



**TxCDBG**  
**Community Development Fund**  
**and Planning Fund**  
**Application Workshop**

**PROGRAM YEARS (PY)**  
**2015-2016**



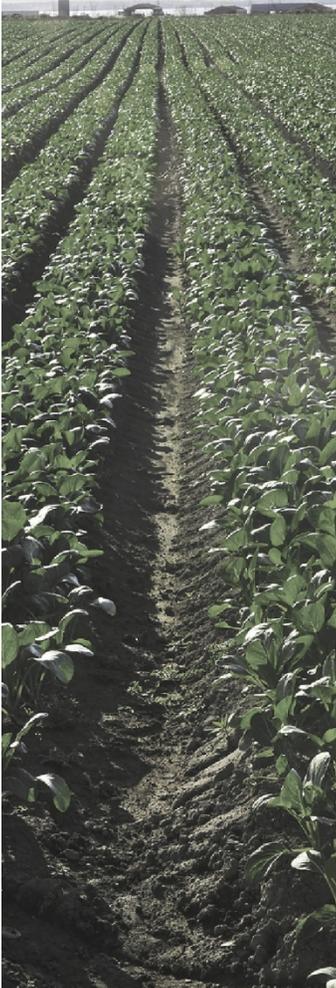


# Application Deadline

CD only

February 27, 2015

5:00 PM





# Agenda

- I. CDBG Overview
- II. Changes/Updates
- III. Application Illustration
- IV. Documenting a National Objective
- V. Planning (Draft)
- VI. Questions and Answers



# I. CDBG Overview



# TxCDBG Primary Objective

- Anticipated Outcomes
- Development of viable communities, *principally for low/mod persons*, through:
  - Decent housing
  - Suitable living environment
  - Expanded economic opportunity





# Can I really do this project?

1. Are you an eligible applicant?
2. Is the activity eligible?
3. 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.



## **BENEFICIARY IDENTIFICATION METHODS**

- Low- and-Moderate Income Summary Data
- Race and Ethnicity Data (*ACS – DP05*)
- Gender Data (*ACS – DP05*)
- TxCDBG Survey
  - Types:
    - Census
    - Simple Random Sample





# 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



- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>◆ Acquisition</li><li>◆ Public facilities &amp; privately owned utilities</li><li>◆ Clearance, rehabilitation, reconstruction, construction</li><li>◆ Architectural barrier removal</li><li>◆ Loss of rental income</li><li>◆ Disposition of real property</li><li>◆ Public services</li><li>◆ Payment of non-federal share</li><li>◆ Relocation</li><li>◆ Planning and capacity building</li><li>◆ Program administrative costs</li></ul> | <ul style="list-style-type: none"><li>◆ Activities carried out through Nonprofit Development organizations</li><li>◆ Economic development</li><li>◆ Activities under 105(a)(14), (15) and (17)</li><li>◆ Technical assistance</li><li>◆ Housing services</li><li>◆ Assistance to institutions of higher learning</li><li>◆ Microenterprise assistance</li><li>◆ In-rem housing</li><li>◆ Homeownership</li><li>◆ Tornado shelters</li></ul> |
|--|---|



# 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 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 Housing (LMH)

- To meet the housing national objective, structures must be occupied by low/mod households
- This is the only L/M national objective for housing activities
- Typical activities: homeowner unit rehab, homebuyer assistance



# LMI Job (LMJ)

- In order to meet this criteria, activities must *create or retain* permanent jobs

AND

- 51% of the jobs created/retained must be *available to or held by* LMI persons
- Jobs counted on full time equivalent (FTE) basis
- Typical activities: business loans, commercial rehabilitation, infrastructure to a business





# Slum and Blight

## Area Basis

- Area must meet definition of slum/blighted area under state/local law
  - Typical activities: code enforcement, infrastructure, commercial rehabilitation

## Spot Basis

- Activities that address specific conditions of blight, physical decay or environmental contamination not in slum/blight area
  - Activities limited: acquisition, clearance, relocation, historic preservation, remediation of environmentally contaminated properties, or building rehabilitation



## Urgent Need (Disaster Relief) (URG)

- To meet the urgent need test:
  - Existing conditions pose serious & immediate threat to health/welfare of community
  - Existing conditions are recent or recently became urgent
  - Discovered and reported to TxCDBG within 30 days or Urgent Need
  - Must notify TxCDBG within 12 months from the date of the declaration Disaster Relief
  - Recipient cannot finance on its own
  - Other funding sources not available
- Typical activities: infrastructure, interim assistance, rehab of community facilities



