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Conference ID: 6761238076



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Texas Community Development Block Grant Program
2020 Application Workshop



Good afternoon and thanks for joining us for today's application workshop. I'm Aubrey-Ann Gilmore and I work with the Texas Community Development Block Grant Program. Also joining me are my fellow program specialists: Crystal Ortegon, Michelle Phares, and Joe Midura.

A couple housekeeping items before we get started:
Please mute your lines at this time. If you have questions, feel free to use the instant messenger feature or ask during the questions portion following each program's section. Also feel free to ask general clarifying questions, but if you have inquiries about a specific community, please reach out via email.

Let's get started!



Workshop Agenda

- Introduction to the CDBG program
- TxCDBG Overview & Allocation
- Application
 - Updates in 2020
 - Best Practices
- Program Specifics & Updates
 - Colonia
 - TCF
 - FAST
 - DRP/MS
 - PCB

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Today we'll start with an overview of the Texas Community Development Block Grant program or CDBG for short.

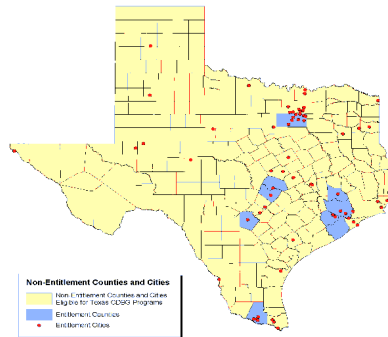
Next we'll discuss general application guidance and updates.

Then we'll dive into each program, highlighting program-specific changes in the application cycles recently announced last week!



Texas Community Development Block Grant (CDBG) Program

- Texas Department of Agriculture administers CDBG funds for non-entitlement cities and counties in Texas
- Serves 861 cities and 244 Counties
- Largest state CDBG allocation in the nation



Here are a few highlights of our program...

Larger cities and counties receive their funding directly from the Dept of Housing and Urban Development.

or smaller communities in Texas, which are predominately rural in nature, the Texas Department of Agriculture Administers the non-entitlement allocation of CDBG funds.

For reference, cities with populations under 50K and counties with a non-metropolitan population under 200K are eligible for our program.

Texas receives the largest non-entitlement CDBG allocation in the nation and our program serves over 850 cities and 244 counties.

In PY 2020, TxCDBG program received a little of \$68M



TxCDBG Fund Categories

- Community Development (CD)
- **Colonia Fund – Construction (CFC)**
- Colonia Fund – Planning (CFP)
- **Downtown Revitalization & Main Street (DRP/MS)**
- **Fire, Ambulance, and Service Truck (FAST)**
- **Planning and Capacity Building (PCB)**
- State Urgent Need (SUN)
- **Texas Capital Fund Infrastructure/ Real Estate (TCF)**

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The annual allocation is then broken down into multiple fund categories (or sometimes called “programs”)

Today we’ll discuss the recent release of the 2020 app cycles for Colonia Fund Construction, Downtown Revitalization & Main Street Programs, Fire, Ambulance and Service Truck (or FAST) Fund, Planning and Capacity Building, and the Texas Capital Fund Infrastructure/Real Estate programs.



CDBG Objectives

- Development of viable communities by providing:
 - Decent Housing
 - A suitable living environment; and
 - Expanding economic opportunities
- National Program Objectives:
 - Benefit to **low- and moderate-income persons**;
 - Elimination of slums or blighted conditions
 - Meet other community development needs of particular urgency which represent an **immediate threat** to the health and safety of residents.



Every CDBG project within every fund category must meet at least one National Program Objective designated by HUD – these are:

- The benefit to low- to moderate income persons
- Elimination of Slum and blighted conditions
- Urgent Need

Colonia Fund, FAST, PCB and TCF all address the NPO of benefitting low and moderate income persons, whereas DRP/MS addresses the elimination of slum and blighted conditions.



Funds Available

Program	Approximate Funds Available
DRP/MS	\$7M + carry over from TCF-Infra/RE
CFC – Secondary Round	\$6.9M
PCB	\$681K
FAST	\$2M
TCF- INFRA/RE	\$6.7M

If your community has an eligible project, SUBMIT AN APPLICATION!

Do not be discouraged against applying for TxCDBG funds because of your community's potential score – **MANY** "lower"-scoring and eligible applications have been successfully awarded grant funds.



Here's the fund distribution for the upcoming application cycles. As you can see, we've got a large amount of funding available especially in DRP/MS. It is highly likely this number will increase due to carry over from the INFRA/RE program.

The main point is this – don't pre-score your community's application and use our preliminary allocation numbers to "guestimate" the likelihood of your application being funded. These figures are updated frequently and sometimes funds become available that we did not originally anticipate. If you have an eligible project, please consider submitting an application.

If your community has
an eligible project...

**SUBMIT AN
APPLICATION!**



Again...



Application Timelines

Program	Application Due Date
TCF – Infrastructure/Real Estate Programs	April 15, 2020
Colonia Fund: Construction – Secondary Round	June 2, 2020
Planning & Capacity Building	July 15, 2020
FAST	July 15, 2020
Downtown Revitalization & Main Street Program	August 4, 2020



When is all of this happening?



General Application Requirements

- A completed 424 Form with original signature
- All application forms, fully completed
- A passed/adopted Local Government Resolution authorizing submission of the application
- Evidence of compliance with the TxCDBG Citizen Participation Plan including the Public Hearing Notice
- Legible, quality maps
- Applicant's Annual Audit FY2018 or later (Independent Auditor's letter) and
- Documentation of an active [SAM Registration](#)
- Documentation of project's satisfaction of National Program Objective

Applications lacking any of the items listed above will be disqualified



Let's go into the fundamentals of application writing for TxCDBG programs. For any brand-new folks joining us today *welcome* and there are many elements in the application process that are consistent across the programs. The biggest piece of advise I can give is to submit a complete application. All of these documents listed are required and without them an application will be disqualified.



Resolution and Form 424 Signature

- All TxCDBG applications must include a copy of the adopted resolution that authorizes the submission of the application
- Match funding, if applicable, is often identified in the resolution
 - Be specific about source – match cannot be “cash and/or in-kind services”... tell me more!
- Additionally, authorized signatories are identified in the resolution
 - Best Practice: include multiple positions/roles
- Form 424 must include wet ink signature from the **authorized signatory**.





Maps

Acceptable maps should be legible and clearly identify project's proposed activities.

Examples below do not include enough detail:

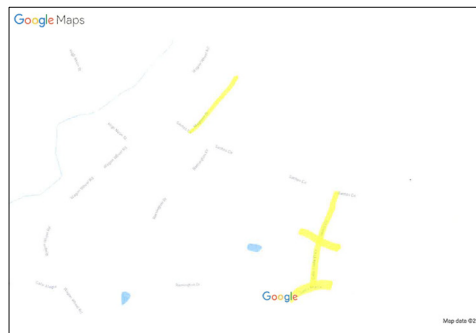
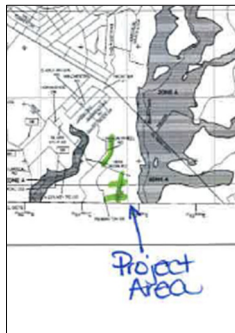




Table 1

TABLE 1 Add a separate Target Area for each activity or colonia target area.														
Identify ALL activities and beneficiaries for the entire application below. Refer to the Application Guide for instructions.													Add Another Target Area	
Target Area Name: Designated Downtown District													Remove this Target Area	
Activity Description		Act #	TU	Series	LMI	Series	LMI%	TxCDBG Const.	TxCDBG Eng.	TxCDBG Acq.	Other Const.	Other Eng.	Other Acq.	Activity Total
Sidewalks	<input checked="" type="checkbox"/>	03L	100	51	\$1.00		170,000	0	0	0	0	20,000	0	190,000
Street Improvements	<input checked="" type="checkbox"/>	03K	0	0	.00		150,000	0	0	0	0	15,000	0	165,000
General Program Administration (use Construction columns)	<input checked="" type="checkbox"/>	21A	0	0	.00		30,000	0	0	0	0	0	0	30,000
TARGET AREA SUBTOTALS:		0	0	0	0.00%		350,000	0	0	0	0	35,000	0	385,000
APPLICATION TOTALS:		0	0	0	0.00%		350,000	0	0	0	0	35,000	0	385,000

15. ESTIMATED FUNDING:

A. TxCDBG REQUEST:	\$350,000.00
B. FEDERAL:	
C. STATE:	
D. APPLICANT:	\$35,000.00
E. LOCAL:	
F. OTHER:	
G. TOTAL:	\$385,000.00

The Table 1 of the application should identify the activities and the amount of funding requested and leveraged to complete the project. The Table 1 is also broken out by target area, so if you have multiple (talking to you CFC). Make sure that the totals on the Table 1 match the 424 Form, and are consistent with the match amounts in the resolution.



