



**CITY OF NEW BRAUNFELS, TEXAS  
COMMUNITY DEVELOPMENT ADVISORY  
COMMITTEE MEETING  
CITY HALL  
550 LANDA STREET**



**WEDNESDAY, DECEMBER 1, 2021 at 6:00 PM**

**AGENDA**

**CALL TO ORDER**

**1. WELCOME**

**2. APPROVAL OF MINUTES**

A) Approval of the August 4, 2021 Meeting Minutes [21-1285](#)

**3. CDBG UPDATES**

A) Final Report on PY20 Projects [21-1298](#)

B) Discuss submission of PY20 CAPER [21-1299](#)

C) Review of CDBG PY20 Application Process [21-1300](#)

**4. OTHER BUSINESS**

A) Calendar PY21 (2022) Meetings and CDBG Application [21-1301](#)  
Schedule

B) Discuss process of amending the bylaws of the [21-1302](#)  
Community Development Advisory Committee

**5. NEXT MEETING**

**6. ADJOURNMENT**

**CERTIFICATION**

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

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Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



# Community Development Advisory Committee Agenda Item Report

550 Landa Street  
New Braunfels, TX

**12/1/2021**

Agenda Item No. A)

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**MINUTES**  
**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**  
**August 4, 2021**

Members of the City of New Braunfels' Community Development Advisory Committee met on August 4, 2021, via a Zoom virtual meeting due to COVID-19 social distancing requirements. CDAC members logged into the meeting to record attendance. A quorum of the Community Development Advisory Committee was present. Marc Hamilton called the meeting to order at 6:02 PM.

Present: Marc Hamilton, Daniel Seydler, Robert Blythin, Tommy Carden, Amy Gusman, and Shae Burnett

Absent: Emily Lane was absent

Staff Present: Jennifer Gates, Grants Coordinator, and Paula Harper, CDBG Consultant

Citizens Present: One citizen was present

**WELCOME:** Marc Hamilton, Acting Chair, called the meeting to order at 6:02 PM and welcomed everyone.

**MINUTES:** Consider approval of June 2, 2021, minutes. There were no revisions to the minutes.

**MOTION:** Tommy Carden moved to approve the June 2, 2021 minutes. Motion was seconded by Daniel Seydler.

**VOTE:** Minutes for June 2, 2021 meeting were unanimously approved.

**A. CDBG UPDATES**

- a. Paula Harper reviewed the Project Progress Spreadsheet, including a report of agencies that are, and are not, spending their awarded PY20 funding on schedule.
- b. Jennifer Gates discussed that the Comal County Senior Citizens Foundation has informed the City that they will not be able to expend any additional PY20 funds for the Meals on Wheels program. This is due to the agency's increased funding sources from the CARES Act. The City has made the decision to award the balance of their grant (\$11,183.80) to the San Antonio Food Bank – New Braunfels location as the agency is performing a similar CDBG-funded activity and therefore is a minor amendment to the PY20 Annual Action Plan. CDAC members and the attending citizen expressed their support of the reallocation of funding. The PY20 AAP will be updated in accordance with the City's HUD-approved Citizen Participation Plan.
- c. Paula Harper reported that the PY21 Annual Action Plan has been uploaded into IDIS after approval by the City Council on June 28, 2021. The Annual Action Plan will be submitted to HUD on August 12, 2021.

**B. OTHER BUSINESS**

- a. As in previous years, CDAC members decided to meet for dinner on Wednesday, October 6, 2021, at Dos Rios at 6:00 PM. This will be a social gathering and no CDBG

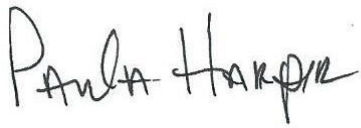
business will be discussed. However, a meeting notice will be posted advising that there could be a possible quorum with the time, date, and place of the dinner to ensure compliance with Open Meetings requirements.

- b. It was decided that the December meeting will be held via ZOOM. At that time, CDAC members will determine the format of future meetings.

**NEXT MEETING:** The next meeting will be on December 1, 2021, beginning at 6:00 PM.

**ADJOURNMENT:** Being no further business, the meeting adjourned 6:36 PM.

Respectfully submitted,

A handwritten signature in black ink that reads "Paula Harper". The signature is written in a cursive, flowing style.

Paula Harper

**CDAC ATTENDANCE CHART**  
Updated: August 4, 2021

Member	Dec. 2 <sup>nd</sup>	Jan. 6 <sup>th</sup>	Feb. 3 <sup>rd</sup>	Mar. 3 <sup>rd</sup>	April 7 <sup>th</sup>	April 21 <sup>st</sup>	May 5 <sup>th</sup>	June 2 <sup>nd</sup>	Aug. 4 <sup>th</sup>	Additional Meeting	Absent
Robert Blythin	X	X	X	X	X	X	X	X	X		
Susan Briner	X	X	X	X	X	X	X	X	N/A		
Shae Burnett		X	X	X	X	X	X	X	X		
Tommy Carden	X	X	X		X	X	X	X	X		1
Amy Gusman	X	X	X	X	X	X	X	X	X		
Marc Hamilton	X	X	X	X	X	X	X	X	X		
Emily Lane	X	X	X	X	X	X	X	X			1
Daniel Seydler		X			X	X	X	X	X		3

**From the By-Laws:**

**ARTICLE IV – TERMS**

- A.** A committee member shall be assumed to have resigned his/her position, thereby forfeiting his/her unexpired term of office if, during the calendar year, he/she is absent three (3) consecutive times or a total of four (4) times in a calendar year, provided at least five (5) day notice of the meeting has been given.



# Community Development Advisory Committee Agenda Item Report

550 Landa Street  
New Braunfels, TX

**12/1/2021**

Agenda Item No. A)

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**CDBG PROJECT SUMMARY REPORT**

**PY-20 CDBG SUBRECIPIENTS**

**PUBLIC SERVICES**

Agency	Activity	# Served Contract	# Served to Date	Grant	Expended	Balance	Information
CASA	Salaries	142	142	\$15,190.55	\$15,120.03	\$70.52	Project Completed - Closed in IDIS
Sr. Center - Meals on Wheels	Meals	18	9	\$12,000.00	\$816.20	\$11,183.80	Project Completed - Closed in IDIS
Family Life Center	Rent-Utility Assistance	25	43	\$10,000.00	\$10,000.00	\$0.00	Project Completed - Closed in IDIS
SA Food Bank/ NB Food Bank	Food	308	456	\$26,103.80	\$26,103.80	\$0.00	Project Completed - Closed in IDIS
River City Advocacy	Counseling	22	14	\$9,787.65	\$8,775.00	\$1,012.65	Project Completed - Closed in IDIS

**PUBLIC FACILITIES**

Agency	Activity	# Served Contract	# Served to Date	Grant	Expended	Balance	Information
Crisis Center	Design & Engineering	Number served reported project completion	N/A	\$36,000.00	\$36,000.00	\$0.00	Project Completed - Closed in IDIS

*Housing Projects on Next Page*


<b>HOUSING - HOUSING ACTIVITIES REPORT NUMBER OF HOUSEHOLDS AND NOT NUMBER OF INDIVIDUALS</b>							
<b>Agency</b>	<b>Activity</b>	<b># Served Contract</b>	<b># Served to Date</b>	<b>Grant</b>	<b>Expended</b>	<b>Balance</b>	<b>Information</b>
Sr. Center - Minor Home Repair	Minor Home Repairs for Elderly	6	7	\$80,000.00	\$71,320.00	\$8,680.00	<b>Project Completed - Closed in IDIS</b>
Habitat	Downpayments & Closing Costs	16	1	\$11,550.00	\$2,366.60	\$9,183.40	<b>Project Completed - Closed in IDIS</b>
Habitat	Aging in Place & Weatherization	10	3	\$108,387.10	\$37,934.03	\$70,453.07	<b>Project Completed - Closed in IDIS</b>
Village Circle Apartments	Exterior Repairs	10	10	\$75,038.00	\$75,038.00	\$0.00	<b>Project Completed - Closed in IDIS</b>





# Community Development Advisory Committee Agenda Item Report

550 Landa Street  
New Braunfels, TX

**12/1/2021**

Agenda Item No. B)

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## CR-05 - Goals and Outcomes

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

### **Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

The 2020-2024 Consolidated Plan identified priorities for CDBG funding during the next five years. Priorities that were met during PY20 were the funding of supportive services for low-moderate income residents; minor home repair, weatherization and accessibility improvements that allowed elderly homeowners to "age in place" and improved their living conditions; homeownership assistance, funding for the development of transitional housing and façade improvements for a subsidized rental complex. The City received two CDBG-CV grants which allowed the City to fund programs to further address the priorities identified in the 2020 – 2024 Consolidated Plan including funding a homeless shelter. All activities are discussed in more detail in the section below. NUMBERS NEED UPDATING AND COMPLETING

#### **CDBG ACTIVITIES**

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
ADMINISTRATION (AD) 5.1	Non-Housing Community Development	CDBG: \$82,637.60	Other	Other	250	250	100.00%	250	250	100.00%

DEMOLITION ACTIVITIES (DA) 4.1	Non-Housing Community Development	CDBG: \$0	Buildings Demolished	Buildings	1	0	0.00%	0	0	0.00%
ECONOMIC DEVELOPMENT (ED) 3.1	Non-Housing Community Development	CDBG: \$0	Jobs created/retained	Jobs	1	0	0.00%	0	0	0.00%
ECONOMIC DEVELOPMENT (ED) 3.2	Non-Housing Community Development	CDBG: \$0	Businesses assisted	Businesses Assisted	1	0	0.00%	0	0	0.00%
HOUSING NEEDS (HN) 1.1 <b>Habitat</b>	Affordable Housing	CDBG: \$11,500	Direct Financial Assistance to Homebuyers	Households Assisted	25	1	4.00%	5	1	20.00%
HOUSING NEEDS (HN) 1.2 <b>MHR</b>	Affordable Housing	CDBG: \$80,000	Homeowner Housing Rehabilitated -	Household Housing Unit	20	7	35.00%	6	7	117.00%
HOUSING NEEDS (HN) 1.3 <b>Habitat</b>	Affordable Housing	CDBG: \$108,387.10	Homeowner Housing Rehabilitated -	Household Housing Unit	20	3	15.00%	10	3	30.00%
HOUSING NEEDS (HN) 1.4	Affordable Housing	CDBG: \$0	Homeowner Housing Rehabilitated	Household Housing Unit	30	0	0.00%	0	0	0.00%
HOUSING NEEDS (HN) 1.5 <b>Village Circle</b>	Affordable Housing	CDBG: \$75,038	Rental units rehabilitated	Household Housing Unit	50	0	0.00%	10	10	100.00%