# Resolution

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





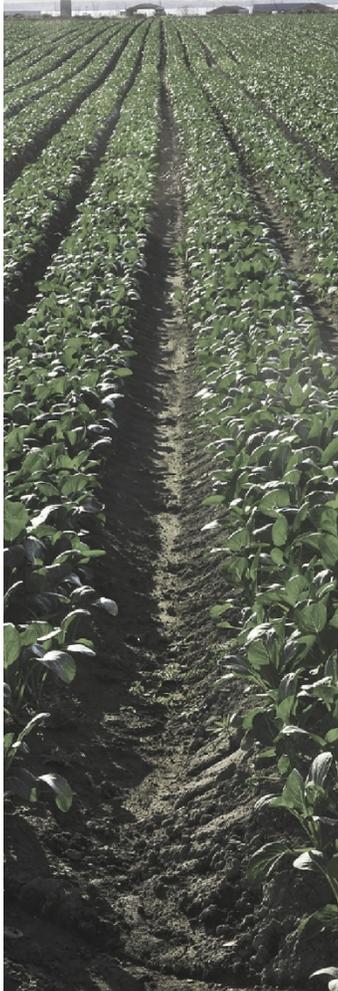
# Citizen Participation

- Published 72 hours prior to hearing
  - Weekdays – after 5:00 pm
  - Weekend – convenient time
  - Interpreter if needed
- 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



