**Insert Name County First Time – Yardline Installation Guidelines**

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| **Insert Name County, Texas****Guidelines for First Time – Yardline Assistance** **Texas Community Development Block Grant Program** **Contract No. 72XXXX** |

1. **INTRODUCTION**

Insert Name County, Texas has received Texas Community Development Block Grant (TxCDBG) funds administered by the Texas Department of Agriculture (TDA), to provide yardline installation assistance to low- and moderate-income (LMI) eligible applicants who reside in designated areas of the County as described in TxCDBG Contract 72XXXX – Insert Name County proposes to install - approximately one (1) (water) yardline(s) in Insert Name of County/City

The primary objective of the County’s yardline Assistance is to provide adequate, safe, and sanitary water services for LMI residents through the installation of residential yard service lines for single family dwellings in compliance with rules of the Texas Commission for Environmental Quality (TCEQ). In these guidelines, “County” refers to officers or employees of Insert Name County assigned to work with the Program. Any action by the County that requires Commissioners’ Court approval is specifically noted; otherwise any action may be carried out by the appropriate officers or employees. “Grant Manager” refers to the general administration firm hired by the County to assist with the implementation of the Program.

1. **SELECTION OF APPLICANTS**
2. Application Policies and Procedures:
3. Eligible applicants must meet Income Eligibility threshold requirements as established by HUD as described in section III of these Guidelines
4. Eligible applicants placed on a waitlist from the previous yardline assistance grant, if applicable will be considered for this grant. Waitlisted applicants will need to provide updated financial information and proof of occupancy in order for their application to be considered complete.
5. In order to obtain additional applications, the Grant Manager and the County will host application in-take session(s) at an accessible location(s) within the County. Following the first application intake session, the County will accept applications on a rolling basis at the Insert Name County Insert Name Department office located at County Courthouse Street address, City, Texas, and at the County Commissioner’s Office, Precinct 1 officelocated at Street address, City, Texas.
6. Via the local newspaper and with public postings the Grant Manager will advertise the availability of yardline Assistance to potential beneficiaries at the beginning of the application acceptance period.
7. Each complete application will be marked with the date and time of receipt. A complete application means that the application form and all documentation required in sections III of these guidelines have been provided to the Grant Manager. All complete applications will be placed on an applicant list based upon the order in which they were received. Waitlisted applicants that provide updated financial and occupancy information prior to the in-take session(s) will be considered complete and will be placed at the top of the list. If waitlisted applicants do not have a complete application prior to the in-take session(s), they will be placed on the list in the order their complete information is received.
8. Because applicants will be providing confidential information during application intake, the application and associated information shall be made available only to the County, the Grant Manager, and TDA. The County is responsible for securing applicant records containing any confidential data.

B. Applicant Evaluation and Approval:

1. The Grant Manager will review all applications for Applicant Eligibility (Section III).
2. The County will review all applications for Property Eligibility (Section III). Only applications that include all required documentation will be accepted. Applicants will be notified of missing information and instructed to submit the missing items to the Insert Name Department, Precinct 1 office, or directly to the Grant Manager. Only when all missing items are submitted will the application be considered complete and eligible for placement on the applicant list.
3. Eligible applicants who are eligible but are not offered assistance due to depletion of grant funds will be notified of this situation in writing.
4. Eligible applicants who are not eligible for assistance will be removed from the applicant list and provided written notification of the reason for their ineligibility.
5. Funding will be offered to the eligible applicants in applicant list order. If at any time complete application information is submitted simultaneously by different eligible applicants, the applicant with the lowest percentage of Area Median Family Income (AMFI) for his or her family size will be placed on the list first, followed by the applicant with the next lowest percentage, and so on until all applicants are listed. Complete applications submitted during the same applicant intake session are considered to be simultaneously submitted.
6. The Grant Manager will seek approval of eligible applicants by Commissioners Court, grouped in the order that the Grant Manager determines that the applications are complete and eligible for assistance; once approved by the Court the applicants will be invited to enter into Assistance Agreements with the County for yardline assistance. The process of creating applicant lists may be completed several times during the grant contract period as new applications are received.
	1. *Assistance Agreements*:

After Court approval, the County will execute an Assistance Agreement-Right of Entry Form with each member of the applicant group selected to receive assistance. The Assistance Agreement will include the terms and conditions required to receive yardline grant assistance from the County. An applicant’s refusal to sign the Assistance Agreement-Right of Entry Form disqualifies the applicant from receiving assistance under this grant. The eligible applicant is referred to as an “assisted resident” after signing the Assistance Agreement. The assisted resident must occupy the property where the yardline is located throughout the assistance period, which begins with the submittal of the application and ends with execution of the Certificate of Construction Completion.

C. Proof of Occupancy: Applicant must furnish a utility bill from within the preceding three (3) months, or other proof of current occupancy of the housing unit to be assisted. Occupancy must be maintained throughout the assistance period.

D. Property Taxes: Applicant must furnish a valid current tax receipt showing that all property taxes assessed on the property proposed for assistance have been paid prior to the award of the assistance; or notice from the Name of County Tax Appraisal District Office that the property owner qualified for and received a tax deferral as allowed under Section 33.06 of the Texas Property Code; or that Applicant has entered into an installment plan with the Tax Appraisal District Office and is current in making payments.

