

**MEETING AGENDA**  
**JOINT MEETING OF THE ORANGE CITY COUNCIL AND ECONOMIC**  
**DEVELOPMENT CORPORATION**  
**Orange Public Library Auditorium**  
**220 N. Fifth Street**  
**Orange, Texas**

**May 26, 2015**  
**5:30 P.M.**

1. **CALL TO ORDER** Mayor
2. **INVOCATION and PLEDGE OF ALLEGIANCE** Council Member Bellfield
3. **MOTION**
  - a) Motion finding that the advance posting and notice requirements of Article 8.1200 of the Code of Ordinances of the City of Orange, Texas have been met in relation to all minutes and pending ordinances and resolutions on this agenda and that the reading of such items be confined to the captions as are agreed upon by the ordinances and resolutions. 1 Mayor/Council
4. **ADJOURN TO CLOSED EXECUTIVE SESSION**
  - a) Deliberation with City Attorney pursuant to Chapter 551 of the Texas Government Code:
    - (1) Deliberation with City Attorney as authorized by Section 551.071 of the Texas Government Code for legal advice regarding the contemplated annexation of property owned by International Paper Company.
    - (2) Deliberation as authorized by Subdivision (2) of Section 551.087 of the Texas Government Code regarding the offer of a financial or other incentive to a business prospect described by Subdivision (1) of Section 551.087 of the Texas Government Code. Mayor/Council
5. **RECONVENE IN OPEN SESSION**
  - a) Take action as necessary regarding item 4 a (1) and (2) above. Mayor/Council
6. **ADJOURN THE ECONOMIC DEVELOPMENT CORPORATION**

**7. CITIZEN COMMENTS**

*At this time comments will be taken from the audience on any subject matter, whether or not that item is on the agenda. All comments are limited to a maximum three minutes for each speaker. Your comments are appreciated. As the Texas Open Meetings Act does not allow the Council to respond to items not listed on the agenda, your comments will be duly noted by the Council and forwarded to the appropriate department for prompt consideration.*

**8. PRESENTATION**

- a) Adopt a Street Recognition 5 Staff: Knauf

**9. PUBLIC HEARING**

- a) Conduct a public hearing to receive comments on the Proposed Budget for the 2015 Annual Action Plan for the City of Orange Community Development Block Grant Program. 7 Staff: Wilson

**10. DISCUSSION/ACTION**

- a) Consider a motion authorizing the following Public Service organizations for 2015 Community Development Block Grant Program funding:
  - Southeast Texas Hospice \$ 6,670
  - GOALS - Literacy Program \$ 6,666
  - Orange Community Action Association \$ 6,666
  - Stable Spirit \$ 6,666
  - Jackson Community Center \$ 6,666
  - Samaritan Counseling \$ 6,666
  - Total CDBG Public Service Recommendations \$40,0009 Staff: Wilson

- b) Consider a motion authorizing the following 2015 Community Development Block Grant and Section 108 Loan Program funding:
  - Code Enforcement \$ 90,000
  - Clearance and Demolition \$ 60,000
  - Street Improvements \$ 57,666
  - Administration \$61,916
  - Total CDBG Staff Recommendations \$269,58264 Staff: Wilson

**11. ORDINANCES**

- a) Final Reading:  
Consider an ordinance authorizing the City Manager to appoint any employee, including police officers, as a Code Compliance Officer; establishing the duties of the Code Compliance Officer; and establishing an effective date. First Reading May 19, 2015 67 Staff: Knauf

**12. RESOLUTIONS**

- a) Consider a resolution authorizing the Mayor of the City of Orange, Texas to enter into an amended interlocal agreement with the cities of Port Neches, Nederland, Groves, Port Arthur, Beaumont, Jefferson County, Hardin County, Orange County and Texas Department of Public Safety (Stakeholders) for the 2015-2016 Port Security Grant to improve interoperability of the South East Texas Regional Radio System (SETRRS). 70 Staff: Zeto
- b) Consider a resolution of the City Council of the City of Orange, Texas, nominating Cloeren Incorporated to the Office of the Governor, Economic Development and Tourism through the Economic Development Bank for designation as an Enterprise Project ("Project") under the Texas Enterprise Zone Program under the Texas Enterprise Zone Act, Chapter 2303, Texas Government Code ("Act"). 75 Staff: Trahan
- c) Consider a resolution correcting the increase in contract price for Change Order No. 4 with Allco, LLC, for Cooper's Gully Pump Station in the amount of \$3,139.00 Hurricane Ike Disaster Recovery Program DRS 210131 and GLO NO. 12-206-00-5506. 78 Staff: Wolf
- d) Consider a resolution declaring the intent of the City of Orange to annex into the city limits certain property owned by International Paper Company and to extend the boundary limits of said city so as to include said property; providing for written notice to be sent to the property owners, service providers, and owners of railroad right-of-way, if any, located in such territory; providing for two public hearings; and directing the City Manager to prepare a service plan providing for full municipal services to the area to be annexed. 88 Staff: Oubre

**13. DISCUSSION/ACTION**

- a) Consider a motion declaring a 1954 Chevrolet 3/4 ton Panel Truck as surplus as per the attached listing and authorizing its disposal as determined by the City Manager. 90 Staff: Frenzel
- b) Consider a motion appointing a Mayor Pro Tem. 93 Mayor/Council
- c) Consider a motion appointing a Council Member to the Orange Economic Development Corporation to fill an unexpired term for a period expiring September 30, 2016. 94 Mayor/Council

**14. REPORTS**

- a) City Manager Report
- b) City Council Report

**15. ADJOURNMENT**

**MEMORANDUM**

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**To:** Dr. Shawn Oubre Ph.D., City Manager  
**From:** Kelvin Knauf, Director of Planning and Community Development  
**Subject:** Recognize Gate City Commandery #43 and Gate City Guild #42 for adopting part of 2<sup>nd</sup> Street and part of 3<sup>rd</sup> Street under the City's Adopt-a-Street Program  
**Date:** May 18, 2015

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**Background**

Gate City Commandery #43 and Gate City Guild #42 desire to adopt part of 2<sup>nd</sup> Street from John Avenue to Farragut Avenue and part of 3<sup>rd</sup> Street from John Avenue to Farragut Avenue under the City's Adopt-a-Street Program.

Representatives from the Commandery and the Guild will be at the Council meeting.

**Recommendation**

I recommend that the City Council recognize Gate City Commandery #43 and Gate City Guild #42 for volunteering to adopt 2<sup>nd</sup> Street from John Avenue to Farragut Avenue and part of 3<sup>rd</sup> Street from John Avenue to Farragut Avenue



M E M O R A N D U M  
May 20, 2015

**TO:** Kelvin Knauf, Director of Planning and Community Development

**FROM:** Sandra Wilson, Grants Planner

**RE:** Proposed Budget for the 2015 Annual Action Plan

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Please place the Public Hearing on the City Council agenda for Tuesday, May 26nd, to receive comments concerning the Proposed Budget for the 2015 Annual Action Plan for the City of Orange's Community Development Block Grant Program.

Should you have any questions, please call me at 988-7395.

**City Council Agenda**  
**May 26, 2015**  
**5:30 p.m.**

**Public Hearing:**

Conduct a public hearing to receive comments on the Proposed Budget for the 2015 Annual Action Plan for the City of Orange's Community Development Block Grant Program.

M E M O R A N D U M  
May 15, 2015

**TO:** Kelvin Knauf, Director of Planning & Community Development

**FROM:** Sandra Wilson, Grants Planner

**RE:** Funding recommendations for Public Services proposed by the Citizens Advisory Committee for Program Year 2015 Community Development Block Grant. Year 2 of the Five year Consolidated Plan.

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The attached is the proposed funding recommendations for 2015 CDBG program year, October 1, 2015 through September 30, 2016. During the Request for Proposal process, the City of Orange received several applications for CDBG funding.

The Citizens Advisory Committee met to review nonprofit applications and listened to presentations by agencies requesting public services funding on Thursday, May 7, 2015. On Tuesday, May 12, 2015 the committee held a work session to determine the following recommendations to be presented to City Council for review and motion to approve.

Please forward Citizens Advisory Council recommendations to council for approval and inclusion in the 2015 Program Year Annual Action Plan.

**HUD CONSOLIDATED GRANT PROGRAM  
2014 COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM BUDGET**

**PUBLIC SERVICES**

Southeast Texas Hospice

\$ 6,670

Funds will be used to provide care to terminally ill indigent persons living within the city limits of Orange. These funds provide physicians, nurses, social workers, medical supplies and durable medical equipment in the home of financially needy dying persons, including up to one year of bereavement program follow-up. Care is available twenty-four hours a day, seven days a week.

GOALS - Literacy Program

\$ 6,666

Funds will be used to pay for salaries for those administering a program that provides basic education to those reading at or below a 6<sup>th</sup> grade level, GED preparation and English as a second language for non-English speaking persons.

Orange Community Action Association

\$ 6,666

Funds will be used to purchase food for an organization which serves "Meals on Wheels" as both hot, ready to eat, served in a congregate dining facility and delivered to the home of the homebound senior citizens.

Stable Spirit

\$ 6,666

Funds will be used to provide hippotherapy for special needs, autistic and mentally and/or physically challenged youth and to pay the salary for part time clerical assistance.

Jackson Community Center

\$ 6,666

Funds will be used for salaries and operating expenses for the JCC Community Service Program. The JCC Community Service Program will provide life-skills training opportunities that help youth from families residing in the low income areas of Census Tracts 202, 203, block groups 3 and 4 in Census Tract 207 and block groups 1 and 3 in Census Tract 209. These opportunities are designed to help them develop their academic, job-readiness and financial management skills.

Samaritan Counseling Center of Southeast Texas

\$ 6,666

Funds will be used to provide therapy through group counseling sessions to students of North Early Learning Center. Education and Individual case management is also provided to teachers and parents with the goal of recognizing and addressing needs of anger management and classroom readiness.



City of Orange Community Development Division  
 Program Year 2015 Request for Proposals

**Part 1 - Project Information**

1. Provide a detailed description of the proposed project/activity and address the following areas.

Please limit this section to one page and attach.

- a. Clearly state the purpose of the project and its goal.
- b. Explain how the stated goals will be achieved by the project/activity.
- c. Detail the expected outcomes and how the outcomes are measured.
- d. Explain how low and moderate income persons are ultimately benefitted.
- e. Provide current statistical data documenting the need for this project. Include as much local data as possible, as well as any relevant statistics collected by your agency such as the number of referral calls, number of clients on waiting lists, time on waiting lists, etc.

1. Will this project be created with this funding request?  Yes  No  
 If no, how long has the proposed project/activity been in existence? ongoing  
 (Estimate if unsure) What was the initial intent and/or goal of the project/activity at its creation or inception? The Southeast Texas Hospice maintains a philosophy of caring for all terminally ill persons regardless of ability to pay. Your kind consideration of this grant will assure the continuation of this philosophy into the future.

2. This proposed project/activity is consistent with which of the following 5-year measurable objectives listed in the Consolidated Plan for the City of Orange (check all that apply):

- Affordable Housing
- Assistance for the Homeless
- Assistance for Persons with Special Needs
- Infrastructure Improvements
- Elimination of slum and blight
- Social Services for Low to Moderate income persons

4. Identify the primary beneficiaries of the proposed project/activity (check all that apply):

- |  |  |   |  |
|--|--|---|--|
| <input checked="" type="checkbox"/> Individuals    | <input checked="" type="checkbox"/> Families   | <input checked="" type="checkbox"/> Elderly (60+) | <input type="checkbox"/> Homeowners      |
| <input type="checkbox"/> Homeless Persons          | <input type="checkbox"/> Renters               | <input type="checkbox"/> Veterans                 | <input type="checkbox"/> Youth (14-18)   |
| <input checked="" type="checkbox"/> Adults (18-60) | <input checked="" type="checkbox"/> Minorities | <input type="checkbox"/> Illiterate Adults        | <input type="checkbox"/> Children (0-13) |
| <input checked="" type="checkbox"/> Disabled       | <input type="checkbox"/> Unemployed            | <input type="checkbox"/> Men                      | <input type="checkbox"/> Women           |
| <input type="checkbox"/> Students                  | <input type="checkbox"/> Mentally Ill          | <input type="checkbox"/> Housing Units            | <input type="checkbox"/> Facilities      |
| <input type="checkbox"/> Neighborhoods             | <input type="checkbox"/> Buildings             | <input type="checkbox"/> Utilities                | <input type="checkbox"/> Infrastructure  |
| <input type="checkbox"/> Vacant Land               |  |   |  |

City of Orange Community Development Division  
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- Domestic Violence Victims  
 Developmentally Disabled  
 For-Profit Businesses
- Chronic Substance Abusers  
 Persons with HIV/AIDS  
 Other \_\_\_\_\_

5. How many **people** will be served with CDBG funds? 3  
*If awarded, this is the number of people that you will report against. It should be a number, not an approximate or a percentage. Anything else could cause your application not to be considered. (No - Approximately 40 families, No - Approximately 45 - 75 individuals)*

**Funds must be applied toward new service or a quantifiable increase in level of service**

Check one:  New Service                       Quantifiable increase in level of service

6. What percentage of the proposed beneficiaries will be low to moderate-income persons?  
100%  
*In order to qualify for CDBG funding, you must serve 51% or greater L/M persons. If awarded, this must be documented by Census Tract, Presumed Benefit or Income Documentation, determined by the National Objective met.*

7. Provide a brief profile of your typical client, program recipient, or person utilizing the proposed project/activity?

All hospice patients are terminally ill with 6 months or less to live if the disease runs its normal course. Frequently the person is over 60 years of age, has Alzheimer, cancer or cardiac problems, lives with family and desires to die at home with the family in attendance.

8. What is the name and/or address where the proposed project/activity will take place?  
Hospice personnel will visit the patients in their own homes.

9. Is the location for the project on property n/a owned or n/a leased by the applicant? Please explain.  
\_\_\_\_\_

10. What specific geographic area will the proposed project/activity serve? The city of Orange  
\_\_\_\_\_

11. Is the proposed project/activity in a CDBG target low/mod income area? X Yes    No

12. Is the service area of the project exclusively within the city limits of Orange? X Yes    No  
If no, what is the service area? \_\_\_\_\_

13. The proposed project/activity will operate or be used:  
X All Year Round                         6 - 11 months                         5 months or fewer

City of Orange Community Development Division  
Program Year 2015 Request for Proposals

14. List the specific days and hours of operation, service delivery, and/or availability (i.e. Monday - Friday from 8:00 a.m. to 5:00 p.m.).

Days Sunday to Saturday Hours 24 hours a day

15. Assuming your project/activity is approved for funding with the release of funds in December of 2015, (*project delivery costs for environmental clearance will be deducted from award*)

a. When is the anticipated start date of implementation and/or service delivery? (Month) December

b. What is the anticipated completion date of this project/activity? (Month) November

16. Is acquisition of property involved?  Yes  No

17. If yes, describe the location and details of the property/building involved in the acquisition. Include square or linear footage, listing of amenities, cost, and actual value.

n/a

18. Does your project involve construction?  Yes  No  
If yes, is it  New Construction  Minor Repairs  Major Rehabilitation  
 Demolition  Reconstruction  Addition or expansion of existing building

19. Do you have specifications, plans, and/or estimates prepared detailing the work and costs to be performed?  Yes  No If yes, please attach  
If no, when will plans be available? n/a

20. Will your project involve temporary or permanent relocation of residents or businesses?  
 Yes  No If yes, please explain \_\_\_\_\_

21. Attach any drawings, maps, photographs, construction schedules, brochures, flyers and/or other information concerning the proposed project/activity.

## Part 2 - Funding

1. Explain why the Community Development Block Grant is the most appropriate source of funding for the proposed project/activity?

The CDBG grant will greatly benefit the city of Orange by providing much needed health care to terminally ill persons. This is particularly true since our local hospital will be closing June 1, 2015.

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Program Year 2015 Request for Proposals

of care. \_\_\_\_\_

4. If applicable, how will your organization verify income for participants to determine if they are low to moderate income?

The Southeast Texas Hospice social worker will assess the financial situation of each patient. Social Worker assessments are conducted within 5 days of admission to hospice care. Subsequent visits will be scheduled as needed. Financial status, community needs assessment, estate planning and funeral planning are provided. \_\_\_\_\_

5. How many people will be directly associated with the proposed project/activity?

	<b>Professional</b>	<b>Support</b>	<b>Volunteer</b>
<b>Full-Time Staff</b>	<u>5</u>	_____	_____
<b>Part-Time Staff</b>	<u>13</u>	_____	<u>35</u>

6. Attach a brief summary of each staff person who will be involved in completing the proposed project. Summary must include: name, job duties, work experience, and qualifications.

7. If your organization has an elected or appointed board, complete the enclosed Board of Directors form and attach a list of the names, addresses, and phone numbers of all board members.

City of Orange Community Development Division  
 Program Year 2015 Request for Proposals

**Part 4 - Duplication/Coordination/Cooperation**

1. The proposed project will provide a service or program in Orange that is: (check one)
- Not currently available
  - Available, on a limited basis
  - Available at the same level
  - Available in another area or jurisdiction
  - In jeopardy due to lack of funding

2. Identify other agencies in Orange (including non-profit and government) that provide services or activities similar to your proposed project/activity. How do the programs differ? How do they overlap? Is there collaboration with the other agencies? If you need additional space, attach a page directly following Part 4.

