



PY 2026

COMMUNITY DEVELOPMENT BLOCK GRANT

REQUEST FOR PROPOSAL

APPLICATION INSTRUCTIONS

February 2026



CITY OF BAYTOWN'S COMMUNITY DEVELOPMENT GOALS

The City of Baytown's Community Development Block Grant (CDBG) Program supports low and moderate income residents by funding public services, public facility improvements, neighborhood enhancements, and housing and economic development activities.

Proposed projects must align with the housing and community development needs identified in the City of Baytown's 2025–2029 Consolidated Plan, which outlines community priorities, needs, and strategies. The PY2026 Action Plan will function as the annual implementation document, describing how the goals and objectives of the Consolidated Plan will be addressed during the upcoming program year.

CDBG GENERAL POLICIES (24 CFR 570.208)

The CDBG Program aims to support viable urban communities by providing decent housing, a suitable living environment, and economic opportunities, primarily for low- and moderate-income persons.

All CDBG-funded activities must meet at least one National Objective: benefiting low- and moderate-income persons as defined by HUD, preventing or eliminating slum or blight, or addressing urgent community development needs that pose a serious and immediate threat when no other resources are available.

At least 70 percent of CDBG funds must benefit low- and moderate-income persons over a one-, two-, or three-year period. For activities under this objective, at least 51 percent of beneficiaries must be documented as low- and moderate-income and must be U.S. citizens or eligible legal residents in accordance with federal regulations.)

PROJECT SELECTION CRITERIA

- ✓ Completed application with all attachments included
- ✓ Detailed project description
- ✓ Eligibility of the proposed program/project and compliance with a national objective
- ✓ Project fits into the community priorities set out by the Consolidated Plan
- ✓ Originality of the project (i.e., is this project/service already available in Baytown?)
- ✓ Number of beneficiaries served within the city limits of Baytown
- ✓ Demonstrated experience and capacity of the organization to achieve its objective. This includes experienced staff to operate and/or complete the proposed program/ project
- ✓ Project can be completed within a reasonable time frame
- ✓ The extent to which the proposed budget is cost effective and is adequate as described to sustain the proposed activity
- ✓ Financial capacity as indicated by audited financial statements and banking/credit documents
- ✓ Financial stability (not total dependence on CDBG funds) as indicated by other funding sources
- ✓ Ability of the organization to fully comply with all financial and reporting requirements
- ✓ Performance in carrying out previously awarded CDBG funds.

ELIGIBLE v. INELIGIBLE ACTIVITIES

ELIGIBLE CDBG ACTIVITIES*

Activities that are eligible for CDBG funding include, but are not limited to:

- Public services, such as employment assistance, crime prevention, substance abuse, childcare, health care, transportation, fair housing counseling, etc.;
- Clearance and demolition;
- Housing rehabilitation;
- Construction, reconstruction or installation of public facilities including, but not limited to the creation of parks, playgrounds, streets and sidewalks, public buildings (except for buildings for the general conduct of government);
- Related relocation, clearance and site improvements;
- Homeownership assistance;
- Economic Development activities, including micro-enterprise assistance and lending to for-profit businesses; and
- CDBG Program administration costs.

INELIGIBLE CDBG ACTIVITIES

The activities that are not eligible for CDBG funding include, but are not limited to:

- Buildings used for the general conduct of government;
- Purchase of equipment (if not part of an eligible program);
- General Maintenance and/or repair of public facilities and infrastructure;
- Payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities;
- General government expenses;
- Political activities; and
- New housing construction.

***NOTE: The eligibility of listed activities may be limited by additional regulatory conditions.**

SUBMISSION INSTRUCTIONS

Submitting a Proposal

If you are interested in submitting a proposal for consideration, you must submit an application through the Citizen Self Service (CSS) Portal.

The online application process through CSS includes the following steps:

- Create an account by accessing the CSS Portal and registering on behalf of your agency or organization.
- Download and complete the PY2026 CDBG Request for Proposal and the PY2026 RFP Budget Worksheet.
- Upload all required attachments applicable to your proposed project or service, as outlined on page 5 of the PY2026 RFP Instructions.

All required documentation must be uploaded through the CSS Portal to be considered a complete application. Proposals that are incomplete will not be eligible for funding. If submitting more than one proposal, each must be assigned a priority number. Hand delivered or digital copies of applications will not be accepted.

All applications must be received via the CSS by the City of Baytown no later than March 20, 2026 at 11:59 p.m. CST. Late submissions will not be accepted.

Important Dates

February 13, 2026	Request for Proposal digitally released at the Citizen Self Service (CSS) Portal.
March 3 & 5, 2026	Technical Assistance Workshop (One-on-one technical assistance will be available to interested applicants).
<u>March 20, 2026*</u>	Request for Proposal due by 11:59 p.m. CST via the CSS. <u>*Late submissions will not be accepted.*</u>
<u>May 5 & May 12, 2026</u>	Public Hearings to review submitted Request for Proposals.
<u>October 1, 2026</u>	Funding becomes available.

ATTACHMENTS

Please attach the following required documents to your application:

- PY2026 CDBG Request for Proposal
Complete all sections of the fillable application and save your changes.
- Project or Service Narrative
Provide a detailed description of the proposed project or service.
- PY2026 RFP Budget Worksheet
Use the provided form to list anticipated project expenditures.
- Organizational Chart
Include staff names and a brief summary of duties related to the project.
- Financial Statement and Audit
Most recent financial audit or certified financial statement.

Attach the following to your application as it applies to your project/service:

- Advertising and Publicity
Samples of brochures, flyers, or other outreach materials.
- Proof of 501(c)(3) Status
IRS 501(c)(3) designation confirming nonprofit status.
- Letters of Funding Commitments
Documentation of committed or approved funding from other sources.
- Construction Estimates
Estimates, schedules, plans, or related documents detailing proposed use of funds.