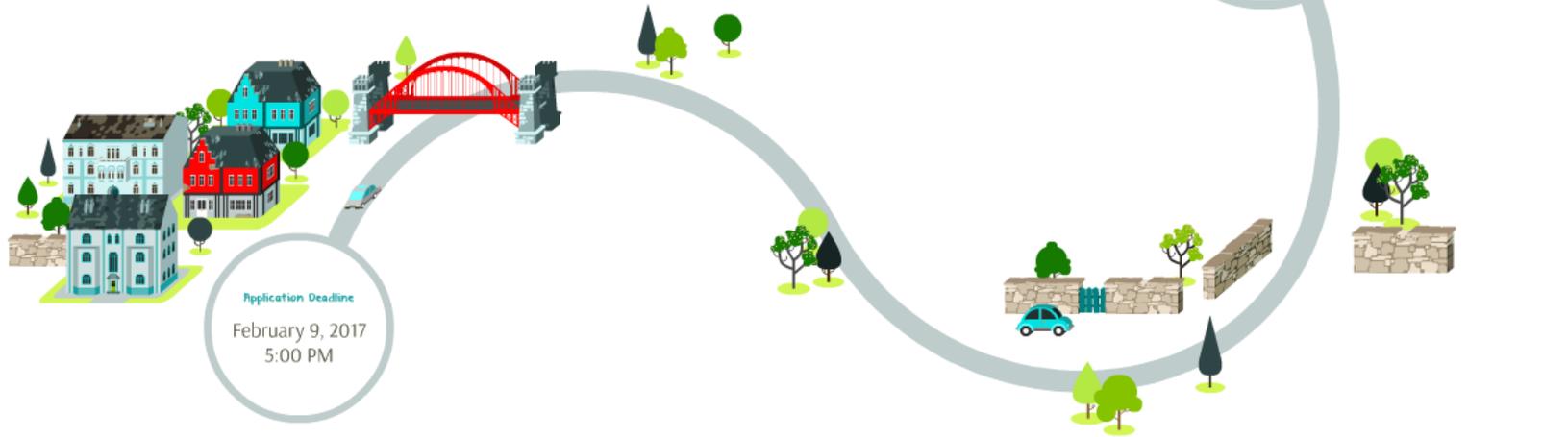
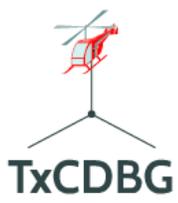


