



RENEWABLE ENERGY DEMONSTRATION PILOT PROGRAM

2011 Application Guide

Texas Department of Rural Affairs

www.tdra.texas.gov

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October 7, 2010

Dear Applicant:

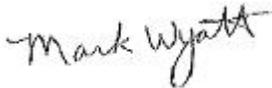
We at the Texas Department of Rural Affairs (TDRA) are pleased to provide you with a copy of the Texas Community Development Block Grant (TxCDBG) Application Guide for the 2011 Renewable Energy Demonstration Pilot Program (REDPP) Fund. Applicants are encouraged to thoroughly review this application guide prior to beginning preparation of the Renewable Energy Demonstration Pilot Program Fund Application.

The Texas Department of Rural Affairs has been created to develop policies addressing the needs of rural Texans and to improve the quality of life in small communities through the Texas Community Development Block Grant Program, through rural health care programs, and through training and technical assistance to local government officials. The Texas Community Development Block Grant Program provides assistance to rural areas for public infrastructure improvements, housing, economic development, and planning activities. We are pleased to be able to provide this much needed assistance throughout the State of Texas.

Questions and comments regarding this guide or any other aspect of the Texas Community Development Block Grant Program should be addressed to Travis Brown, Renewable Energy Program Manager, at (512) 936-7878 or Travis.Brown@tdra.state.tx.us.

I look forward to working with you to provide assistance to those residents of Texas who are in need of the services and facilities eligible under this program.

Sincerely,

A handwritten signature in cursive script that reads "Mark Wyatt".

Mark Wyatt, Director
Community Development

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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM OVERVIEW

The U.S. Congress created the Community Development Block Grant (CDBG) Program in 1974. The program funding is divided into two major categories:

- entitlement (cities over 50,000 and qualifying counties over 200,000 in population); and
- non-entitlement (cities under 50,000 in population and counties not eligible for entitlement status).

In Texas, there are 63 entitlement cities, 10 entitlement counties, and approximately 1,260 nonentitlement cities and counties. Entitlement cities and counties receive an annual allocation of funds for eligible activities, whereas nonentitlement cities and counties generally compete for statewide funding on an annual basis.

The central purposes of the CDBG program, as stated by the Congressional objectives of the Housing and Community Development Act of 1974 (as amended), are the following:

- to primarily benefit persons of low and moderate income;
- to aid in the elimination of slums and blight; and
- to meet other community development needs of a particular urgency that pose a serious and immediate threat to the health and safety of the public.

Congress also further defined the eligible CDBG program activities that could be funded under this program, which generally fall under the three categories of public facilities, housing and economic development.

In 1981 Congress passed the Omnibus Budget Reconciliation Act giving States the option of administering the nonentitlement portion of the CDBG program.

Texas assumed administration of the nonentitlement Community Development Block Grant program in 1983 and the program became known as the Texas Community Development Block Grant Program (TxCDBG).

The Office of Rural Community Affairs (ORCA) was created during the 77th State of Texas Legislative Session and was renamed the Texas Department of Rural Affairs (TDRA) in 2009. TDRA is responsible for the administration of the Texas Community Development Block Grant (TxCDBG) Program. The TxCDBG Program was previously administered by the Texas Department of Housing and Community Affairs (TDHCA). The Texas Capital Fund is administered by the Texas Department of Agriculture (TDA) through an interagency agreement with TDRA. The Texas Capital Fund was previously administered by the Texas Department of Economic Development (TDED) through an interagency agreement. The Colonia Self-Help Centers Fund is administered by the TDHCA through an interagency agreement with TDRA.

2010 ACTION PLAN

The requirements and procedures specified in the 2011 Texas Community Development Block Grant Program Action Plan govern the 2011 Renewable Energy Demonstration Pilot Program (REDPP) Fund application process. Thus, applicants are strongly encouraged to read the entire Action Plan prior to completing and submitting TxCDBG applications for funding assistance. A copy of the 2011 TxCDBG Action Plan may be obtained on the TDRA web at www.tdra.texas.gov or requested from TDRA using the contact information provided in this guide.

Additional resources such as the 2010 Section 8 Income Limits and the Housing and Urban Development (HUD) - 2000 Census Based data spreadsheet are posted on the TDRA website or available from TDRA.

APPLICATION DEADLINE AND SUBMITTAL REQUIREMENTS

Eligible applicants may submit one (1) application for the 2011 Renewable Energy Demonstration Pilot Program (REDPP) Fund by the application deadline of January 28, 2011. Prior to submitting an application, applicants must complete a citizen participation process that complies with the TxCDBG Citizen Participation Plan requirements as described within this guide.

Additionally, all applicants must adhere to the following guidelines:

- Applications hand-delivered to the office of the TxCDBG Program must be delivered by 5:00 p.m. January 28, 2011.
- All application submission packages must include two hard copies of the application and one electronic copy, either on CD or via email to travis.brown@tdra.state.tx.us.
- Mailed applications must be postmarked no later than midnight on January 28, 2011, and received at the office of the TxCDBG Program within three (3) calendar days of the application deadline date.
- Applications sent through carriers such as Federal Express, Airborne, etc., must be received by the carrier no later than midnight on January 28, 2011 and received at the Texas Department of Rural Affairs no later than the next business day. Applications sent through overnight carriers must be sent to TDRA's physical address.

Applications, as well as questions concerning this application package should be directed to:

Mailing Address: Texas Department of Rural Affairs
Texas Community Development Block Grant Program
Post Office Box 12877, Capitol Station
Austin, Texas 78711

Physical Address: 1700 N. Congress, Suite 220
Austin, Texas 78701

Telephone Number: 512-936-6701 or toll-free 800-544-2042
FAX Number: 512-936-6776

Please note that applications received after the deadline for hand-delivered applications, the deadline for mailed applications, and the deadline for private carrier delivered applications will be disqualified.

Incomplete applications or applications that do not meet program requirements (e.g., draft formats, unsigned documents, missing forms, public hearing problems, survey problems, etc.) will be subject to disqualification. Substantially complete applications include all of the following:

- A completed 424 Form signed with an original signature.
- Project Approval Information
- Completed Needs Assessment Form
- A completed Table 1 – Benefit to Low and Moderate Income Persons
- A completed Table 2 – Budget Justification (If Applicable)
- Completed Locations Form
- Completed Project Beneficiary Form
- Completed National Objective Form
- Completed Applicant Disclosure / Update Form
- Detailed Project Narrative
- A passed/adopted Local Government Resolution authorizing submission of the application
- Information showing compliance with the TxCDBG Citizen Participation Plan (At a minimum the Public Hearing Notice)
- Legible and Accurate Project Map(s)
- Supporting Documentation (Census Data, Survey Data, etc...)

In the event a complete application is reviewed by the TxCDBG and deficiencies are identified, the applicant must submit corrections to the TxCDBG within the prescribed time period. Otherwise, the application will be disqualified.

Applications that lack information needed by TxCDBG staff to make a determination concerning the eligibility of the activity (e.g., data on low and moderate income benefits) or compliance with TxCDBG and Federal program requirements (e.g., citizen participation requirements) will be disqualified.

Complete applications received by the deadline are subject to disqualification, or a recommendation for disqualification, for any of the following reasons:

- The applicant is not a unit of general local government.
- The project is not located in a non-entitlement area.
- The application contains ineligible activities.
- The applicant does not substantially comply with the TxCDBG Citizen Participation Plan requirements.
- The applicant cannot meet the Applicant Threshold Requirements.
- The application contains false information.
- The applicant did not comply with the TxCDBG survey requirements.
- The same or substantially the same application submitted under two or more TxCDBG fund categories.
- The application does not contain adequate or acceptable information to show that each proposed application activity meets a national program objective.
- The application does not comply with the requirement concerning the preparation of an assessment of the applicant's housing and community development needs prior to submission of a TxCDBG application.
- The applicant does not provide the information required in the TxCDBG Applicant/Recipient Disclosure/Update section of the Application form.
- The applicant does not respond, refuses to respond, or does not provide an adequate response to a TxCDBG request for revisions or additional information concerning the application.

ELIGIBLE APPLICANTS

Eligible applicants are nonentitlement "units of general local government", incorporated 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. Nonentitlement cities that are not participating in urban county programs through existing participation agreements are eligible applicants (unless the city's population is counted towards the urban county CDBG allocation).

Nonentitlement cities are located predominately in rural areas and are cities with populations less than 50,000 thousand persons; cities that are not designated as a central city of a metropolitan statistical area; and cities that are not participating in urban county programs. Nonentitlement counties are also predominately rural in nature and are counties

that generally have fewer than 200,000 persons in the nonentitlement cities and unincorporated areas located in the county.

While nonentitlement units of general local government are the only eligible applicants for TxCDBG funding, these applicants can choose to submit applications that will provide benefits through other sub-recipient groups serving the jurisdiction.

As an example, a county could submit an application for the installation of solar panels at the water system that is owned and operated by a public utility district. The improvements themselves would become the property of the public utility district, but the programmatic and fiscal compliance responsibilities would remain with the applicant (the county).

Only projects or activities located in the nonentitlement areas of the State are eligible for funding under the TxCDBG Program.

An exception to this requirement is Hidalgo County. Hidalgo County, a designated CDBG urban county, is an eligible applicant for assistance under the TxCDBG Colonia Fund.

ELIGIBLE ACTIVITIES

Activities conducted under the REDPP fund must use a naturally occurring, theoretically inexhaustible source of energy such as biomass, solar, wind, tidal, wave, or hydroelectric – sources not derived from fossil or nuclear fuel. However, it is important to note that the proposed project must also be CDBG eligible.

Section 105(a) of the Housing and Community Development Act of 1974, as amended, below, outlines the generally eligible activities under the Texas Community Development Block Grant Program (TxCDBG). More information regarding TxCDBG eligible activities is available on the TDRA web site.

INELIGIBLE ACTIVITIES

In general, any type of activity not described or referred to in Section 105(a) of the Housing and Community Development Act of 1974, as amended, is ineligible for consideration for TxCDBG funding. Specific activities which are ineligible under the Texas Community Development Block Grant Program include:

- construction of buildings and facilities used for the general conduct of government (e.g., city halls and courthouses). The only exception is improvement(s) made to these buildings solely to provide complete access for elderly persons and persons with severe disabilities.
- the financing of political activities.

- purchase of construction equipment.
- income payments, such as housing allowances.
- new housing construction, except under the following limited circumstances:
 - The TxCDBG funds are used by a sub-recipient neighborhood-based nonprofit organization or nonprofit organizations that serve the development needs of a non-entitlement community or communities. These entities may be selected by the applying eligible applicant to carry out the construction of new housing which the eligible applicant has determined is necessary or appropriate to achieve its community development activities.
 - Last resort replacement housing when individuals are displaced by TxCDBG-funded activities.
 - Reconstruction of housing on the same site which is owned and occupied by low and moderate income persons where the need for reconstruction was not determinable until after TxCDBG-funded housing rehabilitation began on the structure.
 - The federal regulation states that the operation and general maintenance of public works or facilities are ineligible activities.)

SELECTION PROCEDURES

Renewable Energy Demonstration Pilot Program Fund grantees are selected through a competition between eligible cities and counties throughout the State. All applicants under the REDPP Fund compete with one another without regard to regional location. Application scoring is completed by TDRA staff and the applicants are notified of the final scores and funding recommendations.

The following will be used as the scoring criteria for the 2010 REDPP Fund:

Type of Project:

Primarily used in conjunction with providing public facilities to meet basic human needs such as water or waste water and/or benefit to low/moderate-income persons – up to 15 points.

Innovative Technology / Methods:

A project that would demonstrate the application of innovative technology and/or methods – up to 10 points.

Duplication in Other Rural Areas:

A project that could have widespread application (although it would not need to be applicable in every portion of the state.) – up to 10 points

Long-term Cost / Benefit and Texas Renewable Energy Goals:

Projects that demonstrate long term cost / benefit analysis including benefits to the human environment and consistency with Texas renewable energy goals – up to 10 points

- Expected savings of 50% or more on energy costs.....10 points
- Expected savings of 25% or more on energy costs.....7 points
- Expected savings of less than 25% on energy costs.....5 points

Partnership / Collaboration:

Projects that have a demonstrated partnership and collaboration with other entities focusing on promoting renewable energy including universities, funding agencies, associations, or businesses – up to 10 points.

