

III.

PROJECT DESCRIPTION

SUMMARY

Summarize how CDBG funds are proposed to be used:

The CDBG funds will be allocated toward the renovation/ rehabilitation of at least seven existing owner occupied substandard homes. Monies will be used for the purpose of lead hazard identification and remediation. Other expenses that are typically included in the renovations of these homes are interior/exterior painting, ramp construction, electrical/plumbing repairs roof repairs/replacements, and interior improvements as needed.

San Marcos has proven to experience high levels of poverty and unemployment rates. Southside Community Center aims to repair the homes for those who cannot afford it. In doing so, we provide a safe and livable dwelling that meets the cities health and safety standards. All families selected through our program must meet the criteria that Hays County, the City of San Marcos, Southside Community Center, and HUD have set in place. The homes that are selected will be considered substandard or dangerous, no standard homes will be selected. Southside Community Center utilizes volunteers from church youth groups to handle majority of the labor for our program. Southside Community Center will hire skilled workers to guide our volunteers on how to properly renovate the selected homes; food and shelter are also provided for our volunteers while they renovate the homes.

PROJECT SCOPE:

Please check all statements that apply to this project:

- All project design work is complete for this project (plans, specifications, etc.)
- This project will include selection of professional service providers (architect, engineer, etc.)
- This project includes acquisition of real property
- This project includes the rehabilitation of existing buildings
- This project includes new construction
- This project includes demolition of existing structures
- This project includes a public facility (such as a senior center)

ACCOMPLISHMENTS

Once the project is completed, how can its success be measured?

All homes renovated through the rehabilitation housing program are able to meet the City of San Marcos health and safety requirements when the project is completed. Health and safety hazards on the property are much improved, if not eliminated entirely. In doing so, we marginally improve the quality of life of those individuals whose homes were renovated. Many of these dwellings are a liability to the homeowners and the surrounding community. For example, many of the homes have faulty electrical wiring, or serious issues with plumbing that have the potential to do harm to neighboring houses. Eliminating these types of risks for impoverished homeowners makes the program success. In doing so, we raise awareness and understanding in the community in regards to the needs of the low income population in San Marcos.

NEED AND JUSTIFICATION

Describe the need for this project.

This project has been a staple of the San Marcos community for years. We love our residents but unfortunately due to economic conditions and/or situations arising from everyday life, some of our neighborhood homes fall into disrepair. With the seasons getting more extreme it is now more important than ever to assist our community with weatherization and repairs that affect their very livelihood.

IMPACT

Describe in detail the impact this project will have on the identified need and on San Marcos residents.

New roofs, new foundations that prevent cracking and movement of exterior walls, new plumbing systems, revamping electrical wiring that is vastly below code and a safety hazard. Weatherization of the property and ultimately providing a safe and secure place for our residents to prosper.

EXPERIENCE OR REFERENCES

Describe your experience in implementing a similar project, or if this is a first time venture, provide an explanation of why you believe you will be successful in implementation. You may attach up to three letters of reference.

Referencing the previous explanations, we at Southside Community Center have been doing carrying out this program for tens of years. We have established ourselves as one of the major NPO located here in San Marcos and our results alone are justification. We have been orchestrating this program adhering to both local and federal guidelines for many summers now and continue to view this project as an invaluable resource that must be preserved.

PUBLIC FACILITY PROJECTS

In the CDBG program, Public Facilities are broadly interpreted to include all improvements and facilities that are either publicly owned or that are traditionally provided by the government, or owned by non-profit organizations, and operated so as to be open to the general public. Facilities providing shelter for persons having special needs are also considered to be public facilities.

- *Public facility projects cannot include the costs of operating and maintaining public facilities, costs of purchasing construction equipment, the costs of furnishings and other personal items such as uniforms, or new construction of public housing.*
- *Public facilities are intended to benefit all the residents of an area; thus, in most cases it must serve an area having at least 51% low/mod population.*
- *Public facilities owned by a nonprofit must be made available to the general public and must be open for use by the general public during all normal hours of operation.*
- *Reasonable fees may be charged for the use of the facilities assisted with CDBG funds, but charges, such as excessive membership fees, which will have the effect of precluding low/mod income persons from using the facilities, are not permitted.*

1. Who is/will be the owner of the facility? _____

2. Will fees be charged for the use of the facility? _____ Yes or _____ No

If yes, please attach a fee schedule.

3. How will the facility be made available to the general public? _____

V.

PROJECT BUDGET

The CDBG program requires that a project be completed and serving beneficiaries within a reasonable time – generally within one year of award date. Thus it is important for any additional funds needed to complete the project to be secured prior to award of CDBG funds or shortly thereafter.