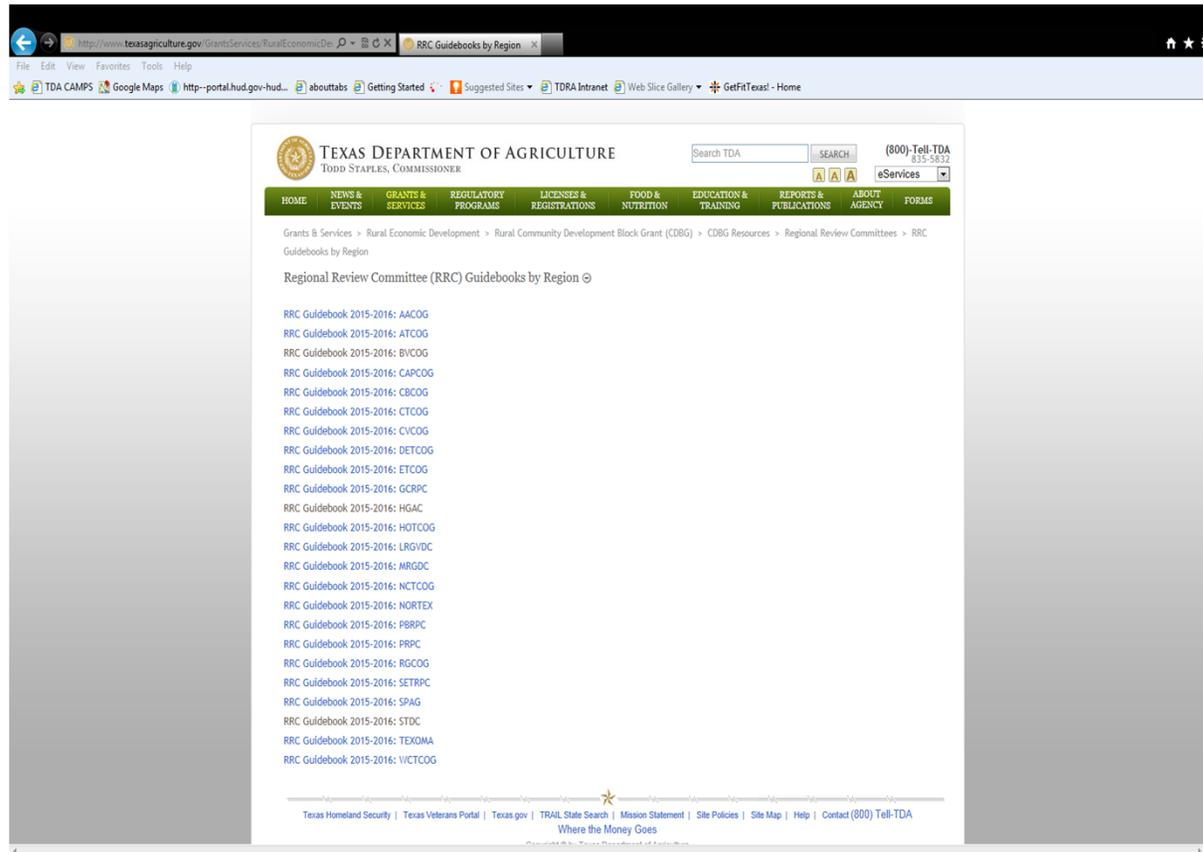
# Thresholds

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





# RRC Scoring Criteria



The screenshot shows a web browser window displaying the Texas Department of Agriculture website. The browser's address bar shows the URL: <http://www.texasagriculture.gov/GrantsServices/RuralEconomicDev...> and the page title is "RRC Guidebooks by Region". The website header includes the Texas Department of Agriculture logo, the name "TODD STAPLES, COMMISSIONER", a search bar, and the phone number "(800)-Toll-TDA 833-3632". A navigation menu contains links for HOME, NEWS & EVENTS, GRANTS & SERVICES, REGULATORY PROGRAMS, LICENSES & REGISTRATIONS, FOOD & NUTRITION, EDUCATION & TRAINING, REPORTS & PUBLICATIONS, ABOUT AGENCY, and FORMS. The main content area shows a breadcrumb trail: "Grants & Services > Rural Economic Development > Rural Community Development Block Grant (CDBG) > CDBG Resources > Regional Review Committees > RRC Guidebooks by Region". Below this, the heading "Regional Review Committee (RRC) Guidebooks by Region" is followed by a list of 25 links, each representing a different county's RRC guidebook for the 2015-2016 period. The footer contains various utility links such as "Texas Homeland Security", "Texas Veterans Portal", "Texas.gov", "TRAIL State Search", "Mission Statement", "Site Policies", "Site Map", "Help", and "Contact (800) Toll-TDA".

TEXAS DEPARTMENT OF AGRICULTURE  
TODD STAPLES, COMMISSIONER

Search TDA SEARCH (800)-Toll-TDA 833-3632 eServices

HOME NEWS & EVENTS GRANTS & SERVICES REGULATORY PROGRAMS LICENSES & REGISTRATIONS FOOD & NUTRITION EDUCATION & TRAINING REPORTS & PUBLICATIONS ABOUT AGENCY FORMS

Grants & Services > Rural Economic Development > Rural Community Development Block Grant (CDBG) > CDBG Resources > Regional Review Committees > RRC Guidebooks by Region

Regional Review Committee (RRC) Guidebooks by Region

- [RRC Guidebook 2015-2016: AACOG](#)
- [RRC Guidebook 2015-2016: ATCOG](#)
- [RRC Guidebook 2015-2016: BVCOG](#)
- [RRC Guidebook 2015-2016: CAPCOG](#)
- [RRC Guidebook 2015-2016: CBCOG](#)
- [RRC Guidebook 2015-2016: CTCOG](#)
- [RRC Guidebook 2015-2016: CVCOG](#)
- [RRC Guidebook 2015-2016: DETCOG](#)
- [RRC Guidebook 2015-2016: ETCOG](#)
- [RRC Guidebook 2015-2016: GCRPC](#)
- [RRC Guidebook 2015-2016: HGAC](#)
- [RRC Guidebook 2015-2016: HOTCOG](#)
- [RRC Guidebook 2015-2016: LRGVDC](#)
- [RRC Guidebook 2015-2016: MRGDC](#)
- [RRC Guidebook 2015-2016: NCTCOG](#)
- [RRC Guidebook 2015-2016: NORTEX](#)
- [RRC Guidebook 2015-2016: PBRPC](#)
- [RRC Guidebook 2015-2016: PRPC](#)
- [RRC Guidebook 2015-2016: RGCOG](#)
- [RRC Guidebook 2015-2016: SETRPC](#)
- [RRC Guidebook 2015-2016: SPAG](#)
- [RRC Guidebook 2015-2016: STDC](#)
- [RRC Guidebook 2015-2016: TEXOMA](#)
- [RRC Guidebook 2015-2016: VICTCOG](#)

Texas Homeland Security | Texas Veterans Portal | Texas.gov | TRAIL State Search | Mission Statement | Site Policies | Site Map | Help | Contact (800) Toll-TDA  
Where the Money Goes



# State Scoring

The state scoring will be based on the following:

- Past selection
- Past Performance
- Project provides basic infrastructure or housing activities



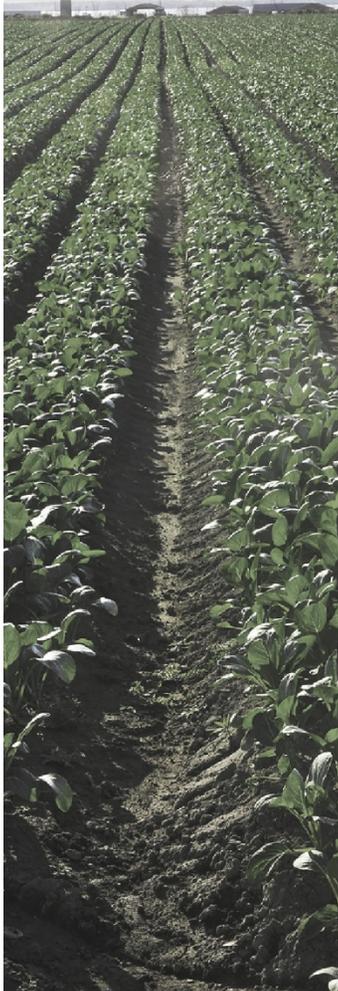


## II. Notable Updates



# Notable Updates

- Page 1 – Application deadline: February 27, 2015
- Page 2 – FY2013 Audit must be submitted with application
- Page 5 – Sludge removal is defined an operational expense and not an eligible cost
- Page 24 – Questions regarding Fair Housing activities taken/to be taken added





