Appendix I: Application Instructions

The following information describes how to respond to the fields or document requests within the TDA-GO! system. **NOTE:** TDA GO! cannot digest symbols. Please refrain from using symbols in the text fields.

**Dashboard**

After logging in, your Dashboard will appear. **My Tasks** are documents/applications that are in process; **My Opportunities** are blank grant applications.

![Dashboard Image](image)

*Figure 1. Landing page after logging in*

Choose the desired document using the search tool at the page’s top-left or scroll down the **My Tasks** or **My Opportunities** boxes. If you have chosen a blank document from My Opportunities, a brief description and agreement language appears.

**NOTE:** Only the Authorized Official or local staff Project Director for the applicant community can initiate a new application. TDA staff can also assist in initiating the application.
The Document Landing Page appears.

![Document Landing Page](image)

**Figure 2. Read and select Agree**

The left column has the document number at the top, then four drop-down menus: **Forms**, **Tools**, **Status Options**, and **Related Documents**.

**Add/Edit People**
Using the Tools menu, select Add/Edit People to allow internal staff to assist with the application. Select the **plus sign (+)** to search for a person within your organization.
For third-party application preparers (including for-profit, non-profit, and Council of Government entities), TDA must grant access for the third-party organization to the application. Request this access using the Request for Third Party Access form [HERE].

**NOTE:** Adding a third-party application preparer before formally selecting the entity through a procurement or subrecipient process will create conflict of interest that will not allow that entity to serve as administrator if the project is funded.

**Forms**

Forms is a scrollable list of required information, such as applicant contact information, project feasibility information, community needs assessment, etc.

Select **Applicant Contact Information**. Fill in all applicable fields.

![Applicant Contact Information page](image)
General Information
1. Enter the county in which the project is located. If the project will serve beneficiaries in multiple counties, click the button marked with a plus sign to add a new row. Once the page is saved, the associated region will be automatically populated.

2. Enter the total population of the Grant Applicant from the most recently available American Community Survey 5-Year Estimate, Table B01003. **NOTE:** This population is used for certain reporting requirements and need not coordinate to the total persons served by the project.

3. Describe the project using up to 100 characters. This description will be used to identify the project in correspondence and reports. **EXAMPLES:**
   - Water improvements for citywide benefit including a new elevated water storage tank.
   - First-time sewer service in the Blue Community.
   - Housing rehabilitation for ten households in Green County.
   - Water improvements and street reconstruction in the Lavender Neighborhood.
   - Water improvements in the Lavender neighborhood and street improvements in the Teal Community.

![Figure 6. Top of General Information page](image)

National Program Objectives
1. Each proposed activity included in an application for TxCDBG funds must meet one of the U. S. Housing and Urban Development’s (HUD) three CDBG National Program Objectives, or NPOs. See the *Request for Applications & Guide Part I* for eligible options for this competition, and *TxCDBG Guide to National Program Objectives* for detailed information on NPOs. Each selection includes additional fields used to support the use of this NPO.

(continued)
2. Select all categories that apply to the project(s) included in the application. These responses are used for HUD reporting only:

