

## **Appendix I: Application Instructions (Construction)**

The following information describes how to respond to the fields or document requests within the TDA-GO! system. **NOTE:** TDA GO! cannot digest symbols (“&”, “-”, “;”, etc.). Please refrain from using symbols in the text fields.

Please refer to the following resources for instructions for general system functions:

[How to initiate an application in TDA-GO](#)

[How to find an application in TDA-GO](#)

[How to Navigate the Blue Tools Menu in TDA-GO](#)

[Responsibilities by User Type and Document Status](#)

### **Forms**

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

### **Applicant Contact Information Page**

Name of Authorized Official: Select appropriate person from your organization using the drop-down list. The list will populate with all Authorized Officials (AO) associated with the document. The person selected should be authorized to enter into legal agreements on behalf of the application/organization. This person will be expected to execute the grant agreement within the TDA-GO system.

1. Name of Application Preparer / Administrative Contact: If your community has selected a third-party grant administrator to assist with the preparation of an application, select the primary point of contact for this application. If your community elects to self-prepare the application, select the primary local staff person who will be the point of contact.
2. Name of Additional Contact for Project (optional): Additional persons, such as the Applicant’s Public Works Director, the general manager for the Water Supply Corporation, or other local staff that are knowledgeable about the project’s technical details.

County: Select the county in which the Grant Recipient local government is located. This information will be used for reporting purposes.

3. Legislative Districts: Select the legislative district(s) for the primary location of the project. Click the plus sign “+” next to each field to add multiple selections.

### **General Information Page**

1. Select the county in which the project is located. If the project will serve beneficiaries in multiple counties, click the button marked with a **plus sign** to add a new row. Once the page is saved, the associated region will be automatically populated.
2. Enter the total population of the Grant Applicant from the most recently available American Community Survey 5-Year Estimate, Table B01003. This information can be found using the [US Census Bureau’s Census Data](#) website.

**NOTE:** This population is used for certain reporting requirements and need not coordinate to the total persons served by the project.

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

## National Program Objectives

1. Each proposed activity included in an application for TxCDBG funds must meet one of the U. S. Housing and Urban Development's (HUD) three CDBG National Program Objectives, or NPOs. See the *Request for Applications & Guide Part I* for eligible options for this competition, and *TxCDBG Guide to National Program Objectives* for detailed information on NPOs. Each selection includes additional fields used to support the use of this NPO.
2. Select all categories that apply to the project(s) included in the application. These responses are used for HUD reporting only:
  - *One-for-One Replacement* – requires that a grantee replace occupied and vacant units that are demolished or converted.
  - *Revolving Loan Fund* – established to make loans whereby principal repayments of loans are re-paid into the fund and re-lent to other borrowers.
  - *Brownfield Activity* – any activity designed to treat a piece of industrial or commercial property that is abandoned or underused and often environmentally contaminated, especially one considered as a potential site for redevelopment.
  - *Special Assessment* – means the recovery of the capital costs of a public improvement, such as streets, water or sewer lines, curbs, and gutters, through a fee or charge levied or filed as a lien against a parcel of real estate as a direct result of benefit derived from the installation of a public improvement, or one-time charge made as a condition of access to public improvement.
  - *Favored Activity* – certain activities specifically related to economic development.
  - *Colonia* – any identifiable unincorporated community that is determined to be a colonia on the basis of objective criteria, including lack of potable water supply, lack of adequate sewage systems, and lack of decent, safe, and sanitary housing; and was in existence as a colonia prior to the date of enactment of the Cranston-Gonzalez National Affordable Housing Act (November 28, 1990).
  - *Presidentially Declared Disaster Area* – any area that is listed as an active disaster area on the Federal Emergency Management Agency website ([www.fema.gov](http://www.fema.gov)).
  - *Historic Preservation Area* – any area that has been identified in accordance with the standards for the treatment of historic properties as set by the Secretary of the Interior.
  - *Displacement* – a displaced person is any lower income family or individual that moves from real property or moves his or her personal property from real property, permanently and involuntarily, as a direct result of the conversion of an occupied or vacant occupiable

low/moderate income dwelling unit, or the demolition of any dwelling unit, in connection with an assisted activity.

- **Float Funded** – process by which a state’s CDBG funds are already under contract to grant recipient, yet the state awards the same funds to another grant recipient providing that the state is repaid before the initial grant recipient needs the funds to meet their obligation(s) for their CDBG funded activities.