Table 2

TABLE 2 - BUDGET JUSTIFICATION OF RETAIL COSTS										+
Activity Description	HUD Act #	Materials/Facilities/Services	\$/Unit	Unit	Quantity	Construction	Acquisition	Total		
Sidewalks	03L	Reinforced Concrete Flatwork	\$135.00	LF	670	\$90,450	\$0	\$90,450	X	
Sidewalks	03L	Curb & Gutter	\$24.00	LF	800	\$19,200	\$0	\$19,200	X	
Sidewalks	03L	Mobilization	\$20,350.00	LS	1	\$20,350	\$0	\$20,350	X	
Sidewalks	03L	Pedestrian Lighting Bollards	\$4,000.00	EA	10	\$40,000	\$0	\$40,000	X	
Street Improvements	03K	Gravel Driveway Replacement	\$1,000.00	EA	20	\$20,000	\$0	\$20,000	X	
Street Improvements	03K	Demo. and Remove Asphalt	\$30,000.00	LS	1	\$30,000	\$0	\$30,000	X	
Street Improvements	03K	Concrete Rip Rap	\$100.00	LF	1,000	\$100,000	\$0	\$100,000	X	
			\$0.00		0	\$0	\$0	\$0	X	
			\$0.00		0	\$0	\$0	\$0	X	
						\$320,000	\$0	\$320,000		

TABLE 1 Add a separate Target Area for each activity or colonia target area.													
Identify ALL activities and beneficiaries for the entire application below. Refer to the Application Guide for instructions.													Add Another Target Area
Target Area Name:	Designated Downtown District												Remove this Target Area
Activity Description	Act #	TI	Benef	LMG%	TxCDBG Const.	TxCDBG Eng.	TxCDBG Acq.	Other Const.	Other Eng.	Other Acq.	Activity Total	X	
Sidewalks	03L	100	51	\$1.00	170,000	0	0	0	20,000	0	190,000	X	
Street Improvements	03K	0	0	.00	150,000	0	0	0	15,000	0	165,000	X	
General Program Administration (see Construction column)	21A	0	0	.00	30,000	0	0	0	0	0	30,000	X	
TARGET AREA SUBTOTALS:					0	0	0.00%	350,000	0	0	35,000	385,000	
APPLICATION TOTALS:					0	0	0.00%	350,000	0	0	35,000	385,000	

Table 2 is a breakdown of the costs described in Table 1 and should be completed by a licensed engineer or architect if construction is part of the project. Table 2 should be created for each target area on the Table 1 or at least clearly separate the costs between target areas. The Table 2 total costs should also equal the Table 1's construction total. Admin/Engineering costs are NOT included here.



Community Needs

COMMUNITY NEEDS ASSESSMENT	
LIST OF ALL IDENTIFIED COMMUNITY NEEDS / PROBLEMS	
Community Need	Specific Project to Address Need
1. Street Improvements	Street Imp. Melanie Lane, Melanie Court, and Melanie Drive
2. Street Improvements	Street improvements on Anita Lane, Joe Burl Ln & Ben Mitchell
3. Street Improvements	Continued street improvements throughout the City

Community Needs section = Applicant's "wish list"

- This section should include specific activities that the applicant wishes to address.
- Do not include the application's current project activities



Community needs section should include the needs that are identified during the public hearing and should be specific enough to be used as a "wish list". If at the end of a grant contract, a GR has completed their entire original project scope... they may be able to utilize the remaining funds to address a need listed here.

A best practice is to include these "wish list" activities in the environmental.



Citizen Participation - Basics

1. Notification and completion of public hearing to discuss the following:
 - Housing and community development needs
 - Amount of funding available
 - All eligible activities under the Texas Community Development Block Grant Program
 - Community's use of past TxCDBG contract funds, if applicable
 - Estimated amount of funds proposed for activities that will meet the needs of LMI persons
 - Plans the locality will implement to minimize displacement of persons and assistance to those displaced as a result of TxCDBG activities, if applicable
2. Notice of availability of a proposed application for public review and comment:
 - The TxCDBG fund categories for which applications will be submitted
 - The amount of TxCDBG funds requested in each application
 - Short description of the proposed project in each application
 - The locations of the project activities in each application
 - The location and hours when the application will be available for review



As part of developing a TxCDBG application, an applicant should make efforts to consult the public about community needs. The public hearing should cover the topics listed in the slide and provide an opportunity for comments and suggestions. Once an application has been developed, an applicant should make efforts to notify the public about the application and project and provide an opportunity for public review.



Citizen Participation - Timeline

1. Notification and completion of public hearing to discuss the following
 - Public notice must be given at least **72 hours prior** to scheduled hearing
 - Public hearing should be scheduled after 5:00PM on weekday or convenient time on Sat/Sun

Public hearing must not occur **after** resolution to authorize the application(s) submission is adopted

2. Notice of availability of a proposed application for public review and comment:
 - Public notice must be given at least **5 days prior** to application submittal



Here's the timeline and what we're looking for during the app review process –

First the applicant will notify the public of the upcoming public hearing. This should be done at least 72 hours prior to the scheduled public hearing.

Then, after receiving input on the community's needs, the application is drafted.

Then, city council or commissioner's court will adopt a resolution to authorize the submission of the application.

Afterward, the application will notify the public of the application's availability for review for at least 5 days prior to the app submittal.



Other Required Attachments

- Applicant's System of Award Management (SAM) Registration
 - Screenshot/Printout, should include DUNS #, indication registration is active, and Expiration Date
- Independent Auditor's Letter from applicant community's FY 2018 or FY 2019 audit
 - No self-performed audits accepted
 - Audit must be conducted by certified public accountant (CPA) and organizational-wide.



Other attachments required for an application to be considered complete:

Screenshot or printout of the applicant community's (not the grant consultant, EDC, local PHA, etc.) SAM registration. Make sure the documentation includes the DUNS # and expiration date

Independent auditors letter from applicant community's FY 2018 or FY 2019 (if available) audit. Note that the audit must be conducted by a certified public accountant.



General Application Updates



- COG procurement guidelines
- Citizen Participation
- Pre-Agreement
- Application copies – one original, one digital
- New beneficiary guidance to be released... soon!



Switching gears now, lets talk about recent changes in the general application process -



Updates – Prof. Services Procurement



- Applicants for funding in 2020 may only use administrators or planners that are:
 1. Employees of the Applicant community (self administering community),
 2. Councils of Government acting as sub-recipients to applicant community, or
 3. Vendors included on the Pre-Qualified List (Approved Vendor List)
- Retainer contracts for consulting services are **prohibited** by federal procurement standards



Communities who apply for grant funding are responsible for identifying the person or firm that will provide professional services for the project, if funded. For planning grants like the Planning and Capacity Building Fund, this means selecting a professional planner. For programs that do not involving planning activities, such as Colonia Fund, this means a community should select a grant administrator.

Applicant communities have a few options to choose from. An applicant community could:

- Utilize staff employed by the city or county. Typically this option is selected by applicants with certified personnel that are familiar with the TxCDBG program and whose primary job duties are grant contract-related. A community interested in self-administering a CDBG award should consider their administrative capacity before choosing this route – I typically recommend at least 20hrs of a full time employees work load should be dedicated to TxCDBG administration activities.
- An applicant community could utilize their Councils of Government to provide these services. Not all COGs offer administration or planning services, but for those who do, a COG may act as a sub-recipient to the applicant community through an executed interlocal agreement.

- And finally, communities may hire a third-party firm to provide necessary services. These vendors must be included on the Pre-Qualified List, and the streamlined procurement method outlines the steps taken by communities to competitively procure a third-party vendor.

One really important thing to consider is that federal procurement standards prohibit retainer contracts for consulting services. Therefore it is essential to procure administrative or planning services for each project.



Updates – Prof. Services Procurement



- Communities must procure administrative and planning service vendors before the provider conducts any work to prepare the application for TxCDBG funding.
- **Now is the time to procure and award service contracts for TxCDBG programs your community intends to apply for!**
- Check out TxCDBG Training page for link to recorded webinar about procurement processes



When is a good time to start thinking about hiring administrative and planning firms? Well, the short answer is “right now!”. Once your community decides to pursue TxCDBG funding (meaning, your community is considering applying), the very next step should be to hire an administrator. Or, for planning grants, hiring a planner.