Agency/Program	Differences	Overlapping	Collaboration
River City Hospice	For Profit	yes	no
15 hospices in Beaumont	For Profit	yes	no

3. How is your proposed project/activity different or unique from other similar projects?  
 The Southeast Texas Hospice is the only non-profit hospice in the area. And we are the oldest hospice in the area, serving southeast Texas continuously since 1979. We are the first hospice in Texas and one of the first 20 in the United States.

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4. Is the proposed project/activity coordinated or part of an existing program administered by another agency?  Yes  No If yes, please explain.

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5. List and explain all collaborations that have been implemented to enhance your services and programs in Orange.

The Southeast Texas Hospice collaborates with area hospitals, nursing homes, assisted living centers to provide care for dying patients and their families. Hospice also coordinates with area churches and some home health agencies to coordinate care for the terminally ill.

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6. Identify other agencies in Orange that provide services directed toward the same target beneficiaries of your proposed project/activity. Do you provide interagency referrals to those agencies? If so, estimate how many your agency makes or receives on behalf of the clients? And how are the referrals coordinated?

The Southeast Texas Hospice is the only non-profit hospice in this service area. Other hospices do provide services but are for profit and do not have a philosophy of caring for all terminally ill persons regardless of their economic status. \_\_\_\_\_

Helpful link:

All CDBG Activities must meet a National Objective. The following weblink is to the Code of Federal Regulations

National Objectives: Low/Mod Area Benefit, Low/Mod Limited Clientele, Urgent Need.

[http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24tab\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24tab_02.tpl)

Meeting a National Objective can be found at 570 part 208 (24 CFR 570.208), for documenting that National Objective, please follow link to 570 part 506 (24 CFR 570.506).

## **SOUTHEAST TEXAS HOSPICE PROJECT DESCRIPTION**

*The Southeast Texas Hospice Adopt A Family Program seeks to provide medical, emotional, and spiritual care to financially needy terminally ill persons in the city of Orange with a goal of allowing a peaceful, comfortable, dignified death at home with the family in attendance. The hospice interdisciplinary team will provide physician, nursing, social worker, chaplain, home health aide, and volunteer visits in the home of the dying person. Hospice will bring everything to the family including prescription medications, medical supplies, and durable medical equipment like hospital beds, wheel chairs, and bedside commodes.*

*Each hospice discipline will assess the family needs for counseling, community resources, spiritual care, medical care, and help with housekeeping and personal needs of the patient. An individualized plan of care will be developed for each patient to best fulfill their needs and bring them comfort. As the disease progresses, the changing needs of the family will be anticipated and addressed.*

*Grief counseling will initiate at the time of admission of the patient and will proceed through the first twelve months following the patient's death. Statistically the significant other of a person who has died has a forty percent increased chance of becoming sick or dying themselves in the first year following the death. Hospice bereavement counseling program will seek to alleviate the symptoms of grief and improve the chances of a good life for the surviving family members.*

*Each patient/family is monitored daily by the team, weekly at the interdisciplinary team meeting, quarterly at the quality assurance utilization review meeting, and annually at the annual agency review meeting. With a goal of providing a peaceful dignified death at home, hospice annually averages a 86% rate of home deaths for all patient/families served.*

*Low and moderate income families will benefit from receiving hospice care in their own home instead of traveling to area hospitals for care, being turned away for lack of funding or having limited care for the time they are actually in the emergency room. Hospice care averages 1/20 the cost of hospital care at the end of a persons life. Therefore a hospice grant of \$20,000 from the City of Orange Block Grant funds will save the city \$400,000 in other health care costs annually. Ultimately these cost savings can be utilized to benefit other low and moderate income families in need of medical care throughout the year. Therefore, not only will the hospice families served benefit from the service of hospice, but the cost savings will allow even more families to receive indigent medical care in our community.*

*Currently the high cost of health insurance is straining companies ability to provide this benefit. Subsequently the number of families having no insurance is increasing. Health care providers are seeing an ever increasing number of indigent cases among the working class. And the number of cardiac causes of death is on the rise as well as Alzheimers deaths.*

*With the local hospital closing this year, the Southeast Texas Hospice will remain a vital community resource for the terminally ill of Orange, Texas. More than ever, your assistance will be needed to help the economically strained patients stay in Orange and stay at home to die.*

*The City of Orange Block Grant funding of the Southeast Texas Hospice Adopt A Family Program will not only help the needy terminally ill in our community, the grant will also stretch other available financial resources allowing funding for an increased number of medically indigent persons to receive medical care. Working together we will accomplish the hospice goal of transforming dying into the final act of living well.*



City of Orange Community Development Division  
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**Part 1 - Project Information**

1. Provide a detailed description of the proposed project/activity and address the following areas.

Please limit this section to one page and attach.

- Clearly state the purpose of the project and its goal.
- Explain how the stated goals will be achieved by the project/activity.
- Detail the expected outcomes and how the outcomes are measured.
- Explain how low and moderate income persons are ultimately benefitted.
- Provide current statistical data documenting the need for this project. Include as much local data as possible, as well as any relevant statistics collected by your agency such as the number of referral calls, number of clients on waiting lists, time on waiting lists, etc.

1. Will this project be created with this funding request?  Yes  No  
 If no, how long has the proposed project/activity been in existence? 22 Years  
 (Estimate if unsure) What was the initial intent and/or goal of the project/activity at its creation or inception? GOALS mission is to provide adult basic education, GED Preparation and English as a Second Language to ages 16 and up

2. This proposed project/activity is consistent with which of the following 5-year measurable objectives listed in the Consolidated Plan for the City of Orange (check all that apply):

- Affordable Housing
- Assistance for the Homeless
- Assistance for Persons with Special Needs
- Infrastructure Improvements
- Elimination of slum and blight
- Social Services for Low to Moderate income persons

4. Identify the primary beneficiaries of the proposed project/activity (check all that apply):

- |  |  |   |   |
|--|--|---|---|
| <input checked="" type="checkbox"/> Individuals      | <input checked="" type="checkbox"/> Families   | <input checked="" type="checkbox"/> Elderly (60+)     | <input checked="" type="checkbox"/> Homeowners    |
| <input checked="" type="checkbox"/> Homeless Persons | <input checked="" type="checkbox"/> Renters    | <input checked="" type="checkbox"/> Veterans          | <input checked="" type="checkbox"/> Youth (14-18) |
| <input checked="" type="checkbox"/> Adults (18-60)   | <input checked="" type="checkbox"/> Minorities | <input checked="" type="checkbox"/> Illiterate Adults | <input type="checkbox"/> Children (0-13)          |
| <input checked="" type="checkbox"/> Disabled         | <input checked="" type="checkbox"/> Unemployed | <input checked="" type="checkbox"/> Men               | <input checked="" type="checkbox"/> Women         |
| <input checked="" type="checkbox"/> Students         | <input type="checkbox"/> Mentally Ill          | <input type="checkbox"/> Housing Units                | <input type="checkbox"/> Facilities               |
| <input type="checkbox"/> Neighborhoods               | <input type="checkbox"/> Buildings             | <input type="checkbox"/> Utilities                    | <input type="checkbox"/> Infrastructure           |
| <input type="checkbox"/> Vacant Land                 |  |   |   |
| <input type="checkbox"/> Domestic Violence Victims   |  | <input type="checkbox"/> Chronic Substance Abusers    |   |
| <input type="checkbox"/> Developmentally Disabled    |  | <input type="checkbox"/> Persons with HIV/AIDS        |   |
| <input type="checkbox"/> For-Profit Businesses       |  | <input type="checkbox"/> Other _____                  |   |

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5. How many **people** will be served with CDBG funds? 30  
*If awarded, this is the number of people that you will report against. It should be a number, not an approximate or a percentage. Anything else could cause your application not to be considered. (No - Approximately 40 families, No - Approximately 45 - 75 individuals)*

**Funds must be applied toward new service or a quantifiable increase in level of service**

Check one:  New Service  Quantifiable increase in level of service

6. What percentage of the proposed beneficiaries will be low to moderate-income persons?  
55%

*In order to qualify for CDBG funding, you must serve 51% or greater L/M persons. If awarded, this **must be documented by Census Tract, Presumed Benefit or Income Documentation, determined by the National Objective met.***

7. Provide a brief profile of your typical client, program recipient, or person utilizing the proposed project/activity?

Adults 16-80 years of age in need of basic reading and writing instructions, GED Preparation tutoring or ESL (English as a Second Language) education.

8. What is the name and/or address where the proposed project/activity will take place?

The Neighborhood Enrichment Center, 520 W. Decatur Ave., Lamar-Orange Library, The Orange Public Library, area Churches and Lamar State College-Orange.

9. Is the location for the project on property \_\_\_\_\_ owned or  leased by the applicant? Please explain. Neighborhood Development Corporation gives us classroom and office space at 520 W. Decatur Ave. in exchange for us paying 1/2 of the electricity. Other facilities are donated spaces.

10. What specific geographic area will the proposed project/activity serve? 90% of our clients are residents of the City of Orange.

11. Is the proposed project/activity in a CDBG target low/mod income area?  Yes  No

12. Is the service area of the project exclusively within the city limits of Orange?  Yes  No

If no, what is the service area? We serve anyone 16 and up who need our services but, most of our clients are from the City of Orange

13. The proposed project/activity will operate or be used:

All Year Round  6 - 11 months  5 months or fewer

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14. List the specific days and hours of operation, service delivery, and/or availability (i.e. Monday - Friday from 8:00 a.m. to 5:00 p.m.).

Days Monday - Thursday Hours 9:30 AM-3:00 PM

15. Assuming your project/activity is approved for funding with the release of funds in December of 2015, (*project delivery costs for environmental clearance will be deducted from award*)

- a. When is the anticipated start date of implementation and/or service delivery? (January)
- b. What is the anticipated completion date of this project/activity? (December)

16. Is acquisition of property involved?  Yes  No

17. If yes, describe the location and details of the property/building involved in the acquisition. Include square or linear footage, listing of amenities, cost, and actual value.

N/A

18. Does your project involve construction?  Yes  No  
If yes, is it  New Construction  Minor Repairs  Major Rehabilitation  
 Demolition  Reconstruction  Addition or expansion of existing building

19. Do you have specifications, plans, and/or estimates prepared detailing the work and costs to be performed?  Yes  No If yes, please attach  
If no, when will plans be available? N/A

20. Will your project involve temporary or permanent relocation of residents or businesses?  
 Yes  No If yes, please explain \_\_\_\_\_

21. Attach any drawings, maps, photographs, construction schedules, brochures, flyers and/or other information concerning the proposed project/activity.

**Please see attached documents including the GOALS brochure, Spelling Bee Fundraiser Program and our Logic Module for measuring our students' progress. Thanks so much for your help in the past.**

City of Orange Community Development Division  
 Program Year 2015 Request for Proposals

**Part 3 - Effectiveness and Efficiency**

1. Has the organization carried out the proposed activity before?  Yes  No

2. List and describe past experience and completed projects that are similar to this proposed project/activity. Is it completed or ongoing? How was it funded? Did you meet your goals?  
GOALS has a 21 year proven track record of assisting adults with their literacy needs. We reach out to the community and help individuals and families. Our services are ongoing, funded by various organizations, and help individuals meet their own personal goals.

3. How will the project be publicized to the target population and/or residents?  
We utilize the newspaper and do PSA'S on KOGT. The Director makes numerous public appearances. She tells people about our services and tells them where to find us. She also does presentations to civic groups. We have fliers in several public places and we get referrals from the Orange Public Library, Lamar State College-Orange, ProLiteracy/Dollar General and from word of mouth.

4. If applicable, how will your organization verify income for participants to determine if they are low to moderate income?  
We ask all students to provide proof of income, which includes W-2's, Bank Statements and/or Check Stubs.

5. How many people will be directly associated with the proposed project/activity?

	<b>Professional</b>	<b>Support</b>	<b>Volunteer</b>
<b>Full-Time Staff</b>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Part-Time Staff</b>	<u>1</u>	<u>1</u>	<u>3</u>

6. Attach a brief summary of each staff person who will be involved in completing the proposed project. Summary must include: name, job duties, work experience, and qualifications.

7. If your organization has an elected or appointed board, complete the enclosed Board of Directors form and attach a list of the names, addresses, and phone numbers of all board members.

**Part 4 - Duplication/Coordination/Cooperation**

1. The proposed project will provide a service or program in Orange that is: (check one)

- Not currently available
- Available, on a limited basis
- Available at the same level
- Available in another area or jurisdiction
- In jeopardy due to lack of funding

2. Identify other agencies in Orange (including non-profit and government) that provide services or activities similar to your proposed project/activity. How do the programs differ? How do they overlap? Is there collaboration with the other agencies? If you need additional space, attach a page directly following Part 4.

Agency/Program	Differences	Overlapping	Collaboration
Texas Workforce	Only help those above 6 <sup>th</sup> grade level needing GED Prep. No ESL or ABE.	We help all those needing GED Prep.	Workforce refers those persons that test below the 6 <sup>th</sup> grade level to us for tutoring.

3. How is your proposed project/activity different or unique from other similar projects?  
We have divided individualized, one-on-one tutoring and small classes FREE of charge to those adults in need of literacy services at times convenient to the student.

4. Is the proposed project/activity coordinated or part of an existing program administered by another agency?  Yes  No If yes, please explain.

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5. List and explain all collaborations that have been implemented to enhance your services and programs in Orange.

GOALS works in partnership with Texas Workforce to share referrals. Also, Lamar State College-Orange sends us students that need help before starting classes at Lamar.

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6. Identify other agencies in Orange that provide services directed toward the same target beneficiaries of your proposed project/activity. Do you provide interagency referrals to those agencies? If so, estimate how many your agency makes or receives on behalf of the clients? And how are the referrals coordinated?

GOALS receives referrals from North Early Learning of parents that might need our services. We are listed with 211 so that people calling them to seek a Literacy program are referred to us. We are listed as an affiliate on ProLiteracy's site. We have brochures in the Orange Public Library and the Lamar State College-Orange Library. The Director appears on KITU on the show Joy in our Town and we receive call from those appearances very often. We are still very frugal at GOALS. Over the last 2 years both employees took cuts in pay to keep operating. We believe that the service we provide is very important to the community.

Helpful link:

All CDBG Activities must meet a National Objective. The following weblink is to the Code of Federal Regulations

National Objectives: Low/Mod Area Benefit, Low/Mod Limited Clientele, Urgent Need.

[http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24tab\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24tab_02.tpl)

Meeting a National Objective can be found at 570 part 208 (24 CFR 570.208), for documenting that National Objective, please follow link to 570 part 506 (24 CFR 570.506).

**Greater Orange Area Literacy Services, Inc. (GOALS)  
Community Development Block Grant  
FUNDING REQUEST 2015**

***Mission Statement***

GOALS is a non-profit, tax exempt, adult literacy program that is dedicated to providing Adult Basic Education to those reading below the sixth grade level and English as a Second Language for non-English speaking adults. **We believe that the ability to read is critical to personal freedom and to the maintenance of a democratic society.** Our society is dependent upon an informed citizenry, and the ability to read is necessary to be informed. As our culture becomes more complex and dependent on technology, literacy becomes ever more basic to survival and the achievement of one's potential.

***Principal Services***

GOALS provides childcare, transportation, free materials and instruction to individuals 16 and older in reading, writing, and English as a Second Language. We recruit and train volunteer literacy tutors who then work with individuals one-on-one or in small classroom settings in FOUR programs:

1. Adult Basic Education for adults reading below a sixth grade level.
2. English as a Second Language for adults whose first language was not English.
3. GED (General Educational Development), for adults working at the high school level who have not received a high school diploma.
4. Family Literacy for parents who want to learn what and how to read to their children.

*We recruit and train volunteers to be tutors and provide all training materials, tutor workshops, and any support requested to other organizations interested in adult education.*

***The need for this program in Orange, Texas***

According to the 2000 U.S. Census Data, Orange County has a poverty rate of 11.5% per the non-institutional population. Where there is poverty, there is illiteracy. These poverty estimates for Orange County indicate a serious need for our literacy program in Orange. Since there is a known correlation between poverty and illiteracy, it is reasonable to state that lack of literacy skills is barrier to full employment. Our literacy service is necessary and will help to increase employment opportunities for individuals. In Orange County 10-19% of the residents are unable to read a newspaper. According to a survey conducted by the National Institute for Literacy (NIFL), **19% of adults in Orange read at Level One, the lowest literacy level.**

**Almost all adults in Level 1 cannot read well enough to fill out an application, read a food label, or read a simple story to a child.** The impact of low literacy affects the poverty level, the likelihood of being on welfare, employment status, and crime. 43% of adults at *Level 1* were living in poverty. The likelihood of being on welfare goes up as literacy levels go down. Three out of four food stamp recipients performed in the two lowest literacy levels (NIFL1998).

**Our purpose is to seek out all individuals who function at Levels 1 - 3 who are in need of our assistance and provide them with quality instruction and materials.**

***Why this program is qualified***

GOALS was formed in 1993 and has a proven track record in this area, having assisted over 730 individuals. GOALS is an associate of *ProLiteracy America*, the nation's foremost Literacy Organization.

***How services will meet the need of the area***

The quality of life of the clients will be enriched because better work opportunities are available for those with the ability to be trained. The education of the children will be improved because they will be able to receive help at home with their educational development. These individuals will possess a greater measure of self-esteem and confidence from their participation in the GOALS program.

