



Texas Community Development Block Grant Program

2024 Rural Economic Development
Downtown Revitalization Program

Application Guide – Community Application

For assistance: CDBGApps@TexasAgriculture.gov

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TxCDBG Goals and Requirements

The goal of the Texas Community Development Block Grant (TxCDBG) Program is to develop viable communities by providing decent housing and a suitable living environment, as well as by expanding economic opportunities, principally for persons of low-to-moderate income. In awarding funding pursuant to Texas Government Code, Section 487.351(c), the Texas Department of Agriculture (TDA) shall give priority to eligible activities in the areas of economic development, community development, and rural health to support workforce development.

The objectives of the TxCDBG Program are:

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

TxCDBG Application Process Update

TDA has recently implemented a two stage application process:

- Community Application: an initial application is submitted containing basic information required to determine a community's TxCDBG eligibility and to calculate scores for competitive grants. No project-specific commitments are required at this time.
- Project Application: Applicants whose Community applications scored within funding range will be invited by TDA to submit a Project Application with complete project information.

Downtown Revitalization Program Goals and Requirements

The Downtown Revitalization Program provides funding for infrastructure improvements to promote pedestrian-centered economic activity. Funded projects will be located on public property within the designated downtown district or Main Street area and meet the criteria for elimination of designated slum & blight conditions.

Community Application Due Date	April 3, 2024, 11:59 p.m. C.T.
Grant Amount	\$500,000
Minimum Match Amount	\$17,500
National Program Objective	Elimination of Slum and/or Blighted Conditions
Application Method	Applications will be accepted online via the TDA-GO! grant management system. The system may be accessed by navigating to https://tda-go.intelligrants.com/ .

Main Street Set-Aside

Communities with a designation as an official Texas Historical Commission (THC) Main Street City shall be scored and ranked separately from communities that are not participating in THC's Main Street

Program. Applicants participating in the Main Street Program must remain a participating city for the duration of the award/contract.

Eligible Applicants

To be eligible to apply for and to receive funding under the TxCDBG Program, a community must meet all of the following criteria, in accordance with Title 24, Part 570 of the Code of Federal Regulations and Title 4, Part 1, Chapter 30, Subchapter A, Section 30.4 of the Texas Administrative Code (TAC), and TxCDBG program requirements:

- 1) Qualify as a unit of general local government (UGLG).

An UGLG is a city, county, town, township, village, or other general purpose political subdivision of the state, or as otherwise defined in 42 U.S.C. §5302. Special purpose political subdivisions are not eligible as TxCDBG applicants.

- 2) Qualify as a non-entitlement community.

Only communities NOT identified as part of the federal CDBG entitlement program may apply for TxCDBG funding. Entitlement communities are listed in Appendix B. Municipalities located within an entitlement county may elect to participate with either the county program or the state non-entitlement program, but not both, for each three-year period; please contact the entitlement county to confirm eligibility for the current year.

- 3) Levy and collect a local property tax or local sales tax option in the current fiscal year.
- 4) Meet Progress Thresholds for existing TxCDBG grant agreements.

Applicants must demonstrate current compliance with progress threshold requirements for existing TxCDBG grant awards to be eligible for additional rounds of TxCDBG funding.

- Progress Threshold #1: Existing Grant Agreements beginning on or before the date identified in the chart below must have satisfied all Group B requirements prior to the Community Application due date.
- Progress Threshold #2: Existing Grant Agreements beginning on or before the date identified in the chart below must be completed and have submitted both the Project Completion Report (PCR) and the final payment request prior to the Community Application due date.
 - Where the Community Application due date falls between the date of an existing grant agreement's original end date and the date the Project Completion Report is due, TDA will initially accept a Community Application and will assess compliance with Progress Threshold #2 on the date the PCR become due.
- Details regarding documentation for meeting these thresholds can be found in the TxCDBG Project Implementation Manual.