This is because federal guidance has become increasingly restrictive, and prevents vendors from any involvement in developing “statements of work” prior to being procured. Therefore, communities must procure service providers before they may be involved in preparing the application and prior to any project-specific discussions.

The sooner your community awards a service contract to the firm/individual, the quicker they can begin working with you to develop a project and application. All TxCDBG applications are a significant coordination effort and have public consultation requirements, so be sure to allow your vendor ample time during the application period.

For more details, check out our training page to view the recorded webinar about the procurement process.



Updates – Citizen Participation



Public notice documentation for the required public hearing and notice of application availability for public review may be provided in one of the following ways:

1. Full page of newspaper with publication title and date
2. Publishers affidavit and a copy of the notice for the required public hearing
3. Affidavit of posting in public place (see app guide appendices), copy of the notice, and screenshot/printout of the publication of notice on applicant's website **(NEW)**



Previously, applicant's had two options in documenting compliance with citizen participation requirements. Now there is an additional option:

Applicants now have the option to post the public notices (for public hearing and application availability) at City Hall/County Courthouse/and other widely accessed locations AND post the public notice on the applicant's website to satisfy this requirement. Both the posting in a public place and publication on the website is required to fully satisfy this element.

If you community does not have a website, please proceed with options 1 or 2.



Updates – Pre-Agreement Request



- Pre-agreement request now included in application document under “Additional Project Information”
- No pre-agreement letter submitted as attachment

PRE-AGREEMENT REQUEST FOR ADMINISTRATION & ENGINEERING	
The Applicant intends to proceed with its Downtown Revitalization Program or Main Street Program project per the pre-agreement costs strategem: <input checked="" type="radio"/> Yes <input type="radio"/> No	
As a condition of this pre-agreement, I <input type="text"/> acknowledge and agree to the following:	
<p>1. Applicant will comply with all applicable state and federal laws, including procurement procedures for professional services and applicable vendors; all applicable TxCDBG policies and procedures, including a completed Environmental Assessment necessary for the Release of Funds (for construction activities) by TxCDBG, acquisition requirements, approval of plans and specifications by the Texas Commission of Environmental Quality (TCEQ), Davis Bacon wage requirements, and any applicable contract Special Conditions.</p> <p>2. The Department shall not reimburse any costs under this agreement until a Downtown Revitalization Program or Main Street Program contract is fully executed with the Applicant. Department shall not be liable for costs incurred prior to the most recent, published, DRP/MS application due date or for any activities not included in Exhibit A, Performance Statement, and Exhibit B, Budget of the executed contract associated with the 2020 grant.</p>	
Signature: _____	Date: _____



In past application cycles, pre-agreement has been requested via attachment as a letter from the applicant.

Now pre-agreement is included as a drop-down option in the additional project info section of the application. Also, be sure to have your authorized signatory sign this section.

Questions?

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Any questions about general application procedures or updates?

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TxCDBG Program

2020 Colonia Fund: Construction Secondary Round



Alright lets move onto Colona Fund: Construction.



Program Overview

Funds were not fully exhausted in the 2019-2020 application cycle for Colonia Fund: Construction (CFC). The 2020 Secondary Round competition is a continuation of the 2019-2020 biennial cycle.

Funds available for eligible county applicants for projects in severely distressed unincorporated areas within 150 miles of the U.S-Mexico Border.

These funds provide assistance to fund public infrastructure improvements in designated colonia areas.





2020 Application Deadline

Tuesday June 2nd, 2020 at 5:00PM (CT)

Application Threshold Requirements:

- Communities that submitted application eligible for funding under the 2019-2020 CFC original competition are not eligible to apply for 2020 CFC Secondary Round funding.
- Communities that were disqualified or unfunded in the previous competition may submit 2020 applications.





What's New – Colonia Designation



Each activity must provide benefit to residents of a colonia that is eligible under the Cranston Gonzales Act:

- **Documentation of the colonia's existence prior to 1990:**
 - Subdivision platting;
 - Documentation of residential construction, minimum of 25% of current number of units or 11 units, whichever is less;
 - Photos of colonia community;
 - Newspaper articles or similar publications that reference or describe the colonia community
 - Other available documentation, with TDA approval **prior** to the application deadline
- Colonia's proximity to the United States-Mexico Border
- Documentation of the colonia's geographic boundaries
- Summary of colonia's current potable water supply, sewage systems, and inventory of decent, safe, and sanitary housing. Photos of the proposed project site that illustrate conditions to be addressed by project should be included in the summary.



While compliance with Cranston Gonzales Act is not a new element to a successful CFC application/project... the documentation required has been clarified in the application guidance:

To document a colonia's existence prior to 1990, please:
(read bullets)



What's New – Colonia Benefit Map



Each activity must provide benefit to residents of an eligible colonia. A map should be included with the following:

- The project(s) location;
- The colonia's proximity to the U.S.-Mexico Border
- Documentation of the colonia's geographic location and boundaries;
- The applicant County's jurisdictional boundaries



Also a map with the following should be included



What's New



Clarification regarding Procurement of Professional Administrative Services for Secondary Round:

Applicants that fully procured grant administrative services for the 2019-2020 CFC original competition are not required to undertake the procurement process again.



Since this is a secondary round, we've received a few questions surrounding procurement of professional administrative services.

Please note that applications who have already fully procured a grant administrator for the 2019-2020 CFC original competition are not required to undertake the procurement process again. Therefore, you may continue to use the grant administrator selected in the first phase of the application cycle.



What's New - Scoring



Criteria	Points (405 Maximum)
Poverty Rate	15 Points
Per Capita Income	10 Points
Housing units without complete plumbing	5 Points
Unemployment Rate	5 Points
Benefit to LMI	49 Points
Project Priorities	195 Points
Cost per Beneficiary	30 Points
Comprehensive Approach	30 Points
Special Considerations	20 Points
Local Capacity	16 Points
Matching Funds	20 Points
Past Performance	10 Points



Scoring has also been updated and methodologies have changed and/or clarified. Please review this section carefully as criteria have changed.

Questions?

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TxCDBG Program

2020 Texas Capital Fund (TCF) Infrastructure & Real Estate Programs





2020 TCF Application Cycle

April 15, 2020 at 5PM (CT)

This is the FINAL round of TCF-RE/I funding before the TxCDBG economic programs are redesigned.

Offered to communities that began working on TCF applications prior to the program's suspension.

Email TDA staff for copy of 2020 Application Form





Program Requirements - Jobs

- Level of funding directly related to number of jobs to be created/retained:

Requested Award Amounts	Maximum Cost-Per-Created-Job	Maximum Cost-Per-Retained-Job
\$750,000 or less	\$25,000	\$10,000
\$750,100-\$1,000,000	\$20,000	\$7,500

- Job creation/retention activity must benefit at least 51% LMI individuals
 - Permanent, full time or full time equivalent
 - Jobs created prior to the award will not be counted toward job creation requirements.

Job creation/retention MUST be a direct result of the TCF activity



The amount of grant funds an applicant can request through the TCF program is dependent upon the number of jobs the benefitting business commits to creating and/or retaining at the project site described in the application.

And again, these jobs must principally benefit LMI persons. Jobs that are eligible for consideration are permanent, full time or full-time equivalent positions, and are expected to be stable, sustained employment opportunities.

Jobs that are ineligible include:

Seasonal jobs

Contract jobs

Unfilled/vacant positions

Jobs created prior to the award

Jobs created at other business locations

Held by principals of the business

And most importantly, job creation/retention must be a direct result of the TCF activities.



Program Requirements - Jobs

- Job commitment letter
 - Full time/Part time status
 - Number and Type of jobs
 - Salary
 - Commitment to ensure primary benefit to LMI
- Repayment for jobs not created



Job creation/retention activities are documented by providing a job commitment letter from the benefitting business. This letter should include the number of jobs, full or part time status, type of job, salary, and ensure at least 51% of positions will benefit LMI persons.

In the event of a failure to create the LMI jobs specified in the contract, TxCDBG funds must be repaid to TDA on a per job (not created/retained) basis. Furthermore, it is the responsibility of the business to reimburse the community for repayment of funds based on a failure to meet contractual obligations, per the Company-Contractor agreement.