**National Program Objectives**

1. Activities benefiting low-to-moderate income persons.

2. Prevention/ Elimination of Slums or Blight

3. Urgent Needs

**Additional Activity Information**

<input type="checkbox"/> One-for-One Replacement	<input type="checkbox"/> Special Assessment	<input type="checkbox"/> Float Funded Activity
<input type="checkbox"/> Revolving Fund	<input type="checkbox"/> Flavored Activity	<input type="checkbox"/> HistoricPreservationArea
<input type="checkbox"/> Brownfield Activity	<input type="checkbox"/> Colonia	<input type="checkbox"/> Displacement
<input type="checkbox"/> Presidentially Declared Disaster Area	<input type="checkbox"/> Activity Involves Rental Housing	<input type="checkbox"/> Activity Includes Multi-unit Housing

## Professional Interest Information and Other Financial Interests

1. Identify the administrative service provider, engineering services provider, and any other persons providing services related to this application.
  - All contractors, service providers, including Councils of Government (COGs) and subcontractors, must have an active registration with the System for Award Management ([www.SAM.gov](http://www.SAM.gov)) and eligibility status verified (not suspended or debarred) prior to any formal action authorizing the award of a contract to the contractor. Examples of formal action include but are not limited to, authorizing resolution, authorizing ordinance, council/commissioners court approval of award, contract execution, etc.
  - Identify service providers that participate only in the application preparation, as well as those under agreement to provide services contingent upon grant funding. **REMINDER:** Service providers that participate in the application may not *later* be procured to provide grant implementation services; however, service providers procured prior to beginning work on the application may continue to carry out those services throughout the life of the grant. See Conflict of Interest provisions in Part II of the Regulatory Flexibility Act (RFA).
  - If any service providers identified for grant implementation if funded are employees of the Applicant, a partnering city/county, a public utility district, or a utility company i.e., force account employees, the Applicant must include **Force Account Justification (Form A808)** on the Required Uploads page. All force account employees, including any temporary employees hired for the project, must be W-2 form registered employees and not 1099 form contractors, and the employer's policies for temporary employees must be followed as applicable.
2. In addition to the service providers above, identify any other firm or individual with a reportable financial interest.

- Applicants must provide information on anyone with financial interest in the proposed project exceeding \$50,000 or ten percent of the requested amount—whichever is lower.
- A financial interest is any financial involvement in the project or activity, including but not limited to situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity.
- This includes developers, contractors, or consultants involved in the application for TxCDBG assistance or in the planning, development, or implementation of the project or activity (if not listed above).
- Residence in housing for which assistance is sought is not considered a covered financial interest. However, if such residents are officials, employees, or agents of the Applicant or service provider, please contact TDA regarding potential non-procurement conflicts of interest.
- Updated reports may be required if the financial disclosure information in this section changes.
- TDA will make all applicant disclosure reports available to the public in accordance with the Texas Public Information Act (Chapter 552, Texas Government Code). Failure to provide any required information may delay the processing of the application and may result in sanctions and penalties, including imposition of the administrative and civil penalties specified under 24 CFR Section 4.38.

## **Project Feasibility Information Page**

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

### **Does the applicant levy the following tax revenues?**

To be eligible to receive TxCDBG funding, a community must levy local property (Ad Valorem) tax and/or local sales tax. Please contact TxCDBG staff with additional questions regarding eligibility.

### **Environmental Concerns:**

All TxCDBG funded projects must comply with Federal regulations regarding environmental impact. Proposed projects should not result in negative impact(s) on the surrounding environment. Selecting a project location in an area that may require an archaeological assessment and/or is listed on the National Register of Historic Places can result in significant feasibility issues; applicants in this position should consider selecting an alternative project site. Additionally, projects located within a designated flood hazard (floodplain) area may require documentation of participation in the National Flood Insurance Program and will require a lengthier environmental clearance process. Projects located in floodways are ineligible for TxCDBG funding. Contact TxCDBG staff with additional questions regarding environmental concerns.

### **Service Area Authority:**

In the event that an applicant is partnering with another entity or service provider (e.g. water supply corporation, locality providing service to the project area, etc.) that will own or operate the proposed

improvements, TDA will request a cooperative agreement outlining the responsibilities between the applicant and partnering entity(ies), upon award. If this agreement has been obtained, attach a copy of the agreement to the Required Uploads page.

If proposed project activities will be located near a TxDOT controlled highway, road, or right-of-way, consultation with the appropriate TxDOT district engineer is required prior to application submittal. Notification should include the proposed location, details of the project scope, and should be in email format (Mail and online form submissions are not acceptable). Enter the date notification was sent to TxDOT. Upload a copy of the correspondence sent and any responses received.

**Additional Project Information:**

If proposed project activities will result in the displacement of families, individuals, farms, or businesses, enter the anticipated number of displacements per category. Projects located within a designated Colonia area must enter the names and M-numbers for all colonias in the project area.

If the applicant collects Program Income (PI) from a Revolving Loan Fund (RLF) established through the TxCDBG program, the applicant must demonstrate that the PI is compliant with cash management requirements.