HOUSING NEEDS (HN) 1.6	Homeless	CDBG: \$0	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	1	0	0.00%	0	0	0.00%
HOUSING NEEDS (HN) 1.7 <b>CCCC</b>	Homeless	CDBG: \$36,000	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	48	0	0.00%	48	0	0.00%
PUBLIC FACILITIES (SLE) 2.1	Non-Housing Community Development	CDBG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1	0	0.00%	0	0	0.00%
PUBLIC FACILITIES (SLE) 2.2	Non-Housing Community Development	CDBG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1	0	0.00%	0	0	0.00%
PUBLIC SERVICES (SLE) 2.10 <b>CASA</b>	Non-Housing Community Development	CDBG: \$15,190.55	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	600	142	23.67%	120	142	118.33%

PUBLIC SERVICES (SLE) 2.11 <b>Food Bank</b>	Non-Housing Community Development	CDBG: \$26,183.80	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1125	456	40.53%	225	456	202.02%
PUBLIC SERVICES (SLE) 2.12	Non-Housing Community Development	CDBG: \$0	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1	0	0.00%	0	0	0.00%
PUBLIC SERVICES (SLE) 2.13	Non-Housing Community Development	CDBG: \$0	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1	0	0.00%	0	0	0.00%
PUBLIC SERVICES (SLE) 2.6 <b>MOW</b>	Non-Housing Community Development	CDBG: \$816.20	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	175	9	5.14%	18	9	50.00%
PUBLIC SERVICES (SLE) 2.7 <b>FLC</b>	Non-Housing Community Development	CDBG: \$10,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	43	43.00%	25	43	172.00%

PUBLIC SERVICES (SLE) 2.8 <b>RCA</b>	Non-Housing Community Development	CDBG: \$9,787.65	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	20	20.00%	20	14	70.00%
PUBLIC SERVICES (SLE) 2.9 <b>Cancelled</b>	Non-Housing Community Development	CDBG: \$0	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	25	0	0.00%	0	0	0.00%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**CDBG-CV ACTIVITIES – Supporting the Goals in the Consolidated Plan through assistance to households and persons affected by COVID-19**

HOUSING NEEDS (HN) 1.6 <b>NB Housing</b>	Homeless	CDBG: \$230,167	Overnight/Emergency Shelter	Unduplicated Persons Sheltered - 188
HOUSING NEEDS (HN) 1.7 <b>CCCC</b>	Homeless	CDBG-CV: \$15,419	Overnight/Emergency Shelter Housing Beds provided	Beds- 441
PUBLIC SERVICES (SLE) 2.10 <b>CASA</b>	Non-Housing Community Development	CDBG-CV: \$55,600	Services for abused and neglected children as a result of COVID-19	Persons Assisted - 27
PUBLIC SERVICES (SLE) 2.11	Non-Housing Community Development	CDBG-CV: \$100,000	Emergency food assistance to households experiencing food	Persons Assisted – 900

<b>Food Bank</b>			insecurity as a result of job loss, reduced work hours and illness due to COVID-19	
PUBLIC SERVICES (SLE) 2.7 <b>FLC &amp; Habitat CCC</b>	Non-Housing Community Development	CDBG & CDBG-CV: \$212,176 CDBG - \$68,923 CDBG-CV - \$143,253	Assistance to households unable to meet the financial obligations of rent and utilities as a result of job loss, reduced work hours and illness due to COVID-19	Persons Assisted - 232
PUBLIC SERVICES (SLE) 2.8 <b>Hope Hospice</b>	Non-Housing Community Development	CDBG-CV: \$122,482	Services to terminally ill persons and their families	Persons Assisted - 708

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The City of New Braunfels recognizes the importance of maintaining appropriate performance measurements of its CDBG projects and program. Staff provides management for the CDBG program and monitors activities and projects with developed guidelines that include performance measures to ensure regulatory compliance. The Consolidated Plan and Annual Action Plan also serve as the baseline for measuring program effectiveness. PY 20 which began October 1, 2020, and ended September 30, 2021 was the first year of the 2020-2024 Consolidated Plan for the Community Development Block Grant (CDBG) program. The PY20 activities reflected the highest priorities identified in the Consolidated Plan, how the activities will best meet these identified needs within the City, and are listed as follows:

- Affordable Housing

- Homelessness
- Public Facility and Infrastructure Improvements
- Public Services
- Fair Housing

During PY20, the City of New Braunfels invested Community Development Block Grant (CDBG) funds to provide:

Affordable Housing: The priority was met through the funding of down payment and closing cost assistance for one first-time low-moderate income homebuyer through the Comal County Habitat for Humanity. It was anticipated that eight homebuyers would receive assistance, however, due to construction delays, the high cost of lots, and the lack of volunteers caused by COVID restrictions adversely affected the PY20 goals.

Efforts were made to retain affordable housing stock by funding the Comal County Senior Foundation's minor home repair program which addressed issues of deferred maintenance and accessibility for seven low-income elderly homeowners. During PY20, the City Comal County Habitat for Humanity provided weatherization and aging in place repairs to three low- to mod income homeowners. Village Circle Apartments, a subsidized apartment complex, received CDBG funds for exterior renovations of ten units occupied by low-moderate income households. Repairs included the repair/replacement of exterior trim, doors, and siding and created a more suitable living environment for the tenants.

Homelessness: The City provided CDBG funds to the Family Life Center for their homeless prevention program. During PY20, 53 low-moderate income New Braunfels residents received emergency rent and/or utility assistance to prevent eviction and/or discontinuation of utility services. The City continued to actively participate in the Comal County Homeless Coalition through in-person meetings and then ZOOM meetings once the stay-at-home orders were in place. The City provided CDBG-CV to assist with the opening and on-going activities of the first emergency homeless shelter in New Braunfels.

Public Facilities & Infrastructure Improvements: The City allocated funding for public facilities during the PY20. Funds were used cover the cost of the survey and engineering services for a transitional housing project that is being developed by the Crisis Center of Comal County. When completed, the facility will provide affordable housing to shelter residents as they transitional from the shelter and to increase stability and income.



Public Services: The City allocated 15% of the PY 20 grant to social service agencies that provide services to low-mod income residents of New Braunfels. These funds were used to provide emergency rent and utility assistance, services for abused and neglected children, emergency food assistance, the Meals on Wheels program and mental health counseling services. These agencies provided a variety of supportive services to 683 low-mod income residents of New Braunfels.

Fair Housing: Fair housing information is presented and discussed at all CDBG meetings and during monitoring with subrecipients. The City maintains Fair Housing information on their website and has a Fair Housing officer on staff. There were no Fair Housing complaints filed with the City during PY20.

During PY20, the City also received an additional round of CDBG-CV funding of \$423,819, thereby providing a total of \$666,921 to address the needs created by the pandemic and the restrictions that were placed on businesses and the stay-at-home orders. The City provided the entire grant amount of \$666,921 to public service agencies to address identified needs in the community caused by COVID-19. Using the CDBG-CV funds, the San Antonio Food Bank provided food assistance to 900; rent and utility assistance to 232 were provided by the Family Life Center and Comal County Cares; Hope Hospice received funding for personal protective equipment (PPE) to enable them to safely provide services to 708 clients and to protect the staff; NB Housing Partners used CDBG-CV funds to provide emergency shelter to 188 individuals who were experiencing homelessness and to help mitigate the dangers of exposure to COVID-19; Crisis Center of Comal County used CDBG-CV funds to maintain a separate section of their emergency shelter and obtain hotel rooms as-needed for 203 victims fleeing domestic violence and/or sexual assault who may have been exposed to COVID 19; CASA received CDBG-CV funding to provide services to 27 children who experienced neglect and/or abuse due to the stresses of COVID and quarantine in their families. These programs provided needed services to a total of 1,516 unduplicated New Braunfels residents.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).  
91.520(a)

**INFORMATION IS DRAFTED AND SUBJECT TO CHANGE PRIOR TO SUBMISSION OF FINAL DRAFT TO HUD.**

	CDBG
White	1,792
Black or African American	148
Asian	21
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	3
<b>Total</b>	<b>1,964</b>
Hispanic	1,158
Not Hispanic	806

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

During PY20, subrecipients of CDBG and CDBG-CV funding were required to submit monthly performance and beneficiary reports. Information on the racial and ethnic status of the individual, families or households assisted was entered into IDIS.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG and CDBG-CV	public - federal	\$1,151,105	\$941,358.62

Table 3 - Resources Made Available

### Narrative

The PY20 Action Plan was developed based on committing the entitlement grant of \$413,188 for available programs. An additional amount of \$56,460.30 reflect funds PY19 were unallocated. Total CDBG expenditures during PY20 were \$359,429.67.

The Resources Available also included the CDBG-CV Round 1 and CDBG-CV Round 3 funding of \$666,921. Total expenditures for CDBG-CV funded activities during PY20 were \$581,928.95.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City Wide	100	99%	Low Mod Limited Clientele

Table 4 – Identify the geographic distribution and location of investments

### Narrative

Public Service activities were conducted city-wide. The area covered by this CAPER is the City of New Braunfels, Texas. New Braunfels is located in Comal and Guadalupe Counties. There are areas within New Braunfels that are designated as eligible for CDBG funding based on the percentage of low-moderate income residents. These areas are occupied by at least 48.92 percent low-moderate income residents. New Braunfels has an exception percentage ratio.

Activities funded that were based on serving Low-Moderate Income persons were made available to eligible participants on a city-wide basis. All activities were designed to directly assist low-moderate income households and/or limited clientele beneficiaries. The Senior Center's Minor Home Repair program, the Habitat for Humanity's Weatherization and Aging in Place programs and Homebuyers Assistance program are city-wide projects designed to assist low-moderate income homeowners and homebuyers. The most current HUD income guidelines are used for activities ensure that all participants are low-moderate income. The tenants at Village Circle Apartments must meet low-moderate income guidelines in order to be eligible to rent a unit in the complex.

DRAFT

## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Although CDBG requires no match, subrecipients of CDBG funding from the City of New Braunfels were expected to leverage the CDBG funds with other private, state, or local funds if possible. This information is built into applications for CDBG funding to ensure that the City's contribution to the project is proportional to the number of New Braunfels residents served. This information is also taken into consideration when funding recommendations are made by the Community Development Advisory Committee to City Council.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	5	1
Number of Special-Needs households to be provided affordable housing units	16	7
<b>Total</b>	<b>19</b>	<b>8</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	25	43
Number of households supported through The Production of New Units	5	1
Number of households supported through Rehab of Existing Units	16	0
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>46</b>	<b>44</b>

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

Using CDBG-CV funds, the City was able to assist an additional 413 low-moderate households affected by COVID-19 with rental and utility assistance. These numbers are not included in the chart. Total number assisted with CDBG and CDBG-CV rent and utility assistance is 413.

