

Urban County Program
Community Development Block Grant Program Policy

PURPOSE:

The purpose of this Policy is to clearly outline the manner and method in which activities under the auspices of the Community Development Block Grant Program are developed, initiated and administered by the Urban County Program. It will further define expected timelines to be met and identify areas of responsibility for both the UCP Program staff and City staff participating in the program.

ACTION PLAN DEVELOPMENT

WORKSHOPS:

A workshop shall be scheduled with participating cities under the UCP umbrella each year as part of the Action Plans formulation. This workshop shall be conducted during the first week of September or as determined feasible by UCP administration. Attendance is mandatory for City representatives responsible for their respective City's workplan submission. Notice of said workshop shall be issued by the office of the UCP Director or Deputy Director and shall specify the date, time and location of the workshop.

- Should be held first week of September.
- Mandatory – Designated Representative from City/Precinct
 - And on additional/substitute to attend Orientation Workshop.
- Director/Deputy Director, Must send out Notice of Workshop (time, date, location)

ANNUAL WORK PLAN:

Formulation of each city/precinct workplan must be developed according to the process outline in the County Citizen Participation Plan.

- Must follow the Citizen Participation Plan regarding:
 - Public Hearings
 - 72 Hours Public Notice

- Must be held after 6:00 p.m.
- Must publish in the Monitor, or City Newspaper of Choice
 - (a letter requesting approval is submitted prior to ad placement if a City Newspaper is selected)
- Post Public Hearing Notice at City Hall
- TWO (2) Public Hearings are necessary, at least one to be held before the City Council/Commission.
 - Needs Assessment - Public Information (preferable after 6:00 P.M.)
 - In Audience of the City Council/Commission, during a city meeting to allow for comments from citizens regarding the proposed projects being considered.
 - The completed workplan must be approved by the City Council.

SUBMISSION OF WORKPLANS:

The submission of proposed city workplans must be performed in a timely manner according to the schedule herein identified. This is necessary in order to afford UCP staff adequate time to determine the proposed projects' eligibility.

- Complete Preliminary Work Plans are due at UCP administrative offices no later than November 15 of each year. The submitted workplans must be originals; no faxed copies shall be accepted.
 - Must include the following:
 - Determination of eligibility documentation
 - Projects site maps (USGS, City, Flood Zone)
 - Project site photos
 - A complete work plan project sheet.(missing information or blank shall be deemed to be an incomplete submission)
 - A completed Sub-recipient Questionnaire for all proposed sub-recipient funding.

Failure of any city to submit its preliminary workplan by the November 15 deadline will result in the City's forfeiture of that year's allocation. In this event, the City's allocation shall be added to the **URBAN COUNTY PROGRAM RECAPTURED/FORFEITURE POOL.***

The City's proposed projects shall be funded and administered utilizing UCP staff.*

The cities' whose funds have be added the **URBAN COUNTY PROGRAM RECAPTURED/FORFEITURE POOL** will be required to submit quarterly reports outlining the proposed schedule for the use of funds. If the city fails to submit the reports or fails to commit the funds within six (6) months after the start of the fiscal year, the funds will be presented to Commissioners' Court for reallocation to the precinct in which the city is located. These funds will remain under the **URBAN COUNTY PROGRAM RECAPTURED/FORFEITURE POOL**.*

The city will not be allowed to draw administrative staff costs. Only administrative cost for public hearing announcements shall be allowed.

Work Plan Reviews:

- The assigned UCP Coordinator shall review the City's proposed workplan to determine completeness and eligibility according to established HUD guidelines.
- Coordinator will meet with city/precinct representative to discuss any necessary changes/corrections to be made prior to approval.
- Workplans requiring corrections will be returned to the city no later than January 20.
- Final, completed and corrected workplans are due at the UCP administrative office no later than February 28th of each year.

Approval of Work Plans

- City **MUST** take council action and approve final work plan.
- City **MUST** submit a complete copy to include:
 - Work Plan Project Sheets.
 - Maps (USGA, City, and Flood Zone)
 - Project photos
 - Certified Minutes- approved/ city secretary excerpts

INTERLOCAL AGREEMENTS

An Interlocal Agreement shall be executed each Fiscal Year with every City participating in the Urban County Program. The Hidalgo County Commissioners' Court must approve the Interlocal Agreement with each City.

- Send Interlocal agreement to City by May 1st of each year
- Return to UCP signed and approved by city council no later than June 7.
- UCP acquires Commissioner's Court approval between June 7 and July 1 of each year.
- UCP sends Interlocal to Hidalgo County Judge to Sign No Later than July 1.

REQUESTS FOR PAYMENT

The timely submission of request for payment is essential for the UCP to appropriately plan and produce budget forecasts.

