



CITY OF MISSOURI CITY

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

GRANT APPLICATION FOR PROGRAM YEAR 2019-2020

APPLICATIONS ARE DUE BY

5:00 P.M., Friday, June 28, 2019

Submit to:
**CITY OF MISSOURI CITY
ATTN: CHALISA DIXON
DEVELOPMENT SERVICES
1522 TEXAS PARKWAY, MISSOURI CITY, TX 77489**

Hand delivery suggested.

Proposals must be submitted in sealed envelopes. Please include 1 original, 1 photocopy and 1 electronic file to Chalisa.Dixon@missouricitytx.gov. Faxed copies will not be accepted. Proposals received after the deadline, without an effective postmarked date, will not be accepted. Applications submitted without the required attachments will not be accepted.

TO ALL COMMUNITY DEVELOPMENT BLOCK GRANT APPLICANTS

Each applicant for Community Development Block Grant (CDBG) funding must meet the eligibility requirements set forth by the Department of Housing and Urban Development (HUD). Please read the entire application carefully and follow all instructions.

City of Missouri City Development Services Department has initiated its planning process for the FY 2019-2020 Action Plan, inclusive of the 45th Community Development Block Grant (CDBG) Program Year. Eligible applicants include non-profit agencies, city departments, Homeowner's associations/neighborhood organizations, and public housing authorities. For-profit entities will not be considered for funding under the Public Service process.

APPLICATION INFORMATION

The CDBG Application Packet is available in paper hard copy and in electronic word processing format. Hard copy of the application is available for pick-up at Missouri City's Development Services Department at 1522 Texas Parkway, Missouri City, TX 77489 Monday through Friday, from 8:00am to 5:00pm. To obtain the electronic version of the application please visit Missouri City's website at www.missouricitytx.gov, call (281) 403-8628, or email Chalisa.Dixon@missouricitytx.gov. **The completed applications, one (1) bound original paper copy and one (1) unbound photo hardcopy and one (1) electronic file, must be received by Missouri City's Planning Section, at the above address, by 5:00pm, Friday, June 28, 2019. No applications will be accepted after 5:00pm.** All previous versions of the application are voided and requests for funding using previous versions will not be considered. No alterations or deletions to the application format are allowed. Unsigned applications will not be considered. Submission is final and all documentation must be provided at the time of submission.

MAXIMUM NUMBER OF APPLICATIONS & AMOUNT OF FUNDS REQUESTED

The maximum allowable number of applications is as follows: one (1) application per applicant for projects having citywide impact. The maximum amount of funds that can be requested is \$12,000 per application for projects having citywide impact. The maximum amount for projects within the target areas should be based on the allocation received during the last CDBG funding cycle.

Eligible Project (Include but not limited to):

- Acquisition of Real Property for a Public Purpose
- Public Services, including Fair Housing
- Infrastructure
- Public Facilities
- Demolition/Clearance
- Historic Preservation

Public Services

HUD regulations stipulate that to be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State) in the 12 calendar months before the submission of the Action Plan. **This means that in order to receive CDBG funding in an amount greater than that received in the last fiscal year, a public service entity must either: 1) be serving a greater number of clients; or 2) providing a new type of service, or a service significantly enhanced in scope.** HUD guidelines clarified that the prohibition on substituting CDBG funds for recent local or State government funding of a public service, as described before, does not extend to prohibiting the substitution of CDBG funds for private or other Federal funding of a public service.

Per the City's Consolidated Plan, City Council approved and adopted the following areas, in weighted order, as having priority need: (1) Education of youth and adults, (2) Health and welfare services for children,

(3) Senior/adult services, (4) Disabled population services, and (5) Homeless services. Therefore, in implementing the CDBG Evaluation Process, extra emphasis will be given to those applicants proposing activities that serve these populations.

In addition, the City Council authorized the Community Development Advisory Committee to approve funding recommendation for CDBG applications, as a means of obtaining citizen input into the evaluation of Community Development Block Grant applications.

All agencies that qualify are eligible to apply for CDBG funding; agencies with programs that most fully satisfy the priority needs will score higher during the evaluation process.

