



COMMUNITY DEVELOPMENT

Pasadena, Texas

Application Workshop Presentation



ANNOUNCEMENT

In place of an in-person workshop, the City of Pasadena's Community Development Department has made available for download this narrative Application Workshop PowerPoint Presentation. All applicants are **strongly** encouraged to review this presentation to assist in the application process.

The Community Development Department staff will be available virtually, via a Zoom Q&A to answer questions relating to this PowerPoint and application process. Please refer to the posted **Public Notice** located at the following link for more information on the date/time/login information for the Zoom Q&A Meeting: <https://www.pasadenatx.gov/622/Plans-Notices>.

Any questions or concerns may be sent via email to: CommDev@pasadenatx.gov. If you do not have internet access, please contact us at (713) 475-7294 during business hours.

Monday - Thursday: 9:00 am to 4:00 pm
Friday: 9:00 am to 12:00 pm
(closed from 12:00 pm to 1:00 pm daily)

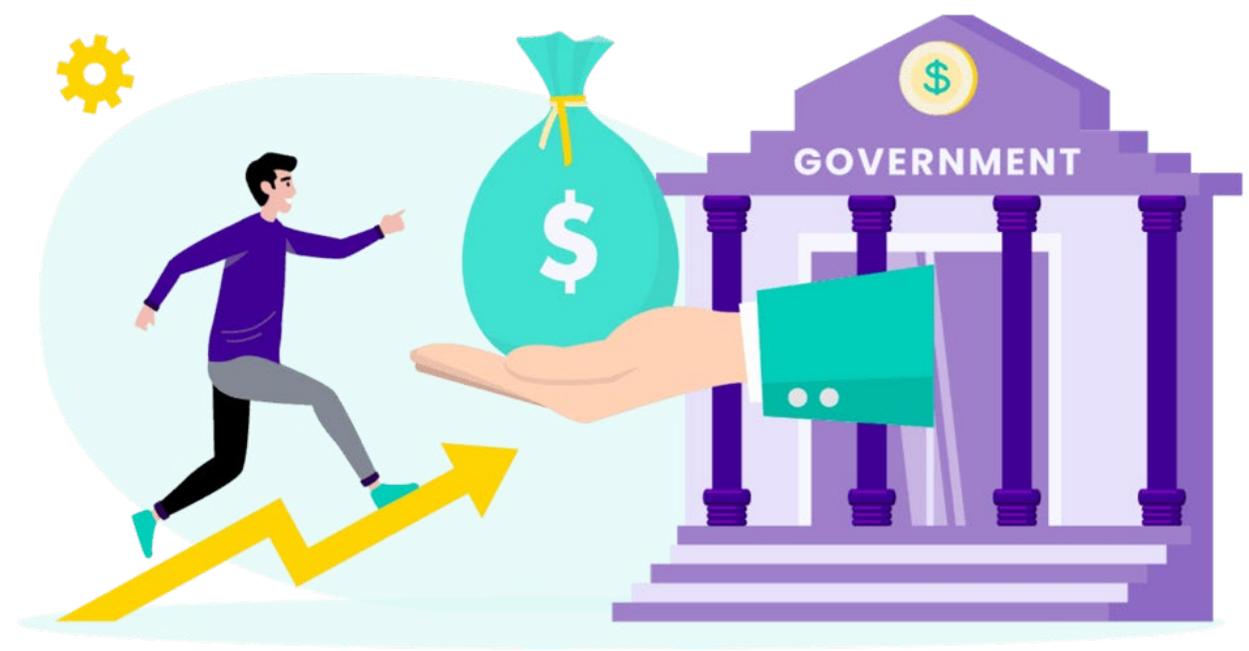
Application Workshop Overview

- Community Development Department Staff Information
- Funding Updates
- Conflicts of Interest
- Overview of HUD Programs
- Application Schedule of Deadlines
- Application Requirements
- Evaluation Criteria

Community Development Staff



- ❖ Sara Rogers, Director of Housing & Community Development
- ❖ Kayla Coberley, Community Development Manager
- ❖ Julia Zamarripa, Programs Accountant
- ❖ Stacey Rodriguez, Programs Coordinator
- ❖ Kristine Singleton, Programs Coordinator



FUNDING UPDATES

NOTICE: WHILE THE CITY OF PASADENA ANTICIPATES RECEIVING SIMILAR LEVELS OF FUNDING ANNUALLY, THE ESTIMATES REFERENCED WITHIN THIS PRESENTATION WILL VARY BASED ON ALLOCATIONS FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).

Funding Updates

The Community Development Department (CDD) on behalf of the City of Pasadena (City) invites qualified organizations with an eligible project to apply for Community Development Block Grant (CDBG) Program, Emergency Solutions Grants (ESG) Program and/or HOME Investment Partnerships (HOME) Program funding.

CDD seeks organizations that can demonstrate the capacity to assist in meeting the City's priority needs outlined in the most recently developed Consolidated Plan (<https://www.pasadenatx.gov/622/Plans-Notices>).

Limitations of the Application for Funding

CDD reserves the right to accept or reject any and all applications received. In addition, CDD reserves the right to negotiate with all qualifying organizations or to cancel in whole or in part, an application if deemed in the best interest of the City as it relates to the Consolidated Plan. Organizations may participate in negotiations and resubmit any proposed expenses, technicalities or other revisions of their application *as requested* by CDD.

FUNDING AMOUNTS

DISCLAIMER:

The City has **not** been awarded funding and due to the current uncertainties regarding future federal budgets and funding allocations from HUD, CDD **cannot** guarantee that funding for CDBG, ESG or HOME programs will be available in the upcoming program year.