Leveraging:

Projects with committed funds from other entities including funding agencies, local governments, or businesses.

Applicant(s) population equal to or less than 2,500 according to the latest decennial Census:

- Match equal to or greater than 15% of grant request...10 points
- Match at least 8% but less than 15% of grant request...5 points
- Match at least 3%, but less than 8% of grant request.....3 points
- Match at least 2%, but less than 3% of grant request.....1 point
- Match less than 2% of grant request.....0 points

Applicant(s) population equal to or less than 5,000 but over 2,500 according to the latest decennial Census:

- Match equal to or greater than 25% of grant request...10 points
- Match at least 13% but less than 25% of grant request...5 points
- Match at least 5%, but less than 13% of grant request...3 points
- Match at least 3%, but less than 5% of grant request.....1 point
- Match less than 3% of grant request.....0 points

Applicant(s) population equal to or less than 10,000 but over 5,000 according to the latest decennial Census:

- Match equal to or greater than 35% of grant request....10 points
- Match at least 18% but less than 35% of grant request...5 points
- Match at least 7%, but less than 18% of grant request....3 points
- Match at least 4%, but less than 7% of grant request.....1 point
- Match less than 4% of grant request.....0 points

- Applicant(s) population over 10,000 according to the latest decennial Census:
 - Match equal to or greater than 50% of grant request10 points
 - Match at least 25% but less than 50% of grant request...5 points
 - Match at least 10% but less than 25% of grant request....3 points
 - Match at least 5% but less than 10% of grant request.....1 point
 - Match less than 5% of grant request.....0 points

The population category under which county applications are scored is dependent upon the project type and the beneficiary population served. If the project is for beneficiaries for the entire county, the total population of the county is used. If the project is for activities in the unincorporated area of the county with a target area of beneficiaries, the population category is based on the unincorporated residents for the entire county.

Location in Rural Areas:

Projects that benefit cities with populations under 10,000 or counties under 100,000 – 5 points.

CITIZEN PARTICIPATION PLAN

Prior to submitting an application, the applicant must complete a citizen participation process that complies with the TxCDBG Citizen Participation Plan requirements as described within this TxCDBG Application Guide.

A grant to a locality under the TxCDBG Program may be awarded only if the locality certifies that it is following a detailed citizen participation plan that provides for and encourages citizen participation at all stages of the community development program.

TxCDBG applicants and funded localities are required to carry out citizen participation in accordance with the Citizen Participation Plan that has been adopted for the TxCDBG Program. Each applicant certifies, by signing the Form 424 that it has and will comply with the requirements of this Citizen Participation Plan.

Each applicant must maintain a citizen participation file that includes a copy of this Plan; the applicant's complaint procedures; any technical assistance provided by the applicant; and public notices, minutes, and attendance lists for public hearings.

Complaint Procedures

The applicant/recipient must have written citizen complaint procedures that provide a timely written response to complaints and grievances. Citizens must be made aware of the location and the days and hours when the location is open for business so they may obtain a copy of these written procedures.

Technical Assistance

When requested, the applicant/recipient shall provide technical assistance to groups representative of persons of low and moderate income in developing proposals for the use of TxCDBG funds. The level and type of assistance shall be determined by the applicant/recipient based upon the specific needs of the community's residents.

Public Hearing Provisions

For each public hearing scheduled and conducted by a TxCDBG applicant or recipient, the following public hearing provisions shall be observed:

- Public notice of all hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice **MUST** include the DATE, TIME, LOCATION and TOPICS to be considered at the public hearing. A published newspaper article may also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
- Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and an applicant must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to each hearing. The public hearing held prior to submission of an application must be held after 5:00 p.m. on a weekday or at a convenient time on a Saturday or Sunday.
- When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter will be present to accommodate the needs of the non-English speaking residents.

The applicant must comply with the following citizen participation requirements for the preparation and submission of an application to the Texas Community Development Program:

- At a minimum, the applicant must hold one public hearing prior to the development and submission of the application.
- The locality must retain documentation of the hearing notice(s), attendance lists, minutes of the hearing(s), and any other records concerning the proposed use of funds for a period of one year or until the project, if funded, is closed out. Such records must be made available to the public in accordance with Chapter 552, Government Code.
- The first public hearing must meet the following TxCDBG notification requirements and include a discussion with citizens covering the following topics:
 - The development of housing and community development needs.
 - The amount of funding available.
 - All eligible activities under the Texas Community Development Program.

- The applicant's use of past TxCDBG contract funds, if applicable.
- The estimated amount of funds proposed for activities that will meet the national objective of benefit to low and moderate income persons.
- The plans of the locality to minimize displacement of persons and to assist persons actually displaced as a result of activities assisted with TxCDBG funds, if applicable. Citizens, with particular emphasis on persons of low and moderate income who are residents of slums or blighted areas, shall be encouraged to submit their views and proposals regarding community development and housing needs.

Local organizations that provide services or housing for low to moderate income persons, including but not limited to, the local Public Housing Authority, the local Health and Human Services office, and the local Mental Health and Mental Retardation office, must receive written notification concerning the date, time, location and topics to be covered at the public hearing. Citizens shall be made aware of the location where they may submit their views and proposals should they be unable to attend the public hearing.

- While more than one application for different TxCDBG fund categories may be discussed at the public hearing -- that is, if the applicant is considering both a Community Development Fund and a Planning and Capacity Building Fund or a Texas Capital Fund application -- a hearing held for the previous program year's submittal of the same application (under either fund) is not acceptable for meeting the requirements for any subsequent competition.
- At least five (5) days prior to submission of an application for TxCDBG funds, the applicant must publish a public notice in a local newspaper that includes the following information:
 - The TxCDBG fund categories for which applications will be submitted.
 - The amount of TxCDBG funds requested in each application.
 - A short description of the proposed project activities in each application.
 - The locations of the project activities included in each application.
 - The location and hours when the application will be available for public review.

The applicant must comply with the following citizen participation requirements in the event that the applicant receives funding from the Texas Community Development Block Grant Program:

- The locality must hold a public hearing concerning any substantial change, as determined by TDRA, proposed to be made in the use of TxCDBG funds from one eligible activity to another.
- Upon completion of the community development program activities, the locality shall hold a public hearing and review its program performance, including the actual use of TxCDBG funds.

The locality must retain documentation of the hearing notice(s), attendance lists, minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three years after the project is closed out. Such records must be made available to the public in accordance with Chapter 552, Government Code.

The applicant certifies compliance with the TxCDBG Citizen Participation Plan requirements by signing the 424 form. Failure to comply with these requirements may result in disqualification of the application.

LOCAL CERTIFICATIONS

Each applicant for TxCDBG funding must certify by signing the 424 Form that Local Certifications included in this Application Guide have been followed in the preparation of any TxCDBG application and that they will continue to be followed in the event of TxCDBG funding.

With respect to the expenditure of funds provided under a Texas Community Development Block Grant Contract, each TxCDBG Contractor is required to certify that:

- It will minimize displacement of persons as a result of activities assisted with such funds.
- The program will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) and the Fair Housing Act (42 USC 3601-20), and that it will affirmatively further fair housing, as specified by TDRA.
- It will provide for opportunities for citizen participation, hearings and access to information with respect to its community development programs and it is following TDRA's TxCDBG Program Citizen Participation Plan.
- It will not attempt to recover any capital costs of public improvements assisted in whole or in part with such funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements unless: (A) such funds are used to pay the proportion of such fee or assessment related to the capital costs of such public improvements that are financed from revenue sources other than such funds; or (B) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, Contractor certifies that it lacks sufficient funds under this contract to comply with the requirements of clause (A).
- It will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and Federal implementing regulation at 49 CFR Part 24, and the requirements of section 570.606 including the following of a residential anti-displacement and relocation assistance plan, as

specified by the TDRA, in the event that displacement of residential dwellings will occur in connection with a project assisted with TxCDBG funds.

- It has adopted or will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations and enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction.
- To the best of the TxCDBG Contractors knowledge and belief:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the TxCDBG Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the TxCDBG Contractor shall complete and submit Standard Form-LLL, "Disclosure Form To Report Lobbying", in accordance with its instructions.

The TxCDBG Contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

FAIR HOUSING ACTIVITIES

Any locality receiving funds under the Texas Community Development Block Grant Program must certify that it will affirmatively further fair housing. Each funded locality must conduct at least one fair housing activity during the contract period, even if the locality is currently undertaking fair housing activities. Activities that qualify as affirmatively furthering fair housing include, but are not limited to, the following:

- Cities may pass a fair housing ordinance and publicize the existence of such an ordinance.
- Counties may adopt written fair housing policies and procedures that are equivalent to a fair housing ordinance and publicize the existence of such policies.
- The development of a strategy to pass a fair housing ordinance to be evidenced by public hearings and input from interested parties.

- The establishment of a written local complaint and monitoring process and notification to the public of its existence.
- The initiation of a fair housing counseling referral service that provides housing choices outside historically minority and/or low and moderate income neighborhoods to be evidenced by adoption of written procedures and publication of the availability of such service.
- The completion of a community-wide housing analysis to determine impediments to fair housing and actions to eliminate these impediments.
- The designation of April, or some other month, as Fair Housing Month through resolution or proclamation along with other activities to support fair housing.

MINORITY PARTICIPATION

The Texas Community Development Block Grant Program will maintain the goal of encouraging minority participation and will assist communities in identifying potential minority contractors and subcontractors through the ongoing Minority Business Enterprise program.

PROJECT LENGTH

Generally, TxCDBG projects must be completed within two years from the execution date of the contract agreement. Waivers to the contract period for TxCDBG contracts will only be granted when a waiver request is submitted in writing to TDRA, and TDRA finds that compelling circumstances exist outside of the control of the local government that justifies the approval of such a waiver.

Should the applicant fail to substantiate or maintain the claims and statements made in the application upon which the TxCDBG award is based within a period ending 90 days after the date of TDRA's award letter to the applicant, the award will be immediately withdrawn by TDRA.

Should the applicant fail to execute the TDRA award contract within 60 days from the date of the letter transmitting the award contract to the applicant, the award will be withdrawn by TDRA.

Any TxCDBG Contractor that has not begun project activities within the first six (6) months of the contract period will have its TxCDBG contract terminated. The project activities that TxCDBG Contractors must begin to meet this requirement are included in Exhibit C, Project Implementation Schedule, of the TxCDBG Contract (Procurement of Special Services, Environmental Review, Plans & Specifications, etc.).

In order to begin some of the contract activities as quickly as possible, TDRA strongly encourages applicants to consider the procurement of any professional services (engineering/architectural or administration services) needed for the preparation of the application and for contract management purposes (if the application is funded) prior to the submission of the application. The TxCDBG may reimburse funded applicants for any costs (except for application preparation costs) incurred prior to the TxCDBG Contract Start Date. If any contract-related professional service costs are paid with local funds, these costs may be applied toward the applicant's local match contribution, if the application is funded. TDRA strongly recommends that applicants follow the professional services procurement guidelines included in the most recent TxCDBG Implementation Manual to contract for such services. Following those guidelines will ensure a competitive process and compliance with all applicable state and federal requirements.

To encourage a fair and open competitive process for procurement of professional services, TDRA will not recognize open-ended or multi-year retainer contracts or agreements for professional services that discourage fair and open competition for professional services. TDRA requires that the procurement process for professional services be done separately for each application/project that is submitted for and awarded TxCDBG funds.

CONFLICT OF INTEREST STATEMENT

Under the conflict of interest provisions at 570.489 (h), which are included in the regulations governing state administration of Community Development Block Grant (CDBG) nonentitlement funds (24 CFR 570, Subpart I), no persons who exercise or have exercised any function or responsibilities with respect to TxCDBG activities, or who are in a position to participate in a decision making process, or gain inside information regarding TxCDBG activities, may obtain a financial interest or benefit from the activity, or have interest in any contract, subcontract, or agreement, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure, or for one year thereafter.