***Assessment and Outcomes***

GOALS assesses students at the beginning of tutoring and at various times to determine improvement of reading and/or education level. Trained volunteer tutors work with this information and the individual goals of the student to achieve set goals.



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**Part 1 - Project Information**

1. Provide a detailed description of the proposed project/activity and address the following areas.

Please limit this section to one page and attach.

- a. Clearly state the purpose of the project and its goal.
- b. Explain how the stated goals will be achieved by the project/activity.
- c. Detail the expected outcomes and how the outcomes are measured.
- d. Explain how low and moderate income persons are ultimately benefitted.
- e. Provide current statistical data documenting the need for this project. Include as much local data as possible, as well as any relevant statistics collected by your agency such as the number of referral calls, number of clients on waiting lists, time on waiting lists, etc.

1. Will this project be created with this funding request?  Yes  No  
If no, how long has the proposed project/activity been in existence? \_\_\_\_\_  
(Estimate if unsure) What was the initial intent and/or goal of the project/activity at its creation or inception? This project has been in place over 40 years. This funding will be used for the purchase of food. The expense for our agency has increased with food, fuel and repairs for vehicles. This funding would help us to use our other funding for other expense for this agency.

2. This proposed project/activity is consistent with which of the following 5-year measurable objectives listed in the Consolidated Plan for the City of Orange (check all that apply):

- Affordable Housing
- Assistance for the Homeless
- Assistance for Persons with Special Needs
- Infrastructure Improvements
- Elimination of slum and blight
- Social Services for Low to Moderate income persons

4. Identify the primary beneficiaries of the proposed project/activity (check all that apply):

- |  |  |   |  |
|--|--|---|--|
| <input checked="" type="checkbox"/> Individuals    | <input checked="" type="checkbox"/> Families   | <input checked="" type="checkbox"/> Elderly (60+      | <input checked="" type="checkbox"/> Homeowners |
| <input type="checkbox"/> Homeless Persons          | <input type="checkbox"/> Renters               | <input checked="" type="checkbox"/> Veterans          | <input type="checkbox"/> Youth (14-18)         |
| <input checked="" type="checkbox"/> Adults (18-60) | <input checked="" type="checkbox"/> Minorities | <input checked="" type="checkbox"/> Illiterate Adults | <input type="checkbox"/> Children (0-13)       |
| <input checked="" type="checkbox"/> Disabled       | <input checked="" type="checkbox"/> Unemployed | <input checked="" type="checkbox"/> Men               | <input checked="" type="checkbox"/> Women      |
| <input type="checkbox"/> Students                  | <input type="checkbox"/> Mentally Ill          | <input type="checkbox"/> Housing Units                | <input type="checkbox"/> Facilities            |
| <input checked="" type="checkbox"/> Neighborhoods  | <input type="checkbox"/> Buildings             | <input type="checkbox"/> Utilities                    |  |
| <input type="checkbox"/> Vacant Land               |  | <input type="checkbox"/> Infrastructur                |  |

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- Domestic Violence Victims  
 Developmentally Disabled  
 For-Profit Businesses  
 Chronic Substance Abusers  
 Persons with HIV/AIDS  
 Other \_\_\_\_\_

5. How many **people** will be served with CDBG funds? 385  
*If awarded, this is the number of people that you will report against. It should be a number, not an approximate or a percentage. Anything else could cause your application not to be considered. (No - Approximately 40 families, No - Approximately 45 - 75 individuals)*

**Funds must be applied toward new service or a quantifiable increase in level of service**

Check one:  New Service  Quantifiable increase in level of service

6. What percentage of the proposed beneficiaries will be low to moderate-income persons?  
90%  
*In order to qualify for CDBG funding, you must serve 51% or greater L/M persons. If awarded, this must be documented by Census Tract, Presumed Benefit or Income Documentation, determined by the National Objective met.*

7. Provide a brief profile of your typical client, program recipient, or person utilizing the proposed project/activity?

Disabled and elderly clients receive our services.

8. What is the name and/or address where the proposed project/activity will take place?

Orange Senior Center, Orange Community Action Association  
103 North 5<sup>th</sup> Street Orange, Texas 77630

9. Is the location for the project on property \_\_\_\_\_ owned or x leased by the applicant? Please explain.

Lease from the City of Orange

10. What specific geographic area will the proposed project/activity serve?

Old Orange, Historic District, Navy Park and Surrounding neighborhood areas.

11. Is the proposed project/activity in a CDBG target low/mod income area? x Yes  
     No

12. Is the service area of the project exclusively within the city limits of Orange?      Yes x No  
If no, what is the service area?

Orange County

13. The proposed project/activity will operate or be used:

x All Year Round      6 - 11 months      5 months or fewer

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14. List the specific days and hours of operation, service delivery, and/or availability (i.e.  
Days Monday - Friday  
Hours 8:00 A.M. - 4:00 P.M.

15. Assuming your project/activity is approved for funding with the release of funds in December of 2015, (*project delivery costs for environmental clearance will be deducted from award*)

- a. When is the anticipated start date of implementation and/or service delivery? (Month)  
b. What is the anticipated completion date of this project/activity? (Month)

16. Is acquisition of property involved?  Yes  No

17. If yes, describe the location and details of the property/building involved in the acquisition. Include square or linear footage, listing of amenities, cost, and actual value.

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18. Does your project involve construction?  Yes  No  
If yes, is it  New Construction  Minor Repairs  Major Rehabilitation  
 Demolition  Reconstruction  Addition or expansion of existing building

19. Do you have specifications, plans, and/or estimates prepared detailing the work and costs to be performed?  Yes  No If yes, please attach  
If no, when will plans be available? \_\_\_\_\_

20. Will your project involve temporary or permanent relocation of residents or businesses?  
 Yes  No If yes, please explain \_\_\_\_\_

21. Attach any drawings, maps, photographs, construction schedules, brochures, flyers and/or other information concerning the proposed project/activity.

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16. Provide a project budget for the proposed project/activity and attach directly following this page. This is in addition to the organizational budget.

Budget should be measurable and descriptive of the project. You should be able to provide clearly understood documentation which remains consistent throughout the year to accompany your payment request.

**Part 3 - Effectiveness and Efficiency**

1. Has the organization carried out the proposed activity before?  Yes  No

2. List and describe past experience and completed projects that are similar to this proposed project/activity. Is it completed or ongoing? How was it funded? Did you meet your goals?  
n/a

3. How will the project be publicized to the target population and/or residents?

We have four (4) meal center /sites and deliver meals to clients' homes

3.If applicable, how will your organization verify income for participants to determine if they are low to moderate income?

4.

We have forms from the State of Texas that must be filled out prior to receiving meals.

5. How many people will be directly associated with the proposed project/activity?

	<b>Professional</b>	<b>Support</b>	<b>Volunteer</b>
<b>Full-Time Staff</b>	<u>7</u>	<u>      </u>	<u>      </u>
<b>Part-Time Staff</b>	<u>8</u>	<u>      </u>	<u>      </u>

6. Attach a brief summary of each staff person who will be involved in completing the proposed project. Summary must include: name, job duties, work experience, and qualifications.

7. If your organization has an elected or appointed board, complete the enclosed Board of Directors form and attach a list of the names, addresses, and phone numbers of all board members.

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**Part 4 - Duplication/Coordination/Cooperation**

1. The proposed project will provide a service or program in Orange that is: (check one)

- Not currently available
- Available, on a limited basis
- Available at the same level
- Available in another area or jurisdiction
- In jeopardy due to lack of funding

2. Identify other agencies in Orange (including non-profit and government) that provide services or activities similar to your proposed project/activity. How do the programs differ? How do they overlap? Is there collaboration with the other agencies? If you need additional space, attach a page directly following Part 4.

Agency/Program	Differences	Overlapping	Collaboration
None			

3. How is your proposed project/activity different or unique from other similar projects?

N/A  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Is the proposed project/activity coordinated or part of an existing program administered by another agency?  Yes  No If yes, please explain.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. List and explain all collaborations that have been implemented to enhance your services and programs in Orange.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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6. Identify other agencies in Orange that provide services directed toward the same target beneficiaries of your proposed project/activity. Do you provide interagency referrals to those agencies? If so, estimate how many your agency makes or receives on behalf of the clients? And how are the referrals coordinated?

We are the only "Meals on Wheels" in Orange County.

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Helpful link:

All CDBG Activities must meet a National Objective. The following weblink is to the Code of Federal Regulations

National Objectives: Low/Mod Area Benefit, Low/Mod Limited Clientele, Urgent Need.

[http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24tab\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24tab_02.tpl)

Meeting a National Objective can be found at 570 part 208 (24 CFR 570.208), for documenting that National Objective, please follow link to 570 part 506 (24 CFR 570.506).



**Part 1 - Project Information**

1. Provide a detailed description of the proposed project/activity and address the following areas.

Please limit this section to one page and attach.

- a. Clearly state the purpose of the project and its goal.
- b. Explain how the stated goals will be achieved by the project/activity.
- c. Detail the expected outcomes and how the outcomes are measured.
- d. Explain how low and moderate income persons are ultimately benefitted.
- e. Provide current statistical data documenting the need for this project. Include as much local data as possible, as well as any relevant statistics collected by your agency such as the number of referral calls, number of clients on waiting lists, time on waiting lists, etc.

See Attachment A

2. Will this project be created with this funding request?  Yes  No  
 If no, how long has the proposed project/activity been in existence? The Hippotherapy services have been in existence since March of 2010 through Stable-Spirit, which serves clients from Jefferson, Orange, Hardin, Jasper, and Tyler Counties.

(Estimate if unsure) What was the initial intent and/or goal of the project/activity at its creation or inception? The initial goal of the Hippotherapy modality was to provide this service in Southeast Texas through the partnership of Kids Therapy SET and Stable-Spirit.

3. This proposed project/activity is consistent with which of the following 5-year measurable objectives listed in the Consolidated Plan for the City of Orange (check all that apply):

- Affordable Housing
- Assistance for the Homeless
- Assistance for Persons with Special Needs
- Infrastructure Improvements
- Elimination of slum and blight
- Social Services for Low to Moderate income persons

4. Identify the primary beneficiaries of the proposed project/activity (check all that apply):

- |   |  |  |   |
|---|--|--|---|
| <input checked="" type="checkbox"/> Individuals   | <input type="checkbox"/> Families                  | <input type="checkbox"/> Elderly (60+)     | <input type="checkbox"/> Homeowners                 |
| <input type="checkbox"/> Homeless Persons         | <input type="checkbox"/> Renters                   | <input type="checkbox"/> Veterans          | <input checked="" type="checkbox"/> Youth (14-18)   |
| <input type="checkbox"/> Adults (18-60)           | <input type="checkbox"/> Minorities                | <input type="checkbox"/> Illiterate Adults | <input checked="" type="checkbox"/> Children (0-13) |
| <input type="checkbox"/> Disabled                 | <input type="checkbox"/> Unemployed                | <input type="checkbox"/> Men               | <input type="checkbox"/> Women                      |
| <input checked="" type="checkbox"/> Students      | <input type="checkbox"/> Mentally Ill              | <input type="checkbox"/> Housing Units     | <input type="checkbox"/> Facilities                 |
| <input type="checkbox"/> Neighborhoods            | <input type="checkbox"/> Buildings                 | <input type="checkbox"/> Utilities         | <input type="checkbox"/> Infrastructure             |
| <input type="checkbox"/> Vacant Land              | <input type="checkbox"/> Domestic Violence Victims |  |   |
| <input type="checkbox"/> Chronic Substance Abuser | <input type="checkbox"/> Developmentally Disabled  |  |   |

Attachment A  
Description of Project

1a. The project's purpose is to maintain the Stable-Spirit Hippotherapy services for the citizens of the City of Orange. The  
te: Hippotherapy is derived from the Greek word "hippos" for horse and literally means treatment with the help of a  
horse. It is a medical treatment tool used by Physical Therapists, Occupational Therapists, and Speech/Language  
Pathologists. Treatment is provided on an individual basis in a child-centered environment. The horse's movements  
provide three-dimensional rhythmic, repetitive movements that research has shown closely simulates the movements of the  
human pelvis while a person is walking. These movements, along with the warmth generated from the horse, are used as  
therapeutic tools to facilitate the client's individual therapy goals while providing many other benefits. The  
Physical/Speech/Occupational Therapist will assess each client prior to beginning the program and will set treatment goals.  
The goal of the program is to have the client reach 75% of the treatment goals within the first year of treatment. The grant  
funds will be used for the payment of a thirty minute Hippotherapy session.

The proposed project will also include the payment of a clerical person for ten hours a week at \$10 per hour, to assist with  
presenting the program to potential clients, documenting the services, and submitting invoices for these grant funds. The  
clerical person will also effectively document activities and submit proper invoices.

1b. The recruitment of four clients for Hippotherapy from Orange will be achieved by making presentations to  
organizations and schools with the target populations, as well as filtering through the current client base to locate students  
who meet the qualifications. Once clients are identified, they will be assessed by the Physical/Speech/Occupational  
Therapist. Once approved for Hippotherapy, the Physical/Speech/Occupational Therapist will develop a treatment plan  
with stated goals for each client. The goals are reviewed every six months for noted progress and additional goals will be  
developed, if needed.

The clerical person's goal of presenting the program to the target populations will be achieved by locating organizations and  
schools and setting appointments for sharing information about Hippotherapy. This person will insure that the necessary  
paperwork, including releases and copies of income verification, are on file for each client. She will be responsible for  
documenting these clients' sessions. The clerical person will also be responsible for preparing and submitting the invoices  
to the City of Orange for reimbursement.

1c. The expected outcomes are that four clients for Hippotherapy from Orange will be served and that the Hippotherapy  
clients will make improvements in their treatment goals by 75% in the first year; these improvements will be measured by  
the number of clients served from Orange and by the Physical/Speech/Occupational Therapists' reassessments every six  
months.

The expected outcome of the clerical person is that she will provide the documentation and submission of invoices in an  
effective manner. This will be measured by her submitting the invoices with the appropriate information monthly.

1d. Low and moderate income persons will benefit from Hippotherapy because it is a very effective therapy for a number  
of medical needs. Since insurance companies do not cover the expenses of Hippotherapy, the grant funds will be used to  
cover the cost so those clients can receive the services. Low and moderate income families are often unable to cover any  
extra expenses of therapy that insurance fails to cover.

1e. In 2014, Stable-Spirit provided Hippotherapy services to thirty-nine children for a total of 302 hours. For the first  
quarter of 2015, Stable-Spirit provided Hippotherapy services to thirty-one children for a total of seventy-six hours. During  
201, thirty-nine phone calls were recorded from people seeking services from Stable-Spirit, with thirteen of those calls  
from Orange County. Of the thirty-nine calls, twenty-five requests were for Hippotherapy services. Currently there are  
twenty-five clients on the waiting list for Hippotherapy services.

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\_\_\_\_\_ Persons with HIV/AIDS  
\_\_\_\_\_ For-Profit Businesses \_\_\_\_\_ Other \_\_\_\_\_

5. How many **people** will be served with CDBG funds? **Four Children for Hippotherapy**  
*If awarded, this is the number of people that you will report against. It should be a number, not an approximate or a percentage. Anything else could cause your application not to be considered. (No - Approximately 40 families, No - Approximately 45 - 75 individuals)*

**Funds must be applied toward new service or a quantifiable increase in level of service**

Check one:  New Service  Quantifiable increase in level of service

6. What percentage of the proposed beneficiaries will be low to moderate-income persons?

65%

*In order to qualify for CDBG funding, you must serve 51% or greater L/M persons. If awarded, this must be documented by Census Tract, Presumed Benefit or Income Documentation, determined by the National Objective met.*

7. Provide a brief profile of your typical client, program recipient, or person utilizing the proposed project/activity?

**Hippotherapy Client – children/youth, ages four to twenty-one, who have some form of a special need, including but not limited to: Autism, Developmental Delay, Cerebral Palsy, Down’s Syndrome, Sensory Integration Dysfunction, and Musculoskeletal Dysfunction.**

8. What is the name and/or address where the proposed project/activity will take place?

**Stable-Spirit – 295 Flamingo Street – Rose City, TX 77662**

9. Is the location for the project on property \_\_\_\_\_ owned or  leased by the applicant? Please explain. **Stable-Spirit has a five year lease agreement with the owner, Margot Fischer, for the Rose City facility.**

10. What specific geographic area will the proposed project/activity serve? **Children/Youth who live in the City of Orange.**

11. Is the proposed project/activity in a CDBG target low/mod income area?  Yes  No

12. Is the service area of the project exclusively within the city limits of Orange?  Yes  No  
If no, what is the service area? **Orange County**

13. The project/activity will operate or be used:

All day \_\_\_\_\_ 6 - 11 months \_\_\_\_\_ 5 months or fewer

14. List the specific day \_\_\_\_\_ hours of operation, service delivery, and/or availability (i.e.

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Monday - Friday from 8:00 a.m. to 5:00 p.m.).

Days Tuesday – Saturday (as scheduled)

Hours As scheduled

15. Assuming your project/activity is approved for funding with the release of funds in December of 2015, (*project delivery costs for environmental clearance will be deducted from award*)

a. When is the anticipated start date of implementation and/or service delivery?

December 2015

b. What is the anticipated completion date of this project/activity? December 2016

16. Is acquisition of property involved?  Yes  No

17. If yes, describe the location and details of the property/building involved in the acquisition. Include square or linear footage, listing of amenities, cost, and actual value.