Fund Category	Progress Threshold #1 applies to Grant Start Date	Progress Threshold #2 applies to Grant Start Date
Community Development Fund (CDV)	12 months prior to due date (4/3/2023)	24 months prior to due date (4/3/2022)
Downtown Revitalization/ Main Street Program	12 months prior to due date (4/3/2023)	24 months prior to due date (4/3/2022)
Colonia Fund (CFC and CEDAP, excluding CSH)	12 months prior to due date (4/3/2023)	24 months prior to due date (4/3/2022)
FAST Fund (CFA)	6 months prior to due date (10/3/2023)	18 months prior to due date (10/3/2022)
State Urgent Need Fund (CSU)	12 months prior to due date (4/3/2023)	18 months prior to due date (10/3/2022)
Rural Economic Development Fund (Stage 1 and 2)	n/a	n/a

Fund-Specific Eligibility

- 5) An eligible applicant for the Downtown Revitalization Program must be an incorporated municipality.

Eligible Project Area

Although the Community Application does not identify a specific project for potential funding, the Applicant must confirm an eligible project area that will satisfy program requirements. If selected for funding, the Applicant will then submit a Project Application that identifies a project from within the eligible project area described in this Community Application AND addresses one or more of the conditions that contributed to the deterioration of the area.

For Downtown Revitalization Fund improvements, an eligible project area must meet the required definition for a downtown district AND meet the National Program Objective of Elimination of Slum and/or Blight Conditions.

- 1) Downtown district. The downtown district must be designed to promote pedestrian-centered economic activity and be supported by local documentation, such as a zoning map, local district designation, or other local records.

Typically, a downtown district will meet the following criteria:

- a. The city's historic area of commerce or economic center of the community;
- b. The area around the courthouse or city square, if the improvements will primarily serve non-governmental buildings; and/or
- c. The primary business or retail district for the community that does not include single-family dwellings.

TDA will make the final determination of whether an area is considered a "downtown district" for purposes of this program.

- 2) Designated area of blighted conditions. For the Downtown Revitalization Program, a community must meet the National Program Objective of Elimination of Slum and/or Blight Conditions.

An area within a municipality may be considered as slum or blighted if the area is detrimental to the public health, safety, morals, and welfare of the municipality because the area:

- Has a predominance of buildings or other improvements that are dilapidated, deteriorated, or obsolete due to age or other reasons (minimum 25% of buildings in the area);
- Is prone to high population densities and overcrowding due to inadequate provision for open space;
- Is composed of open land that, because of its location within municipal limits, is necessary for sound community growth through replatting, planning, and development for predominantly residential uses; or
- Has conditions that exist which:
 - Endanger life or property by fire or other causes; or
 - Are conducive to the ill health of the residents, disease transmission, abnormally high rates of infant mortality, abnormally high rates of juvenile delinquency and crime, or disorderly development because of inadequate or improper platting for adequate residential development of lots, streets, and public utilities.

Additional information regarding documentation for National Program Objectives can be found in the TxCDBG Guide to National Objectives.

The area that is officially designated by city ordinance as slum or blight is not necessarily the same as the downtown district – the blighted area may be a subset or a larger area that overlaps the downtown district. The application will require a map identifying the boundaries of the downtown district AND the boundaries of the designated area of blighted conditions, as well as a description of the conditions which qualified it as slum or blighted at the time of its designation. The area that is included in both the downtown district and the designated area of blighted conditions is the eligible project area.

Eligible Project Activities

The 2024 TxCDBG Community Application does not require identification of a specific project or activity. The following information is provided in order for communities to understand the type of projects that may be considered for communities if/when invited by TDA to submit a Project Application.

TxCDBG Downtown Revitalization Program funds are only available for public infrastructure improvements or activities explicitly needed to eliminate slum and blight conditions in the downtown or main street area. Reference TxCDBG Guide to National Program Objective for detailed guidance on eligible activities.

