff before submitting their RFP. AGENCY IS RESPONSIBLE TO SCHEDULE THE MEETING WITH ASSIGNED STAFF. **(If previously funded for HOME Program only and currently applying for CDBG, applicant MUST attend one-on-one TA with CDBG Staff or opposite.)**
- Proposed project must be an allowable HCD activity identified during the FY2019 program year.

RFP PACKET

- RFP application **MUST** consist of **ONE ORIGINAL and TWO COPIES** with **ALL** attachments included.

- RFPs considered incomplete by HCD Staff and/or if Agency fails to provide required documentation as requested, RFP may be disqualified.
- Certain identified documents may be submitted on USB flash drive along with paper documents
- RFP application MUST be submitted no later than:

SUBMITTAL DEADLINE: 5:00 p.m., Friday, March 15, 2019

SUBMITTAL REQUIREMENTS

- Any Proposal received after the above due date and time **WILL NOT** be considered, **NO EXCEPTIONS.**
- Faxed or Electronic submission of the RFP **WILL NOT** be accepted.
- Applications MUST be submitted to the attention of:

Leticia Kanmore, HCD Administrator, by:

Certified Mail OR Hand-delivery to:

City of Corpus Christi
City Hall – 2nd. Floor
Housing and Community Development Department
1201 Leopard Street
Corpus Christi, Texas 78401

NOTE: No matter which of the allowable methods of delivery an organization chooses (Certified Mail or Hand delivery); it is the organization's responsibility to ensure that the RFP is actually received by HCD staff by the deadline specified above.

All RFP packets will be date and time stamped by the HCD Staff at time of delivery. *For further information, you may contact HCD staff at 361.826.3010.*

INSTRUCTIONS FOR COMPLETING RFP PACKET:

- The application may be completed thru PDF format. The application can be downloaded from the City website at <https://www.cctexas.com/housingandcommunitydevelopment> by clicking on **2019** Request for Proposal (RFP).
- Please complete each question on RFP with clear and accurate responses in the respective sections.
- If more than one RFP Application is submitted, number each one in order of priority
- Attachments should only be used to provide supplemental or extended information (**see Pages 2 & 3 of RFP Application**) for list of **required** supporting documents.

- RFP applications should **NOT** be spiral bound, stapled or mechanically fixed; should be fastened with a paper clip or other fastening that can easily be undone. Please **do not** use binders, covers, or staples.
- Certain information can be submitted in USB flash drive. The USB flash drive shall be attached to the RFP in a clear envelope with the Agency name and date on it.
- Agency **MUST** ensure **agency name and project name appear on ALL RFP pages and documents.**
- RFP applications **MUST** start with **Page 1, FY2019 CDBG RFP APPLICATION,** and [Information Page.] Followed by the DOCUMENTATION CHECKLIST pages **2 & 3.** **DO NOT** include in front of Page 1 a cover letter or the instruction pages provided in this packet.
- All requested documentation in the “Documentation Checklist”, shall be placed at the end of the RFP Full Application (behind page 16) and must be in the Tab order listed and as indicated.
- **You must provide an ORIGINAL plus TWO COPIES** of the requested documents in the order listed **AND** place a titled page (please use colored paper) in front of each Tab section.
- All additional documentation such as printed documentation, photographs and maps, etc., may be submitted with properly TAB and referenced to the related RFP Section, and should be included in the set of copies as well.
- Include a dividing tab with its respective Tab number at each Tab section. RFP(s) without the proper numbered TAB or with No TABS will not be accepted.
- Submit RFP and documentation in the following order:
 1. FY 2019 Application Information Page (Pages 1 of RFP Application)
 2. FY2019 “Documentation Checklists” (Pages 2 & 3 of RFP Application)
 3. FY 2019 Full Application (pages 4 to 16)
 4. Documents requested in the “Documentation Checklist” and additional Information (as needed) in SEQUENTIAL TAB ORDER (placed behind Page 16 of RFP) except for information contained in USB flash drive.

Narrative responses should be 1.5 spaced in a typeface 11-point (in limited space no smaller than 10-point.) Applications exceeding 20 pages (excluding required attachments) and pages larger than 8 1/2 x11 or in color, other than title tab cover pages, are strongly discouraged.

Please read all questions and instructions carefully. The care that goes into accurately and informatively completing this application is evidence of your agency’s ability to manage the complexities of CDBG program requirements. All CDBG funded projects will comply with all applicable federal regulations.

HCD staff will be available to answer questions about the CDBG program, the RFP and the process; however, we cannot assist in writing the application or offer comments on drafts.