**Other Funding**

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

13. List all the Foundation, Federal, and State or other Grant and/or Loan Funds applied for in the last three years. Complete the information on each and indicate if request is still pending.

Program Name	Agency Applied To	Date Approved	Application Status	Application Amount	If Funded, Project Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Federal Funding Accountability and Transparency Act (FFATA) Questions**

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

**Federal Funding Accountability and Transparency Act (FFATA) Questions**

1. Has the applicant, in the preceding fiscal year received 80 percent or more of its annual gross revenues in Federal awards? \*

2. Has the applicant, in the preceding fiscal year received \$25,000,000 or more in annual gross revenues from Federal awards? \*

3. Does the public have access to this information about the compensation of the senior executives of the applicant through periodic reports? \*

**Note:** If yes to either Question 1 or Question 2, the community must make executive compensation information available to the public.

# Community Needs Information Page

## Citizen Participation – Opportunities to Identify Needs

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

1. Enter the dates as required – see Part II *Published Notices of Public Hearing and Application Activities* for detailed requirements.
2. Upload the local resolution passed by the Applicant governing body that authorizes the submission of the application. See Part II, *Basic Eligibility Documentation Requirements – Resolutions* for detailed requirements.
3. Upload evidence of publication of the public notices required for the public hearing and application availability. Also upload a list of local service providers that were sent written notification of the public hearing. See Part II *Basic Eligibility Documentation Requirements – Published Notices and Public Hearing and Application Activities* for detailed requirements.
4. List all additional opportunities where citizens were given the opportunity to participate in the determination of community needs, including the date(s) of each method/assessment. Use the **plus sign “+”** to add each method/assessment. If the exact date is not known, choose the first day of the appropriate month and year.

## Community Needs Information

1. Under **Community Need**, provide a list of all the Grant Applicant's identified community development and housing needs, not just those addressed in the application. List the needs in order of importance, using the boxes marked + and x to add or delete space for additional items.
2. Under **Specific Project to Address Need**, provide a short description of the project associated with the need. A project description must include basic details, such as benefit area or type of infrastructure to improve—the name of an activity type, i.e., water improvements, is not a project description.
3. Check the appropriate radio button to indicate whether the stated need is being addressed in this application or will be addressed in a future project.

If funds are available after the original project is completed, TDA may consider including one or more of these projects, but only if both the need and project description are completed.

## Community Needs Assessment Questionnaire

This set of questions specifically address affordable housing, the availability of social services, and current public infrastructure conditions and the efforts to improve these conditions. A response to each of these questions is required, regardless of the type of project requested in this application.

## Fair Housing Activities

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

## Project Details Page(s)

### Background

The TxCDBG application within TDA-GO is centered around the concept of a benefit area/activity. The benefit area is the service area that includes all beneficiaries of a particular project and is specific to the HUD Activity Code for a particular project type. See the *TxCDBG Guide to National Objectives* for more information regarding beneficiary determination as it relates to benefit areas and eligible activities.

An application for the TxCDBG program may propose up to six benefit areas. This could be six distinct activities within the same service area, six separate service areas served by the same activity type, or any combination thereof. **EXAMPLES:**

- Green Community 03J – extension of water main to provide first-time service.
- Green Community 14A – house-to-line connections to the new water main.
- Blue County water improvements – four unincorporated communities served by the same water treatment plant.
- City of Purple water improvements – water system improvements than benefit the entire city.
- Orange Neighborhood water improvements – line replacement that will specifically benefit this portion of the city's water system.

The benefit area will be used to identify beneficiaries, confirm the national program objective, and verify cost estimates. Therefore, it is very important that a Grant Applicant carefully select and document the benefit area activities for the application. Once the page is saved, **the benefit area(s) will be included in multiples pages in the application—please ensure that the benefit area(s) accurately reflect the proposed project before moving forward in the application.**