Program Requirements – Company Information

- Physical location of business important in determining appropriate applicant jurisdiction
- Equity requirement for new businesses
- Underwriting review expectations



Equity Requirement for New Businesses: businesses that have been in operation for less than three years are required to demonstrate available equity and must document equity at least 5% of the total project cost. Equity must consist of cash or cash AND equity in fixed assets.

- this requirement has been included in an effort to ensure project feasibility. These details are regularly requested by TDA during application review; this rule change aims to expedite the review process by collecting this information at the time of submission.
- Additional information regarding this requirement is listed in the application guidance.

Underwriting review page has been updated and expanded in this year's application. The underwriting review should be completed by a local finance/economic professional that is knowledgeable in business lending. The underwriting page cannot be completed by the application preparer or authorized signatory.



Program Requirements - Leverage

Award Amounts	Minimum Amount of Leveraged Funds
\$750,000 or less	100%
\$750,100-\$1,000,000	200%

Acceptable match fund sources:

1. Cash contribution/in-kind
2. Operational Costs (up to 25% of required amount)

Ineligible match fund sources:

Future payments to be received, refinancing existing funding, employee salaries & benefits, working capital, equity value of fixed assets.

Match contributions can be made by the applicant or other local entities such as benefitting business, EDC, utility district, etc.



Leveraged funds from other sources (commonly referred to as match commitment) are a component of application eligibility. TxCDBG funds must be matched dollar for dollar for applications requesting \$750K or less. For applications requesting amounts above \$750K, TxCDBG funds must be matched at a 2:1 ratio.

It should be noted, match funds are valid only if committed for activities proposed for funding with TxCDBG and the match funds will be used for activities that are directly related to supporting the proposed activities for TxCDBG funding.

(read slide for eligible/ineligible sources)

Regarding ineligible match sources, TDA is no longer accepting equity value of fixed assets as a source for leveraged funds. Previous TCF contract performance indicates documenting equity has been a prevalent reason for disallowed costs. So as we'll touch on later in the presentation, scoring criteria has been modified to alleviate the burden on applicants to commit significant match contributions in an attempt to score competitively.



Program Requirements – Environmental Review

- Any activity included in a TCF application, whether funded with HUD or non-HUD funds, must experience an environmental review through TDA.
 - Reviews completed by other agencies generally do not meet HUD regulations and cannot be substituted for this review
- **Timing:** No project activities may occur until the environmental review is completed and has been issued an Authority to Use Grant Funds from TDA.





Program Requirements – Company-Contractor Agreement

- Applicants and benefitting businesses must enter into a Company-Contractor Agreement to receive TCF funds.
- Executed agreement details the duties and responsibilities of both applicant and business.
- Additional information and further guidance on drafting CCA available in Appendix V of 2019 TCF App Guide.





Application Scoring (95 Points)

- Unemployment Rate (15 points)
- Jobs Created/Total Job Activity (15 points)
- Wage Impact (15 points)
- Preferred/Primary Jobs (10 points)
- Cost-per-job (10 points)
- Executed Company-Contractor Agreement (15 points)
- Approved Environmental Clearance (15 points)



Listed are the scoring criteria for RE/Infra projects. As you'll note, a couple of metrics have changed. Job impact and Return on Investment have been removed, and "readiness to proceed" scoring criteria regarding the CCA and ERR have been included.

In addition to the application score, all applicants are reviewed for past contract performance including, but not limited to: monitoring reports, unresolvable findings and program compliance

Failure to submit all back up documentation to support scoring will result in the loss of points under each scoring criteria for which documentation was not provided.



Common Application Deficiencies

- Application Errors
 - Missing/incomplete cost estimates
 - Table 1, Table 2, Form 424, Resolution and Match documentation are inconsistent
 - Missing attachments
 - Deficient Business Underwriting
- Poor maps/layouts
- Scoring Errors
 - No supporting documentation
 - Incorrect data source(s)



In addition to submitting a complete application, it is important to ensure all information is accurate and necessary documentation is included.

Application deficiencies often result in loss of points –

Questions?

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TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER



PARTICIPANTS MUST DIAL IN FOR AUDIO
Dial-in: 866-487-5722
Conference ID: 6761238076

TxCDBG Program

2020 Fire, Ambulance, & Service Truck (FAST) Fund



Let's get started on discussing the steps taken by communities during the streamlined procurement process.

This first section is directed at communities as service providers are prohibited in assisting in their own procurement. However, if you are an administrator, professional planner, or grant writer, it's helpful to understand the community's steps in the process so that you can advise them in a limited capacity.



Fire, Ambulance and Service Truck (*FAST*) Fund: OVERVIEW

- The *FAST* Fund provides funding for eligible vehicles and equipment for emergency response to applicants that serve low-to-moderate income areas.
 - Application and Application Guide available on the [FAST web page](#) as of March 6, 2020
 - Award minimum/maximum: \$50,000/\$500,000
 - \$5,000 cash match
 - Non-entitlement cities and counties are eligible applicants and may apply on behalf of a service provider (e.g. Fire Dept., Vol. Fire Dept., Hospital District or 3rd Party EMS provider, etc.)
 - **Applications Due: July 15, 2020 at 5:00pm**



Good afternoon. This is Michelle Phares. I'm going to be discussing the *FAST* Fund this afternoon. We will begin with a brief overview of the current program and then discuss the programmatic changes that occurred from the 2019 round of *FAST* to the 2020 round of *FAST*.

The *FAST* Fund provides grant funding for eligible emergency response vehicles to applicants that serve low-to-moderate income areas. The minimum award is \$50,000 while the maximum award is \$500,000. There is a \$5,000 cash match requirement, regardless of the grant request amount. Eligible applicants include non-entitlement cities and counties. Eligible cities and counties may apply on behalf of a service provider. Service providers include, city fire departments, volunteer fire departments, hospital districts or third-party EMS providers, to name a few. The *FAST* application and application guide were released on March 6, 2020, but a revision was made to the scoring criteria on March 11, 2020 – an updated application and guide are now available on the *FAST* web page. Applications are due July 15, 2020 by 5:00pm central standard time.



Fire, Ambulance and Service Truck (FAST) Fund: OVERVIEW

- FAST Fund eligible VEHICLES include:
 - Fire trucks (most types – new only)
 - Ambulances (new only - no remounts)
 - Other specialized emergency vehicles:
 - Must receive approval from TDA at least 30 days prior to application deadline
 - Vehicles already designated as ineligible will not be considered
 - Requests for approval must include:
 - ✓ Name of applicant & service provider (as applicable)
 - ✓ Proposed service area name and map
 - ✓ Detailed description of the vehicle
 - ✓ Picture of the proposed vehicle
 - ✓ Description of the proposed uses
 - ✓ Description of how it qualifies as a fire protection/rescue/emergency medical services vehicle
 - ✓ Send to michelle.phares@texasagriculture.gov



FAST Fund eligible vehicles include:

- Fire trucks (most types – new only);
- Ambulances (new only - no remounts); and
- Other specialized emergency vehicles. However, a few caveats with regards to “other” specialized vehicles:
 - Proposed “other specialized vehicles” must receive approval from TDA at least 30 days prior to the application deadline; also,
 - Vehicles already designated as ineligible will not be considered; we will be discussing ineligible vehicles in a minute, so bear with me.

Requests for approval of “other specialized vehicles” must include the name of the applicant and service provider (as applicable), the proposed service area name and map, a detailed description of the vehicle, a picture of the proposed vehicle, a description of its proposed uses, and a description of how it qualifies as a fire protection/rescue/emergency medical services vehicle. Inquiries sent via email must include “(Applicant name) - FAST Project Eligibility Inquiry” in the subject line to Michelle Phares at michelle.phares@texasagriculture.gov.



Fire, Ambulance and Service Truck (FAST) Fund: OVERVIEW

- FAST Fund eligible EQUIPMENT includes:
 - Vehicle extrication tools (saws, cutters, spreaders, rams)
 - Self-contained breathing apparatus (SCBAs)
 - Thermal imaging cameras
 - Fire protection gear (wearable, such as turnout gear/bunker gear, helmets/boots)
 - Power Stretchers and Stretcher Mounting Systems (ambulance use only)
 - Cardiac monitors (ambulance use only)
 - Transport ventilators (ambulance use only)



FAST Fund eligible EQUIPMENT includes:

- Vehicle extrication tools (saws, cutters, spreaders, rams);
- Self-contained breathing apparatus (SCBAs);
- Thermal imaging cameras;
- Fire protection gear (wearable, such as turnout gear/bunker gear, helmets/boots);
- Power Stretchers and Stretcher Mounting Systems (ambulance use only);
- Cardiac monitors (ambulance use only); and
- Transport ventilators (ambulance use only).