- **One-for-One Replacement** – requires that a grantee replace occupied and vacant units that are demolished or converted.
- **Revolving Loan Fund** – established to make loans whereby principal repayments of loans are re-paid into the fund and re-lent to other borrowers.
- **Brownfield Activity** – any activity designed to treat a piece of industrial or commercial property that is abandoned or underused and often environmentally contaminated, especially one considered as a potential site for redevelopment.
- **Special Assessment** – means the recovery of the capital costs of a public improvement, such as streets, water or sewer lines, curbs, and gutters, through a fee or charge levied or filed as a lien against a parcel of real estate as a direct result of benefit derived from the installation of a public improvement, or one-time charge made as a condition of access to public improvement.
- **Favored Activity** – certain activities specifically related to economic development.
- **Colonia** – any identifiable unincorporated community that is determined to be a colonia on the basis of objective criteria, including lack of potable water supply, lack of adequate sewage systems, and lack of decent, safe, and sanitary housing; and was in existence as a colonia prior to the date of enactment of the Cranston-Gonzalez National Affordable Housing Act (November 28, 1990).
- **Presidentially Declared Disaster Area** – any area that is listed as an active disaster area on the Federal Emergency Management Agency website (www.fema.gov).
- **Historic Preservation Area** – any area that has been identified in accordance with the standards for the treatment of historic properties as set by the Secretary of the Interior.
- **Displacement** – a displaced person is any lower income family or individual that moves from real property or moves his or her personal property from real property, permanently and involuntarily, as a direct result of the conversion of an occupied or vacant occupiable low/moderate income dwelling unit, or the demolition of any dwelling unit, in connection with an assisted activity.
- **Float Funded** – process by which a state’s CDBG funds are already under contract to grant recipient, yet the state awards the same funds to another grant recipient providing that the state is repaid before the initial grant recipient needs the funds to meet their obligation(s) for their CDBG funded activities.
Professional Services and Financial Interest Information

1. Identify the administrative service provider, engineering services provider, and any other persons providing services related to this application.
   - All contractors, service providers, including Councils of Government (COGs) and subcontractors, must have an active registration with the System for Award Management (www.SAM.gov) and eligibility status verified (not suspended or debarred) prior to any formal action authorizing the award of a contract to the contractor. Examples of formal action include but are not limited to, authorizing resolution, authorizing ordinance, council/commissioners court approval of award, contract execution, etc.
   - Identify service providers that participate only in the application preparation, as well as those under agreement to provide services contingent upon grant funding.

   **REMARKER:** Service providers that participate in the application may not later be procured to provide grant implementation services; however, service providers procured prior to beginning work on the application may continue to carry out those services throughout the life of the grant. See Conflict of Interest provisions in Part II of the Regulatory Flexibility Act (RFA).

   - If any service providers identified for grant implementation if funded are employees of the Applicant, a partnering city/county, a public utility district, or a utility company i.e., force account employees, the Applicant must include Force Account Justification (Form A808) on the Required Uploads page. All force account employees, including any temporary employees hired for the project, must be W-2 form registered employees and not 1099 form contractors, and the employer's policies for temporary employees must be followed as applicable.

2. In addition to the service providers above, identify any other firm or individual with a reportable financial interest.
   - Applicants must provide information on anyone with financial interest in the proposed project exceeding $50,000 or ten percent of the requested amount—whichever is lower.
   - A financial interest is 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.
   - This includes developers, contractors, or consultants involved in the application for TxCDBG assistance or in the planning, development, or implementation of the project or activity (if not listed above).
   - Residence in housing for which assistance is sought is not considered a covered financial interest. However, if such residents are officials, employees, or agents of the Applicant or service provider, please contact TDA regarding potential non-procurement conflicts of interest.

3. Identify all sources of funding that have been committed to this project. Sources typically include the applicant's local contribution, other government assistance committed by federal, state, or local agencies, equity, and contributions from foundations and private individuals. The report must also specify all expected uses of the funds. All sources and uses of funds must be included if they can be reasonably expected to be available for the proposed project.
• Updated reports may be required if the financial disclosure information in this section changes.
• TDA will make all applicant disclosure reports available to the public in accordance with the Texas Public Information Act (Chapter 552, Texas Government Code). Failure to provide any required information may delay the processing of the application and may result in sanctions and penalties, including imposition of the administrative and civil penalties specified under 24 CFR Section 4.38.

Figure 8. Professional Services & Financial Interest Information

Project Feasibility Information Page
This page asks for a variety of information about a proposed project. Please be sure to verify your responses, as TDA staff may rely on this information to make important decisions regarding the project’s approval status. Some items on this form include follow-up questions that will only appear if necessary. If a question does not apply to the proposed project, select N/A.