N/A

18. Does your project involve construction?  Yes  No

If yes, is it  New Construction  Minor Repairs  Major Rehabilitation  
 Demolition  Reconstruction  Addition or expansion of existing building

19. Do you have specifications, plans, and/or estimates prepared detailing the work and costs to be performed?  Yes  No If yes, please attach

If no, when will plans be available: N/A

20. Will your project involve temporary or permanent relocation of residents or businesses?  
 Yes  No If yes, please explain N/A

21. Attach any drawings, maps, photographs, construction schedules, brochures, flyers and/or other information concerning the proposed project/activity. See Attachment B – Stable-Spirit Brochure, See Attachment C – Kids Therapy Brochure

## Part 2 - Funding

1. Explain why the Community Development Block Grant is the most appropriate source of funding for the proposed project/activity? CDBG funds are used to provide services to low income persons who are normally deprived of the opportunity to receive beneficial services such as Hippotherapy. Having received funds for the past four years, Stable-Spirit has been able to add at least one client for services per year that was not eligible for services under other grants. Stable-Spirit would like to be able to continue to allow other clients to benefit from the CDBG funds.

2. Have you requested CDBG funds previously for this project?  Yes  No  
For another project?  Yes  No

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Therapy SET via the individuals' insurance policies, and through fundraisers and grant proceeds. All of the Hippotherapy clients served in 2011 - 2014 reached 75% of treatment goals within the first six months of treatment.

3. How will the project be publicized to the target population and/or residents?

The clerical person, the Executive Director of Stable-Spirit, and the Director of Kids Therapy will be responsible for speaking to organizations, schools, and Physical/Speech/Occupational Therapists, located in the City of Orange to solicit additional clients for this project.

4. If applicable, how will your organization verify income for participants to determine if they are low to moderate income?

Stable-Spirit will request income verification (previous year income tax statements) from the families requesting assistance from these grant funds.

5. How many people will be directly associated with the proposed project/activity? Kids Therapy SET has eleven therapists/assistants/tech, who are involved with the project as the lead person over each client. Stable-Spirit provides two or three volunteers per session, acting as the Side Walkers and Horse Handlers. Either the Executive Director or a Stable-Spirit Associate will coordinate each session, ensuring the documentation of the clients receiving Hippotherapy is recorded.

	Professional	Support	Volunteer
Full-Time Staff			
Part-Time Staff	<u>6</u>	<u>2</u>	<u>25</u>

6. Attach a brief summary of each staff person who will be involved in completing the proposed project. Summary must include: name, job duties, work experience, and qualifications. See Attachment F

7. If your organization has an elected or appointed board, complete the enclosed Board of Directors form and attach a list of the names, addresses, and phone numbers of all board members. See Attachment G

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**Part 4 - Duplication/Coordination/Cooperation**

1. The proposed project will provide a service or program in Orange that is: (check one)

- Not currently available
- Available, on a limited basis
- Available at the same level
- Available in another area or jurisdiction
- In jeopardy due to lack of funding

2. Identify other agencies in Orange (including non-profit and government) that provide services or activities similar to your proposed project/activity. How do the programs differ? How do they overlap? Is there collaboration with the other agencies? If you need additional space, attach a page directly following Part 4.

Agency/Program	Differences	Overlapping	Collaboration
<b>None</b>			

3. How is your proposed project/activity different or unique from other similar projects?

**Stable-Spirit is the only program providing Hippotherapy in Southeast Texas. There are Hippotherapy programs in the Houston, TX area.**

4. Is the proposed project/activity coordinated or part of an existing program administered by another agency?  Yes  No If yes, please explain.

**Stable-Spirit is partnered with Kids Therapy SET. Kids Therapy provides the means for billing insurance and provides the Physical/Speech/Occupational Therapists to conduct the Hippotherapy sessions. Stable-Spirit provides the horses, facility, and volunteers to act as the Side Walkers and Horse Handlers.**

5. List and explain all collaborations that have been implemented to enhance your services and programs in Orange.

**Since 2010, Stable-Spirit has served fourteen children with Hippotherapy services who reside in Orange. Stable-Spirit has attended twenty-one various events in Orange County to inform the community of the services that are available for Orange residents through Stable-Spirit.**

6. Identify other agencies in Orange that provide services directed toward the same target beneficiaries of your proposed project/activity. Do you provide interagency referrals to those agencies? If so, estimate how many your agency makes or receives on behalf of the clients? And how are the referrals coordinated?

**The Independent School Districts and Physical/Speech/Occupational Therapists that serve Orange will be contacted to provide collaboration and referrals. Stable-Spirit plans to make contact with the Special Needs Program Directors of the schools serving students in the City of Orange in order to identify children/youth who would benefit from**

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**Hippotherapy. Information will be given to the Special Needs Program Directors to share with the families that they identify as potential clients. Also, the current Physical Therapist, Dr. Rebekah Schaper, will make contact with Physical/Speech/Occupational Therapist in Orange to inform them of the Hippotherapy services.**

Helpful link:

All CDBG Activities must meet a National Objective. The following weblink is to the Code of Federal Regulations

National Objectives: Low/Mod Area Benefit, Low/Mod Limited Clientele, Urgent Need.

[http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24tab\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24tab_02.tpl)

Meeting a National Objective can be found at 570 part 208 (24 CFR 570.208), for documenting that National Objective, please follow link to 570 part 506 (24 CFR 570.506).

Attachment F  
Stable-Spirit Associates

Dr. Rebekah Schaper, DPT, received her Bachelor's of Science Degree in Health Science Studies, pre-Physical Therapy focus from Baylor University in 2004; then she received a Doctorate of Physical Therapy from Hardin-Simmons University in 2006. She holds active licenses in Physical Therapy in Arizona and Texas; she has practiced in outpatient orthopedics, long term care and pediatrics. She has been practicing Pediatrics for seven years at this time and has specifically been practicing Pediatric Hippotherapy for seven years. She has taken multiple continuing education classes in Manual Therapy and Kinesiotaping and is certified in Interactive Metronome. The job duties of the Physical Therapist are to evaluate, assess and create a treatment plan for the clients; they then carry out a specific plan of care or direct the Physical Therapist Assistant/Tech to do so. Physical Therapists perform all reassessments and can alter the plan of care at any time.

Aline Platt, PTA, received her Physical Therapy Assistant license in April 2006. She has been working with Kids Therapy SET since February 2013.

Blake Kroner, PTA, received his Physical Therapy Assistant license in October 2013. He has been working with Kids Therapy SET since May 2013 as an Intern and then as a PTA once he received his license.

Kayla Foltyn, COTA, received her Certification as an Occupational Therapist Assistant in March 2010. She has been working with Kids Therapy SET since September 2013.

Mandy Williams, SLP, received her Speech Therapist license in July 2012. She has been working with Kids Therapy SET since May 2013.

Joshua Lemis, COTA, received his Certification as an Occupational Therapist Assistant in October 2011. He has been working with Kids Therapy SET since February 2015.

Katie Durio, Volunteer Executive Director, received a Bachelor's Degree in Sociology, with a Minor in Social Work from Lamar University in 1976; she earned a Master's Degree in Criminology and Corrections from Sam Houston State University in 1983. She served in many positions with Jefferson County Juvenile Probation Department from 1977 to 2006, when she retired from the position of Casework Manager. She has been the Volunteer Executive Director for Stable-Spirit since July 2007. Job duties include: maintaining a Board of Directors, paying monthly expenses incurred, caring daily for the horses, promoting the services offered by the program, organizing fundraising events and grant writing.

Michea Ford has been providing part-time clerical assistance to Stable-Spirit since January of 2012. She has a Bachelor's Degree in Education. Her work experience includes her having been an Office Manager for Beaumont Tax Service for seven years. She has also been a self-employed Bookkeeper for the past eight years. Having received training from the American Hippotherapy Association in May 2012, Michea is also a Physical Therapy Tech. She will be responsible for

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12/1/2015 2:40 pm  
CW

**CITY OF ORANGE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
COVER SHEET**

Agency/Organization: Jackson Community Center

DUNS Number: 036900091

Type of Organization:  Non-Profit (Must provide proof of 501(c)(3) status.)  
 Government  
 For-Profit  
 Other (Please specify) \_\_\_\_\_

Proposed Project Name: JCC Community Service Program

Amount Requested: \$ 28,605

Provide a brief description of the proposed project:

The purpose of the JCC Community Service Program is designed to equip the youth and young-adult residents of JCC's target communities with life-skills training opportunities that help them to develop their academic, job-readiness, and financial management skills. The program will be administered through Jackson Community Center (JCC), a local non-profit organization in Orange, Texas that offers outreach assistance and services to residents of lower income communities located in the east areas of Orange.

The program participants are individuals with limited resources. JCC aims to provide a support system that helps to transition the youth and young-adult participants into adulthood to improve the quality of life for themselves, their children, and others in the community. Through training workshops and mentoring assistance, participants will have the opportunity to develop their life skills that better prepares them to achieve academically, attract career-building jobs, communicate effectively in professional environments, and manage their income to meet personal financial goals.

It is the goal of JCC that participants gain valuable life skills, knowledge, and experiences that instill the character-building traits and values necessary to transition into productive citizens.

City of Orange Community Development Division  
 Program Year 2015 Request for Proposals

**Part 1 - Project Information**

1. Provide a detailed description of the proposed project/activity and address the following areas.

Please limit this section to one page and attach.

- a. Clearly state the purpose of the project and its goal.
- b. Explain how the stated goals will be achieved by the project/activity.
- c. Detail the expected outcomes and how the outcomes are measured.
- d. Explain how low and moderate income persons are ultimately benefitted.
- e. Provide current statistical data documenting the need for this project. Include as much local data as possible, as well as any relevant statistics collected by your agency such as the number of referral calls, number of clients on waiting lists, time on waiting lists, etc.

1. Will this project be created with this funding request?  Yes  No  
 If no, how long has the proposed project/activity been in existence? \_\_\_\_\_  
 (Estimate if unsure) What was the initial intent and/or goal of the project/activity at its creation or inception? \_\_\_\_\_

2. This proposed project/activity is consistent with which of the following 5-year measurable objectives listed in the Consolidated Plan for the City of Orange (check all that apply):

- Affordable Housing
- Assistance for the Homeless
- Assistance for Persons with Special Needs
- Infrastructure Improvements
- Elimination of slum and blight
- Social Services for Low to Moderate income persons

4. Identify the primary beneficiaries of the proposed project/activity (check all that apply):

- |  |  |  |   |
|--|--|--|---|
| <input checked="" type="checkbox"/> Individuals    | <input type="checkbox"/> Families              | <input type="checkbox"/> Elderly (60+)             | <input type="checkbox"/> Homeowners                 |
| <input type="checkbox"/> Homeless Persons          | <input type="checkbox"/> Renters               | <input type="checkbox"/> Veterans                  | <input checked="" type="checkbox"/> Youth (14-18)   |
| <input checked="" type="checkbox"/> Adults (18-60) | <input checked="" type="checkbox"/> Minorities | <input type="checkbox"/> Illiterate Adults         | <input type="checkbox"/> Children (0-13)            |
| <input type="checkbox"/> Disabled                  | <input type="checkbox"/> Unemployed            | <input type="checkbox"/> Men                       | <input type="checkbox"/> Women                      |
| <input checked="" type="checkbox"/> Students       | <input type="checkbox"/> Mentally Ill          | <input type="checkbox"/> Housing Units             | <input type="checkbox"/> Facilities                 |
| <input type="checkbox"/> Neighborhoods             | <input type="checkbox"/> Buildings             | <input type="checkbox"/> Utilities                 | <input type="checkbox"/> Infrastructure             |
| <input type="checkbox"/> Vacant Land               |  |  |   |
| <input type="checkbox"/> Domestic Violence Victims |  | <input type="checkbox"/> Chronic Substance Abusers |   |
| <input type="checkbox"/> Developmentally Disabled  |  | <input type="checkbox"/> Persons with HIV/AIDS     |   |
| <input type="checkbox"/> For-Profit Businesses     |  | <input checked="" type="checkbox"/> Other          | <input checked="" type="checkbox"/> Children (7-13) |

City of Orange Community Development Division  
Program Year 2015 Request for Proposals

5. How many **people** will be served with CDBG funds? 35  
*If awarded, this is the number of people that you will report against. It should be a number, not an approximate or a percentage. Anything else could cause your application not to be considered. (No - Approximately 40 families, No - Approximately 45 - 75 individuals)*

**Funds must be applied toward new service or a quantifiable increase in level of service**

Check one:  New Service  Quantifiable increase in level of service

6. What percentage of the proposed beneficiaries will be low to moderate-income persons?  
100%

*In order to qualify for CDBG funding, you must serve 51% or greater L/M persons. If awarded, this must be documented by Census Tract, Presumed Benefit or Income Documentation, determined by the National Objective met.*

7. Provide a brief profile of your typical client, program recipient, or person utilizing the proposed project/activity?

The typical program recipient is between the ages of (7- 65) who live in the lower income area of Orange, with needs of academic, job readiness and financial management life skills development.

8. What is the name and/or address where the proposed project/activity will take place?  
Jackson Community Center, 520 W. Decatur Ave. Orange, Texas 77630

9. Is the location for the project on property \_\_\_\_\_ owned or \_\_\_\_\_ leased by the applicant? Please explain. JCC leases an office space that is located in the community we serve.

10. What specific geographic area will the proposed project/activity serve? The project will serve census tracts 202, 203, and in block groups 3& 4 of census tract 207, and block groups 1&3 in census tract 209. Located on the City of Orange maps and is located in the proposed project servicing area.

11. Is the proposed project/activity in a CDBG target low/mod income area? X Yes \_\_\_ No

12. Is the service area of the project exclusively within the city limits of Orange? X Yes \_\_\_ No  
If no, what is the service area? All projects are exclusively within the city limits of Orange except for the Volunteer Income Tax Assistance (VITA) program.

13. The proposed project/activity will operate or be used:  
    All Year Round    X    6 - 11 months     5 months or fewer

City of Orange Community Development Division  
Program Year 2015 Request for Proposals

14. List the specific days and hours of operation, service delivery, and/or availability (i.e. Monday - Friday from 8:00 a.m. to 5:00 p.m.).

Monday - Friday from 10:00 a.m. to 5:00 p.m.

15. Assuming your project/activity is approved for funding with the release of funds in December of 2015, (*project delivery costs for environmental clearance will be deducted from award*)

a. When is the anticipated start date of implementation and/or service delivery? (January 2016.)

b. What is the anticipated completion date of this project/activity? (November 2016)

16. Is acquisition of property involved?  Yes  No

17. If yes, describe the location and details of the property/building involved in the acquisition. Include square or linear footage, listing of amenities, cost, and actual value.

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18. Does your project involve construction?  Yes  No

If yes, is it  New Construction  Minor Repairs  Major Rehabilitation  
 Demolition  Reconstruction  Addition or expansion of existing building

19. Do you have specifications, plans, and/or estimates prepared detailing the work and costs to be performed?  Yes  No If yes, please attach

If no, when will plans be available? \_\_\_\_\_

20. Will your project involve temporary or permanent relocation of residents or businesses?

Yes  No If yes, please explain \_\_\_\_\_

21. Attach any drawings, maps, photographs, construction schedules, brochures, flyers and/or other information concerning the proposed project/activity.

**Jackson Community Center  
2015 Community Development Block Grant Application**

**Part 1 –Project Information**

Jackson Community Center (JCC) supports the revitalization of traditionally underserved low-income communities in Orange, Texas, in large part through programs and social services that support the economic uplift of its residents. In these communities, high rates of residents are unemployed or underemployed. Based on the 2012/2013 Community Needs Assessment Study conducted by a consortium of organizations, including Entergy's Low Income Advocacy Division of Entergy and Lamar University's Community Outreach Program and Center for Public Policy Studies, a majority of the individuals (54%) surveyed across nine Southeast Texas counties identified lack of education as a perceived cause for unemployment. Survey respondents (37%) also noted that a lack of computer skills training contributed to the higher unemployment rate.

Adolescents are especially impacted by high unemployment rates, in particular during the academic summer break. Research has shown that youth crimes typically increase during the summer months because of lack of engagement in enrichment activities, including employment (Brinkman, University of Chicago Crime Lab, 2011). Without structured programs, youth may be tempted to get involved in juvenile delinquent behaviors such as gang violence, home invasions, and other criminal activities.

For the youth residents, JCC offers its Community Service and Career Development Programs during the school year, including the summer months. These programs provide an excellent opportunity to help youth fill their summer breaks with structured enrichment activities that can assist in preparing them for the job market. JCC believes the programs are beneficial in addressing the high unemployment levels among youth in the communities JCC serves.

Through these various programs, it is the goal of JCC that participants will gain valuable life skills, knowledge and experiences, and personal attention through mentor-mentee relationships—all of which build self-confidence and instill valuable character- building traits that help participants to grow into responsible, productive citizens.

**Program Goals:**

The *JCC Community Service Program* has a two-fold objective: The *first* goal is to offer a solution to the 2012/2013 Community Needs Assessment Study identifying lack of education and computer skills training as possible causes for higher unemployment rates in lower income communities. JCC believes by offering its current career development programs year-round can help the participants acquire skills needed to obtain gainful employment. *Second*, JCC believes equipping the youth and young adults with life skills training earlier in their developmental stages will assist them in building their academic, job readiness, and financial management

skills. The programs listed below are designed to respond to the other needs assessed in the survey.