Fire, Ambulance and Service Truck (FAST) Fund: OVERVIEW

- INELIGIBLE vehicles, equipment, & activities include:
 - Police cars and other vehicles primarily used by law enforcement
 - Command vehicles and rescue crafts (water & air)
 - Vehicles that do not address a specific public safety or emergency rescue requirement
 - Vehicles used primarily for the general conduct of government
 - Items such as generators, ladders, hoses, tools or equipment sets
 - Supplies
 - Vehicle Components



The following vehicles and equipment are **not** eligible activities under the FAST Fund:

- Police cars and other vehicles primarily used by law enforcement;
- Command vehicles and rescue crafts (both water & air);
- Vehicles that do not address a specific public safety or emergency rescue requirement;
- Vehicles used primarily for the general conduct of government;
- Items such as generators, ladders, hoses, tools or equipment sets; these items are considered accessories for fire or EMS vehicles. They are not integral to the operation of the vehicle or are not built-in to the vehicle;
- Supplies, including restocking equipment, disposable items and refills; and
- Vehicle Components, including, but not limited to, wheels/tires, batteries or other electrical components, compressors or other air system components, mechanical components, seats or other vehicle interior components etc.



Fire, Ambulance and Service Truck (FAST) Fund: OVERVIEW

- Service Area Eligibility:
 - Primary service area for proposed vehicle(s) or equipment must be non-entitlement, primarily residential and meet 51.00% low-to-moderate income threshold
 - Service Area examples: citywide, countywide, an unincorporated area, CDP or service area comprised of contiguous census block groups
 - Can document eligibility using census-based LMISD data or surveys, plus maps
 - LMISD data and survey methodology manual can be found on TDA's [Beneficiary Documentation web page](#)
 - Mutual aid not a determining factor when designating primary service area
 - Overlapping beneficiaries and service areas ineligible



Eligible vehicles or equipment must serve beneficiaries in a designated primary service area. The primary service area must be non-entitlement, primarily residential and meet a low-to-moderate income threshold of 51.00%. Examples of common service area designations include city-wide service areas, county-wide service areas, service areas comprised of specific unincorporated communities or census designated places (CDPs) and service areas comprised of contiguous census block groups, a rural volunteer fire department that serves the northeast portion of a county, for example. Applicants can document service area eligibility using HUD published, census-based, LMISD data OR by conducting income surveys. Both the LMISD data and the information and forms associated with surveys can be found on TDA's Beneficiary Documentation web page.

Please note that, mutual aid is not a determining factor when identifying the primary service area and designating a primary service area should not prevent the applicant from providing mutual aid. For example, if a city fire department serves within the city limits primarily, but provides mutual aid (only) upon request to unincorporated areas outside the city, then the primary service area would be comprised of the city.

Lastly, service areas with overlapping beneficiaries are prohibited and will require a multi-jurisdictional application.



Fire, Ambulance and Service Truck (FAST) Fund: OVERVIEW

- Scoring will be based on:
 - **Poverty rate (20 points max)**
 - How does the applicant's poverty rate compare to other applicants?
 - Cities will be compared to cities and counties will be compared to counties
 - **Previous Funding (20 points max)**
 - Has the applicant has been funded in the previous two CD cycles? (**2015-2016 and 2017-2018***)
 - Has the applicant received a previous CEF or *FAST* fund award?
 - **Past Performance (16 points max)**
 - See 2019-2020 CD Fund - State scoring factors and timeframe (will be calculated by TDA)
 - **Tie-Breaker: Per Capita Income**
 - Lower per capita income level ranks higher in terms of scoring



The scoring criteria for this round of *FAST* are, for the most part, the same as in the initial round of *FAST*. They include:

- Poverty rate, for 20 maximum available points. This criteria will measure how the applicant's poverty rate compares to other applicants, using the most recent American Community Survey data. Cities will be compared to cities and counties will be compared to counties.
- Previous Funding, for 20 maximum available points. This criteria will measure how often the applicant been funded in the previous two complete CD cycles and if the applicant received a previous CEF or *FAST* fund award. Applicants that have ever received a CEF or *FAST* fund award will be awarded 0 points.

*****The initial application, released on March 6, 2020, included the 2019-2020 fund cycle as part of the Previous Funding criteria. However, it has been determined that 2020 CD awards will likely not be announced within the *FAST* application time period. As such, scoring criteria has been revised to include the two most recent complete cycles, 2015-2016 and 2017-2018, which are the same as the last round of *FAST*. An updated Application Guide and Application are now available for download on the *FAST* web page.*****

- The last criteria is Past Performance, for 16 maximum available points. This criteria will use the 2019-2020 CD Fund state scoring factors and timeframe to assign points. State scoring factors measure the applicant's past performance on other TxCDBG contracts. Applicants who have never received a TxCDBG contract will receive

maximum points.

- Tie-Breaker criteria, in the form of Per Capita Income, will be applied to applicants receiving the same exact score, with the lower per capita income level ranking higher in terms of scoring.



Fire, Ambulance and Service Truck (*FAST*) Fund: CHANGES 2019 - 2020

- Budget Justification:

<i>FAST</i> 2019	<i>FAST</i> 2020
Applicants had the option of either submitting quotes or procurement documentation (with pre-agreement for admin. costs associated with procurement activities) for proposed vehicles and equipment, with the application.	TxCDBG is only accepting quotes for proposed vehicles and equipment, with the application.



In this section, we are going to discuss the major programmatic changes taking place from the 2019 round of *FAST* to the 2020 round of *FAST*. The first change is associated with budget justification in the application. In 2019, applicants had the option of submitting budget justification documentation in the form of either quotes or procurement documents for proposed vehicles and equipment, with the application. In 2020, only quotes for proposed vehicles and equipment are being accepted for budget justification purposes.



Fire, Ambulance and Service Truck (*FAST*) Fund: CHANGES 2019 - 2020

- Pre-agreement:

<i>FAST</i> 2019	<i>FAST</i> 2020
Pre-agreement started the date the application was released and ended on October 1, 2019, which was the contract start date. Allowable costs were administrative costs associated with initiating the environmental review process and vehicle or equipment procurement, in lieu of quotes.	Pre-agreement starts on the "most recent published <i>FAST</i> application due date" and ends on the contract start date. Allowable costs include those administrative costs associated with completing the environmental review and vehicle/equipment procurement, both of which are required to occur within 90 days of award.



Pre-agreement:

In 2019, pre-agreement for *FAST* started the date the application was released and ended on October 1, 2019, which was the contract start date. Allowable costs were administrative costs associated with initiating the environmental review process and vehicle or equipment procurement, in lieu of quotes. This documentation was required to be submitted along with the application by the due date.

However, in the 2020 round of *FAST*, pre-agreement starts on the "most recent published *FAST* application due date" and ends on the *FAST* contract start date. Allowable costs include those administrative costs associated with completing the environmental review and vehicle/equipment procurement, both of which are required to occur within 90 days after award. Environmental and procurement documentation are no longer due with the application and pre-agreement has changed accordingly.



Fire, Ambulance and Service Truck (*FAST*) Fund: CHANGES 2019 - 2020

- Environmental Review:

<i>FAST</i> 2019	<i>FAST</i> 2020
Applicants required to include environmental review forms and documents as attachments to the application.	Environmental review forms and documents <u>NOT</u> due with application. Applicants must submit the required documentation and complete the environmental review process within 90 days after award.



Environmental Review:

In 2019, *FAST* applicants were required to include environmental review forms and documents as attachments to the application.

However, for the 2020 round, environmental review forms and documents are NOT due with the application. Applicants are required to submit the required environmental review documentation and complete the environmental review process within 90 days after award.



Fire, Ambulance and Service Truck (*FAST*) Fund: CHANGES 2019 - 2020

- Vehicle/Equipment Procurement:

<i>FAST</i> 2019	<i>FAST</i> 2020
Applicants had the option of either: 1. Initiating vehicle/equipment procurement (with pre-agreement) upon application release and submitting the associated documentation as budget justification along with the application 2. Conducting procurement along the standard TxCDBG project timelines (after award and contract execution)	No vehicle/equip. procurement option prior to application due date. Applicants submit quotes with the application and are required to complete procurement within 90 days after award. Pre-agreement allows for reimbursement of administrative costs, associated with vehicle/equip procurement, from the application due date until the contract start date.