The five program areas that will receive priority for CDBG funding during fiscal year 2019/2020 are the following:

- **Education of youth and adults**
- **Health and welfare services for children**
- **Senior/adult services**
- **Disabled population services**
- **Homeless services**

PRELIMINARY EVALUATION CRITERIA & REVIEW THRESHOLD

The Application Packet includes the criteria and scoring system that Missouri City will utilize to evaluate applications. Applications for activities located in the municipality area, having citywide impact will be subject to a review scoring threshold of 55 points (50% of the maximum possible score). **Applications scoring less than 55 points will be eliminated from subsequent stages of the review process, and no further information will be requested from the applicant.**

In accordance with directions from the U.S. Department of Housing and Urban Development (HUD) concerning the timeliness and expenditure requirements of the CDBG Program, preference will be given to activities which are ready to move forward expediently.

PUBLIC MEETINGS

As part of the City’s planning process, a public meeting have been scheduled to:

- provide technical assistance with the application;
- discuss the CDBG application processes;
- Review the City’s program performance.

The meetings are scheduled as follows:

Place:	Informational Session; Old Courtroom, 1522 Texas Parkway, Missouri City, TX 77489
Time:	4:00 p.m.
Date:	Wednesday, June 26, 2019

Place:	1 st Pubic Hearing; City Council Chamber, 2nd Floor, City Hall, 1522 Texas Parkway, Missouri City, TX 77489	2 nd Council Public Hearing; City Council Chambers.
Time:	7:00 p.m.	7:00 p.m.
Date:	Monday, July 15, 2019	Monday, August 5, 2019

TECHNICAL ASSISTANCE

Missouri City staff is available to provide technical assistance in the preparation of the CDBG funding application. Technical assistance on the application will focus on clarification of the information requested and interpretation of CDBG regulations. Staff will not review application drafts. Technical assistance is provided on a first-come, first-serve basis, and should be scheduled in advance by contacting City’s Grant Coordinator. Missouri City cannot guarantee the availability of technical assistance for those applicants requesting assistance on the application deadline date nor the day prior to the deadline.

After City staff and the Community Development Advisory Committee have evaluated all the CDBG applications, recommendations for CDBG allocations will be made to the City Council on August 5, 2019. All applicants will receive notification when this public hearing will take place. All are welcome to attend.

CITY OF MISSOURI CITY
CDBG APPLICATION CHECKLIST

NAME OF ORGANIZATION

1. REQUIRED DOCUMENTS

Please check to indicate that the documents are attached. If documents are not included, please indicate. Please attach this checklist to the application.

Checklist of Inclusions (please check all that have been included in the basic application and attachments):

- CDBG Grant Cover Sheet
- Federal Tax Exemption Determination Letter 501(c)(3)
- Articles of Incorporation and Bylaws
- Professional Liability Policy
- Board of Directors – Name, Address, Business Affiliation, Race/Ethnicity, Term of Office (dates)
- Organizational Chart
- Resume of Staff Funded With CDBG
- Agency Budget by Program
- Annual Audit or Financial Statement - Bank statements are not considered to be a true financial depiction; statements should include the 1) balance sheet (or **statement of financial** position), 2) **income statement**, 3) cash flow **statement**, and 4) **statement** of changes if applicable. (If federal funding > \$500,000/year, an Audit complying with Single Audit Act OMB Circular A133 is required.)
- Signed Certifications (see attached)
- Conflict of Interest Statement
- Aware that the submission of this application does not guarantee funding by the City of Missouri City;
- Reviewed the content of this application and verify that it is accurate and in keeping with the organization's mission
- All required documentation, including certifications, have been included in the original application and TWO copies of the basic application (without attachments) have been submitted

If you have any questions or need additional information, please contact Chalisa G. Dixon, Community Development Coordinator, Development Services Office at (281) 403-8628 or email: Chalisa.Dixon@missouricitytx.gov.

CITY OF MISSOURI CITY
GRANT APPLICATION FOR PROGRAM YEAR 2018/2019
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

SECTION I. APPLICANT INFORMATION

- 1. Name of Entity or Organization:
Address:
City: Zip Code:
2. Mailing Address (if different from above):
3. Executive Director/CEO: E-mail:
4. Telephone Number: Fax Number:
5. Contact Person: E-mail:
6. Organization's Annual Financial Year:
7. Organization DUNS No. (Mandatory)

The Office of Management and Budget (OMB) has issued a directive that applicants applying for Federal grant funds are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. To request a DUNS number, which is free of charge, call D&B at 866-705-5711.