NOTICE:

CDBG Public Service and ESG Shelter/Street Outreach Activities will be increased or decreased based on the actual amounts allocated from HUD in accordance with the funding limits associated with each grant.

NOTE:

CDD reserves the right to reallocate funding between projects that best address community needs as reflected in the 2023-2027 Consolidated Plan.

\$1,630,927
CDBG

\$326,185
Administration
(20% Cap)

\$244,639
Maximum Amount for
Public Service Activities
(15% Cap)

\$1,060,103
Other CDBG Activities

\$518,697
HOME

\$51,870
Administration
(10% Cap)

\$77,805
CHDO Set Aside
(15% Cap)

\$389,022
Other HOME Activities

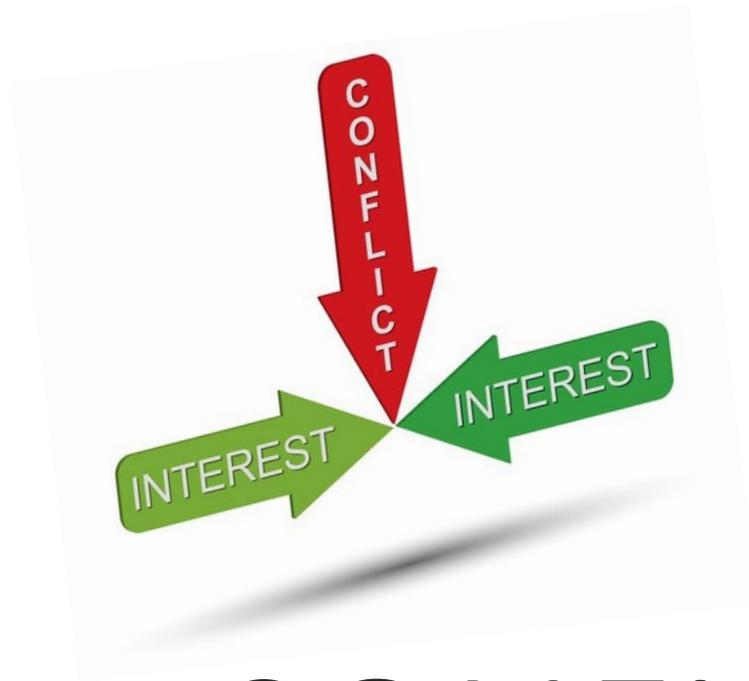
\$148,298
ESG

\$11,122
Administration
(7.5% Cap)

\$88,979
Maximum Amount for
Emergency
Shelter/Street Outreach
Activities (60%)

\$48,197
Other ESG Activities

DISCLAIMER: Amounts listed are approximations only.



CONFLICTS OF INTEREST

NOTICE: FAILURE TO DISCLOSE ANY PERCEIVED OR ACTUAL CONFLICTS OF INTEREST MAY RESULT IN APPLICATION BECOMING VOID OR TERMINATION OF YOUR GRANT AGREEMENT.

CONFLICTS OF INTEREST

Conflicts of interest (COI) arise when officials or staff stand to benefit, either directly themselves or indirectly through business partners or relatives, from the awarding or contracting of grant funds.

Common Examples Include:

- ❖ Elected officials voting on awarding of funds to an organization where the elected official and/or a family member is on the staff or on the applicant's board or directors;
- ❖ Grantee officials or staff who have relatives who may benefit from an applicant's programmatic activities; and/or
- ❖ Failure to notify HUD regarding conflicts of interest, or late/incomplete requests for exceptions.

CONFLICTS OF INTEREST

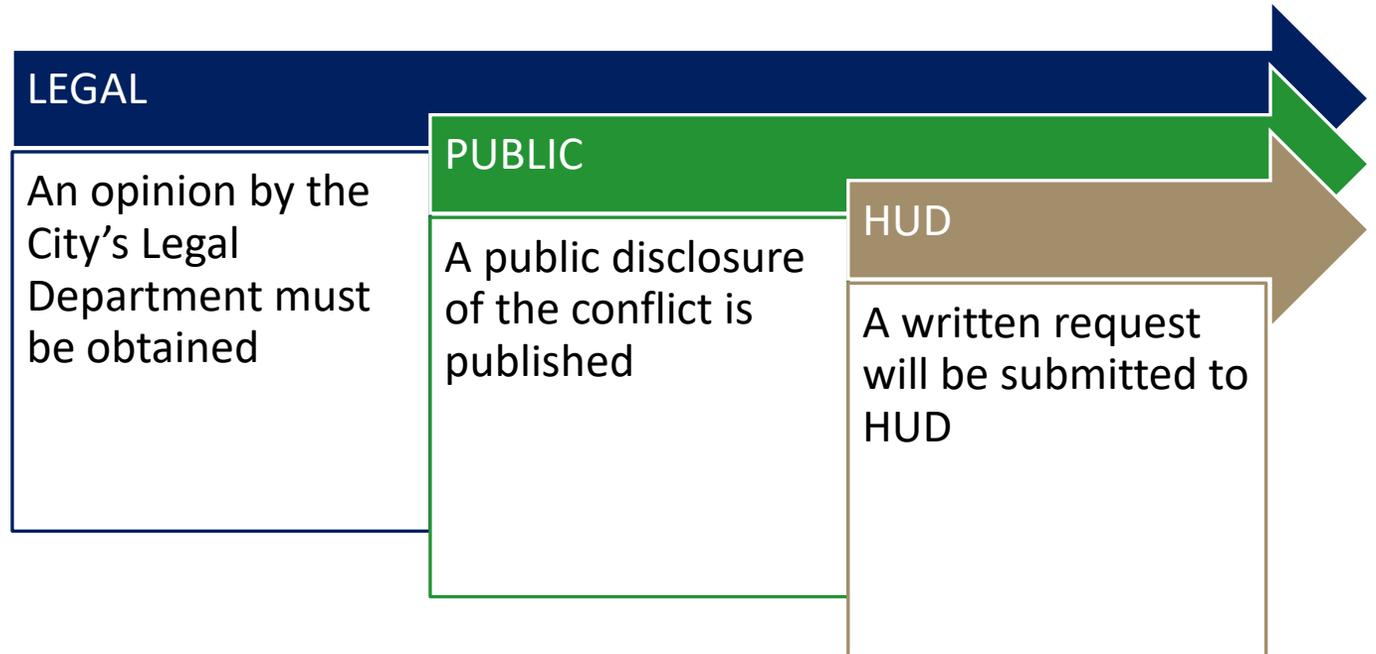
If a potential conflict arises between the submission of the initial disclosure within the applicant's application through September 30th, the nature of the conflict should be disclosed in writing to CDD within 15 days including:

- ❖ The person's name, position, phone number and address;
 - ❖ Details of the nature of the conflict of interest;
 - ❖ Date of notification; and
 - ❖ Requested action* to address the conflict.
- * Recusal or Exemption Request (conflict is not resolved until either of these occur)

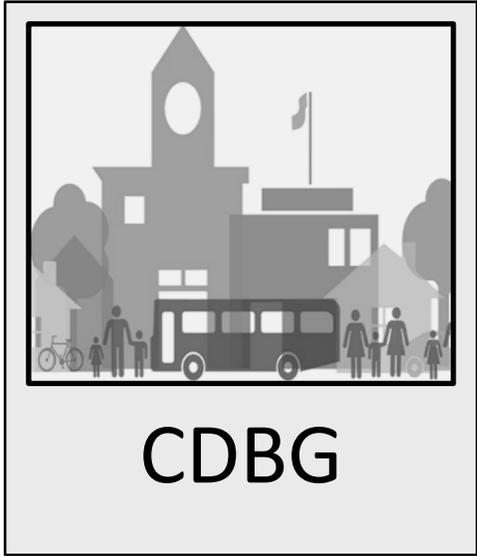
Additional Resources: <https://www.hudexchange.info/resource/5065/hud-integrity-bulletins/>

REQUESTING AN EXCEPTION

Once the Community Development Department is made aware of the potential conflict, the following steps will be taken to request and exception.



NOTICE: HUD determines whether the circumstances fall within the exception criteria permitted by the regulations. The City may only proceed upon receiving approval in writing from HUD.



OVERVIEW OF PROGRAMS

DISCLAIMER: THE CITY HAS NOT BEEN AWARDED FUNDING AND DUE TO THE CURRENT UNCERTAINTIES REGARDING FUTURE FEDERAL BUDGETS AND FUNDING ALLOCATIONS FROM HUD, CDD ***CANNOT*** GUARANTEE THAT FUNDING FOR CDBG, ESG OR HOME PROGRAMS WILL BE AVAILABLE IN THE UPCOMING PROGRAM YEAR.

CDBG



CDBG information contact:
Kristine Singleton
(713) 475-7051
ksingleton@pasadenatx.gov

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

The primary objective of the CDBG Program is to provide decent housing, a suitable living environment and expanding economic opportunities to local communities. The two ways to achieve this are by choosing the right eligible activity & ensuring that those activities meet a National Objective.

CDBG ELIGIBLE ACTIVITIES

**Most commonly used activities to be discussed further within this presentation.*

For information on applying for other activities listed or found on the link provided, please contact our office directly.

Types of CDBG Eligible Activities

- Acquisition and Disposition of Real Property
- Housing Activities
- *Public Facilities and Improvements**
- Special Economic Development
- Planning
- Administration
- *Public Services**
- Micro-Enterprise Assistance

A full list of eligible activities can be found at the following link:
<https://www.ecfr.gov/current/title-24/part-570#subpart-C>

CDBG – ELIGIBLE ACTIVITIES

PUBLIC FACILITIES AND IMPROVEMENTS

ACQUISITION, CONSTRUCTION, RECONSTRUCTION, REHABILITATION OR INSTALLATION OF PUBLIC IMPROVEMENTS OR FACILITIES.

Types of Facilities and Improvements

- ✓ Infrastructure Improvements – water/sewer lines; sidewalks; street improvements
- ✓ Neighborhood Facilities* – libraries; parks; community centers
- ✓ Facilities* for persons with special needs – homeless; disabled; seniors

Additional Regulations/Requirements:

1. The Davis Bacon Act
2. Environmental Review
3. The Copeland Anti-Kickback Act
4. The Contract Work Hours and Safety Standards Act
5. Section 3
6. Procurement Process
7. Bonding
8. Build America Buy America Act

Note: If the assisted neighborhood facility is owned by a nonprofit, federal regulations stipulate the facility **must be open to the public **during normal working hours**.*

CDBG – ELIGIBLE ACTIVITIES

PUBLIC SERVICES

EXPENSES INCLUDING, LABOR, SUPPLIES, AND MATERIAL FOR A PUBLIC SERVICE AS WELL AS TO OPERATE AND/OR MAINTAIN THE PORTION OF A FACILITY IN WHICH THE PUBLIC SERVICE IS LOCATED.

To qualify as a Public Service, the service must be either:

- A **new** service; or
- A **quantifiable increase** in the level of an existing service which has been provided by the state or another entity on its behalf through state or local government funds in the 12 months preceding the submission of the Consolidated Plan and/or Annual Action Plan.