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

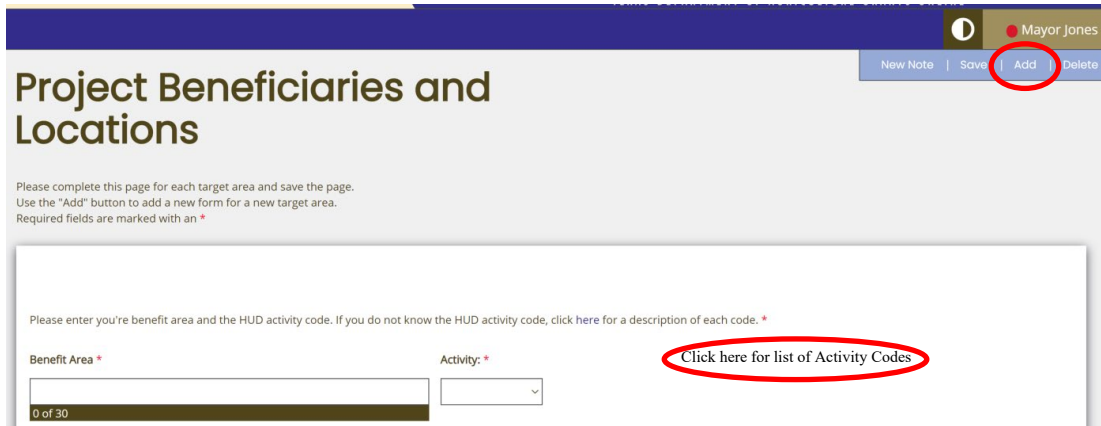
Work performed to benefit individual households must generally be identified as a separate activity from the work that will benefit the entire area. **EXAMPLE:** house-to-line utility connections must be identified as Activity 14A, separate from the larger water system installation project identified as Activity 03J.

A separate benefit area is not needed for incidental work that is necessary in order to carry out the primary activity. For example, a water line replacement project may be identified as Activity 03J, including the driveway and road repair required as a result of the linework installation.

### Benefit Area and Activity

1. Enter the name of the benefit area and select the activity code from the drop-down list. For a list of activity codes with descriptions of each, click the link to the right of the dropdown box.
  - a. If the same area will benefit from multiple activities, be consistent in naming and capitalization for each benefit area.

A separate Project Details page must be completed for each benefit area. To add a new page, select **Add** in the top right corner as shown below. The Benefit Area and Activity fields must be completed and saved for the first page before adding a second Project Details page.





## Problem and Solution

These questions are used to understand the project and to draft the grant agreement if the project is funded.

1. The response to this question must fully identify, explain and describe the identified problems within the benefit area.
  - If a city's application includes activities benefiting persons located within the city's extraterritorial jurisdiction (ETJ), the Grant Applicant must describe how the activity benefiting persons located in the ETJ is meeting the applicant's community development and housing needs, including the needs of low to moderate income persons.
2. The response to this question must provide a detailed explanation as to how the proposed project will address the issues/resolve the issue(s) identified in question #1. The response must also describe specific work to be performed, including the type and amount of material required for construction activities, and the anticipated outcomes of the project.
  - For linear activities, the application must provide the approximate linear footage of the projects

1. Summarize the problem(s) to be addressed within the application for this benefit area. \*

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2. Identify the action(s) to resolve any problem(s) and their anticipated outcomes. Include specific materials and quantities \*

**Example:** Contractor shall provide first-time sewer service connections to 25 households in the Addison Neighborhood in the southwest portion of the city. Construction shall include the installation of yardlines, tap fees and decommission of existing septic tanks.

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## Project Physical Location

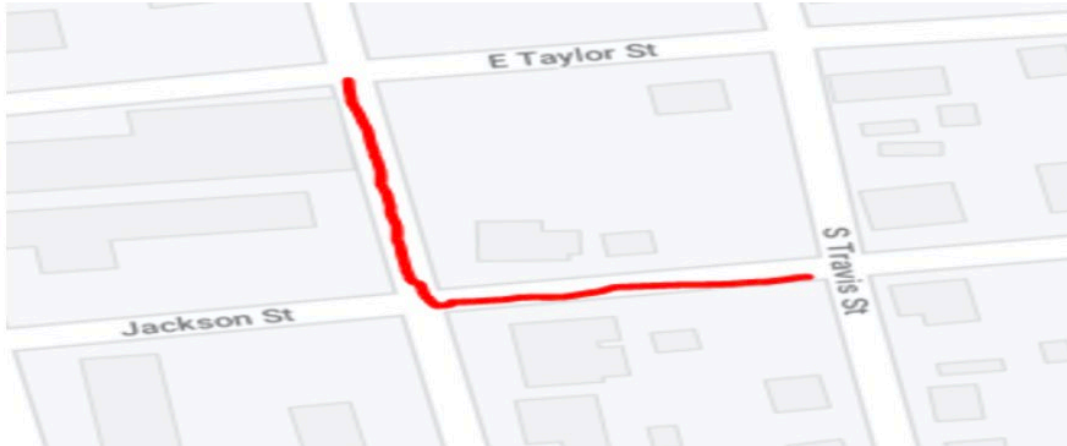
3. In the text box, describe the locations where the work will be performed. If the construction location is not located within the benefit area, explain how the benefit area was determined.

**EXAMPLE:** This water treatment plant is located at 101 County Road 4011 and serves the Smith Water Supply Corporation throughout the southeastern portion of Smith County.