The City maintained a strong commitment to preserving the existing supply of affordable housing, as well as increasing the availability of affordable housing opportunities through funding minor repair and homeownership programs. The City identified the worst case need as persons with disabilities and the senior population. Both housing rehab programs focused on providing weatherization, accessibility, and aging in place improvements in an effort to allow these residents to maintain living independently.

During PY20, the Comal County Senior Citizens Foundation's Minor Home Repair program exceeded the proposed number of six projects and by completing seven projects. Comal County Habitat for Humanity Rehab program fell short of their goal of eight projects and completed three projects. The City's CDBG staff provided ongoing technical assistance throughout PY20 which allowed the agency to create and implement new best practices by the end of the program year.

Comal County Habitat for Humanity proposed to provide down payment and closing cost assistance to sixteen homebuyers. During PY20, there was one homebuyer assisted. This was mainly due to the cost of lots in the City, the reduction in volunteers due to COVID 19, and the majority of agency-selected project sites were located outside of the City's limits during PY20 and therefore not eligible to be reimbursed by awarded CDBG funding.

**Discuss how these outcomes will impact future annual action plans.**

The City will work with the housing subrecipients to identify ways to meet contracted goals. During PY20, the City provided technical assistance to subrecipients that were not meeting contracted goals. As per the subrecipient agreement and the supporting CDBG Policies & Procedures, agencies who do not perform at contracted levels not only are at risk of cancellation but also is a factor in determining future CDBG funding. The PY22 CDBG application ranking process for subrecipient grants will be revised to include negative points to the total score for subrecipients who did not meet program goals in previous funding. The number of points will be determined by repeatedly not meeting program goals and the difference between the goals and the actual number served.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG & CDBG-CV Actual	HOME Actual
Extremely Low-income	1,535	0
Low-income	279	0
Moderate-income	150	0
<b>Total</b>	<b>1,964</b>	<b>0</b>

**Table 7 – Number of Households Served**

## Narrative Information

The projects conducted by the minor home repair programs and homeownership assistance met the definition of the Section 215 definition of affordable housing. PY20 housing projects addressed the needs of the worst case needs by providing the majority of the funding to senior citizens and those with disabilities. The beneficiaries in the three housing programs and the renovations at Village Circle Apartments met the HUD income guidelines for low-moderate income household. Prior to project approval by the City, agencies submit the HUD Income form and third-party documentation of income to the City for review. The median home purchase price according to HUD-FHA Mortgage Limits for Comal County is \$403,360 with 95% of that value being \$363,024. The newly constructed Habitat home had a sales price of \$195,000.

The Minor Home Repair programs limit repairs to \$10,000 or less and minor home repairs, accessibility improvements and weatherization. In reviewing the property values on the Comal County Appraisal District's website, the property values did not significantly increase, and none exceeded 95% of the original purchase price.

The housing programs, funded in PY20, improved accessibility and sustainability for low-moderate income New Braunfels residents through direct housing related minor home repairs, weatherization, and accessibility improvements. One program provided down payment and closing cost assistance to one low-moderate income first-time homebuyer in New Braunfels and two programs provided minor home repairs to 10 low-moderate income homeowners. CDBG funding also assisted with exterior improvements to 10 units in a 50 unit in a subsidized apartment complex where all the tenants meet HUD's low-moderate income guidelines. Homelessness prevention in the form of emergency rent and utility assistance was provided to 53 income eligible New Braunfels resident to prevent eviction and discontinuation of utilities. Client income, race, ethnicity and household head information was collected by all of the programs and entered into IDIS.

CDBG-CV programs also provided rent and utility assistance to 413 eligible New Braunfels residents, safe emergency shelter to 391 adults experiencing homelessness to mitigate the spread of COVID-19 and public services including emergency food assistance to 900 households affected by COVID-19 through job loss, reduction of work hours and illness caused by COVID-19.



## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

The Comal County Homeless Coalition meets monthly to discuss issues and challenges in addressing the needs of those experiencing homelessness or at-risk of homelessness. Members of the Coalition represent service and housing providers, public housing staff, emergency services such as The Salvation Army, the McKenna Foundation, special needs populations and City government. City staff from the Police Department, the Westside Community Center and the CDBG program participate in the Coalition's planning process. Supported in part by CDBG-CV funding, several of the Coalition's service providers were able to collectively open, operate, and provide supportive services within an emergency shelter for adults experiencing homelessness during PY20.

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

In New Braunfels, some agencies provide outreach services for the specific population that they serve, i.e., victims of domestic violence and youth but there are no agencies focusing specifically on outreach. Information regarding services and housing is distributed by local agencies, local churches that operate food pantries, at nonprofit agencies and governmental entities. The City continued to work with agencies that could provide outreach services especially to persons that are unsheltered in the area. The Coalition assesses individual needs through the Point in Time and Housing Inventory enumerations that are conducted every January.

With a focus on homeless prevention, the City and local service providers identified the provision of direct assistance with rent and utilities as well as supportive services to help those potentially at risk of becoming homeless as the key priorities.

First Footings, an emergency shelter for adults, opened in January 2021 in New Braunfels. This is the first emergency shelter located in New Braunfels and is the dedicated work of the City, service and housing providers and the McKenna Foundation. Since opening in January 2021, First Footings has housed 188 unduplicated adults experiencing homelessness. The Comal County Crisis Center operates an emergency shelter for victims of domestic violence and sexual assault. Connections has an emergency shelter and transitional housing program for youth between the ages of 13 to 18. The programs are available for unaccompanied homeless youth and those aging out of foster care. There are two transitional housing development that are underway and have broken ground. One will provide housing for women and children exiting from the domestic violence shelter. The other property will

provide transitional housing to the general population.

The City and Coalition are aware of the lack of housing choice within the City and are committed to working with agencies that are interested in constructing affordable housing or developing a Rapid Re-Housing program. Working with the Coalition, the City will continue to identify agencies in and out of New Braunfels who would be interested in expanding services and housing into the City.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

A homeless shelter was a high priority identified in the 2020-2024 Consolidated Plan. First Footings, the City's first homeless shelter, was opened in January 2021 in New Braunfels. The City provided CDBG-CV funds to assist with the cost to rent the building and supportive services for its residents. For PY21, the City will provide CDBG funds to assist with the acquisition of a permanent facility. The Comal County Crisis Center operates an emergency shelter for victims of domestic violence and sexual assault and has a transitional housing project underway. Connections has an emergency shelter and transitional housing program for youth between the ages of 13 to 18. The programs are available for unaccompanied homeless youth and those aging out of foster care. There are two transitional housing development that are underway and have broken ground. One will provide housing for women and children exiting from the domestic violence shelter. The other property will provide transitional housing to the general population.

The San Antonio Food Bank continues the construction of Appleseed Apartments and The Family Housing Trust Program, a transitional housing program including a \$9 million, 51-unit apartment complex located next to the New Braunfels Food Bank. A groundbreaking ceremony for the Apple Seeds Apartments took place in June 2021, construction is anticipated to be completed within a year, and open to accept residents in the fall of 2022. A Food Bank case manager and community partner sponsor will facilitate a custom program plan created by the participant for up to 36 months. The framework will center around wage development, budgeting, skills training, self-sufficiency, and social capital. Regular milestone check-ins and progression status reports will assist in the successful completion of each family's program. Successful program graduation each family with a Housing Trust will be awarded up to \$10,000 to go towards permanent housing in New Braunfels. The Trust coupled with increased wages and/or skills should allow families that were previously unable to afford to live in New Braunfels to thrive with assets and savings. The amount of Trust awarded will depend on the length and details of each family's program.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections**

**programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The City is aware of the lack of affordable housing choices within the City and are committed to working with agencies that are interested in constructing affordable housing or developing a Rapid Re-Housing or transitional housing programs. First Footings emergency shelter provides intensive case management and access to supportive services to provide housing stability once a person leaves the shelter. With limited affordable housing options, it is difficult to find stable housing for persons who were homeless. Working with the Coalition, the City will continue to identify agencies in and out of New Braunfels who would be interested in expanding services and housing into the City. The City continues to focus limited resources on homeless prevention activities and will fund a transitional housing project for victims of domestic violence and sexual assault and provide funding for the First Footing homeless shelter.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

There are few community resources specifically for chronically homeless, individuals and families, families with children, veterans and their families, and unaccompanied youth to make the transition to permanent housing and independent living. Supportive services were available but without affordable housing options, the transition to permanent housing and independent living continued to be an obstacle to housing stability.

The Next Step Project launched on September 1, 2021, a collaborative effort between NB Housing Partners, Hill Country MHDD and the Crisis Center of Comal County. The Next Step project is providing rapid re-housing and supportive services for those who are exiting homelessness. The biggest challenge facing this project is the lack of affordable rental units.

During PY20 and previous program years, the City has allocated CDBG funding to agencies that provide services and housing to the homeless populations including NB Housing Partners (emergency shelter for homeless adults), Family Promise (emergency shelter for families), Comal County Crisis Center (domestic violence shelter), San Antonio Food Bank, The Salvation Army, the Family Life Center, and Connections (emergency shelter for homeless and runaway youth). Local faith-based organizations also provide specific assistance to those in need as they are able.

The City used the CDBG-CV funds provided by the CARES Act to assist households that were affected by COVID-19. Of the seven projects that were funded, there were two homeless prevention projects that provided emergency rent/mortgage and utility assistance in order to prevent eviction or utility discontinuation; one project that allowed the domestic violence shelter to set up a quarantine space and to house clients in hotels if the quarantine space at the shelter was full; an emergency homeless shelter for adults; emergency food assistance; and funding for PPE to continue to safely provide service to terminally ill clients and their families.

DRAFT

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The New Braunfels Housing Authority has 170 public housing units in New Braunfels that are owned by the Housing Authority. The Housing Authority also owns a high-rise elderly/disabled complex with 100 units and 35 duplexes for larger families. The Housing Authority provides 242 vouchers through the Housing Choice Voucher program.

The City of New Braunfels and the Housing Authority continue to identify ways to provide affordable rental units and increase homeownership for public housing residents. The City did not have any direct CDBG funded activities with the New Braunfels Housing Authority in PY20.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

NBHA is managed by a five-person Board of Commissioners with each Commissioner being appointed by the Mayor and functions in a similar way as the Board of Directors of major corporations. One Commissioner must be a resident of Laurel Plaza, or Villa Serena or an active participant in the Section 8 program. Each commissioner brings their own professional expertise and point of view to provide direction for the NB Housing Authority.