The project selected during preparation of a Project Application may include one or more of the following activities IF the activity addresses the existing designated blighted conditions:

Project Activities

- Sidewalks and lighting;
- Activities required to eliminate architectural barriers for the disabled;
- Water and/or sewer lines;
- Road construction/rehabilitation to include curb and gutter and related drainage;
- Natural gas lines and related items;
- Electric power lines and transformers;
- Utilities including natural gas and electric;
- High-speed internet infrastructure with prior approval from TDA; or
- Demolition and clearance activity of non-residential structures.

Associated Activities

- Grant administration
- Engineering services

Main Street Set-aside: Applications selected for funding must identify a project consistent with the existing Texas Historical Commission (THC) Main Street Program workplan submitted for Main Street America annual accreditation, including any revisions accepted by THC.

All other applications: Applications selected for funding must identify a project that dedicates 51% of all project costs to sidewalk improvements (including lighting) and related accessibility improvements that comply with the Americans with Disabilities Act (ADA).

Ineligible Project Activities

The applicant may not use funds for the following:

- Grant or otherwise transfer TxDBG monies to a business;
- Building rehabilitation, building construction, machinery, equipment, or working capital;
- Landscaping, benches, ornamental signs or trash cans;
- Excess/speculative improvements, extra connections or excessive looping;
- Operation and maintenance activities, such as re-striping or sealcoating;
- Refinancing or to repay the applicant, a local related economic development entity, a benefiting business or its owners and related parties for expenditures;
- Demolition of a historic building and/or housing units;
- Parking facilities and parking lots;
- Otherwise eligible activities that will significantly benefit residential structures; or
- Otherwise eligible activities that will provide benefit beyond the identified project area.

Application Acceptance

TDA staff will review each submitted Community Application. Completed applications received by the published deadline may be subject to disqualification including, but not limited to, any of the following reasons:

- The Applicant is not a unit of general local government;
- The Applicant is identified as a CDBG Entitlement Program participant;
- The Applicant does not meet the Applicant Threshold Requirements;
- The Community Application does not comply with the requirement to provide a passed/adopted local government resolution authorizing submission of the Community Application;
- The Community Application does not comply with the TxDBG Citizen Participation requirements, including documentation of the required public hearing;
- The Community Application does not comply with the requirement to assess the Applicant's housing and community development needs prior to submission of a TxDBG application;
- The Community Application does not comply with the requirement to fully complete all required forms in the TDA-GO system;
- The Community Application contains false information; or
- The Applicant does not respond, refuses to respond, or does not provide an adequate response to requests for revisions or additional information within the prescribed timeline.

In addition, Community Applications for the Downtown Revitalization Program may be subject to disqualification for the following reasons:

- The Community Application does not comply with the requirement to provide a local government resolution designating the area of blighted conditions; or
- The Community Application does not comply with the requirement to document the downtown district.

Complete and eligible Community Applications will be scored by TDA staff and cumulative scores will be posted to the TDA website for public review.

Timeline of Application Process

Task/Step	Date to Complete
Community Application	
TDA releases Community Application	February 6, 2024
Community Application webinar	February 6, 2024
Publicize notice of public hearing	March 29, 2024
Conduct public hearing	April 2, 2024
Adopt local governing body resolution(s)	April 3, 2024
Complete and submit TDA-GO Community Application	April 3, 2024
Project Application	
TDA invites highest scoring communities to complete Project Applications	Approx. April 15, 2024
Training webinar: procurement of administration and engineering services	April 17, 2024
Administration and engineering services required to be awarded	June 14, 2024
Meet with Application Team, including TDA staff as needed, to discuss most feasible project(s) - identify the service area - document the beneficiaries of the service area - develop cost estimate	--
Complete Project Application forms in TDA-GO	--
Publish notice of application availability	August 26, 2024
Adopt revised local governing body resolution, if additional commitments are required	August 29, 2024
Submit application in TDA-GO	August 30, 2024

Steps in Community Application Process

Step 1: Create application in TDA-GO

TxCDBG Community Applications will only be accepted online through the TDA-GO grant management system.

TDA-GO can be accessed by navigating to <https://tda-go.intelligrants.com/>

For assistance creating a new account for an individual person and/or community, refer to [How to Register New Users and Organizations](#) in the TxCDBG Implementation Manual.