## Notable Updates (continued)

- Activity Specific Questions removed
- Page 25 – Disclosure of persons with financial interests and Source(s) of non-TxCDBG funds added to Project Summary
- Page 27 – Table 1 simplified to eliminate redundant information
- Page 35 – Public notices requirement adds nondiscrimination toward Limited English Proficiency (LEP) persons





## Notable Updates (continued)

- Page 36 – Waiting list for Housing Activities required as applicable
- Page 36 – Evidence of active SAM registration required (screenshot)
- Page 37 – A302 Exemption Determination for Activities Listed at 24 §58.34 required with application
- Page 39 – HUD updated LMISD





## Notable Updates (continued)

- Page 52 – Sample Resolution language updated
- Page 53 – Sample Public notice updated to include LEP language
- Page 55 – A302 Exemption Determination for Activities Listed at 24 §58.34 form added



## III. Application Illustration



## IV. Documenting a National Objective



# Documenting Beneficiaries

What information do we collect?

- Number of beneficiaries
- Income levels
- Gender
- Race/Ethnicity
- Location

Why?

- To satisfy a CDBG National Program Objective: principally benefit low- to moderate-income persons (51% LMI).





# Census Rules

- 60% of a Census Geographic Area's population must receive benefits in order for that area's Census data to be eligible
- The Census Geographic Areas for which we have income data are: County-wide, City-wide, Census Tract, **Block Group**
- Resources: LMISD spreadsheet, American Fact Finder ([www.factfinder2.census.gov](http://www.factfinder2.census.gov))





# Census Geography

Census Tract 1

Block Group 1

Block Group 2

Block  
1001

Block  
1002

Block  
2001

Block  
2002



# Census FAQs

- Where is the LMISD?
  - [TexasAgriculture.gov](http://TexasAgriculture.gov) >> Grants & Services >> Community Development >> All Resources >> Beneficiary Documentation
  
- What information is contained in the LMISD?
  - Census-based population and income data



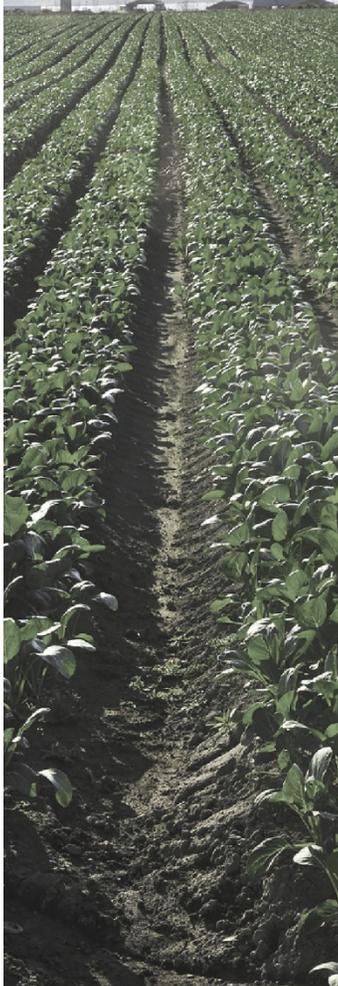
# Census FAQs

- How do I calculate LMI %?
  - Divide the Low/Mod population by the total population (LOWMODUNIV)



# LMISD Spreadsheet

- 2000 census vs 2010 census
- American Community Survey (ACS) based
- Initially only available down to the census tract level
- Finally provided down to the block group level
- Now based on more recent data – expect changes!
- Effective July 1, 2014





# LMISD Spreadsheet

- The new 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
  - No longer provides:
    - Number of housing units
    - The POP100 population total
    - Breakouts of very low, low, and moderate income person
    - Split block groups







# LMISD Spreadsheet

- “Local Units of Gov (Non-Ent)” data

A	B	C	D	E	F	G	H
Group	geoname	Place	County	Cousub	lowmod	lowmoduni	lowmod_p_i
PLACES	Channing city, Texas	14260			235	465	50.54%
	Subtract nursing home total population at BG's LMI%:				25	50	50.54%
	Add in verified nursing home LMI data:				45	50	
	<b>Adjusted city-wide LMI data:</b>				255	465	54.78%