Figure 9. Project Feasibility Information page
Other Funding
Identify all federal, state, or other grant or loan funding requested in the last three years. This includes funding that is related to the project described in the application, as well as other funding requested for unrelated purposes. This information is used to identify the Grant Applicant’s experience with grant funding overall, as well as potential overlap or partnership opportunities with related projects.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Agency Applied To</th>
<th>Date Approved</th>
<th>Application Status</th>
<th>Application Amount</th>
<th>If Funded, Project Status</th>
</tr>
</thead>
</table>

*Figure 10. Identify prior grant funding*

Federal Funding Accountability and Transparency Act (FFATA) Questions
The Applicant must respond to all three questions. Federal funding includes grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance. This information is used to confirm accurate reporting. If the community is required to make executive compensation publicly available and does not currently do so, TDA will provide technical assistance prior to any grant award.

*Figure 11. FFATA questions*

Community Needs Information Page
1. Provide a list of all the Grant Applicant’s identified community development and housing needs, not just those addressed in the application. List the needs in order of importance, using the boxes marked + and x to add or delete space for additional items.

2. Provide a short description of the project associated with the need. A project description must include basic details, such as benefit area or type of infrastructure to improve—the name of an activity type, i.e., water improvements, is not a project description.

3. If funds are available after the original project is completed, TDA may consider including one or more of these projects, but only if both the need and project description are completed.
Community Needs Questionnaire
This questionnaire specifically addresses affordable housing as well as infrastructure financing. The questionnaire is required regardless of the type of project requested in this application. Respond to each question in this questionnaire.

Fair Housing Activities
Any locality receiving TxCDBG monies must certify that it will affirmatively further fair housing. Using the drop-down box, identify the activities presently undertaken to affirmatively further fair housing and which new activities will be undertaken if an award is made by TDA. Applicants should be aware that, in the event of funding, these fair housing efforts will be monitored. Other activities may be eligible, and the applicant should contact TDA to determine eligibility. See RFA and Guide Part III for details.

Citizen Participation
1. Citizen participation is a key component of any TxCDBG application process. It is imperative that the residents of the community have an opportunity to provide input to the process and to review the final application prior to submittal.

2. Provide each key date as required—see RFA & Guide Part I for information about the acceptable dates, and Part III for detailed requirements.

3. List the assessment methods used to determine the needs addressed in this application by selecting from the dropdown list, including the date(s) of each method/assessment. Use the plus sign button to add each method/assessment. If the exact date is not known, choose the first day of the appropriate month and year.
Appendix I

Figure 14. Citizen participation is a compelling component of the application process

Project Beneficiaries and Locations Page(s)

1. The TxCDBG application within TDA-GO! is centered around the concept of a benefit area/activity. The benefit area is the service area that includes all beneficiaries of a particular project and is specific to the HUD Activity Code for a particular project type. See TxCDBG Guide to National Objectives.

2. An application for the TxCDBG program may propose up to six benefit Areas. This could be six distinct activities within the same service area, six separate service areas served by the same activity type, or any combination thereof. **EXAMPLES:**
   - Green Community 03J – extension of water mainline to provide first-time service.
   - Green Community 14A – house-to-line connections to the new water mainline.
   - Blue County water improvements – four unincorporated communities served by the same water treatment plant.
   - City of Purple water improvements – water system improvements than benefit the entire city.
   - Orange Neighborhood water improvements – line replacement that will specifically benefit this portion of the city’s water system.

3. The benefit area will be used to identify beneficiaries, confirm the national program objective, and verify cost estimates therefore it is very important that a Grant Applicant carefully select and document the benefit area activities for the application.

4. Benefit areas must be identified based on the actual persons to benefit from a specific scope of work, without combining separate project areas strictly for administrative convenience. **EXAMPLE:** Two street improvement projects proposed in different areas of the same community, where the projects are not contiguous and do not rely on completion of the other project for success, must be treated as a separate benefit area and qualified separately. See TxCDBG Guide to National Objectives for additional information.

5. Work performed to benefit individual households must generally be identified as a separate activity from the work that will benefit the entire area. **EXAMPLE:** house-to-line utility connections must be identified as Activity 14A, separate from the larger water system installation project identified as Activity 03J.
6. A separate benefit area is not needed for incidental work that is necessary in order to carry out the primary activity. For example, a water line replacement project may be identified as Activity 03J, including the driveway and road repair required as a result of the linework installation.