Amount of Grant Funds Requested: \$ Total Project Cost: \$
Estimated number of Missouri City residents to be served:
Title of Proposed Project:
Project Site Location:

Please indicate if your organization has submitted an application(s) to any of the following jurisdictions for the same project and the amount of funding requested:

Fort Bend County \$ Harris County \$ City of Houston \$
Pearland \$ Sugar Land \$ Other City \$

SECTION II. PROJECT INFORMATION

A. Check the eligible activity that will be addressed by the proposed project/program. Choose only ONE activity per application:

- Acquisition Only
- Economic Development (*job creation/retention*)
- Public Facilities and/or Public Improvements (*must be permanent improvements*)
- New Construction - CBDOs Only. (*Community Based Development Organizations as defined in 24 CFR 570, Subpart C, 570.204, Paragraph (c) (1) (2) and 570.207(3) (iii).*)
- Housing
- Public Service (*New or increased operational costs of a service or program required by 24 CFR 570.201 (e) (1)*)
Please check if your Public Service falls under one of the following categories:
- Youth Services
- Senior Services
- Emergency Housing/Shelter
- Planning & Administration

B. Check the benefit category that addresses the project to be conducted with the Missouri City CDBG funds, if awarded. Choose only ONE activity per application:

Area benefit: The community facility is available to all residents in a particular area of Missouri City that has a population of at least 41.3% low- to moderate-income.

General Low- to Moderate-Income Clientele: The public service is available to any resident of Missouri City who is low- to moderate-income, regardless of where within the city the client resides.

Limited Clientele: The public service 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.

Low- to Moderate-Income Households: The housing rehabilitation is available to any household of Missouri City that owns and occupies the house to be rehabilitated.

A. PROJECT NARRATIVE

1. Project Description. Describe the proposed activity to be completed and estimate the number of persons to be assisted (work to be performed, project to be undertaken, or services to be provided). Include any necessary data to support the clientele who will benefit from the program/project:

2. Needs Statement. Identify and document the need to be addressed by the proposed project and how it is effecting low-to moderate income residents within the Missouri City community:

3. Objectives, Outcomes and Indicators. Identify how the proposed project will meet neighborhood needs and resolve the adversity(s) identified in the needs statement. State how it will complement or support other services within Missouri City and clearly establish measureable benchmarks and activities for success:

4. Internal Performance Measurement. Describe the system or systems that are in place or that will be utilized to determine whether or not the proposed project is achieving the established outcomes. Does your organization hire Section 3 contractors or new employees? How will you measure your successes or failures? How will you determine the overall success of the proposed project? Describe, in **quantifiable** terms:

5. Activities & Methodology. Specify tasks/activities to be undertaken to accomplish the objectives and explain how the activities will be implemented. Narrative should address only those activities necessary to implement the proposed objectives requested in this application and should establish a clear correlation between your stated objectives and the organizations program goals:
 - a. How many clients are estimated to be served with CDBG funds, if awarded?

 - b. How many units of service (days in shelter, meals provided, classes provided, service contacts provided, etc.) **per client** are estimated? How will these units of service be measured and reported?

6. Schedule. Provide a realistic time frame for each identified activity with estimated completion dates:

7. Continuation Plan. Explain how the proposed project will continue after the requested funding ends. What are the proposed long term changes or benefits? Will the activity be monitored after completion?

B. PROJECT CHARACTERISTICS

1. Name and address of the project site or facility: _____

2. Legal property owner: _____

3. Is this a new program/service or an expansion of an existing program/service? Please explain quantifiable increase in level of service?

4. Describe the geographic boundaries of the neighborhood, community, or region to be served by the project. This description should include service area boundaries if land acquisition or structural improvements are proposed. (Attach a map)

5. Explain how this program differs from other programs providing similar services in Missouri City. If this is a collaborative project, name the organizations involved and explain their involvement. Provide letters of intent from each participating agency specifying the agency's role and contribution to the project.

6. Does the proposed activity conform to the Comprehensive Plan, zoning, and other regulations? Please describe all planning/predevelopment steps that have been completed to date. (e.g., architectural plans, engineering, land use approvals, permits, funding commitments, etc.), if applicable:

7. Provide further information on building or property for which improvements are being proposed. Indicate whether it is owned or rented; if rented, provide conditions and terms of lease. Indicate whether property that would be renovated or purchased with CDBG funds is currently occupied for residential or commercial/industrial uses, if applicable:

8. Are there environmental issues, such as flooding, hazardous materials, lead-based paint, or historic preservation that will need to be considered? If yes, please explain.

