


TEXAS DEPARTMENT *of* AGRICULTURE COMMISSIONER SID MILLER




TxCDBG


Planning & Capacity Building Fund

PROGRAM YEAR (PY)

2018



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TxCDBG's Goal and Objectives

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

The objectives of the TxCDBG Program are:

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





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Central Purposes of the TxCDBG

Three (3) NATIONAL PROGRAM OBJECTIVES

- 1. Principally benefit low and moderate income persons.** At least fifty-one percent (51%) of the identified beneficiaries must have a family income of less than 80% of the area median family income.
2. Aid in the prevention or elimination of slum or blighted areas;
3. Meet other community development needs of particular urgency which represent an immediate threat to the health and safety of residents of the community.

- Planning Applicants must fulfill the No. 1 Objective



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Purpose of Planning And Capacity Building Fund

PCB is *available*:

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




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Application Deadline

April 6, 2018


5:00 PM



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Eligible Applicants

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






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Eligible Applicants and Locations


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





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Primary Beneficiaries

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







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BENEFICIARY IDENTIFICATION METHODS


- Low-and-Moderate Income Summary Data
- TxCDBG Survey
 - Types:
 - Census
 - Simple Random Sample




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Census Data Usage

- Census data should be used to the maximum extent feasible for determining the income of persons residing in service areas; therefore, the boundaries of the service area determined by the applicant for the activity need to be compared with the boundaries of census divisions (tracts, block groups, etc.).







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Census FAQs


- Where is the LMISD?
 - TexasAgriculture.gov >> Grants & Services >> Community Development >> Beneficiary Documentation
- What information is contained in the LMISD?
 - Census-based population and income data




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LMISD Spreadsheet

- **geoname** – identifies the name of the city where the corresponding geography is located.






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LMISD Spreadsheet


- **LOWMOD** –number of low- to moderate-income persons
- **LOWMODUNIV** – HUD projection of total population
- **LOWMOD_PCT** – percentage of low- to moderate-income persons



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Survey



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



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Number and Types of Applications


An eligible locality can submit one (1) application under the **PLANNING & CAPACITY BUILDING FUND.**




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TxCDBG Eligible Activities

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






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Eligible activities (cont.)

- See the “***MATRIX FOR DETERMINING PLANNING FEE BY ACTIVITY***” (on page 17 in the Application Guide) to be used in conjunction with local cash contribution in determining proposed project final cost.
- Matrix generally prescribes maximum PCB award amounts for activities based on population size benefiting from the activity/element.



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Ineligible Activities

Include, but are not limited to:

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





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Applications are due no later than:

before 5:00 p.m. on April 6, 2018.

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


Competition is on a **Statewide basis**



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**PLANNING FUND
PROPOSALS**

- **Inventory;**
- **Analysis;**
- **Recommendations...** a general plan using generic population and other broad parameters for the purpose of funding allocation
- HUD now emphasizing “**disaster resiliency**”.
- Table 1 suggests the applicant will, too.
- Local interest and input is mandatory.






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Citizen Participation Plan




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



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Citizen Participation



- Published 72 hours prior to hearing
 - Weekdays – after 5:00 pm
 - Weekend – convenient time
 - Interpreter if needed... (comply with LEP)
- Publish 5 days prior to submitting application
 - Identify TxCDBG fund category
 - Amount of TxCDBG funds requested
 - Short description of proposed project
 - Location(s) of the project activities
 - Location and hours when the application will be available for public review



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Basic Application Components

**See and Use
Application Checklist
Provided.**




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Some Application Components Often Forgotten:

- **Published hearing notice** or Publisher's Affidavit w/copy of notice
- **Published notice of application activities and availability** for public review or Publisher's Affidavit and copy of notice
- **Listing of the local service providers** that were sent the written notification of the public hearing
- **Project Map** documenting the Benefit area
- **Census Maps** for documenting the Benefit area when using Census data to qualify for LMI
- **Documentation supporting Low-to-Moderate Income beneficiaries**
- Evidence of active **SAM Registration**
- **Most recent Annual Audit** (No "self-audits")
- **Exemption Determination** -Categorically Excluded Not Subject to Section 58.5 Pursuant to 24 CFR Part 58.34(a) and 58.35(b)
- **Pre-Agreement Request letter** (if applicable)





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APPLICANT THRESHOLD, PAST PERFORMANCE REQUIREMENTS & SELECTION CRITERIA





(2018 Guide)...

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


(2018 Guide)...

- **Applicant selection criteria.**



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PLANNING AND CAPACITY BUILDING FUND 430 Total Points



:

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

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



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