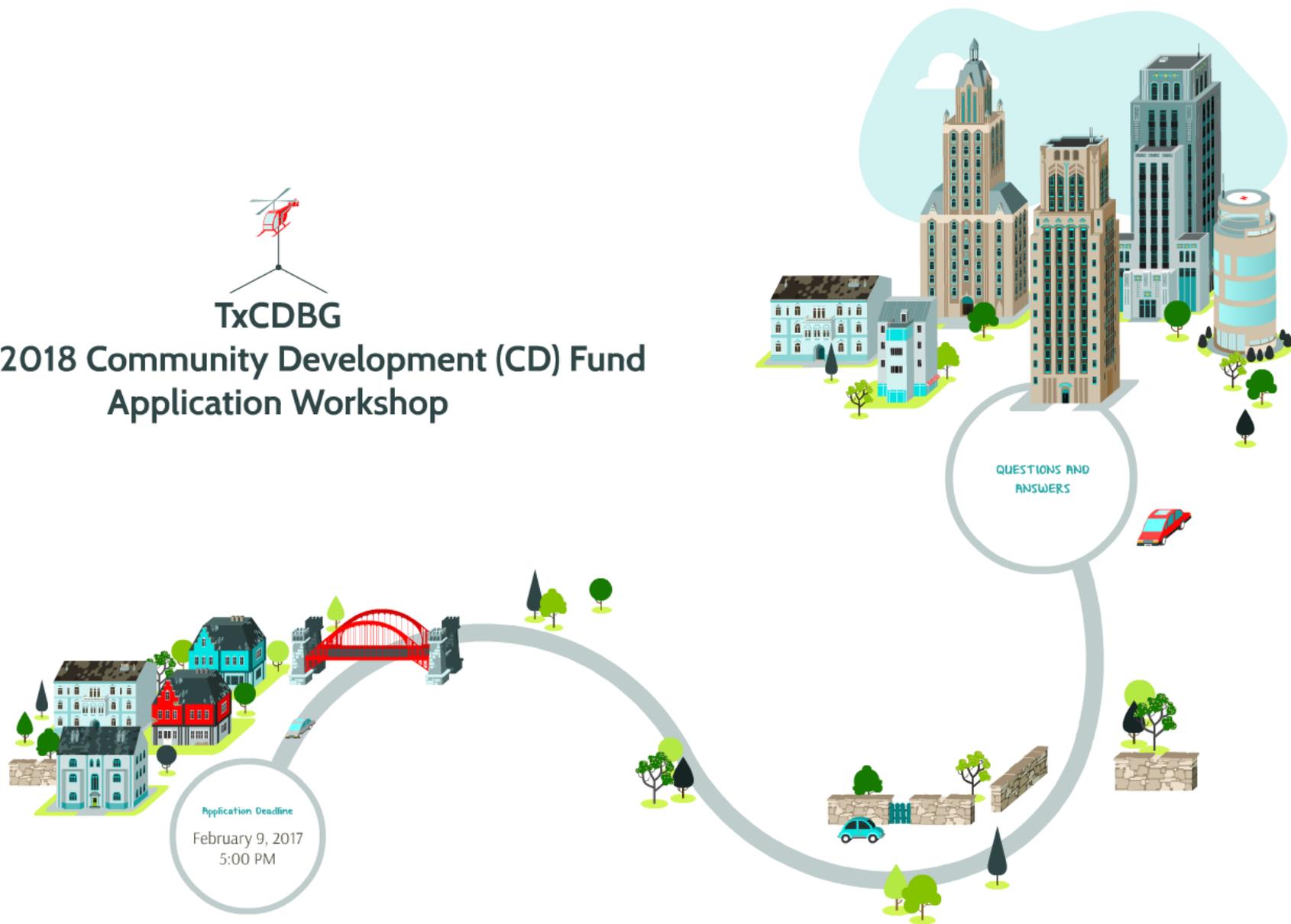


2017-2018 Community Development (CD) Fund Application Workshop





2017-2018 Community Development (CD) Fund Application Workshop





Application Deadline

February 9, 2017

5:00 PM

Agenda

- CDBG/CD Overview
- Changes/Updates
- Application Illustration
- Documenting a National Objective
- Questions and Answers

CDBG/CD OVERVIEW

TxCDBG PRIMARY OBJECTIVE

**Development of viable communities,
principally for low-mod persons,
through:**

- **Decent housing**
- **Suitable living environment**
- **Expanded economic opportunity**

CAN I APPLY FOR FUNDING?

- Are you an eligible applicant?
- Is the activity/project eligible?
- Will it meet a national objective?

ELIGIBLE APPLICANTS

- Non-entitlement cities - populations less than 50,000 thousand persons;
- Cities that are not designated as a central city of a metropolitan statistical area; or
- Cities that are not participating in urban county programs.
- Non-entitlement counties generally have fewer than 200,000 persons in the non-entitlement cities and unincorporated areas located in the county.

ELIGIBLE ACTIVITIES

- Housing & other real property activities
- Economic development
- Public facilities**
- Public services
- Planning and administration
- Others

****Regulation cites CFR 24 §570.201 - §570.206, §570.482**

ELIGIBLE ACTIVITIES

- Acquisition
- Public facilities and privately own utilities
- Clearance, rehabilitation, reconstruction, construction
- Architectural barrier removal
- Loss of rental income
- Disposition of real property
- Public services
- Payment of non-federal share
- Relocation
- Planning and capacity building
- Program administrative cost
- Activities carried out through nonprofit development organizations
- Economic development
- Activities under 105(a)(14), (15), and (17)
- Technical assistance
- Housing services
- Assistance to institutions of higher learning
- Microenterprise assistance
- In-rent housing
- Home ownership
- Storm shelters

INELIGIBLE ACTIVITIES

Regulations expressly prohibit:

- Buildings for conduct of government & general government expenses
- Political activities
- New housing construction (exceptions for CBDOs and Entitlements)
- Income payments
- Purchase of equipment
- Operating and maintenance expenses