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

**EXAMPLE:**

On	From	To
South Locust Street	East Taylor Street	Jackson Street
Jackson Street	South Locust Street	South Travis Street



4. Confirm whether the property required for this project work is owned by the applicant or service provider, or if the property must be acquired by selecting the most appropriate option from the drop down list.
  - Acquisition of any real property associated with a TxCDBG funded project by the Applicant or service provider must follow the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) and the HUD implementing regulations, regardless of whether the acquisition is funded by private funds or funds from another state or federal agency.
  - An environmental review must be completed on any applicable property prior to completing acquisition for any real property associated with a TxCDBG funded project.
  - See Chapter 3 and Chapter 6 of the *TxCDBG Project Implementation Manual* for details.

### Beneficiary Identification Information

5. Enter the number of persons to benefit from this activity, and the number of low-to-moderate income persons to benefit. The LMI ratio will populate automatically.
  - LMI beneficiaries are those whose income falls below 80% of the area median family income for the county. See the *TxCDBG Guide to National Objectives* for additional information.
  - If the application is intended to meet the LMI National Program Objective, the activity must benefit at least 51.00% LMI persons—50.99% is not acceptable.
  - Activities intended to benefit individual households, such as yard-line installation or work on private property, generally must benefit 100% LMI persons.

Beneficiary Identification Information		
5. Enter the following beneficiary information for this benefit area / activity *		
Total Beneficiaries for this Activity	Total Low/Moderate Income Beneficiaries for this Activity	LMI Ratio
<input type="text"/>	<input type="text"/>	%

6. For projects with a direct benefit—including first-time services, housing rehabilitation, and certain direct economic development assistance—demographic information is required during the grant closeout process. This information is used for reporting purposes only.
7. Select the method used for identifying beneficiaries. The response will trigger additional information fields. That are required to meet the requirement of fully documenting the National Program Objective and beneficiary data reporting requirements.
  - TxCDBG Survey: enter survey start and end dates and select “reason for survey” from the drop-down selections. Provide a detailed explanation of the survey rationale, as needed, in the text field.
  - LMISD Information: select the LMISD geography that represents the scope of the beneficiary documentation provided.
  - Limited Clientele: describe basis for determination and enter date TDA approved use of LMC justification.
8. Identify the HUD Performance Goals that best fit the activity. These responses are used for HUD reporting purposes only. Next, enter the county code, census tract, and all block groups in which the project beneficiaries reside.

## Supporting Documentation

### Beneficiary Support Documentation:

Upload documentation to support the identification of beneficiaries. Click the **plus sign** button to add an additional document.

Support documentation may include:

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

Supporting Documentation	
Beneficiary support documentation (Press "+" for additional upload fields) *	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; margin-right: 10px;">Select</div> <div style="border: 1px solid #ccc; padding: 5px; flex-grow: 1;">Drag Files Here</div> <div style="border: 1px solid #ccc; padding: 5px; margin-left: 10px; background-color: #4a7ebb; color: white; text-align: center; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">+</div> </div>
Project site "before" photos	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; margin-right: 10px;">Select</div> <div style="border: 1px solid #ccc; padding: 5px; flex-grow: 1;">Drag Files Here</div> </div> </div>
Project Map 1: must show both the location of improvements and the boundaries of the identified benefit area.	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; margin-right: 10px;">Select</div> <div style="border: 1px solid #ccc; padding: 5px; flex-grow: 1;">Drag Files Here</div> </div> </div>
Project Map 2: must show the boundaries of both the identified benefit area and the relevant census geography(ies)	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; margin-right: 10px;">Select</div> <div style="border: 1px solid #ccc; padding: 5px; flex-grow: 1;">Drag Files Here</div> </div> </div>
Engineer's Certification: certifies the cost estimate for the project and provides statement clearly identifying the technical approach used to justify the identified benefit area	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; margin-right: 10px;">Select</div> <div style="border: 1px solid #ccc; padding: 5px; flex-grow: 1;">Drag Files Here</div> </div> </div>
Selection Guidelines for Housing Activities with Waiting List	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; margin-right: 10px;">Select</div> <div style="border: 1px solid #ccc; padding: 5px; flex-grow: 1;">Drag Files Here</div> </div> </div>

- **Project site “before” photos:** For projects with construction activities, applicants should provide photos of the project location(s) that demonstrate current conditions. Photos should be combined into a single PDF document for upload. Images should be numbered, illustrate the entire project area, and include a narrative that identifies the specific location/address the photo was taken and the conditions to be addressed by the project’s activities.
- **Project Map 1** should clearly show all the following:
  - Boundaries of the benefit area(s)
  - Location(s) of all proposed project activities
  - Applicant’s jurisdictional boundaries\*
    - Include if project location(s) are nearby or cross jurisdictional boundaries.
- **Project Map 2** should clearly show all the following:
  - Census geographic areas (e.g., census tracts, block groups, etc.)
  - Boundaries of the benefit area(s)
  - Location(s) of all proposed activities

Note: If additional maps are needed to fully represent the proposed project, additional documents may be uploaded in the Required Uploads page under “Other”. For example, Maps with topographic information and overall system details (such as directionality and/or line location and sizing) are often requested by TDA staff when determining eligibility.