To initiate a grant application in TDA-GO:

1. Login to TDA-GO and navigate to the **Initiate New Application** panel of the dashboard.
2. Under **Initiate New Application**, click on CDBG – Downtown Revitalization Program.
NOTE: Only the Authorized Official or local staff Project Director for the applicant community can initiate new applications. TDA staff can also assist with new applications.
3. A brief description and agreement language will appear, review and click “Agree” to continue.
4. The **Document Landing Page** will appear along with four menu sections: Forms, Tools, Status Options, and Related Documents.

- a. In the **Tools** menu, select **Add/Edit people** to review internal staff assigned to the application or to invite third party users. To request additional individuals to be added to the application, submit a [TxCDBG Support Ticket](#) and TDA staff will assist you.
- b. In the **Forms** menu, review each page of the Community Application:
 - i. Applicant Contact Information
 - ii. Community Needs Assessment
 - iii. CDM Scoring Criteria

Step 2: Schedule and publicize public hearing

Prior to the submission of an application for TxCDBG funds, each applicant must hold at least one public hearing to solicit input on future project selection. The applicant must provide community residents at least 72 hours' notice of the upcoming hearing using a public notice.

The hearing must be conducted between September 1, 2023, and April 2, 2024.

Public hearing notices under this section must be issued and documented in **one** of the following ways:

1. Publish the notice in a newspaper of general circulation;
 - A clear picture or photocopy of the full newspaper page showing the notice is required. The publication text, title, date of publication, name of the newspaper, and page number must be clear, readable, and complete without the page being cut or folded.

OR

- Applicant may provide newspaper tear sheet (or a photocopy of the notice and a publisher's affidavit); and
- The published notice must be supported by affidavit (Use Form A101 in TxCDBG Implementation Manual).

OR

2. Post the notice in at least two public places including the courthouse/city hall and a second location within the target area (if applicable);
 - Notices must be posted in locations accessible to the general public at the time of the posting and include all required information in English and any other appropriate language(s) per the recipient's Limited English Proficiency (LEP) plan. See *TxCDBG Project Implementation Manual, Chapter 10 Civil Rights*.
 - Clear photographs showing the location of the public posting(s) are required.
 - The postings must be supported by affidavit (Use Form A101 in TxCDBG Implementation Manual).

OR

3. Post the notice in at least two public places including one at the courthouse/city hall and one on the Grant Recipient's website.

- Notices must be posted in locations accessible to the general public at the time of the posting and include all required information in English and any other appropriate language(s) per the recipient's Limited English Proficiency (LEP) plan. See *TxCDBG Project Implementation Manual, Chapter 10 Civil Rights*.
- Clear photographs showing the location of the public posting(s) are required.
- Screen shots of the website posting with the computer date stamp visible must be retained as documentation of the posting.
- The postings must be supported by affidavit (Use Form A101 in TxCDBG Implementation Manual).

In addition to the public hearing notices above, written notification of the public hearing must be sent to local organizations that provide services or housing for low-to-moderate income persons residing in the jurisdiction.

- a. Organizations 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.
- b. If the service provider serving the jurisdiction's residents is located within the community, then that office should receive the notification but if a local office is not located in the community, then the regional office location that serves the jurisdiction's residents should receive the notification.
- c. Applicants must provide a list of the local service providers that received written notification of the public hearing. Copies of the written notifications must be retained by the applicant and will be reviewed by TDA staff during site visits.

Applicants should ensure that public notices are published on or before the correct days allowing sufficient time for publication and public hearing issues to be resolved rather than just prior to submitting the application.

The public hearing and public hearing notice must comply with the Public Participation requirements, as described in the TxCDBG Project Implementation Manual, Chapter 1 *Administration and Reporting*. The format for the public hearing notice is provided in Appendix A.

