

# APPENDIX C: APPLICATION INSTRUCTIONS

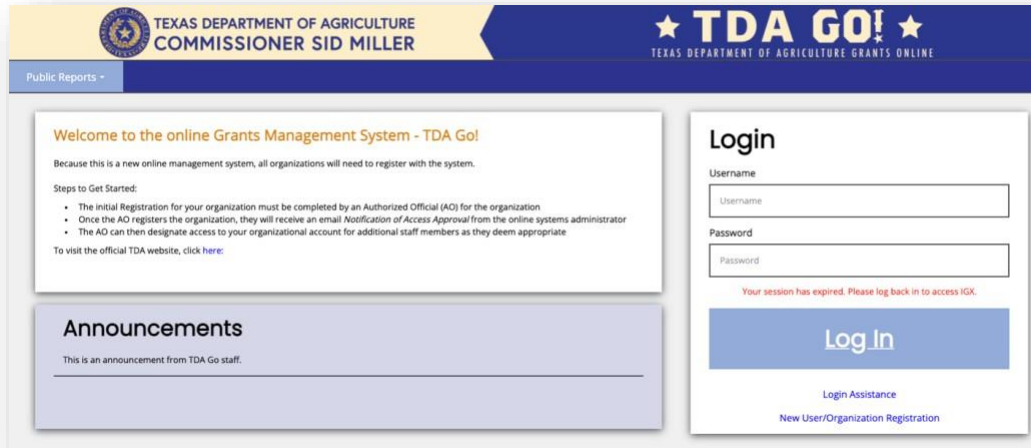
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# Initiating an application in TDA-GO

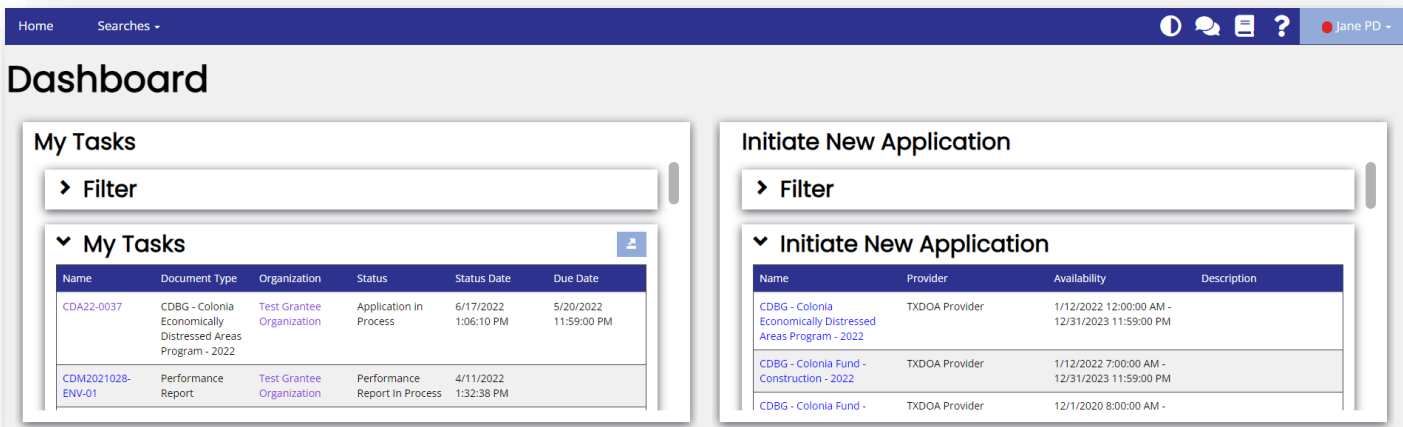
## 1. Launch TDA-GO and Login

Launch <https://tda-go.intelligrants.com>. Login with your username and password.



## TDA-GO Dashboard

After logging in, your Dashboard will appear. **My Tasks** shows documents/applications that are in process; **Initiate New Application** has links to blank grant applications.



## 2. Click on the desired application type from Initiate New Application.

**NOTE:** Only the Authorized Official or local staff Project Director for the applicant community can initiate a new application. TDA staff can also assist in initiating the application.

A brief description and agreement language appears.