*The Career Development Program* provides a learning environment for the youth and others in the community to obtain job-readiness training. Participants learn interviewing and resume-writing techniques, dress-for-success tips, and written and oral communication skills. The participants also are taught Microsoft Word, Excel, and Power Point—standard computer programs for producing written work.

*Healthy Living Program* teaches teen- and young-adult heads of household better ways of maintaining their living space, setting goals, and managing time. This program also includes a *Money Counts Workshop* to teach participants how to create a household budget.

*The After-School Tutoring Program* provides homework assistance to young students needing additional support in areas of their school work that they find challenging. The tutoring assistance is an essential resource that can benefit the youth in their future academic goals. Computers will also be available as a homework-assistance tool.

*The Youth Vegetable Garden* is planted and maintained by the youth in the community. The youth have learned how to plant and take care of their vegetables. The garden is used as a training tool to teach the youth about teamwork, commitment, and responsibility.

*The Volunteer Individual Tax Assistance (VITA) Program* offers this tax-free service to qualified taxpayers in the community. Through this program, JCC is able to train our youth and others to prepare their own taxes and to become a VITA volunteer.

**Hours of Operations:** Monday-Friday, generally between 10:00 a.m. to 5:30 p.m. throughout the year

**Program Schedules:** January –April (VITA Program); March – December (Youth Vegetable Garden); June – December (Life Skills, Career Development, Money Counts, and the After-School Tutoring Programs)

**Program Locations:** All programs are offered in two lower-income communities—James Zay Roberts Plaza and JCC's business office. The close proximity makes it more convenient for youth without transportation to walk to the programs.

City of Orange Community Development Division  
Program Year 2015 Request for Proposals

**Part 3 - Effectiveness and Efficiency**

1. Has the organization carried out the proposed activity before?  Yes  No

2. List and describe past experience and completed projects that are similar to this proposed project/activity. Is it completed or ongoing? How was it funded? Did you meet your goals?

The After School Tutoring Program started in March 2015 and is ongoing. JCC has completed the Career Development Program that was offered during the 2013 summer months, and the Life Skill CDBG 2014 program is completed. The programs goals were achieved and all funded with CDBG funding.

3. How will the project be publicized to the target population and/or residents?

JCC plans to publicize the JCC Community Service Program through several sources: 211 networks, the City of Orange Public Housing Authority, James Zay Roberts Plaza, Count Record newspaper, Orange Navy Homes, local school and churches.

4. If applicable, how will your organization verify income for participants to determine if they are low to moderate income?

Each participant will be required to complete a registration form prior to admission, which will include the address of the participant's primary address.

5. How many people will be directly associated with the proposed project/activity?

	<b>Professional</b>	<b>Support</b>	<b>Volunteer</b>
<b>Full-Time Staff</b>	<u>1</u>	<u>        </u>	<u>        </u>
<b>Part-Time Staff</b>	<u>        </u>	<u>1</u>	<u>2</u>

6. Attach a brief summary of each staff person who will be involved in completing the proposed project. Summary must include: name, job duties, work experience, and qualifications.

7. If your organization has an elected or appointed board, complete the enclosed Board of Directors form and attach a list of the names, addresses, and phone numbers of all board members.

Part 3

5. How many people will be directly associated with the proposed project/activity?

There will be seven people directly associated with the proposed project.

6. Attach a brief summary of each staff person who will be involved in completing the proposed project. Summary must include: name, job duties, work experience, and qualifications.

**Elizabeth Campbell** - Executive Director of the Jackson Community Center. Ms. Campbell's job duties are to direct, organize and manage the Jackson Community Center. She has sixteen years of work experience in the field of management. She completed online courses in business management and administration at the University of Phoenix, earned several management training certificates, and attended various workshops in business management and financial training including some offered by the Southeast Nonprofit Development Center in Beaumont Texas.

Ms. Campbell will develop, implement and oversee the JCC Community Service Program.

**The Project Coordinator** - The project coordinator will be responsible for the implementation of the JCC Community Service Program, which includes, the job readiness, after school tutoring, and money management workshops. The coordinator will manage and organize all aspects of the workshops and programs including recruitment of program participants, coordinating and training volunteers, scheduling and advertising, maintaining databases, calendars and records. The project coordinator must demonstrate strong oral and written communication skills, computer and word processing skills, organizational skills, and the ability to maintain various spreadsheets and databases. The project coordinator must also be able to demonstrate the ability to work well with community residents and volunteers of JCC.

Minimum Qualifications:

- Must have a high school diploma or equivalent
- Must be able to pass a background check
- Must complete JCC volunteer training
- Previous project coordinator experience preferred but not required

**Part 4 - Duplication/Coordination/Cooperation**

1. The proposed project will provide a service or program in Orange that is: (check one)

- Not currently available
- Available, on a limited basis
- Available at the same level
- Available in another area or jurisdiction
- In jeopardy due to lack of funding

2. Identify other agencies in Orange (including non-profit and government) that provide services or activities similar to your proposed project/activity. How do the programs differ? How do they overlap? Is there collaboration with the other agencies? If you need additional space, attach a page directly following Part 4.

Agency/Program	Differences	Overlapping	Collaboration
Workforce Solutions	JCC's Community Service Program offers life skills workshops, after school tutoring, money management seminars, youth gardening, and the Volunteer Income Tax Assistance (VITA) throughout the year. Workforce Solutions does not offer similar programs.	Job training	No
Christian Women's Job Corp Golden Triangle	JCC's Community Service Program offers life skills workshops, after school tutoring, money management seminars, youth gardening, and the Volunteer Income Tax Assistance (VITA) throughout the year. Workforce Solutions does not offer similar programs.	Job training	No

3. How is your proposed project/activity different or unique from other similar projects?

JCC's Community Service Program differs from other similar projects because it offers several workshops throughout the year and the location is within walking distance.

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- Location: Jackson Community Center's holds workshops within the low income community near the City of Orange's Public Housing Authority. This close proximity will make it easier for youth living in lower income communities to attend the workshops, especially those who have no transportation.
- Mentorship: JCC provides youth from underserved areas needed additional support from trained volunteers.
- Community Support: Members of the community believes in JCC's mission to revitalize underserved communities and appreciates the job readiness, life skills, programs provided to the community.

4. Is the proposed project/activity coordinated or part of an existing program administered by another agency? \_\_\_ Yes \_\_\_  No If yes, please explain.

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5. List and explain all collaborations that have been implemented to enhance your services and programs in Orange.

JCC is partnering with I-TEX Group, who has provided two of their housing properties to hold programs. JCC also work with The City of Orange's Public Housing Authority, where JCC conducted the life skills workshop to public housing residents. Lamar University has offered mentoring support for participants of JCC's programs.

6. Identify other agencies in Orange that provide services directed toward the same target beneficiaries of your proposed project/activity. Do you provide interagency referrals to those agencies? If so, estimate how many your agency makes or receives on behalf of the clients? And how are the referrals coordinated?

JCC is not aware of any other agencies in Orange that provides several services throughout the year, that is located within walking distance of the participants living in lower income communities on the east side of Orange.

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City of Orange Community Development Division  
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Helpful link:

All CDBG Activities must meet a National Objective. The following weblink is to the Code of Federal Regulations

National Objectives: Low/Mod Area Benefit, Low/Mod Limited Clientele, Urgent Need.

[http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24tab\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24tab_02.tpl)

Meeting a National Objective can be found at 570 part 208 (24 CFR 570.208), for documenting that National Objective, please follow link to 570 part 506 (24 CFR 570.506).

City of Orange Community Development Division  
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Received  
6/1/2015 10:48am  
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**CITY OF ORANGE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
COVER SHEET**

Agency/Organization: Samaritan Counseling Center of Southeast Texas

DUNS Number: 944571413

Type of Organization:  Non-Profit (Must provide proof of 501(c)(3) status.)  
 Government  
 For-Profit  
 Other (Please specify) \_\_\_\_\_

Proposed Project Name: Counseling Services for Economically Disadvantaged Children

Amount Requested: \$15,000.00

Provide a brief description of the proposed project:

Samaritan Counseling Center of Southeast Texas is requesting funds to support the behavioral health services provided at North Early Learning Center (pre-school programs for economically disadvantaged children). Preschool aged children often struggle with communicating their feelings, resulting in acting out and poor behavior.

There is a growing awareness of mental-health problems in small children. According to a 2006 research survey in the journal Public Health Reports, from 9.5% to 14.2% of children under 6 have emotional problems serious enough to hurt their ability to function, including anxiety or behavior disorders. Another study, published last month in the Archives of General Psychiatry, found depression in children as young as 3.

The North Early Learning Center's Headstart Program benefits from having an outside mental health professional focusing on promoting healthy behavior and reducing instances of "acting out" inappropriately. Although a qualified Mental Health Manager is employed by the district, the administrative workload impedes the ability to focus specifically on the behavioral program.

Our therapist works on campus with children in small groups and/or individually to assist them with discovering safe and appropriate ways to communicate their feelings. Education and individual case management is also provided to teachers and parents with the goal of recognizing and addressing needs of those at higher risk for behavioral struggles or mental illness.

Funds requested, allow us to continue to identify and address problematic behaviors, edify and encourage healthy choices now to improve overall mental health outcomes later in life.

City of Orange Community Development Division  
 Program Year 2015 Request for Proposals

**Part 1 - Project Information** Provide a detailed description of the proposed project/activity and address the following areas.

Please limit this section to one page and attach.

- a. Clearly state the purpose of the project and its goal.
- b. Explain how the stated goals will be achieved by the project/activity.
- c. Detail the expected outcomes and how the outcomes are measured.
- d. Explain how low and moderate income persons are ultimately benefitted.
- e. Provide current statistical data documenting the need for this project. Include as much local data as possible, as well as any relevant statistics collected by your agency such as the number of referral calls, number of clients on waiting lists, time on waiting lists, etc.

1. Will this project be created with this funding request? \_\_\_\_\_ Yes   X   No  
 If no, how long has the proposed project/activity been in existence? Since September 2012  
 (Estimate if unsure) What was the initial intent and/or goal of the project/activity at its creation or inception? To provide comprehensive behavioral health services on campus at North Early Learning Center to high-risk, economically disadvantaged children and their families.

2. This proposed project/activity is consistent with which of the following 5-year measurable objectives listed in the Consolidated Plan for the City of Orange (check all that apply):

- Affordable Housing
- Assistance for the Homeless
- Assistance for Persons with Special Needs
- Infrastructure Improvements
- Elimination of slum and blight
- Social Services for Low to Moderate income persons

4. Identify the primary beneficiaries of the proposed project/activity (check all that apply):

- |   |  |  |   |
|---|--|--|---|
| <input checked="" type="checkbox"/> Individuals               | <input checked="" type="checkbox"/> Families     | <input type="checkbox"/> Elderly (60+)             | <input type="checkbox"/> Homeowners                 |
| <input type="checkbox"/> Homeless Persons                     | <input type="checkbox"/> Renters                 | <input type="checkbox"/> Veterans                  | <input type="checkbox"/> Youth (14-18)              |
| <input type="checkbox"/> Adults (18-60)                       | <input checked="" type="checkbox"/> Minorities   | <input type="checkbox"/> Illiterate Adults         | <input checked="" type="checkbox"/> Children (0-13) |
| <input checked="" type="checkbox"/> Disabled                  | <input type="checkbox"/> Unemployed              | <input type="checkbox"/> Men                       | <input type="checkbox"/> Women                      |
| <input checked="" type="checkbox"/> Students                  | <input checked="" type="checkbox"/> Mentally Ill | <input type="checkbox"/> Housing Units             | <input type="checkbox"/> Facilities                 |
| <input type="checkbox"/> Neighborhoods                        | <input type="checkbox"/> Buildings               | <input type="checkbox"/> Utilities                 | <input type="checkbox"/> Infrastructure             |
| <input type="checkbox"/> Vacant Land                          |  |  |   |
| <input checked="" type="checkbox"/> Domestic Violence Victims |  | <input type="checkbox"/> Chronic Substance Abusers |   |
| <input checked="" type="checkbox"/> Developmentally Disabled  |  | <input type="checkbox"/> Persons with HIV/AIDS     |   |
| <input type="checkbox"/> For-Profit Businesses                |  | <input type="checkbox"/> Other _____               |   |

5. How many **people** will be served with CDBG funds? 72 students  
*If awarded, this is the number of people that you will report against. It should be a number, not an approximate or a percentage. Anything else could cause your application not to be considered. (No - Approximately 40 families, No - Approximately 45 - 75 individuals)*

**Funds must be applied toward new service or a quantifiable increase in level of service**

Check one:     New Service                       Quantifiable increase in level of service

City of Orange Community Development Division  
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6. What percentage of the proposed beneficiaries will be low to moderate-income persons?  
100%  
*In order to qualify for CDBG funding, you must serve 51% or greater L/M persons. If awarded, this must be documented by Census Tract, Presumed Benefit or Income Documentation.*

7. Provide a brief profile of your typical client, program recipient, or person utilizing the proposed project/activity?  
**Program recipients are pre-school students ages three through five living at or below poverty. Some students are identified as in need of special education services. Students referred by educators due to behavior issues in the classroom or concerns of emotional development receive more group/individual therapy.**

8. What is the name and/or address where the proposed project/activity will take place?  
**This project will take place on campus, utilizing a specialized play therapy room at North Early Learning Center, 801 Cordrey, Orange, TX 77631.**

9. Is the location for the project on property \_\_\_\_\_ owned or No Fee leased by the applicant? Please explain. **The location is owned by WOCCISD**

10. What specific geographic area will the proposed project/activity serve? **The program is located in the City of Orange. The majority of students enrolled are residents of the City of Orange, though the programs at North Early Learning Center are offered county-wide.**

11. Is the proposed project/activity in a CDBG target low/mod income area?  Yes \_\_\_ No

12. Is the service area of the project exclusively within the city limits of Orange?  Yes \_\_\_ No  
If no, what is the service area? \_\_\_\_\_

13. The proposed project/activity will operate or be used:  
\_\_\_ All Year Round  6 - 11 months \_\_\_ 5 months or fewer

14. List the specific days and hours of operation, service delivery, and/or availability (i.e. Monday - Friday from 8:00 a.m. to 5:00 p.m.).  
Days **Thursdays (days & times may alternate to best coordinate with school programming)**  
Hours **8:30am - 1:30pm**

15. Assuming your project/activity is approved for funding with the release of funds in December of 2015, (*project delivery costs for environmental clearance will be deducted from award*)  
a. When is the anticipated start date of implementation and/or service delivery? **January**  
b. What is the anticipated completion date of this project/activity? **December**

16. Is acquisition of property involved? \_\_\_ Yes  No

17. If yes, describe the location and details of the property/building involved in the acquisition. Include square or linear footage, listing of amenities, cost, and actual value.

City of Orange Community Development Division  
Program Year 2015 Request for Proposals

18. Does your project involve construction?  Yes  No  
If yes, is it  New Construction  Minor Repairs  Major Rehabilitation  
 Demolition  Reconstruction  Addition or expansion of existing building

19. Do you have specifications, plans, and/or estimates prepared detailing the work and costs to be performed?  Yes  No If yes, please attach  
If no, when will plans be available? N/A

20. Will your project involve temporary or permanent relocation of residents or businesses?  
 Yes  No If yes, please explain \_\_\_\_\_

21. Attach any drawings, maps, photographs, construction schedules, brochures, flyers and/or other information concerning the proposed project/activity.

**Part 2 - Funding**

1. Explain why the Community Development Block Grant is the most appropriate source of funding for the proposed project/activity?

**Children living at or below poverty levels meet the criteria of the CDBG to provide services to the most vulnerable in our community. The 2013 Baptist Orange Community Health Needs Assessment and Implementation Plan identified Access to Mental Health Services as one of seven prioritized needs for Orange County. CDBG funds are an important tool for helping local government tackle these serious challenges facing our community.**

2. Have you requested CDBG funds previously for this project?  Yes  No  
For another project?  Yes  No

3. List any prior CDBG funds granted for this project and funding year. List past 5 years only.

**Previous funds were requested for general counseling services for low income residents, 2013 funds were specifically or solely for the NELC program.**

	2010 - \$0.00		
2011 - \$9,000.00	2012 - \$0.00	2013 - \$5,714.00	2014 - \$5,927.00

4. Have you applied for funding from other sources for this project?  Yes  No  
If yes, who have you applied to? \$ Requested Approved Pending Denied

5. What is/are the source(s) of funding for this project/activity if not funded by CDBG?  
**At this time, there are no other funds for this project. Funds are available for fee assisted counseling services at our office at 1502 Strickland Dr. through other sources.**

6. What is/are the source(s) of funding after the initial investment of CDBG funds?  
**Our funding priority is for the Fee Assistance Program we have offered for 30 years. We continue to seek new funding sources for all of our programs. This program is scheduled on a school semester basis and only after funding is verified. This insures that there is no abrupt disruption of service if funding is not secured. If we do not secure the funding to continue services on campus at NELC, we will, at minimum, continue to be a reliable referral source for the district.**

City of Orange Community Development Division  
Program Year 2015 Request for Proposals

7. Are future requests for CDBG funds anticipated? If yes, briefly explain.

**Yes. This is an ideal project for CDBG funds that will benefit the future of our community.**

8. Is the proposed project relying solely on CDBG funding?

**Yes. While we are continuously seeking funds to support our general counseling program, we are basing this specific program on availability of CDBG funds.**

9. If there are cost overruns, the applicant will

\_\_\_\_\_ request additional CDBG funds                      \_\_\_\_\_ solicit funds from other sources  
\_\_\_\_\_ supplement from existing funds                        X   decrease the service/project scope  
\_\_\_\_\_ other option, please explain \_\_\_\_\_

10. Will the proposed project/activity potentially generate income? \_\_\_\_\_ Yes        X   No

If yes, from what source(s)? \_\_\_\_\_ user fees      \_\_\_\_\_ liens      \_\_\_\_\_ other \_\_\_\_\_

If user fees, detail the amounts charged for the actual services.   N/A  

11. Describe the organization's fiscal management, including financial reporting, record keeping, accounting system, payment procedures, and audit requirements.