7. A maximum of six benefit areas may be used for each application.

**Beneficiaries and Locations Form**
The project Beneficiaries and Locations Form must be completed separately for each benefit area. To add a new form, select **Add** in the top right corner as shown below.

1. Enter the name of the benefit area and select the activity code from the drop-down list. For a list of activity codes with descriptions of each, click the link to the right of the dropdown box.
2. If the same area will benefit from multiple activities, be consistent in naming and capitalization for each benefit area.
3. Once the page is saved, the benefit area will be included in multiples pages in the application—please ensure that this benefit area accurately reflects the proposed project before saving.

![Figure 15. Enter the benefit area name and activity code](image)

**Project Needs**
Questions one and two are used to understand the project and to draft the grant agreement if the project is funded.

1. The responses to these questions must explain how the project will actually address the identified problems within the benefit area.

2. Describe specific work to be performed, including the type and amount of material required for construction activities.

3. If a city’s application includes activities benefiting persons located within the city’s extraterritorial jurisdiction (ETJ), the Grant Applicant must describe how the activity benefiting persons located in the ETJ is meeting the applicant’s community development and housing needs, including the needs of low to moderate income persons.
Benefit Area Location

1. In the text box, describe the locations where the work will be performed.

2. If the construction or other work locations are not located within the Benefit Area, explain how the Benefit Area was determined. **EXAMPLE:** This water treatment plant is located at 101 County Road 4011 and serves the Smith Water Supply Corporation throughout the southeastern portion of Smith County.

3. For linear projects, such as utility lines or street improvements, identify each segment of the project. **EXAMPLE:**

<table>
<thead>
<tr>
<th>On</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Locust Street</td>
<td>East Taylor Street</td>
<td>Jackson Street</td>
</tr>
<tr>
<td>Jackson Street</td>
<td>South Locust Street</td>
<td>South Travis Street</td>
</tr>
</tbody>
</table>
4. Confirm whether the property required for this project work is owned by the applicant or service provider, or if the property must be acquired.
   - Acquisition of any real property associated with a TxCDBG funded project by the Applicant or service provider must follow the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) and the HUD implementing regulations, regardless of whether the acquisition is funded by private funds or funds from another state or federal agency.
   - An environmental review must be completed on any applicable property prior to completing acquisition for any real property associated with a TxCDBG funded project.
   - See Chapter 3 and Chapter 6 of the TxCDBG Project Implementation Manual for details.

**Beneficiary Identification Information**

1. Enter the number of persons to benefit from this activity, and the number of low-to-moderate income persons to benefit. The LMI ratio will populate automatically.
   - LMI beneficiaries are those whose income falls below 80% of the area median family income for the county. See the *TxCDBG Guide to National Objectives* for additional information.
   - If the application is intended to meet the LMI National Program Objective, the activity must benefit at least 51.00% LMI persons—50.99% is not acceptable.
   - Activities to benefit individual households generally must benefit 100% LMI persons.
• **Gender data** – enter the number of male and female beneficiaries that will be served in the benefit area. The form will calculate the sum of the two fields, which must match the total beneficiaries for this activity in question five above.

• **Ethnicity data** – enter the number of beneficiaries identified as non-Hispanic and Hispanic. The form will calculate the sum of the two fields, which must match the total beneficiaries for this activity in question five above.

• **Race data** – enter the number of beneficiaries that will be served in the benefit area for each race category. The form will calculate the sum of the fields, which must match the total beneficiaries for this activity in question five above.

• **NOTE**: Although race and ethnicity are often discussed interchangeably, these reporting categories are distinct and all beneficiaries must be reported under one of the racial demographic categories, regardless of the ethnicity category selected.

![Figure 20. Enter the number of persons by gender, race, and ethnicity](image)

3. Identify the method used for identifying beneficiaries. The response will trigger additional information fields. That are required to meet the requirement of fully documenting the National Program Objective and beneficiary data reporting requirements.

