

Lavaca-Navidad River Authority Community Development Partnership Program Grant Application Form 2023

**All potential applicants are encouraged to call first for more information regarding eligibility requirements*

ABOUT THE PROGRAM

In 2011 the Lavaca-Navidad River Authority (LNRA) was authorized by the Texas legislature to sponsor and participate in an economic development program intended to strengthen the economic base within its territorial boundaries or water service area, and to further the economic development of the State of Texas (see Chapter 152, Texas Water Code).

The Community Development Partnership Program (CDPP), as developed by LNRA, provides grants to communities, schools, and 501 (c) 3 non-profit organizations in LNRA's service area that support community and economic development and benefit the public.

ELIGIBILITY REQUIREMENTS

Most local governments, schools, and nonprofit organizations in LNRA's service area are eligible to apply for a CDPP grant.

Projects must meet these criteria to be eligible for a CDPP grant:

- Project must be located within LNRA's water service area. Preference will be given to projects implemented in Jackson County.
- Grant Maintenance Term: The project must be maintained for its intended purpose and remain accessible to the public for a minimum of five (5) years.
- Grants are for capital improvements and/or community enhancement projects. Consistent with LNRA Board Policy 701, all projects must meet one or more of the following criteria:
 - Encourage economic diversification, or
 - Contribute to the health and development of a community to improve the attractiveness of the community to public and private enterprises, or
 - Improve the quality or quantity of services essential for the development of viable communities and economic growth, including services related to education, transportation, public safety, recreation, health care, training, community planning, or employment.
- Applicant must own the property on which grant funds are to be invested. Evidence of ownership is to be provided. In the case of a cooperative project on public property, all cooperative entities must sign a Letter of Agreement authorizing the project and agreeing to the improvements and maintenance period. Documentation shall be included in the grant application submittal package.

- In the event the property is sold, or the applicant(s) can no longer meet the terms of the grant, the applicant(s) understands they may be required to return any unspent grant funds and/or repay all grant funds, depending on the circumstance as deemed appropriate by the LNRA Board of Directors.
- Grants of \$5,000 or more require a minimum 20 percent cash match of the total project cost. Matching funds must be documented in the application.
- Grant applications must be signed by the chief administrator or presiding officer of the entity requesting the grant, such as a city manager, executive director, general manager, board president or school superintendent.
- Grant funds are to be expended within 24 months of the date the CDPP grant money is awarded. In the event grant funds are not expended within the 24-month period, applicant may request an extension. Such requests shall be submitted on or before April 1 of the second year of the initial grant period. Requests shall be in writing and such extensions shall be limited to an additional 12 months. If funds are not expended in the initial 24-month period, or 36 months if an extension has been granted, the applicant shall forfeit the grant and return the funds, by check, to LNRA. The Review Committee may request additional financial or other information as deemed necessary to satisfy the committee's confidence of the applicant's ability to complete the project.
- All CDPP grant recipients shall complete and submit a final project completion report to LNRA. Upon receipt, LNRA will schedule and perform a final walk-through with the recipient confirming all funded project components are satisfied. The grant recipient will not be allowed to participate in future grant cycles until the project completion report has been filed and finalized by LNRA. LNRA may provide the final inspection report to the Review Committee upon request.
- The grant recipient will clearly, permanently, and publicly acknowledge the sponsorship of LNRA, at the site of the project prior to the completion of the project. The grant recipient will work with LNRA on the form and placement of the acknowledgement.

These types of projects and organizations are **not eligible** for a CDPP grant.

- Ineligible projects include: parking lots, reimbursement for completed projects, debt-reduction campaigns, religious or church-sponsored facilities limited to church membership, social service projects, land acquisition not meeting one or more of the established criteria, planning grants, hiring of consultants, project administration and/or project operations costs, or for training or workshops, program operating costs, computer equipment or software, most functions carried out by a taxing entity, and office or administrative projects and equipment.
- Ineligible organizations include for-profit entities, individuals, professional associations, and fraternal, religious, veteran and youth organizations, if project benefits, in the opinion of the Review Committee, are expected to be limited to group membership.