These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official of the state, or of a unit of general local government, or of any designated public agencies, or sub-recipients that are receiving CDBG funds.

Under these provisions, a conflict of interest would exist (family member receiving benefit from an activity) if a member of a mayor's family was selected to receive housing rehabilitation assistance through a city program financed with TxCDBG funds. Another example where a conflict of interest would exist (business ties) is a situation where a consultant, who is employed by an engineering firm, has been selected by a city to

provide grant administration services and the city is considering the selection of an engineer from that same firm to provide grant engineering services.

The TDRA may grant an exception to the conflict of interest provisions on a case-by-case basis if it is determined that such exception will serve to further the purpose of the TxCDBG and the effective and efficient administration of the project. An exception may be considered only upon written request from the city or county that includes the following documentation:

1. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made.
2. An opinion of the attorney for the city or county that the interest for which the exception is sought would not violate state or local law.
3. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the project that would not otherwise be available.
4. Whether an opportunity was provided for open competitive bidding or negotiation.
5. Whether the person affected is a member of a group or class of low and moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class.
6. Whether the person affected has withdrawn from his/her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question.
7. Whether the interest or benefit was present before the affected person was in the position as an employee, agent, consultant, officer, or elected official of the city or county, or of any designated public agencies, or subrecipients that are receiving CDBG funds.
8. Whether undue hardship will result to the city or county or the persons affected when weighed against the public interest served by avoiding the prohibited conflict.
9. Any other relevant considerations.

LETTERS OF COMMITMENT

There are several ways in which cities and counties can use other resources in support of TxCDBG funded activities. This support can include:

- In-kind Services
- Force Account Labor and Equipment (salaries/equipment for project construction)
- Local Volunteer Labor (salaries/hourly wages earned, but not paid)
- City or County Owned Land (to be specifically used or donated to the project)
- City or County Owned Materials (either construction or administration materials)
- Force Account Administration (administrative salaries)

- Applicant General Revenue Funds
- Local, State, or Federal Funds.

While other resources are strongly encouraged, the commitments for these matching funds must be fully documented as to source, type, use, and minimum dollar amount before they can be considered in the scoring of an application.

Local government resource commitments must be made in the form of a Resolution from the City Council or County Commissioners Court. This resolution must, at a minimum, indicate the type of resource (e.g., land, labor, materials, money, etc.) and the source, a minimum dollar value to be provided, and for what purpose(s) this resource will be used. Please note here that local match can only be counted for expenditures that would not occur (with the exception of local funds expended for consultant engineering and administrative services) if the proposed application is not funded.

Resource commitments provided by other local entities (e.g., public housing authority, special utility districts, private financial institutions or other similar sources leveraging loan funds with a local housing rehabilitation program or other TxCDBG-eligible activity) must be documented in a letter signed by a person authorized by that entity to make such a commitment. This letter should identify the resource to be provided, a minimum dollar value to be provided, and for what purpose this resource will be used. Applicants who are unsure about the eligibility of a commitment from other local entities should contact TxCDBG staff.

Commitments for other State or Federal funds (e.g., Texas Water Development Board, Rural Utility Service) must be supported by a grant/loan offer, contract award letter, etc., signed by a person authorized to make such a commitment for that agency for an activity directly related to activities included in the TxCDBG funding request. This evidence must include identification of the resource, a minimum dollar value, and the purpose for which this resource will be used. Also, these resources cannot have been expended before the application is submitted.

All resources committed in an application and considered in the scoring of that application must be provided in the event that the project is selected for funding. If these resources are not made available, the locality may be subject to the sanctions set forth in the “False Information on Applications” section of this guide.

Additionally, the use of other funds (e.g., federal, state, or local), in conjunction with TxCDBG funds, generally triggers a series of compliance requirements on those other funds that might not be applicable if those funds were to be used independently as a separate project. These requirements include but are not limited to environmental review, labor standards, real property acquisition (including easements), prohibition of special assessments, and financial management procedures.

ACCEPTABILITY OF MATCH

The following guidelines serve to clarify the type of match acceptable under the Texas Community Development Block Grant Program. Acceptable types of match can be any of the following:

- Cash Only
- In-kind Services/Equipment Use
- Materials or Supplies
- Land
- Any Combination Of The Above

The TxCDBG will not accept matching funds from the United States Department of Agriculture Rural Development Programs for TxCDBG applications unless the applicant has submitted the preliminary application for the Rural Development grant or loan matching funds to Rural Development prior to the TxCDBG application deadline.

The TxCDBG will not accept matching funds from the Texas Water Development Board Programs for TxCDBG applications unless the applicant has submitted the preliminary application or the required questionnaire for the Texas Water Development Board grant or loan matching funds to the Texas Water Development Board prior to the TxCDBG application deadline. Applicants planning to use Texas Water Development Board funds as match for TxCDBG funds cannot submit a TxCDBG application for the Community Development Fund, Colonia Construction Fund, or Non-Border Colonia Fund unless the applicant has submitted the application or completed the required questionnaire for Texas Water Development Board funds prior to the TxCDBG application deadline.

Funds expended prior to the application deadline shall not be counted as matching funds under the TxCDBG Project Design scoring factor.

The only exceptions to this policy are local/other funds expended for engineering/architectural services and local/other funds expended for consultant administrative services.

Prior to submission of the application, an applicant may procure professional services to assist in the preparation of the application and/or to provide the professional engineering/architectural or administration services needed for contract management purposes if the application is funded.

The TxCDBG may reimburse funded applicants for any costs (except for application preparation costs) incurred prior to the TxCDBG Contract Start Date. If any contract-related professional service costs are paid with local funds, these costs may be applied toward the applicant's local match contribution, if the application is funded.

The TxCDBG strongly recommends that applicants follow the professional services procurement guidelines included in the most recent TxCDBG Implementation Manual to contract for such services. Following those guidelines will ensure a competitive process and compliance with all applicable state federal requirements.

Match can be considered only if committed for activities proposed for funding with TxCDBG funds and the match will be used in the same target areas as the TxCDBG funds, or the match will be used for activities that are directly related to supporting the activities proposed for TxCDBG funding.

Example #1:

An applicant proposes a water line replacement project in two different target areas and proposes that TxCDBG funds finance the improvements in one target area and the applicant's match will be used to finance the improvements in the other target area. The applicant had already budgeted local funds for the water improvements in the applicant financed target area and did not claim any of the persons located in this target area as project beneficiaries. This match would not be considered because it is not committed to the TxCDBG financed target area beneficiaries nor is it committed to the proposed TxCDBG-funded water improvements.

Example #2:

An applicant proposes water line replacement and street paving activities in the same target area and proposes that TxCDBG funds finance the water improvements and the applicant's match will finance the street paving improvements. Even though the match is committed to the same target area, this match would not be considered because the match is not committed to the TxCDBG-funded water activity. The applicant could complete the street paving improvements without TxCDBG funds.

Example #3:

An applicant proposes water line replacement and street paving activities in the same target area and proposes that TxCDBG funds finance 80% of water improvements costs and 50% of the street paving costs. The applicant's match will finance the remaining 20% and 50% of these activities. The applicant's match is allowed because it is committed to the same target area and activities proposed for TxCDBG funding.

Example #4:

An applicant proposes a sewer system improvements project that includes acquisition of easements and a site for a lift station. TxCDBG funds will finance 100% of the sewer system construction improvements and the applicant's match will finance 100% of the acquisition, engineering, and administrative costs related to the delivery of the construction improvements. This match is considered allowable because the acquisition, engineering and administrative costs are directly related to the TxCDBG funded sewer construction activity.

Match can be considered only if the applicant has used an acceptable and reasonable method to document the value of the match.

Except for cash match, the applicant must provide an attachment/schedule to Table 2, Budget Justification, which shows how the value of each type of match was determined. The following documentation is acceptable to the TxCDBG for the different types of match:

Cash

Acceptable documentation for cash match is described in the “Letters of Commitment” section (e.g., local government resolution, letters of commitment from other local entities, state/federal agency contract award letter, etc.).

Force Account Labor (In-kind Service)

The value of force account labor match must be based on the estimated TxCDBG contract-related construction hours to be worked by force account workers and the hourly wages to be paid and cannot be based on labor costs estimated through the bid/contract method.

The applicant must provide an attachment/schedule that shows how the value of the match was determined (number of estimated contract-related construction hours multiplied by the hourly wage rates paid for each worker). Documentation regarding this information should be included within attachment section 8, Miscellaneous Attachments.

Local Volunteer Labor (STEP Projects)

TDRA, TCEQ, and other state entities are participants in a collaborative approach to address local needs through the Texas Small Towns Environment Program (Texas STEP). The STEP approach is a way for communities to solve water and wastewater problems through self-help.

Local volunteer labor, labor provided by persons that are not employed by the applicant or working on the project activity in their capacity as an employee of the applicant or as an employee of a construction contractor on the project, can be counted as match.

The value of volunteer labor match must be based on the estimated TxCDBG contract-related construction hours to be worked by volunteer workers and the hourly wages that would be earned if the volunteer workers were actually paid.

Administration/Engineering (in-kind service)

The value of in-kind administration and engineering match must be based on the estimated TxCDBG contract-related hours to be worked by administrative/engineering staff and the hourly wages or salary to be paid and cannot be based on a percentage of the project cost method or on an estimated cost of the service(s) if an administrative/engineering consultant(s) were hired.

The applicant must provide an attachment/schedule that shows how the value of the match was determined. The schedule should include the estimated contract-related staff-work hours multiplied by the hourly wages or salary to be paid and the estimated value of other TxCDBG-eligible administration/engineering costs (e.g., materials, supplies, bonding, postage, audits, plans/specifications, construction mapping, etc.). If you are unsure about the eligibility of any administrative or engineering costs, please contact TxCDBG staff for a determination.

Equipment Use (in-kind)

The value of in-kind equipment use match for equipment owned by the locality must be based on a use allowance or depreciation (both cannot be used for the same piece of equipment) and cannot be based on the estimated rental cost of such equipment if already owned by the locality.

To document the value of estimated in-kind equipment use match based on a use allowance, the applicant may use equipment hourly rates and mileage rates established by the Federal Emergency Management Agency (available from the TxCDBG under separate cover).

Depreciation value may be used only if the equipment is not already fully depreciated and the schedule is based on acquisition cost. The applicant must provide an attachment/schedule that shows how the value of the match was determined.

If determining value by use allowance, the schedule must include a list of the equipment (including the capacity or size of the equipment), the hourly use rate or mileage rate, and the number of estimated hours or miles that each piece of equipment will be used on project related activities.

If determining value based on depreciation, the schedule must include a list of the equipment, the depreciation schedule, and the acquisition cost of each piece of equipment.

Materials and Supplies

The value of materials/supplies to be provided by the applicant, and already owned by the applicant, must be based on the purchase price of the materials/supplies at the time of

purchase and cannot be based on the current purchase price of such materials and supplies.

The applicant must provide an attachment/schedule that shows how the value of the match was determined. The schedule must include a list of the materials/supplies to be provided by the applicant, the number of units and the unit price acquisition cost of each material/supply.

Land

The value of land donations of public or private property must be based on an independent appraisal report establishing the fair market value or on the purchase price of the property at the time of purchase.

Either way, the value claimed must be based on the amount of property actually needed for the TxCDBG project (e.g., the applicant cannot claim the value for a 200-acre tract of land if only one acre is needed for the TxCDBG project).

The applicant must provide the appraisal report or deed of purchase establishing the value of the property needed for the TxCDBG project.

BENEFICIARY IDENTIFICATION METHODS

In order for a project to be eligible for a REDPP award, at least 51% of its beneficiaries must be of low- to moderate-income (LMI). Low- to moderate-income individuals are those whose income is 80% or less of the area median family income (AMFI). Use of 2000 Census data and door-to-door surveys are both acceptable methods for documenting beneficiary income levels.

Census Data

To county project beneficiaries and document LMI percentage using data from the 2000 Census, use the Low- to Moderate-Income Summary Data spreadsheet from the TDRA web site. This Excel file contains population and income data for the State of Texas down to the Block Group level.