New Braunfels Housing Authority also encouraged the residents to be more involved in Resident Council meetings by providing the residents the opportunity to learn about the activities, security, modernization projects and management issues and provide input and feedback.

The City will continue to support efforts to coordinate the work of social service organizations such as the Food Bank, Family Life Center, and Habitat for Humanity that provide services, housing assistance and homeownership opportunities to public housing residents. Comal County Habitat for Humanity held information sessions and application assistance for public housing residents for the agency's homeownership program. The San Antonio Food Bank provided a mobile food pantry for the residents residing in a housing authority property.

### **Actions taken to provide assistance to troubled PHAs**

The New Braunfels Housing Authority is not a troubled PHA.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The City supports the development of affordable housing and has reviewed its policies affecting housing development, building codes and zoning ordinances. The City did not identify any policies that negatively affected affordable housing development. The City's Workforce Housing Advisory Committee has been meeting to identify priorities, housing needs, obstacles to affordable housing development and is working to develop a plan for increasing the stock of affordable housing. The primary obstacle is the cost of land which increases the price of the house and makes it unaffordable for low-moderate income households.

The City will continue to monitor its policies regarding code enforcement, development costs and housing inspections to ensure equal access for all underserved residents. Another significant obstacle was a lack of agencies with the capacity to develop and manage affordable housing projects. There are no Community Housing Development Organizations (CHDOs) or Community Development Corporations (CDCs) in the City of New Braunfels. During PY20, the City continued to work with the Comal County Habitat for Humanity to assist low-income homebuyers obtain housing. Additionally, Habitat for Humanity and the Comal County Senior Citizens Foundation had minor home repair, weatherization and aging in place programs to improve the quality of housing for low-moderate income homeowners and to assist elderly homeowners with accessibility improvements allowing them to remain in their homes

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The City of New Braunfels strived to meet the needs of all underserved citizens. The primary obstacle was a lack of resources. There are not enough available resources to address all of the needs within the City of New Braunfels. To fill this gap between need and resources, the City continually sought collaborative projects with other entities and other sources of funding, including the City's general funds, grants, and in-kind contributions. The City made every effort to assist local social service agencies in securing additional funds for community needs as opportunities become available. The City's Grants Coordinator actively sought funding opportunities in order to stretch limited general fund and CDBG dollars.

In addition to CDBG funding, the City provided \$666,921 of CDBG-CV funding seven subrecipients. Funds were used to assist households affected financially by COVID-19 with rent and utility assistance to prevent eviction; additional services to children affected by COVID-19; PPE equipment for the safe delivery of services to terminally ill New Braunfels residents by Hope Hospice, and emergency shelter to

adults experiencing homelessness and victims of domestic violence and/or sexual assault.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

Lead-based paint hazard identification and reduction strategies include education, outreach, and conformance with 24 CFR Part 35 regulations. The City distributes and maintains documentation of required information for homes built before 1978, including the EPA Lead-based Pamphlet, Notification of Lead Hazard Evaluation, and Notification of Lead Hazard Reduction. The City funds a minor home repair program and a housing rehab program through subrecipient agencies. Lead-based paint information is included in the application package and agency staff discusses lead-based paint issues with the applicants.

The City coordinates with Comal County Health Department to review addresses of proposed housing projects to determine if the location is a housing unit in which children have been previously identified as lead poisoned. Additionally, the City will continue to require lead-testing from qualified lead inspectors for proposed housing projects for housing built prior to 1978 in which the household includes children aged five or under. Positive test results will be reported by City to Comal County Health Department so that the County may then initiate their lead-testing protocol.

As applicable, a lead hazard remediation plan must be included with the scope of work that is submitted to the City by the CDBG-funded subrecipient prior to project approval. A notice to proceed will not be issued by City until a qualified lead inspector verifies that the identified lead hazard has been abated.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

New Braunfels addresses the problem of poverty through its strategic goals. Through a holistic approach that combines safe, decent affordable housing for low- to moderate-income families with social services, education, access to health and employment, the City strives to reduce the poverty rate. The City, as lead agency in the implementation of the Consolidated Plan, coordinated with local organizations to ensure that goals are met and will continue to provide assistance to agencies that provide services to poverty-level households.

Actions taken during PY20 were:

- San Antonio Food Bank provided emergency food assistance to 456 New Braunfels residents as well as providing a mobile pantry at the Westside Community Center and the New Braunfels Housing Authority.
- CASA provided advocacy and case management services to 142 abused and/or neglected children.
- River City Advocacy provided individual and group mental health counseling to 14 low-moderate

income New Braunfels residents.

- Comal County Senior Citizens' Meals on Wheels program provided hot home delivered meals to 18 low-moderate income seniors.
- The Family Life Center provided 43 low-moderate income residents of New Braunfels with emergency rent and/or utility assistance in order to prevent eviction and discontinuation of utility services.
- Comal County Senior Citizens Foundation provided minor home repairs and accessibility improvements to seven low-moderate income elderly homeowners.
- Comal County Habitat for Humanity provided weatherization and Aging in Place improvements to three low-moderate income homeowners.
- Habitat for Humanity provided down payment and closing cost assistance to one first-time low-moderate income homebuyer.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

During PY20, the City continued to make CDBG and CDBG-CV funds available to the community through an open application process and issuance of subrecipient agreements. The City provided subrecipient training during the application phase, prior to the execution of Subrecipient Agreements, conducted desk review monitoring and was available for technical assistance. The City maintained its webpage with up-to-date information as a resource for other city departments, general public and service/housing providers. The City participated in the local homeless coalition meetings and conducted an annual Stakeholders meeting to solicit input from service and housing providers on the issues their clients were experiencing identifying gaps in service and to prioritize needs. The City maintains open communication with the Housing Authority and local agencies providing housing and services to low-moderate income people and households.

The City's Grants Coordinator worked closely with other City departments and local agencies to assist in the development of a strong institutional structure for effective program delivery. Staff provided expertise, technical assistance, and documentation of need to the general-fund departments of the City, such as the Parks, Planning and Development and the Library. Staff also developed, operated, and monitored the programs with the coordination of various City departments such as Finance, Purchasing, City Secretary, Legal, Parks Departments and the City Manager's office. By working with other City departments, staff minimized the potential gaps in institutional structure that can hinder program success.

### **Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

Implementation of the PY20 Annual Action Plan involved a variety of agencies and City departments.



Collaboration and coordination between agencies are important to ensuring that the needs in the community are addressed. Stakeholder meetings were held during PY19 to assistance in the development of the PY20 Action Plan. Due to COVID restrictions, the City had regular contact with agencies through emails, telephone and conference calls, Teams and ZOOM meetings and by the end of PY20 was beginning to have in-person meetings again. The City worked with the Comal County Homeless Coalition and the member agencies by attending ZOOM meetings. Due to these efforts, the first emergency shelter for adults experiencing homeless was opened and plans for a more permanent facility were developed and will receive CDBG funding for acquisition during PY21.

Agencies provided information on housing and service needs and identified gaps in both categories as well as fair housing issues and the needs of low-moderate area within the City. The key agencies involved are listed below:

- Community Development Advisory Committee – a nine-member volunteer committee of New Braunfels residents that are appointed by City Council and serve three-year terms. CDAC provides guidance and input on CDBG programs and makes funding recommendations to City Council
- McKenna Foundation – local community foundation
- New Braunfels Housing Authority – public housing and Housing Choice vouchers
- CASA – advocacy for abused and neglected children
- Comal County Habitat for Humanity – minor home repair and homeownership programs
- Comal County Senior Citizens Foundation – recreational and educational programs for senior citizens and a minor home repair program aimed at providing the repairs and accessibility improvements in an effort to allow homeowners to “age in place”
- Family Life Center – emergency rent and utility assistance
- Comal County Crisis Center – emergency shelter and services for victims of domestic violence and sexual assault
- San Antonio Food Bank – New Braunfels Facility – emergency food distribution and educational/nutrition programs
- Connections – emergency shelter for homeless and runaway youth
- The Salvation Army – Crisis and emergency services, meal program and supportive services for people experiencing homelessness and low-income residents
- New Braunfels & Comal County ISDs – homeless liaisons and services for students who are experiencing homelessness or at-risk of homelessness.
- Hill Country MHDD – mental health services
- River City Advocacy – mental health services
- Village Circle Apartments – a rent assisted multifamily apartment complex providing housing to low-moderate households.
- NB Housing Partners – emergency shelter and supportive services for homeless adults

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The City of New Braunfels' policies are reasonable, and the development regulation process generally runs smoothly during PY20. As specific projects were proposed, the City reviewed the project for its compliance with existing local laws and regulations. If a local law or regulation should prove to have a negative impact on a proposed affordable housing program or project, such law or regulation would be reviewed to determine its viability.

The City acknowledges that there is a shortage of affordable rental housing. The shortage of viable land for large-scale apartments and the cost for available parcels results in a market that does not support multi-family developers without a form of subsidy. The City does review and approve, when viable, Low Income Housing Tax Credit applications to the State of Texas. However, without HOME funding and a small CDBG allocation, the City does not have the ability to finance affordable housing by developers. The City continues to seek alternate funding opportunities and options for affordable housing.

The City has a Fair Housing Ordinance and a Fair Housing Officer who is responsible for providing educational materials and information on fair housing; receiving fair housing complaints; assisting complainants in filing documentation with HUD; reviewing City policies to ensure there is no violation to the Fair Housing Act or related Acts; and maintaining a log of all fair housing activities, inquiries, and complaints with the outcomes. No fair housing complaints were received by the City during PY20.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City monitors its own performance to ensure it is meeting the goals and objectives as set forth in the Consolidated Plan and Annual Action Plan. Program and subrecipient files are reviewed at least once per quarter to ensure that the information was accurate and current. This information is transferred into the IDIS system that allows HUD to track the City's performance as well.

Staff monitors to ensure that Federal labor standards, bidding and contract requirements are met when a project is required to implement Davis-Bacon and that small, minority, and/or women owned businesses are included when bids are necessary in the expenditure of its CDBG grant. The City's Purchasing Department provides a list of minority and women owned businesses to subrecipients when bids are required for CDBG projects. Subrecipient agencies have a Section 3 clause in their contracts with the City. Section 3 requirements are discussed in application workshops and at the contract signing. Subrecipients are required to track this information and submit a Section 3 report for employees and contractors, or vendors involved in CDBG projects. The City is in the process of developing a Section 3 policies and procedures plan in compliance with the new Section 3 regulations.