 Yes No

9. Fair Labor Standards Act Compliance. Any construction project over \$2,000 will require payment of prevailing wages. Did you consider paying prevailing wages when developing your project budget?

 Yes No Not Applicable

10. If the proposed project includes acquisition and/or rehabilitation of rental property that may require temporary, or permanent displaced tenants, this project may be subject to the Uniform Relocation Act and therefore, your budget must include the cost of relocating the displaced tenant. Did you include relocation costs when developing your project budget?

 Yes No Not Applicable

C. BENEFICIARY INFORMATION

Each activity must have a direct or indirect benefit to persons of low- to moderate-income. A direct beneficiary is defined as a person or family receiving a direct service (benefit) for which they are required to either complete a personal income verification form, or submit an application for the purpose of demonstrating eligibility under a particular criteria (such as income limit). An indirect (area) beneficiary is defined as a person or family who receives a service (benefit) that is equally provided to the whole community or a targeted portion of the community.

1. How does (will) your organization verify income eligibility of your clients?

Yes or No

<p>Area of Benefit. Project service area has been identified and determined to be statistically low-income based on the 2010 Census. If you use this method, provide all Census Tracts and Block Groups served by your project and a calculation of the low-income percentage. (Also attach a map)</p>	
<p>Self-Certification. Clients independently “self-certify” on an intake form, membership form, etc. If you use this method, please attach a blank intake form.</p>	
<p>Client Document Review. Clients provide tax documents, pay stubs, etc., to verify income. Documents are reviewed by staff. If you use this method, please attach a blank worksheet.</p>	
<p>Presumed Beneficiaries. Clients served are <u>primarily and specifically</u> from one of the following groups: abused children, battered spouses, elderly persons (62 years of age or older), special needs/disabled persons, migrant farm workers, handicapped individuals, homeless persons. If you use this method, please indicate which group.</p>	
<p>Economic Development Beneficiaries. Financial or Technical Assistance to Businesses. The number of full-time, part-time jobs created or retained; the number of businesses to be provided counseling or technical assistance (DUNS Number required at time of assistance). Please attach a blank worksheet.</p>	
<p>Other. Survey, other documentation (required documentation for other governmental programs, etc. Please explain.</p>	

2. Provide the number of people or households that will directly benefit from your program daily and annually. Indicate how these numbers were obtained or derived. (History of program, census data)

3. Describe the method used to gather demographic and other statistics for reporting purposes. (Include the name of software, if applicable.)

D. DEMOGRAPHIC INFORMATION (Numbers provided should be based upon historic levels or supportable projections.)

1. Indicate the number of residents in Missouri City expected to benefit from the proposed activity.

2. Indicate the percentage of clients to be served by income level:

Extremely Low Income _____% Very Low Income _____% Low Income _____%
 (< 30% Median) (31-50% Median) (51-80% Median)

3. Indicate the percentage (%) of Clients by sex to be served: Male _____% Female _____%

4. Indicate the percentage (%) of clients to be served by age group:

0-5 _____%, 6-17 _____%, 18-61 _____%, Over 62 _____%

5. Ethnicity. Do you request information on whether your clients are of Hispanic ethnicity? () Yes () No

6. Race. Indicate the number and percentage of the clients to be served:

	NUMBER	PERCENTAGE
American Indian or Alaska Native		
Asian		
Black or African American		
Hispanic		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native and White		
Asian and White		
Black or African American and White		
American Indian or Alaska Native and Black or African American		
TOTALS:		
Handicapped		
Female Head of Household		

6. What is the basis for the provided demographic information?

7. If your organization does not currently obtain ethnicity and race information on the clients to be served by the proposed project, please explain how this information will be obtained to meet this requirement.

E. PERFORMANCE OUTCOME MEASUREMENT

The program performance categories listed below are required under the three Federal grant programs by the U.S. Department of Housing and Urban Development (HUD). Please check one of the boxes under the following program performance categories that apply to your proposed project.