**Fiscal management is divided between several people. Ultimately the Board of Directors is responsible. The Board Treasurer is a licensed CPA. The Treasurer reviews monthly reconciliations for each bank account to present to the Board. The Chief Operating Officer / Acting Executive Director (COO/ED) also runs financial reports from QuickBooks for the Treasurer. The Board reviews financial reports monthly as presented by the COO/ED and Treasurer. TherapyNotes is used to track and organize therapy sessions and client data. The Clinical Director has access to client data through our digital filing system and randomly reviews files for completeness. Due to HIPPA and confidentiality, client files are confidential for other sources. All checks are signed by or digitally submitted by the COO/ED and the Treasure reviews these transactions monthly. The Management Staff and Board of Directors audits programs and an outside CPA provides annual financial audits. The Center is fully accredited by the International Samaritan Institute in Denver, CO. The Institute is the international office for an association of professional counseling centers located throughout the United States and Japan. The accreditation reviews are every four years and include the following areas: organization, personnel, board of directors, services, finances, facilities, administration and program accountability.**

12. Attach the organization's annual budget with itemized revenues and expenses.

13. Attach any letters of commitment for ongoing funds or approved funds from other sources for the proposed project/activity. Letters of commitment should be current and include the awarder's letterhead, date, amount of match, and an authorized signature.

14. If available attach most recent audit.

City of Orange Community Development Division  
 Program Year 2015 Request for Proposals

15. Complete the following chart summarizing the proposed sources of revenues.
16. Provide a project budget for the proposed project/activity and attach directly following this page. This is in addition to the organizational budget.

Budget should be measurable and descriptive of the project. You should be able to provide clearly understood documentation which remains consistent throughout the year to accompany your payment request.

**Part 3 - Effectiveness and Efficiency**

Sources of Revenues	Proposed Funding
A. CDBG Funds	\$15,000.00
B. Other Funds	
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
C. In-Kind Contributions	_____
<b>Total Revenue Sources</b>	

1. Has the organization carried out the proposed activity before?  Yes  No
2. List and describe past experience and completed projects that are similar to this proposed project/activity. Is it completed or ongoing? How was it funded? Did you meet your goals?  
Past CDBG funds were used for this project, because of the need and requests of school personnel. Available funds were measured to spread out over time. A Samaritan Counselor has been providing behavior educational groups on campus. Classroom behavior does improve according to Julie Allensworth, the Mental Health Manager employed on campus.
3. How will the project be publicized to the target population and/or residents?  
Parents and school personnel will be informed of the services offered through, mail-outs, email or assemblies facilitated by NELC.
4. If applicable, how will your organization verify income for participants to determine if they are low to moderate income?  
Participants are enrolled students of NELC. To qualify for enrollment, parents/guardians must supply proof of income/ residency and must qualify as low-income. These qualifying documents are verified, maintained and stored on campus by school personnel.
5. How many people will be directly associated with the proposed project/activity?

	Professional	Support	Volunteer
Full-Time Staff	2	3	_____
Part-Time Staff	_____	_____	2

City of Orange Community Development Division  
 Program Year 2015 Request for Proposals

**Part 4 - Duplication/Coordination/Cooperation**

- The proposed project will provide a service or program in Orange that is: (check one)
  - Not currently available
  - Available, on a limited basis
  - Available at the same level
  - Available in another area or jurisdiction
  - In jeopardy due to lack of funding
- Identify other agencies in Orange (including non-profit and government) that provide services or activities similar to your proposed project/activity. How do the programs differ? How do they overlap? Is there collaboration with the other agencies? If you need additional space, attach a page directly following Part 4.

Agency/Program	Differences	Overlapping	Collaboration
NA			

- How is your proposed project/activity different or unique from other similar projects?  
**We are the only mental health agency that will be providing services on campus at NELC.**
- Is the proposed project/activity coordinated or part of an existing program administered by another agency?  Yes  No If yes, please explain. **This project is closely coordinated with NELC to effectively target issues that are most problematic. The Mission of North Early Learning Center as a progressive, multicultural family-focused community is to produce physically healthy five-year-old children to succeed within the formal educational systems with effective communication and social-emotional skills through developmentally appropriate environment, housed in outstanding facilities which involves parents, staff, area resources and partnerships with business/industry. Our center is assisting in their mission by focusing on the social-emotional skills of their students.**
- List and explain all collaborations that have been implemented to enhance your services and programs in Orange. **Funding from the United Way of Orange County and through, H. H. & Edna Houseman Charitable Trust, The Malloy Foundation and The Orange Service League, enhance our services and programs in our Orange office. Students are learning important conflict resolution, communication, self-control and awareness skills on campus at NELC. We receive many referrals from educators, social service agencies, physicians and churches located in Orange. The Center has provided staff to speak with employees of local business during times of crisis, and offers Employee Assistance Program agreements to local businesses. We also lease a facility that is accommodating to our client's security and confidentiality thus increasing the number of persons seeking our services.**

**Part 1 - Project Information**

**a. Clearly state the purpose of the project and its goal.**

The purpose of this project is to provide comprehensive behavioral health services on campus at North Early Learning Center to children and their families. The immediate goal is to reduce instances of disruptive behavior in the classroom, improving the emotional environment for all students. The long term goal of early intervention is to reduce the occurrences of mental health issues in later life.

**b. Explain how the stated goals will be achieved by the project/activity.**

Small groups of 2 to 8 children will participate in therapeutic games and activities designed to improve communication skills and understanding of feelings, reducing disruptive behavior in the classroom. The therapist will be available to meet with educators and parents to discuss specific issues, make recommendations for continuation of care and provide education to promote healthy communication habits. As a mental health professional, our therapist is able to identify the indicators of a more serious mental disorder. This early intervention can greatly reduce the long-term suffering and costs associated with many disorders.

**c. Detail the expected outcomes and how the outcomes are measured.**

Proven Benefits of Early Childhood Interventions, a research brief by Rand Labor and Population, highlighted these key findings:

- Early childhood intervention programs have shown to yield benefits in academic achievement, behavior, educational progression and attainment, delinquency and crime, and labor market success, among other domains.
- Interventions with better-trained caregivers and smaller child-to-staff ratios offer more favorable results.
- Well-designed early childhood interventions have been found to generate a return to society ranging from \$1.80 to \$17.07 for each dollar spent on the program.

Locally, we will be able to measure our immediate outcomes by a reduction in recorded disciplinary actions.

**d. Explain how low and moderate income persons are ultimately benefited.**

According to the study, ClinicalTrials.gov identifier: NCT00069563, Approximately 12% of children under 18 years of age in the United States suffer from a mental disorder; estimates for socioeconomically disadvantaged children are 20% or higher. Unfortunately, these at-risk children often do not receive the needed mental health services either because of a lack of accessible services or because their families lack the motivation or resources to obtain services. In many instances, it is difficult or impossible to involve parents in their children's services. Increased access to services for socioeconomically disadvantaged children is critical. Rates of use of school-based services among adolescents substantiate the claim that school-based programs enhance access to care for mental health and substance abuse problems (Anglin, 1996).

**e. Provide current statistical data documenting the need for this project.**

In the second review paper, Offord and Bennett (2002) summarized current research evidence about the prevention of conduct, anxiety and depressive disorders in children and youth. They noted that school and clinic-based psychoeducational programs could be effective at reducing problems like anxiety and depression.

North Early Learning Center provides three preschool programs to more than 200 economically disadvantaged students each year. Many of these students are potentially at greater risks for behavioral issues due to their home environment. These issues not only effect the single student, but the poor behavior problems and patterns are shared in the classroom. Early intervention in our own community increases the likelihood of more positive outcomes for our community's future.

City of Orange Community Development Division  
Program Year 2015 Request for Proposals

6. Identify other agencies in Orange that provide services directed toward the same target beneficiaries of your proposed project/activity. Do you provide interagency referrals to those agencies? If so, estimate how many your agency makes or receives on behalf of the clients? And how are the referrals coordinated?

**Some of the agencies that may be providing services to the same beneficiaries include: Southeast Texas Council on Drug and Alcohol Abuse, American Red Cross, Friends Helping Friends, Rape & Suicide Center of Southeast Texas, Spindletop MHMR, Salvation Army and numerous churches. When needed, Samaritan Center is a referral source for our clients. At present, we do not keep a record of the referrals we give. Our counselors and office staff have a list of resources that includes the 211 Resource Directory and refer clients to outside services as needed; Referrals come in and are given out on an almost daily basis. Collaboration is very important to Samaritan Counseling Center.**

Helpful link:

All CDBG Activities must meet a National Objective. The following weblink is to the Code of Federal Regulations

[http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24tab\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24tab_02.tpl)

Meeting a National Objective can be found at 570 part 208 (24 CFR 570.208), for documenting that National Objective, please follow link to 570 part 506 (24 CFR 570.506).

**MOTION**

Motion authorizing the following Public Service organizations for 2015 Community Development Block Grant Program funding:

Southeast Texas Hospice	\$ 6,670
GOALS - Literacy Program	\$ 6,666
Orange Community Action Association	\$ 6,666
Stable Spirit	\$ 6,666
Jackson Community Center	\$ 6,666
Samaritan Counseling	<u>\$ 6,666</u>
 Total CDBG Public Service recommendations	 <b>\$ 40,000</b>

\_\_\_\_\_  
Jimmy Sims, Mayor

ATTEST:

\_\_\_\_\_  
Rhonda Haskins, City Secretary

May 26, 2015

MEMORANDUM  
May 15, 2015

**TO:** Kelvin Knauf, Director of Planning & Community Development

**FROM:** Sandra Wilson, Grants Planner

**RE:** Funding Recommendations proposed by City Staff for Program Year 2015 Community Development Block. This is Year 2 Annual Action Plan of the Five Year Consolidated Plan

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Funding requests were received from City departments and the following staff recommendations are presented for Council review and approval and inclusion in the 2015 Program Year Annual Action Plan. This is Year 2 of the Five Year Consolidated Plan.

Two Public Hearings were held, one at the Orange Housing Authority on Tuesday, May 9, 2015 in the morning and one at the Enrichment Center on May 7, 2015 in the evening to receive citizen's comments on community needs.

After Council approval, the budget will be published and public hearings will be held for citizen comment.

**CODE ENFORCEMENT**

Code Enforcement

\$90,000

Funds will be used to pay salaries directly related to the enforcement of local codes and ordinances pertaining to unsafe, abandoned structures, vacant lots, vehicles and high weeds. Funds will be used for expense of notification and legal proceedings and the research, filing and release of liens associated with the enforcement of local codes and ordinances pertaining to unsafe, abandoned structures, vacant lots, vehicles and high weeds in the census tracts of 202 and 203, Block Groups 2 and 3 in Census Tract 207 and Block Groups 1, 2 and 4 in Census Tract 209.

**CLEARANCE AND DEMOLITION**

Clearance & Demolition

\$60,000

Funds to be used for the clearance of high weeds and grass, demolition of dilapidated and unsafe residential structures and the enforcement of city codes. Primary focus will be in the CDBG strategy area, census tracts of 202 and 203, Block Groups 2, 3 and 4 in Census Tract 207 and Block Groups 1, 2, 3 and 4 in Census Tract 209.

**PUBLIC FACILITY AND IMPROVEMENTS**

Street Improvements

\$57,666

Funds will be used to reconstruct streets utilizing asphaltic concrete overlay for two (2) blocks of 2<sup>nd</sup> Street from West John Avenue to West Park Avenue and West Park Avenue to West Cherry Avenue in Census Tract 202 that serves an estimated 4,707 residing in a low income area.

**ADMINISTRATION**

Administration

\$61,916

Funds will be used for personnel and operating expenses necessary for compliance with the planning, execution and regulatory requirements of the Community Development Block Grant Program.

**MOTION**

Motion authorizing the following 2015 Community Development Block Grant and Section 108 loan Program funding:

Code Enforcement	\$ 90,000
Clearance and Demolition	\$ 60,000
Street Improvements	\$ 57,666
Administration	<u>\$ 61,916</u>
Total CDBG Staff recommendations	<b>\$ 269,582</b>

\_\_\_\_\_  
Jimmy Sims, Mayor

ATTEST:

\_\_\_\_\_  
Rhonda Haskins, City Secretary

May 26, 2015

**MEMORANDUM**

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**To:** Dr. Shawn Oubre Ph.D., City Manager  
**From:** Kelvin Knauf, Director of Planning and Community Development  
**Subject:** Consider and take any necessary action concerning an ordinance authorizing the City Manager to appoint any employee, including police officers, as a Code Compliance Officer; establishing the responsibilities of the Code Compliance Officer; and, establishing an effective date  
**Date:** May 19, 2015

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**Background**

In mid-August, 2014 the City began an attempt to improve code enforcement effectiveness by using a licensed police officer as the Code Compliance Officer instead of a civilian. This attempt has proven to be very effective in getting businesses and residents to comply with City codes and ordinances.

Attached for your consideration is a proposed ordinance that: (1) authorizes the City Manager to appoint on a permanent basis any employee, including police officers, as a Code Compliance Officer; and, (2) establishes the responsibilities and authority of the Code Compliance Officer.

On May 19, the City Council adopted the ordinance on first reading.

**Recommendation**

I recommend that the City Council adopt an ordinance authorizing the City Manager to appoint on a permanent basis any employee, including police officers, as a Code Compliance Officer; establishing the responsibilities of the Code Compliance Officer; and, establishing an effective date.

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO APPOINT ANY EMPLOYEE, INCLUDING POLICE OFFICERS, AS A CODE COMPLIANCE OFFICER; ESTABLISHING THE DUTIES OF THE CODE COMPLIANCE OFFICER; AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, the City Council of the City of Orange has passed ordinances which protect public health, safety and welfare; and,

**WHEREAS**, ordinances are codified under the City of Orange Code of Ordinances; and

**WHEREAS**, the enforcement of the Code of Ordinances and other ordinances is necessary to protect the general health, safety and welfare of the community; and,

**WHEREAS**, the enforcement of the codes and ordinances necessitates the hiring of staff to investigate and pursue the enforcement of the Code of Ordinances and other ordinances; now, therefore,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ORANGE, TEXAS:**

**Section 1.** Code Compliance Officer means an employee holding a position designated in writing by the City Manager to enforce the ordinances of the City of Orange, Texas.

**Section 2.** The City Manager may designate in writing any employee, including police officers, as a Code Compliance Officer.

**Section 3.** A Code Compliance Officer may:

- A. Make application for administrative and criminal search warrants under authority of the Texas Code of Criminal Procedure, Article 18.05, as such warrants may be necessary to enforce any provision of the Code of Ordinances of the City of Orange, Texas or any other municipal ordinance.
  1. A municipal court judge shall issue a search and/or seizure warrant describing the specific location subject to the warrant and items that may be seized, upon application by the city attorney, through a Code Compliance Officer whom has been refused access to a building, facility or residence, or any part thereof, and if such Officer can demonstrate:
    - a. Probable cause to believe that there may be a violation of this article, and
    - b. That there is a need to inspect as part of a routine inspection program of the City designed to verify compliance with any ordinance, permit, or order issued by the City to protect the public health, safety, and welfare of the community.
  2. The warrant must be served at reasonable hours by the Code Compliance Officer, in the company of a uniformed police officer of the City.
    - a. Hours during business operation or during a time a permittee is discharging into a sanitary sewer or the municipal separate storm sewer system is presumed to be reasonable hours for access.
    - b. In the case of a suspected unpermitted discharge, or discharge from a domestic source, the municipal court judge shall make determination of reasonable hours for entry.
    - c. In the event of an emergency affecting public health and safety, inspections shall be made without the issuance of a warrant.

- B. After consulting with the City Manager and the Director of Planning and Community Development, submit a request to the city attorney to petition any court of competent jurisdiction for an injunction to enjoin the continued violations.
- C. Issue citations for violations of any city code or ordinance observed being committed in the Code Compliance Officer's presence.
- D. After consulting with the City Manager and Director of Planning and Community Development, file a report with the City Attorney and request the filing of a complaint in the municipal court when the Code Compliance Officer has reason to believe and does believe a City code or ordinance has been violated, but did not personally observe the violation.
- E. Upon receipt of a completed citation, signed by a Code Compliance Officer, the administrator of the municipal court shall process the citation and cause a complaint to be filed, in the same manner as a citation issued by a police officer.

**Section 4.** This ordinance shall be effective after the second and final approval and publication as required by the Orange City Charter and state law.