4. Identify the HUD Performance Goals that best fit the activity. These responses are used for HUD reporting purposes only.

5. The county Federal Information Processing Standard (FIPS) code will automatically populate when you choose the applicant’s county from the drop-down menu on the cover page. Next, enter all of the applicable, six-digit census tracts and check the box for each applicable block group where the activity’s beneficiaries reside.
6. Upload documentation to support the identification of beneficiaries. Click the plus sign button to add an additional document.

7. Support documentation may include
   - TxCDBG approval letter and the survey tabulation form for a previously approved survey;
   - survey tabulation form, address list, and survey questionnaires for a new survey; TDA also recommends including a map documenting these addresses;
   - HUD-based census low-to-moderate-income summary data (LMISD) spreadsheet for the census geographic area; or
   - documents requested by TDA for projects using the limited clientele method with TDA’s prior approval.

![Figure 21. Enter the county code and census tract number](image)

![Figure 22. Submit supporting documentation](image)

**Budget Details Page**

1. Each application for CDBG assistance must include a justification of the funding being requested for each benefit area.

2. The budget details page automatically generates a budget table for the benefit area each time a new project beneficiaries and locations page is saved. **EXAMPLE:** If a Grant Applicant creates project beneficiary and locations pages for three benefit areas, the budget details page will generate three budget tables using the same benefit area labels.

3. For each benefit area, list the project elements necessary to complete the project.
4. The budget details form calculates the budget in multiple ways.
   - The cost per line item will calculate automatically as the line is populated.
   - The subtotal for the Benefit Area will calculate automatically only after selecting the “Save” button at the top right of the Budget Details page.
   - Upon saving the form, the Subtotals for each Benefit Area are summarized by Activity Code in the table at the bottom of the form.
5. Separately from the benefit area costs, enter the anticipated costs to for engineering services and administration services in the table at the bottom of the page. All applications must complete these fields. If no funds will be expended for these services, enter $0.
6. The Project Total reflects the total amount of funds required to complete the proposed project or activity, regardless of funding source.
   - Enter the Grant Amount Requested, up to the maximum grant amount for the specific funding competition.
   - The form will calculate the difference between the Project Total and the Grant Amount Requested – this amount must be committed as matching funds.

7. Applicants will not break out each activity into separate amounts for grant or matching funds. Instead, the columns labeled Recommended Grant and Recommended Match will be completed by TDA staff if the project is recommended for funding. Applicants may, however, request that the match commitment be used for certain work if applicable. **EXAMPLE:** Engineering costs are eligible for either grant or matching funds, but a Grant Applicant may prefer that these costs be assigned as matching funds based on local budgeting processes.
Required Uploads Page
Upload the appropriate document for each requirement indicated. Failure to upload adequate documentation will result in disqualification of the application.

Once the page is saved, an uploaded document cannot be deleted; however, it can be replaced by a corrected document.

Figure 26. Upload the required documents here
If an optional document is uploaded in error, replace the document with a placeholder clearly marked “Intentionally Left Blank”.

<table>
<thead>
<tr>
<th>Optional Uploads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Match documentation (if matching funds committed by entities other than the Applicant)</td>
</tr>
<tr>
<td>Select</td>
</tr>
<tr>
<td>FEMA Flood Map (for projects located within floodplain)</td>
</tr>
<tr>
<td>Select</td>
</tr>
<tr>
<td>Selection Guidelines for Housing Activities, with Waiting List</td>
</tr>
<tr>
<td>Select</td>
</tr>
<tr>
<td>Force Account Justification</td>
</tr>
<tr>
<td>Select</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Description:</td>
</tr>
<tr>
<td>Select</td>
</tr>
</tbody>
</table>

**Figure 27. Upload optional documents here**

### Resolutions

1. The application *must* be submitted with a resolution from the local governing body (i.e. County Commissioners Court of City Council) authorizing the submission of that application. The governing body must adopt/pass the resolution before the application submission and after the application public hearing. Failure to comply with these resolution requirements may result in disqualification of the application.

