



CITY OF BAYTOWN

FY2009-2010 Community Development Block Grant Proposal

Please be advised that the City of Baytown Planning and Development Services Department will accept funding proposals for the 2009-2010 CDBG program year (October 1, 2009 through September 30, 2010) until **5:00 p.m. on Monday, April 13, 2009**. Proposals must be submitted to the Planning and Development Services Department located inside City Hall, 2401 Market Street. **Late submissions will not be accepted.**

The City of Baytown will receive nearly one million dollars from the United States Department of Housing and Urban Development (HUD) to implement programs and projects within the city limits. The main purpose of the Community Development Block Grant (CDBG) Funds are to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for low-moderate income persons. The City is seeking Requests for Proposals for the 2009-2010 CDBG Program. Through this competitive application process, the division is responsible for distributing funds for eligible programs and projects. All requests received are reviewed by the division and sent to a 9-member citizen committee to hold public hearings and develop a grant award recommendation. The recommendation is considered by City Council, who is responsible for making the final local decision regarding program funding. City Council's decision is incorporated into the overall CDBG Annual Action Plan submitted to HUD. Once total funding approval is received from HUD, applicants will be required to execute a Subrecipient Grant Agreement (contract) with the City of Baytown before receiving any funds. Contract expenses are paid on a reimbursement basis.

Non-profit, for-profit, government, or other organizations that provide community improvements, economic opportunities, and/or services to assist local residents within the city limits of Baytown should consider applying. Project applications should be consistent with the CDBG goals and Baytown's 5-Year Consolidated Plan. Please contact the Community Development Division for more information and/or see our website at www.baytown.org.

There will be an informative Technical Assistance Workshop on **Tuesday, March 31, 2009**, in the Bluebonnet Room of the Baytown Community Center, 2407 Market. A short presentation will begin at 5:30 p.m. Following the presentation, staff will be available to discuss your project ideas on a one-on-one basis. If you have not received CDBG funds from the City of Baytown or you are proposing a new project, it is strongly recommended that you attend this workshop.

Included in this packet are the instructions and the actual Request for Proposal to be completed. A digital version is available on disc by request or can be downloaded from our website at www.baytown.org. Please note that digital submissions (disc or e-mail) are not acceptable.

If you have any questions, please call 281-420-5390.