This provision is in place to ensure localities did not use CDBG funds to replace local or state monies to fund essential services typically offered by the local government entity.

Types of Public Services:

- ✓ Employment Services
- ✓ Child Care Services
- ✓ Health Services
- ✓ Education Programs
- ✓ Senior Services
- ✓ Homeless Services
- ✓ Substance Abuse Services
- ✓ Fair Housing Counseling
- ✓ Food Bank Services

**Note: Public Service Activity Funds are limited due to federal spending caps.*

CDBG – INELIGIBLE ACTIVITIES

- ❖ Assistance for buildings used for the general conduct of government
- ❖ Local government expenses
- ❖ Political activities
- ❖ New housing construction
- ❖ Income payments
- ❖ Purchase of equipment
- ❖ Activities not primarily benefiting lower income resident households

CDBG NATIONAL OBJECTIVES

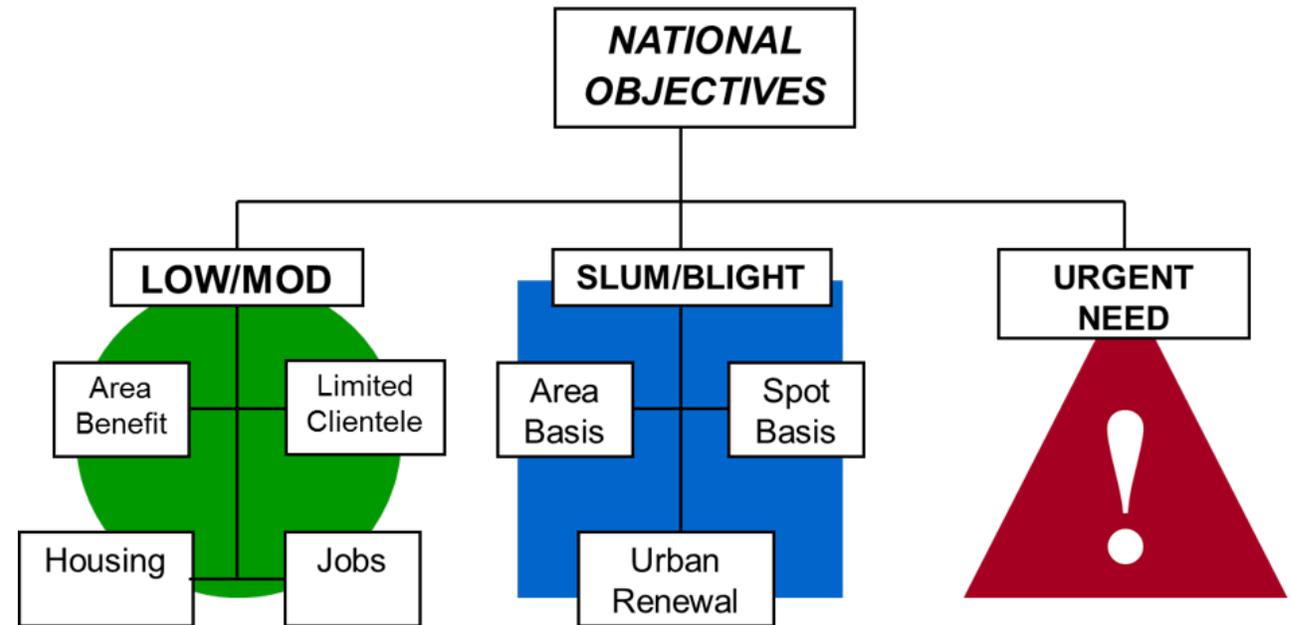
The three National Objectives for CDBG funded activities are:

1. Benefit Low-to Moderate Income Persons* (LMI)
2. Prevention or Elimination of Slums or Blight
3. Urgent Need

*The following slides will review the most used National Objective (LMI) and its subcategories.

For questions regarding a National Objective not listed within this presentation, please contact our office directly or refer to link provided.

The authorizing statute of the CDBG program requires that each activity funded meet one of three National Objectives.

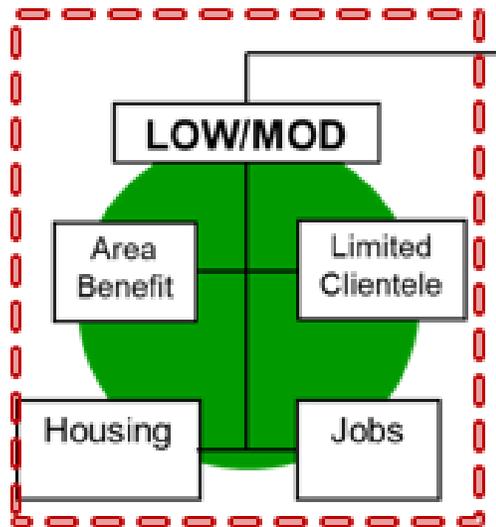


Additional information on CDBG National Objectives can be found at the following link: <https://www.ecfr.gov/current/title-24/part-570#570.208>

CDBG – LMI NATIONAL OBJECTIVE

The LMI national objective is often referred to as the “primary” national objective because the statute requires that the City expend 70 percent of CDBG funds to benefit LMI persons.

The following slides will cover two of the four categories that can be used to meet the LMI national objective:



- Area benefit activities
- Limited clientele activities
- Housing activities
- Job creation or retention activities

LOW MOD AREA BENEFIT (LMA)

This category of LMI is the most commonly used national objective for activities that benefit a residential neighborhood.

An area benefit activity is one that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons.