TxCDBG will only allow the use of the HUD 2000 Census-based information to qualify an activity and to document the activity beneficiaries under the following conditions:

1. The project activity will benefit all of the persons within a census geographic area or a significant number of the persons (at least 60% of the persons) within a census geographic area. The census geographic area could be a county, place, census tract, or block group.
2. If only HUD 2000 Census-based information is used to document the beneficiaries of an application activity, the low and moderate income benefit

- percentage must be at least 51% (not 50.99%) for a single census geographic area or for combinations of two or more census geographic areas.
3. The HUD 2000 Census-based information may be used in combination with beneficiaries identified using other methods (as appropriate) to document the beneficiaries of an application activity. Again, the activity must benefit at least 51% low and moderate income persons.

If an application activity does not benefit an entire census geographic area or a significant number of the persons within a census geographic area, then the applicant must use another method to document the beneficiaries. The applicant should then consider conducting a local TxCDBG survey to document the beneficiaries and the low and moderate benefit percentage for the activity. A local survey is usually the best way to document the beneficiaries of direct benefit activities.

Navigating the LMISD Spreadsheet

The most useful columns in the LMISD file for identifying activity beneficiaries are:

- COUNTYNAME – identifies the name of the county where the corresponding geography is located;
- PLACENAME – identifies the name of the city where the corresponding geography is located. Blank spaces in this column indicate unincorporated portions of counties;
- TRACT – indicates the census tract associated with each row of data;
- BLKGRP – indicates the block group associated with each row of data;
- LOWMOD – the number of low- to moderate-income persons residing in the geographic area associated with each row of data;
- LOWMODUNIV – a HUD projection of the total population residing in the geographic area associated with each row of data; and
- POP100 – a total population count for the geographic area associated with each row of data. This is based on a 100%-count of Census short forms and sometimes differs slightly from the LOWMODUNIV total, though it matches with other short form data.

TxCDBG currently permits use of either LOWMODUNIV or POP100 as a total population count, but one or the other must be used consistently throughout the application for all Census-based data. Since these totals differ slightly, the LMI percentage will vary depending on whether the LOWMOD total is divided into the LOWMODUNIV or POP100. In cases where one of these differing LMI percentages is below 51% and one is above, TxCDBG will adhere to the percentage obtained using LOWMODUNIV.

Example 1

City A wants to apply for a project that includes the installation of water distribution lines and fire hydrants in 2 block group (BG) areas. Using the LMISD spreadsheet, the City finds the following information:

COUNTYNAME	PLACENAME	TRACT	BLKGRP	LOWMOD	LOWMODUNIV
Beautiful Texas County	City A	950200	6	28	50
Beautiful Texas County	City A	950200	5	51	100
Beautiful Texas County	City A	950200	6	32	50

- BG 5 has 100 residents, but an examination of the project maps indicates the project will only serve 35. The LMI percentage for BG 5 is 51%.
- BG 6 also has 100 residents, but the project is only expected to serve 20.

Can City A use 2000 Census data to qualify this project? No, because TxCDBG could not allow the use of 2000 Census data to qualify this project because the project *will not benefit a significant number of BG 5 or BG 6 residents*. Both block groups would qualify if more than 60% of the residents of each were expected to receive benefits. In this case, City A must perform a survey of the benefiting areas.

Example 2

City B wants to apply for a citywide benefit project that includes drilling a new water well and a installing a new 500,000 gallon ground storage tank. City B boundaries include 4 census geographic areas (census tracts):

COUNTYNAME	PLACENAME	TRACT	BLKGRP	LOWMOD	LOWMODUNIV
Beautiful Texas County	City B	990800	2	14	68
Beautiful Texas County	City B	990700	3	28	44
Beautiful Texas County	City B	990600	1	619	1,181
Beautiful Texas County	City B	990500	2	494	870
Beautiful Texas County	City B	990400	3	636	1,144

The low and moderate income percentage based on citywide (place) census data is 54.16% (1,791 low and moderate income persons and 2,021 total citywide beneficiaries).

City B can qualify the project using 2000 Census data because the project will benefit at least 51% low and moderate income persons.

Example 3

City C wants to apply for a direct benefit project that includes the installation of water distribution lines and fire hydrants in 2 block group (BG) areas. The project will benefit a significant number of BG 2 residents (70%) and a small section of BG 3 (about 5%).

BG 2 is 70% low and moderate income (455 low and moderate income persons and 650 total residents) according to 2000 Census data. BG 3 is 45% low and moderate income (324 low and moderate income persons and 720 total residents) according to 2000 Census data.

Can City C use 2000 Census data to qualify this project? Yes and no. TxCDBG would allow the use of 2000 Census data for BG 2 but not for BG 3. City C would be advised to use census data for BG 2 and to survey the beneficiaries located in BG 3.

City C surveys BG 3 beneficiaries and the survey identifies 35 total and 28 low to moderate income beneficiaries.

The number of beneficiaries in BG 2 (about 70% of BG 2 residents) is 450 total and 315 low and moderate income. Therefore, there are 485 total activity beneficiaries, 343 of whom are of low to moderate income.

Applicants using 2000 Census data to document activity beneficiaries must submit the following information with the application:

- A copy of the information from the HUD document for the applicant and/or the TxCDBG-completed cover sheet, which includes low and moderate income benefit percentages for each census geographic area.
- A copy of the methodology and the supporting documentation (SF 1 information if applicable) used to determine the total number and number of low and moderate income beneficiaries for a census geographic area where only a portion of the census geographic area is receiving benefit from an application activity.
- For target area activities that do not benefit the entire city or county, a census map which contains the numbers for each census geographic area, the boundaries of each census geographic area, and the locations of the project activities within each census geographic area receiving project benefit.
- The 2000 Census information (SF 3) and maps are available from various state agencies and from various websites. When trying to obtain information or maps, first check with your local Council of Governments, as most have these materials for their respective regions. You may also contact TxCDBG staff for information concerning the availability of 2000 Census information. Census maps are available on the Census Bureau website at <http://factfinder.census.gov> or on the Texas State Data Center website at <http://txsdc.utsa.edu>.

Surveys

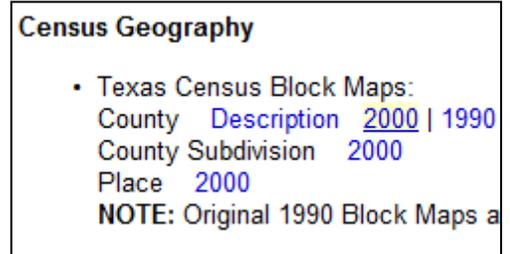
Refer to the agency website at www.tdra.texas.gov for a copy of the most recent survey methodology manual and required survey forms. Surveys of 200 or more households must employ statistical random sampling techniques and all surveys must result in at least an 80% response rate. When the beneficiaries of an activity are fewer than 60% of the

residents of a Census Geographic Area or the income profile of a community has changed substantially since the 2000 Census, surveys are often a useful alternative (see example 3 above).

Obtaining Census Maps

A map of the benefiting area that shows Census geography must be submitted with the application. One convenient source for this information is the Texas State Data Center web site (www.txsdcenter.utsa.edu). To obtain a Census map of a specific area, use the menu at the top of the page to select “Map Products,” then “Reference Maps.” Then:

1. Under “U.S. Census Bureau Produced Maps,” select 2000 County Census maps, as shown at right.
2. Select your county from the list. The next screen will provide a list of hyperlinks. Each one leads to a large, detailed .pdf map of a portion of the selected county. The first link, map # 000, shows the entire county.



APPLICATION INSTRUCTIONS

Cover Sheet

Checking the box in the upper right corner of the computer screen titled (Highlight fields” will highlight all active fields.

Enter the applicant’s name in the space provided. The applicant’s name will then be included in the footer of every page in the application.

424 Form

The numbered sections below coincide with the numbered fields on the 424 Form. All information is required unless otherwise noted.

Type of Submission: Under the Application column, select either Construction or Non-Construction. The majority of TxCDBG applications, except for Planning-only applications, include some construction activities.

Date Submitted: To use the calendar provided, click on the drop-down arrow on the right side of the box.

Date Received by State: Leave this field blank.

Date Received by Federal Agency: Leave this field blank.

Applicant Information: Provide the applicant’s Legal Name (e.g., City of ABC, ABC County) and the Organizational Unit (can be the same as the Legal Name). Mailing address, telephone number, fax number, and email address are required for both the applicant and the application preparer. The applicant’s physical address and county are also required.

Employer Identification Number: Also known as the Federal Tax ID, this 14-digit number is required to facilitate disbursement of funds.

DUNS Number: All applicants must have a Data Universal Numbering System number to apply for Federal funds. The DUNS number is a nine-character identification number provided by Dun and Bradstreet. There is no charge to obtain a DUNS number. For additional information, visit the Dun and Bradstreet website at www.dnb.com. Failure to provide the applicant’s DUNS number at the application stage may result in delayed award disbursement.

Type of Applicant: Select County or City.

Type of Application: Check the appropriate box.

Name of Federal/State Agency: Provided by TDRA

Catalog of Federal Domestic Assistance Number: Provided by TDRA

Project Type: Provide a short description of the construction activities included in the application such as: “Wind power structure for brackish water / RO treatment”, etc.

Type of Application: Desalination Fund

Target Area(s) Affected by the Project: Briefly identify the areas of the city or county affected by the project. Acceptable descriptions would be: “The ABC Community in southeast XYZ County”, “The ABC Community and LMN Community in XYZ County”, “The ABC Water Supply Corporation Service Area”, “The A, B, C, and D Colonias of XYZ County”, and “Jollyville neighborhood in the northwest portion of ABC Town”.

Applicant’s Fiscal Year: Indicate the beginning and end dates of the applicant’s fiscal year.

Congressional Districts: Provide the congressional districts of the entity applying for funding, as well as for the proposed project site(s). This information is available through the “Who Represents Me” feature at the Texas State Legislature’s web site: www.fyi.legis.state.tx.us.

Estimated Funding:

Complete each field as follows:

- TxCDBG Request: Amount requested from TDRA through this application;
- Federal: Amount committed from federal resources such as RUS or USDA-RD;
- State: Amount committed from state resources such as TWDB;
- Applicant: Amount of match committed by the applicant;
- Local: Amount committed from local resources such as a WSC, WCID, MUD, or any other local entity other than the applicant;
- Other: Amount committed from resources other than those listed above; and
- Total: This will calculate automatically.

If the applicant intends to use TxCDBG to leverage funds from another source, indicate the full scope of the project (including portions funded by other sources) in the Project Summary and confirm the applicant is eligible to participate in the Forward Commitments program. For more information about Forward Commitments, refer to page 49 in this Guide or Section IV C 1 (e) of the 2011 TxCDBG Action Plan.

Is application subject to review by State Executive Order 12372 Process? – For TxCDBG applications, the answer to this question is “No.” However, if the applicant provides a copy to the Regional Planning Commission, estimate the date of submission to the Regional Planning Commission for Texas Review and Comment System (TRACS) review.

Is the Applicant delinquent on any Federal debt? - If the answer is “Yes,” include an explanation concerning the nature, amount, and date when payment of the debt became delinquent.

Certification: Before signing the 424 Form, the authorized signatory should read the text in this field carefully and review the Local Certifications and Citizen Participation Plan sections of this guide. Complete all sub-fields prior to signature.

Community Needs Assessment

Provide a response for each question. If a question does not apply, be sure to select “N/A”. Any questions not answered will be considered incomplete and may result in a deficiency notice for the application.

List of All Identified Community Needs

Provide a list of all identified local priority community development and housing needs and not just the needs addressed in the application. The most important need must be listed first. It is important to note that there are “+” and “x” boxes throughout the

application. The “+” boxes add additional spaces for entry, and the “x” boxes will remove those entries if chosen.

Indicate the method(s) used to determine the needs addressed in this application. The date(s) of each method/assessment should also be provided. If the exact date is not known, use the most accurate format available (i.e. 01/01/2009; 01/2009; or 2009).

The needs addressed in the application must be described in terms of the deficiencies in the current facilities/services or the lack of the facilities/services (e.g., water system or sewer system component does not meet state/federal minimum standards; undersized water lines; inadequate water pressure; lack of public water or sewer service; sewage treatment capacity deficiency; deficient water storage capacity; dirt streets; inadequate drainage structures etc.). If the project involves an existing facility, then the age (in years) of the existing facility should be provided.

