SECTION B
PLANNING

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SECTION B
PLANNING

B.0 Introduction

This section addresses the steps necessary to successfully implement planning grants awarded through the Planning and Capacity Building Fund or the Colonia Fund of the Texas Community Development Block Grant Program (TxCDBG). This section is not intended to replace the other sections of the TxCDBG Project Implementation Manual*;* rather, it is to serve as a guide in accomplishing the administrative requirements specific to planning Grant Recipients.

Planning is an organized way of preparing for the future. It helps accommodate and integrate competing interests to meet expected change, produce desired change and prevent undesirable change. It provides a guide and alternative solutions to problems. It is a process and technique for setting policies and enforcing them in a coordinated fashion. A community with a plan is likely to appear generally more attractive, particularly considering that a good part of the economic development process is marketing.

Grant Recipients that have executed Grant Agreement for planning activities must follow the administrative procedures outlined in the following chapters of Section A:

- *Chapter 1 Administration and Reporting;*
- *Chapter 2 Financial Management;*
- *Chapter 3 Environmental Review;*
- *Chapter 5 Procurement Procedures;*
- *Chapter 10 Civil Rights;*
- *Chapter 11 Grant Agreement Amendments;*
- *Chapter 13 Monitor Review; and*
- *Chapter 14 Audit Requirements.*

In addition to the procedures and requirements outlined in these chapters, this Section B includes specific requirements for planning activities.

Please refer to the TDA website for sample documents provided as guidance in meeting program requirements.

B.1 Planning Procedures

Step 1. Submit Environmental Documentation
The Grant Recipient may not incur costs or expend any grant funds for project activities before meeting all environmental review and special condition requirements in the TxCDBG Grant Agreement.

The environmental documentation must be completed before planning activities begin. See *Chapter 3 Environmental Review* for further information on fulfilling environmental clearance requirements of the planning grant.

Step 2. Procure a Planner or Designate Staff
The Grant Recipient must competitively procure a planner, or designate qualified local staff to complete the planning activities, prior to beginning work on the planning activities.

Competitive Proposal Procurement
The Competitive Proposal/Request for Proposal (RFP) process must ensure a competitive process, adequate scope of work, and compliance with all applicable federal and state procurement laws and regulations.

The Grant Recipient must verify the contractor/service provider's eligibility to participate in the federally-funded project through the System for Award Management (www.SAM.gov). The Grant Recipient must verify that the contractor is neither debarred, suspended, or otherwise excluded. Record this verification with a dated screenshot for the Grant Recipient's records. Eligibility of all contractors/service providers must be verified through the SAM website prior to any formal action authorizing the award of the contract to the contractor/service provider. Examples of formal action include, but are not limited to, authorizing resolution, authorizing ordinance, council approval of award, contract execution, etc.

Procurement procedures for further information on fulfilling competitive proposal procurement requirements, see *Chapter 5 Procurement Procedures*. Sample RFP documents may be found in Appendix D.

- The RFP must be published in a local newspaper and sent to at least five firms.
- Either a fixed price or cost reimbursable type contract must be awarded.
- Retainer contracts or any semblance of a retainer contract are not allowed.
  BEST PRACTICE: If negotiations are necessary for the successful procurement of a planning consultant, the negotiations should focus on the specific scope of services to be provided, terms and conditions of the contract, time frames for accomplishment of activities, and the amount of compensation for each activity.

In order to be eligible for TxCDBG grant funding or match funding, or both, costs incurred during the pre-agreement phase must be incurred:

- After the TDA pre-agreement date (application due date);
- After the planning services contract award date (formal approval by elected body); and
- During the contract period identified in the planning services contract (Time of Performance in Appendices D and E, sample contract)—the services contract period may begin prior to the date that the services contract was executed.

The cost of procuring the professional planning services is an administrative cost and is **not** an eligible cost for TxCDBG grant or local matching funds.

Force Account
If the Grant Recipient has a planning department that will perform the planning activities, thorough records are required. The recordkeeping requirements as well as what costs are allowable are discussed in *Chapter 8 Force Account*.

NOTE: Administration activities are not eligible for reimbursement planning activities.

Step 3. Set up Administrative Procedures and Submit Initial Documentation
BEST PRACTICE: A recommended filing system to meet TxCDBG monitoring requirements for planning grants can be found in *Sample Filing System Guide for Planning Projects* **(Form B2).**
See *Chapter 1 Administration and Reporting* for additional information on administrative procedures and reporting.

