



# City of San Marcos

## COMMUNITY DEVELOPMENT BLOCK GRANT APPLICANT WORKSHOP

March 30, 2022



## Applications for CDBG 2022-2023

Funding Available: approximately \$750,000

Download the Application from the City's website:

<https://sanmarcostx.gov/3065/CDBG-Action-Plans>

Submitted Applications are public record

**DEADLINE: Friday, April 29, 2022 5:00pm**



## Two Different Application Forms

- “Public Services” are non-construction social service activities in the community that residents with low- to moderate-incomes.
- “Projects” involve construction or rehabilitation of homes, facilities, or infrastructure.



## Important Notes

One organization can submit separate applications for distinct projects or programs.

What to submit along with the Application Form:

- Items listed on Supplemental Item Checklist
- Items listed under “Organization Information”

Include a compelling description of your project or program!

- How will it be measured?
- What impact will it have, on whom?



## Application Timeline:

**5/2** Staff reviews for completeness

- We will ask for any missing documentation
- Corrections are due within 2 weeks

**6/7** City Council Public Hearing; Staff presents recommendation based on evaluation criteria and risk assessment

**7/1-8/2** 30 Day Public Comment Period

**8/2** City Council allocates funding



## Project/Program Information

- The City is the pass-through agency for the Federal Department of Housing and Urban Development (HUD)
- Applications are for projects or programs managed by the applicant
- Projects or programs should be started within 12 months of notice to proceed; expected completion date must be stated clearly
- Your organization will be signing an agreement with the City with a timeline and performance requirements



## Resources

[https://files.hudexchange.info/resources/documents/CDBG\\_Guide\\_National\\_Objectives\\_Eligible\\_Activities.pdf](https://files.hudexchange.info/resources/documents/CDBG_Guide_National_Objectives_Eligible_Activities.pdf)

<https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/>

<https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>



## Requirements for the Funding Overall

Of the **approximately** \$750,000 to be received from HUD

70% must benefit people with low/mod incomes = **\$525,000**  
(Low/mod = less than 80% of Area Median Income)

No more than 15% for public services = **\$112,500**

No more than 20% on Admin or Planning = **\$150,000**





## What people are eligible?

Income lower than 80% of Area Median Income

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
80%	\$55,400	\$63,300	\$71,200	\$79,100	\$85,450	\$91,800	\$98,100	\$104,450

<http://sanmarcostx.gov/1603/Current-HUD-Income-Limits>

<https://www.hudexchange.info/incomecalculator/>



## What agencies are eligible?

- public or private non-profit agency
- a public housing authority
- a City of San Marcos department
- other government entity



## Requirements for Projects and Programs

**Must** meet a National Objective:

- Benefit low to moderate income individuals or families
- Eliminate slum or blight
- Urgent Need (such as disaster recovery)

**Preferred:** respond to a Priority Need in the 2020-2024 Consolidated Plan:

- Affordable Housing
- Public Services
- Public Facilities



## Requirements for Projects and Programs

1. Direct Benefit: At least 51% of the beneficiaries earn less than 80% of the Area Median Income, or Serving people in a category of Presumed Benefit

2. Area Benefit: Primarily residential area

At least 51% residents earn less than 80% AMI

(San Marcos as a whole and most neighborhoods qualify)

3. Economic Development Projects: Focus is on providing jobs for people who earn less than 80% AMI

Including – helping small businesses who hire them



## How to submit the application?

Application Period: March 27, 2022 through **April 29, 2022**

- Submit one signed application electronically to:  
[cdbg@sanmarcostx.gov](mailto:cdbg@sanmarcostx.gov)

Questions?

Carol Griffith, Housing & Community Devel. Manager

[cgriffith@sanmarcostx.gov](mailto:cgriffith@sanmarcostx.gov) 512-393-8147



## How is it evaluated? (Details)

### **1. Activity Need and Justification: Maximum of 35 Points**

a. **Need - Maximum of 15 Points**: The activity will be evaluated on the documentation and justification of the need for the activity.

Excellent, 15 points; good, 10 points; average, 5 points; and poor, 0 points.



## How is it evaluated? (Details)

**b. Consolidated Plan Priority - 5 Points:** Activities addressing high priorities, as identified in the Consolidated Plan, will be awarded 5 points.



## How is it evaluated? (Details)

**c. City Council Strategic Initiatives - 15 Points:** Activities addressing a City Council Strategic Initiative will be awarded 15 points. In 2022 these are:

- workforce housing rehabilitation
- homelessness
- business façade improvement
- workforce training for residents
- COVID-19 pandemic response





## How is it evaluated? (Details)

### **2. Impact and Cost Effectiveness: Maximum of 30 Points**

The activity will be evaluated on:

- amount of overhead compared to program costs
- impact on the identified need
- implementation costs compared to impact
- use of available resources (financial, staff, volunteer)
- leveraged resources



## How is it evaluated? (Details)

### **3. Implementation: Maximum of 25 Points**

Considerations include:

- Resources needed to manage the proposed activity are available and ready.
- Applicant has clearly defined goals focusing on results and measurable outcomes



## How is it evaluated? (Details)

### **4. Past Performance or Letters of Reference: Maximum of 10 Points**

- No outstanding audit deficiencies, findings, or disallowed costs from previous projects or activities.
- Strong record in similar activities OR
- Up to three letters of recommendation.



## How is it evaluated? (Details)

### Additional Review: Risk Assessment

- Program Complexity
- Project Experience
- Leveraged Funding
- Organizational Experience
- Monitoring History
- Performance History



## And then what??

1. Contract signed with the City
2. Environmental Review completed by City staff
3. Quarterly reports – beneficiaries and impact
4. Payments are reimbursements for documented expenses
5. Timeline set by contract (can be more than 12 months)



# What questions do you have?

**Carol Griffith**

Housing and Community Development Manager

[cgriffith@sanmarcostx.gov](mailto:cgriffith@sanmarcostx.gov)

512-393-8147