EVALUATION CRITERIA

The City will use a staff developed point system Rating Criteria Evaluation Form to evaluate quality of the project and the capacity to the agency to carry it out, among other important factors. HCD staff will conduct a short site visit with each proposed project. Site visit will place relevance on proposed funding.

Generally, proposals will be evaluated, and preference given to those proposed activities that:

1. Principally **benefit low and very low-income residents** who live within the City of Corpus Christi. For CDBG activities, priority will be given to activities proposed in CDBG target areas (See CDBG Census Tract Map included in Page X on this RFP)
2. Proposed projects submitted for CDBG funding which will be deemed eligible under the National Objective of Activities Benefiting Low/Moderate Income Persons will require the following:

For **AREA BENEFIT** activities (LMA): Agency **MUST** designate and submit the delineated Service Area in the RFP. Area shall be primarily residential in character (See **page XII - XIII**)

For **LIMITED CLIENTELE** activities (LMI): Clientele served shall be at least 51 percent of whom are low- and moderate-income. Agency **MUST** keep a list of unduplicated clients served during the calendar year 2019 and thereafter; list must contain: (See **page XIII**)

- (a) Client's name/or ID client number.
- (b) Client's income level (or Client's residential address if income level is not available)
- (c) Client list must be signed by Executive Director validating the information

NOTE: If a proposed Limited Clientele activity is considered for funding, HCD staff will require the agency to submit list of clients served during calendar year 2019; City will audit data provided and will determine if Agency is meeting the National Objective of benefitting at least **51%** low/moderate income persons. If audit results determine that Agency is **not** meeting this requirement, Agency may not be considered eligible for CDBG funding under this National Objective and the RFP will be deemed ineligible.

3. Allow for the most efficient and cost-effective use of CDBG Program funds so that the project outcome benefits as many low and very low-income persons as possible (See Income Guidelines on Page IX).

4. Projects not considered a high priority in the City's CAAP 5-year plan will not be considered for funding.
5. Demonstrate the financial capacity to operate the program and the ability to leverage financing from other sources.
6. **Priority will be given agencies that have the potential to carry out their funded project successfully.**
7. Priority will be given to those applying agencies that make substantial capital contributions to the project for which they are seeking funds. **Proof of capital contributions** for the CDBG Program (Bank Statements) **AND** letter of commitment to financially complete the project must be submitted with the Application (RFP) to be considered as a pledge. Also, if project is contingent upon other funding resources, HCD will require a Letter of Commitment from the Funding source or Bank Loan (Projected future fund raising by agency will not be considered as a pledge).
8. Projects ready to start will receive preference over complex projects with many contingencies causing delayed starting dates (ex: environmental and zoning issues, etc.)
9. Projects with realistic budgets will receive preference over unrealistic budgets which require excessive amounts of leveraged funds to be raised or challenge grants which will be difficult to achieve.
10. The above is not listed in any order of priority. **City Council has final decision-making authority on the selection of proposals to be recommended for HUD funding.**
11. This is not a comprehensive evaluation criteria list, just an idea of what is being considered when evaluating proposed RFP's.

RFP application MUST consist of ONE ORIGINAL and TWO COPIES including:

- ALL attachments with Dividing Tabs (See Page1&2 RFP Check List).
- Information
- Submitted on a USB flash drive can be submitted with the Original Application Only.

=====

END OF RFP INSTRUCTIONS
DO NOT SUBMIT THIS SECTION, RFP STARTS NEXT WITH PAGE NO.1

=====

FY2019 RFP APPLICATION STARTS ON NEXT PAGE

**AGENCY MUST SUBMIT PAGES (1-16) WITH REQUIRED
DOCUMENTATION PLACED BEHIND PAGE 13, AND TAB
ACCORDINGLY.**

AGENCY LEGAL NAME:

AGENCY ADDRESS:

AGENCY MAILING ADDRESS:

PROPOSED PROJECT NAME:

PROPOSED PROJECT ADDRESS & CENSUS TRACT

1 ST CONTACT NAME & TITLE		PHONE#
E-MAIL		FAX#
2 ND CONTACT & TITLE		PHONE #
E-MAIL		FAX#
CITY COUNCIL DISTRICT		DUNS #

AMOUNT REQUESTED (Not to exceed \$200,000)	TOTAL PROJECT COST:
--	---------------------

Brief Proposed Project Description: (two or three sentences describing the physical proposed project (sq. feet, type of facility, intended use and clientele to be served)

Brief Proposed Agency Activities: Briefly explain your program Design /Mission activities currently being carried out at the facility to be improved.