Vehicle & Equipment Procurement:

In 2019, *FAST* applicants had the option of either:

1. Initiating vehicle/equipment procurement (with pre-agreement) upon application release and submitting the associated documentation as budget justification along with the application (in lieu of quotes); or
2. Conducting vehicle/equipment procurement along the standard TxCDBG project timelines, after award and contract execution.

However, in the 2020 round, there is no vehicle or equipment procurement option prior to the application due date. Applicants must submit quotes with the application and are required to complete vehicle/equipment procurement within 90 days after award. Pre-agreement allows for reimbursement of administrative costs, associated with vehicle/equipment procurement, from the *FAST* application due date until the contract start date.



Fire, Ambulance and Service Truck (FAST) Fund: CHANGES 2019 - 2020

- Eligible Activities: Vehicles

FAST 2019	FAST 2020
Vehicles: Included: <ul style="list-style-type: none">• Fire trucks (most types)• Ambulances and similar emergency medical vehicles• Rescue boats and similar specialized emergency vehicles• Command vehicles	Vehicles: Streamlined eligibility. Now includes fire trucks, ambulances and other specialized emergency vehicles only. <ul style="list-style-type: none">• Other specialized emergency vehicles must receive approval from TDA at least 30 days prior to the application deadline• Cannot already be designated as ineligible



Eligible Activities: Vehicles

In 2019, eligible vehicles included:

- Fire trucks (most types)
- Ambulances and similar emergency medical vehicles
- Rescue boats and similar specialized vehicles; and
- Command vehicles

In 2020, the array of eligible vehicles has been streamlined. Eligible vehicles include fire trucks, ambulances and other specialized emergency vehicles only. With regards to other specialized emergency vehicles:

- They must receive approval from TDA at least 30 days prior to the application deadline; and
- Cannot already be designated as ineligible.



Fire, Ambulance and Service Truck (*FAST*) Fund: CHANGES 2019 - 2020

- Eligible Activities: Equipment

<i>FAST</i> 2019	<i>FAST</i> 2020
Equipment: <ul style="list-style-type: none">• Jaws of life and similar rescue equipment	Equipment: <p>Streamlined eligibility. List of eligible equipment provided, including:</p> <ul style="list-style-type: none">• Vehicle extrication tools (saws, cutters, spreaders, rams)• Self-Contained Breathing Apparatus (SCBAs)• Thermal Imaging Cameras• Fire protection gear (wearable, such as Turnout Gear (Bunker Gear), Helmets and Boots)• Power Stretchers and Stretcher Mounting Systems (ambulance use only)• Cardiac Monitors (ambulance use only)• Transport ventilators (ambulance use only)



Eligible Activities: Equipment

In the first round of *FAST*, the guidance for eligible equipment was less specific - it included jaws of life and “similar rescue equipment”.

However, in 2020, the array of eligible equipment has been streamlined, based on the nature and extent of equipment requests in 2019. The list of eligible equipment includes:

- Vehicle extrication tools (saws, cutters, spreaders, rams);
- Self-Contained Breathing Apparatus (SCBAs);
- Thermal Imaging Cameras;
- Fire protection gear (wearable, such as Turnout Gear (Bunker Gear), Helmets and Boots);
- Power Stretchers and Stretcher Mounting Systems (ambulance use only);
- Cardiac Monitors (ambulance use only);
- Transport ventilators (ambulance use only).

The 2020 *FAST* application will only allow applicants to propose the eligible equipment included on this list.



Fire, Ambulance and Service Truck (*FAST*) Fund: CHANGES 2019 - 2020

- Ineligible Activities: Vehicles

<i>FAST</i> 2019	<i>FAST</i> 2020
<u>Vehicles:</u> <ul style="list-style-type: none">• Police cars and other vehicles used primarily by law enforcement• Vehicles that do not address a specific public safety requirement• Vehicles used primarily for the general conduct of government	<u>Vehicles:</u> <ul style="list-style-type: none">• Police cars and other vehicles used primarily by law enforcement• <u>Command vehicles or rescue water/air crafts</u>• Vehicles that do not address a specific public safety or emergency rescue requirement or• Vehicles used primarily for the general conduct of government



Ineligible Activities: Vehicles

In the 2019 round of *FAST*, ineligible vehicles included:

- Police cars and other vehicles used primarily by law enforcement;
- Vehicles that do not address a specific public safety requirement; or
- Vehicles used primarily for the general conduct of government.

The primary change in 2020 is the addition of command vehicles and water or air crafts to the ineligible list.



Fire, Ambulance and Service Truck (*FAST*) Fund: CHANGES 2019 - 2020

- Ineligible Activities: Equipment

<i>FAST</i> 2019	<i>FAST</i> 2020
Equipment: <ul style="list-style-type: none">• Supplies (e.g., restocking equipment or vehicle components)• Ineligible items, such as generators and fire hydrants, were identified during the application process	Equipment: <p>Streamlined eligibility.</p> <ul style="list-style-type: none">• Items such as generators, ladders, hoses, tools, or equipment sets. These items are considered accessories for fire or EMS vehicles• Supplies (e.g., restocking equipment, disposable items and refills)• Vehicle components (including, but not limited to, wheels/tires, batteries or other electrical components, compressors or other air system components, mechanical components, seats or other vehicle interior components etc.)



Ineligible Activities: Equipment

In the 2019 round of *FAST*, ineligible equipment included supplies (such as restocking equipment) and vehicle components. Other ineligible items, such as generators and fire hydrants, were identified as part of the application process.

For *FAST* in 2020, the list of ineligible equipment is more streamlined and specific, including:

- Items such as generators, ladders, hoses, tools, or equipment sets. These items are considered accessories for fire or EMS vehicles; additionally, they are not integral to the operation of the vehicle or are not built-in to the vehicle.
- Supplies, including restocking equipment, disposable items and refills;
- Vehicle components, including, but not limited to, wheels/tires, batteries or other electrical components, compressors or other air system components, mechanical components, seats or other vehicle interior components etc.

Please note that, the 2020 *FAST* application will only allow applicants to select from a list of eligible equipment.



Fire, Ambulance and Service Truck (*FAST*) Fund: CHANGES 2019 - 2020

- Vehicle/Equipment Limits:

<i>FAST</i> 2019	<i>FAST</i> 2020
Only three (3) vehicles and five (5) pieces of equipment per application.	No limitations on the number of vehicles or equipment included in an application. However, applicants must adhere to grant minimum (\$50,000) and maximum (500,000) limitations.



Vehicle & Equipment Limits:

In 2019, *FAST* applicants were limited to three (3) vehicles and five (5) pieces of equipment per application.

However, in the 2020 round, there are no limitations on the number of vehicles or equipment that can be included in an application. However, applicants must observe grant minimum (\$50,000) and maximum (\$500,000) limitations.

For our new or first-time applicants and administrators, please note that scoring criteria does not take into account grant request amounts. There is no advantage to requesting a lesser grant amount. Additionally, match is limited to \$5,000 cash, regardless of the grant request amount.



Fire, Ambulance and Service Truck (*FAST*) Fund: CHANGES 2019 - 2020

- Overlapping Service Areas/Beneficiaries:

<i>FAST</i> 2019	<i>FAST</i> 2020
Allowed for overlapping service areas in special circumstances. <u>Example:</u> A county and a city within that county could both submit <i>FAST</i> applications if the duplication of beneficiaries was 1) incidental AND 2) different services were being provided.	Cities and counties are prohibited from submitting applications that propose to serve overlapping service areas or beneficiaries. Overlapping beneficiaries require a multi-jurisdictional application. It is the responsibility of cities and counties in overlapping jurisdictions to coordinate projects for the purposes of submitting their respective <i>FAST</i> applications.



Overlapping Service Areas/Beneficiaries:

In 2019, TxCDBG allowed for overlapping beneficiaries and service areas in special circumstances. For example, in 2019, a county and a city within that county could both submit *FAST* applications if the duplication of beneficiaries was 1) incidental AND 2) different services were being provided.

However, in the 2020 round, the guidance specifically prohibits cities and counties from submitting applications that propose to serve overlapping service areas or beneficiaries in any circumstance. Overlapping beneficiaries require a multi-jurisdictional application. It is the responsibility of cities and counties in overlapping jurisdictions to coordinate projects for the purposes of submitting their respective *FAST* applications. In the case of *FAST* applications submitted with overlapping service areas and beneficiaries, the participating counties or cities will be responsible for deciding, at the local level, which application will be eligible for consideration. This decision must be made prior to application review or scoring, if not already determined at the application stage.