Project Summary

Provide a narrative regarding the impact this project will have on the beneficiaries and community. This impact narrative should include enough information to clearly depict the extent of need in each of the proposed project areas and how this project will meet each of those needs. Be sure to include standards of performance (what is required to bring to the system into compliance, etc...). Provide a description of what facilities currently exist in each of the areas receiving benefit from this project. What are the anticipated outcomes directly resulting from the proposed project(s)? Also, identify any additional benefits to the county government or to the residents of the county or target area that may result from the CDBG investment (i.e. Business, Revenue, Investments, Cost Savings, Regulatory, Health/Safety, and/or Residential). Information related to the scoring / selection criteria must be included in the project description.

Activity Specific Questions

Each applicant must provide answers for all *applicable* ACTIVITY SPECIFIC QUESTIONS included in the application.

It is important to note that for an application that includes the installation of first-time sewer service, the applicant must provide answers to all of the activity specific questions listed under Sewer/Wastewater Improvements and Housing Assistance for Sewer Connections. If the application is for first-time water service, the applicant must provide answers to all of the activity specific questions listed under Water Improvements and Housing Assistance for Water Connections.

Answer all of the questions listed under each activity heading that apply to the application. If an application includes an activity not covered under the activity specific questions, disregard this section.

Table 1 – Benefit to Low- and Moderate-Income Persons

Provide the following information for each proposed activity. For activities that share the same location, beneficiaries, and National Program Objective, use the “+” box on the right side of the page to add activity line items. Data for activities in a different location, serving different beneficiaries, or addressing a different NPO must appear on a separate Table 1 form.

Example #1: The application for a water system improvement project with line replacement to improve pressure serving 100 beneficiaries and first-time water system connections serving 55 would require two separate Table 1 forms. This is because the private property improvements (yard lines) of the first-time connections comprise only the LMI portion of the line replacement’s beneficiaries. The non-LMI beneficiaries are included in water system improvements portion of the project. In this case, determining the project’s total beneficiary count is not as simple as adding together the totals for the two activities because the first-time connection beneficiaries benefit from both activities and must be counted only once. Therefore, the total beneficiary count is 100.

Example #2: A road reconstruction project proposed in two target areas, serving 100 beneficiaries in neighborhood A and 100 in neighborhood D would require one Table 1. Although the activity will serve two target areas only one Table 1 is required because the activity is the same. The project’s total beneficiary count would combine the beneficiaries from each of the two areas, since each group only benefits from the improvements in its own area. Therefore, the total beneficiary count is 200.

Example #3: Improvements to both water and sewer systems serving the same 100 beneficiaries in a single target area would require just one Table 1 form. Although the activities differ, they serve the same population through the same NPO and occur in the same location. The total project beneficiary count is 100, because the beneficiaries are the same although they are served by two activities.

To add a new Table 1 form, click the “Add Another Table” button at the top of the page, or click “Remove this Table 1” to remove an unnecessary page. Refer to Appendix II for examples of properly completed Table 1 forms.

Activity Description

Choose the appropriate activity from the drop-down list. Refer to the TxCDBG Activity Code Reference Table in Appendix I for a brief description of each activity, its corresponding HUD activity code, and the code associated with it in previous TxCDBG application cycles.

Most projects involve at least three activities, and at least one construction item and General Administration are mandatory. For most public works/facilities projects, engineering/architectural services should be included even if not paid with TxCDBG

funds. When completing the form for the General Administration activity, the Gender, Ethnicity, and Census Geographic Area information is not required.

For the General Administration line item, use the “TxCDBG Construction” and “Other Construction” columns to indicate the portions of the Administration costs to be paid by TxCDBG funds and Other funds respectively. Engineering and acquisition costs are not applicable to General Administration and should be left blank for both TxCDBG and Other funds.

In some cases, more than three activities apply even if the application is for a single purpose. One example is housing projects that include rehabilitation, clearance, and relocation activities.

Total Activity Beneficiaries (Activity Benes)

For projects with multiple activities, each separate activity requires a separate beneficiary count. This is true when activities take place in different sectors of a jurisdiction, but may also be true when the activities are proposed in the same general vicinity.

For example, if a proposed project includes street paving and sewer line improvements in the same part of a community, a survey conducted for the project should produce a separate sub-tabulation for each activity. If the activity locations overlap completely and serve the same population, the beneficiary totals will be identical. If the activity locations overlap partially or not at all, the totals will differ because each activity serves a different population.

Activity LMI Beneficiaries (LMI Benes)

This column should reflect the number of persons identified in the Activity Benes column whose income falls below 80% of the county, statewide non-metropolitan, or metropolitan statistical area (MSA) median family income (low-to-moderate income persons).

Activity LMI Beneficiary Percentage (LMI %)

The percentage of an activity’s beneficiaries that are LMI. For projects addressing the low-to-moderate income NPO, the TxCDBG program requires that this amount be at least 51% for each construction activity.

TxCDBG Construction \$

Indicate the amount of TxCDBG funds requested for each construction activity. Be sure to substantiate this figure for all construction activities on Table 2 – Budget Justification.

TxCDBG Engineering \$

The amount of TxCDBG funds requested to pay engineering costs associated with the activity. This amount should also appear on Table 2 – Budget Justification.

TxCDBG Acquisition

The amount of TxCDBG funds requested to pay acquisition costs associated with the activity.

Other Construction \$

Show the amount of local or other matching funds committed to pay for the construction costs associated with the activity.

Other Engineering \$

The amount of local or other matching funds committed to pay for the engineering costs associated with the activity.

Other Acquisition \$

Indicate the amount of local or other matching funds committed to pay the acquisition costs associated with the activity.

The source(s) of all other funds must be identified in the space that appears on the form when the “other” amount is greater than zero. TDRA also requires a firm letter of commitment documenting each outside source of funding. Local match funds require a Resolution passed by the locality's governing body. Please note that the documentation of any commitment of other funds must indicate they would not be expended on that particular activity if not used as TxCDBG match.

Activity Total

The total cost of completing each activity, including funds from TxCDBG and all other sources. The total for all activities should match the total project cost on the 424 form. The amount requested for General Administration must not exceed 16% of the combined TxCDBG amounts requested for construction and acquisition/relocation activities. The locality is responsible for any cost incurred for General Administration (Program Administration, Compliance, Audit, etc.) that exceeds the TxCDBG-funded amount.

Gender Data by Activity

The number of male and female beneficiaries of each activity. The number in the Total Benes column should match the Activity Benes column in the section above.

Race/Ethnicity by Activity

Provide the gender, race, and ethnicity data of beneficiaries individually for each activity (excluding administration and engineering). This data is available for census geographic areas in the TXMA05 file located on the agency website.

According to a requirement promulgated by the Office of Management and Budget (OMB) and the Department of Housing and Urban Development (HUD), beneficiaries for the Community Development Block Grant Program (CDBG) must now consider persons of Hispanic or Latino origin as an ethnic group. Therefore, persons of Hispanic or Latino origin must also be included under one or more of the single race or multi-race categories. The number of persons shown in the single race or multi-race categories, not including the persons shown as Hispanic or Latino origin, should equal the total number of project beneficiaries when added together. The number in the Total Activity Beneficiaries column must match the Activities column in the section above.

Construction Completion Method(s)

Identify how each proposed activity will be accomplished:

- choose one (1) for activities that will be accomplished through the bid/contract process;
- choose two (2) for force account labor (performed by the applicant's own employees); and
- choose three (3) for a combination of both (1) and (2).

Be sure to provide this information for administration and engineering activities as well as construction items.

National Objective

Select the National Program Objective the proposed project will address. See the National Objective Code (NOCs) Reference Table in Appendix I for a brief description of each code that appears on the form.

Census Geographic Area Data

For reporting purposes, HUD requires that TDRA collect information regarding the location of each project activity. The county code/FIPS code will automatically populate when you choose the applicant's county from the drop down menu on the cover page. Next, indicate census tract and block group(s) where the majority of the activity's beneficiaries reside. You can obtain this information from the "Low-and-Moderate Income Summary Data 2010" spreadsheet located on TDRA's web site. If applicable, indicate that the project provides city- or county-wide benefit by selecting the appropriate box to the right of the County Code. This information is required in order for TDRA to process award disbursements, but is not used to address National Program Objectives.

Beneficiary Identification Methods

There are three acceptable ways to determine how many beneficiaries a project will serve:

- HUD 2000 Census-based Data;
- TxCDBG-approved Survey; and
- TxCDBG-approved Limited Clientele Information.

Indicate which method was used by selecting the appropriate box, and then provide the number of individuals and housing units identified using each method.

Table 2 – Budget Justification

A complete Table 2 is required for all public works activities. Costs related to housing rehabilitation activities, other than water or sewer connections on private property related to the installation of first-time water or sewer service, do not have to be reflected on this form.

For projects involving more than one activity, this form should reflect each separate activity and its applicable costs.

Do not include cost categories such as contingency funds, profit, overhead, and bonding as separate costs. They should be built into the estimated construction costs.

Activity #

Refer to the HUD activity number associated with each activity on Table 1. Activities shown on this form must correspond to those shown on Table 1. Click the column header for a full list of activity descriptions and their corresponding numbers.

Materials/Facilities/Services

In this column, list the materials/facilities/services associated with each activity.

Localities may not levy special assessments, fees and service connection/tap-on costs on low-to-moderate income persons to recover the TxCDBG-financed portion of a public improvement. However, they may do so to recover the portion financed with other funding sources provided TxCDBG funds pay these costs for the LMI beneficiaries.

Under certain conditions, TxCDBG funds may pay special assessments and fees for low-to-moderate income persons even if the public improvements are funded by another source. Payment of special assessments/fees constitutes TxCDBG assistance to the public improvement. Therefore, TxCDBG funds may pay for the assessments/fees on behalf of LMI persons provided that:

- the installation of the public improvements was carried out in compliance with requirements applicable to activities assisted under TxCDBG, including labor standards, environmental review requirements, and citizen participation;
- the installation of the public improvement meets a TxCDBG national program objective; and
- TxCDBG funds do not pay for the assessment/fees on behalf of non low-to-moderate income persons.

Force account labor costs, whether paid with TxCDBG funds or included as local match, must be based on the estimated TxCDBG contract-related construction hours to be

worked by force account workers and the hourly wages to be paid, not on labor costs estimated through the bid/contract method. The use of force account in a TxCDBG contract requires separate Force Account Administration Certification, which may be obtained by attending a TxCDBG Project Implementation Workshop.

The value of materials/supplies to be provided by the applicant, and already owned by the applicant, must be based on the purchase price of the materials and supplies at the time of purchase and cannot be based on the current purchase price of such materials/supplies.

Equipment costs for equipment owned by the locality, whether to be paid with TxCDBG funds or included as local match, must be based on a use allowance (such as those used by FEMA) or depreciation (based on acquisition cost, and only if the equipment is not already fully depreciated). Calculate all costs based on hours the equipment is in use on the project.

Price per Unit, Unit, and Quantity

There are two acceptable methods for determining actual construction costs:

1. Break down the construction costs into labor and materials components for each activity (use this method for activities involving force account labor); or
2. Use unit price (\$/Unit) and the number of units (Qty) for each activity. The units used (e.g., linear feet (lf), square feet (sf), etc.) must be priced to include all proposed improvements related to and necessary for the major construction activity.

For projects that will be completed using force account labor, use the materials/facilities/services column to calculate the value of the force account, such as the estimated contract-related construction hours multiplied by hourly wage rates with the total amount indicated in the *Construction \$* column, or attach a separate Force Account Schedule. See Appendix III for an example of a properly completed Table 2 involving Force Account labor.

Construction \$

The price of a material associated with a construction activity. This is the quantity in the “\$/Unit” column multiplied by the number in the “Qty” column.