E. 911 Address: Applicant must furnish documentation showing the current 911-address for the property.

F. No Unresolved Matters: Applicants must not have any outstanding complaints, financial balances, or otherwise unresolved matters with the Name of County Name of Safety and Inspection Department.

G. Citizenship: Applicant head of household must furnish documentation of citizenship. Acceptable documentation includes a passport, birth certificate, or driver’s license.

**III. ELIGIBILITY REQUIREMENTS**

The following are threshold requirements which must be met for an applicant to be eligible for assistance. Eligibility does not guarantee funding, as there may be more eligible applicants than can be served with available funds.

A.Income Eligibility: Eligibility for the Yardline Assistance is governed by the most recently available income limits established by HUD for the TxCDBG. Only families with incomes at or below 80% of the area median family income are eligible for assistance. Income from any and all sources must be included for every adult (age 16 or over) living in the residential unit.

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| Insert Name **County, Texas 2018 Income Limits (Use applicable Table)** |
| Residents in Unit: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 80% Median Income | $37,450 | $42,800 | $48,150 | $53,450 | $57,750 | $62,050 | $66,300 | $70,600 |

1. The gross income of households to be benefited must not exceed HUD's current 80% AMFI Income Limits listed above.

2. All income will be verified for all members of the household for the preceding 3 months from independent source documentation such as an employer paycheck stub, letter from employer(s), benefit letter from the Social Security Administration, or valid income tax returns.

B. Proof of Occupancy: Resident Beneficiary must furnish a utility bill from within the preceding three (3) months, or other proof of current occupancy of the housing unit to be assisted. Occupancy must be maintained throughout the assistance period.

C. Unit Characteristics: Only single-family housing units **with no yardlines to a centralized water system** will be eligible for assistance. Single-family housing units must have their own kitchens; and must not fit the Census definition of “group quarters”. Mobile homes and manufactured housing are considered single-family housing units.

D. Location: Units must be located and served by the water system of the Insert Name Water Supply

E. Inspection: The Insert Name County will conduct an initial evaluation to verify there is no current yardline installation

**IV. PARTICIPATION REQUIREMENTS**

1. Relocation assistance will not be provided, as this is a voluntary participation program.
2. All debris, abandoned vehicles, and derelict buildings that will interfere with the proposed improvements must be removed from the property prior to the start of construction. The applicant homeowner will be responsible for the removal.
3. Self-help assistance in the form of the applicant homeowner providing the labor or materials will not be permitted under this program.
4. Eligible applicants who provide false information regarding income or residency status may be disqualified by the Commissioners Court at any time prior to the installation of the yardline, and may be subject to criminal prosecution.

**V. TYPE OF ASSISTANCE**

Yardline Assistance will be in the form of a grant from the Insert Name County to the eligible applicant for the express purpose of installing a new water yardline and related house connection on the applicant’s single-family property. The grant funds will be paid directly from the Insert Name County to the yardline contractor upon satisfactory completion of the installation.

**VI. CONFLICT OF INTEREST**

A. The conflict of interest regulations contained in the TxCDBG contract(s) between the Insert Name County and TDA prohibit local elected officials, County employees, and Program or Grant Managers who exercise functions with respect to TxCDBG activities or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, from receiving any benefit from the TxCDBG activity either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter.

B. For purposes of this section only, the TxCDBG has defined "family" to include parents (including mother-in-law and father-in-law), grandparents, siblings (including sister-in-law and brother-in-law), and children of an official covered under the TxCDBG conflict of interest regulations at 24 CFR Sec. 570.489(h).

**IX. COMPLAINTS AND DISPUTES**

The County and the Grant Manager will investigate all complaints, whether verbal or written, using the following procedures:

1. All complaints will be submitted in writing
2. The Grant Manager will attempt to resolve the complaint. If they are unable to resolve the complaint to the satisfaction of the complainant, the complainant will have five (5) working days to appeal the Grant Manager’s decision to the Head of the Insert Name County Insert Name Department. If the Insert Name County Insert Name Department Head is unable to resolve the complaint to the satisfaction of the complainant, the complainant will have five (5) working days to appeal the decision to TDA. The decision of TDA will be binding upon all parties involved.
3. Each step of the complaint resolution process will be documented and maintained in the County contract files.

**X. FILES AND REPORTS**

The County will maintain accurate files and records on the program and on each applicant homeowner as required by TDA. Such files will be open for inspection as to qualifications, bids, and awards. The Grant Manager will ensure that the files are intact at the time the Yardline Assistance activities are completed and will ensure that the files are updated during the implementation period.

**XI. CHANGES, WAIVERS, AND/OR CONFLICTS**

The Commissioners Court will have the right to change, modify, or revoke all or any part of these guidelines by a majority vote of the Commissioner’s Court. However, prior to adoption by Commissioners Court, the County must obtain TDA’s approval of the revised guidelines.

Passed and approved this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2019 by the Commissioners Court of Insert Name County, Texas.

Approved: Attest:

Insert Name County Judge Insert Name County Clerk