The following documentation must be submitted within six (6) months of the TxCDBG Grant Agreement start date:

- Environmental Performance Report;
- Materials and Services Report (MSR) for planning services;

- All Group A documentation identified in *Chapter 1 Administration and Reporting*. Grant Recipients must conduct an acceptable activity to affirmatively further fair housing during the grant period.

At least once per calendar quarter, the Grant Recipient must initiate a new Performance Report. Select the Current Status reporting option and complete each response. Select *Submit Performance Report* in the Status Options section of the navigation menu.

Quarter	Report Due
January – March	April 20
April – June	July 20
July – September	October 20
October -– December	January 20

Step 4. Perform Planning Activities
The specific planning activities required by the grant are stated in the TxCDBG Grant Agreement Performance Statement.

A completed planning document must include
- A cover letter from the chief local official, which specifically states:
  - The locality finds all planning reports and maps acceptable for its needs; and
  - The locality has in its possession all products, including reproducible maps, and computer compact discs (CDs) containing Adobe Acrobat and original vector map data, if applicable, with instructions for retrieval.
- Itemization and/or description of the location of each requirement of this performance statement within each report to include chapter, page and paragraph;
- Inventory and plan maps for each element requiring mapping;
- High quality planning document, exported in Adobe Acrobat portable document format (PDF), that contains the narrative and mapping prepared under the grant, as well as source map data (original vector data) and graphic data, labeled with the locality name, grant number, planning period covered by the report, topics included within the CD report (on the CD), and preparer's name and date of preparation; and
- Itemization and/or description of the content and layout of the data files and the name of the software package(s) used to generate the maps. One type of mapping software shall be used for all maps required under this grant. Data files must be compatible with computer systems owned or readily available to the local government.

All reports, maps, and other products completed as a part of this grant, other than documents prepared exclusively for internal use within the TDA, **shall carry the following notation on the front cover, CD label, or a title page and on the face of maps**:

FINANCED THROUGH TxCDBG – OFFICE OF RURAL AFFAIRS OF THE TEXAS DEPARTMENT OF AGRICULTURE. The preparation of this document was financed through provisions of a Texas Community Development Block Grant Program (TxCDBG) Grant from the U.S. Department of Housing and Urban Development.

The planning document must include the following disclaimer:

Texas Department of Agriculture (TDA) in conjunction with the United States Department of Housing and Urban Development furnished financial support to the activity described in this publication which does not necessarily indicate the agreement of TDA or of the United States Department of Housing and Urban Development with the statements or conclusions contained in this publication.

Step 5. Amend the TxCDBG Grant (optional)
During the course of the TxCDBG grant, situations may occur that require a change to the original terms of the Grant Agreement. See *Chapter 11 Grant Agreement Amendments* for general procedures for amending TxCDBG Grant Agreements.

All costs are paid on a reimbursement for services basis.

Step 6. Accept the Planning Documents
Once all planning activities are completed, the Grant Recipient must formally review and accept the planning documents:

- **Final Public Hearing**: Local officials must review the final planning documents during a public meeting. Over the course of the grant, including the final public hearing, local officials must spend a minimum of one (1) hour reviewing the planning documents and must certify the completion of this requirement by resolution (see below).
- **Final Public Hearing Notice**: In addition to the information required for all public hearing notices, the notice of final public hearing for planning activities must state that the planning documents prepared under the TxCDBG grant are available for review at least twelve (12) days prior to the final public hearing.
- **Resolution**: The Grant Recipient must pass a local resolution after the final planning product is presented to the governing body, which states:
    - Local officials' participation in preparing and reviewing planning documents for local needs, grant compliance, and the final presentation of the plan at the final hearing and/or meeting met or exceeded a one-hour minimum requirement set forth by this grant;
    - Goals and objectives developed for each Grant Agreement planning element were presented, discussed, reviewed and established by local officials;
    - Inventory, analyses, plans and maps associated with them required under the grant were presented, discussed and reviewed by local officials;
    - Capital needs listed and ranked within the reports were presented, discussed, and reviewed by local officials;
    - Opportunities were provided for citizen participation in the planning process;
    - Local review established that the planning documents are suitable as policy guides for the Grant Recipient;
    - Local efforts in plan(s) preparation were intended to eliminate impediments to fair housing and support equitable distribution of the plans' benefits;
    - Grant Agreement planning documents are accepted by the Grant Recipient as substantiation for payment requisition to TDA, and for the Grant Recipient's payment to its consultant(s); and
    - A statement of how the Grant Recipient intends to use its planning documents prepared under the grant.

