

**CITY OF MIDLAND
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2025 APPLICATION PACKET
(10/1/2025 – 9/30/2026 Program Year)**

This packet contains materials and information needed to apply for CDBG funds through the City of Midland’s Community Development Office. This packet includes:

General information
Application Forms and Instructions
Supplemental Information

Your application must be submitted to the:

City of Midland
Community Development Office
300 N. Loraine, 4th floor
PO Box 1152
Midland, Texas 79702

One original of each application must be received in the Community Development Office **by 5:00 p.m. Friday April 25, 2025**. Please be sure your application packet contains all required materials and includes the requested essential information. Applications without the required attachments will not be scored and will be returned to the applicant. Proposals received after the above due date and time will not be considered. Additionally, applicants **must submit the cover sheet, narrative and project worksheet electronically in Word format to lgarnett@midlandtexas.gov or wvalles@midlandtexas.gov**.

The City of Midland is an equal opportunity employer, and all sub recipients must adhere to the EEO requirements. The City of Midland does not discriminate on the basis of race, religion, color, national origin, sex, disability, or age in its programs, activities and services.

Please keep in mind the following key features about the 2025 application cycle.

1. Only high priority Consolidated Plan projects will be considered.
2. Grant request must be a minimum of \$15,000.
3. Requests for minor equipment will not be considered.

4. A maximum of 10 subrecipients will be funded.
5. Low scoring applications will not be accepted (score 0 or better).
6. Incomplete applications will be returned.
7. No formal presentations are allowed at the public hearing.

GENERAL INFORMATION

BACKGROUND

The federal Housing and Community Development Act of 1974 created the Community Development Block Grant (CDBG) program, which is administered by the U.S. Department of Housing and Urban Development (HUD). HUD makes available grant funds to local governments for community development projects.

Generally, CDBG funds may be used on the following types of projects: acquiring property, improving or developing public facilities and infrastructure, building rehabilitation and preservation, code enforcement, clearance, economic development, neighborhood revitalization and public services. Since the City's Consolidated Plan for Community Development and Housing guides the use of CDBG funds, projects must be consistent with that plan.

The City of Midland was allocated **\$973,411** Community Development Block Grant funds for the current program year. An amount for the year beginning October 1, 2025, has not been determined.

CDBG PROGRAM OBJECTIVES

The **Primary Objective** of the CDBG program is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. A minimum of 70% of funds must be used for projects that address the primary objective. Each CDBG project must also address a CDBG **National Objective**:

- Benefit low- and moderate-income persons (51% or more of beneficiaries to be low and moderate income persons), or
- Aid in preventing or eliminating slum or blight.
- Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community and other financial resources are not available to meet such needs.

CDBG PROGRAM GUIDELINES

Funding for public services is limited to 15% of the City's annual grant amount. CDBG program administration and planning projects are confined to 20% of the annual grant amount. CDBG projects may be performed by the City or by subrecipients including nonprofit agencies/organizations.

In accordance with the First Amendment Church/State Principles, as a general rule, CDBG assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities. Therefore, the following restrictions and limitations apply to the use of CDBG funds. CDBG funds may be used for eligible public services provided through a religious entity, where the religious entity enters into an agreement with the City that, in connection with the provisions of such service (the following excerpt is from the CDBG regulations):

- A. It will not discriminate against any person applying for such public services on the basis of religion and will not limit such services or give preference to persons on the basis of religion; and
- B. It will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of such public service.

The City begins its process of identifying and selecting projects to receive CDBG assistance in the Spring. Competition for CDBG funds is keen. Consequently, a proposal should be prepared in a clear, concise and frugal manner. After the staff decides whether a proposed project is eligible, the City Council decides which projects are to be funded. The City Council will likely allocate a significant portion of the CDBG grant into a specific target area as a strategy to achieve significant impact. Funds for selected projects are expressly contingent on the City's allocation of CDBG funds from the Department of Housing Urban Development and in no way obligates other City funds.

The Council completes the selection process by the end of July and approves the City's application that is then forwarded to HUD. HUD must concur on the eligibility of the selected projects. The City's CDBG grant year begins **October 1**. However, a project may begin only after it has been authorized by the City Council and has cleared HUD's environmental review requirements.

An **environmental review** must be conducted to assess each project's impact on the social, economic and physical environment. The project manager assists the City in performing the environmental review. Where development activity is involved, the duration of the review process will require two months or longer. Some non-development projects are exempt and can begin after proper documentation of no environmental impacts.

For subrecipient projects, a **contract** with a subrecipient must be approved by the City Council. The contract will contain the project's scope of work and budget. It will also show the duration of the project, reporting requirements, payment procedures, insurance requirements and applicable CDBG program requirements. The City must approve any deviation from the contract. A subrecipient cannot reassign its responsibilities. CDBG funding may be canceled upon nonperformance.