- **Engineer’s Certification:** The applicant, with the advice of the project engineer, is responsible for identifying the benefit area based on appropriate criteria that is independent of income documentation. The engineer must fully complete and certify the *Engineer Explanation of Benefit Area* form. The complete and certified document should then be uploaded to this field.
  - One form should be completed for each benefit area; click the “+” button to add an additional benefit area to the form document.
- **Selection Guidelines** (if applicable): Applicants with projects that include on-site sewage facilities (OSSF) or scattered first-time service yard lines must provide a waitlist of homeowners that have indicated willingness to participate and submit a draft of the selection guidelines that will govern the selection process.

## Budget Details Page

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

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

Project Beneficiaries and Locations	
Blue Community - 14A	
Blue Community - 03J	
Green Community - 03J	

Benefit Area: Green Community
HUD Activity: 03J

Item	Units	Cost Per Unit	Quantity	Quantity
<input style="width: 95%;" type="text"/>	<input style="width: 5%;" type="text" value="v"/>	\$ <input style="width: 80%;" type="text"/>	<input style="width: 100%;" type="text"/>	\$0.00
Subtotal:				\$

Benefit Area: Blue Community
HUD Activity: 03J

Item	Units	Cost Per Unit	Quantity	Quantity
<input style="width: 95%;" type="text"/>	<input style="width: 5%;" type="text" value="v"/>	\$ <input style="width: 80%;" type="text"/>	<input style="width: 100%;" type="text"/>	\$0.00
Subtotal:				\$

Benefit Area: Blue Community
HUD Activity: 14A

Item	Units	Cost Per Unit	Quantity	Quantity
<input style="width: 95%;" type="text"/>	<input style="width: 5%;" type="text" value="v"/>	\$ <input style="width: 80%;" type="text"/>	<input style="width: 100%;" type="text"/>	\$0.00
Subtotal:				\$

For each benefit area, list the project elements necessary to complete the project.

- List the major materials and / or services associated with each Benefit Area, including the unit of measure, estimated cost per unit, and estimated quantity required. The units used, e.g., linear feet (lf), square feet (sf), etc., must be priced to include all proposed improvements related to and necessary for the major construction activity.
- Minor project supplies, including fittings and other appurtenances, may be included with the cost estimates of the major items, rather than listed separately.
- Do not include cost categories such as contingency funds, profit, overhead, and bonding as separate costs. Mobilization can be included at a maximum of 10% of construction costs. Costs other than work performed are not eligible for TxCDBG funding.
- If real property acquisition is required for the benefit area, include one line item for acquisition costs.
  - See Chapter 6 of the *TxCDBG Project Implementation Manual* for specific guidance related to acquisition.
- If force account labor is anticipated for the benefit area, include one line item for force account labor costs and one line item for equipment usage. Document the method used to estimate these costs by uploading the *Force Account Justification (Form A808)* to the required uploads page
  - See Chapter 8 of the *TxCDBG Project Implementation Manual* for eligible force account costs.

The budget details form calculates the budget in multiple ways.

- The cost per line item will calculate automatically as the line is populated.
- The subtotal for the Benefit Area will calculate automatically only after selecting the “Save” button at the top right of the Budget Details page.
- Upon saving the form, the Subtotals for each Benefit Area are summarized by Activity Code in the table at the bottom of the form.

Separately from the benefit area costs, enter the anticipated costs to for engineering services and administration services in the Budget Summary table at the bottom of the page. All applications must complete these fields. If no funds will be expended for these services, enter \$0.

The Project Total reflects the total amount of funds required to complete the proposed project or activity, regardless of funding source.

- Enter the Grant Amount Requested, up to the maximum grant amount for the specific funding competition.
- **The form will calculate the difference between the Project Total and the Grant Amount Requested – this amount must be committed as matching funds.**

Identify all sources of funding that have been committed to this project. Sources typically include the applicant's local contribution, other government assistance committed by federal, state, or local agencies, equity, and contributions from foundations and private individuals. All sources and uses of funds must be included if they can be reasonably expected to be available for the proposed project.

TDA will use the information collected to assign matching funds. Applicants may request that match commitment be used for certain work and TDA will typically honor these requests (minor changes may be made at agency discretion). **EXAMPLE:** Engineering costs are eligible for either grant or matching funds, but a Grant Applicant may prefer that these costs be assigned as matching funds based on local budgeting processes.