See *Chapter 1 Administration and Reporting* for detailed instructions regarding public notices and documentation, including those for public hearings.

Step 7. Request Payment for Completed Planning Activities
See *Chapter 2 Financial Management* for general procedures for submitting payment requests.

For payments on planning activities, the following additional requirements apply:

- Funds are released only for completed planning documents. Backup documentation for all payment requests must include a copy, both printed and electronic, of the completed planning element(s) being claimed and written confirmation from the chief local official that the completed element has been reviewed and accepted by the Grant Recipient.
- Upload the following support documentation:

- Complete final planning document. See Step 4.
- Local resolution accepting planning documents. See Step 6.
- Invoice for planning services.

- Engineering and/or architectural services, administrative services, and audit services are not eligible costs.
- Unless otherwise approved by TDA staff, a single payment request is expected for each planning grant.

Step 8. Submit Closeout Documentation
Once all planning activities are completed and accepted, the Grant Recipient must change the status of the grant in TDA-GO by selecting the *Begin Closeout* option. Detailed step-by-step instructions for completing and submitting a closeout in TDA-GO may be found on the TDA website.

Step 9. TDA Compliance Monitoring
TxCDBG grants for planning activities will be monitored for compliance with federal, state, and program requirements through a desk review. This includes review of all written project data, including, but not limited to:

- Evidence of timely disbursement of grant and match funds in the form of bank statements showing when the grant funds were deposited, when the checks were written, and copies of cancelled checks;
- The Grant Recipient's application;
- Progress reports;
- Payment requests;
- Written correspondence;
- Copies of audits; and
- Documentation of previous monitoring.

A copy of the monitoring checklist and review criteria *Planning Monitoring Checklist* **(Form B13**) is provided to be used as a guide to monitor grant performance. TDA retains the right to modify monitoring procedures and tools as deemed necessary.

See *Chapter 13 Monitoring* for additional information on monitoring procedures and administrative completion of the grant.

B.2 Planning Elements

The following sections describe expectations for various planning activities. Prior to 2021, these expectations were found in the grant agreement Exhibit A.

B.2.1 Basic Planning Activities

Base Mapping
Grant Recipient shall prepare a corporate area base map, which should coordinate with the State Plane Coordinate System, in digitized format and hardcopy for use in reports and wall-mounting, preferably laminated for the city, at a scale of **1" = 600'** or better, (no smaller than 22 x 36 inches), which shall show at least the features (1) through (11) below:

1. Highway and street rights-of-way;
2. Highway designations and street names;
3. All major drainage ways;
4. Major bodies of water;
5. Block and lot lines for all platted subdivisions as available;

6. Property lines within unplatted subdivisions as available;
7. The width of all major utility easements;
8. Railroad rights-of-way;
9. All subdivisions and their names;
10. Corporate limits;
11. Other major facilities or features to include but not necessarily limited to:
    a. Major park and recreation areas and facilities;
    b. Water Treatment plants;
    c. Sewage Treatment plants;
    d. Extraterritorial jurisdiction line, as appropriate; and
    e. Other significant features.

Financial Analysis

Grant Recipient shall make a financial analysis of the locality to the extent possible to determine its approximate ability to finance present and future capital improvements. The study should include, but not be limited to the following:

1. Past, present, and anticipated sources and amounts of income;
2. Annual budgets;
3. Operating costs;
4. Direct and overlapping public debt;
5. Outstanding municipal bonds and their schedule of retirement;
6. Public improvements financing practices; and
7. Recommended standards concerning debt limitations.

Housing Inventory, Analysis and Plan

A. Grant Recipient shall prepare a housing conditions inventory, analysis and plan which shall, to the fullest extent possible, be based on the participation of a diverse and representative group of housing interests. (A "diverse and representative group of housing interests" includes owners and renters, realtors, developers, builders, single persons, families, minorities, disabled persons, etc. Generally, all persons must be encouraged to participate in plan preparation, particularly those considered within the protected classes of the Fair Housing Act. No person shall be excluded or denied program benefits on the basis race, color, religion, sex, handicap (disability), national origin, and familial status).
B. Grant Recipient shall develop criteria to be used in the classification of building conditions and formulate definitions for each classification. As a minimum, the three following classifications shall be utilized within the study:
    a. Standard;
    b. Deteriorating, and;
    c. Dilapidated.
C. Grant Recipient shall perform an assessment of the exterior of all residential buildings within the city to determine the physical condition of each building or structure. Grant Recipient shall record vacant and abandoned residential units as the assessment is being made.
D. To the extent possible, Grant Recipient shall determine whether housing is owner or renter occupied.
E. Grant Recipient shall use the base map at its contracted scale to create a Housing Conditions Map depicting all housing conditions as inventoried and showing all housing and its classification as defined by the developed criteria.
    a. Included on the map shall be the delineation of low- and moderate-income areas, as can be determined from the most recent available Census and/or TxCDBG demographic survey, with a brief narrative for the basis of their delineation.