After the above is accomplished, the City will issue a **notice to proceed** with the project. CDBG funding is secured on a **reimbursement basis**. A subrecipient must first incur expenses and then submit evidence of the authorized expenses to the City when requesting reimbursement.

A subrecipient will carry out a project with its own objectives in mind. However, use of CDBG funds requires compliance with certain federal, state and local program requirements, sometimes before reimbursement can occur. The U.S. Office of Management and Budget's Circular A-110 provides a list of **administrative standards** for nonprofit organizations. OMB Circular A-122 provides guidance on whether a cost item would be an allowable federally assisted item. A sub-recipient expending \$750,000 or more in federal funds during a year is subject to **federal audit** requirements.

When purchasing goods or services, a subrecipient must comply with federal **procurement requirements**. Generally, agency procedures similar to the City of Midland's will meet federal requirements. State laws and local procedures must also be adhered to and are more restrictive. All procurements must be accomplished in a way that will allow maximum feasible opportunity for minority-owned, women-owned and small businesses to compete for selection to provide needed goods and services.

Construction projects of over \$2,000 are subject to the federal requirements of the **Davis Bacon Act, Contract Work Hours and Safety Standards Act**, and others commonly known as the Federal Labor Standards Provisions. Compliance with regulations regarding the use of ineligible contractors must also be adhered to. Contractors on construction projects must comply with **Equal Employment Opportunity** provisions, and insurance coverage and bonding requirements. The City must review project plans and building permits must be obtained as needed before beginning a construction project.

Subrecipients with a \$100,000 or more CDBG funded project and any subsequent contract of \$100,000 or more must comply with **Section 3** requirements. Section 3 requires that training and employment be given to local lower income persons, and contracts for work be awarded to local small businesses, whenever possible. The Preliminary Statement of Workforce Needs form must be completed and submitted with application if proposal is for \$100,000 or more in CDBG funding. Regardless, the statement must be provided by all successful subrecipients at the time subrecipient contracts are developed.

A subrecipient must also perform its project per applicable **Civil Rights laws**. These laws would include prohibiting discrimination and furthering fair housing objectives. Provisions covering

prohibition against excessive force in nonviolent civil rights demonstrators, discrimination based on religion, anti-lobbying, and drug-free concerns may also be applicable.

Documentation on meeting CDBG program requirements **must** be provided to the City. Other reporting requirements would include periodic reports on the status of a project and the number of people benefiting from the project. These reports are provided to the City and are forwarded to HUD for the entire program. On-site visits of a project should be expected from City and HUD officials.

COVER SHEET for
2025 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS
APPLICATION

ORGANIZATION NAME	Agency Name		
PROJECT TITLE:			
Total Project Costs:	\$ 0.00	Amount of CDBG Request	\$ 0.00
Type of Project:	<input type="checkbox"/> Operational <input type="checkbox"/> Capital/Equipment <input type="checkbox"/> Special		
Project Address:			
Project Summary (50 words or less):			
Organization's Mailing Address:			
Application Contact Person:			
Title of Contact Person			
Phone No:		Fax No.:	
Email Address:			

Attachments Checklist

The following is a list of attachments that **must** be submitted with an application for CDBG funding. Applications without the required attachments will not be scored and will be returned to the applicant.

Attachment Number	Description	
1	Application cover sheet	
2	Attachments Checklist Sheet	
3	Resolution from governing board authorizing the submission of the application and the use of CDBG funds for activities requested and naming the person who will be signing contracts and other documents on behalf of the agency.	
4	Copy of self scoring sheet	
5	Narrative	
6	Schedule/Beneficiaries/Budget Worksheet	
7	Map of project location or service area	
8	Site plans, specifications (for construction projects only)	
9	Program income guidelines and forms	
10	List of staff involved in project	
11	Resumes and job descriptions of key staff	
12	Letters from CFO	
13	Recent financial statement	
14	Most recently filed Form 990	
15	Most current audit	
16	Letters from funders as evidence of additional funding	
17	Board Member Roster Submission Form	
18	Preliminary Statement of Workforce Needs	
The below are not required if CD Office has current documents on file		
19	Articles of Incorporation and By-laws.	
20	IRS evidence of non-profit status.	
21	Agency procurement policy	

2024 CDBG Application SCORING FACTORS

Scoring factor	1	0	-1	Score
Beneficiaries	100% L/M income clients			1
Location	Situated in low Income Census Tract		Located outside low Income Census Tract	1
Project Funding	Has 200%+ of other funds		Proposes 75%+ CDBG funding	1
Capacity			No recent audit or has had a recent audit/monitoring Finding	1
Project Type	Capital Project		Repeat Operational	1

Beneficiaries – any project that will only serve clients whose incomes are below the HUD low and moderate-income guideline will get a point. All other types of projects or programs will score a zero.

Location - any project that will be located within a low-income census tract will get a point. All other types of projects or programs will score a negative one.