# LMISD Spreadsheet

- “Local Units of Gov (Non-Ent)” data
  - Substitution only allowed with institutional data
  - Income surveys results cannot be used



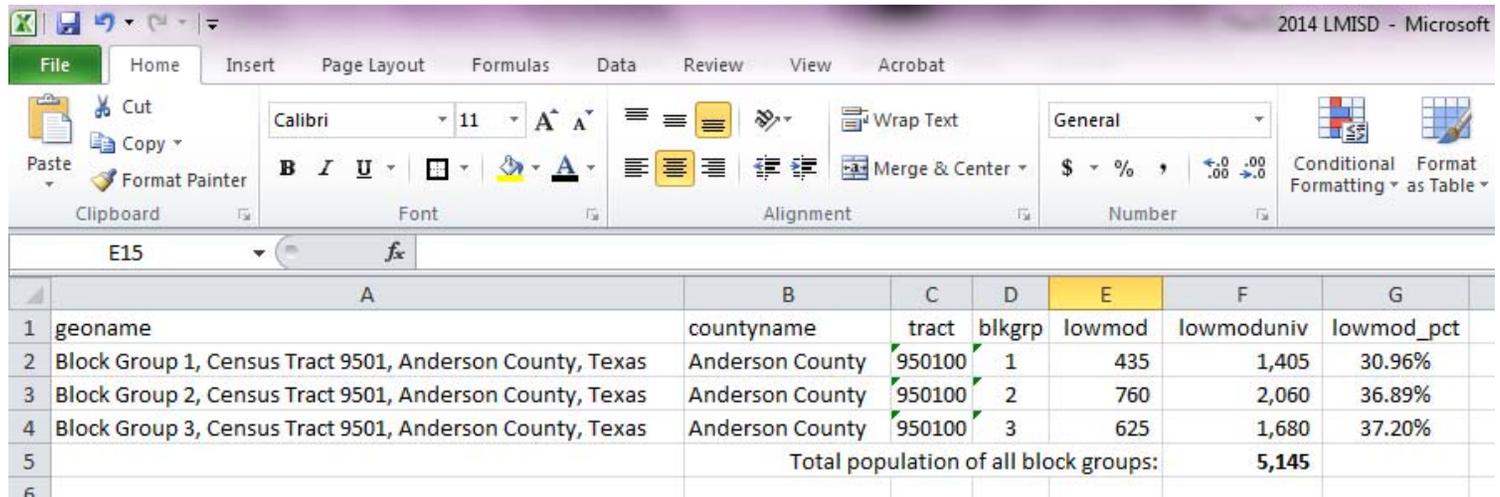
# LMISD Spreadsheet

- “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
    - Identify all block groups located within a city
      - 2010 census maps



# LMISD Spreadsheet

- “All Block Groups Statewide” data



The screenshot shows a Microsoft Excel spreadsheet titled "2014 LMISD - Microsoft". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The Home tab is active, showing options for Clipboard, Font, Alignment, and Number. The spreadsheet data is as follows:

	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.”





# LMISD Spreadsheet

- “All Block Groups Statewide” data
  - 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 citites
          - » Street improvements throughout county, etc.
          - » Can use “Local Units of Gov” data, but exclude citites





# LMISD Spreadsheet

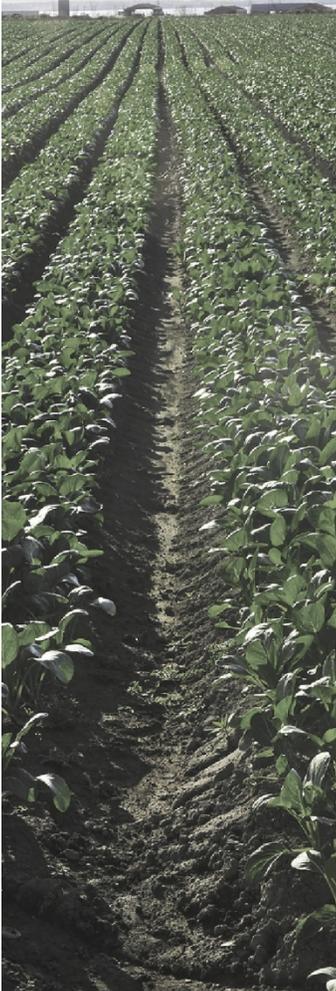
- Target Areas
    - Counties
      - Identify block group(s)
      - Use “All Block Groups Statewide”
    - Cities
      - Identify block group(s)
      - Use method used in constructing “city-wide” data
- \*\*Project must benefit at least 60% of the block group**





# Gender & Race/Ethnicity Data

- Use most recent ACS data
  - 2012 ACS 5-year Estimates
    - Table DP05
- This cycle's Census data was collected differently than in the past.
- It may be necessary to make adjustments to be sure beneficiary info makes sense.