### Ongoing Compliance and Monitoring:

Projects proposed for PY20 funding by eligible organizations were reviewed by staff for compliance with eligibility requirements, national objectives, and the Consolidated Plan and City Council guidelines prior to being reviewed by the Community Development Advisory Committee (CDAC). CDAC is responsible for making funding recommendations to City Council.

Prior to issuing reimbursement for any goods or services, the City verified that the goods or services have been provided according to specific program requirements and that all relevant documentation was submitted to the City.

### Subrecipient Monitoring:

City staff monitors each subrecipient of CDBG funds for compliance with CDBG rules and regulations. Each subrecipient had an executed Subrecipient Contract with the City that detailed HUD rules and regulations, performance objectives, long-term compliance requirements, the scope of the funded program and the CDBG grant amount. The City also provides each subrecipient with a copy of the CDBG Policies and Procedures which is also posted on the City's website.

The City uses standardized monitoring forms that were due on a monthly basis and reviewed by staff to determine if the subrecipient was on track to meet contractual goals. These forms provided beneficiary data, project progress reports, and financial information to support reimbursement requests. City staff maintained contact with the subrecipients on a regular basis and was available for technical assistance if requested or if the need was identified from monthly reports.

All subrecipients receive at least one on-site monitoring visit during the Program Year and technical assistance meetings as needed. The City also performs monthly desk reviews utilizing the monthly reports, reimbursement requests and beneficiary information.

For on-site monitoring, subrecipients are notified via letter and provided with a list of items that will be reviewed. The letter includes information that City staff will need to review as well as any particular staff person that needs to be available to answer questions. If there are any findings during the monitoring visit, they will be included in a letter to the subrecipient, with expected outcomes and the time frame to correct all monitoring findings or concerns.

#### **Citizen Participation Plan 91.105(d); 91.115(d)**

##### **Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

In accordance with HUD regulations and the City's Citizen Participation Plan, the notice of the 15-day comment period and the public hearing were published in the local newspaper, and on the City's website. The notice was published in both English and Spanish. The public hearing was held at New Braunfels City Hall, City Council Chambers, 550 Landa Street which is an accessible building. Certified interpreters in Spanish and German, sign language and any additional accessibility needs were available upon request. Copies of the draft CAPER were available at City Hall, the main branch of the Library and on the website. It was noted in the public notice that written and verbal comments received during the public comment period would be summarized and included in the final document for submission to the U.S. Department of Housing and Urban Development.

The City's comment period for the CAPER was from November 1, 2021, through November 15, 2021. The public hearing was held at New Braunfels City Hall at a regularly scheduled City Council meeting on November 8, 2021, beginning at 6:00 PM. Citizens were encouraged to provide verbal or written comments and a City staff member was designated and contact information was provided in the Public Notice. City Council approved the CAPER at the City Council meeting held on December 13, 2021.

No public comments were received or expressed at the public hearing. **(INFORMATION IS DRAFTED AND SUBJECT TO CHANGE PRIOR TO SUBMISSION OF FINAL DRAFT TO HUD.)**

## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

There were no changes to the City's program objectives during PY20. The City does not have an existing Section 108 loan.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

N/A



## Community Development Advisory Committee Agenda Item Report

550 Landa Street  
New Braunfels, TX

**12/1/2021**

Agenda Item No. C)

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## APPLICATION FOR CDBG FUNDING

### *As part of the U.S. Department of Housing and Urban Development's Community Development Block Grant Program*

1. The City of New Braunfels is requesting applications from nonprofits and other eligible entities for participation in the Community Development Block Grant (CDBG) Program for the period of October 1, 2021 through September 30, 2022. Based upon the current program year, the City anticipates receiving approximately \$413,188 from the U.S. Department of Housing & Urban Development (HUD) during CDBG Program Year 2021 (PY21) to be used for a wide range of activities including, but not limited to, public services, public facilities, infrastructure improvements, and minor home repair programs. It is anticipated that CDBG funds will be allocated according to federal regulations with 15% (approximately \$61,978.20) being set aside for public services funding; 20% (approximately \$82,637.60) for the City's program administration costs; and approximately \$268,572.20 for other eligible projects. Eligible projects must be within the city limits of New Braunfels or provide services to New Braunfels residents.
2. Activities must meet one of the three HUD National Objectives:
  - a. Benefit low- to moderate-income persons
  - b. Aid in the prevention of slums and blight, or
  - c. Meet other urgent community need such as disaster relief.
3. Complete Hard Copy or Electronic application packets will be accepted until **March 10, 2021 by 4:00 PM (local time)**. Late applications will **not** be accepted. It is important to note that social distancing efforts are in effect at all City locations and may affect the delivery of your application, so applicants are encouraged to submit applications prior to the due date.

For the purposes of this Request for Applications, a complete application packet is to include the following documentation:

- a. Section 1 – General Information (**Weighted Scoring Criteria: 5 Points**)
- b. Section 2A, 2B, **or** 2C – Application (**Weighted Scoring Criteria: 65 Points**)
- c. Section 2A, 2B, **or** 2C – Budget (**Weighted Scoring Criteria: 30 Points**)
  - i. Include detailed timeline/schedule for requested program/activity
- d. Section 3 – Certifications/Statements
  - i. Agency Certification
  - ii. Certification of No Supplanted Funding
  - iii. Religious/Faith-Based Organization Certification
  - iv. Drug-Free Workplace Act Certification
  - v. Conflict of Interest Statement
  - vi. Anti-Lobbying Statement
  - vii. HUD Section 3 Statement
  - viii. Other CDBG-Related Certifications
- e. Section 4 – Attachments
  - i. 501(c)(3) IRS non-profit designation letter
  - ii. Copy of Current Certificate of Professional Liability Insurance
  - iii. Organizational Chart
  - iv. Total Agency Budget by Program/Activity
  - v. Most recent audit or financial statement

**NOTE:** A Single Audit Act audit is required if Applicant expended \$750,000 or more in federal funds (all sources) during Applicant's most recently completed fiscal year.

f. Section 5 – Application Checklist

g. **NOTE:** After award of contract, Subrecipients will be required to provide the following documentation:

- i. Professional Liability Policy, to be updated with New Braunfels as co-insured upon award
- ii. Board of Directors: Name, Address, Business Affiliation, Dates of Term of Office

If submitting a Hard Copy application, applicants are to submit one complete original document, signed in ink or with an electronic signature, a single USB device containing an Adobe Acrobat PDF version of the entire application packet **and** 10 abridged copies in a sealed envelope/package addressed as such:

New Braunfels City Hall - City Secretary's Office  
ATTN: Jennifer Gates, Grants Coordinator  
RE: CDBG PY21 application; due March 10, 2021 at 4:00 PM  
550 Landa Street  
New Braunfels, TX 78130-6110

- OR -

- h. If submitting an Electronic application packet, submit the complete application packet to the City's Grants Coordinator, Jennifer Gates, at [JGates@nbtexas.org](mailto:JGates@nbtexas.org) and the City's CDBG Consultant, Paula Harper, at [paula.cstx@gmail.com](mailto:paula.cstx@gmail.com) with a subject line of "**CDBG PY21 application: (insert name of applicant agency/business)**". CDBG staff will respond to your message with a confirmation of the receipt of your application. Please contact CDBG staff if you are experiencing any issues submitting the application electronically e.g. email size restrictions.
4. Questions and comments regarding the CDBG program and application **must be submitted in writing** to Jennifer Gates at [JGates@nbtexas.org](mailto:JGates@nbtexas.org) and Paula Harper at [paula.cstx@gmail.com](mailto:paula.cstx@gmail.com). CDBG staff will respond as quickly as possible and if needed, will post commonly asked questions and the associated responses on the City's CDBG website. In addition, a virtual pre-application workshop will be hosted on **Wednesday, February 10, 2021 at 10:00 AM (local time) via ZOOM**.
5. Updates regarding the grant program will be provided on the City's CDBG website: <http://www.nbtexas.org/91/CDBG-Program>
6. Grant awards will be dependent upon receipt of actual PY21 funding allocated to the City by HUD and will be made effective October 1, 2021 through September 30, 2022 to awarded subrecipients.
7. **Public Facility and Infrastructure Projects:** Any non-residential construction, rehabilitation, renovation requested in excess of \$2,000 **must** adhere to labor standards in compliance with the requirements imposed by the Equal Employment Opportunity Act, Davis-Bacon Act, Section 3 (contracting with or employing low-income) and related federal legislation. All construction, rehabilitation and renovation projects **must** pass all applicable environmental reviews. All construction, rehabilitation and renovation projects **must** pass all City ordinances and permitting requirements.
8. The **tentative** schedule for this Request for Applications is subject to change and is as follows:

REQUEST FOR APPLICATION SCHEDULE	
ACTIVITY	DATE
Applications Available	February 10, 2021



Pre-Application Workshop	February 10 at 10:00 AM (local time)
Application Submission Deadline * Hard Copy or Electronic submissions accepted	March 10 no later than 4:00 PM
Staff Review of Applications	March 11 to March 18
Community Development Advisory Committee (CDAC) Review of Applications	April 7 at 6:00 PM
Applicant Q&A with CDAC (if necessary)	April 21 at 6:00 PM and/or via email communication
Application Ranking and Funding Recommendations by CDAC	May 5 at 6:00 PM
Public Hearing and Annual Action Plan Presentation to City Council, including CDAC Funding Recommendations	June 28 at 6:00 PM
City Council Approval of Annual Action Plan and Subrecipient Grant Amounts	July 27 at 6:00 PM
Subrecipient Contract Discussions	August to September
Execution of Subrecipient Contracts	September
CDBG Funds Available for Non-Housing Projects	October 1, 2021
CDBG Funds Available for Housing and other projects requiring a Release of Funds from HUD	Approximately November 1, 2021

### HUD INCOME LIMITS (2020)

These limits are effective as of April 1, 2020. HUD will publish updated income limits by October 1, 2021.

Household Size	Maximum Income to be Eligible
1	\$40,350
2	\$46,100
3	\$51,850
4	\$57,600
5	\$62,250
6	\$66,850
7	\$71,450
8+	\$76,050

## APPLICATION FOR CDBG PY21 FUNDING

### SECTION 1 – GENERAL INFORMATION

***Applications are due by March 10, 2021 at 4:00 PM, local time.***

***Applications submitted after the deadline will not be accepted or eligible for funding.***

Application documents should provide a straightforward, concise description of the agency and the proposed program or activity. Emphasis should be on completeness, clarity of content, and conveyance of the information requested by the City of New Braunfels.