<p>Construction Project Type (check one or more)</p> <input type="checkbox"/> Owner-occupied Rehab <input type="checkbox"/> Public Facilities-New Construction <input type="checkbox"/> Public Facilities Rehabilitation non-Maintenance and or Replacement related. <input type="checkbox"/> Removal of Architectural Barriers	<p>Non-Construction Project Type (check one or more):</p> <input type="checkbox"/> Housing Rehab Services
---	--

<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the organization have sufficient financial capacity to operate the program? If so, has this been established and how is it documented?
--	---

<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the organization providing substantial Agency capital contributions to the project? If so, how much, \$ <i>Projected agency future fund raising will not be considered as a pledge.</i>
--	---

<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the organization in compliance with City Council policies regarding a minimum time period of two year from previously awarded projects to be considered for funding?
--	--

CERTIFICATION: To the best of my knowledge and belief all data in this application are true and current. This document has been duly authorized by the governing board. **(Both signatures are required)**

Executive Director: _____ Date: _____

Board Chairperson/President: _____ Date: _____

TO BE COMPLETED BY HCD STAFF:					
1) MEETS PROGRAM GUIDELINES?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	2) MEETS NATIONAL OBJECTIVE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3) IS PROJECT ELIGIBLE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	4) SUBMITTED A PRE-APPLICATION FORM?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5) ATTENDED TA WORKSHOP?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	6) SUBMITTED REQUIRED DOC WITH RFP	<input type="checkbox"/> YES	<input type="checkbox"/> NO

AGENCY NAME:

PROJECT NAME:

**DOCUMENTATION CHECKLIST (pages 2 & 3)
MUST SUBMIT WITH RFP**

THIS DOCUMENTATION CHECKLISTS MUST BE PLACED AFTER THE RFP APPLICATION FRONT PAGE No. 1

Requested Documentation MUST have Agency' Name and Project Name and be placed behind Page 16 (Click on each box to place an X indicating that you have included each item) If not applicable, mark N/A and EXPLAIN why not below.)

RFP WITHOUT RESPECTIVE TABS MAY NOT BE ACCEPTED.

Agency Ck.	TAB No.	Section Refer.	Section Title	Page No.	NOTES	City Ck.
<input type="checkbox"/>	N/A	RFP	(RFP) Agency Contact Information	1	No TAB required	<input type="checkbox"/>
<input type="checkbox"/>	N/A	RFP	Documentation Checklist	2 -3	No TAB required	<input type="checkbox"/>
<input type="checkbox"/>	1	A	Program Design/Mission	4	Describe Program Design	<input type="checkbox"/>
<input type="checkbox"/>	2	B	Project Description, CONSTRUCTION.	4	Detail Project Description	<input type="checkbox"/>
<input type="checkbox"/>		2.1	Construction Detail Information: Drawings and Specs etc.,		Listed documents in Pg. 3	<input type="checkbox"/>
<input type="checkbox"/>		2.2	Deed of Trust if Agency Owns Property		If Owns Property	<input type="checkbox"/>
<input type="checkbox"/>		2.3	15 Year minimum Lease Agreement if leased property		Or Owner commitment letter to Lease Property	<input type="checkbox"/>
<input type="checkbox"/>		2.4	Project Pre-Approvals from Regulatory Authority or City Dept.		If applicable	<input type="checkbox"/>
<input type="checkbox"/>		2.5	City Planning Zoning Letter		Required	<input type="checkbox"/>
<input type="checkbox"/>		2.6	Letters from Historical Commission		If applicable	<input type="checkbox"/>
<input type="checkbox"/>		2.7	Lead Based Plan for Rehabilitation		If applicable	<input type="checkbox"/>
<input type="checkbox"/>		2.8	Phase I Site Assessment Findings		If applicable and has been currently conducted.	<input type="checkbox"/>
<input type="checkbox"/>	3	C	Program Operations NON-CONSTRUC.	6	Describe Program Operations	<input type="checkbox"/>
<input type="checkbox"/>	4	D	Clients Demographics	6	Additional Information.	<input type="checkbox"/>
<input type="checkbox"/>	5	E	Agency Financial Stability Reports*	7	Listed documents in Pg. 7	<input type="checkbox"/>
<input type="checkbox"/>		E.1	Past three years Audit Review Management Letters		Required	<input type="checkbox"/>
<input type="checkbox"/>		E.2	Most Recent Independent Audit-Circular A-133		For Agencies receiving \$500,000 in annual Grants	<input type="checkbox"/>
<input type="checkbox"/>		E.3	Most recent Unaudited Financial Report		For Agencies receiving less than 500,000 annual Grants	<input type="checkbox"/>
<input type="checkbox"/>		E.4	Current Fiscal Year Budget		Required	<input type="checkbox"/>
<input type="checkbox"/>		E.5	Internal Financial Procedures Condensed		Required- Compact Disk	<input type="checkbox"/>