NATIONAL PROGRAM OBJECTIVES

Activities Benefiting Low-and-Moderate Income Persons

- Low-and-Moderate Income Area Benefit - (LMA)
- Low-and-Moderate Income Limited Clientele - (LMC)
- Low-and-Moderate Income Housing - (LMH)
- Low-and-Moderate Income Job Creation and Retention - (LMJ)

Prevention / Elimination of Slums or Blight

- Addressing Slums or Blight on an Area Basis - (SBA)
- Addressing Slums or Blight on a Spot Basis - (SBS)

Urgent Need

- Meet other community development needs of particular urgency that represent an immediate threat to the health and safety of residents of the community. - (URG)

LMI AREA BENEFIT (LMA)

- Activities that benefit all residents of an area
- 51% LMI persons
- Area must be primarily residential
- Must determine service area of activity (CGA)
- Beneficiary Identification Methods include LMISD and TxCDBG Surveys.
- Typical activities: water/sewer, parks, community centers, roads

LMI LIMITED CLIENTELE (LMC)

- Disabled person, elderly (>62), abused children, etc.

CITIZEN PARTICIPATION

Hearing Notice published >72 hours prior to hearing

- Weekday – after 5:00 pm
- Weekend – convenient time
- Interpreter, if needed
- TDA highly recommends that the public hearing occur on a date prior to the date of resolution adoption (best practice)

Application availability notice publish 5 days prior to submitting application

- Identify TxCDBG fund category
- Amount of TxCDBG funds requested
- Short description of proposed project
- Location(s) of the project activities
- Location and hours when the application will be available for public review

RESOLUTION

- Authorizes submission of the application
- Documents amount requested and commitment to matching funds
- Authorizes signatory

THRESHOLDS

- 12 month
- 24 month
- Demonstrate satisfactory performance on previous awards
- Levy property/sales tax
- Resolved outstanding compliance and audit findings
- Single audit

CHANGES AND UPDATES

- **No project activities can occur in a FLOOD WAY!!**
 - **Unless it is functionally dependent**
- **OSSF projects**
 - **MUST include waiting list of households with addresses**
- **Engineering cost - removed from Table 2**
- **RRC and State Scoring**

RRC AND STATE SCORING

- RRC scoring now totals 180 points
- State scoring (20 points) will be based on the following:
 - Past Performance (12 points)
 - Timely submission of close-out(s) (4 points)
 - Timely completion of environmental clearance(s) (w/in 6 months of start date) (4 points)
 - Timely completion of project(s) (4 points)
 - Project provides basic infrastructure or housing activities (8 points)

RECENT CHANGES TO REMEMBER

- Audit must be submitted with application (FY 2015 or later)
- Documentation of active SAMs registration
- Sludge removal is defined an operational expense and not an eligible cost (unless you can prove it isn't O/M)
- Questions regarding Fair Housing activities taken/ to be taken added
- Public notices requirement adds nondiscrimination toward Limited English Proficiency (LEP) persons
- A302 Exemption Determination for Activities Listed at 24 §58.34 required with application
- Use the HUD updated LMISD

APPLICATION ILLUSTRATION

**DOCUMENTING A
NATIONAL PROGRAM
OBJECTIVE (NPO)**

The CD Fund exclusively requires applicants to meet the NPO of benefiting people that are primarily low- to moderate-income (LMI)

- At least 51% of the beneficiaries must be LMI.**

DOCUMENTING BENEFICIARIES

What information do we collect?

- Number of beneficiaries
- Income levels

Data sources and methods:

- Low- and-Moderate Income Summary Data (LMISD)
- TxCDBG Survey

Must also provide:

- Race and Ethnicity Data (ACS – DP05)
- Gender Data (ACS – DP05)

LOW- TO MODERATE-INCOME SUMMARY DATA (LMISD)

Contained in an Excel file on TDA website

Contains LMI data for geographic areas

- Cities
- Counties
- CDP/CCD
- Block Groups
- Project must benefit at least 60% of the geographic area for which there is data.