Disclose the source(s) and use(s) of all non-TxCDBG funds committed to this project. This includes cash, materials, land, and in-kind match. If the proposed project is part of a larger plan that includes additional funding that may not be considered matching funds, contact TDA for guidance.

Source of Funds	Amount	Requested Use of Funds
City of Test	\$ 102,000.00	construction
City of Test	\$ 20,000.00	administration services

## Required Uploads Page

Upload the appropriate document for each requirement indicated. Failure to upload adequate documentation will result in disqualification of the application.

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

Evidence of SAM registration *	<input type="button" value="Select"/> <i>Drag Files Here</i>
Annual Audit (opinion letter required) *	<input type="button" value="Select"/> <i>Drag Files Here</i>
<b>Optional Uploads</b>	
FEMA Flood Map (for projects located within floodplain)	<input type="button" value="Select"/> <i>Drag Files Here</i>
Force Account Justification	<input type="button" value="Select"/> <i>Drag Files Here</i>
<b>Other</b>	
Description	Upload
<input type="text"/>	<input type="button" value="Select"/> <i>Drag Files Here</i> <input type="button" value="+"/>

## Application Certification

Review Part II Local Certifications and *False Information on Applications* before completing this page. The first check box is the certification and signature from the Applicant's Authorized Official for the application submission. The second check box acknowledges pre-agreement cost stratagem policies. Complete this page and press the **save** button. Required fields are marked with an asterisk.

# Application Certification

New Note |

## Instructions:

Please complete this page and press the save button.  
Required fields are marked with an \*

By signing below, the Applicant:

1. Certifies all information provided in connection with this application is true and correct to the best of Applicant's knowledge;
2. Acknowledges any misrepresentation or false statement made by Applicant, or an authorized agent of Applicant, in connection with this application, whether intentional or not, will constitute grounds for denial of this application;
3. Acknowledges acceptance of funds in connection with this application acts as an acceptance of the authority of the Texas Department of Agriculture (TDA), the U.S. Department of Housing and Urban Development (HUD), and the Texas State Auditor's Office (SAO) or any successor agency to conduct an investigation in connection with those funds, and Applicant further agrees to cooperate fully with the agencies in the conduct of the audit or investigation, including allowing TDA, HUD, and/or SAO and any successor agency to inspect Applicant's premises and providing all records requested; and
4. By submission of this application, Applicant acknowledges as a condition of receipt of grant funds under this program the Applicant will be required to execute a grant agreement with the Texas Department of Agriculture, and further acknowledges that failure to timely execute the grant agreement will result in withdrawal of any grant funds awarded, and those funds will be redistributed to other qualified applicants in accordance with state law and TDA rules; and
5. Certifies Applicant will comply with all applicable state and federal laws, as well as all applicable TxCDBG policies and procedures, including procurement procedures for professional services and applicable vendors, interlocal agreements, environmental review requirements prior to any commitment of funds or other choice limiting action, URA acquisition requirements, plans and specifications approval by appropriate regulatory agencies, Davis Bacon wage requirements, and any applicable contract Special Conditions.

**Notice of Penalties:** The penalty for knowingly making false statements or false entries, or attempts to secure money through fraudulent means, may include fines and/or incarceration and/or forfeiture of funds under applicable state or federal law.

This application becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Texas Government Code, Sections 552.021, 552.023, and 559.004.)

Signature of Authorized Official

Title

Date

When you are ready to submit this application to TDA, you **MUST** change the status by selecting **'Application Submitted'** under the Status Options heading in the navigation menu to the left.

Beginning on the published due date for this application, the Department will allow Applicant to proceed at its own risk with administrative and engineering activities associated with the application. By checking this box, Applicant acknowledges that Department shall not reimburse any costs under this agreement until an agreement is fully executed with the Applicant. Department shall not be liable for costs incurred prior to the published due date for this application, or for any activities not included in Exhibit A, Performance Statement, and Exhibit B, Budget of the executed contract associated with the grant. By submission of this application, the Applicant knows or should know that federal funding may be committed to the project and no federal, state, or program requirements are waived during the pre-agreement period.