<input type="checkbox"/>	6	F	Project Funding Sources	7	Additional Information	<input type="checkbox"/>
<input type="checkbox"/>	7	G	Project Schedule- CONST.ONLY	8	Additional Information.	<input type="checkbox"/>
<input type="checkbox"/>	8	H	Cost Estimate - CONST	9	Additional Information	<input type="checkbox"/>
<input type="checkbox"/>	9	I	Expenditures -- NON- CONSTRUCTION	10	For Non-Construction Projects	<input type="checkbox"/>

FY 2019	CDBG RFP APPLICATION	Page 3 of 16
AGENCY NAME:		
PROJECT NAME:		

Agency Ck.	TAB No.	Section Refer.	Section Title	Page No.	NOTES	City Ck.
<input type="checkbox"/>	10	J	Project Team	11		<input type="checkbox"/>
<input type="checkbox"/>	11	K	Organizational Description Agency Current Organizational Chart	11	Submit Org. Description on Compact Disk	<input type="checkbox"/>
<input type="checkbox"/>	12	L	Agency Policies	11	ADA & FHEO only; Other Policies on CD.	<input type="checkbox"/>
<input type="checkbox"/>	13	M	Organization Track Record	12	Submit on Compact Disk	<input type="checkbox"/>
<input type="checkbox"/>	14	N	List of Board of Directors	12		<input type="checkbox"/>
<input type="checkbox"/>	15	O	Board Resolution Board Approval Minutes	13	Granting EO sign RFP	<input type="checkbox"/>
<input type="checkbox"/>	N/A		Disclosure of Interest Signed	14-15	Form in page 14 RFP	<input type="checkbox"/>
<input type="checkbox"/>	N/A		Certificate Regarding Lobbying	16	Form in page 16 RFP	<input type="checkbox"/>
<input type="checkbox"/>	16		Disclosure of Debarment or Suspension from gov. EPLS Signed		Required	<input type="checkbox"/>
<input type="checkbox"/>	17		Community Partners	11		<input type="checkbox"/>
<input type="checkbox"/>	18		Current by Laws and Articles of Incorporation.		Submit on Compact Disk	<input type="checkbox"/>
<input type="checkbox"/>	19		Texas Secretary of State & last Annual Rep		Submit if a Corporation	<input type="checkbox"/>
<input type="checkbox"/>	20		IRS Tax Determination Status letter 501 C (3) or other		Submit if a Non-profit	<input type="checkbox"/>
<input type="checkbox"/>	21		Indirect Cost Allocation Plan Policy		As applicable	<input type="checkbox"/>
<input type="checkbox"/>	22		Capital Contribution Bank Statement and Letter of Commitment (if applicable).		Submit when applicable	<input type="checkbox"/>
<input type="checkbox"/>	23					<input type="checkbox"/>
<input type="checkbox"/>	25		Other Information		As deemed necessary	<input type="checkbox"/>

2019	CDBG RFP APPLICATION	Page 4 of 16
AGENCY NAME:		
PROJECT NAME:		

A. TAB No. 1
PROGRAM DESIGN/MISSION:

CONSTRUCTION AND NON-CONSTRUCTION: Although HCD encourages program creativity as it relates to the CDBG program, it is requested that program guidelines which outlay the concept must be submitted with this RFP. In the corresponding Tab No.1 attach a detailed narrative description of your program design and mission This includes but not limited to your program beneficiaries, meeting federal regulations, involving community partners and if applicable meeting local codes, etc.

NON-CONSTRUCTION: Add your program purpose and justification.

B. TAB No. 2
PROJECT DESCRIPTION: CONSTRUCTION ONLY

PLEASE **CHECK** ONE:

- NEW CONSTRUCTION REHABILITATION EXPANSION OTHER

In the corresponding **Tab No.2** attach a detailed narrative description of your proposed project including, site plan, drawings, and specifications if available, and addressing all of the following questions:

Please check each box below to show that you have addressed the question. Where the question is not applicable or if information is not available insert N/A.

Project Location: must provide **Physical Address** and **Legal Description** of proposed project site: Subdivision name; Block(s) No.(s) and Lot(s) No.(s) @ **Tab 2**

General location map showing development site in relation to streets and points of interest in the surrounding neighborhood (at least ½ mile radius). Waterways, railroads, etc., N/A .

Site Map showing lot boundaries, street access, location of structure(s), and other site features

Size of project site: SF ____ Acres ____ N/A

Access to transportation, employment centers, shopping for basic needs, community services.