APPLICATION PROCESS

LNRA's Board of Directors will determine annually if funding is available for CDPP grants. In years in which funds are made available, **grants will be awarded once during LNRA's fiscal year** (October 1- September 30). **The maximum single CDPP grant that may be awarded is \$50,000 per grant program year. Additional consideration may be given to those applications whose project include design components aimed specifically at energy efficiency, water conservation and waste reduction.**

Applications received by the deadline are reviewed, scored, and awarded by the CDPP Review Committee. The thirteen (13) member CDPP Review Committee includes representatives of LNRA, local school districts, county,

cities, and local citizens. Review Committee members, LNRA staff, and LNRA Board members having potential conflicts of interest shall recuse themselves from the scoring of applications, discussing recommendations or voting to approve the award of grant funds. Actual grant funding awarded to an individual applicant may be lower than the amount requested, depending on the number and type of projects being submitted and selected for funding.

Grant recipients are to be notified by the LNRA General Manager. A grant check will be distributed following the execution of a Letter of Agreement (LOA) with the recipient. The Letter of Agreement will fully define the applicant's objectives and the project deliverables associated with the CDPP funds. The LOA will also restate the Terms under which the funds are being made available.

The number of grant applications may exceed available funding. Eligible applicants who do not receive a grant due to funding limits may reapply during future grant cycles. Communication with members of the CDPP Review Committee about a pending grant application is not allowed. **No applicant may receive a grant in consecutive years. An applicant must close out the previous grant before being eligible to apply for another grant.**

GRANT APPLICATION DEADLINES

- **July deadline for grant decisions announced in September**

Applications must be received – not postmarked – by **4:30 p.m. on July 28, 2023**. Applications received after the deadline will not be considered.

GRANT APPLICATION INSTRUCTIONS

To be considered, CDPP grant applications must be complete and must provide all requested information. The application must be submitted as follows:

- One completed Part A application form (enclosed) and all documents and information requested in Part B (if applicable). This information should be stapled, not bound, together.
- NOTE: Please do not use notebooks, binders, divider pages or plastic cover sheets.

Completed application packets may be mailed to:

*Patrick Brzozowski, P.E.
General Manager
Lavaca-Navidad River Authority
P. O. Box 429
Edna, Texas 77957*

Or submitted electronically to:

info@lnra.org

Hand-delivered to:

*Lavaca-Navidad River Authority
4631 FM 3131
Edna, Texas 77957*

For more information about the application process, call 361-782-5229.

Lavaca-Navidad River Authority

Community Development Partnership Program Grant Application

PART A

Date: _____

Organization name: _____ Tax ID number: _____

Physical address: _____

Mailing address: _____

City: _____ Zip: _____ County: _____

Phone: _____ Fax: _____ E-mail: _____

Primary contact name: _____

Mailing address: _____

City: _____ Zip: _____

Daytime phone: _____ Fax: _____ E-mail: _____

Secondary contact name: _____

Daytime phone: _____ Fax: _____

Mail should be sent to: Organization address Primary contact address

Has the applicant previously been awarded CDPP funds? Yes No

If above answer is Yes, did the applicant fulfill the goals, terms, and conditions of the CDPP grant?

Yes No If No, please explain: _____

Did the applicant file a completion report with LNRA? Yes No

Project title: _____

Physical address of project: _____

Total project cost: \$ _____ **Amount of CDPP grant request:** \$ _____

NOTE: Grants of \$5,000 or more require a minimum 20 percent cash match of the total project cost.

Are the grant funds to be used as matching for another grant? Yes No

Is the applicant organization a nonprofit entity? Yes No

Will the requested CDPP grant funds enable the completion of the overall project? Yes No

Will the requested CDPP grant funds be used in conjunction with another grant? Yes No

Does the requesting organization have a reserve fund? Yes No

Is the reserve fund being used? Yes No

If the reserve fund is **not** being used, please explain why: _____

Name of Person Authorizing the Application (typed or printed):

Title: _____

Contact Phone Number: _____

Email address: _____

This application form must be signed by the chief executive administrator or officer of the entity requesting the grant, such as a city manager, executive director, general manager, board president or other authorized representative.

Signature of Person Authorizing the Application:

_____ Date Signed: _____

PART B

Instructions of Information to be included in PART B Worksheet (Please attach the information requested in Part B to the Part A application as applicable).

B.1. Project/Applicant Information

- If the project is to be phased, please include anticipated timelines for completion of all phases.