1. Which one of the following objectives will the proposed activity address? (TIP: What is the purpose of the activity?)
 - () Create a Suitable Living Environment
Relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low- and moderate-income persons, from physical problems with their environments, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.
 - () Provide Decent Housing
Covers the wide range of housing activities that are generally undertaken with HOME and CDBG funds. This objective focuses on housing activities whose purpose is to meet individual family or community housing needs.
 - () Create Economic Opportunities
Activities related to economic development, commercial revitalization, or job creation.

2. Which one of the following outcomes will the proposed activity meet? (TIP: What type of change or result am I seeking?)
 - () Improve Availability or Accessibility
Applies to activities that make infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. Accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low- and moderate-income people where they live.
 - () Improve Affordability
Applies to activities that provide affordability by lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Activities can include affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
 - () Improve Sustainability
Sustainability is specifically tied to activities that are designed for the purpose of ensuring that a particular geographic area as a whole (such as a neighborhood) becomes or remains viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

F. PROJECT PHASING

1. Can the proposed project be divided into smaller projects, if necessary? () Yes () No
2. Is the proposed project part of a larger project involving more than one phase? () Yes () No
3. Please attach a description and map of the overall project area for environmental assessment purposes.
() Attached () Previously Provided

SECTION III. ORGANIZATION INFORMATION**A. BACKGROUND**

Please check all that apply:

- () Non-Profit Organization () Community Development Housing Organization (CHDO)
 () Public Agency () For-Profit Organization
 () Faith-Based Organization

¹Generally, a faith-based organization was founded or is inspired by faith or religion. Such organizations often choose to demonstrate that faith by carrying out one or more activities that assist persons who are less fortunate.

1. Describe the specific types of services/activities/projects that your organization provides, specifically as they relate to:
- a. Benefiting low and moderate income persons.
 - b. The following five priority areas (Education of youth and adults, Health and welfare services for children, Senior/adult services, Disabled population services, and Homeless services).

2. Longevity:

- a) Number of years organization has been in business _____
- b) Number of years organization has operated as a 501 (c) (3) _____
- c) Has this organization operated under another name? () Yes () No
 If yes, list all previous names:
- d) Number of years organization has conducted the program for which funding is requested: _____

B. QUALIFICATIONS

1. Please describe your organization's history and experience in providing services to the community.
2. Discuss the agency's capability to develop, implement and administer the proposed project.
3. Describe the organization's outreach and service delivery methods.
4. Briefly describe the staffing structure of the organization and of the specific activity for which funding is requested (include an organizational chart).
5. What percentage of the programs tasks are performed by volunteers? _____% Are the volunteers pre-screened through TX Department of Justice Scan fingerprinting? () Yes () No

SECTION VII. AUTHORIZED SIGNATORY

***Please note:** The U.S. Department of Housing and Urban Development Office of Inspector General (OIG) statutorily established by the IG Act of 1978 goals are prevention and detection of Waste, Fraud and Abuse in HUD's programs and promotion of efficiency and effectiveness in programs and operations. For this purpose the OIG investigates a variety of matters, including allegations of fraud involving grants and contracts and improprieties in the administration of departments' programs and operations. Anyone involved in HUD and/or HUD Programs are subject to an audit and/or investigation. Clients making false claims to receive benefits and/or clients receiving benefits from more than one agency for same claim/need can be reviewed by the OIG. Violators may be subjected to penalties under the law.*

I hereby certify that I have read this application and the exhibits thereto, and know the contents thereof, and that the statement therein are true, and that I have been authorized by the governing board to submit this application.

Authorized Representative Signature

Date

Printed Name and Title

SAMPLE BUDGET WORKSHEET

Note: The completed sample worksheet is intended to show the level of detail the Agency is seeking for the budget only and does not necessarily reflect appropriate project cost effectiveness, leveraging ratios, or other application criteria.