**PASSED and APPROVED** on the first reading this the 19th day of May, 2015.

**PASSED, APPROVED, and ADOPTED** on the final reading on this the 26th day of May, 2015.

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Jimmy Sims, Mayor

ATTEST:

APPROVED AS TO FORM:

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Rhonda Haskins, City Secretary

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City Attorney

# Memo

**To:** Shawn Oubre  
**From:** Mike Zeto  
**cc:** City Of Orange City Council  
**Date:** May 5, 2015  
**Re:** Amendment to the Interlocal Agreement for the South East Texas Regional Radio System

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Shawn,

The Texas Department of Public Safety owns 700/800 MHz trunked radio communications system equipment consisting of software, communications equipment infrastructure, project management and warranty. Orange County and the Texas Department of Public Safety has determined that sharing resources is the most efficient use of equipment for public safety radio communications and wish to become a Stakeholder Agency of the current system. The County is going to apply for the Port Security Grant funds to have a new tower erected in Orange County, DPS has 700/800 MHz equipment that will be given to the regional radio group in lieu of having to build their own radio network and will be allowed access to the regional radio system. This equipment will be used for the 25% match required by the grant. Orange County will assume all financial responsibility for the tower throughout the year Insurance, utilities maintenance, etc. Those costs will be submitted to the group as a shared cost for the regional radio system. Each Stakeholder will need to sign and accept this amendment to the current ILA.

Mike



Amendment  
Interlocal Agreement  
South East Texas Regional Radio System

**THIS AGREEMENT** is made by and between the City of Beaumont, Texas, Jefferson County, City of Port Arthur, City of Nederland, City of Groves, City of Port Neches, Texas, municipal corporations of Jefferson County, Hardin County, the City of Orange, municipal corporation of Orange County, Texas, Orange County, and the Texas Department of Public Safety authorized to enter into interlocal agreements in accordance with Chapter 791 of the Government Code of the State of Texas.

**WHEREAS**, Orange County and the Texas Department of Public Safety has determined that a unified and integrated radio communications system would improve the ability of public safety and public service agencies to communicate and cooperate with each other, and

**WHEREAS**, the Texas Department of Public Safety owns 700/800 MHz trunked radio communications system equipment consisting of software, communications equipment infrastructure, project management and warranty further identified by the equipment list attached and incorporated herein for all purposes, and

**WHEREAS**, the City of Beaumont, Texas, Jefferson County, City of Port Arthur, City of Nederland, City of Groves, City of Port Neches, Texas, municipal corporations of Jefferson County, Hardin County, the City of Orange, municipal corporation of Orange County, Texas, initially entered and currently operate a joint 800 MHz trunked radio communications system, hereinafter called "South East Texas Regional Radio System (SETRRS), under agreement outlining ownership, management, maintenance, guidelines for additional membership, purchasing of additional equipment and operation of the system using assets and resources belonging to each party, and

**WHEREAS**, Orange County and the Texas Department of Public Safety has determined that sharing resources is the most efficient use of funding and equipment for public safety radio communications and wish to become a Stakeholder Agency of the current system, and

**WHEREAS**, the City of Beaumont has agreed to insure all radio equipment housed at 610 Marina Drive, Beaumont Texas, 77703, and

**WHEREAS**, Orange County has agreed to provide a suitable tower site including tower, equipment building, generator backup, utilities, and a T-1 circuit to connect the additional tower site to the master site in Beaumont and

**WHEREAS**, the Texas Department of Public Safety has agreed to provide for the tower site, six (6) additional compatible frequencies, communications equipment, installation, and integration including microwave backup for the purpose of enhancing

the communication capabilities of the SETRRS; thereby reducing coverage gaps identified in the western part of Orange County and becoming a fully integrated part of the SETRRS supporting Texas Department of Public Safety users and current/future users of the SETRRS, and

**WHEREAS**, the Texas Department of Public Safety shall retain ownership of said equipment and provide continued support and maintenance of the equipment for the greater of 10 years or the useable life of the equipment; thereby offsetting Texas Department of Public Safety's payment of normal annual system user fees due by each agency on the SETRRS. Texas Department of Public Safety shall become a Stakeholder and user of the SETRRS and provide a primary contact -Project Manager- to represent Texas Department of Public Safety interests on the system, and

**NOW, THEREFORE**, upon the mutual covenants, conditions and promises contained herein, the foregoing Interlocal Agreement executed on the \_\_\_\_ day of \_\_\_\_ is hereby amended by including Orange County and the Texas Department of Public Safety as stakeholder agencies of the South East Texas Regional Radio System (SETRRS) upon the terms and conditions stated therein and the premises herein above recited, approved and adopted on this the \_\_\_\_ day of \_\_\_\_\_, 2015.

CITY OF ORANGE, TEXAS

By: \_\_\_\_\_

Title: \_\_\_\_\_

CITY OF BEAUMONT, TEXAS

By: \_\_\_\_\_

Title: \_\_\_\_\_

JEFFERSON COUNTY, TEXAS

By: \_\_\_\_\_

Title: \_\_\_\_\_

HARDIN COUNTY, TEXAS

By: \_\_\_\_\_

Title: \_\_\_\_\_

CITY OF NEDERLAND, TEXAS

By: \_\_\_\_\_

Title: \_\_\_\_\_

CITY OF PORT ARTHUR, TEXAS

By: \_\_\_\_\_

Title: \_\_\_\_\_

CITY OF PORT NECHES, TEXAS

By: \_\_\_\_\_

Title: \_\_\_\_\_

CITY OF GROVES, TEXAS

By: \_\_\_\_\_

Title: \_\_\_\_\_

ORANGE COUNTY, TEXAS

By: \_\_\_\_\_

Title: \_\_\_\_\_

TEXAS DEPARTMENT OF PUBLIC SAFETY

By: \_\_\_\_\_

Title: \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE MAYOR OF THE CITY OF ORANGE, TEXAS TO ENTER INTO AN AMENDED INTERLOCAL AGREEMENT WITH THE CITIES OF PORT NECHES, NEDERLAND, GROVES, PORT ARTHUR, BEAUMONT, JEFFERSON COUNTY, HARDIN COUNTY, ORANGE COUNTY AND TEXAS DEPARTMENT OF PUBLIC SAFETY (STAKEHOLDERS) FOR THE 2015-2016 PORT SECURITY GRANT TO IMPROVE INTEROPERABILITY ON THE SOUTH EAST TEXAS REGIONAL RADIO SYSTEM (SETRRS).**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE, TEXAS:**

That the Mayor of the City of Orange, Texas is hereby authorized to enter into an amended Interlocal Agreement with the Cities of Port Neches, Nederland, Groves, Port Arthur, Beaumont, Jefferson County, Hardin County, Orange County and Texas Department of Public Safety (Stakeholders) for the 2015-2016 Port Security Grant to improve interoperability of the South East Texas Regional Radio System.

**PASSED and APPROVED** on this the 26<sup>th</sup> day of May 2015.

\_\_\_\_\_  
Jimmy Sims, Mayor

**ATTEST:**

\_\_\_\_\_  
Rhonda Haskins, City Secretary

**APPROVED:**

\_\_\_\_\_  
City Attorney

ECONOMIC DEVELOPMENT DEPARTMENT

MEMORANDUM

DATE: May 19, 2015

TO: Dr. Shawn Oubre, City Manager

FROM: Jay Trahan, EDC Director

RE: **CLOEREN INCORPORATED - TEXAS ENTERPRISE PROJECT NOMINATION RESOLUTION**

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Please see the attached Nominating Resolution, which nominates Cloeren Incorporated as a Texas Enterprise Project designation through the Office of the Governor, Economic Development & Tourism through the Economic Development Bank.

Cloeren Incorporated is a privately held corporation, headquartered in Orange, Texas, since 1981. Since 1981, Cloeren has engaged in the manufacture, fabrication, and distribution of customized extrusion feed blocks, single and multi-manifold dies, and process-related accessories supplied to the global extrusion market.

Cloeren anticipates a capital investment of over \$6,000,000 in the next five (5) years for facility upgrades and the purchase of new equipment. In addition, Cloeren is committed to the retention of 216 jobs (201 full-time; 15 part-time) with wages greater than 120% of the 2014 Orange County Average Weekly Wage of \$1,101.30.

Subject to your review and approval, please add this request on the next City Council meeting agenda for discussion and possible action. Please contact me at extension #1077 for additional information.

Resolution No. \_\_\_\_\_

A resolution of the City Council of the City of Orange, Texas, nominating Cloeren Incorporated to the Office of the Governor, Economic Development and Tourism through the Economic Development Bank for designation as an Enterprise Project ("Project") under the Texas Enterprise Zone Program under the Texas Enterprise Zone Act, Chapter 2303, Texas Government Code ("Act").

WHEREAS, on August 26, 2014 the City of Orange, Texas (the "City") previously passed Ordinance No. 2014-28 electing to participate in the Texas Enterprise Zone Program, and the local incentives available under this resolution are the same on this date as were outlined in Ordinance No. 2014-28;

WHEREAS, the Office of the Governor Economic Development and Tourism ("EDT") through the Economic Development Bank ("Bank") will consider Cloeren Incorporated (the "Company") as an enterprise project pursuant to a nomination and an application made by the City;

WHEREAS, the City Council of the City of Orange, Texas, desires to pursue the creation of the proper economic and social environment in order to induce the investment of private resources in productive business enterprises located in the City and to provide employment to residents of enterprise zones and to other economically disadvantaged individuals;

WHEREAS, pursuant to Chapter 2303, Subchapter F of the Texas Enterprise Zone Act, Texas Government Code (the "Act"), Cloeren Incorporated has applied to the City for designation as an enterprise project;

WHEREAS, the City finds that Cloeren Incorporated meets the criteria for designation as an enterprise project under Chapter 2303, Subchapter F of the Act on the following grounds:

1. Cloeren Incorporated is a "qualified business" under Section 2303.402 of the Act since it will be engaged in the active conduct of a trade or business at a qualified business site within the governing body's jurisdiction located inside of an enterprise zone and at least twenty-five percent (25.0%) of the business' new employees will be residents of an enterprise zone or economically disadvantaged individuals; and
2. There has been and will continue to be a high level of cooperation between public, private, and neighborhood entities within the area; and
3. The designation of Cloeren Incorporated as an enterprise project will contribute significantly to the achievement of the plans of the City for development and revitalization of the area.

WHEREAS, the City finds that Cloeren Incorporated meets the criteria for tax relief and other incentives adopted by the City and nominates Cloeren Incorporated for an enterprise project status on the grounds that it will be located at the qualified business site, will create a higher level of employment, economic activity and stability; and

WHEREAS, the City finds that it is in the best interest of the City to nominate Cloeren Incorporated as an enterprise project pursuant to the Act;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE, TEXAS THAT:

1. That the findings of the City and its actions approving this resolution taken at the council meeting are hereby approved, adopted and in effect.
2. The City finds that Cloeren Incorporated is a "qualified business", as defined in Section 2303.402 of the Act, and meets the criteria for designation as an enterprise project, as set forth in Section 2303, Subchapter F of the Act.
3. The City nominates Cloeren Incorporated to the State of Texas for Enterprise Project status.
4. The enterprise project shall take effect on the date of designation of the enterprise project by EDT and terminate five (5) years from the date of designation.

PASSED, APPROVED AND ADOPTED on this the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Jimmy Sims, Mayor

ATTEST:

\_\_\_\_\_  
Rhonda Haskins, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

MEMORANDUM  
May 19, 2015

**TO:** James B. "Jim" Wolf, Director of Public Works  
**FROM:** Gay Ferguson, Grants Planner  
**RE:** Cooper's Gully Pump Station - Change Order Number 4

---

A Resolution was approved this morning (May 19, 2015) for Change Order 4 on the Cooper's Gully Pump Station project funded with 2008 Hurricane Ike Disaster Program funds administered through the Texas General Land Office. While the cost of rewinding a 250 HP motor, including removal, transport, rewind, pickup and reinstall, is \$36,662, there was a decrease in price for deleting work for replacing 3 external doors to the pump station and performing miscellaneous painting totaling \$35,523. The adjusted cost for Change Order 4 should be \$3,139 and not \$36,662 which was approved May 19, 2015. This is for Disaster Recovery Program project DRS 210131, GLO No. 12-206-00-5506.

I am attaching a Resolution to amend the actual amount for Change Order 4.

Please place the attached resolution on the City Council agenda for review and approval at the meeting to be held on Tuesday, May 26, 2015

**RESOLUTION CORRECTING THE INCREASE IN CONTRACT PRICE FOR CHANGE ORDER 4 WITH ALLCO, LLC, FOR COOPER'S GULLY PUMP STATION IN THE AMOUNT OF \$3,139, HURRICANE IKE DISASTER RECOVERY PROGRAM DRS 210131 AND GLO NO. 12-206-00-5506**

**WHEREAS**, the City of Orange was awarded disaster relief funding under Hurricane Ike Disaster Recovery Program DRS 210131 through the U. S. Department of Housing & Urban Development and the Texas General Land Office Contract No. 12-206-00-5506, Round 2.1; and

**WHEREAS**, the City of Orange entered into agreement with Allco, LLC, for the repair/rehabilitation of Cooper's Gully Pump Station; and

**WHEREAS**, the City of Orange passed a Resolution on May 19, 2015 for Change Order 4 in the amount of \$36,662; and

**WHEREAS**, the correct increase in Contract Price with Allco, LLC, should have been \$3,139.; and

**WHEREAS**, the City benefitted by utilizing all of the funds in the grant allocation through Texas General Land Office; therefore

**BE IT RESOLVED** that the City Manager is hereby authorized to execute the attached change order in the adjusted amount of \$3,139; and that this resolution is

**PASSED, APPROVED and ADOPTED** on this the 26<sup>th</sup> day of May, 2015.

\_\_\_\_\_  
Jimmy Sims, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Rhonda Haskins, City Secretary

\_\_\_\_\_  
John Cash Smith, City Attorney



## Texas General Land Office Disaster Recovery

### Construction Contract Change Order Request Form

<b>Engineer:</b> Carroll & Blackman, Inc 3120 Fannin Street Beaumont, Texas 77701  Phone No.: 409-833-3363	<b>Owner (Contractor Locality):</b> City of Orange, Texas PO Box 520 803 W. Green Ave. Orange, Texas 77630  Phone No.: 409-883-1082	<b>Contractor:</b> Allco PO Box 3684 Beaumont, TX 77704  Agreement Date: 07/02/13 Phone No.: 409-860-4459	
<b>Date:</b> Project Code No.: P21104 Bid Package No.: 4	<b>Contract For (Project Description):</b> Coopers Gully Pump Station, Orange, Texas	<b>GLO Contract No.:</b> DRS210131 <b>Change Order No.:</b> 4	
You are hereby requested to comply with the following changes from the contract plans and specifications:			
Item No.	Description of Changes: Quantities, Units, Unit Prices, Change in Completion Scheduled, Etc.	Decrease in Contract Price	Increase in Contract Price
1	Replace 3 external doors to pump station	\$11,166.00	
2	Miscellaneous painting	\$22,357.00	
3	Rewind 250 HP motor (removal, transport, rewind, pickup and reinstall)		\$36,662.00

<u>Change in Contract Price</u>	<u>Change in Contract Time (Calendar Days)</u>
Original Contract Price: \$1,289,694.00	Original Contract Time: 255 days
Previous Change Order(s): No. 1 to No. 3 \$290,586.00	Net Change From Previous Change Orders: 196 days
Contract Price Prior to this Change Order: \$1,580,280.00	Contract Time Prior to this Change Order: 421 days
Net Increase/Decrease of this Change Order: +\$3,139.00	Net Increase/Decrease of this Change Order: 30 days
Contract Price With all Approved Change Orders: \$1,583,419.00	Contract Time With all Change Orders: 451 days
Cumulative Percent Change in Contract Price (+/-): +22.8%	Grantee Contract End Date: (mm/dd/yy) 12 / 31 / 15
Construction Contract Start Date: (mm/dd/yy) 07 / 12 / 13	Construction Contract End Date: (mm/dd/yy) 06 / 05 / 15

Reimbursements of costs included in this change order are subject to review by the GLO-DR program.  
**\* This document may be executed prior to submission for GLO-DR program review, but all parties involved will be held responsible if the change order or the amendment warranted as a result of this change order is not in compliance with CDBG or HUD requirements.**

RECOMMENDED:  
 By: [Signature]  
 ENGINEER

Date: 4/29/15

APPROVED:  
 By: \_\_\_\_\_  
 OWNER

Date: \_\_\_\_\_

ACCEPTED:  
 By: [Signature]  
 CONTRACTOR

Date: 4/29/15

**JUSTIFICATION FOR CHANGE**

1. Will this Change Order increase or decrease the number of beneficiaries?	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input checked="" type="checkbox"/> No Change
If there is a change, how many beneficiaries will be affected?	Total ____ L/M ____		
2. Effect of this change on scope of work:	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input checked="" type="checkbox"/> No Change
3. Effect on operation and maintenance costs:	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input checked="" type="checkbox"/> No Change
4. Are all prices in the change order dependent upon unit prices found in the original bid?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
If "No", explain: There is no price change in the change order.			
5. Has this change created new circumstances or environmental conditions which may affect the project's impact, such as concealed or unexpected conditions discovered during actual construction?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
If "Yes", is an Environmental Re-assessment required?			
6. Is the Texas Commission on Environmental Quality (TCEQ) clearance still valid? (if applicable)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
7. Is the TCEQ permit approval still valid? (sewer projects only)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
8. Are the handicapped access requirements/approval still valid? (if applicable)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
9. Are other Disaster Recovery contractual special condition clearance still valid? (If no, specify):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

**NOTE:**

\* Generally, a cumulative change in the contract price in excess of 25% cannot be reviewed (18% **decrease** for counties).