## CDBG – Downtown Revitalization Program – 2022

**Provided By:** TXDOA Provider

**Provided To:** Test Grantee Organization

**Application Availability Dates:** 9/11/2021 12:00:00 AM - 12/31/2023 11:59:00 PM

**Due Date:** 5/3/2022 11:59:00 PM

**Description:**  
Texas Main Street City receives public infrastructure grant \$50K-\$150K for Central Business District (CBD) enhancement

**Agreement Language:**  
As an individual authorized to initiate a grant on behalf of my organization to request funding from the Texas Department of Agriculture, I will comply with all rules and requirements as described in the Request for Applications published to [www.texasagriculture.gov](http://www.texasagriculture.gov).

Agree
Decline

**3. Review the Details and Description then click “Agree”.**  
The Document Landing Page appears.

Home    Searches ▾
🔍    🗨️    📄    Jane PD ▾

CDV21-0115
New Note

Forms
Document Landing Page

Status Options

Cancel Application

Tools

Related Documents

Initiate Related Doc

<b>Template</b> Community Development Block Grant 2021	<b>Instance</b> CDBG - Community Development Fund - 2021	<b>Process</b> Application
<b>Document Name</b> CDV21-0115	<b>Document Status</b> Application in Process	
<b>Organization</b> Test Grantee Organization	<b>Your Role</b> Project Director	<b>Period Date</b> 12/31/2023 12:00:00 AM
		<b>Due Date</b> 12/31/2022 11:59:59 PM

## Add Users to the Document

In the Tools menu of the navigation pane (blue column to right), select Add/Edit People to confirm the internal staff and/or third-party users that have access to the grant application.

To request additional internal and/or external users to an application by submitting a Support Ticket. [link needed]

### TxCDBG Support Ticket Form

Select the option that most closely describes your situation and answer the associated questions for assistance.

Select the type of assistance you need:

- Individual Registration - I do not have a individual TDAGO! account and I need assistance setting one up
- Organization Registration - My Organization does not have a TDAGO! account and I need assistance setting one up
- I can't login to TDAGO! - I have a TDAGO! account, but I am currently locked out
- Document Access - I need access to a Document that I am not currently associated with
- Document Functionality - I have access to a Document, but I need assistance with an error or similar issue
- Performance Report and/or Document Creation - I need assistance creating a new or additional Performance Report/Document

Please list the full names and organization(s) of users to be added in the text field at the bottom.

# Community Application Instructions

## Applicant Contact Information Page

This page is used by TDA staff to reach out to appropriate contacts when outreach is needed. To ensure TDA can contact your organization, this page can be edited throughout the life of the application and grant agreement and should be updated whenever changes to appropriate point-of-contacts occur.

Home    Searches ▾

CDV25-0005

Applicant Contact Information

### Applicant Contact Information

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

**Organization DBA**  
City of Sample

**Name of Authorized Official**  
(This person is authorized to enter into legal agreements on behalf of the applicant/organization. This person's name will appear on the grant agreement.)  
Select the Authorized Official of your organization from the drop-down list below. \*

Mary Sue ▾

**Prefix:** Honorable

**First Name:** Mary

**Last Name:** Sue

**Suffix:** Jr.

**Job Title:** Authorized Official

**Telephone:** (512) 111-1234 ext. 1

### Organization DBA

This information is automatically populated by the system. Please check to ensure spelling and designation is accurate. To address any errors, contact TDA support staff or navigate to your Organization Details page.

### Name of Authorized Official

Select appropriate person from your organization using the drop-down menu. This menu 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 organization. This person will be expected to certify the application and execute the grant agreement in TDA-GO.

### Name of Application Preparer / Administrative Contact

If your community has selected a third-party grant administrator or grant writer to assist with the preparation of the application, enter the primary point of contact for this application from the drop-down menu. This menu will populate with all users associated with the document.

If your community elects to self-prepare the application, select the primary local staff person who will be the point of contact for this application.

**Name of Additional Contact for Project (optional)**

Additional persons, such as public works staff or general manager of the water supply corporation, or other local staff that will be involved with the application and/or technical aspects of the project development process.

**County**

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

**Legislative Districts**

Select the legislative district(s) for the community. Click the “+” icon to add additional fields as needed.

## Community Application Page

**County**

Select the county in which the Grant Applicant local government is located. This information will be used for reporting purposes and to populate the Region field below.

**Region**

This field will automatically populate once the county field is entered and the page is saved. Please verify the state planning region displayed is correct (and if incorrect contact TDA staff for further instruction).

**Total Applicant Population**

Enter the total population of the Grant Applicant as of the most recently available American Community Survey (ACS) 5-Year estimate, Table B01003. This information can be found using the [U.S. Census Bureau's Census Data](#) website or by referencing *Appendix B – Community Application Scoring Elements*.