b. Included on the map shall be clearly marked units and/or areas of affordable housing that are properly represented on the map legend.
c. Included on the map shall be census geographic boundary delineations as available from the most recent Census. The map shall show any identified areas that contain a concentration of aforementioned protected classes within the community.

F. Grant Recipient shall conduct an analysis of housing data to determine problems and housing needs of the current and prospective population and identifiable segments of the population, including the need for fair housing.
G. Grant Recipient shall identify previous implementation actions, both public and private, taken during the past two years to implement or improve housing programs, including fair housing.
H. Grant Recipient shall determine what local administrative and legal capacity is available or in effect to overcome housing-related problems which could be utilized more fully, (such as, the use of non-profit organizations), to improve housing, provide remedies to housing needs, including the need for fair housing.
I. Grant Recipient shall prepare a goal(s) statement and annual housing related objectives. To the extent possible, objectives shall be stated in quantifiable terms and target dates set for their achievement.
J. Grant Recipient shall identify future implementation actions and probable costs, both public and private, to be taken annually over the next three to five years. These activities shall result in the preparation of an overall program design for housing related activities, including fair housing and improved housing stock resiliency during and after disaster situations.

Population

A. Grant Recipient shall compare census data of the locality from 1990, 2000, and 2010 to present. Grant Recipient must provide total number of project beneficiaries. From the total project beneficiaries, Grant Recipient must provide number of persons in each of the sex, race and Hispanic origin categories; and by number of persons benefiting from activity by income status (Form B11).
B. Grant Recipient shall determine existing population estimates of the locality by occupied dwelling units. A realistic assessment of the locality's existing population shall be made by reliable methods.
C. Grant Recipient shall:
    a. Estimate the locality's future population by five-year increments for the next fifteen to twenty years based on existing trends.
    b. Analyze the distribution of classes protected by federal fair housing laws on the basis of race, color, religion, sex, handicap (disability), national origin, and familial status within the community, where such information is available from the most recent Census or other official publications at the block or block group level.
    c. Use the base map at its contracted scale for illustrative purposes and create a Population Distribution Map showing the existing and projected population distribution for the planning period. The map shall show any identified areas that contain a concentration of aforementioned protected classes within the community. Included on the map shall be census geographic boundary delineations as available from the most recent Census.

Land Use Inventory, Analysis and Plan

A. Grant Recipient shall assess and inspect each plot, tract and parcel of land within the project area to determine its use. The project area should include the city's extraterritorial jurisdiction (ETJ), if significant development has occurred there.

B. Categories in classifying land uses shall include, as a minimum, the following:
    a. Vacant (vacant developed or vacant undeveloped);
    b. Agriculture (cultivated and range land – five or more acres);
    c. Residential (single family, two family, multi-family, manufactured and mobile homes);
    d. Commercial; (retail and services); (retail uses, office uses, wholesale uses)
    e. Industrial; (light and heavy); (Light, heavy, railroad right-of-way);
    f. Public and Semi-Public (schools, parks, public buildings); (Light, heavy, railroad right-of-way);
C. Grant Recipient shall prepare a color-coded Existing Land Use Map of the corporate area using the base map at its contracted scale. Grant Recipient shall prepare a color-coded map of existing land uses within the planning area at appropriate scale, if the development within the ETJ or portion of the ETJ was determined to be significant in its potential impact on the city. Colors should conform to standard code.
D. Grant Recipient shall make a tabulation of the existing land uses to show:
    a. Total acreage by use;
    b. Percentage of acreage in each land use;
    c. Acres per 100 persons, or other standard for comparison purposes; and
    d. Developed and undeveloped land as a percent of the total land.
E. Grant Recipient should make an analysis of the community regarding past and potential developments and should report on factors affecting the development of land, such as those below:
    a. Occupied dwelling units;
    b. Existing land use;
    c. Thoroughfares
    d. Existing and anticipated population;
    e. Soil characteristics as related to developments;
    f. Adequacy of public utilities;
    g. Adequacy of public facilities;
    h. Storm drainage problem areas;
    i. Natural and man-made constraints.
F. Grant Recipient shall prepare a goal(s) statement and annual land use related objectives and, using the base map at its contracted scale, Grant Recipient shall prepare a color-coded Future Land Use Map to illustrate the future physical development of the locality during the planning period.