RESOLUTION AUTHORIZING CHANGE ORDER NO 4 WITH ALLCO, LLC, FOR COOPER'S GULLY PUMP STATION IN THE AMOUNT OF \$36,662.00 AND INCREASE THE CONTRACT END DATE BY 30 DAYS, FOR THE REWINDING OF A 250 HP MOTOR, HURRICANE IKE DISASTER RECOVERY PROGRAM DRS 210131 AND GLO NO. 12-206-00-5506.

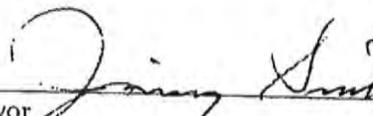
WHEREAS, the City of Orange was awarded disaster relief funding under Hurricane Ike Disaster Recovery Program DRS 210131 through the U. S. Department of Housing & Urban Development and the Texas General Land Office Contract No. 12-206-00-5506, Round 2.1; and

WHEREAS, the City of Orange entered into agreement with Allco, LLC, for the repair/rehabilitation of Cooper's Gully Pump Station; and

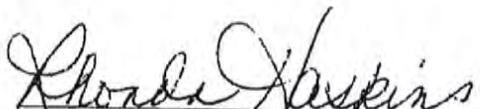
WHEREAS, the City benefitted by utilizing all of the funds in the grant allocation through Texas General Land Office; therefore

BE IT RESOLVED that the City Manager is hereby authorized to execute the attached change order; and that this resolution is

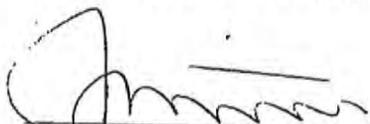
PASSED, APPROVED and ADOPTED on this the 19<sup>th</sup> day of May, 2015.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Rhonda Haskins, City Secretary

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

MEMORANDUM  
April 29, 2015

**TO:** James B. "Jim" Wolf, Director of Public Works  
**FROM:** Gay Ferguson, Grants Planner  
**RE:** Cooper's Gully Pump Station - Change Order Number 4

---

The attached Change Order, Number 4, is to rescind replacing 3 external doors to the pump station and performing miscellaneous painting and instead rewind a 250 HP motor (removal, transport, rewind, pickup and reinstall). This is for Disaster Recovery Program project DRS 210131, GLO No. 12-206-00-5506.

This change order is a result of a high amperage issue with the 250 hp electric motor identified by Allen Sims, Carroll & Blackman. Since that time, Carroll & Blackman, Inc., has researched the cause and has come up with a solution to the problem, which is to rewind the motor.

In change order number 3 the motor was pulled, checked and some repairs were made. These repairs included changing the bearings and renewing the insulation, but not rewinding the motor.

The old motor was constructed to utilize the 440 Volt power supply available in the 1950's when the motor was new. Currently, Entergy supplies power to the site at 480 - 500 Volts. Because this is a slow speed motor, the increase in voltage supplied resulted in an increase in amperage draw. The higher amperage sets up a condition that will very likely lead to a problem where the wires that supply power to the motor may melt, short, and/or cause damage to the pump station.

To correct this problem the motor needs to be rewound to utilize the 480 volt supply. If the motor had been rewound originally, Allen Sims, PE and Vice President of Carroll & Blackman, Inc., expects this problem would not have been caught. As it stands most of the parts replaced already can be reused.

This explanation, resulting solution and Change Order number 4 has been prepared by Allen Sims, PE, and Vice President of Carroll & Blackman, Inc.

Please place the attached resolution on the City Council agenda for review and approval at the meeting to be held on Tuesday, May 12, 2015



## Texas General Land Office Disaster Recovery

### Construction Contract Change Order Request Form

<b>Engineer:</b> Carroll & Blackman, Inc 3120 Fannin Street Beaumont, Texas 77701  Phone No.: 409-833-3363	<b>OWNER (Contractor Locality):</b> City of Orange, Texas PO Box 520 803 W. Green Ave. Orange, Texas 77630  Phone No.: 409-883-1082	<b>Contractor:</b> Allico PO Box 3684 Beaumont, TX 77704  Agreement Date: 07/02/13 Phone No.: 409-860-4459
<b>Date:</b> Project Code No.: P21104 Bid Package No.: 4	<b>Contract For (Project Description):</b> Coopers Gully Pump Station, Orange, Texas	<b>GLO Contract No.:</b> DRS210131 <b>Change Order No.:</b> 4

You are hereby requested to comply with the following changes from the contract plans and specifications:

Item No.	Description of Changes: Quantities, Units, Unit Prices, Change in Completion Scheduled, Etc.	Decrease in Contract Price	Increase in Contract Price
1	Replace 3 external doors to pump station	\$11,166.00	
2	Miscellaneous painting	\$22,357.00	
3	Rewind 250 HP motor (removal, transport, rewind, pickup and reinstall)		\$36,662.00

<u>Change in Contract Price</u>	<u>Change in Contract Time (Calendar Days)</u>
Original Contract Price: \$1,289,694.00	Original Contract Time: 255 days
Previous Change Order(s): No. 1 to No. 3 \$290,586.00	Net Change From Previous Change Orders: 196 days
Contract Price Prior to this Change Order: \$1,580,280.00	Contract Time Prior to this Change Order: 421 days
Net Increase/Decrease of this Change Order: +\$3,139.00	Net Increase/Decrease of this Change Order: 30 days
Contract Price With all Approved Change Orders: \$1,583,419.00	Contract Time With all Change Orders: 451 days
Cumulative Percent Change in Contract Price (+/-): +22.8%	Grantee Contract End Date: (mm/dd/yy) 12 / 31 / 15
Construction Contract Start Date: (mm/dd/yy) 07 / 12 / 13	Construction Contract End Date: (mm/dd/yy) 06 / 05 / 15

Reimbursements of costs included in this change order are subject to review by the GLO-DR program.  
 \* This document may be executed prior to submission for GLO-DR program review, but all parties involved will be held responsible if the change order or the amendment warranted as a result of this change order is not in compliance with CDBG or HUD requirements.

**RECOMMENDED:**  
 By: \_\_\_\_\_  
 ENGINEER  
 Date: \_\_\_\_\_

**APPROVED:**  
 By: \_\_\_\_\_  
 OWNER  
 Date: \_\_\_\_\_

**ACCEPTED:**  
 By: \_\_\_\_\_  
 CONTRACTOR  
 Date: \_\_\_\_\_

**JUSTIFICATION FOR CHANGE**

1. Will this Change Order increase or decrease the number of beneficiaries?	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input checked="" type="checkbox"/> No Change
If there is a change, how many beneficiaries will be affected?	Total ____ L/M ____		
2. Effect of this change on scope of work:	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input checked="" type="checkbox"/> No Change
3. Effect on operation and maintenance costs:	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input checked="" type="checkbox"/> No Change
4. Are all prices in the change order dependent upon unit prices found in the original bid?	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
If "No", explain: There is no price change in the change order.			
5. Has this change created new circumstances or environmental conditions which may affect the project's impact, such as concealed or unexpected conditions discovered during actual construction?	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
If "Yes", is an Environmental Re-assessment required?			
6. Is the Texas Commission on Environmental Quality (TCEQ) clearance still valid? (if applicable)	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
7. Is the TCEQ permit approval still valid? (sewer projects only)	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
8. Are the handicapped access requirements/approval still valid? (if applicable)	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
9. Are other Disaster Recovery contractual special condition clearance still valid?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
(If no, specify):			

**NOTE:**

\* Generally, a cumulative change in the contract price in excess of 25% cannot be reviewed (18% **decrease** for counties).

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION DECLARING THE INTENT OF THE CITY OF ORANGE TO ANNEX INTO THE CITY LIMITS THE HEREINAFTER DESCRIBED TERRITORY AND TO EXTEND THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID PROPERTY; PROVIDING WRITTEN NOTICE TO THE PROPERTY OWNERS, SERVICE PROVIDERS, AND OWNERS OF RAILROAD RIGHT-OF-WAY, IF ANY, LOCATED IN SUCH TERRITORY; PROVIDING FOR TWO PUBLIC HEARINGS; AND DIRECTING THE CITY MANAGER TO PREPARE A SERVICE PLAN PROVIDING FOR FULL MUNICIPAL SERVICES TO THE AREA TO BE ANNEXED.**

WHEREAS, the City of Orange has authority to annex property in its extraterritorial jurisdiction pursuant to Chapter 43 of the Texas Local Government Code; and

WHEREAS, the property to be annexed consists of the following:

- (1) A 30 foot strip of land, 15 foot on each side of the following described centerline, and also being out of the PHRAJAN SURVEY ABSTRACT No. 90, the WM. WRIGHT SURVEY, ABSTRACT No. 235, and the WILLIAM MORGAN SURVEY ABSTRACT No. 265, Orange County, Texas, also being out of and a part of that certain 4321.674 acre tract parcel of land conveyed to Temple Inland Forest Products Corporation, by deed recorded in Volume 725 Page 630, of the Official Public Records, or Real Property, Orange County, Texas; and
- (2) A 1160.870 acre tract or parcel of land out of the CHARLES MORGAN SURVEY ABSTRACT No. 18, the WILLIAM MORGAN SURVEY, ABSTRACT No. 266, the JACOB TOWNSEND SURVEY, ABSTRACT No. 180, and the JOHN ALLEN SURVEY ABSTRACT No. 1, all in Orange County, Texas, also being out of and a part of that certain 2.00 acre tract parcel of land conveyed to Maylou Holden, by deed recorded in Volume 337 Page 184, bring part of that certain 5995.21 acre tract as described as Parcel 1 of Exhibit "A" in deed from W-K-N Development Corporation to Owen Illinois, Inc. dated February 24, 1966, and recorded in Volume 350 Page 148, Deed Records, Orange County, Texas, being a part of that certain 1690 acre tract as described in a deed from Carl G. Russell, et ux, Owen Illinois, Inc. dated June 21, 1966, recorded in Volume 356 Page 569, Deed Records, Orange County, Texas, being a part of that certain tract of land as described in a deed from Nelda C. Stark, Executrix, et al., to Owens Illinois, Inc. dated January 12, 1966 and recorded in Volume 348 Page 9, Deed Records, Orange County, Texas, being part of that certain called 25.00 acre tract as described in a deed from Velama Miller, et al., to Owen Illinois, Inc. dated May 25, 1965, and recorded in Volume 337 Page 632, Deed Records, Orange County, Texas, being part of that certain tract as described as Tract A in Exhibit "A" in deed from Powell Lumber Company to Owen Illinois, Inc, dated

February 24, 1966, and recorded in Volume 350 Page 118, Deed Records, Orange County, Texas, and being part of that certain tract described as Tract B in Exhibit "a" in a deed from Powell Lumber Company to Owens Illinois, Inc., dated February 24, 1966, and recorded in Volume 350 Page 118, Deed Records, Orange County, Texas., and which property is more fully described by metes and bounds on the attached Exhibit "A" which is incorporated herein for all purposes;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORANGE, TEXAS, THAT:

1. Before the City institutes annexation proceedings, it shall provide written notice to each property owner in the area to be annexed, each public entity or private entity that provides services in the area to be annexed and to each railroad company which owns right-of-way in the area to be annexed, thirty (30) days prior to the date of the first public hearing.

2. The City shall conduct two public hearings at which times persons interested in the annexation shall be given the opportunity to be heard.

3. Notice of these public hearings shall be published in the Orange Leader on June 10, 2015. The notice will also be posted on the City's Internet website on June 10, 2015 and shall remain posted until the dates of the hearings.

4. The City Manager shall prepare a Service Plan meeting the requirements of Section 43.065 of the Texas Local Government Code.

5. This resolution shall become effective from and after the date of its passage.

Passed and adopted the 26th day of May, 2015.

\_\_\_\_\_  
Jimmy Sims, Mayor

ATTEST:

\_\_\_\_\_  
Rhonda Haskins, City Secretary

APPROVED:

\_\_\_\_\_  
John Cash Smith, City Attorney

# ORANGE FIRE DEPARTMENT

## MEMORANDUM

May 7, 2015

**TO:** Dr. Shawn Oubre, City Manager

**FROM:** David Frenzel, Fire Chief 

**RE:** Surplus Vehicle

---

In 1954, the citizens of Orange purchased a new 3/4 ton Chevrolet Panel Truck and donated it to the Orange Volunteer Fire Department to be outfitted as a rescue unit. Other donations from the community poured in and the entire unit was equipped at no cost to the City or the VFD. At that time, this was a "state of the art" unit, with the latest in rescue and communications equipment. In the aftermath of Hurricane Audrey in 1957 where over 500 perished in Cameron, Louisiana, this Rescue Unit was the first communications vehicle to arrive on scene after the storm and supplied a vital link with the outside world for the first week through it's two-way radio transmissions.

This unit served the Orange Fire Department well and was retired from service in 1972. Still being in good running order, the vehicle was transferred to the Parks Department where it spent another 15 years in service carrying lawnmowers and tools. In the late 1980's it was retired from service but housed in the possibility of it ever being restored. It has been housed in various locations throughout the City since that time, but with no imminent plans for use or restoration, I feel as if it is time to say "good bye" to our old friend of 61 years. This unit is currently stored outside at the service center.

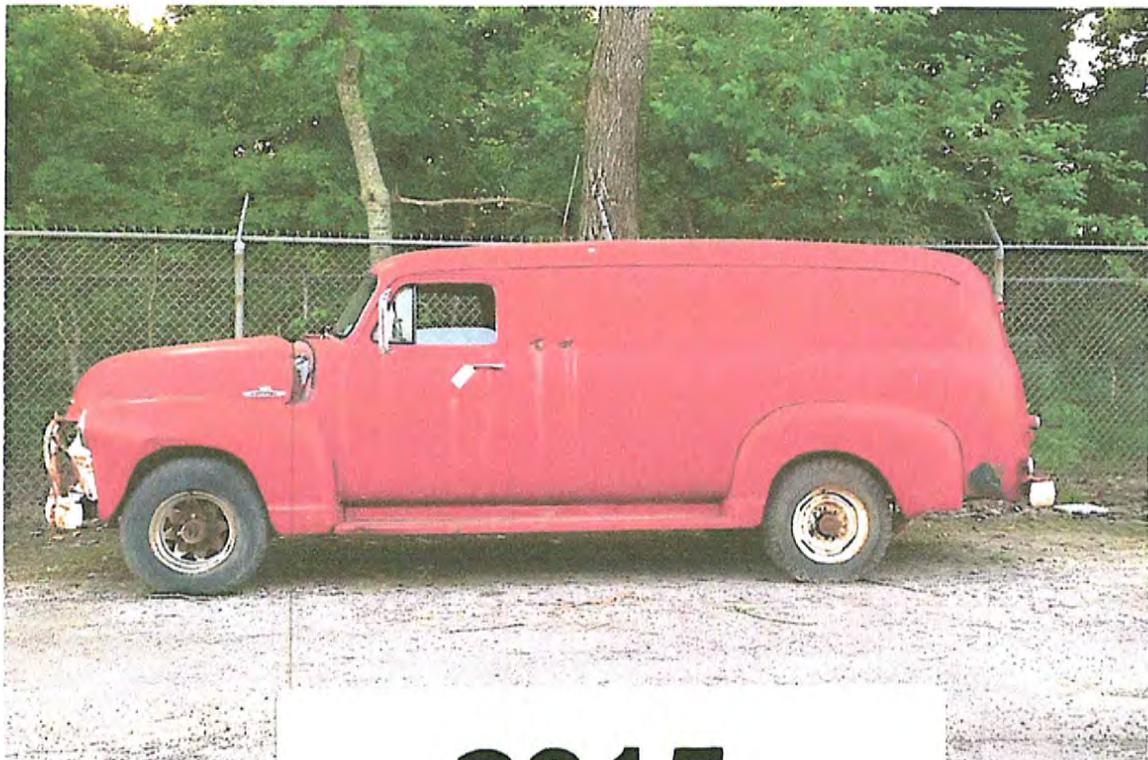
If you are in agreement, please request to the City Council that this vehicle be declared surplus and appropriate measures will be taken in an effort to dispose of it in an appropriate manner. If you have any questions, please feel free to contact me at extension 1039 for discussion.

Attachments: 1

# 1954 Chevrolet 3/4 ton Panel Truck



**1965**



**2015**

## MOTION

Motion declaring a 1954 Chevrolet 3/4 ton Panel Truck as surplus as per the attached listing and authorizing its disposal as determined by the City Manager.

---

Jimmy Sims, Mayor

**ATTEST:**

---

Rhonda Haskins, City Secretary

May 26, 2015

# MOTION

Motion appointing \_\_\_\_\_ as Mayor Pro Tem.

\_\_\_\_\_  
Jimmy Sims, Mayor

## ATTEST:

\_\_\_\_\_  
Rhonda Haskins, City Secretary

May 26, 2015

# MOTION

Motion appointing a Council Member to the Orange Economic Development Corporation to fill an unexpired term for a period expiring September 30, 2016.

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Jimmy Sims, Mayor

**ATTEST:**

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Rhonda Haskins, City Secretary

May 26, 2015