**Financial Capacity**

Review the details listed below the drop-down and select “**Yes**” to confirm the Grant Applicant has sufficient financial management capacity to be responsible for federal grant funding and will complete a self-assessment prior to the release of grant funds, if awarded.

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

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

**Progress Thresholds**

Click on the “**Review Existing Grants for Progress Thresholds**” hyperlink to view a list of current grant agreements and related information to ensure compliance with threshold requirements.

**Resolution for Program Participation**

Upload the local resolution passed by the Grant Applicant’s local governing body that authorizes the locality’s submission of a Community Application and confirms the community’s commitments related to the program. See Appendix A – Community Application Public Participation for required resolution format.

## Amount of Match Funds

Enter the dollar amount of matching funds committed in the local resolution.

The screenshot shows a sidebar on the left with navigation options: Home, Searches, CDV25-0008, Forms, Community Application, Applicant Contact Information, and another Community Application. The main content area is titled 'Resolution to Submit & Match' and contains a sub-section 'Resolution for Program Participation'. Below this is a file upload area with a 'Browse' button and a 'Drag Files Here' area. A PDF file named 'DOC\_17133.pdf' (475.53 KB) is shown. At the bottom, there is a text input field with a dollar sign icon and the value '25,000'.

## Community Needs Information

1. Under **Community Need**, provide list of community development and housing needs identified by community leaders. List the needs in order of importance and use the “+” icon to create additional fields.
2. Provide a general description of the project that would address the community need under **Action to Address Need**.
3. Choose the relevant **HUD activity code** from the drop-down menu.

### Community Needs Information

Provide a list of all the applicant's identified community development and housing needs, not just those addressed in the application. List the needs in order of importance - providing a short description and location of the project that addresses the indicated need. Also choose the relevant HUD activity code from the dropdown menu. Click [here](#) for a detailed list of HUD codes.

Applicant may also use the boxes marked "+" and "-" to add or delete space for additional needs and their corresponding projects to be considered if additional funding is available. \*

Community Need (identified by community leaders)	Action to Address Need (general description of the project)	HUD Activity Code	
Water lines are deteriorated resulting in significant water loss	Replace water lines, primarily in area south of Highway 281	03J	+ -
Wastewater treatment plant has deficiencies identified by TCEQ	Upgrade various components of WWTP	03J	+ -
Poor drainage leads to flooding and deteriorating infrastructure	Install drainage features to direct stormwater away from buildings and infrastructure	03I	+ -
The community lacks a facility for community programs and local events	Construct a community center	03E	+ -

# CDV – Community Development Fund Page

1. Click on the “**Regional Project Priorities by state planning region**” hyperlink provided on the page and navigate to the Grant Applicant’s region and its adopted priorities document. (Alternatively, the “**2024 Regional Project Priorities Tracker**” hyperlink on this webpage can be used to access an excel document with all regional data).

**USC Public Hearing Information & Resources:**  
[USC Meeting Minutes](#)  
[Unified Scoring Committee Charter](#)  
[2025-2026 Adopted Scoring Factors](#)

**Regional Project Priorities**

[2024 Regional Project Priorities Tracker](#)

Region	USC Committee Member	Adopted Priorities
AACOG	Judge Roby Kelly, Kerry County	<a href="#">Adopted Priorities - AACOG</a>
ATCOG	Mayor Lowell Walker, City of Dekalb	<a href="#">Adopted Priorities - ATCOG</a>
BVCOG	Judge Joe Fauth, Grimes County	<a href="#">Adopted Priorities - BVCOG</a>
CAPCOG	Mayor Stephanie Fisher, Johnson City	<a href="#">Adopted Priorities - CAPCOG</a>
CBCOG	Judge C.H. "Burt" Mills, Jr., Aransas County	<a href="#">Adopted Priorities - CBCOG</a>

2. Discuss Community Needs list and Regional Priorities with community leadership to determine which project priority category is most appropriate. The project that is ultimately developed for the application will be an activity that meets the priority category selected in this field.

**CDV25-0008**

Forms

Community Application

Applicant Contact Information

Community Application

**CDV - Community Development Fund**

Status Options

Submit Application

Cancel Application

Tools

## CDV – Community Development Fund

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

The TxCDBG Community Application does not require the applicant to identify a specific project or activity. However, the applicant must commit to abide by the Regional Project Priorities in order to receive the associated points.