Step 3: Conduct public hearing

Prior to the submission of an application for TxCDBG funds, each applicant must hold at least one public hearing to solicit input on future project selection. The public hearing must address the following topics:

- The development of housing and community development needs, including—
 - current supply of affordable housing and past efforts to increase supply,
 - current social services available to residents and what needs and/or populations remain underserved, and
 - current condition of public infrastructure (water/sewer/streets/drainage/accessibility/etc.) and efforts to improve these conditions;
- The anticipated funding opportunities for which the needs identified through this process may be considered, including —
 - name of funding opportunity,

- anticipated amount of funding available, and
- whether the proposed funding will meet the national objective of benefit to low-to-moderate income persons;
- The community's need for any eligible activities under the Texas Community Development Block Grant Program;
- The community's use of past TxCDBG grant funds, if applicable; and
- 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.

A sample script to be used for the public hearing is provided in Appendix A.

Minutes or notes from the public hearing discussion must be retained in local files and may be referenced if the community is invited to submit a Project Application.

Step 4: Develop community needs list

TDA expects each Community Application to identify a list of 10-15 community needs relevant to the community's participation in the TxCDBG program. If the community is selected for funding, the grant-funded project must meet one of the community needs identified in the Community Application.

Community needs identified in the TxCDBG Community Application should be developed through a variety of appropriate sources, such as:

- Public input, including the required public hearing;
- Existing planning documents developed by the community; and
- Knowledge of local government staff.

For the 2024 TxCDBG Community Application process, a community needs list must outline each of these factors for each need listed:

- Community Need - A broad community need statement that describes the problem.
- Action to Address Need – a brief description of the type of work that would address the associated community need.
- Activity category – select from the dropdown list of activity codes is used to classify the various community needs.

For the Downtown Revitalization Program, the most common Community Needs include:

Community Need	Action to Address Need	Activity Category
Sidewalks are deteriorated and unsafe	Replace sidewalks in multiple locations	03L
Businesses in the downtown area are not accessible due to difference in door frame heights and lack of curb cuts	Install ADA-compliant ramps and level sidewalks	03L
Downtown area is unlit at night	Install street lights on north-south roads in the downtown area	03L
Streets in the downtown area are deteriorated	Reconstruct roads in the downtown area	03K
Poor drainage leads to flooding and deteriorating infrastructure	Install drainage features to direct stormwater away from buildings and infrastructure	03I or 03K

For assistance in determining the appropriate Activity category, contact CDBGApps@texasagriculture.gov

Step 5: Adopt necessary local governing body resolution(s) committing to the grant application

TxCDBG Community Applications require a resolution from the local governing body (i.e., County Commissioners Court or City Council) authorizing the submission of a Community Application and confirming the community's commitments related to the program. In addition, the Downtown Revitalization Program requires a resolution designating the slum & blighted area. Failure to comply with these resolution requirements will result in disqualification of the application.

Resolution #1: Community Commitment

The resolution must:

1. Authorize the submission of a Community Application for funding under the Texas Community Development Block Grant Program;
2. Identify the fund category under which the application is to be considered;
3. Designate the dollar amount of matching funds committed.
4. Commit to, if selected for funding, developing a project that meets programmatic priorities as identified in the Community Application.
5. Commit to compliance with all federal, state, and program requirements, including environmental review, labor standards, procurement, acquisition of property, civil rights, and administrative requirements.

The required resolution format is found in Appendix A – update the fillable information fields prior to publication.

Resolution #2: Slum & Blight Conditions

The Community Application must be submitted with an official resolution designating the area identified as slum or blighted conditions. The designation of an area as slum or blighted must be within 5 years of the application deadline (on or after April 16, 2019).

The language of the resolution must, at a minimum:

1. Designate the project area as slum or blighted;
2. Designate the conditions which qualify the project area as slum or blighted; and
3. Define the physical boundaries of the area experiencing slum or blight conditions.

The required format of the Slum & Blight resolution is provided in Appendix A.

Step 6: Complete and submit Community Application in TDA-GO

Complete application in TDA-GO system. Additional step-by-step instructions can be found in Appendix C.

Submit Grant Application

Completed application should be submitted in TDA-GO. Under **Status Options**, select **Submit Application** to complete this final step.