Current Site Zoning and the status of any required planning reviews, conforming to City code. If not, please explain. Submit City Development Services proposed project zoning conformance letter. Needs Rezoning? Yes No N/A

- Owned Facility**: If you already own the site or facility, submit a **copy of the Deed** and describe all existing liens or deeds of trust on the property. If the site is currently under an option agreement, submit a copy of the option and purchase agreement. Owned:
Yes No N/A
- Leased Facility** If site or facility is leased, submit a **15-year Lease Agreement**. If space is leased the agreement shall include all lease space where the improvements will be located. Lease agreement must be in place prior to release of funds. Leased:
Yes No N/A
- Phase 1 Environmental Site Assessment** is required for new construction projects, new acquisition projects, and rehabilitation projects that will require an expansion of more than 20% of an existing structure. Phase I must be in place prior to release of funds

FY2019	CDBG RFP APPLICATION	Page 5 of 13
AGENCY NAME:		
PROJECT NAME:		

B.1 PROPERTY ACQUISITION

ACQUISITION OF PROPERTY MUST NOT BE AS A SOLE ACTIVITY BUT MUST INCLUDE IMMEDIATE CONSTRUCTION OR REHABILITATION.

NOTE: Rehab related projects, or New Acquisition of property **MUST BE FREE OF ANY LIENS.** For donated property where CDBG project will be located, Agency must Certify that are NO LIENS in the donated Property.

- Has organization acquired real property in order to carry out the project, or is property acquisition planned? Acquired Planned N/A
Owner's Name _____
- Phase I Environmental Site Assessment will need to be conducted on the proposed site?
Yes No N/A
- Is there any regulatory agency in which prior approval is required for the project?
Yes No N/A If Yes, submit approval in corresponding **Tab 2.4.**
- How many units will be, newly Constructed: _____ Rehabilitated: _____
- If expansion of facility, will increase be more than 20% of existing area?
Yes No
- Is your proposed project on City Property? Yes No N/A
If yes, do you have approval from City Department with jurisdiction over project?
Yes No
- If leased, has property owner been informed of your intention to use federal funds for this project? If so attach letter approving project (includes approval from City)
Yes No N/A

B.2 CONSTRUCTION DETAIL

- Do you have project plans and drawings prepared by an Architect?
Yes No N/A
- Submit plans and drawings of proposed project. If building(s) is(are) existing, annotate floor plan to show ADA accessibility features if present, and/ **or** annotate **new** ADA improvements to be done (clearly define if are new or existing).
- How many units will have full ADA accessibility: _____
- Has your proposed project (rehab or new construction) at least the following accessibility features, Yes No N/A

- An at-grade or ramped entrance to the main floor or the capability to easily install a ramp later on; and
 - All doorways and passageways on the main floor at least 32" wide; and
 - A bathroom on the main floor that will accommodate a wheelchair (show dimensions of unobstructed floor area on floor plan)
- Annotate sketch to emphasize design features that you consider particularly attractive and compatible with other buildings in the neighborhood. N/A
- Square footage of facility to be rehabilitated _____ or to be newly constructed _____
- If Rehabilitating housing:
Size of each unit: Number of Bedrooms __ Baths: __ N/A
- CDBG assisted projects are meeting ENERGY STAR standards? Yes No

2019	CDBG RFP APPLICATION	Page 6 of 13
AGENCY NAME:		
PROJECT NAME:		

B.3 LEAD-BASED PAINT (For Rehab Projects Only)

- Describe in detail how do you plan to address lead-based testing and abatement or hazard control on any property built before 1978. Attach detailed description for your Rehabilitation Project.

B.4 HISTORICAL SIGNIFICANCE (For Rehab Projects Only)

- Provide year structure was built? _____

Does the structure have any historical significance (registered with the Local, State or National Historical Commission)? Yes (provide details) No N/A

C. TAB No. 3

PROGRAM OPERATIONS. FOR NON-CONSTRUCTION PROGRAM

Clearly explain how your program works. This may take more than one page. Please concentrate on practical details - what, where, when, who and how - rather than program philosophy or purpose. Do not assume reader knows about your operations. For service programs, this is best done by describing the steps by which a client progresses through the program, rather than focusing on what staff do. Be sure to describe how clients access the program, how much time they typically spend with staff in program activities, how they provide evidence of their eligibility, and how you collaborate with other agencies. Enter information in **Tab No. 3**

D. TAB No.4

CLIENT DEMOGRAPHICS

FOR INCOME CATEGORY: FOR CONSTRUCTION AND NON-CONSTRUCTION

On tables below, provide actual number (**not percentage**) of clients served in **2018**. For Income Category, provide unduplicated list of clients served in 2018 (see Income Table on Page IX).