[Regional Project Priorities by state planning region \(texasagriculture.gov\)](#)

If invited to submit a Project Application, the project that is ultimately selected for the application will be an activity that meets the project priority category selected below: \*

Regional First Priority Activities only
▼

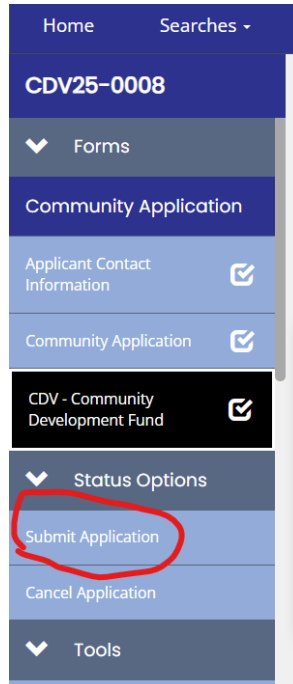
- Regional First Priority Activities only
- Regional Second Priority (or higher) Activities
- Regional Third Priority (or higher) Activities
- No Commitment to Regional Priorities



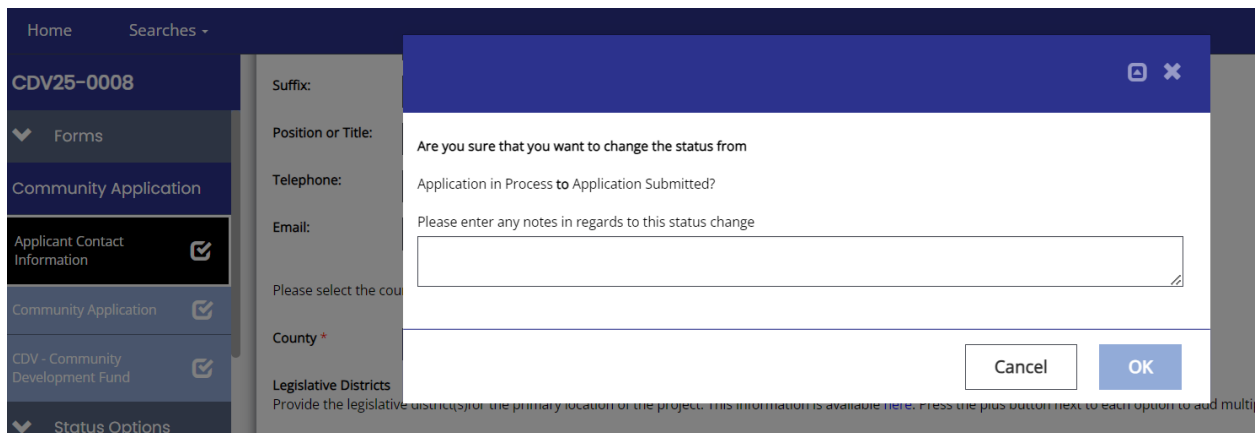
## Submitting the Community Application

1. The Authorized Official or local personnel with Project Director role in the system should navigate to the application document and find **Status Options** in the navigation pane and select **“Submit Application”**.

Recent Process Update: For the Community Application (Phase 1), application certification from the locality’s authorized official is not part of the submission process.



2. If data validation errors (commonly blank required fields) exist, a Document Validation pop up will appear and list the pages where issues still exist. Once all issues have been addressed, the system will allow submission.
3. Once all required fields have been completed, a pop-up will appear confirming that the user is changing the status of the application from Application in Process to Application Submitted. Click “OK”.



This page has been intentionally left blank

# Project Application Instructions

This section of the Appendix is applicable to TxCDBG Grant Applicants whose Community Application scored within funding range and have been invited by TDA to submit a Project Application with complete project information.

## General Information Page

### County

Select the county in which the project is located. If the project will serve beneficiaries in multiple counties, click the “+” icon to add a new field. Once the page is saved, the associated region will be automatically populated.

### Project Short Description

Describe the project using up to 100 characters. This description will be used to identify the project in correspondence and reports.

#### EXAMPLES:

- First-time sewer service in the Blue Community.
- Water main replacement and street reconstruction in the Lavender Neighborhood.
- Sewer line installation in the Lavender neighborhood and street reconstruction in the Teal Community.

### National Program Objectives

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.

Each selection includes additional fields used to support the use of this NPO.

See the applicable TxCDBG Application Guidance for eligible options for this application cycle, and *TxCDBG Guide to National Program Objectives* for detailed information on NPOs.

