



CITY OF BRYAN

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Community Development Block Grant Public Facility Application Procedure for the 2024 Grant Year FY 2024/2025

Introduction

The Community Development Block Grant Program (CDBG) provides annual grants, as authorized by Congress, to entitlement cities and counties. The funds are used locally to develop viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities principally for low and moderate-income persons.

The Program

The City of Bryan, in allocating CDBG funds, supports a wide range of community development 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 or industrial rehabilitation. The application is 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.

Applicant Eligibility

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:

1. Benefits primarily low and moderate- income persons;
2. Eliminates slum or a blighting influence, or
3. Addresses a declared urgent need in the community.

Submission Process

To be considered for 2024 CDBG funds, applicants must complete a CDBG funding request and return it to the City of Bryan, Community Development Department, 1803 Greenfield Plaza, Bryan, Texas 77802, by a date and time to be determined (contact the Community Development Office for updates as to the likely submittal deadline). The application is available and may be downloaded from the Community Development website (<https://www.bryantx.gov/community-development/public-services-facilities-funding/>).

All applicants are invited and encouraged to meet with staff early in the application process and as often as necessary. Let staff answer your questions up front 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; and*
- ⇒ *learn about federal guidelines, which may impact the project and community resources.*

Staff is available to assist applicants in project development and proposal preparation. Appointments are appreciated so that the appropriate staff person can be available to meet with you. Contact the City of Bryan Community Development Department, 1803 Greenfield Plaza, Bryan, Texas 77802, or call (979) 209-5175.

Review Criteria

The Community Development Advisory Committee (CDAC) 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 prior approval has been obtained) and the project must be underway within the contract year unless otherwise stipulated by the agreement. The agency must meet all city/state/federal regulations including but not limited to Office of Management and Budget Circulars, U.S. Department of Housing and Urban Development, applicable crosscutting federal regulations, city and state requirements. The City will provide contract management including environmental reviews, procurement process and project management oversight.**

Review Process

1. Applications will be available on March 21, 2024. 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.
2. During a regular public meeting, Thursday, April 11, 2024 (location to be announced) CDAC will:
 - a) Review and discuss staff recommendations for funding allocations for eligible activities;
 - b) Review and discuss all applications with public facility and infrastructure projects reviewed together first and code enforcement reviewed separately, second. If there is no more than one public facility applicant the Committee will not rank, but the agency will make a 3-minute presentation, followed by a question and answer period. CDAC members will have unlimited time to ask questions of the agency.
 - c) Any code enforcement applications will make a presentation, followed by a question and answer period.
 - d) CDAC will discuss the public facility/infrastructure applications and rank 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.
 - e) The Committee will then discuss and take action on any code enforcement application without ranking.
3. The Committee will discuss and take action on all funding allocation recommendations for City Council with the exception of public service funding, with

action taken on public facility applicants first followed by City recommendations for other eligible projects/activities.

4. Review process ranking 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 (2) public facility projects over the 5-year period, depending on funds available to meet the 2020-2024 5-Year Consolidated Plan's goals for established programs. Exceptions will be considered if it is determined, there are available funds.
5. **Applications must be 10-point font or larger, 9 copies unbound and 3 hole punched. Applications may be stapled or clipped.**

CHDO Funding for Non- Profit Organizations

Those individuals or agencies interested in applying for non-profit Community Housing Development Organization (CHDO) funds need to meet with Arthur Roach, Community Development Manager. He can also be reached by calling (979) 209-5173. Funding for non-profits through the HOME Community Housing Development Organization (CHDO) is determined through a separate process using a different application form.

Operational (administrative expenditures) for Non-Profit Organizations

Administrative program grant requests are reviewed through a different process by staff and the Community Development Advisory Committee (CDAC). Please request additional information on this process from Art Roach, Community Development Manager or Blanca Nava, Program Analyst at (979) 209-5175.

Eligible Activities for this Application

Public Facilities - rehabilitation and/or improvements and new construction of public facilities (non-profit organizations serving at least 51% low to moderate income citizens);
Infrastructure - sidewalks, streets, sewer, etc. located in a low to moderate-income area or slum/blighted area (project must have a defined service boundary area);
Code Enforcement - administrative expenditures for a code enforcement officer delivering services (51% or more) in a low to moderate-income area (defined service boundary area that meets the criteria).

Review Process

The City of Bryan has established a citizen's advisory committee (Community Development Advisory Committee or CDAC) to review applications for CDBG funding of local activities. Applicants and interested citizens are invited to express community concerns and needs at a public hearing meeting scheduled (date, time, and location to be announced). Applications will be available at this meeting or available to download from the following website: www.bryantx.gov/community-development or at the Bryan Community Development Office at 1803 Greenfield Plaza, Bryan, TX 77802, or by email to: sstricker@bryantx.gov.

Completed applications are due to be received at the Community Development Department by April 4, 2024 (location to be determined). The Committee will review applications at a April public meeting (date, time, and location to be determined) and will review for funding recommendations, all applications and staff program recommendations, excluding public service funds (eligible operating expenditures). These applications are reviewed by separate process. Additionally, funding recommendations for public facility and code enforcement applications, as well as funding levels for Community Development activities/projects, will be discussed and action taken at an April or May public meeting (date, time, and location to be determined). The Committee's recommendations will be adjusted if needed (depending on amount of award to the City for the Community Development Block Grant funds) and forwarded within the 2024 Annual Action Plan, to the Bryan City Council for action sometime in June or July 2024. If the 2024 grant amount is undetermined at the time of the allocation meeting, a percentage basis will be used to calculate the actual recommendations based on the final grant amount dollars approved for the 2024 program year and the recommendation made by CDAC members. Funded projects are available after contract award for the next program year October 1, 2024-September 30, 2025.

Additional Information and Assistance

For additional information or assistance, contact the City of Bryan Community Development, 1803 Greenfield Plaza, Bryan, Texas 77802, or contact Shannon Stricker at (979) 209-5175 or sstricker@bryantx.gov. The Community Development Advisory Committee and City staff looks forward to working with you.