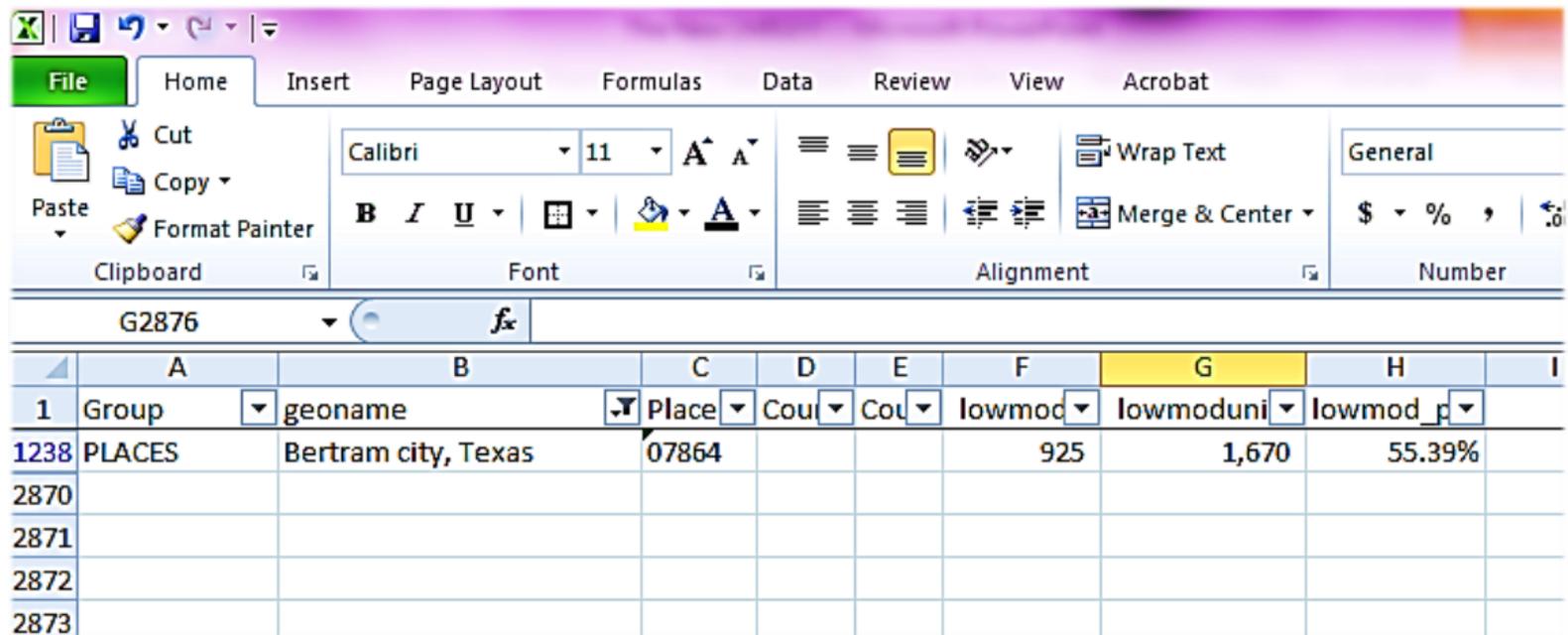
LMISD, cont.

The data:

- Provided in three sets
 - “City- or entity-wide” for entitlement
 - “City- or entity-wide” for non-entitlement
 - All block groups in the entire state
- Does not provide:
 - Number of housing units
 - The POP100 population total
 - Breakouts of very low, low, and moderate income person
 - Split block groups

LMISD, cont.

“Local Units of Gov (Non-Ent)” data



The screenshot shows the Microsoft Excel interface with the following data table:

	A	B	C	D	E	F	G	H	I
1	Group	geoname	Place	Cou	Cou	lowmod	lowmoduni	lowmod_p	
1238	PLACES	Bertram city, Texas	07864			925	1,670	55.39%	
2870									
2871									
2872									
2873									

LMISD, cont.

“Local Units of Gov (Non-Ent)” data

- Substitution only allowed with institutional data
 - nursing homes
 - housing authority
 - prisons
- Income surveys results cannot be used

LMISD, cont.