**Tip:** Most TxCDBG projects will fall under “*benefitting low- and moderate-income persons*” with “*LMA Area Benefit*” as the method of determination. TxCDBG staff can aid in making this determination.

### Additional Activity Information

Select all categories that apply to the project(s) included in the application. These responses are used for HUD reporting only. **Tip:** Most TxCDBG projects (except for CFC) do not fall into one of these categories. TxCDBG staff can aid in making this determination.

- *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.

### **Related Services Financial Interest Information**

Identify the administrative service provider, engineering services provider, and any other persons providing services related to this application. Include service providers that participate only in the application preparation, as well as those under agreement to provide services contingent upon grant funding.

- Applicant must verify eligibility status for all contractors, service providers, including Councils of Government (COGs) and subcontractors, with the System for Award Management ([www.SAM.gov](http://www.SAM.gov)) (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.
- 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.

### **Other Financial Interests**

In addition to the service providers above, identify any other firm 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

### 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.

### **Federal Funding Accountability and Transparency Act (FFATA) 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.

## **Additional Community Needs**

### **Citizen Participation**

1. Date of Public Hearing Notice – enter date public hearing notice(s) were published and/or posted.
2. Date of Required Public Hearing – enter date public hearing was conducted
3. Evidence of public notice (public hearing notice) – upload evidence of public notice given for the public hearing, see Step 2 instructions for specific requirements.
4. Evidence of public notice (application activities) – upload evidence of public notice given for the application availability for public review and comment, see Step 7 instructions for specific requirements.
5. Additional community needs identified by public participation – if public participation results in identifying community needs that were not already listed in the Community Application, list these needs in the field(s) provided.

### **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**

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.

## Project Details

### 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 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.

**Tip:** 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.

## Basic Project Information – For Initial TDA Approval

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.

**Tip:** If the same area will benefit from multiple activities, be consistent in naming and capitalization for each benefit area.

2. Provide a brief description of the proposed activity within the benefit area. The response should be a general description of the work to be performed and how residence in the identified service area will benefit from the proposed improvements.
3. Select the method that will be used to identify beneficiaries.
4. Upload a preliminary project map showing the location of the proposed improvements. Boundaries of the benefitting service area can be added for TDA staff to confirm and/or provide feedback.

## Detailed Eligibility and Project Information

After TDA review of this information, the check box at the bottom will be selected by the assigned TDA Grant Program Specialist to confirm TDA’s approval of the proposed project. Additional fields will appear after this step and should be completed using the following instructions.

TDA staff have reviewed the initial proposed project and will continue the application for the attached project

Browse

Drag Files Here

### 1. Summarize the problem(s) to be addressed for this benefit area

The response to this question must fully identify, explain, and describe the identified problems within the benefit area.

### 2. Identify action(s) to resolve problem(s) and their anticipated outcomes

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.

**Tip:** For linear activities, the application must provide the approximate linear footage of the projects.



**3. Physical Project Location**

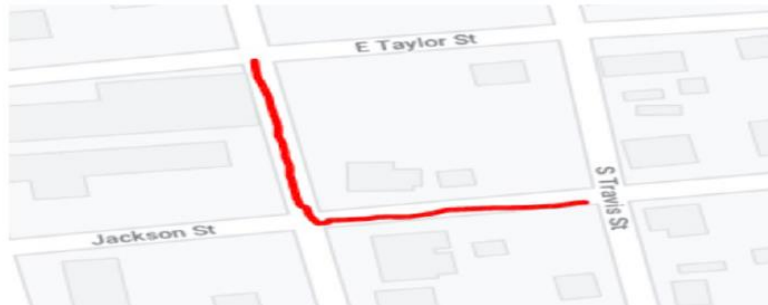
- a. Description: In the text box, describe the locations where the work will be performed. If the construction location is not located within the benefit area, explain how the benefit area was determined.

**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.

- b. Linear Projects: 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. Real Property Acquisition**

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.

4. Does the applicant or service provider own all real property required for the project site? \*

▼

Yes - all required property acquisition is complete.

No - property acquisition is in progress.

No - acquisition has not yet begun.

yes - all required property is currently owned by the applicant/service provider - No acquisition is needed for this project.

N/A - project site does not include construction

- 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.

## 5. Beneficiaries

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.

## 6. Direct Benefit

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. The **additional information fields** displayed are dependent upon which “method used for identifying beneficiaries” was selected in Basic Project Information section of this page.