Two-Step Documentation Process

- 1) Determine the Service Area
 - a) Applicants must determine the service area of the activity before CDBG assistance can be provided. Considerations for drawing a service area:
 - The nature of the activity
 - The location of the activity
 - The accessibility of the activity
 - Comparable facilities/services in the area
 - b) Area must be REASONABLY DELINEATED given the type of activity – is the area delineated capturing the people that will actually benefit from the activity?
 - Area does not have to use same boundaries as census
 - Do not want to see services areas to benefit upper income areas but drawn in a way that shows that they benefit low income areas when they really don't
- 2) Document the Percentage of LMI Persons
 - a) Low Moderate Income Summary Data (LMISD) – HUD provides data based on the most recent American Community Survey (ACS). HUD builds the LMI Area Data file from a special tabulation of Income and Family Size. CPD Notice 24-04 discusses how to use the LMISD geographies to match the service area.
 - b) Local Income Survey – Applicant conducts income survey and complies data for submission and review. HUD Notice CPD-14-013 provides guidelines for conducting an income survey for LMA activities. CPD Notice 24-04 provides policy regarding the minimum standards for confidence internal and margin of error for local income surveys.



Demonstrating Area Benefit to Low- and Moderate-Income Persons:

<https://www.youtube.com/watch?v=UW4Nqo11iOw>

LOW MOD LIMITED CLIENTELE (LMC)

The LMC category is a second way to qualify specific activities under the LMI benefit national objective. Under this category, 51 percent of the beneficiaries of an activity **have to be** LMI persons.

In contrast to LMA, it is not the LMI concentration of the service area of the activity that determines whether the activity will qualify or not, but rather the actual number of LMI persons that benefit from the activity.

Low Mod Limited Clientele Qualification Requirements

With respect to determining the beneficiaries of activities as LMI and qualifying under the limited clientele category, activities **must** meet **one** of the following tests:

- 1) Benefit a clientele that is generally presumed to be principally LMI (abused children, battered spouses, severely disabled adults, homeless persons, illiterate adults, persons with AIDS, migrant farm workers and elderly); OR
- 2) Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI*; or
- 3) Have income eligibility requirements limiting the activity to LMI persons only*; or
- 4) Be of such nature and in such a location that it can be concluded that clients are primarily LMI persons.

*Applicant's who select either options 2 or 3 for qualifying must collect information during client intake and ensure they have policies and procedures in place for collecting and securing documentation.

Activities that require information on family size and income must use "Eligible Income by Family Size" chart posted at the following link to determine if applicants qualify under the current low and moderate income limits:

<https://www.pasadenatx.gov/280/Subrecipient-Organization-Information>

****NOTE: Income limits are updated annually and posted on the City's website once released by HUD.***

CDBG ADDITIONAL RESOURCES

The links listed on this slide are resource tools for those seeking additional information regarding CDBG regulations, requirements and overall program management.

- ❑ Income Eligibility Calculator <https://www.hudexchange.info/incomecalculator/>
- ❑ Basically CDBG Guidebook <https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/>
- ❑ HUD CDBG Income Limits <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>
- ❑ Playing by the Rules Handbook <https://www.pasadenatx.gov/DocumentCenter/View/6173/Playing-by-the-Rules-Handbook-PDF>
- ❑ CDBG in 3 Minutes Video <https://www.youtube.com/watch?v=AvQe6YzbCXk>



ESG

ESG information contact:
Kristine Singleton
(713) 475-7051
ksingleton@pasadenatx.gov

EMERGENCY SOLUTIONS GRANTS (ESG)

The ESG program provides funding to: (1) engage homeless individuals and families living on the streets; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; (5) rapidly re-house homeless individuals and families, and (6) prevent families/individuals from becoming homeless.

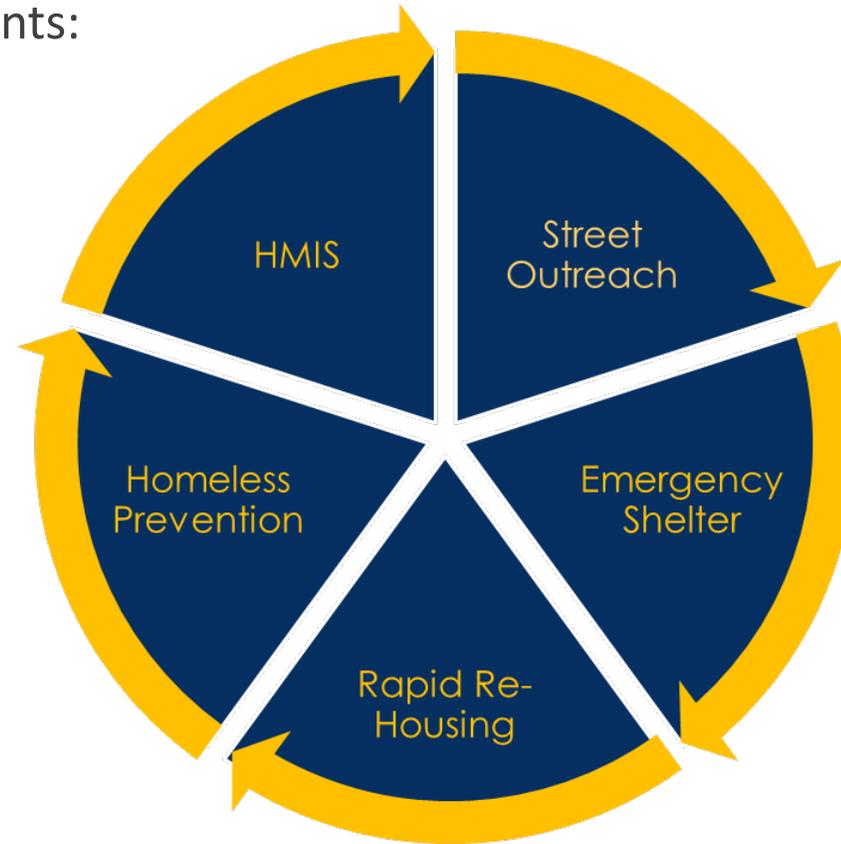
ESG PROGRAM COMPONENTS

There are five program components under ESG, each with their own set of eligible activities and costs:

1. Street Outreach
2. Emergency Shelter
3. Rapid Re-Housing
4. Homeless Prevention
5. Homeless Management Information System (HMIS)

For questions regarding a program component not listed within this presentation, please contact our office directly or refer to link provided.

The goal of the ESG Program is to assist individuals and families EXPERIENCING HOMELESSNESS or who are AT-RISK OF HOMELESSNESS in obtaining and maintaining appropriate permanent housing through utilizing one of the following five components:



Additional Resource: <https://www.hudexchange.info/trainings/courses/esg-program-components-and-activities-webinar1/>

STREET OUTREACH

COMPONENT DESCRIPTION: Activities under this component are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services. (24 CFR 576.101)

Activity Type:

Essential Services

Eligible Costs:

- Engagement
 - Case Management
 - Emergency Health Services
 - Emergency Mental Health Services
 - Transportation
 - Services for Special Populations
-

EMERGENCY SHELTER

COMPONENT DESCRIPTION: Activities under this component are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services. (24 CFR 576.102)

ACTIVITY TYPE:	<u>Essential Services</u>	<u>Renovation</u>	<u>Shelter Operations</u>	<u>Assistance with URA</u>
ELIGIBLE COSTS:	<ul style="list-style-type: none"> • Case Management • Child Care • Education Services • Employment Assistance & Job Training • Outpatient Health Services • Legal Services • Life Skills Training • Mental Health Services • Substance Abuse Treatment Services • Transportation • Services for Special Populations 	<ul style="list-style-type: none"> • Labor • Materials • Tools • Other Costs for Renovation (including rehab or conversion) 	<ul style="list-style-type: none"> • Maintenance • Rent • Security • Fuel • Equipment • Insurance • Utilities • Food • Furnishings • Supplies Necessary for Shelter Operations • Hotel/Motel Vouchers 	<ul style="list-style-type: none"> • Relocation Payments • Other Assistance to Displaced Persons

RAPID REHOUSING

COMPONENT DESCRIPTION: Activities under this component are designed to move homeless people quickly to permanent housing through housing relocation and stabilization services and short-and/or medium-term rental assistance. (24 CFR 576.104)

ACTIVITY TYPE:

Rental Assistance

Housing Relocation and Stabilization Services

Financial Assistance

Services Costs

ELIGIBLE COSTS:

- Short-term Rental Assistance
- Medium-term Rental Assistance
- Rental Arrears

Rental assistance may be project-based or tenant-based.

- Rental Application Fees
- Security Deposits
- Last Month's Rent
- Utility Deposits
- Utility Payments
- Moving Costs

- Housing Search and Placement
- Housing Stability Case Management
- Mediation
- Legal Services
- Credit Repair

HOMELESS PREVENTION

COMPONENT DESCRIPTION: Activities under this component are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human habitation through housing relocation and stabilization services and short-and/or medium-term rental assistance. (24 CFR 576.103)

ACTIVITY TYPE:

Rental Assistance

Housing Relocation and Stabilization Services

Financial Assistance

Services Costs

ELIGIBLE COSTS:

- Short-term Rental Assistance
- Medium-term Rental Assistance
- Rental Arrears

Rental assistance may be project-based or tenant-based.

- Rental Application Fees
- Security Deposits
- Last Month's Rent
- Utility Deposits
- Utility Payments
- Moving Costs

- Housing Search and Placement
- Housing Stability Case Management
- Mediation
- Legal Services
- Credit Repair

HMIS

COMPONENT DESCRIPTION: Activities under this component are designed to fund ESG recipients' and subrecipients' participation in the HMIS collection and analyses of data on individuals and families who are homeless and at-risk of homelessness. (24 CFR 576.107)

Activity Type:

HMIS

Eligible Costs:

- Contributing data to the HMIS designated by the CoC for the area;
 - HMIS Lead (as designated by the CoC) costs for managing the HMIS system;
 - Victim services or legal services provider costs to establish and operate a comparable database.
-

HOMELESS & AT RISK OF HOMELESSNESS DEFINITIONS

At Risk of Homelessness

CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS	Category 1	Individuals and Families	<p>An individual or family who:</p> <ul style="list-style-type: none"> (i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u> (ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; <u>AND</u> (iii) Meets one of the following conditions: <ul style="list-style-type: none"> (A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u> (B) Is living in the home of another because of economic hardship; <u>OR</u> (C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; <u>OR</u> (D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; <u>OR</u> (E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; <u>OR</u> (F) Is exiting a publicly funded institution or system of care; <u>OR</u> (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan
	Category 2	Unaccompanied Children and Youth	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
	Category 3	Families with Children and Youth	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

Homeless Definition

CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing



MEETING ELIGIBILITY OF DEFINITIONS

RAPID REHOUSING ASSISTANCE: This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the “homeless” definition in §576.2 or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition.

HOMELESS PREVENTION ASSISTANCE: This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in §576.2 and have an annual income below 30 percent of median family income for the area, as determined by HUD.