Acquisition \$

Any proposed activity involving acquisition of real property, easements, rights-of-way, etc., must have the projected acquisition costs broken out by the activity for which the acquisition is needed. Acquisition costs associated with construction activities, such as easements for a water system improvement project, should be shown in the “Acquisition \$” column. Please keep in mind that TDRA requires compliance with the Uniform Real Property Acquisition and Relocation Policies Act of 1970.

Do not add a separate Acquisition activity line item unless the project involves acquisition of real property, in which case the “Construction \$” and “Engineering \$” columns should be blank.

Eng./Arch. \$ (Engineering and Architectural Cost)

Engineering/architectural costs must be broken out by each construction activity and by the following engineering services:

- Survey;
- Design; and
- Construction inspection/testing

Special engineering services and their costs must be itemized on Table 2 (see Appendix III for an example of a properly completed Table 2).

TDRA staff will evaluate these costs in accordance with guidelines available from the Consulting Engineers Council of Texas to determine if they are reasonable.

Ttl. Act. \$ (Total Activity Cost)

Add the amounts in Construction\$, Acquisition\$, and the Eng./Arch.\$ columns to obtain the total costs for each activity. Each activity cost and the associated total activity costs must be consistent with those shown on Table 1. General Administration is not shown on Table 2.

Operations and Maintenance

At the bottom of the form, identify and explain the projected operation and maintenance costs associated with each of the proposed activities. Figures for this field are based on projections of operations and maintenance costs for five years after the completion of the project activity. Divide the projected five-year costs by 5 to arrive at a yearly operations and maintenance cost.

Signature of Registered Engineer/Architect Responsible For Budget Justification and Seal

For public facilities projects, a professional engineer or architect licensed to practice in the State of Texas must complete this form. The engineer or architect’s signature and registration seal must be on the form.

Please also provide the date the form is completed and the engineer or architect’s telephone number. If the professional seal is a pressure (non-ink) seal, please ensure that a penciled-over image of the seal is visible on the duplicate copy.

Locations Form

Identify each activity and the area in which it will be located. This section offers the flexibility of using either the “On-To-From” format, or a descriptive narrative format. Do

not combine multiple activities or multiple target (project) areas into one table – provide a separate table for each.

National Program Objectives

Each proposed activity included in an application for TxCDBG funds must meet one of the three national program objectives. These three national program objectives are:

1. Principally benefit low and moderate income persons.
2. Aid in the prevention or elimination of slums and blight.
3. Meet other community development needs of particular urgency that represent an immediate threat to the health and safety of residents of the community.

The applicant must provide the method, or methods, used to identify the beneficiaries for each application activity (with the exception of the engineering and administration activities)

OBJECTIVES AND OUTCOMES

Activity:

Identify each activity proposed within the application.

Choose one objective and one anticipated outcome for each activity in the application (excluding engineering and administration):

Objective:

Create a suitable living environment.

Provide decent affordable housing.

Create economic opportunities.

Outcome:

Availability / Accessibility

Affordability

Sustainability

Only one set of objectives and outcomes is required for each activity. If multiple objectives and outcomes are provided for each activity, the responses listed first for each activity will be used for reporting purposes by TxCDBG.

Anticipated Outcome Units:

Provide the anticipated number of persons assisted for each of the questions pertaining to this project.

Additional Activity Information:

Choose only those that apply.

APPLICANT DISCLOSURE/UPDATE REPORT FORM

Section 102 of the Department of Housing and Urban Development Reform Act of 1989 (42 U.S.C. 3531, P.L. 101-235 approved 12-15-89) and HUD implementing regulations at 24 CFR Part 4, contain disclosure requirements for TxCDBG applicants and recipients.

The TxCDBG Applicant Disclosure / Update Report section must be completed by every TxCDBG applicant.

Provisions at Subpart C of 24 CFR Part 4 require a TxCDBG applicant requesting assistance for a specific project or activity to make a number of disclosures. Each TxCDBG applicant must disclose the following information:

- Assistance from other government sources in connection with the TxCDBG project.
- The financial interests of persons in the TxCDBG project.
- The sources of funds to be made available for the project.
- The uses for which the funds are to be utilized.

TxCDBG applicants and recipients must submit updates to reflect substantial changes to the information required on the disclosure report. The period during which updates are required begins when the application is submitted and ends when the applicant is denied funding, or when a TxCDBG recipient has discharged all of its obligations under the terms of the TxCDBG contract including the submission of all required reports. Updates must be submitted within 30 days of the change requiring the update.

Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Texas Community Development Block Grant Program (TxCDBG) is authorized to collect all information required by this section under Section 102(b) and (c) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. Disclosure of SSNs and EINs is optional. The TxCDBG will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Texas Open Records Act (Texas Civil Statutes, Art. 6252-17a). You must provide all the required information. Failure to provide any required information may delay the processing of your application and may result in sanctions and penalties, including imposition of the administrative and civil penalties specified under 24 CFR Section 4.38.

Part 1 – Applicant Recipient Information:

All TxCDBG applicants must indicate whether this is an initial or update report

Part 2 – Other Government Assistance Provided / Requested:

Applicants must report any other government assistance involved in the project or activity for which TxCDBG assistance is sought.

"Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit or any other form of direct or indirect assistance from the Federal government, a State (other than the TxCDBG assistance requested in the application), or a unit of general local government, or any agency or instrumentality thereof, that is available, or is expected to be made available with respect to the project or activities for which TxCDBG assistance is sought. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, it is reasonable to anticipate that the assistance will be forthcoming.

Applicant disclosures must include all other government assistance involved with the TxCDBG assistance, as well as any other government assistance that was made available before the request, but that has a continuing presence at the time of the assistance request.

Space is provided to enter sources of other government assistance. If using the .pdf version of the application you may add more space as needed by using the buttons provided. If using the Microsoft Word version, follow the directions on the application.

If the applicant has *No Other Government Assistance to Disclose*, then place a mark in the box and proceed to PART III.

Enter the name of the government agency making the assistance available. If applicable, include at least one organizational level below the agency name. For example, U.S. Department of Commerce, Economic Development Administration; Texas Department of Housing and Community Affairs, HOME.

Enter the address, city, state, and zip code of the government agency making the assistance available.

Enter the program name and any relevant identifying numbers, or other means of identification, for the other government assistance.

State the type of other government assistance (e.g., applicant contribution, loan, grant, loan insurance).

Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project of activities for which TxCDBG assistance is sought (applicants) or has been provided (recipients).

Part 3 – Interested Parties:

1. Applicants must provide information on all developers, contractors, or consultants involved in the application for TxCDBG assistance or in the planning, development, or implementation of the project or activity; and
2. Any other person who has a financial interest in the project or activity for which TxCDBG assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower). "A financial interest" means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

If the applicant has *No Persons With A Reportable Financial Interest To Disclose*, then place a mark in the box and proceed to PART IV.

Enter the full names and addresses of all persons referred to in paragraph 1 or 2 of this part. If the person is an entity, the listing must include the full name of each officer, director, and principal stockholder of the entity.

Enter the type of participation in the project or activity for each person listed; i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor). Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of TxCDBG funds involved.

Part 4 – Report on Expected Sources and Uses of Funds:

The applicant disclosure report must specify all expected sources of funds from the TxCDBG and from any other source that have been, or are to be, made available for the project or activity. Non-TxCDBG sources of funds typically include (but are not limited to) the applicant's local contribution, other government assistance referred to in PART II, equity and amounts from foundations and private contributions. The report must also specify all expected uses for which the funds are to be utilized. All sources and uses of funds must be listed if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the source or use will be forthcoming.

If any of the source/use information required by this report has been provided elsewhere in the application, the applicant need not repeat the information, but should refer to the application form and location to incorporate the information into this section. Applicants may cite application documents that contain some of this information such as the 424 Form, Project Summary, Table 1, Table 2, Letters of Commitment, etc.

For the source of funds, indicate that the information can be found on the Cover Sheet, 424 Form, Table 1, the Local Resolution, and Letters of Commitment.

Otherwise, each reportable source of funds must indicate:

- The name and address, city, state, and zip code of the individual or entity making the assistance available. If applicable, include at least one organizational level below the agency name. For example, U.S. Department of Transportation, U.S. Coast Guard; Department of Safety, Highway Patrol.
- The program name and any relevant identifying numbers, or other means of identification, for the assistance.
- The type of assistance (e.g., applicant contribution, loan, grant, loan insurance).

For the use of funds, indicate where in the application the information can be found.

Otherwise, each reportable use of funds must clearly identify the purpose for which the funds will be utilized.

Additional disclosures apply if it is not an initial report, but rather an update report. During the period in which a TxCDBG application is pending, the applicant must make the following additional disclosures:

1. Any information that should have been disclosed in connection with the application, but was omitted.
2. Any information that would have been subject to disclosure in connection with the application, but that arose at a later time, including information concerning an interested party that now meets the applicable disclosure threshold referred to in PART 2 above.
3. For changes in previously disclosed Other Government Assistance that exceeds the amount that was previously disclosed.
4. For changes in previously disclosed financial interests, any change in the amount of the financial interest of a person that exceeds the amount of the previously disclosed interests by \$50,000 or by 10 percent of such interests (whichever is lower).
5. For changes to previously disclosed sources of funds, any change in a source of funds that exceeds the lower of:
 - a. The amount previously disclosed for that source of funds by \$250,000 or by 10 percent of the amount previously disclosed for that source, whichever is lower; or
 - b. The amount previously disclosed for all sources of funds by \$250,000 or by 10 percent of the amount previously disclosed for all sources of funds, whichever is lower.
6. For changes to previously disclosed uses of funds, any change in a use of funds that exceeds the lower of:

- a. The amount previously disclosed for that use of funds by \$250,000 or by 10 percent of the amount previously disclosed for that use, whichever is lower; or
- b. The amount previously disclosed for all uses of funds by \$250,000 or by 10 percent of the amount previously disclosed for all uses of funds, whichever is lower.

RESOLUTIONS

Any REDPP application for Texas Community Development Block Grant Program assistance must be submitted with a resolution from the local governing body (e.g. County Commissioners Court) authorizing the submission of that application.

The resolution must be adopted / passed prior to the submission of the TxCDBG application.

The resolution must be adopted / passed after the first application public hearing has been held.

Failure to comply with these resolution requirements may result in disqualification of the application.

This resolution must, at a minimum:

1. Authorize the submission of an application for funding under the Texas Community Development Block Grant Program.
2. Designate the Renewable Energy Demonstration Pilot Program Fund as the fund category under which the application is to be considered.
3. Designate the activities addressed in the application.
4. Designate dollar amount being requested.
5. Designate a person (e.g. Mayor, County Judge, or County Commissioner) who will be authorized to execute documents in conjunction with the application.
6. Commit to the provision of resources by source and use (if applicable) in support of the proposed project activities, including the specific source (e.g., General Fund, Water/Sewer Fund, General Obligation Bonds) and use of those resources.

In a multi-jurisdiction application, a cooperation agreement must also be included and signed by all participating local governments, and must state which participant will serve as the lead administrative entity if the project is funded. Additionally, each locality participating in a multi-jurisdiction application must submit a resolution as outlined above.

SAMPLE RESOLUTION ON NEXT PAGE

SAMPLE RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF XYZ, TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF RURAL AFFAIRS FOR THE RENEWABLE ENERGY DEMONSTRATION PILOT PROGRAM; AND AUTHORIZING THE MAYOR TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE RENEWABLE ENERGY DEMONSTRATION PILOT PROGRAM.

WHEREAS, the City Council of the City of XYZ desires to develop a viable urban community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income; and

WHEREAS, certain conditions exist which represent a threat to the public health and safety; and

WHEREAS, it is necessary and in the best interests of the City of XYZ to apply for funding under the Texas Community Development Block Grant Program;

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

1. That a Texas Community Development Block Grant Program application for the Renewable Energy Demonstration Pilot Program Fund is hereby authorized to be filed on behalf of the City with the Texas Department of Rural Affairs.
2. That the City's application be placed in competition for funding under the Renewable Energy Demonstration Pilot Program.
3. That the application be for \$500,000.00 of grant funds to carry out water system improvements.
4. That the City Council directs and designates the Mayor as the City's Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the City's participation in the Texas Community Development Block Grant Program.
5. That it further be stated that the City of XYZ is committing \$25,000.00 from its General Fund as a cash contribution toward the construction activities of this water system improvements program.