“Local Units of Gov (Non-Ent)” data

	A	B	C	D	E	F	G	H	I
1	Group	geoname	Place	County	Cousub	lowmod	lowmoduniv	lowmod_pct	
2	PLACES	Benjamin city, Texas	07636			145	315	46.03%	
3			Subtract nursing home population:			23	50	46.03%	
4			Add in verified nursing home LMI data:			45	50	90.00%	
5			Adjusted city-wide data:			213	415	51.33%	
6									
7									

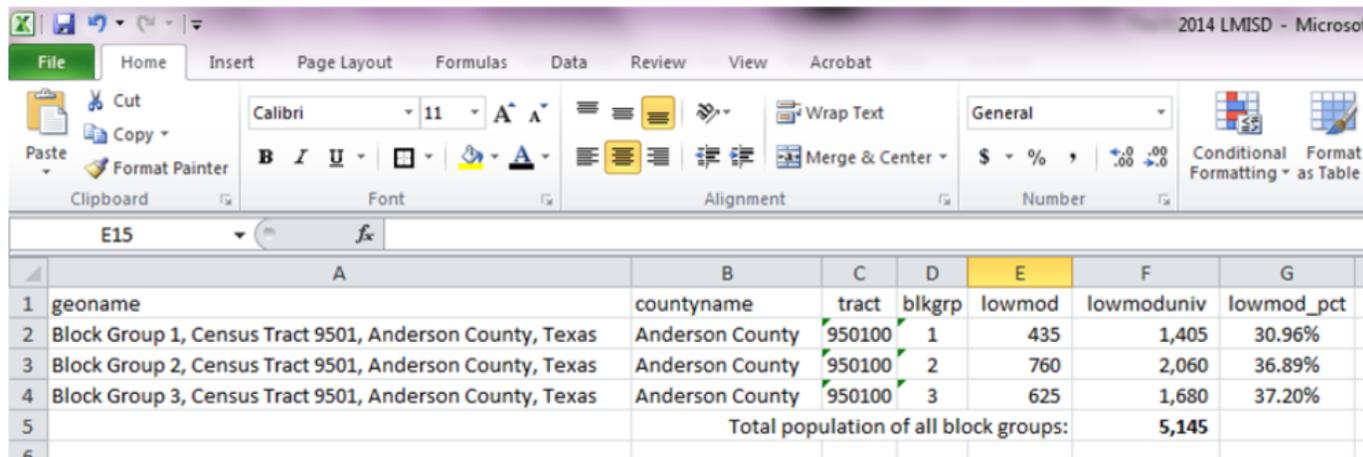
LMISD, cont.

“All Block Groups Statewide” data

- **No “split block groups”**
- **To construct “city-wide” data from block groups**
 - **Combination of “All Block Groups Statewide” data and ACS**

LMIS, cont.

“All Block Groups Statewide” data



2014 LMISD - Microsoft

	A	B	C	D	E	F	G
1	geoname	countyname	tract	blkgrp	lowmod	lowmoduniv	lowmod_pct
2	Block Group 1, Census Tract 9501, Anderson County, Texas	Anderson County	950100	1	435	1,405	30.96%
3	Block Group 2, Census Tract 9501, Anderson County, Texas	Anderson County	950100	2	760	2,060	36.89%
4	Block Group 3, Census Tract 9501, Anderson County, Texas	Anderson County	950100	3	625	1,680	37.20%
5		Total population of all block groups:				5,145	
6							

Total population of block groups must be within 10% of city actual population to use “as is” - if over 10%, must adjust using ACS data.

LMISD, cont.

County-wide Beneficiaries

- Calculating “county-wide” beneficiaries
 - Including residents in cities
 - Fair grounds, court house, etc.
 - Can use “Local Units of Gov” data

Benefits residents in unincorporated areas

- Excluding residents in cities
 - Street improvements throughout county, etc.
- Can use “Local Units of Gov” data, but exclude cities

Counties must always exclude ANY entitlement city!!

LMISD, cont.

	A	B	C	D	E	F	G	H
1	Group	geoname	Place	County	Cousub	lowmod	lowmodu	lowmod_pct
2	COUNTIES	Tom Green County, Texas		451		41,710	102,505	40.69%
3								
4		San Angelo (from entitlement data)				38,855	93,710	41.46%
5	PLACES	Grape Creek CDP, Texas	30629			1,060	2,885	36.74%
6	PLACES	Christoval CDP, Texas	14872			210	445	47.19%
7				Total of Cities:		40,125	97,040	
8								
9		County's Unincorporated Population:				1,585	5,465	29.00%

LMISD, cont.

Target Areas

- **Counties**
 - Identify block group(s)
 - Use “All Block Groups Statewide”
- **Cities**
 - Identify block group(s)
 - Use method used in constructing “city-wide” data

SURVEYS

SURVEYS, cont.

