

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

*\*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.
- Grants are for capital improvements and/or community enhancement projects.
- Applicant must own the property on which grant funds are to be invested or have control of property through the term of the grant maintenance period. Evidence of ownership is to be provided. In the case of a lease, the applicant must review authorization of owner or control prior to improvements. 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.
- 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 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.

- Upon completion of the project, the grant recipient must furnish photographs and a final completion report on the project. Applicant is required to report expenditure of grant dollars as well as matching commitment.
- The grant recipient must clearly, permanently and publicly acknowledge the sponsorship of LNRA, if applicable, at the site of the project.
- The project must be maintained for its intended purpose and remain accessible to the public for the life of the completed project or for a minimum of five (5) years

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

- Ineligible projects include: reimbursement for completed projects, debt-reduction campaigns, religious or church-sponsored facilities limited to church membership, social service projects, land acquisition (unless acquired by an EDC for economic development purposes), 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 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 one time 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 13 member CDPP Review Committee includes representatives of LNRA, local school districts, county, cities and local citizens. 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 LNRA General Manager. A grant check will be distributed following the execution of a letter of agreement with the recipient.

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. Decisions regarding awarded grants are within the sole discretion of the CDPP Review Committee and may not be appealed. 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 resubmit for another project.**

## **Grant application deadlines**

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

Applications must be received – not postmarked – by **4:30 p.m. on July 22, 2016**. 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 original 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*

Hand-delivered to:

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

Or submitted electronically to:

*info@lnra.org*

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

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.
- How the project will positively impact or benefit the community, city, county, or region.
- The project's impact such as increased tourism or permanent jobs created or retained etc.
- 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
- 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	<b>Total project funding</b>	<b>41,300</b>
In-kind property excavation/preparation	1,800		
In-kind architect/contractor services	<u>5,000</u>		
<b>Total Project Cost</b>	<b>41,300</b>		

\*Specific use of requested CDPP grant funds