2. The language of the resolution must, at a minimum
   - authorize the submission of an application for funding under the TxCDBG program.
   - designate the community development fund as the fund category under which the application is to be considered.
   - designate the activities addressed in the application.
   - designate the dollar amount being requested.
   - designate a person (e.g., county judge, county commissioner, or mayor) who will be authorized to execute documents in conjunction with the application, and any resulting grant contract. **NOTE**: In addition, the resolution may designate a person to be responsible for certifying the environmental review, and persons responsible that will be responsible for certifying Payment Requests if the project is funded.
   - if applicable, commit to the provision of resources by source and use 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.
   - commit to compliance with all federal, state, and program requirements, including environmental review, labor standards, procurement, acquisition of property, civil rights, and administrative requirements.

3. In a multi-jurisdiction application, an interlocal agreement must also be included and signed by all participating local governments outlining the responsibilities of each participant and
establishing the Applicant’s authority to implement the project outside its own jurisdiction. In addition, attach evidence of the public hearing conducted in each partnering jurisdiction.

4. For a sample resolution, see Appendix V Form/Document Samples.

**Documentation of Match**

1. The following guidelines serve to clarify the type of match acceptable under the TxCDBG program. Acceptable types of match can be any of the following:
   - Cash only;
   - In-kind services/equipment use;
   - Materials or supplies;
   - Land; or
   - Any combination of the above.

2. Match must be fully documented in the application. For more information on the acceptability of each of the different types of match, refer to Appendix II Matching Funds.

3. 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.

4. Local government resource commitments must be made in the form of a resolution from the City Council or County Commissioners Court. This resolution should indicate, at a minimum, 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 if the proposed application is not funded.

5. 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 type of resource, a minimum dollar value, and for what purpose this resource will be used. Grant Applicants who are unsure about the eligibility of a commitment from other local entities should contact TDA staff.

6. Commitments for other state or federal funds (e.g., Texas Water Development Board, USDA) 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. These resources cannot have been expended before the application is submitted.

7. 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 described in the False Information on Applications section of this guide.
8. Additionally, the use of other federal, state, or local funds in conjunction with TxCDBG funds generally triggers a series of compliance requirements that might not be applicable if those funds were to be used independently. 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.

**Citizen Participation Plan Requirements**

1. Each Grant Applicant must complete a citizen participation process that complies with the TxCDBG Citizen Participation Plan requirements as described in the TxCDBG Application Guide prior to submitting an application.

2. A locality can only receive a TxCDBG grant if the locality certifies that it follows a detailed citizen participation plan that provides for and encourages citizen participation at all stages of the program. A locality must provide satisfactory documentation and certify the completion of a detailed and compliant citizen participation plan in its application.

3. TxCDBG Grant Applicants and funded localities are required to carry out citizen participation in accordance with the Citizen Participation Plan adopted for the TxCDBG program. By signing and submitting the grant application, the Grant Applicant certifies that it has and will comply with the requirements of this citizen participation plan including taking reasonable steps to ensure access for persons with Limited English Proficiency (LEP) by providing language assistance as appropriate.

4. Each Grant Applicant must maintain a citizen participation file that includes a copy of this plan, the LEP plan, the Grant Applicant’s complaint procedures, any technical assistance provided by the Grant Applicant, and public notices, minutes, and attendance lists for public hearings.

5. **Complaint Procedures.** The Grant Applicant must have written citizen complaint procedures that provide a timely written response to complaints and grievances. Citizens must be made aware of the location, days, and hours when copies of the plan are available.

6. **Technical Assistance.** When requested, the Grant Applicant shall provide technical assistance to groups representative of persons of low-to-moderate income in developing proposals for the use of TxCDBG funds. The level and type of assistance shall be determined by the Grant Applicant based upon the specific needs of the community’s residents.

7. **Public Hearing Provisions.** For public hearings scheduled and conducted by a TxCDBG Grant Applicant, the following public hearing provisions must be observed.