Fire, Ambulance and Service Truck (*FAST*) Fund: CHANGES 2019 - 2020

- Miscellaneous Vehicle Requirements:

<i>FAST</i> 2019	<i>FAST</i> 2020
<ul style="list-style-type: none">• Remounted ambulances and remounting of existing ambulances allowed• Pre-owned vehicles (less than 5 years old) allowed.	<ul style="list-style-type: none">• Remounted ambulances and remounting of existing ambulances <u>NOT</u> allowed• Pre-owned vehicles <u>NOT</u> allowed



Miscellaneous Vehicle Requirements:

In 2019, remounted ambulances and remounting of existing ambulances was eligible, as were pre-owned vehicles (less than 5 years old). However, in 2020, remounts of any kind are not eligible and only new vehicles are eligible.



Fire, Ambulance and Service Truck (*FAST*) Fund: CHANGES 2019 - 2020

- Scoring:

<i>FAST</i> 2019	<i>FAST</i> 2020
Three criteria and one tie-breaker: 1) Poverty Rate 2) Previous Awards/Funding 3) Past Performance TB: Per Capita Income	Overall scoring criteria are the same. Main change occurs in the Previous Awards/Funding category: <ul style="list-style-type: none">• The addition of a previous <i>FAST</i> award as criteria, resulting in zero points for applicants who have received a previous <i>FAST</i> award.



Scoring:

The only change in scoring criteria from 2019 to 2020 is the addition of a previous *FAST* award as a factor, resulting in zero points for applicants who have received a previous *FAST* award.

Please note that the initial application released on March 6, 2020 included the 2019-2020 fund cycle as part of the Previous Funding criteria. However, it has been determined that 2020 CD awards will likely not be announced within the *FAST* application time period. As such, scoring criteria has been revised to include the two most recent complete cycles, 2015-2016 and 2017-2018, which are the same as the last round of *FAST*. An updated Application Guide and Application are now available for download on the *FAST* web page.



Fire, Ambulance and Service Truck (*FAST*) Fund: CHANGES 2019 - 2020

- Survey & LMISD:

<i>FAST</i> 2019	<i>FAST</i> 2020
TxCDBG allowed for the use of supplemental surveys along with LMISD data.	The use of supplemental surveys along with LMISD data is <u>not allowed</u> , as per clarifications received subsequent to the new HUD guidance released in 2019. See Survey Methodology Manual Update (Coming Soon!)



Survey & LMISD:

In the 2019 round of *FAST*, TxCDBG allowed for the use of supplemental surveys along with LMISD data, which was permitted under the old HUD guidance. However, new HUD guidance was released in the middle of the 2019 *FAST* application period.

In the 2020 round of *FAST*, use of supplemental surveys along with LMISD data is prohibited, as per clarifications received subsequent to the new HUD guidance. Please refer to the upcoming updates to TxCDBG's Survey Methodology Manual, which will be posted to the Beneficiary Documentation web page in the near future, for more details.



Fire, Ambulance and Service Truck (*FAST*) Fund: CONTACT

- The point of contacts for the *FAST* Fund are:

Michelle Phares

Michelle.Phares@texasagriculture.gov

512-936-6702

&

Aubrey-Ann Gilmore

Aubrey-Ann.Gilmore@TexasAgriculture.gov

512-936-7894



I am the current point of contact for *FAST* Fund related questions or concerns. However, I will be going on extended leave beginning at the end of March 2020. Please include Aubrey-Ann Gilmore on any *FAST*-related correspondence, moving forward.

This concludes the *FAST* Fund portion of this training. Please hold on to your questions - we will make time at the end of the presentation to answer questions related to *FAST* and the other programs discussed today.

Questions?



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

PARTICIPANTS MUST DIAL IN FOR AUDIO
Dial-in: 866-487-5722
Conference ID: 6761238076

TxCDBG Program

2020 Downtown Revitalization & Main Street Program (DRP/MS)



Downtown Revitalization & Main Street Program Overview

- **Objective:** Funding for improvements to designated slum and blight conditions in the communities downtown or Texas Historical Commission (THC) designated Main Street area
- **Request amount:** up to \$500,000
- **Application Deadline:** August 4th at 5PM CST



Hello, I'm Crystal Ortegon – I'm the point of contact for our DRP/ Main Street Program.

The 2020 DRP/Main Street program did see a few changes – mostly in regard to scoring and activities. I'll be going over these changes but first I'll start by sharing a brief program overview.

The objective of the program is to fund improvements to designated slum and blight conditions in a communities downtown or Main Street Area. Slum and blight conditions are determined on the community level via Resolution.

The language of the resolution must, at a minimum:

- Designate the project area as slum or blighted;
- Designate the conditions which qualify the project area as slum or blighted;
- Designate the project activities and the way in which each project activity addresses one or more conditions of slum or blight;
- Define the physical boundaries of the area experiencing slum or blight conditions.

New for this year, the DRP/ MS request amount increased to \$500,000.

DRP/MS Applications are due on August 4th.

{Please apply!! There is \$\$\$}



Eligible Activities

- Street, curb & gutter, drainage
- Sidewalks and lights
- ADA compliance (Architectural barrier elimination)
- Water & Sewer lines, and related items
- Road construction/ renovation, includes curb and gutter and related drainage
- Natural gas lines
- Electric power lines and transformers
- High speed internet infrastructure (prior TDA approval needed)
- Award Administration
- Demolition and clearance of non-residential structures



For program year 2020 there are not any changes to eligible activities.

However as a friendly reminder activities can include the following. For more information on eligible activities please see page 5 the Application Guide.



Ineligible Activities



- Ineligible
 - Landscaping
 - Demolition of a historic building or residence
 - Parking lots & facilities



Ineligible activities:

New for the 2020 cycle

- no demolition of historic buildings or residences
- No parking lots and/or facilities

Similar to previous years, Landscaping is not an eligible use of funds but is eligible as a matching contribution



Engineering Services



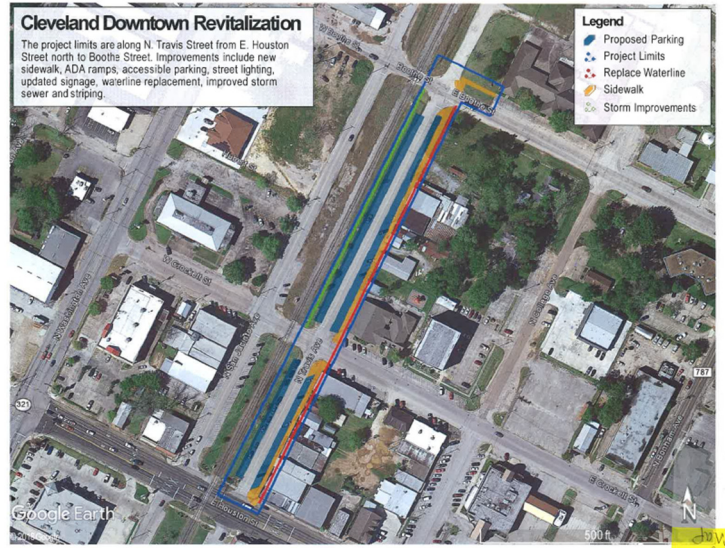
- Funding may be used for engineering costs associated with project activity
- Must not exceed 25% of the total construction and acquisitions costs of \$70,000 whichever is less



New for this cycle.



Eligible Activity Example



To show the program in action, here is an example from City of Cleveland. They are a previous applicant with this current and ongoing project. The project is in the City's Central Business District.

This projects main activities include improving sidewalks. Proposed sidewalk improvements are addressing slum and blight and improving accessibility to the City's Central Business District.

The City did also take this improvement opportunity to make incidental improvements to waterlines, and storm/drainage improvements. From the project map we can see the overlay of these multiple activities where they are happening.



From this same example, we can see sidewalks to be improved that are characteristic of slum and blight as they are “dilapidated and deteriorated”. In addition sidewalks are non-ADA compliant.