## Fund Specific Pages

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

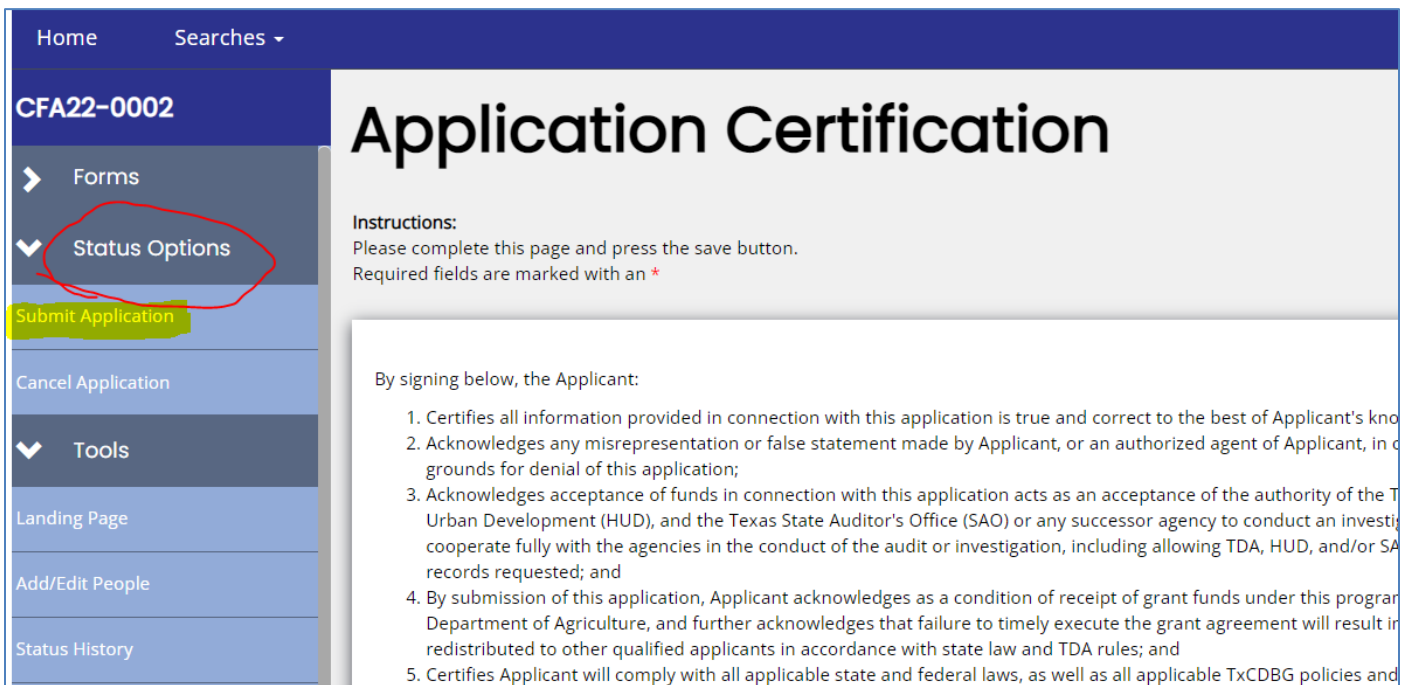
Fund Specific pages are located below the Application Certification page in the menu, marked with a three-letter-fund-code. **EXAMPLE:** Community Development Fund pages are labeled **CDV**, while pages specific to the Downtown Revitalization Program are labeled **CDM**. Complete all required fields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



## Submitting the Application

Once the application is complete the **authorized official** must submit the application within the TDA-GO system.

- In the menu on the left of the page under Status Options, select **Submit Application**
- The system will identify any errors that must be resolved before submitting
- The system will ask if you are sure—you are!
- In case of accidental/premature submission, Applicants can click “**Return Application (No Longer Submitted)**” so that work can be continued on the grant application. Be sure to click **Submit Application** when you are finally ready!



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CFA22-0002

Forms

▼ Status Options

Submit Application

Cancel Application

Tools

Landing Page

Add/Edit People

Status History

# Application Certification

**Instructions:**  
Please complete this page and press the save button.  
Required fields are marked with an \*

By signing below, the Applicant:

1. Certifies all information provided in connection with this application is true and correct to the best of Applicant's knowledge;
2. Acknowledges any misrepresentation or false statement made by Applicant, or an authorized agent of Applicant, in connection with this application, as grounds for denial of this application;
3. Acknowledges acceptance of funds in connection with this application acts as an acceptance of the authority of the Texas Department of Urban Development (HUD), and the Texas State Auditor's Office (SAO) or any successor agency to conduct an investigation, cooperate fully with the agencies in the conduct of the audit or investigation, including allowing TDA, HUD, and/or SAO to review all records requested; and
4. By submission of this application, Applicant acknowledges as a condition of receipt of grant funds under this program that the Applicant is a member of the Texas Department of Agriculture, and further acknowledges that failure to timely execute the grant agreement will result in the grant funds being redistributed to other qualified applicants in accordance with state law and TDA rules; and
5. Certifies Applicant will comply with all applicable state and federal laws, as well as all applicable TxCDBG policies and

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