



Travis County Community Development Block Grant (CDBG)
Instructions for the Project Proposal Form for Program Year 2010

Instructions for the CDBG Project Proposal Form

Each year Travis County receives funding from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) program. This program may fund a variety of projects benefiting residents of the unincorporated areas of the county including social service activities, street reconstruction, water and sewer improvements, and preservation of affordable and decent housing among others. The CDBG Project Proposal Form is to be used for suggestions or requests for specific eligible activities to be considered for the Travis County CDBG program.

Submission Guidelines

Travis County encourages the submission of a variety of eligible project ideas from Travis County Departments, non-profit-organizations or resident groups. Before completing the Project Proposal Form, please refer to the enclosed background material:

- Overview of Eligible CDBG activities,
- Description of CDBG National Objectives,
- CDBG Project Evaluation Criteria, and
- CDBG Income Eligibility Limits.

We encourage those interested in filling out a proposal form to also visit Travis County's website (www.co.travis.tx.us/health_human_services/CDBG/) where additional CDBG background information is found.

Timeline for Submitting Project Ideas

Travis County receives CDBG monies from the U.S. Department of Housing and Urban Development through a program year cycle. Each program year starts on October 1st and ends on September 30th. The planning process for determining how the funds are used occurs every year from January through August.

- Project ideas are accepted at any time throughout the year, however, those received after March 31st are considered for the subsequent program year.
- Travis County Commissioners Court selects projects by vote during the month of May or June.
- A final Action Plan document is submitted to HUD before August 15th, outlining the projected uses of the funds for its next program year.

Below is an overview of the timeline for the development of the PY10 Action Plan.



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Timeline for the Development of the PY10 Action Plan

February	March	April	May	June	July	August
Solicitation of Project Ideas (deadline for submission of project proposals: March 31 st)	Five (5) Public Hearings seeking input on community needs and uses of funds	Evaluation of Project Ideas		Travis County Commissioners Court Approves Projects		Final approval of Action Plan by the Commissioners Court and Submission to HUD by the 15th
Two (2) Public Hearings and a 30-day Comment Period to comment on proposed CDBG uses						

Considerations

Those submitting project proposals should consider the following:

- Funds are limited and demand generally far exceeds availability, therefore funding of submitted proposals is not guaranteed.
- Proposals of eligible activities that are not funded on a given year are retained for evaluation for subsequent years.
- Depending on the type of activity, project implementation might take from 1.5 to 5 years. Priority is given to projects that take 1 to 3 years to implement.
- Community projects require a level of sustained commitment and involvement from community residents from the inception of the project through its implementation and completion.
- A certain type of project ideas that are submitted by non-profits organizations may be accepted, however, a competitive process will take place to determine what other organizations are available for the same activity and determine which agency meets the CDBG program’s interests and requirements best.
- Currently, CDBG funds must only be used in the **unincorporated areas** of the County. If you live in the City of Austin and have a community need, please visit the website of the Neighborhood Housing and Community Development Department <www.ci.austin.tx.us/housing/> where you will find information on the City’s CDBG program.

Additional Questions?

Additional questions may be directed to Christy Moffett via email christy.moffett@co.travis.tx.us or phone at 512-854-3460.



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Overview of Eligible CDBG Activities

**All Community Development Block Grant (CDBG) projects
must meet the following requirements**

- ✓ Projects must meet one of the three National Objectives as defined by HUD:
 - Benefit Low/Moderate Income Persons
 - Address Slum or Blighted Areas
 - Address an Urgent Need

See Attachment A for additional information on CDBG's National Objectives.

- ✓ Projects must be an eligible activity as defined by HUD. Eligible activities include:
 - Acquisition
 - Clearance Activities
 - Housing Services
 - Interim Assistance
 - Public facilities & Improvement
 - Public Services

For a comprehensive list of eligible activities, please visit HUD's website:

<http://www.hud.gov/offices/cpd/communitydevelopment/programs/entitlement/>

- ✓ Projects must fit within one of the seven high priority project categories approved by the Travis County Commissioners Court for the 2006-2010 period:
 - Infrastructure for New Housing Developments
 - Street and Road Improvements
 - Production of New Owner Housing Units via land acquisition
 - Owner Occupied Housing Rehabilitation
 - Water and Sewer Improvements
 - Youth Services
 - Other Public Services (excludes senior services, employment training, child care services, transportation services, substance abuse services, health services and lead hazard screening)
- ✓ Projects must benefit people in the unincorporated areas of Travis County, i.e. those residing outside any city limit.
- ✓ The total amount of funds allocated for Public Service projects must not exceed 15 % of the total allocation.