Income Group	Number Served in 2018		Special Needs Category	Number Served in 2018
<30% of area median income (AMI)			Elderly (over 60)	
31-50% of AMI			Disabled (not elderly)	
51-80% of AMI			Homeless	

>80% of AMI*			People with HIV/AIDS	
TOTAL			TOTAL	

Seek advice from HCD staff if your project will benefit any people above 80% AMI

Check whether counting by: Persons or Households

FY2019	CDBG RFP APPLICATION	Page 7 of 13
AGENCY NAME:		
PROJECT NAME:		

E. TAB No. 5
AGENCY FINANCIAL STABILITY

Applicants must be current in all financial obligations and have sound financial practices. Must have correct any identify deficiencies in its Audit reports. MUST submit in Tab No.5 the following financial information, if not, need to explain why.

- Past three years Audit Review Management Letters
- Most recent Independent Audit Circular A-133– **On USB flash drive- or HardCopy**
- Must Recent Unaudited Report (if Circular A-133 is not required)
- Current Fiscal Year Budget
- Internal Financial Procedures- **on USB flash drive**

F. TAB No. 6
PROJECT FUNDING SOURCES FOR CONSTRUCTION AND NON-CONSTRUCTION

Provide previous funding support for the project, including funds already expended. Attach funding commitment letters where available or copies of funding applications you have submitted.

Funding Source	Committed	Project Revenue
This Year CDBG Grant	No Committed	
Prior Year CDBG	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other grants (list):	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Funding Source	Committed	Project Revenue
Capital Contribution (CDBG)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Support from the Public	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Bank Loans etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other sources (list):	Yes <input type="checkbox"/> No <input type="checkbox"/>	
TOTAL REVENUES		

** Please make sure that proposed Revenues correspond to proposed Expenditures. CDBG funds received from the State should be treated as “other grants.”*

(Include additional information about founding sources in Tab No.6)

AGENCY NAME:

PROJECT NAME:

G. TAB No. 7

PRELIMINARY SCHEDULE FOR CONSTRUCTION

Please complete a realistic project timetable showing when each key milestone of project will be completed (e.g. planning, design, bidding, begin construction, construction completion occupancy, etc.). The larger the project, the more detail we expect to see. Your timetable must reflect an expectation of construction start and project completion (12 months maximum for the CDBG program) **projects to have funds approved and released by October 2019**. Attach detail information on **Tab 7**

Key Milestones of Project	Date to be Completed
Land Acquisition	
Demolition	
Zoning, Environmental, Other	
A/E Procurement	
Project Design	
Bidding Procurement	
Contracting	
Construction start	
Project Completion	
Other:	
Other:	

FOR –NON-CONSTRUCTION

PRELIMINARY SCHEDULE FOR NON CONSTRUCTION

Please complete a realistic program timetable showing when each key milestone of program will be completed. The larger the program, the more detail we expect to see. **Awarded Agencies to have funds approved and released by October 2019**. Attach detail information on **Tab 7**.

Key Milestones of Program	Date to be Completed

Provide planned dates for completion of each phase for those that apply to your activity

AGENCY NAME:

PROJECT NAME:

H. TAB No. 8**PROJECT COST ESTIMATE****CONSTRUCTION**

Be as detailed as possible. Add or amend categories as needed. The first column should cover total project costs (including those met from CDBG and any other funding or capital contribution. Second column should cover expenses met with CDBG only). **Totals Project Costs must be consistent with Project Revenues.**

CONSTRUCTION PROJECTS (add or amend as needed)	Estimated Project Costs	This grant/ loan only
Acquisition	\$	\$
Relocation*	\$	\$
Demolition/Clearance	\$	\$
Site improvements*	\$	\$
Rehabilitation*	\$	\$
New construction*	\$	\$
Construction contingency (10% approx.)	\$	\$
Architect/Engineer fees	\$	\$
Environmental Reports	\$	\$
Soil Testing, lab.	\$	\$
Bid Advertisement cost	\$	\$
Printing	\$	\$
Other Prof. fees (Appraisal, ADA etc.,)	\$	\$
Zoning or other (explain)*	\$	\$
Construction Certifications (TDLR, Windstorm)	\$	\$
Other pre-construction or construction period costs:	\$	\$
Subtotal	\$	\$

Other	\$	\$
Other	\$	\$
TOTAL PROJECT COSTS	\$	\$

Please attach in Tab No. 8 details on how the costs have been estimated.