1. Estimated total project cost: \$ _____ CDBG Funds requested: \$ \$100,000
2. Funds from all other sources that will be available on or before October 1, 2021: \$ _____
3. How will budget shortfalls be addressed? Private donations, volunteer fees and Hays County
4. Are any additional funds for this project being requested from the City of San Marcos?
____ Yes No. If “yes”, please describe type and amount requested: \$ _____
Type of funds requested: _____

FUNDING HISTORY

1. Has your organization received CDBG funding in the past 5 years? Yes _____ No
2. If yes, how were the funds used? The funds have always been used in accordance with CDBG regulations
We renovated multiple low-income houses
3. Is the project complete? Yes _____ No If no, explain status and expected completion date:

LINE ITEM BUDGET

Please use the following format to present your proposed line item budget. Secured funds are funds on-hand, pledged, or awarded. City Council has waived fees for Construction Permitting and Development Code Processes for CDBG projects. Impact fee charges, when applicable, are not waived. Round budget numbers to the nearest dollar.

CDBG funds cannot be spent or obligated until final environmental clearance for the project has been obtained. HUD has interpreted "obligated" to mean that we cannot execute contracts or take bids as that will "obligate" funds. The environmental review is generally prepared by the City's CDBG staff. **Please include \$1,000 for environmental fees for rehabilitation, new construction, demolition or clearance, and land acquisition projects.** No environmental expenses are required for professional service projects that will not include construction.

Budget Item	Total Budget	CDBG Funding Proposed	Other Funding Source(s)	Secured Funds available at project start	Additional Funds Needed to Complete Project
Project Soft Costs					
Environmental Review Costs					
Professional Services					
Publication Costs					
Volunteer Expenses					
Administration Management					
Project Hard Costs					
Environmental Testing (lead paint, etc.)					
Dumpsters / fencing/ portable toilets, etc.					
Demolition / clearance expenses					
Rehabilitation or new construction costs					
Property acquisition					
Other					
Other					
BUDGET TOTAL					

LINE ITEM BUDGET

Please use the following format to present your proposed line item budget - you are welcome to copy this format into excel instead of filling out this form. Secured funds are funds on-hand, pledged, or awarded. City Council has waived fees for Construction Permitting and Development Code Processes for CDBG projects. Impact fee charges, when applicable, are not waived. Round budget numbers to the nearest dollar.

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Budget Item	Total Budget	CDBG Funding Proposed	Other Funding Source(s)	Secured Funds available at project start	Additional Funds Needed to Complete Project
Project Soft Costs					
Environmental Review Costs		\$1,000	Hays County	\$8,333.33	
Professional Services			Donations	\$15,000	
Publication Costs	\$2,500				
Volunteer Expenses	\$133,100				
Administration/Management	\$42,000				
Project Hard Costs					
Environmental Testing (lead paint, etc.)	\$15,000	\$15,000			
Dumpsters / fencing/ portable toilets, etc.			CDBG		\$100,000
Demolition / clearance expenses			Volunteer Fees	\$160,000	
Rehabilitation or new construction costs	\$84,000	\$84,000			
Property acquisition					
Insurance	\$1,670				
BUDGET TOTAL	\$278,270	\$100,000		\$183,333.33	\$100,000

VI. PROJECT IMPLEMENTATION SCHEDULE WITH PERFORMANCE GOALS

The first activity should be environmental review. Projects that do not impact the physical environment generally take about 15 days for environmental review – this would include public services, professional services, homebuyer assistance.

Projects that will potentially have a physical impact on the environment (construction or demolition, for example) generally take 45 to 60 days for environmental review. If the project is located in a FEMA floodplain, add 30 additional days.

Please include reasonable time for procurement activities, including procurement of professional service providers.

Jan 2022

August 2022

Projected Start Date: _____ **Projected Completion Date:** _____

Projected Implementation Schedule with Performance Goals			
Activity Description	Start Month/Year	End Month/Year	Performance Measurement Goal
<i>Example: Procurement of Architect</i>	<i>October 2021</i>	<i>December 2021</i>	<i>Contract executed</i>
City Environmental Review	October 2021		Approval to use funds
Volunteer applications accepted	Jan 2022	May 2022	Choose volunteers
Accept homeowner apps/verify eligibility	Jan 2022	April 2022	Select homes to renovate
Bidding to select contractors	April 2022	April 2022	contracts executed
LBP Analysis	April 2022	April 2022	Lead hazards identified
Pre-con meetings	May 2022	May 2022	clearance obtained
LBP hazard mitigated	May 2022	May 2022	Projects ready to commence
Construction activities	June 2022	Aug 2022	projects completed
final walk-through	Aug 2022	Aug 2022	Program closeout