   - Public notice of the hearings must be given in one of the following ways:
     - Published in a local newspaper at least 72 hours prior to the scheduled hearing;
     - Published on applicant’s website AND posted in public places, e.g., city hall/county courthouse, at least 72 hours prior to the scheduled hearing. The 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.
• The public hearing must be held at a time and location convenient to potential or actual beneficiaries and include accommodations for persons with disabilities. The 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 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 are expected to participate in a public hearing, an interpreter must be present to accommodate the needs of the non-English speaking residents.

8. Grant Applicants must comply with the following citizen participation requirements for the preparation and submission of an application to the TxCDBG program.
• The public hearing must occur prior to the adoption of the local government resolution authorizing the 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 three years after the application deadline, or as specified by other program requirements. Such records must be available to the public in accordance with § Chapter 552, Government Code.
• The public hearing must meet the following TxCDBG notification requirements and include a discussion with citizens covering the following topics
  o The development of housing and community development needs.
  o The amount of funding available.
  o All eligible activities under the TxCDBG program.
  o The Grant Applicant’s use of past TxCDBG contract funds, if applicable.
  o The estimated amount of funds proposed for activities that will meet the national objective of benefit to low-to-moderate income persons.
  o 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.

9. Citizens must be encouraged to submit their views and proposals regarding community development and housing needs, with particular emphasis on persons of low-to-moderate income who are residents of slum or blighted areas. Local organizations that provide services or housing for low-to-moderate income persons, including the local Public Housing Authority, the local Health and Human Services office, the local Mental Health and Mental Retardation office, and other local service providers such as faith-based organizations, must receive written notification concerning the date, time, location and topics to be covered at the public hearing. Citizens must be made aware of the location where they may submit their views and proposals if they are unable to attend the public hearing. While more than one application may be discussed at the public hearing, a hearing held for the previous program year's submission of the same application does not satisfy the requirements for any subsequent competition.

10. A community must provide reasonable notice of the availability of a proposed application in order to afford affected citizens an opportunity to examine the application’s contents to determine the degree to which they may be affected, and to submit comments on the proposed application. This requirement may be met by publishing a summary of the proposed application in one or more local newspapers of general circulation at least five days prior to
submitting the application to TxCDBG, and by making copies of the proposed application available at libraries, government offices, and public places.

• At least five days prior to the submission of an application for TxCDBG funds, the Grant Applicant must publish a public notice that includes the following information:
  o The TxCDBG fund categories for which applications will be submitted.
  o The amount of TxCDBG funds requested in each application.
  o A short description of the proposed project activities in each application.
  o The locations of the project activities included in each application.
  o The location and hours when the application will be available for public review.

• Public notice must be given in one of the following ways:
  o Published in a local newspaper at least five days prior to application submittal; or
  o Published on applicant’s website and posted in public places, e.g., city hall/county courthouse, at least five days prior to application submittal.

• In the preparation of the final application, the community shall consider comments and views received related to the proposed application and may, if appropriate, modify the final application prior to submission of the application to TDA. The final application shall be made available to the public.

11. Applicants must comply with the following citizen participation requirements in the event that the application is successful:

• The locality must hold a public hearing concerning any proposed substantial change, as determined by TDA, in the use of TxCDBG funds from one eligible activity to another. The locality must provide citizens with reasonable advance notice of and opportunity to comment on activities which are proposed to be added, deleted, or substantially changed from the locality’s application.

• Upon completion of the 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 the greater of
  o three years after close-out of HUD’s grant to the State of Texas. Please see TDA website for additional information;
  o if notified by TDA in writing, the date that the final audit is accepted with all audit issues resolved to TDA’s satisfaction. Please see date of TDA audit acceptance letter if applicable; or
  o a date consistent with the period required by other applicable laws and regulations as described in § 24 CFR 570.490 and § 2 CFR 200.333.

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

**Project Maps**

1. Each application for TxCDBG funding must include a project map, or maps, which clearly show the following information:
2. Applicants using HUD-census-based 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), including the clearly defined boundaries of the proposed project’s service area; and
   - The census tract numbers, block numbering area numbers, and block group numbers must be legible.