The original with all certifications and attachments must be submitted in accordance with directions provided on Page 2 of this document. For hardcopy submissions, submit one complete, original application with all certifications and attachments, **and** an electronic copy of the complete application on a USB device. **Additionally**, applicants are to submit 10 abridged (Sections 1 and 2 only) hardcopies with their full hardcopy and electronic application. Please do not use tabs or bind/staple the complete application or its abridged copies.

**Applications should be typed using no smaller than a 10-point font, with answers in regular font. Please limit responses to no more than ½ page per question. Responses must be precise and complete. (5 Points)**

**Name of Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

#### **Funding Request**

Activity for which funding is requested: \_\_\_\_\_

Amount of funding requested: \_\_\_\_\_

#### **Program/Activity Budget**

- Total budget for this program/activity, regardless of geographic area: \_\_\_\_\_
- Subsequently, provide total budget for this program/activity for New Braunfels residents specifically:  
\_\_\_\_\_

#### **Beneficiaries**

- Total number of unduplicated clients to be served by this program/activity: \_\_\_\_\_
- Subsequently, provide total number of unduplicated New Braunfels residents specifically to be served by this program/activity: \_\_\_\_\_

#### **Agency Information – Capacity**

- Briefly describe the agency's mission statement and history, length of time the agency has been in operation, purpose of the agency, experience and capacity in receiving and expending CDBG funds (if applicable) as well as other federal funds, the target population and service area.
- Briefly describe the staffing structure of the organization and/or include an organizational chart(s).

## **SECTION 2A – PUBLIC SERVICES APPLICATION**

### **Program/Activity Information**

1. Provide the program/activity name:
2. Check the benefit category below that addresses the project to be conducted with the City of New Braunfels CDBG funds, if awarded:
  - ☐ General Low- to Moderate-Income Clientele: The public service is available to any resident of New Braunfels who is low- to moderate-income, regardless of where within the city the client resides. Low- to moderate-income limits are included in this application for reference.
  - ☐ Limited Clientele: The public service is available to special populations/limited clientele as defined by HUD, including the disabled, homeless, elderly, people living with HIV/AIDS, abused children, victims of domestic violence, mentally ill, and chronic substance abusers. While these populations are generally exempt from the income limits, at least 51% must be low- to moderate-income and the City's overall percent of funds spent for low- to moderate-income, including area benefit, must be 70%.

Provide a clear and concise description of the program/activity for which funding is being requested and how it will address one of the three HUD National Objectives. **(10 Points)**

3. Briefly describe the experience and capacity of the agency in managing the proposed program/activity. **(10 Points)**

4. Is this a new program or activity? ☐ Yes ☐ No

If yes, briefly describe the how the agency determined a need for the new program/activity and how the new program/activity fits with the agency's mission statement.

5. Are you a first-time applicant for CDBG funding from the City of New Braunfels or is this a new program for your agency? **(10 Points)** ☐ Yes ☐ No

6. Is this a quantifiable increase in the level of service for an existing program/activity? ☐ Yes ☐ No

If yes, briefly describe how the agency determined the need and how the agency will increase the level of services by adding more services or increasing the number of unduplicated New Braunfels clients served. Provide statistics on increase in number served.

7. Describe the program goals and how quantifiable outcomes will be measured. **(25 Points)**

List measurable outcomes including units of service e.g. meals provided, class hours provided, service contacts/hours provided, etcetera **per each** New Braunfels client.

### **Leveraging (10 Points)**

8. List all funding sources for this program/activity. Add more rows if necessary.

Funding Source	Amount of Award	Applied for (Date)	Awarded (Date)


9. List the entire agency's fundraising events and activities. Indicate what portion will go toward the proposed program/activity. Add more rows if necessary.

Event/Activity	Amount or Expected Amount	Percentage allocated to CDBG-funded program

## SECTION 2A – PUBLIC SERVICES BUDGET

**Budget must be complete, accurate, and numbers provided below must be consistent throughout the application. (30 Points)**

Provide a detailed timeline/schedule for this program/activity as an attachment to your application.

I understand that the program/activity must be completed, and all funds expended, no later than **September 30, 2022**. ☐ Yes ☐ No

A: Budget Item <i>Detailed Items or staff positions for which funding requested</i>	B: Calculation for CDBG Request <i>Brief explanation/formula for how CDBG request amount derived (Ex: Salary = total salary x % applied to New Braunfels CDBG)</i>	C: New Braunfels CDBG Request <i>Amount of New Braunfels CDBG funds requested</i>	D: Agency Share of Budget <i>Funded from other sources</i>	E: Total Cost <i>Sum of Columns C and D = total project cost for clients</i>
<b>PERSONNEL</b>				
<b>Salaries</b>				
<i>Ex. Case Manager</i>	<i>\$40,000 X 10%</i>	<i>\$4,000</i>	<i>\$36,000</i>	<i>\$40,000</i>
<b>Total Salaries</b>				
<b>Fringe Benefits</b>				
<b>PERSONNEL TOTAL</b>				
<b>OPERATING COSTS</b>				
<b>OPERATING COSTS TOTAL</b>				
<b>DIRECT CLIENT SERVICES</b>				
<b>DIRECT SERVICES TOTAL</b>				
<b>BUDGET TOTAL</b>				

## **SECTION 2B – PUBLIC FACILITIES APPLICATION**

**IMPORTANT NOTE:** Public Facility projects may be subject to Davis-Bacon Wage Requirements.

### **Project Information**

1. Provide the project name:
2. Identify the precise street address:
3. Is the agency the legal owner of the property? YES \_\_\_\_ NO \_\_\_\_ Attach proof of ownership.
4. Check the benefit category that addresses the project to be conducted with the City of New Braunfels CDBG funds, if awarded:
  - ☐ **General Low- to Moderate-Income Clientele:** The public facility is available to any resident of New Braunfels who is low- to moderate-income, regardless of where within the city the client resides. Low- to moderate-income limits are included in this application for reference.
  - ☐ **Location:** The public facility is located in a low-moderate income area such as a park or community center. Provide the census tract and block group in the space below.  
Census Tract: \_\_\_\_\_ Block Group: \_\_\_\_\_  
\_\_\_\_\_
  - ☐ **Limited Clientele:** The public facility is available **only** to special populations/limited clientele as defined by HUD, including the disabled, homeless, elderly, people living with HIV/AIDS, abused children, victims of domestic violence, mentally ill, and chronic substance abusers. While these populations are generally exempt from the income limits, at least 51% must be low- to moderate-income and the City's overall percent of funds spent for low- to moderate-income, including area benefit, must be 70%.

Provide a clear and concise description of the scope of work for the project. Briefly describe how the repairs/improvements will benefit low- to moderate-income residents of New Braunfels. **(20 Points)**

5. Who will be responsible for implementing the project? Briefly describe the experience and capacity of the agency in managing similar projects. If the agency does not have experience with this type of project, how do you propose to acquire the needed knowledge? **(10 Points)**
6. Clearly and concisely describe the program goals and how quantifiable outcomes will be measured. **(25 Points)**

List measurable outcomes including number of people accessing the facility and how the improvements improve the neighborhood or services provided to New Braunfels residents.

### **Leveraging (10 Points)**

7. List all funding sources for this project. Add more rows if necessary.

Funding Source	Amount of Award	Applied for (Date)	Awarded (Date)


8. List the entire agency's fundraising events and activities. Indicate what portion will go toward the proposed project. Add more rows if necessary.

Event/Activity	Amount or Expected Amount	Percentage allocated to CDBG-funded project

## **SECTION 2B – PUBLIC FACILITIES BUDGET**

**Budget must be complete, accurate, and numbers provided below must consistent throughout the application. (30 Points)**

For construction and/or facility rehabilitation projects, attach three (3) itemized quotes from licensed contractors including a detailed proposed schedule or timeline and completion date for the project. Requests for exceptions to the submission of 3 quotes must be submitted to CDBG staff for review and approval.

I understand that the project must be completed, and all funds expended, no later than **September 30, 2022**.

☐ Yes      ☐ No

A: Budget Item <i>Detailed Items or staff positions for which funding requested</i>	B: Description <i>Detailed description of activity</i>	C: New Braunfels CDBG Request <i>Amount of New Braunfels CDBG funds requested</i>	D: Agency Share of Budget <i>Funded from other sources</i>	E: Total Cost <i>Sum of Columns C and D = total project cost for clients</i>
<i>Example: Demolition</i>	<i>Removal of existing walls in meeting area</i>	<i>\$500</i>	<i>\$1,000</i>	<i>\$1,500</i>
<i>Example: Drywall</i>	<i>Replace drywall in hallway</i>	<i>\$2,000</i>	<i>\$4,000</i>	<i>\$6,000</i>
Demolition				
Site/Building Preparation				
Plans/Drawings				
Permits				
Electrical				
Plumbing				
Flooring				
Roof Repair/Replacement				
Drywall				
HVAC				
Finish Work				
General Contracting				
Contingency				
<b>Other:</b> Explain				
<b>BUDGET TOTAL</b>				

\* Appliances are not an eligible expense.



## **SECTION 2C – HOUSING APPLICATION**

### **Project Information**

1. Provide the project name:
2. Provide a clear and concise description of the project/activity. **(5 Points)**
3. Check the benefit category that addresses the project to be conducted with the City of New Braunfels CDBG funds, if awarded:
  - ☐ General Low- to Moderate-Income Clientele: The housing project/activity is available to any resident of New Braunfels who is low- to moderate-income, regardless of where within the city the client resides. Low- to moderate-income limits are included in this application for reference.
  - ☐ Limited Clientele: The housing project/activity is available to special populations/limited clientele as defined by HUD, including the disabled, homeless, elderly, people living with HIV/AIDS, abused children, victims of domestic violence, mentally ill, and chronic substance abusers. While these populations are generally exempt from the income limits, at least 51% must be low- to moderate-income and the City's overall percent of funds spent for low- to moderate-income, including area benefit, must be 70%.

Briefly describe how the project/activity will benefit low- to moderate-income residents of the New Braunfels. **(15 Points)**

4. Briefly describe the experience and capacity of the agency in managing the proposed project. **(15 Points)**

Who will be responsible for implementing the project? Briefly describe the experience and capacity of the agency in managing similar projects. If the agency does not have experience with this type of project, how do you propose to acquire the needed knowledge?

5. Clearly and concisely describe the program goals and how quantifiable outcomes will be measured. **(20 Points)**

### **Leveraging (10 Points)**

10. List all funding sources for this project. Add more rows if necessary.

Funding Source	Amount of Award	Applied for (Date)	Awarded (Date)

9. List the entire agency's fundraising events and activities. Indicate what portion will go toward the proposed project. Add more rows if necessary.