ESG ADDITIONAL RESOURCES

The links listed on this slide are resource tools for those seeking additional information regarding ESG regulations, requirements and overall program management.

- ❑ ESG Program Resources <https://www.hudexchange.info/programs/esg/guides/#tools-and-guidance>
- ❑ ESG Income Limits - HUD <https://www.hudexchange.info/resource/5079/esg-income-limits/>
- ❑ ESG Laws & Regulations <https://www.hudexchange.info/programs/esg/esg-law-regulations-and-notices/#laws>
- ❑ ESG Regulations 24 CFR 576 <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-576>

HOME

NOTE: AT THIS TIME THE COMMUNITY DEVELOPMENT DEPARTMENT IS ONLY ACCEPTING HOME APPLICATIONS FOR QUALIFIED COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDOS). REFER TO SLIDES 35-36 FOR REQUIREMENTS.

HOME information contact:
Stacey Rodriguez
(713) 475-4881
srodriguez@pasadenatx.gov



HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)

The program was designed to reinforce several important values and principles of community development. The intent of the HOME Program is to provide decent affordable housing to low-income households within the City of Pasadena through housing rehabilitation, homebuyer assistance, new housing construction and rental housing.

ELIGIBLE USES OF HOME FUNDS

All beneficiaries MUST have annual household incomes at or below 80 percent of the area median income, as defined by HUD.

A full list of eligible activities can be found at the following link: <https://www.ecfr.gov/current/title-24/subtitle-A/part-92/subpart-E/subject-group-ECFRf448ea7bbdfb69a/section-92.205>

Types of HOME Eligible Activities

- Site Acquisition
- Site Improvements
- Demolition/Reconstruction and/or Rehabilitation
- Relocation
- Other necessary and reasonable activities related to the development of affordable housing

Activities that require information on family size and income must use “HOME Income Limits” chart posted at the following link to determine if applicants qualify under the current low and moderate income limits: <https://www.pasadenatx.gov/280/Subrecipient-Organization-Information>

*NOTE: Income limits are updated annually and posted on the City’s website once released by HUD.

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)

A CHDO is a private, nonprofit, community-based service organization with qualified staff that has the capacity to develop affordable housing as the owner, developer, or sponsor for the Pasadena area.



CHDO INFORMATION

Eligible CHDO Activities:

- ❑ Acquisition and/or rehabilitation of rental housing;
- ❑ New construction of rental housing;
- ❑ Acquisition and/or rehabilitation of homebuyer properties;
- ❑ New construction of homebuyer properties; or
- ❑ Direct financial assistance to purchasers of HOME-assisted housing sponsored or developed by a CHDO with HOME funds.

CHDO Qualification Requirements

To qualify as a CHDO, a nonprofit must meet the following requirements:

- Legal structure and tax status;
- Financial management capacity and accountability to low-income community;
- Staff capacity to carry out HOME funded activities;
- Experience serving the community for at least one year;
- Board representation by community members (minimum 1/3 low-income); and
- Lack of for-profit or public control.

HOME ADDITIONAL RESOURCES

The links listed on this slide are resource tools for those seeking additional information regarding HOME regulations, requirements and overall program management.

- ❑ HOME Program Overview <https://www.hudexchange.info/programs/home/home-overview/>
- ❑ HOME Income Limits - HUD <https://www.hudexchange.info/programs/home/home-income-limits/>
- ❑ HOME Laws & Regulations <https://www.hudexchange.info/programs/home/home-laws-and-regulations/>
- ❑ HOME Regulations 24 CFR 92 https://www.ecfr.gov/current/title-24/subtitle-A/part-92#_top



ADDITIONAL INFORMATION

GENERAL RECORDKEEPING AND ADDITIONAL ITEMS TO CONSIDER WHEN APPLYING FOR FEDERAL FUNDS

General Record Keeping Information



Each Subrecipient is required to establish and maintain at least three major categories of records:

1. Administrative records - apply to the overall administration of the federally funded project/program.

- General project/program files – application, agreement, program policies and guidelines, correspondence, reports, etc.
- Personnel files, property management files.

2. Financial records - including chart of accounts, manual on accounting procedures, journals and ledgers, source documentation, procurement files, bank account records, financial reports, audit files.

3. Project/case files – detailed documentation of the activities undertaken.

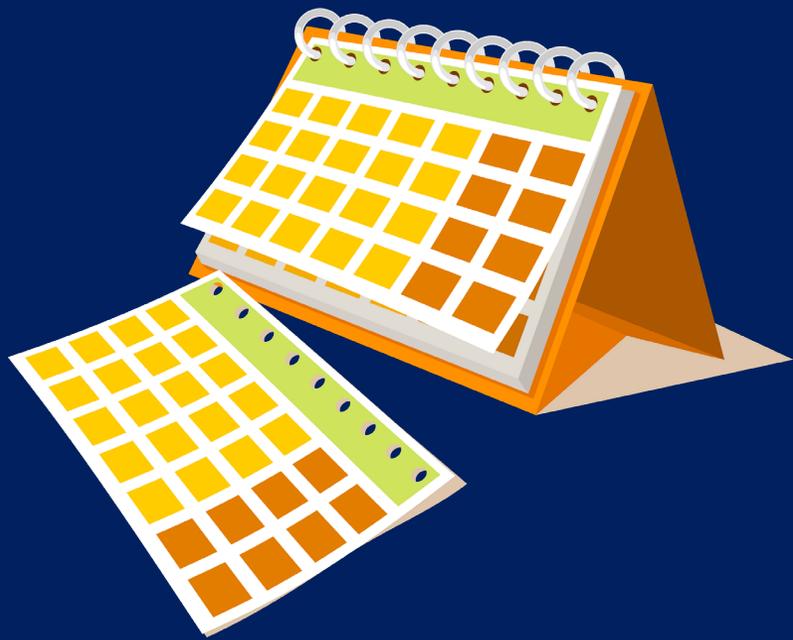
*Record Retention: City of Pasadena requires records to be retained for 5 years, plus the current program year, or until the completion of the activity, whichever is longer.