3. If the project is located within a floodplain or other special flood hazard area, the applicant must submit a FEMA Flood Map with the project location identified. Maps are available at https://msc.fema.gov.

4. Maps must be legible and reproducible. Ideally, a digital version of the map should be uploaded. If this is not attainable, care should be taken in scanning paper copies of maps so that project activities designated by a colored mark(s) are still identifiable.

5. Applicants are advised to note any property owners that may be in and/or adjacent to the benefit area to ensure that no potential conflict of interest exists. See the Conflict of Interest section of this guide. Identification of property owners is not required to be noted or submitted with the application, but failure to identify potential conflicts of interest may be subject to the sanctions described in the False Information on Applications section of this guide.

**Waiting List and Selection Guidelines for Housing Activities (If Applicable)**

1. Applicants with projects that include the provision of first-time on-site sewage facilities (OSSF), replacement of on-site sewage facilities, or scattered first-time water or sewer service yard lines (that are not associated with the installation of a main trunk line) must provide a waiting list of homeowners (including addresses) that have indicated a need and willingness to participate in the program. At a minimum, this waiting list must include the address and LMI status of the potential beneficiaries.

2. Additionally, the applicant must also submit a draft of the selection guidelines that will govern the selection process of the households that will receive benefit. Samples of housing rehabilitation and OSSF guidelines can be found in the TxCDBG Project Implementation Manual on the TDA website. If the applicant has already received TDA approval for the same activity and target area, include a copy of the approval letter with the guidelines.
Evidence of Active SAM Registration
The applicant shall include a screen-shot from the System for Award Management (SAM) website at https://sam.gov verifying the entity’s registration is active. Without evidence of an active SAM registration, the application is ineligible to receive HUD funds and will be disqualified.

Annual Audit
Applicants must include the required annual audit, as described in Parts I and II of the RFA & Guide. The audit opinion letter is preferred to the whole audit. NOTE: Not the management letter.

Engineers Explanation of Benefit Area
This uploaded document should include two items from a professional engineer or architect licensed to practice in the State of Texas:

- A copy of the Budget Details page of this application, which has the engineer or architect’s signature and registration seal visible on the page. 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 scan.
- For benefit areas that do not include the entire jurisdiction or utility, the applicant must also include a signed statement from the engineer or architect explaining how the specific work proposed in this application will benefit the benefit area(s). This statement should include information used to determine that the project would benefit the area(s) identified AND would not provide similar benefit to other areas excluded from the application. EXAMPLE: For a city comprised or two block groups requesting water line replacement, where only one block group is included in this application, explain how the project will provide improved service to the benefitting project, while the residents of the other block group will not receive similar improved service. The fact that the improvements are located within the identified block group is NOT sufficient to explain why the improvements are limited to that census geography.

Pre-Agreement
Complete this page and press the save button. Required fields are marked with an asterisk.

![Figure 28. Pre-agreement screen](image)
Certification
Complete this page and press the **save** button. Required fields are marked with an asterisk.

![Certification](image)

Figure 29. **Certify that all information is correct**

**Fund Specific Pages**
Any information that is specific to the Fund Category for the current application and is needed to determine scoring, eligibility, or feasibility for the project will be included on a separate page.

Fund Specific pages are located below the Certification tab in the menu, marked with a three-letter-fund-code. **EXAMPLE:** Community Development Fund pages are labeled **CDV**, while pages specific to the Downtown Revitalization Program are labeled **CDM**. Complete all required fields on each page, as detailed in the RFA and Guidance Part I.
Figure 30. Downtown Revitalization Program uploads page

(continued)
Submitting the Application
Once the application is complete the **authorized official** must submit the application within the TDA-GO system.

- In the menu on the left of the page, select **Application Submitted**
- The system will identify any errors that must be resolved before submitting
- The system will ask if you are sure—you are!

![Application submitted screen](image)

**Figure 31. Application submitted screen**

**NOTE**: Applications must be submitted by the opportunity due date. The online application will no longer be available after that time. Times identified are based on TDA headquarters (Central Time Zone) and are displayed on your TDA-GO! home screen.