Applicant: VERY BEST ORGANIZATION	Activity Cost		
Activity: OUTSTANDING PUBLIC SERVICE ACTIVITY			
Program Implementation (Direct Program Cost)	CDBG Only	Other Sources	Total
Task 1: Develop workshop training materials	\$10,000	\$5,000	\$15,000
Task 2: Newspaper ads for workshop (12 @ \$125 ea)	\$1,000	\$500	\$1,500
Task 3: TV and radio ads (6 @ \$350 ave. ea)	\$10,000	\$1,100	\$2,100
Workshop supplies (pencils, chalk, paper supplies, pens, etc.) @ \$5/student, 300 students per year	\$0	\$1,500	\$1,500
Workshop classroom rent, including utilities: 8 hrs./mo. @ \$ 25/hr for 4 months	\$800	\$0	\$800
TOTAL Program Implementation	\$12,800	\$8,100	\$20,900
Personnel/Other Costs (Program Administration)			
Workshop Coordinator: 1,000 hours @ \$25/hr., including benefits (developing and conducting workshops	\$25,000	\$0	\$25,000
Workshop Clerical Support: 240 hours @ \$11.50/hr., no benefits (typing workshop materials, program accounting)	\$2,760	\$0	\$2,760
Workshop Manager: 48 hours @ \$55/hr., including benefits (general grant administration)	\$2,640	\$0	\$2,640
Workshop staff travel expenses, 120 miles round trip @ .30 per mile	\$360	\$0	\$360
Annual subscription to "Workshop Times" magazine	\$0	\$25	\$25
1-day seminar "Workshop Techniques for the 21st Century" in Sacramento, August 2005, for 2 staff persons @ \$500 each (includes seminar fee, travel, lodging, and meals	\$0	\$1,000	\$1,000
TOTAL Personnel/Other Costs	\$30,760	\$1,025	\$31,785
TOTAL CDBG REQUEST	\$43,560		
TOTAL ACTIVITY COST - OTHER SOURCES		\$9,124	
COMBINED TOTAL			\$52,685

EXHIBIT B – BUDGET

Project Budget for Missouri City Resident Clients

Subrecipient: _____

Project Title: _____

A – Budget Item <i>Detailed Items or staff positions for which funding requested</i>	B – Missouri City CDBG Request <i>Amount of MC CDBG funds requested</i>	C – Agency Share of Budget for Missouri City Residents <i>Funded from other sources to be applied to MC clients</i>	D – Total Cost for Missouri City Residents <i>Sum of Columns C and D – total project cost for MC clients</i>
PERSONNEL			
Salaries			
Personnel Total			
PERSONNEL TOTAL			
OPERATING COSTS			
OPERATING COSTS TOTAL			
DIRECT CLIENT SERVICES			
DIRECT SERVICES TOTAL			
BUDGET TOTAL			

**CITY OF MISSOURI CITY
RELIGIOUS/FAITH-BASED ORGANIZATION CERTIFICATION**

In addition to, and not in substitution for, other provisions of this agreement regarding the provision of Community Development Program activities pursuant to the Community Development Block Grant Program, 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

**CITY OF MISSOURI CITY
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).
2. 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: _____ City: _____ State: ___ Zip Code: _____

SIGNED BY:

Signature

Date

Printed Name and Title

**CITY OF MISSOURI CITY
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.

Signature

Date

Printed Name and Title

**CITY OF MISSOURI CITY
SECTION 3 STATEMENT**

In the event funding is awarded and 24 CFR Part 135 applies in whole or in part, the Subrecipient agrees to comply with the following:

§ 135.38 Section 3 clause, 24 C.F.R. § 135.38

Code of Federal Regulations

Title 24. Housing and Urban Development Subtitle B. Regulations Relating to Housing and Urban Development

Chapter I. Office of Assistant Secretary for Equal Opportunity, Department of Housing and Urban

Development (Refs & Annos)

Subchapter B. Employment and Business Opportunity

Part 135. Economic Opportunities for Low- and Very Low-Income Persons (Refs & Annos)

Subpart B. Economic Opportunities for Section 3 Residents and Section 3 Business Concerns

24 C.F.R. § 135.38

§ 135.38 Section 3 clause.

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section

3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

SOURCE: 59 FR 33880, June 30, 1994; 61 FR 5206, Feb. 9, 1996, unless otherwise noted.

AUTHORITY: 12 U.S.C. 1701u; 42 U.S.C. 3535(d).

Signature

Date

Printed Name and Title

**CITY OF MISSOURI CITY
OTHER CDBG-RELATED CERTIFICATIONS**

Overall Benefit: The agency certifies that the CDBG funds awarded by the City of Missouri City will be used only for the benefit of Missouri City residents – those residing within the actual City Limits of Missouri City – and that at least 71% 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 antidisplacement and relocation assistance plan as required under section 104(d) of the Development Services Act of 1974, as amended, in connection with any activity assisted with funding under the Missouri City 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.

Signature

Date

Printed Name and Title