

Public Works  
**STAFF REPORT**



**SUBJECT:** 2021 TxCDBG – Community Development Program  
**MEETING:** Public Works Committee Meeting - 19 Jan 2021  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

**RECOMMENDATION:**

Staff recommends pursuing a project to continue replacement of inadequate and undersized water lines to increase fire protection in the CDBG-qualifying neighborhood of Lewis, Pearl, and Hook. No action is necessary.

**BACKGROUND:**

The Texas Department of Agriculture (TDA) awarded a Community Development Block Grant (CDBG) to Stephenville in October of 2018. The project was developed and the work on Lennox, Dodge, and Fairfax, in the Belmont and City Addition neighborhoods, was completed and accepted by council in June of 2020.

- TxCDBG – Community Development Fund Program:

For the Community Development Fund, a community must meet the Low/Moderate Income (LMI) National Program Objective as per the Texas Administrative Code.

TxCDBG monies are available for many types of public projects including, but not limited to, water/sewer, street, and drainage improvements, as well as sidewalks. Eligible project areas must meet LMI requirements for a project to qualify. The previous CDBG project addressed undersized water lines in the Clifton Heights neighborhood.

Program award amounts range from \$75,000 to \$350,000 and the application deadline is May 3, 2021.

**PROJECT:**

The proposed project area is an extension of the last project area in the Lennox, Dodge, and Fairfax neighborhood. Upon grant award and project approval, the 2021-2022 project would address similar circumstances and challenges in the same neighborhood.

**FISCAL IMPACT SUMMARY:**

Grant funds, if awarded, can pay for the entire cost of Administration Services and Professional Engineering Services.

The grant program maximum award is \$350,000. Twenty percent (20%) in grant matching provides the most competitive application. For a possible maximum grant award of \$350,000, the required city match would be \$70,000. The adopted FY20-21 budget allocated \$275,000 in CDBG project grant matching funds.

**ADVANTAGES:**

Pursuing a new project in the previously identified project area provides a solid base for the grant application to secure project funding as well as provides for an increase in water pressure and fire protection for the neighborhood.

**DISADVANTAGES:**

There are no identified disadvantages to utilizing grant funds in the proposed LMI project area.

## TIMELINE:

Below is a general timeline through submission of the grant application. The city council approved a contract with Public Management, Inc. for grant administration services for the 2021-2022 TxCDBG – Community Development Program application at the January 5, 2021 regular business meeting.

1. January 5, 2021 -
  - a. Conduct Public Hearing to allow for the discussion of project priorities – task completed.
    - i. Any feedback will be used to create the project scope.
      1. Review project at upcoming Public Works Committee on January 19, 2021.
  - b. Award No Risk Contract to Grant Administrator – task completed.
2. February – March
  - a. Identify Application Engineer
    - i. Request for qualifications (RFQ's) for professional engineering services are due January 28, 2021.
    - ii. The respondent's qualifications will be evaluated and the most qualified respondent will be selected, subject to negotiation of fair and reasonable compensation.
  - b. Award No Risk Contract to professional Engineering Firm.
3. March – April
  - a. Present a local resolution to the council to authorize the submission of the grant application.
    - i. The resolution includes the project description and commitment of any matching funds and must be passed after conducting the public hearing
4. May 3, 2021
  - a. Finalize and Submit Application