FY2019	CDBG RFP APPLICATION	Page 10 of 16
AGENCY NAME:		
PROJECT NAME:		

I. TAB. No. 9
PROJECT COST ESTIMATE

NON-CONSTRUCTION EXPENDITURES*

LINE ITEM	Actual	Proposed	2019 CDBG GRANT Only
Staff Salaries	\$	\$	\$
Taxes & Fringe Benefits	\$	\$	\$
Professional Fees	\$	\$	\$
Supplies	\$	\$	\$
Telephone	\$	\$	\$
Postage	\$	\$	\$
Occupancy Costs	\$	\$	\$
Equipment Maintenance	\$	\$	\$
Printing & Publications	\$	\$	\$
Travel & Training	\$	\$	\$
Direct Assistance to Clients	\$	\$	\$
Indirect Costs	\$	\$	\$
Other	\$	\$	\$
TOTAL EXPENDITURE	\$	\$	\$
Excess (shortfall) of Revenue over Expenditure	\$	\$	\$

***Explanation of budget changes: You must explain all significant changes in expenditures from year to year (a "significant change" is an increase or reduction of more than 10% in a line item, but you may ignore changes less than \$1000).**

FY2019	CDBG RFP APPLICATION	Page 11 of 16
AGENCY NAME:		
PROJECT NAME:		

J. TAB No. 10

PROJECT TEAM

Identify the **CDBG** proposed team by name, job title, and employment status (employee, independent contractor, or volunteer), and describe each person's relevant experience and specific responsibilities in this project. If the team is not yet assembled, then describe how you will select them.

For Rehab projects only: List all project staff that have completed training in Lead Safe Work Practices (with date) or have any more extensive training in Lead Based Paint hazard control.

K. TAB No. 11

ORGANIZATION DESCRIPTION- SUBMIT ON USB flash drive

Please provide the following information **for the agency** that will actually carry out the project. Member governments carrying out projects entirely with their own staff may omit this section.

1. Attach your organization mission statement AND include the following:
2. Date Incorporated
3. Non-profit for For-profit?
4. Faith-based organization?
5. Note any "key" positions vacant during **2018** and for how long.
6. Total number of agency staff (FTE)

L. TAB No. 12

WRITTEN POLICIES: SUBMIT ON USB flash drive ONLY

Policy	Yes	No	Date Last Updated
ADA Policy	<input type="checkbox"/>	<input type="checkbox"/>	
FHEO Policy	<input type="checkbox"/>	<input type="checkbox"/>	
Personnel Policy*	<input type="checkbox"/>	<input type="checkbox"/>	
Key job descriptions*	<input type="checkbox"/>	<input type="checkbox"/>	
Purchasing Policy*	<input type="checkbox"/>	<input type="checkbox"/>	
Code of conduct*	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Indirect Cost Allocation Plan*</u>	<input type="checkbox"/>	<input type="checkbox"/>	_____

* Please **DO NOT SUBMITT** copies of your Agency Policies, have written policies available for monitoring purposes. Submit ADA policy (self-evaluation) & FHEO policy (if applicable) on USB flash drive. Other programs, operations and financial policies to be available for review at your Agency.

FY2019	CDBG RFP APPLICATION	Page 12 of 16
AGENCY NAME:		
PROJECT NAME:		

M. TAB No. 13
ORGANIZATION TRACK RECORD

Please describe what makes your organization particularly qualified to carry out the program described in the Project Budget and Funding. (This may include your past achievements in carrying out similar projects, experience of key staff, collaborative relationships with other agencies, or any other features relating to the organization capacity that you consider relevant).

N. TAB No. 14
BOARD OF DIRECTORS

1. How many board members should you have according to your By-Laws?
2. How many do you actually have at this date?
3. How often does your board meet?
4. How many times in the past 12 months was a quorum not met?
5. Do any of your organization's staff members serve on your board? Yes
No
6. What efforts are made to ensure that your board represents the community it serves? Explain:
7. Name of person authorized by your Board to execute Agreements and transactions with the City of Corpus Christ (CDBG).
1. _____ 2. _____
8. Has Board approval been taken? Yes or No If so, **provide Minutes** in **Tab 15**. Board Resolution in Pg. 13 of the RFP.

O. TAB No. 15
BOARD APPROVAL MINUTES:

Provide Board Approval Minutes to substantiate Board action to submit the RFP, and execute funding agreement with the City If not, please explain.

DOCUMENTATION:

RFP application **MUST** consist of ONE ORIGINAL and TWO COPIES including ALL attachments (See page 2 & 3 Check List) Information on USB flash drive can be submitted with the Original Application Only.

BOARD RESOLUTION

The following language is an example of an acceptable resolution that may be used to meet the application requirements funding for the City of Corpus Christi CDBG. You may use this form to meet the board approval process.

At a meeting held on (date) _____, the Board of Directors of (the agency) _____ passed the following resolution(s):

The Board of Directors authorizes the application for and use of funds from the City of Corpus Christi CDBG or HOME program for activities described in the funding proposal entitled _____.

The Board of Directors certifies that, if awarded funds by the City of Corpus Christi, (the agency) _____ shall implement the activities in a manner that ensures compliance with all applicable federal, State, and local laws, rules, and regulations.