Scoring Criteria

The table below describes the criteria used by TDA for scoring Community Applications. Locate the name of your community on each source document listed below to review the scoring data:

Scoring Element	Maximum Points	Source
Median Household Income	10	American Community Survey 5-year estimate – See Appendix B
Unemployment Rate	5	American Community Survey 5-year estimate – See Appendix B
Match Ratio	15	Applicant's resolution
Economic Development Tax	10	Applicant's local ordinance
Benefit to Low- to-Moderate Income (LMI) Population	5	Low- to Moderate-Income Statistical data (LMISD) – See Appendix B
Previous Funding	15	TxCDBG Grant History report – See Appendix B
Main Street/Downtown Revitalization Participation	10	Applicant's local records
Past Performance <ul style="list-style-type: none"> - Timeliness of environmental clearance - Maximum utilization of grant funds awarded - Timeliness of completing projects - Timely submission of closeout reports 	15	TxCDBG grant management records
Total Points	85	

The following table provides more detailed guidance on how the scores are calculated using the data provided:

Median Household Income (10 Points): Awarded if the Applicant's median household income is lower than the annual state household income using the most recent American Community Survey (ACS) 5-year estimate as follows:

1. Applicant's Median Household Income (MHI) divided by Texas MHI = MHI %
2. Subtract applicant's MHI % from 1 to calculate the applicant's MHI Factor
3. MHI Factor multiplied by 10 = Points Received

Applicants whose Median Household Income is above the statewide median household income shall receive zero (0) points.

Unemployment Rate (5 Points): Awarded if the Applicant's unemployment rate exceeds the state unemployment rate using the most recent ACS 5-year estimate as follows:

1. Applicant's unemployment rate divided by Texas unemployment rate = % Unemp
2. Applicant's % Unemp - 1 = Unemployment Factor
3. Unemployment Factor multiplied by 5 = Points Received

Applicants whose Unemployment rate is below the statewide unemployment rate shall receive zero (0) points.

Match Ratio (15 Points): A minimum 3.5% cash match is required. Awarded for the commitment of additional matching funds relative to the amount of CDBG funds requested as follows:

Match minimum requirement of 3.5% of TxCDBG Request (\$17,500)	0 Points
Match equals at least 5% of TxCDBG Request (\$25,000)	5 Points
Match equals at least 7% of TxCDBG Request (\$37,500)	10 Points
Match equals at least 10% of TxCDBG Request (\$50,000)	15 Points

Additional match may be cash and/or in-kind. The Applicant must provide a resolution from the city council authorizing the match expenditure. The resolution must include the commitment amount and the proposed use of the funds. If other eligible sources of funding are injected into the project, a commitment letter from the sources must also be submitted.

Economic Development Tax (10 Points): Awarded if the city has passed and adopted a local economic development tax.

The Applicant must provide documentation of the adopted tax.

Benefit to Low- to-Moderate Income (LMI) Population (5 Points):

Awarded if the applicant's citywide LMI population is greater than 51% using most recently available Low to Moderate Income Summary Data (LMISD) PLACE data as follows:

Points Received = LMI % multiplied by 10, minus 5.1000

For example: The City of Scoresville's LMISD PLACE data indicates its LMI percentage is 67.17%.
 $= 0.6717 * 10 = 6.7170$
 $= 6.7170 - 5.1000 = 1.617$ Points Received

This information shall be obtained from the most recent income limits on the U.S. Department of Housing and Urban Development's website.

Previous Funding (15 Points):

Awarded based on TxCDBG records of awards issued for the Downtown Revitalization Program (DRP), including the Main Street Set-Aside/Program.

Applicant has received 0 DRP awards in the previous six (6) fund cycles	15 Points
Applicant has received 1 DRP award in the previous six (6) fund cycles	10 Points
Applicant has received 2 DRP awards in the previous six (6) fund cycles	5 Points
Applicant has received 3 or more DRP awards in the previous six (6) fund cycles	0 Points

Main Street Application Scoring Criteria (10 Points):

Only applicants participating in Texas Historical Commission's (THC) Main Street community program will be scored on the following criteria.