Project Funding – a project or program that has a complete budget that will be funded by twice as many dollars from other sources as from CDBG will get a point. Any project that requested CDBG funding to be 75% or greater of the total will get a negative point. All others will score zero.

Capacity – Any agency that has not had a recent financial audit, or has had a recent audit/monitoring Finding will get a negative point on its proposal. All others will get a zero.

Project Type – Any proposal that consist solely of a capital project (a one-time expenditure for bricks and mortar or significant long-life equipment) will get a point. A proposal requesting repeat funding for operational purposes (program delivery, personnel) will get a negative point. All others will get a zero.

INSTRUCTIONS TO NARRATIVE SECTION AND OTHER ATTACHMENTS

Not including the require attachments, limit the narrative to two pages

1. PROJECT DESCRIPTION

Describe the project and the need for the proposed activity, include the nature and location of the need/problem, the number and type of people affected (for instance, special populations, single-parent families, low-income families, etc.) and the impact of project on need. Identify which high priority need in the Consolidated Plan is addressed by the project. If construction work is involved, submit site plans, drawings, specifications, etc.

Describe the project's anticipated performance that will result in measurable impact on the problem/need addressed. Describe how these outcomes will be measured and tracked. Complete the project worksheet.

Describe the project's proposed beneficiaries including the number of total beneficiaries and the number that will be low or moderate income. For new programs provide program guidelines on income and evidence of need to meet income requirements. Where is the project or program located and what is its service area? Include a map of the location or service area.

2. IMPLEMENTATION AND SCHEDULE

Describe how the project will be accomplished and from where services will be provided. Does the applicant and its key staff have prior CDBG experience? Provide a list (by completing the List form) of all staff involved and resumes and job descriptions of existing staff that can execute the project accordingly. Provide a copy of agency's procurement policy, which must be equivalent to the City's policy. Complete the project worksheet.

3. FINANCIAL

Because CDBG funds are disbursed on a reimbursement basis, the applicant should have sufficient cash reserves to pay for operational or procurement needs. Provide, as evidence, a letter from the CFO and a recent financial statement. If the applicant has secured additional funds for the project, a letter from the funders must be provided. Complete a budget on the project worksheet.

PROJECT WORKSHEET to 2025 CDBG Application

Agency:		Project:		
PROJECT DURATION	Anticipated Start Date	Mid-Point Date and Expected Status	Estimated Completion Date	
PERFORMANCE MEASUREMENTS	Previous FY Actual	Current FY Projected	Proposed FY	
Number of Beneficiaries	0	0	0	
% Low/Mod Income Beneficiaries	0	0	0	
Outcome 1:				
Outcome 2:				
Outcome 3:				
BUDGET				
EXPENSE CATEGORY	Previous FY Actual	Current FY Projected	Proposed FY	CDBG Amount Requested
1. Program Salaries & Benefits				
2. Equipment Repairs			0.00	0.00
3.				
4.				
5.				
Program/Project Subtotal	\$ -	\$ -	\$ 0.00	\$ 0.00
Administrative				
Other (Explain)				
TOTAL EXPENSES	\$ -	\$ -	\$ 0.00	\$ 0.00
FUNDING SOURCES				
1. City of Midland CDBG				0.00
2.				
3.				
4.				
TOTAL REVENUE / FUNDING	\$ -	\$ -	\$ 0.00	\$0.00 -

SUPPLEMENTAL INFORMATION

The City’s website includes a PDF of the Consolidated Plan that will expire September 30, 2025, at the following link:

<http://www.midlandtexas.gov/DocumentCenter/View/158>

The most recent 2025 HUD income limits for the City of Midland are:

FY 2025 Income Limit Area	Median Family Income	FY 2025 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Midland, TX HUD Metro FMR Area	\$118,000	Very Low (50%) Income Limits (\$)	38,650	44,200	49,700	55,200	59,650	64,050	68,450	72,900
		Extremely Low- Income Limits (\$) *	23,200	26,500	29,800	33,100	37,650	43,150	48,650	54,150
		Low (80%) Income Limits (\$)	61,850	70,650	79,500	88,300	95,400	102,450	109,500	116,600

NOTE: **Midland County** is part of the **Midland, TX HUD Metro FMR Area**, so all information presented here applies to all of the Midland, TX HUD Metro FMR Area. HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the Midland, TX HUD Metro FMR Area.

Board Member Roster Submission

Name:		Occupation:	
Home Address and Telephone		Work Address and Telephone	
Gender:	Race:	Position on Board:	
Related to Midland City Council member or key City staff, or was a City employee or City Council member less than a year prior to this application? NO YES If Yes, identify and state relationship:			
Name:		Occupation:	
Home Address and Telephone		Work Address and Telephone	
Gender:	Race:	Position on Board:	
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AGENCY:

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Board Member Roster Submission Form

Name:		Occupation:	
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