# Statistical Inference

Example: LOWMODUNIV population is 100. Gender data shows 52 males and 55 females.

Maintain *proportion*:

- $52 + 55 = 107$
- $52 / 107 = 0.4859$  (~49%)
- $100 * .4859 = \sim 49$  males (51 females)



# Statistical Inference

- Race/Ethnicity
  - Enter DP05 data into newly developed “Race and Ethnicity Calculator”



# Survey Rules

- Minimum 80% response rate with 100% effort (two attempts per house)
- Random sample required if surveying  $\geq 200$  households (optional if  $< 200$ )
- Approved surveys are good for 5 years (so for the 2015-2016 cycle, surveys from 3/1/10 are OK)
- Location Form must also be submitted



# Survey Rules

- 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 FAQs

- Where are the forms?
  - [TexasAgriculture.gov](http://TexasAgriculture.gov) >> Grants & Services >> Community Development >> All Resources >> Beneficiary Documentation
- Which forms do I need?
  - Survey Methodology Manual, Survey Questionnaire, Survey Tabulation Form, maybe Random Number Generator/Sample Size Calculator depending on size of survey



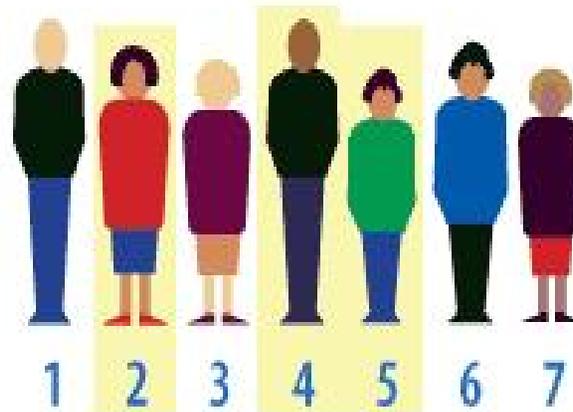


# Survey FAQs

- What's the difference between a census type survey and a simple random sample survey?
  - “Census-style” surveys count 100% of the responses received.



# Random Samples



Random sample surveys involve selecting a portion of a group at random and inferring its characteristics onto the group as a whole.





# Random Samples

- Do I *have* to sample?
  - Only if you're surveying 200 households or more, but optional otherwise
- How do TxCDBG random sampling procedures work?





The Sample Size Calculator determines the size of the sample.

# Random Samples

## SAMPLE SIZE CALCULATOR

The Random Number Generator decides which questionnaires will be in the sample.

95%  99% Confidence Interval:  Surveyed Families:  Calculate  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

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

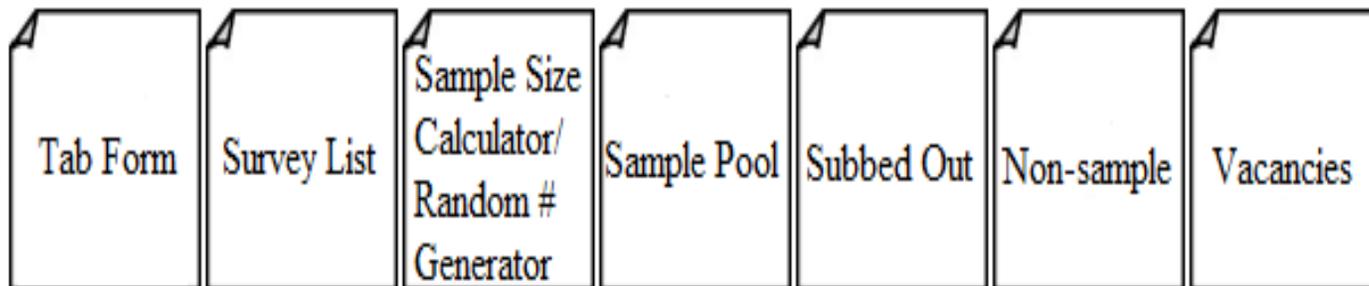
Applicants can generate more numbers than required so the non-sample group can be used to replace non-responses in the sample.