Now, two types of survey questionnaire!

1) Typical survey questionnaire

- Captures 30/50/80 income levels
- **MUST** be used in direct benefit activities (housing, yard lines, rehabilitation, etc.)

2) Pared down questionnaire

- Only captures high or low income data (basically, are you LMI or not?)
- Can be used in all general surveys that are not documenting a direct benefit

SURVEYS, cont.

- **Minimum 80% response rate with 100% effort (two attempts per house)**
- **Random sample required if surveying >200 households**
- **Approved surveys are good for 5 years (for the 2017-2018 cycle, surveys from 3/1/12 are OK)**
- **Location Form must also be submitted**

SURVEYS, cont.

- For random sample surveys, we only count Sample Pool responses.
- Vacancies are not counted.
- Non-responses count as a non-LMI response at the average family size of all respondents (survey tab will calculate this)

SURVEYS, cont.

Random Sampling

- Do I have to sample?
 - Only if you're surveying 200 households or more, but optional otherwise

How do TxCDBG random sampling procedures work?

SURVEYS, cont.

The Sample Size Calculator determines the size of the sample.

Random Samples

SAMPLE SIZE CALCULATOR

95% 99% Confidence Interval: Surveyed Families: Calculate Reset Sample size needed:

Currently, all TxCDBG programs require sample sizes to be based on a 95% confidence level and a confidence interval of 4.

Applicant Name

RANDOM NUMBER GENERATOR

This number must be "1" Surveyed Families with no repeats GO

Select "With No Repeats" for TxCDBG Surveys

The Texas CDBG watermark must be present in the text area below when printed.

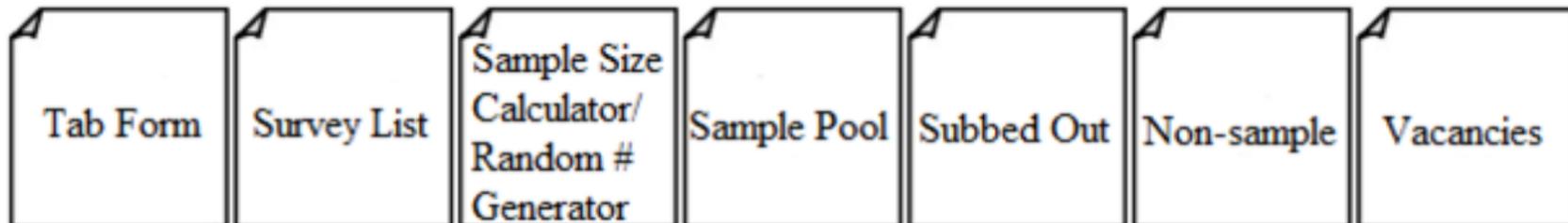
The watermark must appear on the printout!

Texas CDBG

Applicants can generate more numbers than required so the non-sample group can be used to replace non-responses in the sample.

SURVEYS, cont.

Survey forms must be in the following order:



(Only random sample surveys will include the Sample Size Calculator/Random Number Generator, subbed-out questionnaires, and non-sample questionnaires.)