Event/Activity	Amount or Expected Amount	Percentage allocated to CDBG-funded project

## SECTION 2C – HOUSING BUDGET

**Budget must be complete, accurate, and numbers provided below must be consistent throughout the application. (30 Points)**

Provide a detailed timeline/schedule, and policies and procedures or guidelines, for this program/activity as attachments to your application.

I understand that the program/activity must be completed, and all funds expended, no later than **September 30, 2022**. ☐ Yes ☐ No

<b>A: Budget Item</b> <i>Detailed Items or staff positions for which funding requested</i>	<b>B: Calculation for CDBG Request</b> <i>Brief explanation/formula for how CDBG request amount derived (Ex: Salary = total salary x % applied to New Braunfels CDBG)</i>	<b>C: New Braunfels CDBG Request</b> <i>Amount of New Braunfels CDBG funds requested</i>	<b>D: Agency Share of Budget</b> <i>Funded from other sources</i>	<b>E: Total Cost</b> <i>Sum of Columns C and D = total project cost for clients</i>
<b>PROGRAM DELIVERY</b>				
Staff Salaries				
Fringe Benefits				
Consultant Fees				
Supplies				
Postage, Copying				
Office Space, Phone, Etc.				
<b>Other:</b> Explain				
<b>PROGRAM DELIVERY TOTAL</b>				
<b>DIRECT CLIENT SERVICES</b>				
<i>Example: Home Repair</i>	<i>15 homes x \$10,000</i>	<i>\$150,000</i>	<i>\$5,000</i>	<i>\$155,000</i>
<i>Example: Homeownership</i>	<i>8 projects x \$2,000</i>	<i>\$16,000</i>	<i>\$0</i>	<i>\$16,000</i>
<b>DIRECT SERVICES TOTAL</b>				
<b>OTHER EXPENSES</b>				
<b>OTHER EXPENSES TOTAL</b>				
<b>BUDGET TOTAL</b>				

## **SECTION 3 – CERTIFICATIONS**

### **AGENCY CERTIFICATION**

I certify that all information reported in this application and attached is true, accurate and complete to the best of my belief and knowledge.

I will provide written notice of any changes or additions to this information. I also understand the agency may need to provide additional information during the application process and if funded.

I understand a written contract will be required between the Agency and City upon award of funds.

I am aware that the submission of this application does not guarantee funding by the City of New Braunfels.

I am aware that Public Facility & Infrastructure projects in excess of \$2,000 must adhere to labor standards in compliance with the requirements imposed by the Equal Employment Opportunity Act, Davis-Bacon Act, Section 3 (contracting with or employing low-income) and related federal legislation.

I am aware that all construction, rehabilitation and renovation projects must pass all applicable environmental reviews.

All required documentation, including attachments, have been included in the original application. One original document with all attachments and one electronic version of the application in Adobe Acrobat format saved to a USB device have been submitted.

***I certify that I am authorized to make this application on behalf of the Agency and have been designated as such by the Board of Directors.***

***I understand that applications received after 4:00 PM on March 10, 2021 will not be accepted or considered.***

Signature \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Date: \_\_\_\_\_ DUNS NUMBER \_\_\_\_\_

## **CERTIFICATION OF NO SUPPLANTED FUNDING**

Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. Federal funds **may not** supplant/displace existing funds for a project and its individual sub-activities, including staff costs and general operating costs.

Agency certifies that:

- (1) CDBG funds, if awarded, will not supplant funds received from other Federal, State or local government sources, or funds independently generated by the expenditures from other Federal, State, or local sources or funds independently generated by the subrecipient agency;
- (2) CDBG funds, if awarded, will not supplant any funds used to leverage other funding; and
- (3) CDBG funds, if awarded, will not be used to supplant other funds provided directly to agency clients by the agency's program, other programs, or direct Federal, State, or local funding.

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Signature

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Date

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Printed Name and Title

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Organization Name

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Organization Address

## **RELIGIOUS/FAITH-BASED ORGANIZATION CERTIFICATION**

In addition to, and not in substitution for, other provisions of this agreement regarding the provision of Community Development Block Grant program activities pursuant to the CDBG program/activity, the contractor:

- 1) Represents that it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes.
- 2) Agrees that, in connection with such community development activities and operational costs:
  - a. It will not discriminate against any persons seeking community development services and/or related services on the basis of religion or religious belief; and
  - b. It will not use CDBG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization.

### **Not a religious organization:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

### **A religious or faith-based organization and agree to follow terms above:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

## **DRUG-FREE WORKPLACE ACT CERTIFICATION**

1. Applicant certifies that it shall provide a drug-free workplace by:
  - (a) Publishing a statement notifying employees that unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the workplace is prohibited and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing a drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The company's policy of maintaining a drug-free workplace;
    - (3) Any drug counseling, rehabilitation, and employee assistance programs that are available; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the Agreement be given a copy of the statement required by paragraph (a).
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the Agreement, the employee shall:
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employee's employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction;
  - (e) Notifying City within ten (10) days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction;
  - (f) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (d) (2), with respect to any employee so convicted:
    - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
    - (2) requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
3. Applicant's headquarters are located at the following address. The addresses of all other workplaces, if any, shall be provided on an accompanying list.

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

SIGNED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

## **CONFLICT OF INTEREST STATEMENT**

The conflict of interest provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the recipient, of any designated public agencies, or subrecipients that are receiving CDBG funds.

Yes                      No

A. Are you or any staff members a City of New Braunfels employee?      \_\_\_\_\_

B. Are you or any staff members elected officials with the City of New Braunfels, related to anyone employed by the City of New Braunfels, related to elected officials of City of New Braunfels or related to someone on the Community Development Advisory Committee (CDAC)?      \_\_\_\_\_

If yes, please list below.

Name

Relationship


C. Does your organization do any other business with any person or department with the City of New Braunfels?      \_\_\_\_\_

If yes, please list below.

Name

Department


\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title



## **ANTI-LOBBYING STATEMENT**

**The anti-lobbying provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the subrecipient that is receiving CDBG funds.**

Applicant certifies that:

1. No Federal funds have been paid or will be paid, by or on behalf of the applicant agency, to any person for influencing or attempting to influence an officer or employee of the awarding of any Federal, state or municipal contract, the making of any Federal or municipal grant, the making of any Federal or municipal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal, state or municipal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal or municipal agency/department, Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, Mayor, City Council member, or employee of the Mayor or a City Council member in connection with this application, contract, grant, loan or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subcontractor awards at all tiers.

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Signature

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Date

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Printed Name and Title

### **HUD SECTION 3 STATEMENT**

1. The Subrecipient agrees to comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, the regulations set forth in 24 C.F.R. Part 135, and all applicable rules and orders. Subrecipient understands that compliance shall be a condition of the federal assistance provided under this Agreement and binding upon the Grantee, the Subrecipient and any sub-Subrecipients. Failure to comply with these requirements shall subject the Grantee, the Subrecipient and any sub-Subrecipients, their successors and assigns, to those sanctions specified by the Agreement through which federal assistance is provided, and as set out in 24 C.F.R. Part 135, Subpart O. The Subrecipient agrees that no contractual or other disability exists which would prevent compliance with these requirements. The Subrecipient shall include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this contract is a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701. Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part, by persons residing in the areas of the project."

2. The Subrecipient shall send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
3. The Subrecipient shall include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the sub-Subrecipient is in violation of regulations issued by the Grantee. The Subrecipient will not subcontract with any sub-Subrecipient where it has notice or knowledge that the latter has been found in violation of regulations under 24 C.F.R. Part 135 and will not let any subcontract unless the sub-Subrecipient has first provided it with preliminary statement of ability to comply with the requirements of these regulations.

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Signature

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Date

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Printed Name and Title

## **OTHER CDBG-RELATED CERTIFICATIONS**

**Overall Benefit:** The agency certifies that the CDBG funds awarded by the City of New Braunfels will be used only for the benefit of New Braunfels residents – those residing within the actual City Limits of New Braunfels – and that at least 90% of those receiving benefit are low- to moderate-income.

**Compliance with Anti-discrimination laws:** The programs funded in part or totally by CDBG will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-3619, and implementing regulations, as amended.

**Affirmatively Furthering Fair Housing:** The agency will take appropriate actions when applicable to overcome the effects of any impediments identified through the City's Analysis of Impediments to Fair Housing Choice and the City's Fair Housing Plan, and maintain records reflecting the actions taken.

**Anti-displacement and Relocation Plan:** In the event that the agency conducts housing acquisition, demolition or rehabilitation with CDBG funds that require the relocation of residents, the agency will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan as required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the New Braunfels CDBG program.

**Lead-Based Paint:** Any activities concerning lead-based paint will comply with the requirements of part 34, subparts A, B, J, K and R of Title 24 of the Code of Federal Regulations.

**Compliance with Laws:** The agency will comply with all applicable local, state and federal laws.

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Signature

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Date

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Printed Name and Title

## **SECTION 4 – ATTACHMENTS**

**Please include the following attachments in the order listed.**

1. 501(c)(3) IRS non-profit designation letter
2. Copy of Current Certificate of Professional Liability Insurance
3. Organizational Chart
4. Total Agency Budget by Program/Activity
5. Most recent audit or financial statement

**NOTE:** A Single Audit Act audit is required if Applicant expended \$750,000 or more in federal funds (all sources) during Applicant's most recently completed fiscal year.

After award of contract, Subrecipients will be required to provide the following documentation:

1. Professional Liability Policy, to be updated with New Braunfels as co-insured upon award
2. Board of Directors: Name, Address, Business Affiliation, Term of Office (dates)

## **SECTION 5 – APPLICATION CHECKLIST**

Use this checklist to ensure that all required documents have been included in the application packet.

<b>Document</b>	<b>Initial to Indicate Document is Attached to Application</b>
Section 1 – General Information	
Section 2A, 2B, or 2C – Application	
Section 2A, 2B, or 2C – Budget * Including associated supporting documentation as required.	
Section 3 – Certifications/Statements * Agency Certification	
Section 3 – Certifications/Statements * Certification of No Supplanted Funding	
Section 3 – Certifications/Statements * Religious/Faith-Based Organization Certification	
Section 3 – Certifications/Statements * Drug-Free Workplace Act Certification	
Section 3 – Certifications/Statements * Conflict of Interest Statement	
Section 3 – Certifications/Statements * Anti-Lobbying Statement	
Section 3 – Certifications/Statements * HUD Section 3 Statement	
Section 3 – Certifications/Statements * Other CDBG-Related Certifications	
Section 4 – Attachments 501(c)(3) IRS non-profit designation letter	
Section 4 – Attachments Copy of Current Certificate of Professional Liability	
Section 4 – Attachments Organizational Chart	
Section 4 – Attachments Total Agency Budget by Program/Activity	
Section 4 – Attachments Most recent audit or financial statement	
* Section 5 – Application Checklist	
One (1) original, one (1) USB of entire application packet in PDF format, and ten (10) abridged copies if submitting in Hard Copy.	