# Order of Survey Forms

Survey forms must be in the following order:



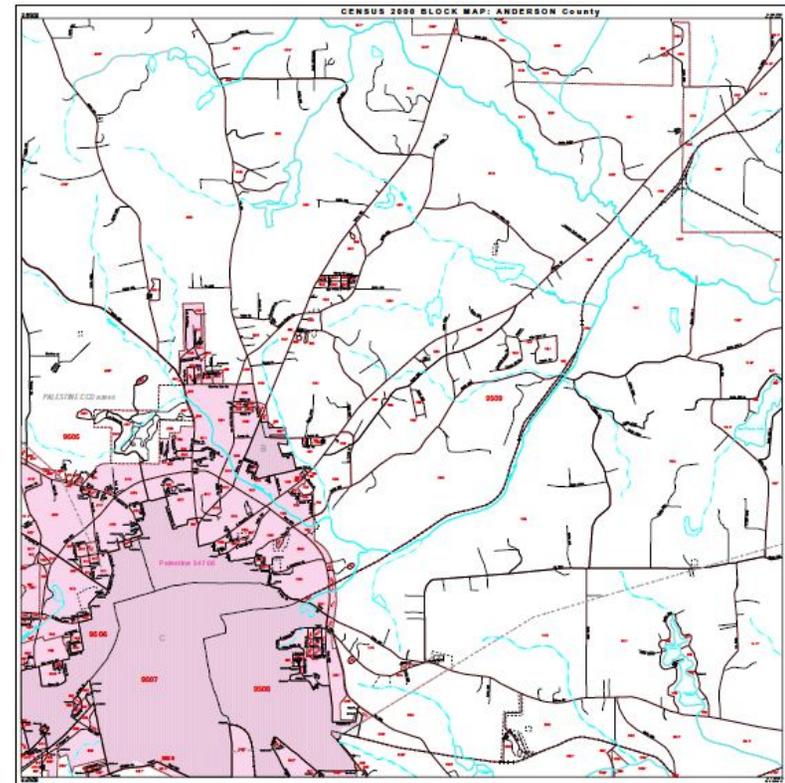
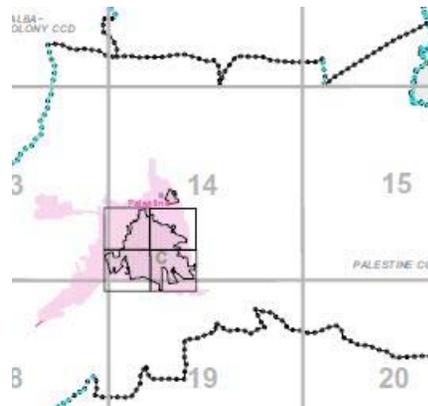
(Only random sample surveys will include the Sample Size Calculator/Random Number Generator, subbed-out questionnaires, and non-sample questionnaires.)





# Census Maps

<http://www.census.gov/geo/maps-data/maps/reference.html>





## V. Planning

(Application is a draft pending publication of rules)

DRAFT



TEXAS DEPARTMENT *of* AGRICULTURE  COMMISSIONER TODD STAPLES

# **TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TxCDBG)**

## **PLANNING AND CAPACITY BUILDING FUND**

**PROGRAM YEAR (PY) 2015**

Texas Department of Agriculture  
Trade and Business Development Division  
Office of Rural Affairs  
Program Development



## TxCDBG's Goal and Objectives

The **goal** of TxCDBG is the development of viable communities by providing decent housing and a suitable living environment, as well as by expanding economic opportunities, principally for persons of low-to-moderate income.

The objectives of the TxCDBG Program are:

1. To improve public facilities to meet basic human needs, principally for low-to-moderate income persons.
2. To improve housing conditions, principally for persons of low-to-moderate income.
3. To expand economic opportunities by creating or retaining jobs, principally for low-to-moderate income persons.
4. To provide assistance and public facilities to eliminate conditions hazardous to the public health and of an emergency nature.



# Central Purposes of the TxCDBG

## Three (3) NATIONAL PROGRAM OBJECTIVES

1. **Principally benefit low and moderate income persons.** At least fifty-one percent (51%) of the identified beneficiaries must have a family income of less than 80% of the area median family income.
  2. Aid in the prevention or elimination of slum or blighted areas;
  3. Meet other community development needs of particular urgency which represent an immediate threat to the health and safety of residents of the community.
- Planning Applicants must fulfill the No. 1 Objective



# Purpose of Planning And Capacity Building Fund

The Planning and Capacity Building Fund is available:

- on an **annual basis**;
- **to assist eligible cities and counties** in conducting planning activities that:
  1. assess local needs;
  2. develop strategies to address local needs;
  3. build or improve local capacity;
  4. address other needed planning elements (including telecommunications and broadband needs).





# Eligible Applicants and Locations

**Non-entitlement cities and counties** that are not participating or designated as eligible to participate in the entitlement portion of the federal Community Development Block Grant Program (CDBG).