Items to Consider When Applying



- Does my agency have the capacity to adhere to all requirements and regulations?
- Agency must have a comprehensive policy and procedures manual for program to be administered with federal funds.
- How will I determine client eligibility? How will I track clients served?
- Proposals including salaries will require a daily time log of 15 minute – hour increments submitted in conjunction with *Time & Attendance Sheet Form* and paystubs.
- Are there additional funding sources being used to leverage federal funds?
- Are my agency's accounting procedures equipped to manage federal funding/reporting requirements?

Application Schedule & Timeline



Wednesday, February 11, 2026 and Wednesday, February 18, 2026

City of Pasadena Community Development Department published Notice of Funding Availability.

Wednesday, February 11, 2026

Application Workshop PowerPoint and Applications made available online.

Thursday, March 5, 2026 – 10:00 A.M.-11:00 A.M.

Application Workshop Zoom Q&A Meeting.

Monday, March 16, 2026 Application Deadline

Applications must be received by the City Secretary's office no later than 4:00 P.M.

Monday, April 6, 2026

City of Pasadena Community Development Department Manager prepares funding recommendations and submits to Director of Housing and Community Development.

April 7, 2026 through August 14, 2026

City of Pasadena Community Development Department staff prepares, presents and submits Action Plan to City Council for submission to HUD.

Friday, August 14, 2026

Deadline for City of Pasadena Community Development Department Action Plan submission to HUD.

Application Requirement Information



- Late applications will NOT be accepted:
 - *DEADLINE: Monday, March 16, 2026 by 4:00 PM*
- All applications must be typed!
- Must submit two (2) original applications signed by authorized official of your organization (examples include: Department Director, Board of Directors, Grant Administrator, Certifying Official on behalf of organization)
- Application Workshop PowerPoint, Applications for Funding and Zoom meeting link information will be available on the City of Pasadena website at the following address:
<https://www.pasadenatx.gov/280/Subrecipient-Organization-Information>

Application Evaluation Criteria



All projects submitted for funding consideration should meet the following threshold criteria to be eligible for a funding commitment:

- **Contributes to Implementation of Consolidated Plan Goals**
 - *The proposed project must match one or more of the City's funding priorities as listed in the Annual Action Plan, meet a National Objective (as applicable) and provide evidence of need for the project.*

- **Site Control**
 - *The applicant should have site control or an opportunity for site control of all properties needed for project completion.*

- **Financial Feasibility**
 - *The applicant must submit information to provide evidence of a financially feasible project, evidenced by a complete listing of anticipated funding sources available to the project, anticipated uses of funds, confidence in the availability of funds, evidence of need and any applicable projections that illustrate reasonable assumptions regarding successful implementation.*

Application Evaluation Criteria (Cont.)



- Project Time Frame
 - *The applicant should submit a timeline for project completion that makes reasonable assumptions concerning land acquisition and site preparation, funding cycles and parameters for all funding sources, and construction and/or service delivery timelines. The applicant's history in project delivery/completion will also be considered.*
- Leverage of Other Funds
 - *Leveraging other funds is strongly encouraged. The City may elect to transmit funds to projects later in the process after other funding has been utilized. A financial review shall be conducted on all projects through a thorough examination of the sources and uses of funds and the project budget.*
- Capacity of Applicant
 - *The applicant should provide information regarding its track record of successful project development, timely completion and projects-in-service or, in the case of a new or emerging subrecipient, evidence of program/project management expertise. The City is interested in investing funds in viable projects that will provide quality services or infrastructure/facilities in an efficient and timely manner.*
- Readiness to Proceed
 - *Funding consideration will be given to projects that are considered to have best met the overall tests for feasibility, comprehensiveness of planning and timeliness of completion and funding drawdown of federal dollars.*

ZOOM Q&A Meeting Information



Community Development staff will be available via Zoom to answer questions regarding the Application Workshop PowerPoint and application process.

Please refer to the posted Public Notice located at the following link for more information on the date/time/login information for the Zoom Q&A Meeting: <https://www.pasadenatx.gov/622/Plans-Notices>.

Zoom Meetings Login:

<https://zoom.us/j/8100210129?pwd=MitpQW9yWUNmOUcwL3crSFluYXR2Zz09>

Meeting ID: 810 021 0129

Passcode: 0KHcd8

Participation in the Application Workshop Zoom Q&A Meeting is **NOT** mandatory.

Contact Community Development

Phone (713) 475-7294
Commdev@pasadenatx.gov

QUESTIONS



Sara Rogers, Director

Phone: (713) 475-4910
Email: SMZavala@pasadenatx.gov

Kayla Coberley, Manager

Phone: (713) 475-4994
Email: KCoberley@pasadenatx.gov

Julia Zamarripa, Programs Accountant

Phone: (713) 475-4902
Email: jzamarripa@pasadenatx.gov

Stacey Rodriguez, Programs Coordinator

Phone: (713) 475-4881
Email: SRodriguez@pasadenatx.gov

Kristine Singleton, Programs Coordinator

Phone: (713) 475-7051
Email: KSingleton@pasadenatx.gov



COMMUNITY DEVELOPMENT
Pasadena, Texas