Passed and approved this 14th day of November, 2007.

John Doe, Mayor
City of XYZ, Texas

Maria Cruz, City Secretary
City of XYZ, Texas

PUBLISHED NOTICES OF PUBLIC HEARING AND APPLICATION ACTIVITIES

Prior to the preparation and submission of an application for TxCDBG funds, each applicant must hold one public hearing and publish a notice that describes the application activities and the availability of the application(s) for public review.

The public hearing gives citizens information about the Texas Community Development Block Grant Program, eligible program activities, opportunity to participate in the development of the applicant's community development and housing needs, and opportunity to participate in the development of TxCDBG applications.

The public notice concerning the activities and activity locations that are included in TxCDBG applications gives citizens information on proposed uses for the funds and an opportunity to review and comment on the application(s) prior to submission.

Other requirements that must be followed include:

Public notices should be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community service providers.

Persons with disabilities must be able to attend the hearing and an applicant must make arrangements for individuals who require auxiliary aids or services, if contacted at least two days prior to the hearing.

Local organizations that provide services or housing for low and moderate income persons, including but not limited to, the local Public Housing Authority, the local Health and Human Services office, and the local Mental Health and Mental Retardation office, must receive written notification concerning the date, time, location and topics to be covered at the public hearing.

The written notification sent to local service providers for the public hearing must include the date, time, location and topics to be considered at the public hearing (a copy of the notice to be published for the public hearing will suffice if the notice includes all of the required information). An applicant should send this notification to service providers serving the jurisdiction's residents. If a local office is located in the community, then the notification should be sent to that office. If a local office is not located in the community, then the notification should be sent to the local or regional office location that serves the jurisdiction's residents.

To show that proper notice of the public hearing and application activities was given to citizens, each applicant, including participating jurisdictions in a multi-jurisdiction application, must submit with the TxCDBG application:

A copy of the actual published public hearing notice (full page of the newspaper with publication title and date or publisher's affidavit and a copy of the notice) for the required public hearing. The notice must conform with the requirements of the Citizen Participation Plan including specifics such as the date, time, location of the hearing and the topics to be discussed.

A copy of the actual published notice of the application(s) activities and availability of the application(s) for public review (full page of the newspaper with publication title and date or publisher's affidavit and a copy of the notice). The notice must conform with the requirements of the Citizen Participation Plan including the timing of the published notice and the information included in the notice.

A listing of the local service providers that were sent the written notification of the public hearing. Copies of the written notifications must be kept by the applicant and will be reviewed by TxCDBG staff during site visits. Again, the written notification must conform with the requirements of the Citizen Participation Plan including specifying the date, time, location of the hearing and the topics to be discussed.

Details such as checking to see if the public notices are published on the correct days are recommended. Waiting until a few days before the application deadline to go to the newspaper for the publisher's affidavit is not recommended. At that point, it could be too late to fix a public hearing problem.

SAMPLE PUBLIC HEARING NOTICE

(Published on July 11, 2007:)

PUBLIC NOTICE

CITY OF XYZ

TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The City of XYZ will hold a public hearing at 7:00 p.m. on July 14, 2006, at XYZ City Hall in regard to the submission of an application to the Texas Department of Rural Affairs for a Texas Community Development Block Grant Program (TxCDBG) grant. The purpose of this meeting is to allow citizens an opportunity to discuss the citizen participation plan, the development of local housing and community development needs, the amount of TxCDBG funding available, all eligible TxCDBG activities, and the use of past TxCDBG funds. The City encourages citizens to participate in the development of this TxCDBG application and to make their views known at this public hearing. Citizens unable to attend this meeting may submit their views and proposals to John Doe, City Manager at the City Hall. Persons with disabilities that wish to attend this meeting should contact City Hall to arrange for assistance. Individuals who require auxiliary aids or services for this meeting should contact City Hall at least two days before the meeting so that appropriate arrangements can be made.

SAMPLE APPLICATION ACTIVITIES NOTICE

(Published on August 24, 2007:)

PUBLIC NOTICE

CITY OF XYZ

TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The City of XYZ is giving notice of the city's intent to submit a Community Development Fund application for a grant from the Texas Community Development Block Grant Program. The grant application request is \$250,000 for water system improvements in the ABC Neighborhood. The application is available for review at City Hall during regular business hours.

(Published on August 24, 2007:)

PUBLIC NOTICE

XYZ COUNTY

TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The City of XYZ is giving notice of the city's intent to submit Texas Community Development Block Grant Program grant applications for a Community Development Fund grant request of \$250,000 for sewer system improvements in the ABC Neighborhood and a Planning and Capacity Building Fund grant request of \$35,000 for citywide comprehensive planning studies. The applications are available for review at City Hall during regular business hours.

PROJECT MAPS

Each application for TxCDBG funding must be accompanied by a project map, or maps, which clearly show the boundaries of the applicant's jurisdiction and the locations of all proposed project activities

The maps must show:

- the boundaries of the county
- the locations of the target area community or communities within the county
- the locations of all proposed project activities within the target areas (e.g., sewer/water lines, lift stations, street pavement, water storage tanks, water wells, wastewater treatment plants etc.)
- the city's corporate city limits
- the locations of all proposed project activities including any activities located outside of the city's corporate city limits (e.g., sewer/water lines, lift stations, street pavement, water storage tanks, water wells, wastewater treatment plants etc.)

Applicants using 2000 census data to document project beneficiaries must provide maps that clearly show:

- all of the Census geographic areas (e.g., census tracts, block numbering areas, block groups) within the applicant's jurisdiction where census data is used to document project beneficiaries;
- locations of the project activities on the same census maps; and
- the census tract numbers, block numbering area numbers, and block group numbers must be legible on these census maps.

If project beneficiaries are determined on the basis of area benefit, the project area or service area boundaries must also be delineated on the map.

The map locations of all proposed project activities should match the description of these locations provided in the Locations Form.

(Note: Maps must be reproducible. Care should be taken in copying maps so that project activities which may have been designated by a colored mark are still identifiable.)

FALSE INFORMATION ON APPLICATIONS

The following actions may be taken, on a case-by-case basis where TDRA finds that an applicant provided false information in its application for TxCDBG funding.

If the applicant provides false information in a TxCDBG Fund application that has the effect of increasing the applicant's competitive advantage, or false beneficiary information

that increases the number or percentage of potential beneficiaries, the TDRA staff shall make a recommendation for action to the Executive Director of TDRA.

Recommendations that the Executive Director may make include, but are not limited to:

- Disqualification of the application and holding the locality ineligible to apply for TxCDBG funding for a period of at least one year not to exceed two program years.
- Even if an award has been made, the locality may be liable for funds expended if adjustment to the scores would have resulted in a change in rankings for the purpose of funding.
- Holding the locality ineligible to apply for TxCDBG funding for a period of two program years or until any issue of restitution is resolved, whichever is longer.

APPEALS PROCESS

An applicant for funding under the TxCDBG may appeal the disposition of its application based on one or more of the following grounds only:

- Misplacement of an application: if all or a portion of an application is lost, misfiled, etc., by TxCDBG staff, resulting in unequal consideration of the applicant's proposal.
- Mathematical error: if, in rating the application, the score on any selection criteria is arrived at incorrectly by the TxCDBG due to human or computer error.
- Other procedural error: if the application is not processed by TxCDBG staff according to the procedures contained in this document.

All appeals, including the specific alleged procedural violation(s), must be submitted in writing to TDRA/TxCDBG. TDRA staff may take one of the following actions:

- Concur with the appeal and make the appropriate adjustment to the applicant's scores.
- Disagree with the appeal and provide the basis for rejecting the appeal to the applicant.

If an appeal filed by an applicant under a TxCDBG Fund is rejected, an appeal file is prepared for consideration by the Executive Director of TDRA. The applicant will be notified of the decision made by the Executive Director. The decision of the Executive Director of TDRA is final.

In instances where the appeal is sustained and the corrected scores would have resulted in project funding, the application will be approved and funded, contingent on the timing of grant awards and the availability of funds. If the appeal is rejected, TDRA will notify the applicant of its decision, including the basis for final rejection.

An appeal concerning a TxCDBG Fund application can be filed at any time during the selection process but must be submitted no later than 30 days following the announcement of awards in the Texas Register.

Appeals not submitted in accordance with these requirements will be dismissed and may not be re-filed.

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

September of 2006 the President signed the Federal Funding Accountability and Transparency Act (FFATA) requiring the Office of Management and Budget (OMB) to develop a publicly available, free-of-charge, searchable website on federal funding. Federal funding includes grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance.

The Texas Department of Rural Affairs will be responsible for providing the name of entities receiving awards, the amount of the awards, transaction types (grant, loan, etc.), funding agency, Catalog of Federal Domestic Assistance (CFDA) number, program source, and a descriptive award title for all TxCDBG awards. Additional information deemed relevant by the OMB must also be provided. Furthermore, the Act requires that required data be made available within 30 days of the award.

APPENDIX I: REFERENCE TABLES

Reference Table 1: TxCDBG Activity Codes (Only codes 03J, 14A, and 21J apply to eligible REDPP water and sewer projects.)

<u>Code</u>	<u>Prev.</u>	<u>Description</u>
01	24a	<p>Acquisition of Real Property</p> <p>Acquisition of real property that will be developed for a public purpose. Use code 01 for the CDBG-funded purchase of real property on which, for example, a public facility or housing will be constructed.</p> <p>When CDBG funds are used to:</p> <ul style="list-style-type: none"> • acquire a public facility that will be rehabilitated with CDBG funds and continue to be used as a public facility, assign the appropriate 03* code. • acquire housing that will be rehabilitated, use code 14G. • acquire of rights-of-way/easements, assign to the appropriate 03* code. <p>Acquisition of an easement or right-of-way in conjunction with a construction activity should be included under that activity’s code, not 01. For example, use 03J for an easement acquired for the purpose of installing water lines.</p>
02	24a	<p>Disposition of Real Property</p> <p>Costs related to the sale, lease, or donation of real property acquired with CDBG funds or under urban renewal. These include the costs of temporarily maintaining property pending disposition and costs incidental to disposition of the property.</p>
03A	7	<p>Senior Center</p> <p>Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors. 03A may be used for a facility serving both the elderly and the handicapped, provided it is not intended primarily to serve persons with handicaps. If it is, use 03B instead. For the construction of permanent housing for the elderly, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</p>
03D	6	<p>Youth Center</p> <p>Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center. For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.</p>

- 03E 6 Neighborhood Facilities**
Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.
- 03F 9 Parks, Recreational Facilities**
Development of open space areas or facilities intended primarily for recreational use.
- 03G 11 Parking Facilities**
Acquisition, construction, or rehabilitation of parking lots and parking garages. Also use 03G if the primary purpose of rehabilitating a public facility or carrying out a street improvement activity is to improve parking. If parking improvements are only part of a larger street improvement activity, use 03K.
- 03I 5 Flood & Drainage Improvements**
Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds or catch basins. Do not use 03I for construction/rehabilitation of storm sewers, street drains, or storm drains. Use 03J for storm sewers and 03K for street and storm drains.
- 03J 1a Water Improvements**
Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included under 03J.
For water/sewer improvements that are part of:
- more extensive street improvements, use 03K.
 - a housing rehabilitation activity (i.e. yard lines), use the appropriate 14* code.
- Incidental street work related to a water improvement project falls under this category. For construction or rehabilitation of flood drainage facilities, use 03I.
- 03J 1b Sewer Improvements**
See above.
- 03K 4 Street Improvements**
Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K:
- for improvements that include landscaping, street lighting, and/or street signs (commonly referred to as “streetscaping”).
 - if sidewalk improvements (see code 03L) are part of more extensive street improvements.