Scoring Overview

Downtown & Main Street Programs

Poverty Rate (10 Points)

Median Household Income (10 Points)

Unemployment Rate (5 Points)

Leverage/Match (15 Points)*

Economic Development Consideration (5 Points)

Sidewalks and ADA Compliance (5 Points)

Community Organization Support (5 Points)

Benefit to Low-to-Moderate Income Population (10 Points)

Application Completeness (10 Points)

Previous Funding (15 Points)

Continuous Participation (10 Points)*

DRP: Economic Development
Corporation

MS: THC Main Street Program

TOTAL: 100 POINTS

**denotes change for 2020 cycle*



Now let's get into scoring criteria and key changes for 2020.

New this year, Points now total to 100.

Points are distributed as displayed:

The 2 main scoring changes include the criteria of– Leverage/Match and Continuous Participation. I'll go into details on those criteria:



Scoring Changes



- Leverage/Match
 - Total 15 Points
 - A minimum 3.5% cash match is required. Additional commitment of matching funds will receive the following:

Equals at least 5% of TxCDBG Request	5 Points
Equals at least 10% of TxCDBG Request	10 Points
Equals at least 15% of TxCDBG Request	15 Points



Eligible non-entitlement communities are required to make at least a 3.5% cash match for program participation.

After providing a base of 3.5 % match, 5 points will be awarded for a match that equals at least 10% of the TxCDBG request, 10 points for



Scoring Changes Continued



- Continuous Participation
 - Total 10 Points
 - Differs between DRP and MS Programs

DRP	
Economic Development Corporation	1 point for every calendar year of continuous participation in a local economic development organization
Applicant actively participates in and/or financially supports an economic development organization, such as an Economic Development Corporation.	
MS	
Texas Historical Commission Main Street Program	1 point for every calendar years of continuous participation in the Main Street program



Please note, no half points will be granted. Only full points.

For DRP applicants, documentation for this criteria can look like a letter from your local EDC stating years of participation, OR
a printed listing of “Cities with Additional Sales and Use Tax” from the Comptroller.

Both will be suitable to prove how long the city has been participating in an EDC

Main Street Applicants, this is not a new criteria, therefore you can print a copy of years participation from Texas Historical Commission.

Questions?

Crystal Ortegon
Crystal.Ortegon@TexasAgriculture.gov
512-936-0286



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That completes are highlights and changes for the 2020 MS DRP cycle.

Again, my name is Crystal Ortegon – I'm the contact for the MS DRP Program. My contact information is displayed. Please don't hesitate to reach out with any questions or concerns.

I really look forward to receiving your applications in August.

PARTICIPANTS MUST DIAL IN FOR AUDIO
Dial-in: 866-487-5722
Conference ID: 6761238076

TxCDBG Program

2020 Planning & Capacity Building



2020 PCB Application Cycle

Application Deadline: Wednesday July 15, 2020 at 5:00PM (CT)

Planning activities that assess local needs, develop strategies, and build or improve local capacity.

Planning activities whose implementation would benefit at least 51% LMI persons.






What's New



- Updated matrix
- Award Amounts/Match
- Scoring
- Procurement
- Application form updates
- App thresholds



PCB has gotten a significant facelift in the following areas -

Planning Element	Description	Notes
Base Planning	Includes base map, land use analysis, housing and population analysis and financial analysis for capital improvements	Required for applicants that do not already have these elements in place.
Utility Studies	Includes system mapping, system analysis, and capital needs priority list. For water and wastewater systems, must also include plans to address drought-related water supply contingency plans and water conservation plans.	Applicants may include one or several systems in the proposed planning effort Do not request this planning element if construction funds have been awarded/requested for new construction or rehabilitation of system
Transportation Studies	Includes system mapping, system analysis, and capital needs priority list	
Storm Drainage Study	Includes system mapping, system analysis, and capital needs priority list	Must address any Flood Hazard Areas within the planning area
Zoning Ordinance	Includes support for preparation and adoption of zoning ordinance	Recommended for applicants that do not already have this ordinance in place
Subdivision Ordinance	Includes support for preparation and adoption of subdivision ordinance	Recommended for applicants that do not already have this ordinance in place
Certifications, Presentations, Reports & Publications	Requires a grantee to make the final plan available for 12 days prior to acceptance, present the plan to the executive government, and pass a resolution accepting the plan	Required for all applications
Special Planning Studies	Requests for Special Planning Studies must document the specific need for the activity.	TDA reserves the right to negotiate this element in the application and/or award stage, including requiring additional matching funds. 

For those of you who have history with the PCB program, you're likely familiar with the matrix method of determining a planning project's activities and funding amounts. Now, the program includes an "a la carte" menu for communities to choose from in hopes that an applicant can determine and explain which planning needs will be addressed and how.



Application Request Amounts



<u>Beneficiary Population</u>	<u>Maximum Grant Amount</u>	<u>Minimum Match Commitment</u>
<u>200 to 1,000</u>	<u>\$35,000</u>	<u>5%</u>
<u>1,001 to 1,500</u>	<u>\$37,500</u>	<u>5%</u>
<u>1,501 to 2,500</u>	<u>\$40,000</u>	<u>10%</u>
<u>2,501 to 5,000</u>	<u>\$45,000</u>	<u>10%</u>
<u>5,001 to 7,500</u>	<u>\$55,000</u>	<u>15%</u>
<u>7,501 to 10,000</u>	<u>\$65,000</u>	<u>15%</u>
<u>10,001 to 25,000</u>	<u>\$75,000</u>	<u>20%</u>
<u>25,000 to 50,000</u>	<u>\$75,000</u>	<u>25%</u>

Note: Requests to update existing plans funded within ten (10) years of the application due date may not exceed 60% of the maximum grant amount for the planning area.



Grant amounts and minimum match requirements are based on an applicant's population size using the following schedule



What's New - Scoring



Criteria	Points
Poverty Rate	10 Points
Per Capita Income	10 Points
Unemployment Rate	10 Points
LMI Rate	49 Points
Previous Funding	10 Points
Matching Funds	5 Points
Application Population	10 Points
Planning Area	10 Points
Regional Distribution	5 Points
Local Planning Organization Support	20 Points
Local Commitment/Application Completeness	21 Points



Scoring has also been updated and methodologies have changed and/or clarified. Please review this section carefully as criteria have changed.



What's New - Procurement



- Communities will be required to select a planning service provider through formal action of the locality's governing body prior to the service provider preparing the grant application. Communities submitting a PCB application for a total service contract amount of \$50,000 or less must solicit planners from the pre-approved list of vendors.
- Refer to Chapter 5 of the Implementation Manual for step-by-step instruction regarding procurement of professional service for contracts greater than \$50,000

Total Planning Service Contract Amount	Required Procurement Method
\$50,000 or less	Streamlined Process
>\$50,000 to \$75,000	Traditional Method





What's New – Table 1 Updates



TABLE 1 - BENEFIT TO LOW AND MODERATE INCOME RESIDENTS						
PLANNING ELEMENTS FOR PLANNING AND URBAN ENVIRONMENTAL DESIGN	Total Benes	LMI Benes	% LMI Benes	TxCDBG Funds	Other Funds	Total Funds
Certifications, Presentations, Reports, & Publications	0	0	0.00%		\$0.00	\$0.00
Wastewater Study (Collection and Treatment)	0	0	0.00%	\$0.00	\$0.00	\$0.00
Drainage Study (Streets and Flood Hazard Areas)	0	0	0.00%	\$0.00	\$0.00	\$0.00
Capital Improvements Program						
Other Utility Studies						
Thoroughfares Study						
Central Business District						
Parks and Recreation						
Economic Development Study and / or Tourism						
Zoning Ordinance						
TxCDBG Cost Per LMI Beneficiary:				\$0.00		

Beneficiary Identification Information

Are any of the beneficiaries receiving a direct benefit? (e.g. First-time Service)? ☐ Yes ☒ No

☐ A TxCDBG survey was used to identify beneficiaries for this activity.

☐ LMISD information was used to identify beneficiaries for this activity.

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

TxCDBG Survey: LMISD Data: Area Benefit: Housing Activity: Limited Clientele:

Table 1 and Table 2 from previous year's version of application form have been combined into the new "table 1" form. Use the drop down menu to select the appropriate planning activities.



What's New – Applicant Thresholds



PCB applicants must demonstrate local capacity and readiness to proceed with planning activities, including all of the following by completing the Community Questionnaire:

1. Local need for planning activities
2. Local willingness to engage in effective planning activities
3. Administrative capacity to implement improvements identified during the planning process
4. Financial Capacity to implement improvements identified during the planning process, through both local and federal or state funding

See Pages 5-6 of the application guidance for additional detail



Translation, new fields in the community questionnaire to address.

Questions?

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