**\*Documents marked with an asterisk on this checklist require a signature or initials. They must be signed prior to submittal of application.**



# Community Development Advisory Committee Agenda Item Report

550 Landa Street  
New Braunfels, TX

**12/1/2021**

Agenda Item No. A)

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**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC)**  
**PROGRAM YEAR 21 - 2022 CALENDAR**

**DECEMBER**

- CDAC Meeting – December 1<sup>st</sup> @ 6:00 PM
- Location:
  - Review of PY20 Accomplishments and CAPER Submission
  - Review of CDAC Calendar & Application Timeline
  - Review of CDBG PY20 Application Process

**JANUARY**

- CDAC Meeting – January 5, 2022 @ 6:00 PM
- Location:
  - Introductions of New Members
  - Election of Officers
  - Discussion of CDBG Grant Process
  - CDBG Program & Project Updates & Calendar Review
  - Review of CDBG Application Templates

**FEBRUARY**

- CDAC Meeting – February 2, 2022 @ 6:00 PM
- Location:
  - CDBG Program & Project Updates
  - Final Discussion on CDBG Application Templates

**MARCH**

- CDAC Meeting – March 2, 2022 @ 6:00 PM
- Location:
  - CDBG Program & Project Updates
  - Review and Discussion of Ranking Criteria
  - Discussion of Annual Action Plan Timeline

**APRIL**

- **CDAC Meeting – April 6, 2022 @ 6:00 PM**
- Location:
  - Review & Discussion of CDBG Applications
- **CDAC Meeting – April 20, 2022 @ 6:00 PM**
- Location:
  - Q&A - Agencies Requesting Funding

**MAY**

- CDAC Meeting – May 4, 2022 @ 6:00 PM
- Location: Hall
  - Ranking and Funding Recommendations for CDBG Applications

**JUNE**

- CDAC Meeting – June 1, 2022 @ 6:00 PM
- Location:
  - Update on Annual Plan
  - CDBG Program & Project Updates

**JULY**

- No CDAC Meeting

**AUGUST**

- CDAC Meeting – August 4, 2021 @ 6:00 PM
- Location:
  - CDAC to determine meeting schedule for remainder of the year
  - Annual Action Plan Update
  - CDBG Program & Project Updates

**CDBG Application Timeline**

- February 10<sup>th</sup> - CDBG Applications Available
- February 10<sup>th</sup> - CDBG Application Workshop
- March 11<sup>th</sup> - CDBG Applications Due
- March 14<sup>h</sup> – March 18<sup>th</sup> - Staff Review
- March 21<sup>st</sup> - Applications to CDAC
- April 6<sup>th</sup> – Discussion of Applications
- April 20<sup>th</sup> – Q&A with Applicants
- May 4<sup>th</sup> – Ranking & Funding Recommendations
- June 27<sup>th</sup> – Council Presentation – Funding Recommendations & Annual Action Plan
- July 11<sup>h</sup> – Funding Recommendations & Annual Action Plan Approved by City Council



## Community Development Advisory Committee Agenda Item Report

550 Landa Street  
New Braunfels, TX

**12/1/2021**

Agenda Item No. B)

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# **COMMUNITY DEVELOPMENT ADVISORY COMMITTEE BY-LAWS**

Amended January 2, 2001

## **ARTICLE I – NAME**

The name of this organization shall be the Community Development Advisory Committee.

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## **ARTICLE II – MISSION**

- Sec. 1 - To serve in an advisory capacity to the City Council on matters relating to the Community Development Block Grant program.
- Sec. 2 - To establish goals and priorities for the Community Development Block Grant program.
- Sec. 3 - To evaluate the progress of said goals and priorities.
- Sec. 4 - To ensure the efficient and effective use of the Community Development Block Grant funds to benefit the citizens of New Braunfels.
- Sec. 5 - To encourage public participation in the Community Development Block Grant funding allocation process.
- Sec. 6 - To maximize the City's opportunities for participation in other federal and state housing and community development initiatives.

## **ARTICLE III – MEMBERSHIP**

- Sec. 1 - The Community Development Advisory Committee shall be composed of nine (9) citizens of New Braunfels, as broadly representative of all aspects of the community as possible and including at least two (2) low-to-moderate income residents as defined by current federal family income guidelines.
- Sec. 2 - Membership shall be by appointment of the City Council of the city of New Braunfels.

## **ARTICLE IV – TERMS**

- Sec. 1 - Membership shall be for three (3) years, with staggered terms so that no more than three (3) members shall be appointed each year by the City Council. At the first meeting of the Community Development Advisory Committee in 1993, lots will be drawn by Committee members to ascertain initial terms of membership.

- Sec. 2 - A board member shall be assumed to have resigned his position, thereby forfeiting his or her unexpired term of office if, during the calendar year, he or she is absent three (3) consecutive times or a total of four (4) times including special meetings, provided at least five (5) days notice has been given.
- Sec. 3 - Any vacancy on the Committee shall be filled by the City Council. The appointment shall be for the balance of the unexpired term.
- Sec. 4 - Resignation from the Committee shall be presented to the Chairman.
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#### ARTICLE V – POWERS & DUTIES

- Sec. 1 - The Community Development Advisory Committee is empowered to hold and conduct public meetings; all meetings of the Committee must be open to the public in accordance with the Texas Open Meetings Act, article 6252-17, Vernon's Texas Civil Statutes.
- Sec. 2 - To establish the time and place of the Community Development Advisory Committee meetings.
- Sec. 3 - To call special meetings for the purpose of reviewing applications for Community Development Block Grant funds, to select consultants, or for other reasons pertinent to the mission of the Community Development Advisory Committee.
- Sec. 4 - To serve in an advisory capacity to the City Council on matters relating to the Community Development Block Grant, making recommendations for the expenditure of those funds for eligible projects designed to assist low and moderate income citizens and eliminate slum and blight within the City, and projects that will benefit the citizens of New Braunfels.
- Sec. 5 - To develop guidelines and procedures for the Community Development Block Grant to ensure the efficient and effective use of program funds.

#### ARTICLE VI – MEETINGS

- Sec. 1 - There shall be one (1) regularly scheduled meeting each month to be determined by the Community Development Advisory Committee.
- Sec. 2 - Special meetings may be called by the Chairperson at his discretion, or upon petition by a simple majority of the Committee members. No business other than specified in the notice of the meeting shall be transacted at any special meeting.
- Sec. 3 - The Executive Committee of the Committee shall meet at least once between each regularly scheduled Committee meeting.

- Sec. 4 - A simple majority of the Committee members constitutes a quorum and the concurrence of a majority of the quorum of the Committee is necessary to authorize any actions.
- Sec. 5 - In order to vote on a proposal, a member must be physically present. There will be no proxy votes.

#### ARTICLE VII – ORGANIZATION

- Sec. 1 - The governing body of the Community Development Advisory Committee shall be named the Executive Committee and shall consist of the following officers: Chairman, Vice-Chairman, Secretary, and the Community Development Director.
- Sec. 2 - The Committee shall elect all officers for a term of one (1) year at the first meeting of each year held on or promptly after the 1<sup>st</sup> day of January. The majority of the quorum present shall be necessary to constitute an election.

- Sec. 3 - The duties and powers of the officers of the Committee shall be as follows:

**CHAIRMAN** - The Chairman shall preside at all meetings of the Committee, both regularly scheduled or special. He shall be a member ex-officio, with right to vote, of any special-focus committees. He shall communicate to the Committee such matters and make such suggestions as may in his opinion tend to increase the usefulness of the Community Development Advisory Committee. He shall appoint all subcommittees and shall perform such other duties as are necessarily incident to the office of the Chairman. The Chairman shall have the right to vote as a member of the Committee.

**VICE-CHAIRMAN** - The Vice-chairman shall assist the Chairman in the executive duties of the Committee, serve as presiding officer in the absence of the Chairman or his inability to act for any reason. The Vice-chairman shall perform any and all other duties as assigned by the Chairman. The Vice-chairman shall have the right to vote as a member of the Committee.

**SECRETARY** - It shall be the duty of the Secretary to attend all meetings of the Committee and record their doings; to conduct all correspondence and to carry into execution all orders, notes, and resolutions not otherwise committed; to keep a list of the members of the board; to notify members of committees and handle all other duties as assigned by the Chairman. In the absence or disability of the Secretary for any reason, the Chairman may appoint a Secretary Pro-tem; the Secretary shall be the keeper of the by-laws of the Community Development Advisory Committee; the Secretary shall have the right to vote as a member of the Committee.

- Sec. 4 - All vacancies in any office shall be filled by temporary procedure as outlined heretofore, until the Committee, without undue delay, at its next regularly scheduled meeting or at a meeting called for the express purpose of election, elects a successor to the vacant office.

## ARTICLE VIII – COMMITTEES

- Sec. 1 - The Chairman may appoint, at any time, subcommittees for any subject relating to the Community Development advisory committee for which there are no standing committees, with at least two committee members serving on each subcommittee appointed.
- Sec. 2 - The majority of all members of a subcommittee shall constitute a quorum for the transaction of business.
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- Sec. 3 - All meetings of the Community Development Advisory Committee and subcommittees shall be open to the public.

## ARTICLE IX - PARLIAMENTARY PROCEDURES

Unless otherwise provided for in these by-laws, Robert's Rules of Order, newly revised, shall govern the conduct of any and all meetings of the Community Development Advisory Committee and duly created committees.

## ARTICLE X – AMENDMENTS

These by-laws may be amended, repealed, or altered in whole or in part by a majority vote of total membership of the Committee at any duly organized regular monthly meeting of the Committee. The proposed changes shall be mailed to the last recorded address of each member at least ten (10) days before the time of the meeting which is to consider the change. The proposed change shall be signed by its sponsor and co-sponsor.

SO AMENDED, this 2<sup>nd</sup> day of January, 2001.

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Lynn Limmer, Chairperson                      Date

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Joel Guajardo                                      Date

\_\_\_\_\_  
Kenneth Lain                                      Date

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Anna Marie Posey                                Date