5.2.2. Central Business District

Commercial Area Inventory

A. Grant Recipient shall make an assessment of the Central Business District (CBD) that should include its area of immediately adjacent influence to include but not necessarily limited to the following:
    a. The existing land use of the Central Business District;
    b. Street rights-of-way and pavement widths, where applicable;
    c. Locations and condition of sidewalks, curbs and gutters;
    d. On and off-street parking;
    e. Condition of buildings;
    f. Location of traffic controls by types; and
    g. Traffic volumes and turning movements for major streets, where available;
    h. Physical geographic features of the community that could have a positive or negative effect on the integrity of the CBD.

B. Grant Recipient shall show the above inventory on a symbol-coded map at a 1" = 200' scale.
C. Grant Recipient should prepare a sketch drawing to show the relationship of the CBD to other supportive and competitive development within the community.

Analysis

Grant Recipient shall analyze the findings above and should determine:

A. The Central Business District and its relationship to community development to determine if improvements or rearrangement of commercial facilities are needed;
B. A ratio of existing and projected commercial acreage;
C. A ratio of used and vacant commercial floor area in the central business district; and
D. Other significant details and their impact on the vitality of the central business district as they become evident during the course of the study.

Central Business District Plan

A. Grant Recipient shall prepare a goal(s) statement and annual Central Business District related objectives. To the extent possible, objectives shall be stated in quantifiable terms and target dates set for their achievement.
B. In relation to recognized problems, goals and objectives, Grant Recipient shall prepare recommendations that could improve the aesthetic values and physical integrity of the Central Business District considering possible:
    a. Improvement to facades and alleyways;
    b. Pedestrian walkways;
    c. Landscape treatment of street medians, pedestrian ways and rest areas; <u>and/or</u>
    d. Removal of obsolete buildings and overhead utility lines.

C. Grant Recipient shall prepare a Central Business District Plan at a scale of 1" = 200' to graphically illustrate the redevelopment of the area in relation to the formulated goals and objectives. The Central Business District Plan map(s) shall, as a minimum include but not necessarily be limited to:
    a. Any necessary rearrangement of land uses to improve compatibility;
    b. Any necessary building relocation or reorientation in order to improve their usefulness; and
    c. On and off-street parking areas.
D. Grant Recipient shall present <u>phased</u> improvements, <u>estimated</u> <u>costs</u> <u>and</u> <u>sources</u> <u>of</u> <u>funding</u>.

<u>5.2.3. Street System</u>

Street Study

A. Grant Recipient shall determine if any prior studies have been made of part or all of the street system. Studies prepared on the system should be listed with the name of the firm that prepared the study, the date of the study, and brief description of relevant information.
B. Grant Recipient shall make an inventory of the physical characteristics of the street system to record, but not necessarily be limited to the following:
    a. Rights-of-way widths, as available;
    b. Paving widths, types and condition of pavement;
    c. Curb and gutter and/or borrow (roadside) ditches;
    d. Other information concerning configuration, traffic flow, and street conditions, including possible impediments to traffic flow, particularly in an emergency situation, as appropriate and/or available.

C. Data and information from the Texas Department of Transportation shall be used to the maximum extent feasible.
D. Using the base map at its contracted scale for illustrative purposes, Grant Recipient shall prepare a Street Conditions Map showing the existing street system inventory.

Street System Analysis

A. Grant Recipient shall make an analysis of the street system and list and rank problems and should present possible alternative actions and costs in providing solutions.
B. Grant Recipient shall determine the adequacy of the system to meet existing and forecasted needs, including during emergency situations, and make recommendations for any needed improvements concerning configuration, traffic flow, and street conditions. Recommendation should prepare for contingencies, including planning evacuation routes. (See the "thoroughfares" component of this performance statement, if applicable.)

Street Plan

A. Grant Recipient shall prepare a goal(s) statement and street-related objectives for the planning period and should include construction-related and policy–related recommendations regarding streets' improvements. To the extent possible, objectives shall be stated in quantifiable terms and target dates set for their achievement. General improvements to meet standards and disaster resiliency needs for at least the first five to ten years shall be stated and include:
    a. Priorities;
    b. Estimated costs; and
    c. Sources of possible funding.
B. Using the base map at its contracted scale, Grant Recipient shall prepare a Future Street Conditions Map. The plan shall provide for the elimination of deficiencies and recommended improvements to meet forecasted needs. Improvements shall be in accordance with accepted municipal standards and shall be shown by phases.