Code Enforcement/Youth Programs and General Administration

- Must be turned in MONTHLY – on the 15th of each month for proceeding month
- Any request more than 30 days LATE will NOT be paid/reimbursed.
- UCP Coordinator must return incorrect or deficient payment requests to the appropriate entity submitting the request within three (3) working days in order for corrections to be made.
- Corrections for the prior month requests must be submitted no later than the 30th of the following month (15 days after initial submission).
- Memorandum Salary/Equipment MUST be signed in Original Form (BLUE INK)

Sub Recipients:

- Must be turned in MONTHLY – on the 15th of each month for proceeding month
- Any request more than 30 days LATE will NOT be paid/reimbursed.
- UCP Coordinator must return incorrect or deficient payment requests to the appropriate entity submitting the request within three (3) working days in order for corrections to be made.

- Corrections for the prior month request must be submitted no later than the 30th of the following month (15 days after initial submission).
- NO Signature will be required by City/Precinct on RFP Memorandum Salary/Equipment Form.
- Copy of RFP MUST be forwarded to City/Precinct for record management.
- Memorandum Salary/Equipment MUST be signed in Original Form (BLUE INK)

Contractors:

- Must be submitted on UCP form
- No later than any given TUESDAY at 5:00 P.M. in order for payment to be remitted by the Friday of the following week.
- Requires all signatures in ORIGINAL form. (BLUE INK)
- Must include back up.
- Must Follow-up with city/engineer for RFP to be forwarded to UCP in a timely manner

BUDGET/PROGRAM AMENDMENTS

Budget and Program amendments to the Action Plan must be kept to a minimum. This is necessary in order to ensure that planned activities submitted for funding are indeed high priority items that will have significant impact on quality of life issues for the respective community and to foster the timely expenditure of grant funds.

- Only TWO amendments maximum per program year. (July 1 thru June 30)
- One every six months.
- Utilize and follow the Citizen Participation Plan Requirements
- Only the UCP Director may authorize additional Budget and program amendments beyond the two allowed. Such action will be taken on a case-by-case basis.

AGENDA ITEMS

All agenda items requiring approval of the Hidalgo County Commissioner’s Court must be submitted no later than twelve (12) days prior to the scheduled Court date. Commissioner’s Court is usually held on each Tuesday; therefore, the agenda request must be submitted no later than the Thursday of two weeks

prior. This is necessary in order for the UCP Coordinator to review the agenda request and verify that the information submitted is complete. The UCP Coordinator must submit the agenda request to Administration by noon of the following Monday. This time period will allow for corrections or the submission of additional documentation as may be necessary. The following example depicts this requirement.

Month of May (Example Only)

Sunday 1	Monday 2	Tuesday 3	Wednesday 4	Thursday 5 Agenda request due at UCP	Friday 6	Saturday 7
Sunday 8	Monday 9 UCP Coordinator must submit request to admin by noon for approval	Tuesday 10 UCP submits requests to County Agenda Clerk	Wednesday 11	Thursday 12	Friday 13	Saturday 14
Sunday 15	Monday 16	Tuesday 17 Commissioner's Court held	Wednesday 18	Thursday 19	Friday 20	Saturday 21

For agenda requests related to the awarding of a contract:

- Request **MUST** be in writing to UCP and include the following:
- Name of Firm/Contractor and Contract Amount
- Full Description of Scope of Services
- All Backup documentation to include:
 - Approved Minutes (city secretary certifying excerpts)
 - Complete Scope of Services from Engineer/Architect
 - Project Construction Cost Estimate from Engineer/Architect.

For agenda requests related to program and /or budget amendments:

- Request **MUST** be in writing to UCP and include the following:
- Must follow citizen participation plan in terms of public hearing requirements
- Must submit certified city council minutes authorizing approval of proposed change
- Must submit narrative outlining proposed change in the Action Plan

Contracts

All contracts, whether for professional services or construction, shall be procured according to the manner described in the County's Procurement Policy.

Construction contracts awarded with UCP funds must be submitted to the UCP according to the following:

- Four Original Sets (contractor, city, engineer/architect, UCP file).
- All Documents to be in Original Signatures (BLUE INK).
- Contract dollar amounts must be identified in the appropriate place.
- All Blanks Completely Filled out (Engineer/Architect Verification); items that are not applicable to the contract shall be identified as "N/A"
- Scope of Services must be attached and must clearly identify the work to be performed and the timeframe for its completion.
- All pertinent Federal requirements, notices and attachments must be included and made part of the contract document.

Professional Service Contracts must be submitted according to the following:

- Three sets of the approved contract, one of which must be an original. (city, architect/engineer, UCP- *original*)
- All documents must be completely filled out. Items that are not applicable to the agreement must be identified with "N/A"
- Contract dollar amounts must be identified in the appropriate place.
- Scope of services must be attached and must clearly identify the work to be performed and the timeframe for its completion.

BID ADVERTISEMENTS

- Request by City/Precinct in writing to UCP
- MUST include plans & specifications submitted at UCP office prior to ad placement.
- MUST include dates of publication and bid opening date.

AUDITS

Each City participating in the URBAN COUNTY PROGRAM shall submit their previous year's audit before June 30th of each year.*

*Changes to the URBAN COUNTY PROGRAM Community Development Block Grant Program Policy were approved by Commissioners' Court on February 16, 2010.