



Program Funding Process

All funding requests are reviewed for eligibility by program staff, and by the Community Development Advisory Committee (Committee). The Committee is composed of 7 volunteer citizens, who serve up to two terms consecutively, with each term being two years. The following is an overview of this annual process (NOTE: dates and months are approximate and may differ slightly due to delays in notification of federal funding, committee quorums, or other unforeseen needed alterations to the process calendar).

January

- The City is informed of the amount their Community Development Block grant (CDBG) and Home Investment Partnership Program (HOME) will be for the next fiscal year. NOTE: The City's fiscal year begins on October 1st and ends September 30th.

February

- Staff begins funding process by updating contact information for potential applicants, preparing announcements of the availability to apply for program/project funds, and prepares presentations for public hearings.

March

- The Committee and staff host a public hearing meeting on CDBG and HOME.
- Applications are made available to entities interested in applying for funding.
- Applications are due to the City approximately two to three weeks after the public hearings. The City reviews applications for eligibility, makes applicant packets available to the Committee.
- Staff continues to review proposals for eligibility, local need, and for program oversight and financial management ability of applicants, and provides information to Committee.
- The City of Bryan, in allocating its CDBG funds, supports a wide range of community development eligible activities directed toward neighborhood revitalization, economic development and the provision of improved community facilities and services. Eligible activities include but are not limited to: acquisition of real property, public facility development and improvement, demolition, housing rehabilitation and emergency assistance, handicapped accessibility, code enforcement, historic preservation, economic development activities, operational support for non-profit agencies and commercial rehabilitation. Applications are required for any program not administered directly by the Community Development Department, including but not limited to private and public agencies seeking public facility, infrastructure, or code enforcement funding.
- CDBG funds may be allocated to public agencies or non-profit entities to use for eligible activities that meet one or more of the following national objectives of the CDBG program:
 - ✓ Benefits primarily low and moderate- income persons;
 - ✓ Eliminates slum or a blighting influence, or
 - ✓ Addresses a declared urgent need in the community.

- Applicants are invited and encouraged to meet with staff early in the application process and as often as necessary. Let staff answer your questions before you or your agency start investing time and energy in a project application:
 - ✓ make sure the project is eligible for CDBG funding,
 - ✓ identify additional information that may be needed,
 - ✓ learn about federal guidelines, which may impact the project eligibility, costs, and/or required oversight involved.
- The Committee reviews each application for its significance; the extent to which the project addresses a CDBG national objective and meets an important need in the community. The Committee also looks at project feasibility; an applicant's capacity to carry out the proposed activity in terms of personnel, resources, and community support. An applicant's ability to comply with applicable rules and regulations in implementing their project will also be considered. Funding is on a reimbursement basis only (unless otherwise determined) and the project must be underway within the contract year unless otherwise stipulated by the agreement.

April

- A public meeting is held where public facility applicants make presentations and the Committee ranks the applications. The review process is:
 - ✓ Staff will make funding allocation recommendations for eligible activities, including, but not limited to, housing, economic development, code enforcement, public facility projects, and administration cost for CDBG and HOME.
 - ✓ The Committee will review staff recommendations for funding allocations for eligible activities.
 - ✓ The Committee will review all applications with public facility and infrastructure projects reviewed together and code enforcement reviewed separately.
 - ✓ Agencies will be allowed a three-minute presentation to the committee. Committee members will have unlimited time to ask questions of the agency concerning the project.
 - ✓ Agencies will be given an additional two minutes to respond to any question.
 - ✓ The committee will then discuss the public facility/infrastructure applications and score according to the significance and feasibility of the project; the ability to comply with city/state/federal rules and regulations; and the priorities of the 5-Year Consolidated Plan.
 - ✓ The Committee will discuss and take action on any code enforcement application without ranking.
 - ✓ The Committee will discuss and take action on all funding allocation recommendations, which will be part of the Annual Action Plan (AAP), for City Council with the exception of public service funding.
 - ✓ Review process score does not guarantee funding and is used as a partial tool for the Committee to make funding recommendations. The Committee will discuss and take action on which public facility/infrastructure projects to recommend for funding. The Committee will approve for recommendation to City Council a maximum of two public facility projects each funding cycle. Exceptions will be considered if it's determined there are available funds.

May

- Staff begins preparation of a draft Annual Action Plan (AAP), which includes the Committee's recommendations on activities, levels of funding, goals and objectives to ensure requirements will be met and funds will be spent in a timely manner.

June

- Staff presents a draft of the AAP to the public during a public hearing and the Committee makes its recommendations to be forwarded to the City Council at a subsequent City Council meeting. A required 30-day comment period begins for the draft AAP.

July

- Staff presents the proposed AAP, which includes the Committee's recommendations, to City Council for final approval.

August

- Staff submits the approved AAP and all required application forms for the upcoming fiscal year to the United States Department of Housing and Urban Development (HUD).

September

- HUD completes its review of the AAP, requests any needed revisions, and then approves the AAP making grant funds available beginning October 1 of the program/fiscal year.

October

- Post award workshops and/or individual project meetings are held to ensure compliance of grant requirements, project scheduling, execution of contract/agreement documents, and to discuss and ensure reporting requirements are understood and complied with.
- Pre-construction conferences are held when applicable.
- Contracts are signed and funds become available.

December through the following September

- Contractual obligations are monitored for compliance.
- Public facility activities are monitored for a required additional 5 years to ensure the entity is meeting a national objective.

Additional information concerning the application for funding and the award process may be obtained by calling the Community Development Department at (979) 209-5175 or by e-mail at: communitydevelopmentweb@bryantx.gov