5.2.4 Thoroughfare System

Inventory of Major and Collector Streets

A. Grant Recipient shall prepare standards or criteria to determine the definition for major and collector streets and shall include the information in the narrative section of the study.
B. Grant Recipient shall conduct a study of major and collector streets to determine the present condition of these streets within the planning area. The study should include but not necessarily be limited to:
    a. Peak hour and average daily traffic counts, where available;
    b. Right-of-way widths;
    c. Paving widths, types and condition of pavement;
    d. Traffic control data;
    e. Parking restrictions;
    f. Curb and gutter;
    g. Origin and destination information, where available;
    h. Land use and traffic generator information;
    i. Truck routes; and,
    j. Emergency routes.
C. Information from prior studies, the county, Texas Department of Transportation and other available sources shall be used to the maximum extent feasible.

D. Using the base map at its contracted scale for illustrative purposes, Grant Recipient shall prepare a Thoroughfare Conditions Map to show b. (1) through (9), above, as applicable.

Thoroughfare Analysis

A. Grant Recipient shall list and rank problems related to the thoroughfares system.
B. To determine the size and quality of streets needed in the project area, an analysis shall be made for all major and collector streets, their locations, adequacy or inadequacy for existing and forecasted population, land uses, etc. At a minimum, the following should be considered, where appropriate:
    a. Texas Department of Transportation traffic counts, local traffic habits, and other factors;
    b. Circulation studies prepared previously; and
    c. Street standards approved by the locality and State.

Thoroughfare Plan

A. Grant Recipient shall prepare a goal(s) statement and thoroughfare system-related objectives for the planning period and should include construction-related and policy–related recommendations regarding thoroughfare system improvements. To the extent possible, objectives shall be stated in quantifiable terms and target dates set for their achievement. General improvements to meet standards and disaster resiliency needs for at least the first five to ten years shall be stated and include:
    a. Priorities;
    b. Estimated costs; and
    c. Sources of possible funding.
B. In relation to the analysis of existing and anticipated land use, school and park locations, travel habits, employment centers, traffic generators, traffic volumes; and in coordination with plans of the Texas Department of Transportation, and other available studies, Grant Recipient shall prepare a plan for a system of thoroughfares, major and collector streets to meet the future circulation needs of the planning area. Using the base map at its contracted scale for illustrative purposes, Grant Recipient shall show phased improvements on a Future Improved Thoroughfares Map.
C. Grant Recipient should prepare sketch plans for improved channeling of traffic at intersections where problems exist or are anticipated during the planning period.

5.2.5. Water System

Water System Inventory

A. Grant Recipient shall make a review of all prior studies and other available data on the existing water system. Previous engineering and planning studies prepared on the system should be listed with the date and name of the firm that prepared the study.
B. Grant Recipient shall make an inventory of the physical characteristics of the system to include, but not necessarily be limited to the following:
    a. Location of lines, valves, fire hydrants, and line sizes;
    b. Location and capacity of ground and elevated storage facilities;
    c. Location and capacity of wells and pumps;
    d. Location and capacity of water treatment facilities, as appropriate;
    e. Location and capacity of generators;
    f. Condition of system elements and other system data, as available.

C. Using the base map at its contracted scale for illustrative purposes, Grant Recipient shall prepare a Water System Map showing existing facilities as specified in the inventory required above. Mapping shall show all facilities and illustrate the entire area that the facilities serve.
D. Grant Recipient shall report appropriate standards and criteria used to determine the water system needs and include them in the narrative section of the report, including the name of publications where standards can be found. Reference shall be made to the existing and required Drought Contingency and Water Conservation Plan.

Water System Analysis

A. Grant Recipient shall make an analysis of the water system and list and rank problems and should present possible alternative actions and costs in providing solutions, while particularly considering the water system's ability to provide reliable service, including fire protection within state standards during drought conditions. As a minimum, the following should be considered in determining problems connected with the water system:
    a. Water quality;
    b. Storage facilities;
    c. Availability of water;
    d. Water pressure;
    e. Distribution lines;
    f. Water costs to city;
    g. Water cost to customers and review of current and future needs;
    h. Operation procedures; and
    i. Ability to function under disaster situations, such as, flood, fire, tornado, power outages, etc.
B. Grant Recipient shall determine the adequacy of the system to meet existing and forecasted needs.
C. Grant Recipient shall evaluate the local system's capability to provide water under drought and other disaster-related conditions and in regard to its drought contingency and water conservation plan and accepted conservation practices.
D. Grant Recipient shall evaluate the local system's capability to provide water, including during drought and other disaster-related conditions, and coordinate with the Regional Water Plan and the State Water Plan, where applicable.