The Board of Directors certifies that (the agency) _____ is not debarred or suspended under federal or State ruling from participation in the receipt or expenditure of federal or State funds.

The Board of Directors certifies that (the agency) _____ is current with all taxes, including ad valorem, assessments, and other government charges lawfully imposed on (the agency) _____.

Upon an award of federal CDBG or HOME funding, the Board of Directors authorizes _____ (title or named person), on behalf of (the agency) _____ to execute a binding agreement with the City of Corpus Christi for the expenditure of the funds.

Depending on the nature of the activity or the agency, if applicable, include the following statement:

The Board of Directors attests that (the agency) _____ administers a policy which ensures the confidentiality of records pertaining to any individual or family member concerning violence prevention or treatment services.

The Board of Directors attests that (the agency) _____ administers a policy which ensures the confidentiality of records pertaining to any individual provided family violence prevention or treatment services.

Depending on the nature of the activity or the agency, if applicable, include the following statement:

The Board of Directors certifies that (the agency) _____
administers a policy which ensures that homeless facilities are free from the illegal
use, possession, and distribution of drugs and alcohol by its beneficiaries.

Signature of Board President

Date

Signature of Board Secretary

Date



CITY OF CORPUS CHRISTI - DISCLOSURE OF INTEREST

City of Corpus Christi Ordinance 17112, as amended, requires all persons or firms seeking to do business with the City to provide the following information. Every question must be answered. If the question is not applicable, answer with "NA." See the definitions for the Disclosure of Interest in Section II - General Information.

COMPANY NAME: _____

ADDRESS: _____

Select one: Corporation () Partnership () Sole Owner () Association Other () _____

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach a separate sheet.

1. State the names of each "employee" of the City of Corpus Christi having an "ownership interest" constituting 3% or more of the ownership in the above named "firm."

Name	Job Title and City Department (if known)
_____	_____

2. State the names of each "official" of the City of Corpus Christi having an "ownership interest" constituting 3% or more of the ownership in the above named "firm."

Name	Title
_____	_____

3. State the names of each "board member" of the City of Corpus Christi having an "ownership interest" constituting 3% or more of the ownership in the above named "firm."

Name	Board, Commission, or Committee
_____	_____

4. State the names of each employee or officer of a "consultant" for the City of Corpus Christi who worked on any matter related to the subject of this contract and has an "ownership interest" constituting 3% or more of the ownership in the above named "firm."

Name	Consultant
_____	_____

CERTIFICATE - I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested, and that supplemental statements will be promptly submitted to the City of Corpus Christi, Texas as changes occur.

Certifying Person: _____ Title: _____
PRINT NAME

Signature: _____ Date: _____

AGENCY NAME:

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST*

Are any Board Members employees, or members of their immediate families or their business associates?

- a) Members of or closely related to members of City Council: YES NO
- b) Current beneficiaries of the program for which funds are requested: YES NO
- c) Paid providers of goods or services to the program or having other financial interest in the *program*: YES NO
- d) Creditors (i.e. persons who made loans to agency or provided loan collateral): YES NO

* If you have answered YES to any question, **please attach a full explanation**. The existence of a potential conflict of interest does not necessarily make your agency ineligible for funding, but the existence of an **undisclosed** conflict may result in the termination of any grant awarded.

Definitions for the Disclosure of Interests Form

- a. "Board member." A member of any board, commission, or committee appointed by the City Council of the City of Corpus Christi, Texas.
- b. "Employee." Any person employed by the City of Corpus Christi, Texas either on a full or part-time basis, but not as an independent contractor.
- c. "Firm." Any entity operated for economic gain, whether professional, industrial or commercial, and whether established to produce or deal with a product or service, including but not limited to, entities operated in the form of sole proprietorship, as self-employed person, partnership, corporation, joint stock company, joint venture, receivership or trust, and entities which for purposes of taxation are treated as nonprofit organizations.
- d. "Official." The Mayor, members of the City Council, City Manager, Deputy City Manager, Assistant City Managers, Department and Division Heads, and Municipal Court Judges of the City of Corpus Christi, Texas.
- e. "Ownership interest." Legal or equitable interest, whether actually or constructively held, in a firm, including when such Interest is held through an agent, trust, estate, or holding entity. "Constructively held" refers to holdings or control established through voting trusts, proxies, or special terms of venture or partnership agreements."
- f. "Consultant." Any person or firm, such as engineers and architects, hired by the City of Corpus Christi for the purpose of professional consultation and recommendation.

AGENCY NAME:



CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit with this a Standard Form-11, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipient shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature _____

Date _____

Print Name of Authorized Individual

Organization Name