B.2. Project narrative is required (no more than two pages). Narrative must include a description of:

- The project for which the funds are being requested.
- How the CDPP grant funds will be used to meet the established criteria to:
 - Encourage economic diversification, or
 - Contribute to the health and development of a community to improve the attractiveness of the community to public and private enterprises, or
 - Improve the quality or quantity of services essential for the development of viable communities and economic growth, including services related to education, transportation, public safety, recreation, health care, training, community planning, or employment.
- How the project will positively impact or benefit the community, city, county, or region.
- Who will maintain the overall project, both during and after completion?
- Documentation of approved funding from other sources is required.
- Indicate whether the requested CDPP grant funds will enable completion of the overall project.
- In-kind contributions to the project and dollar value (contributions of \$1,000 or more require documentation).
- Is the requesting organization a taxing entity?

B.3. Detailed project budget with itemized costs and funding sources (See sample budget below). Budget must include the following, if applicable:

- Breakdown of project costs and the project components that will be completed using CDPP funds.
- Amount of CDPP grant requested
- Applicant's contribution (projected or already raised?)
- Federal, state, or municipal funding (projected or already committed?)
- Local funding (projected or already committed?)
- In-kind contributions (projected or already committed?)
- Other funding (requested or already committed?)

B.4. Additional required information to be provided on separate sheets. (Provide as applicable)

- Elected body, board of directors or members for the requesting entity: Include names and contact information
- Supporting documentation for all matching in-kind and cash contributions of \$1,000 or more.
- Pictures of the project, if applicable.
- Letters of support for the project
- Copy of IRS tax exemption determination letter, if applicable.

Sample Budget

Please note which specific project costs would be funded by the requested CDPP grant.

Project Costs		Funding Sources	
Metallic building (30x60)	11,875*	CDPP grant request - projected	18,200
In-kind labor for construction of building	1,800	State funds	0
Slab construction, beam, cement, steel, finish	9,600*	Federal funds	0
Electrical installation and finish	650	Applicant contribution - raised	5,000
Plumbing installation and finish	650	In-kind donation of property - committed	9,500
Restroom wall construction	425	In-kind county contribution - committed	<u>8,600</u>
In-kind donation of property	9,500	Total project funding	41,300
In-kind property excavation/preparation	1,800		
In-kind architect/contractor services	<u>5,000</u>		
Total Project Cost	41,300		
*Specific use of requested CDPP grant funds			

PART B – Grant Project Planning Worksheet

B.1. Project /Applicant information

Project Title: _____

Project Sponsor: _____

Project Start Date: _____ Target Completion Date: _____

B.2. Project Narrative (Why, What, When, Where) (Attach additional sheets as needed)

Expected Results

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B.3. Project Budget (identify anticipated project costs and sources of funds, in-kind services) Applicant may attach additional sheets as needed

Project Item(s)/Category	Costs (Est. or Actual)

Funding Source/In-kind Service	Amount (Est. or Actual)

B.4. Supporting Documentation: (Please provide the following information, if applicable. Attach additional pages as needed)

- Elected body or board of directors, names and contact information
- Supporting Documentation for matching grants, gifts/donations of \$1,000 and more
- Letters of support for the project

- Pictures, plans, etc. as necessary to describe the project
- IRS tax exemption determination, if applicable

Project Completion Report Form

The Project Completion Report Form is to be completed by the grant recipient upon completion of the project and submitted to LNRA by mail or in person.

For questions please call (361) 782-5229

Grant Recipient:_____

Project Title:_____

Attach photographs, fund accounting report showing expenditure of grant dollars as well as any matching commitment. The grant recipient will clearly, permanently, and publicly acknowledge the sponsorship of LNRA at the site of the project prior to the completion of the project. The grant recipient will work with LNRA on the form and placement of the acknowledgement.

Upon receipt of the Completion Report Form, LNRA will schedule a site visit to the project location to verify the agreed upon project components/deliverables are in place. Once accepted LNRA will finalize the project.

In accordance with Terms and Conditions defined in the Letter of Agreement by and between the above stated Grant Recipient and the Lavaca-Navidad River Authority associated with the above stated grant project, I confirm that the grant project is complete.

Grant Recipient

Date