- 03L 12 Sidewalks**
Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.
- 03M 6 Child Care Centers**
Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers. For the construction or rehabilitation of facilities for abused and neglected children, use 03Q. For the construction or rehabilitation of facilities for teenagers, use 03D.
- 03O 10 Fire Stations/Equipment**
Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.
- 03P 6 Health Facilities**
Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes. Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.
- 03 6 Other Public Facilities & Improvements (Removal of Architectural Barriers)**
Do not use this code unless an activity does not fall under a more specific 03* code. Also, do not use one activity for multiple facilities and then assign it an 03 because the types of facilities are different. One legitimate use of 03 is for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding).
- 04 5a Clearance and Demolition**
Clearance or demolition of buildings/improvements, or the movement of buildings to other sites.
- 05 15 Public Services (LIMITED TO 15% OF REQUEST)**
Do not use this code for public services activities unless an activity does not fall under a more specific 05* code. Examples of legitimate uses of this code are referrals to social services, neighborhood cleanup, graffiti removal, and food distribution (community kitchen, food bank, and food pantry services).

Please contact TDRA staff before submitting an application for a Public Services activity in order to determine the proper HUD activity code for the proposed project.

06	16	<p>Interim Assistance Only for activities undertaken either to:</p> <ul style="list-style-type: none"> • Make limited improvements (e.g., repair of streets, sidewalks, or public buildings) intended solely to arrest further deterioration of physically deteriorated areas prior to making permanent improvements. • Alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm.
08	25	<p>Relocation Payments & Assistance Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, nonprofit organizations, and farms.</p>
14A	17	<p>Rehabilitation: Single-Unit Residential Structures Rehabilitation of privately owned, single-unit homes.</p>
14A	17a	<p>Rehabilitation: Single-Unit <u>Water Service</u> First-time yardlines/service connections.</p>
14A	17b	<p>Rehabilitation: Single-Unit <u>Sewer Service</u> First-time yardlines/service connections and on-site sewage facilities.</p>
14B	17	<p>Rehabilitation: Multi-Unit Residential Structures Rehabilitation of privately owned buildings with two or more permanent residential units. For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C.</p>
14C	19	<p>Public Housing Modernization Rehabilitation of housing units owned/operated by a public housing authority (PHA).</p>
14D	18	<p>Rehabilitation of Public Residential Structures Rehabilitation of permanent housing owned by a public entity other than a PHA. For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C.</p>
14H	17	<p>Rehabilitation: Administration (all delivery costs) All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing; survey, site and utility plans; application processing; and other fees. Also use 14H for housing services related to the HOME Program, eligible under 570.201(k). Do not use 14H for the costs of actual rehabilitation and do not use it for costs unrelated to running a rehab program (e.g., tenant/landlord counseling). For housing rehabilitation administration activities carried out as part of general program administration (and thus not required to meet a</p>

national objective), use code 21.

- 15 23 Code Enforcement**
Salaries and overhead costs associated with property inspections and follow-up actions (such as legal proceedings) directly related to the enforcement (not correction) of state and local codes. For the correction of code violations, use the appropriate rehabilitation code.
- 16A 21 Residential Historic Preservation**
Rehabilitation of historic buildings for residential use.
- 16B 17 Non-Residential Historic Preservation**
Rehabilitation of historic buildings for non-residential use. Examples include the renovation of an historic building for use as a neighborhood facility, as a museum, or by an historic preservation society.
- 18A 26 Economic Development Direct Financial Assistance to For-Profit**
Financial assistance to for-profit businesses to (for example) acquire property, clear structures, build, expand or rehabilitate a building, purchase equipment, or provide operating capital. Forms of assistance include loans, loan guarantees, and grants. With one exception, a separate 18A activity must be set up for each business assisted. The exception is an activity carried out under 570.208(a)(4)(vi), for which job aggregation is allowed.
- 19C 14b Economic Development Direct Financial Assistance to Non-Profit**
Activities specifically designed to increase the capacity of non-profit organizations to carry out eligible neighborhood revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff.
- 20A 31 Planning & Urban Env. Design (NOT TO EXCEED 16%)**
Program planning activities for when states award grants to units of general local government in which planning is the only activity, or in which planning activities are unrelated to any other activity funded as part of the grant. These are often referred to as “planning only grants” or “planning-only activities”.
- 21J 32 General Administration**
State Program administration, including (but not limited to) salaries, wages, and related costs required for overall program management, coordination, monitoring, reporting, and evaluation. This category includes both the state’s costs of administering the CDBG program, as well as units of general local government (and their sub-recipients’) costs of administering grants awarded to them by the state.

Reference Table 2: National Objective Codes (NOCs)

<u>NOC</u>	<u>Description</u>
LMA	Low/mod area benefit Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area of an LMA activity is identified by the grantee, and need not coincide with Census tracts or other officially recognized boundaries.
LMAFI	Low/mod area benefit, community development financial institution (CDFI) Job creation and retention activities that are carried out by a CDFI and that the grantee elects to consider as meeting the low/mod area benefit criteria.
LMASA	Low/mod area benefit, neighborhood revitalization strategy area (NRSA) Job creation and retention activities that are carried out pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.
LMC	Low/mod limited clientele benefit Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.
LMCMC	Low/mod limited clientele, micro-enterprises Activities carried out under 24 CFR 570.201(o) that benefit microenterprise owners/developers who are low/mod income.
LMCSV	Low/mod limited clientele, job service benefit Activities that provide job training, placement and/or employment support services in which the percentage of low/mod persons assisted is less than 51%, but the proportion of the total cost paid by CDBG does not exceed the proportion of the total number of persons assisted who are low/mod.
LMH	Low/mod housing benefit Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.
LMHSP	Low/mod housing benefit, CDFI or NRSA Activities carried out by a CDFI or pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) to provide or improve permanent residential structures which the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in an NRS may be considered a single structure; at least one of the units

must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.

- LMJ** **Low/mod job creation and retention**
Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.
- LMJFI** **Low/mod job creation and retention, public facility/improvement benefit**
Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.
- LMJP** **Low/mod job creation, location-based**
Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.
- SBA** **Slum/blight area benefit**
Activities undertaken to prevent or eliminate slums or blight in a designated area.
- SBR** **Slum/blight, urban renewal areas**
Activities authorized under an Urban Renewal Loan and Grant Agreement that are undertaken to prevent or eliminate slums or blight in an urban renewal area and that are necessary to complete an Urban Renewal Plan.
- SBS** **Slum/blight, spot basis**
Activities undertaken on a spot basis to address conditions of blight or physical decay not located in designated slum/blight areas.
- URG** **Urgent need**
Activities that alleviate emergency conditions of recent origin which pose a serious and immediate threat to the health or welfare of the community; eligible only if the grantee cannot finance the activity on its own and no other sources of funding are available.

TABLE 1 - BENEFICIARY DATA (Complete a separate table for each activity)

Add Another Table 1

Remove this Table 1

Identify the target area for this project. Only one Table 1 is needed if the same target area, beneficiaries, and national objective apply. If any of these are different, add a new Table 1. Refer to page 33 of Application Guide.

Activity Description	HUD Act #	Total Benef	LMI Benef	LMI %	TxCDBG Construction	TxCDBG Engineering	TxCDBG Acquisition	Other Construction	Other Engineering	Other Acquisition	Activity Total
Water Improvements	031	100	55	55.00%	200,000	30,000	0	0	5,000	0	235,000
General Program Administration (use Construction columns)	21A	0	0	0.00%	20,000	0	0	10,000	0	0	30,000
ACTIVITY TOTALS:		100	55	55.00%	220,000	30,000	0	10,000	5,000	0	265,000

GENDER DATA BY ACTIVITY		
Total Males	Total Females	Total Benef
50	50	100

RACE / ETHNICITY BY ACTIVITY			
Race	# Non-Hispanic Beneficiaries	# Hispanic Beneficiaries	Total Activity Beneficiaries
White	12	12	24
Black African American	12	12	24
Asian	13	13	26
Native Hawaiian / Other Pacific Islander	13	13	26
TOTALS:	50	50	100

CONSTRUCTION COMPLETION METHOD(S) NATIONAL OBJECTIVE

Census Geographic Area Data										
Identify the census tract and block group(s) in which a majority of the activity beneficiaries reside. This information is not for the purposes of satisfying a National Objective. This is for reporting purposes only.										
Census Tract	01	02	03	04	05	06	07	08	09	10
1000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This activity provides a citywide benefit
 This activity provides a countywide benefit

Identify the source(s) of "Other Funds":
 Test City Utility Fund

Beneficiary Identification Method(s)

An approved TxCDBG survey was used to identify the beneficiaries for this activity.
 How many families that were surveyed will be assisted by this activity? How many housing units that were surveyed will be assisted by this activity?
 When was the survey started? When was the survey completed?
 Provide a detailed explanation of the reason a survey was used to identify the beneficiaries for this activity as opposed to using the 2000 Census information. A response such as "...to reach the required low-and-moderate income percentage" is not acceptable.
 Was 2000 Census information used to identify the beneficiaries for this activity?

APPENDIX II: SAMPLE TABLE 1

The required Census or Texas State Data Center map has been provided if required.
 Provide the number of beneficiaries identified through each of the following methods for this activity:
 TxCDBG Survey: 2000 Census: Area Benefit: Housing Activity: Limited Clientele:
 Provide the number of housing units identified through each of the following methods for this activity:
 TxCDBG Survey: 2000 Census: Housing Activity: Limited Clientele:

TABLE 1 - BENEFICIARY DATA (Complete a separate table for each activity)

Identify the target area for this project. Only one Table 1 is needed if the same target area, beneficiaries, and national objective apply. If any of these are different, add a new Table 1. Refer to page 33 of Application Guide.

Target Area: _____

Activity Description	HUD Act #	Total Benes	LMI Benes	LMI %	TxCDBG Construction	TxCDBG Engineering	TxCDBG Acquisition	Other Construction	Other Engineering	Other Acquisition	Activity Total
Rehab: Single-Unit Water Service	14A	25	25	100.00%	10,000	0	0	0	0	0	10,000
ACTIVITY TOTALS:	25	25	100.00%	10,000	0	0	0	0	0	0	10,000

GENDER DATA BY ACTIVITY		
Total Males	Total Females	Total Benes
12	13	25

RACE / ETHNICITY BY ACTIVITY				
Race	# Non-Hispanic Beneficiaries	# Hispanic Beneficiaries	Total Activity Beneficiaries	
White	3	3	6	X
Black African American	3	3	6	X
Asian	3	3	6	X
Native Hawaiian / Other Pacific Islander	3	4	7	X
TOTALS:	12	13	25	

CONSTRUCTION COMPLETION METHOD(S)		NATIONAL OBJECTIVE	
Contract		LMH	

Census Geographic Area Data
Identify the census tract and block group(s) in which a majority of the activity beneficiaries reside. This information is not for the purposes of satisfying a National Objective. This is for reporting purposes only.

Census Tract	01	02	03	04	05	06	07	08	09	10
1000					X	X				

Identify the source(s) of "Other Funds": _____

- This activity provides a citywide benefit
- This activity provides a countywide benefit

Beneficiary Identification Method(s)

An approved TxCDBG survey was used to identify the beneficiaries for this activity.

How many families that were surveyed will be assisted by this activity? _____ How many housing units that were surveyed will be assisted by this activity? _____

When was the survey started? _____ When was the survey completed? _____

Provide a detailed explanation of the reason a survey was used to identify the beneficiaries for this activity as opposed to using the 2000 Census information. A response such as "...to reach the required low-and-moderate income percentage" is not acceptable.

Was 2000 Census information used to identify the beneficiaries for this activity?

The required Census or Texas State Data Center map has been provided if required.

Provide the number of beneficiaries identified through each of the following methods for this activity:

TxCDBG Survey:	0	2000 Census:	0	Area Benefit:	0	Housing Activity:	25	Limited Clientele:	0
Provide the number of housing units identified through each of the following methods for this activity:									
TxCDBG Survey:	0	2000 Census:	0	Housing Activity:	10	Limited Clientele:	0		

TABLE 1 - BENEFICIARY SUMMARY

Total Benes	Total LMI Benes	Total LMI %	Total TxCDBG Construction \$	Total TxCDBG Engineering \$	Total TxCDBG Acquisition \$	Total Other Construction \$	Total Other Engineering \$	Total other Acquisition	Total
100	55	55.00%	230,000	30,000	0	10,000	5,000	0	275,000

TOTALS: TxCDBG Surveys:

0

2000 Census:

30

Housing Activity:

10

Limited Clientele:

0