BENEFICIARY DATA

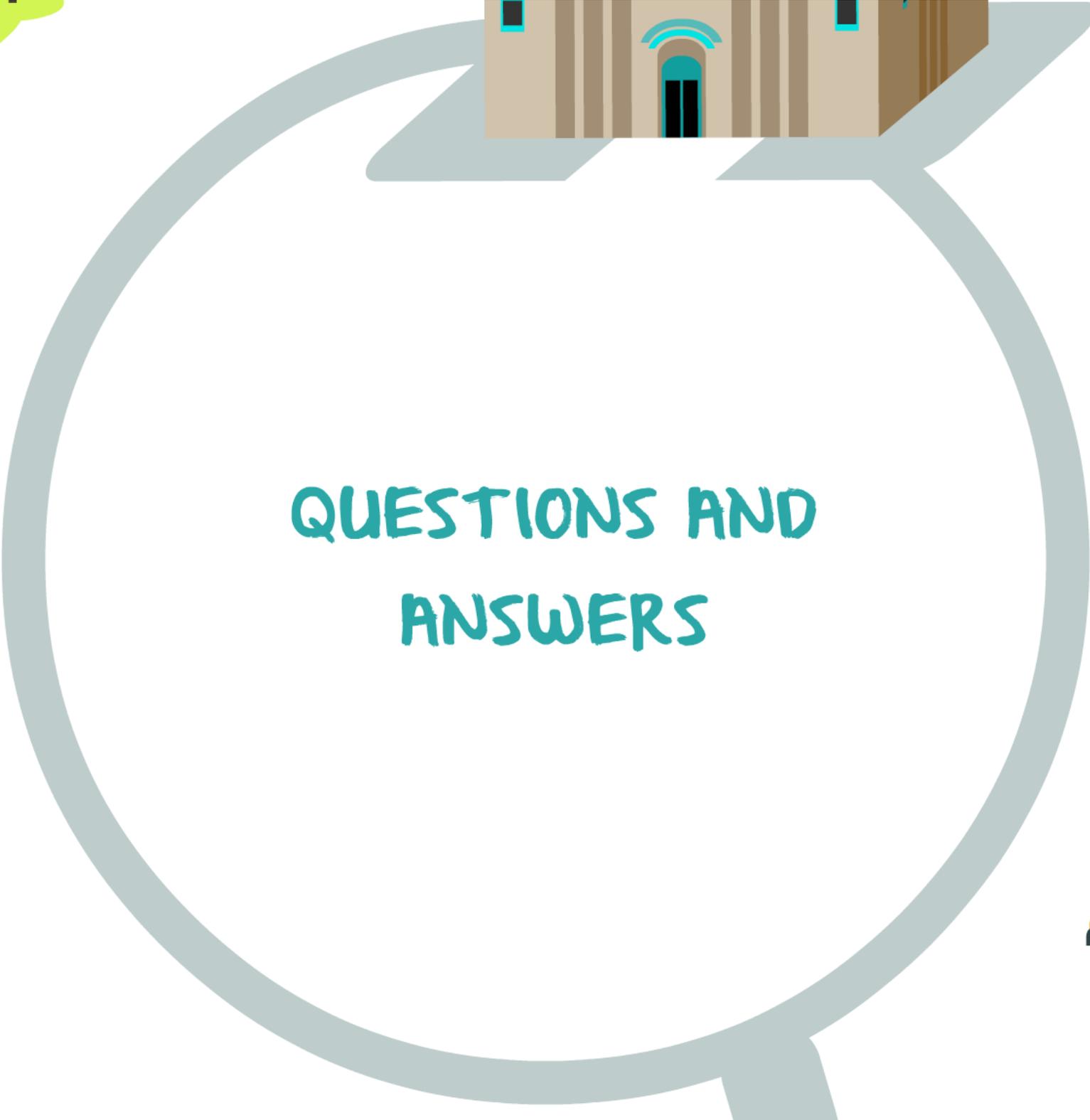
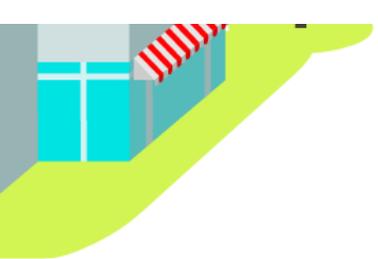
"Can i submit my beneficiary data before submitting my application for “pre-approval?”"

YES! Submit to up to a week before the deadline.

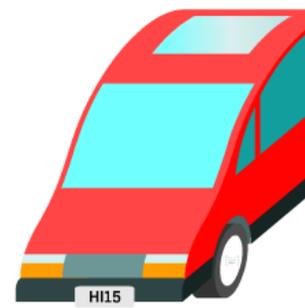
HOW MIGHT MY APPLICATION BE DQ'ed?!

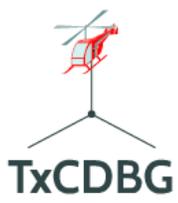
An application can be disqualified for:

- **Missing (or blank) application forms**
 - **Make sure to complete, and include, all forms!**
- **Missing your most recent audit**
- **Missing your SAMs registration documentation**
- **Missing your beneficiary documentation**
- **Missing your local resolution**
- **Missing your RRC scoring documentation**



QUESTIONS AND ANSWERS





2017-2018 Community Development (CD) Fund Application Workshop