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HUD National Objectives Definitions

Federal regulations define the parameters for using CDBG funds according to the national objectives as defined by the U.S. Department of Housing and Urban Development in 24 Code of Federal Regulations Part 570. Proposed projects must meet one of three national objectives. They must: 1) benefit low- and moderate - income persons; 2) aid in the prevention or elimination of slums or blight; or 3) meet a need having a particular urgency.

Below, you will find abbreviated definitions of these national objectives. For comprehensive definitions, please visit HUD's website (www.hud.gov). Please note that project compliance with the national objectives will be determined by Travis County CDBG staff.

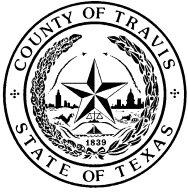
Activities benefiting low - and moderate - income persons

CDBG projects, which benefit low- and moderate - income persons, must demonstrate at least 51% of those served must be identified as low to moderate - income persons. In addition, seventy (70) percent of the CDBG dollars spent annually must benefit low to moderate - income residents.

HUD's definition of low to moderate income is based on the Median Family Income of the Austin/Round Rock Metropolitan Service Area. Income limits are updated every March. For current definitions of the Median Family Income for Travis County, please refer to the last page of this document.

Activities benefiting slum or blighted areas

CDBG projects, which prevent or eliminate slums or blight, include activities that prevent or eliminate slum or blight on an area or spot basis or through the special designation of urban renewal. Designation of a slum or blighted area can occur through one of two ways: 1) the area, delineated by the County, meets a definition of a slum, blighted, deteriorated or deteriorating area under State or local law or; 2) throughout the area there is a substantial number of deteriorated or deteriorating buildings, or the public improvements are in a general state of deterioration.



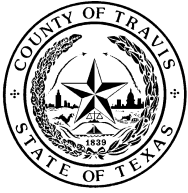
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HUD National Objectives Definitions (continuation)

The County must maintain documentation on the boundaries of the area and the condition that qualified the area at the time of its designation. Additionally, the assisted activity must address one or more of the conditions that contributed to the deterioration of the area.

Urgent Need: Activities addressing urgent needs

Under certain circumstances, CDBG funds may be used to address an immediate threat to public health and safety. CDBG may address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available. The threats must be of recent origin or have recently become urgent, and the County must prove that it is unable to finance the activity on its own as well as prove that no other sources of funding are available. A condition will generally be considered to be of recent origin if it developed or became critical within 18 months preceding the certification of the urgent need by the County.



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Proposal Review Process and Project Evaluation Criteria

Travis County CDBG staff will first review all submitted proposals for eligibility and consistency with the CDBG national objectives. Eligible projects will then be ranked according to following evaluation criteria:

- 1. Addresses a high priority goal of the Strategic Plan:** Projects addressing one of the seven high priority categories identified in the strategic (consolidated) plan will be given priority.
- 2. Feasibility of project:** Projects that have the ability to be implemented and completed within 18 months will receive more favorable review. Phased projects for which 12 - 18 months of work would leave an incomplete project with little to no impact will be considered with less priority.
- 3. Impacts a significant number of households:** Project scope and the number of persons benefiting will be considered to determine the level of project impact.
- 4. Benefit to low/moderate-income persons:** Projects that benefit low- and moderate-income households will receive a more favorable review.
- 5. Leverages/matches with funding from another source:** Projects that utilize other funds (federal, state, local, private) and public/private joint efforts will receive more favorable review.

After reviewing and ranking all the proposals benefiting unincorporated areas, the CDBG staff will make funding recommendations to the Travis County Commissioners Court. The Commissioners Court makes the final selection of CDBG funded projects and will provide a 30 day public comment period and hold public hearings to receive comment on the proposed uses of funding prior to submission to HUD.



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Income Eligibility Limits

Austin-Round Rock Metropolitan Statistical Area (MSA)

	Fiscal Year (FY) 2009 Median Family Income = \$69,100							
	ADJUSTED INCOME LIMITS (by Household size)							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Very Low Income (30 % Limits)	\$15,400	\$17,600	\$19,800	\$22,000	\$23,750	\$25,500	\$27,300	\$29,050
Low Income (50 % Limits)	\$25,650	\$29,300	\$33,000	\$36,650	\$39,600	\$42,500	\$45,450	\$48,400
Moderate Income (80 % Limits)	\$41,050	\$46,900	\$52,800	\$58,650	\$63,350	\$68,050	\$72,750	\$77,400

Note: Low- and moderate-income (LMI) household means a household having an income equal to or less than the Section 8 low-income limit established by HUD.

Effective March, 2009