Water System Plan

A. Grant Recipient shall prepare a goal(s) statement and water system-related objectives for the planning period and should include construction-related and policy–related recommendations regarding water system improvements. To the extent possible, objectives shall be stated in quantifiable terms and target dates set for their achievement. General improvements to meet standards and disaster resiliency needs for at least the first five to ten years shall be stated and include:
    a. Priorities;
    b. Estimated costs; and
    c. Sources of possible funding.
B. The studies and plans developed shall be in strict accord with criteria established by the Texas Commission on Environmental Quality (TCEQ), Texas Water Development Board (TWDB), and the Texas Department of Insurance.
C. As much as is applicable, appropriate and possible during the contract period and in coordination with TCEQ, which requires drought management plans, Grant Recipient shall include drought and conservation plans in its overall water system plan. The plans should also include consideration of water provision during other disaster situations, such as flood, fire, tornado, power outages, etc.

D. Using the base map at its contracted scale for illustrative purposes, Grant Recipient shall illustrate the existing and proposed water system and findings on a Future Water System Map. Recommended improvements shall be shown by phases.

5.2.6. Wastewater System

Wastewater System Inventory

A. Grant Recipient shall make a review of all information regarding the existing wastewater system. Engineering and planning studies prepared previously should be listed with the date and name of the firm that prepared the study.
B. Grant Recipient shall make an inventory of the physical characteristics of the system to include, but not necessarily limited to the following:
    a. Location, condition, and size of lines as available;
    b. Location of manholes and cleanouts;
    c. Location and capacities of lift stations;
    d. Location and capacity of generators;
    e. Treatment facility and operation arrangement.
C. Using the base map at its contracted scale for illustrative purposes, Grant Recipient shall prepare a Wastewater System Map showing the existing facilities in relation to topographic features.
D. Grant Recipient shall report standards or criteria used to determine wastewater system needs and include the criteria in the narrative section of the report with the name of the publication(s) where standards can be found.

Wastewater System Analysis

Grant Recipient shall list and rank problems related to the wastewater system and should present possible alternative actions and costs in providing solutions. At a minimum, the following should be considered in determining problems of the wastewater system:

1. Infiltration;
2. Industrial waste and special treatment facilities;
3. Operational procedures;
4. Unserved areas;
5. Characteristics of the soil and terrain affecting collection treatment;
6. Ability to function under disaster situations, (flood, fire, tornado, power outages, etc.).

Wastewater System Plan

A. Grant Recipient shall prepare a goal(s) statement and wastewater system-related objectives for the planning period and should include construction-related and policy–related recommendations regarding wastewater system improvements. To the extent possible, objectives shall be stated in quantifiable terms and target dates set for their achievement. General improvements to meet standards and disaster resiliency needs for at least the first five to ten years shall be stated and include:
    a. Priorities;
    b. Estimated costs; and
    c. Sources of possible funding.
B. Using the base map at its contracted scale for illustrative purposes, Grant Recipient shall prepare a Future Wastewater System Map illustrating phased improvements to the wastewater system in relation to the existing system and topographic features.
C. Such prepared plan shall be done in accordance with criteria and standards established by the Texas Commission on Environmental Quality (TCEQ).

5.2.7. Storm Drainage System

Storm Drainage Inventory

A. Grant Recipient shall make a review of all available information on storm drainage within the city. If any engineering and planning studies have been prepared on drainage, they should be listed with the firm name and date.
B. Grant Recipient shall conduct an assessment of the project area for any existing storm drainage facilities and all natural drainage courses to include as a minimum:
    a. Location and condition of drainage ways;
    b. Location and condition of curb and gutter, borrow (roadside) ditches, culverts, and storm sewers;
    c. Location of 100 years flood hazard areas; and
    d. Identification of areas within the community where local flooding has occurred.
C. Using the base map at its contracted scale for illustrative purposes, Grant Recipient shall prepare a Storm Drainage Map showing the existing facilities in relation to topographic features.