# Number and Types of Applications

An eligible locality can submit  
one application under  
the PLANNING & CAPACITY BUILDING  
FUND.





## Primary Beneficiaries

- **Low to Moderate Income persons.**
- Low to moderate income families are **those earning less than eighty percent of the area median family income** figure or less than eighty percent of the statewide non-metropolitan median family income figure, as defined under the HUD Section 8 Housing Assistance Program.





## **TxCDBG Eligible Activities**

- Defined in Section 105 of the federal Housing and Community Development Act of 1974, as amended
- Further defined regarding planning in Section 570.205 of 24 CFR Part 570.





## Eligible activities (cont.)

- See the “***MATRIX FOR DETERMINING PLANNING FEE BY ACTIVITY***” (in the Application Guide) to be used in conjunction with local cash contribution in determining proposed project final cost.
- Matrix generally prescribes maximum PCB award amounts for activities based on population size benefiting from the activity/element.



## Ineligible Activities

- **Administrative activities**
- **Engineering/architectural design**
- **Costs of audits**





**Tentative Application due date:**

**5:00 p.m. on March 9, 2015.**

Application for a maximum of **\$55,000**

Competition is on a **Statewide basis**





## How much is available in PY 2015?

- \$614,946 (1.0 % of PY 2015 TxCDBG allocation was available to fund 2015 Planning and Capacity Building Fund grants).





## **Information voids that should be filled by the planning process:**

- Determine the most suitable methods to provide services;
- Determine approximate costs of services and sources of funding;
- Determine the ability of residents to pay for services;
- Determine long-term maintenance costs and problems and how to address them; and...





## **Related to these physically oriented perspectives is the need to:**

- Identify the population groups and types of services and assistance needed;
- Determine the most suitable source to provide this assistance and at what cost;
- Determine alternative solutions to the residents' community development problems.





# PLANNING FUND PROPOSALS

- **Inventory;**
- **Analysis;**
- **Recommendations....a general plan using generic population and other broad parameters for the purpose of funding allocation**
- Follow the application's instructions and the contract's performance statement when funded.
- Local interest and input is mandatory.





# Citizen Participation Plan

- Locality must certify that it is following a detailed citizen participation plan that provides for and encourages citizen participation at all stages of the community development program.
- Sign the 424 Form.
- Maintain a citizen participation file which includes a copy of the plan.





# **Basic Application Components**

CH11

- **Cover Sheet - Form 424**
- **National Program Objectives**
- **L/M Calculation or L/M Benefit**
- **Other Approval Information**
- **Community Needs Assessment**
- **Anticipated Actions**
- **Target Area Justification... (if applicable)**
- **Table 1 Proposed Activities**
- **Table 2 Benefit to Low/Mod Persons**
- **Community Base Questionnaire**
- **Local Resolution**
- **Public Hearing Notices**
- **Project Map**
- **Financial Interest Disclosure**
- **Other (such as, other funds commitment)**



**Slide 75**

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**CH11**

Are these in order? Need to add A302, Audit, SAMS screenshot

Chad Hinds, 9/2/2014



**APPLICANT THRESHOLD, PAST  
PERFORMANCE REQUIREMENTS &  
SELECTION CRITERIA**

- **Applicant qualification and/or threshold requirements.**
- **Applicant selection criteria.**





**PLANNING AND CAPACITY BUILDING FUND** 430 Total Points

- a. Community Distress -- 55 Points (Maximum)**
- b. Benefit to Low/Moderate Income Persons - 0 Points**
- c. Project Design -- 375 Points (Maximum)...**

- (1) Program Priority** 50 points
- (2) Base Match** 0 points
- (3) Area-wide Proposals** 50 points
- (4) Planning Strategy & Products** 275 points



# Texas Department Agriculture

Trade and Business Development Division

Office of Rural Affairs

1700 N. Congress Avenue  
Suite 220 Austin, Texas 78701

P.O. Box 12847

Austin, Texas 78711

Phone: 512-936-6701

Fax: (888) 216-9867

[www.texasagriculture.gov](http://www.texasagriculture.gov)

[joe.midura@texasagriculture.gov](mailto:joe.midura@texasagriculture.gov)

CH12



**Slide 78**

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**CH12**

**Point person(s)**

Chad Hinds, 9/2/2014



## VI. Questions and Answers



TEXAS DEPARTMENT *of* AGRICULTURE  COMMISSIONER TODD STAPLES

## Office of Rural Affairs

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Austin, TX 78711-2847

1700 N. Congress Ave., 11<sup>th</sup> Floor  
Austin, TX 78701

Phone: 512-463-7476  
Toll Free: 800-835-5832  
Fax: 512-463-7643

[www.TexasAgriculture.gov](http://www.TexasAgriculture.gov)