- 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 +** icon to add an additional document.

Support documentation may include:

- TxCDBG approved survey tabulation form and address list for a previously approved survey;

- survey tabulation form, address list, and survey questionnaires, and a map documenting addresses identified in the survey;
- HUD-based census low-to-moderate-income summary data (LMISD) spreadsheet for the census geographic area, including documentation of the 70/20 calculation for service areas with overlapping census geographies; or
- documents requested by TDA for projects using the **limited clientele** method with TDA's prior approval.
- Other documentation as specified by TDA during consultation.

### **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(s)** should clearly show the following:

- Census geographic areas (e.g., census tracts, block groups, etc.)
- Boundaries of the benefit area(s)
- Location(s) of all proposed activities
- Jurisdictional boundaries, if project location(s) are nearby or cross jurisdictional boundaries

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 for Housing Activities with Waiting List** (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

TxCDBG Applications must include a cost justification for each benefit area's activities.

The Budget Details pages generates the budget table based on the Project Details page(s). For each benefit area, there should be a corresponding Project Details and table in Budget Details.

### Example:

If an Applicant proposes a project with three benefit areas, they will create three Project Details pages. Once this has been completed, the Budget Details page will display three budget tables based on this information.

Project Beneficiaries and Locations

- Blue Community - 14A 🔗
- Blue Community - 03j 🔗
- Green Community - 03j 🔗

Item	Units	Cost Per Unit	Quantity	Quantity
<input style="width: 95%;" type="text"/>	<input type="text" value="1"/>	\$ <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	\$0.00
Subtotal:				\$

Item	Units	Cost Per Unit	Quantity	Quantity
<input style="width: 95%;" type="text"/>	<input type="text" value="1"/>	\$ <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	\$0.00
Subtotal:				\$

Item	Units	Cost Per Unit	Quantity	Quantity
<input style="width: 95%;" type="text"/>	<input type="text" value="1"/>	\$ <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	\$0.00
Subtotal:				\$

To ensure correct budget configuration, the following conditions appear when initially visiting this page. The Budget Details page should not be edited until these conditions have been met. Checking the boxes will display the remainder of the budget page so users can enter data.

CDV25-0005

Application

General Information 🔗

Project Feasibility Information 🔗

Additional Community Needs 🔗

Project Details 🔗

Budget Details 🔗

## Budget Details

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

**NOTE:** The Benefit Area and Budget Summary will appear once the required conditions have been met, all check boxes have been marked, and the page has been saved.

- The engineer has provided a cost justification and I am ready to transfer the information to this Budget Details page. \*
- A Project Details page has been created for each Benefit Area /Activity, and no duplicate or blank Project Details pages exist. \*
- Both above conditions are true and I am ready to complete the Budget Details information. \*

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 or 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.

**Budget Summary**

Activity	Requested Project Cost	Recommended Grant	Recommended Match
03L	\$800,000.00	\$ <input type="text"/>	\$ <input type="text"/>
Engineering	\$ <input type="text"/> 80,000.00	\$ <input type="text"/>	\$ <input type="text"/>
Admin	\$ <input type="text"/> 55,000.00	\$ <input type="text"/>	\$ <input type="text"/>
<b>Project Total</b>	<b>\$935,000.00</b>		

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
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

Match documentation (if matching funds committed by entities other than the Applicant)

## Required Uploads

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

### Required Uploads

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

Please upload all required upload fields and save this page. Uploaded documents cannot be removed once the page is saved, but can be overwritten if necessary.

Evidence of SAM registration \*

**Optional Uploads**

FEMA Flood Map (for projects located within floodplain)

Force Account Justification

**Other**

Description

Upload

# Application Certification

Review **Local Certifications** section of current Application Guidelines before completing this page. The first checkbox is the certification and signature from the Applicant's Authorized Official. The second checkbox acknowledges pre-agreement cost stratagem policies.

Complete this page and press the Save button.

The Authorized Official must check the box to certify the application, save the page, **AND** change the status by selecting "Submit Application" under the Status Options heading in the navigation menu to the left.

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 (1) save the page, then (2) change the status by selecting "Submit Application" 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.

# Submitting the Project Application

When you are ready to submit the Project Application to TDA, you must:

1. AO user certify the **Application Certification** page;
2. Save the page;
3. Change the status by selecting "**Submit Adjusted Application**" under the Status Options heading in the navigation menu to the left.