Storm Drainage Analysis

A. Grant Recipient shall list and rank problems related to storm drainage and should present possible alternative actions and costs in providing solutions.
B. Grant Recipient shall prepare an analysis of the existing drainage system for both natural and man-made facilities. Major and minor drainage areas and areas that have experienced flooding shall be delineated. Drainage characteristics of the areas shall be briefly described and analysis shall be made to determine methods of eliminating local flooding and eroding of local streets. Data, as available through the National Flood Insurance Program of the Federal Emergency Management Agency, shall be utilized to the fullest extent possible.

Storm Drainage Plan

A. Grant Recipient shall prepare a goal(s) statement and storm drainage-related objectives for the planning period and should include construction-related and policy–related recommendations regarding storm drainage improvements. To the extent possible, objectives shall be stated in quantifiable terms and target dates set for their achievement. General improvements to meet standards and disaster resiliency needs for at least the first five to ten years shall be stated and include: (1) priorities; (2) estimated costs; and (3) sources of possible funding.
B. Using the base map at its contracted scale for illustrative purposes, Grant Recipient shall prepare a Future Storm Drainage Map illustrating phased improvements related to storm drainage in relation to the existing conditions and topographic features.

5.2.8. Capital Improvements Program

Financial Analysis

Grant Recipient shall consider the financial analysis accomplished as part of **A. BASIC PLANNING ACTIVITIES** to determine its approximate ability to finance present and future capital improvements.

Capital Needs List

A. Based on the previous studies, and all capital needs, Grant Recipient shall prepare a capital needs list of projects by category with general priorities for improvements to be accomplished during the planning period through workshop meetings with local officials. Grant Recipient shall classify the type of capital improvements according to guidelines, such as:
    a. Mandatory: Those which protect life or health.
    b. Necessary: Those which are important public services.
    c. Desirable: Those which replace obsolete facilities.
    d. Acceptable: Those which reduce operating costs.

B. Grant Recipient shall report possible effects of each identified capital improvement need and/or recommended capital improvements on members of classes protected under federal Fair Housing law(s), taking into consideration geographic concentration and other-analysis required in Section A.3.c. of this Performance Statement. Grant Recipient shall analyze and report the effects each improvement may have on the following:
    a. Affordable housing opportunities outside of areas of geographic concentration of protected classes;
    b. Residents of areas with concentrations of protected classes whether the proposed project provides city-wide or target area benefit;
    c. Equal treatment and access for disabled persons to public facilities throughout the community;
    d. Other Fair Housing goal(s), as appropriate.

Capital Improvements Program

A. In consonance with the capital needs list and in coordination with the city's budget, Grant Recipient shall prepare a schedule of projects recommended for the municipality for the first five (5) to six (6) years of the planning period. The schedule shall list projects by category together with estimated cost, sources of funds and year of construction.
B. A map shall be prepared to show the projects by type and year of construction. The map shall show any identified areas that contain a concentration of aforementioned protected classes within the community. (See Basic Planning Activities component of this Exhibit A, Performance Statement). Included on the map shall be census geographic boundary delineations as available from the most recent Census.

5.2.9. Subdivision Ordinance

Ordinance Development

A. Grant Recipient shall prepare technical material necessary for the drafting and/or updating of a subdivision ordinance that will best be adapted to direct the platting of land consistent with proposals of the previously prepared Land Use Plan.
B. The technical material prepared shall be based on sound platting and planning principles and not be inconsistent with all applicable laws.

Ordinance Review

A. Following development of the technical material and prior to adoption, Grant Recipient shall seek counsel and advice from the city's attorney regarding the legal aspects and implications of subdivision controls.
B. Grant Recipient shall prepare the technical material for the subdivision ordinance in a form suitable for its adoption and submit it in report form to the Department as provided herein.

5.2.10 Zoning

Ordinance Development

A. Grant Recipient shall prepare technical material necessary for the drafting of zoning ordinance that will best be adapted to direct the use of land consistent with proposals of the city's previously prepared Land Use Plan. Technical material on zoning shall be based on sound zoning principles and be consistent with all applicable laws, including affirmatively furthering fair housing and reducing or eliminating disparate treatment of classes protected under federal Fair Housing law(s),

B. Based on the Land Use Plan and other plans related to physical development of the municipality, Grant Recipient shall have prepared a Zoning District Map using the base map at its contracted scale.

Ordinance Review

A. Following development of the technical material and prior to adoption, Grant Recipient shall seek counsel and advice from the city's attorney regarding the legal aspects and implications of zoning, particularly that it has positive influence in the effort to promote fair and affordable housing.
B. The technical material on zoning and the recommended zoning district map shall be prepared in report form suitable for adoption and be submitted to the Department as provided herein.