Applicant's continuous participation in the Texas Main Street program	1 point for every calendar year of continuous participation in the Main Street program
Points will not be broken into half points for increments less than one year. If a city leaves the Main Street program and then returns at a later date, "continuous participation" will be calculated from the year the applicant returned to the program. Applicants will receive the maximum amount of points if they have participated in the program for 10 continuous years.	
Other Downtown Revitalization Application Scoring Criteria (10 Points): Applicants NOT participating in THC's Main Street Program will be scored on the following criteria.	
Applicant actively participates in and/or financially supports an economic development organization, such as an Economic Development Corporation	1 point for every calendar year of continuous participation in a local economic development organization
Points will not be broken into half points for increments less than two-years. If a city ceases to participate in the economic development organization, and then resumes participation at a later date, "continuous participation" will be calculated from the year the applicant resumed participation. Applicants will receive the maximum amount of points if they have participated in the program for 10 continuous years.	
Past Performance on previously awarded contracts (Awarded 2/1/2019 – 8/31/2023) Methodology: Each applicant is initially awarded full points in each Past Performance score factor. Points are deducted based upon performance of an applicant on a previously awarded contract. The final Past Performance score will be the average of points for each contract awarded between 2/1/2019 – 8/31/2023.	
<ul style="list-style-type: none"> Timely submission of closeout reports Four (4) points will be deducted for applicants that did not submit close-out report within 60 days from the end date of the contract.	4 Points
<ul style="list-style-type: none"> Timeliness of environmental clearance Zero (0) points will be deducted for applicants that completed the environmental review within 30 days of the environmental clearance milestone (210 days after the contract start date) One (1) point will be deducted for applicants that completed the environmental review within 60 days of the environmental clearance milestone (240 days after the contract start date) Three (3) points will be deducted for applicants that completed the environmental review within 90 days of the environmental clearance milestone (270 days after the contract start date)	5 Points

Five (5) points will be deducted for applicants that did not complete the environmental review within 90 days of the environmental clearance milestone (271+ days after the contract state date)	
<ul style="list-style-type: none"> • Maximum utilization of grant funds awarded <p>Zero (0) points shall be deducted for completed contracts that fully expended the grant funds, or deobligated less than the threshold amount (\$10,000).</p> <p>Five (5) points shall be deducted for contracts that deobligated an amount equal to or greater than the threshold for any reason.</p> <p>Exception: This scoring criterion will not apply to Texas Capital Fund Real Estate/Infrastructure contracts that completed the minimum necessary AND fulfilled 100% of the job commitment.</p>	5 Points
<ul style="list-style-type: none"> • Timeliness of completing projects (i.e., extension of contracts) <p>One (1) point will be deducted for applicants that received an extension on a previous contract.</p>	1 Point

Tie Breaker
<p>In the event of a tie, applicants shall be ranked starting with the lowest median household income. Data Source: Most recently available ACS 5-Year Estimate, Table DP03.</p> <p>If a tie still exists after applying the first criteria, then applications shall be ranked starting with the highest unemployment rate. Data Source: Table DP03</p>

Additional Program Information

While no action is required for the Community Application for the below items, Applicants should be aware of the federal, state, and program requirements that must be implemented if the community is selected for funding. These requirements include, but are not limited to:

- Competitive Procurement – Administration Services and Engineering Services
- National Environmental Policy Act (NEPA) and related Environmental Review
- Uniform Relocation Assistance and Real Property Acquisition Act (URA)
- Competitive Procurement – Construction Services / Materials
- Davis-Bacon Act and related Labor Standards
- Single Audit requirements
- Fair Housing and Civil Rights requirements
- Uniform Administrative Requirements and Cost Principles
- Housing and Community Development Act and related CDBG regulations, including the National Program Objective

Details on TxCDBG grant management and program requirements can be found in the [TxCDBG Project Implementation Manual](#).