

TxCDBG
2018 Community Enhancement Fund

Application Workshop

Presentation Agenda

- **Introduction to the CDBG Program**
- **Community Enhancement Fund**
 - Eligibility
 - Letter of Interest
 - Application
 - Scoring Metrics
- **Contact Information**

Texas Community Development Block Grant (TxCDBG) Program

- Texas Department of Agriculture administers CDBG funds for non-entitlement cities and counties in Texas
- Serves 1,015 cities and 244 counties
- Largest state CDBG allocation in the nation

CDBG Objectives

- Development of viable communities by providing:
 - Decent housing
 - A suitable living environment
 - Expansion of economic opportunities
- National Program Objectives
 - **Benefit to Low- to Moderate-Income persons**
 - Elimination of slum and blight conditions
 - Urgent need

Community Enhancement Fund

The Community Enhancement (CEF) Fund provides funds to enhance rural communities by developing facilities or services that address the following needs:

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- Public Health;
- Workforce Development/Education;
- Public Safety;
- Renewable Energy (as part of a public facility); and/or
- Community Centers.

- A project developed through the CEF must enhance a community by providing a facility or service that is *currently unavailable* within an applicant's jurisdiction or through the *substantial expansion* of a facility or service to better serve the applicant's population.

Community Enhancement Fund, Cont.

- Total Funds available for CEF: \$5 million

- Minimum Request: \$50,000
- Maximum Request: \$500,000
 - \$150,000 for equipment-only requests

- 2-year contract period to complete project

Eligible Applicants

Non-entitlement communities (units of general local government) are eligible for a CEF award.

- Non-entitlement cities are located predominately in rural areas with populations of less than 50,000 persons.
- Non-entitlement counties are predominately rural in nature and have fewer than 200,000 persons in the non-entitlement cities and unincorporated areas in the county.

Eligible applicants may submit applications that will provide benefits through other subrecipient groups serving the jurisdiction, including districts or non-profits service providers.

Eligible Activities

- Public Health - Health clinics, dental clinics, hospitals, and technical equipment permanently installed or intended to provide a new or expanded service.
 - NOTE: For public health related facilities –
 - Equipment only maximum request, \$150,000
 - Construction only or Construction/Equipment combination maximum request, \$500,000. Equipment costs may not exceed 30% of total request.
- Workforce Development/Education - Continuing/vocational education facilities, satellite college campuses, and libraries.
- Public Safety - Fire/EMS stations, ambulances, fire trucks and firefighting equipment.

Eligible Activities (continued)

- Renewable Energy - Funds for projects that would provide renewable, cost-effective sources of energy for public facilities and/or infrastructure that must demonstrate a cost savings of at least 25%. This includes the development of renewable sources of energy to power any public facility or infrastructure.
- Community Centers - Community centers, auditoriums, multi-purpose gymnasiums, civic centers, and facilities at a park.

Facilities Development

- The “development” of a facility can include the construction of a new building or the rehabilitation of an existing structure.
- The development of a facility must take place on land owned (or to be acquired) by the applicant and the applicant must retain ownership of the facility, unless it is being constructed for another public entity (e.g. community college, university, hospital district).
 - Facilities to be eventually ceded to another public entity must be located on land owned (or to be acquired) by the other public entity.

Ineligible Activities

- Construction of building and facilities used for the general conduct of government
- Financing of political activities
- Purchase of construction equipment
- Income payments, such as housing allowances
- New housing construction
- Operating and maintenance expenses of public facilities, improvements, and services

Pre-approved Grant writer/Administrator

- Communities submitting an application for CEF funding that intend to use a third-party Grant Administrator **must** solicit administrators from the pre-approved list of vendors.
- Selection must occur prior to the Grant Administrator preparing the Letter of Interest and/or grant application.
- Please visit [Professional Services Page](#) of TxCDBG Website for additional information

Application Overview

Letter of Interest

- CEF Letters of Interest Deadline: 5:00 p.m. C.T. on March 30, 2018

Technical Assistance to LoI Group

- TDA will offer technical assistance to potential applicants based on the information in the Letter of Interest.

Application Submittal

- CEF Application Deadline: 5:00 p.m. C.T. on October 1, 2018

The application for the 2018 CEF will **only** be made available to applicants that have been invited to apply by TxCDBG.

Letter of Interest

LoIs will be reviewed for the following:

- Project Description;
 - Preliminary plan to meet a National Program Objective (primarily to serve low- to-moderate income persons);
 - Identified partner organization(s), including organizational bylaws;
 - Identified site selected for project (as applicable); and
 - Supporting documentation for preliminary scoring.
- **Deadline: 5:00 p.m. C.T. on March 30, 2018**

Letter of Interest, Cont.

A complete Letter of Interest should be mailed to the following address:

Mailing Address (for U.S. Postal Service):

Texas Department of Agriculture
Texas Community Development Block Grant Program
P.O. Box 12847
Austin, Texas 78711

Physical Address (for Overnight Carriers):

1700 N. Congress Avenue, 11th Floor Mailroom
Austin, Texas 78701

Application Submittal

- Application must be complete –
 - Completed 424 with original signature
 - All application forms, fully completed
 - Passed Local Government Resolution
 - Evidence of compliance with TxCDBG Citizens Participation Plan
 - Legible, quality maps
 - Annual Audit
 - Active SAMS.gov registration
 - Information necessary to determine eligibility of an activity

- Application Deadline: 5:00PM CST, October 1, 2018

Meeting a National Program Objective

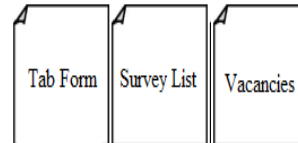
- Determine the service area of the proposed project
 - Service area should include the **entire** area served by the activity
- Methods of documentation
 - TxCDBG survey
 - LMISD Data
 - TxCDBG-approved Limited Clientele Information
- Clear documentation of an applicant's beneficiary identification method must be included
- Appendix I, *2018 CEF Application Guide*

Surveys

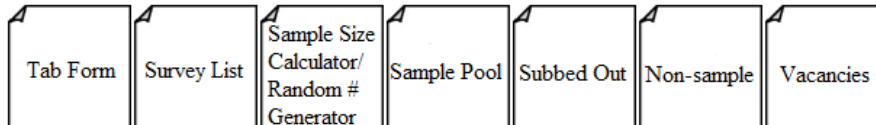
- Survey Methodology Manual contains instructions on conducting door-to-door surveys
- To be an eligible survey:
 - Demonstrate 100% effort attempting to contact households
 - Survey all households benefitting from proposed project (including vacancies)
 - Obtain at least 80% response rate from 100% effort
- Applicants may use previously verified surveys to document within five years of questionnaire date (10/1/2013 or later)

Survey Submittal

- Signed survey tabulation form
- Primary survey list
- All Survey questionnaires



- Only surveys of 200 or more must utilize the “random sample methodology” and will include additional forms



LMISD Data

- LMISD Data may be used to qualify an activity under the following conditions:
 1. Activity will benefit a significant number of the persons within a census geographic area.
 2. The LMI percentage must be at least 51% (not 50.99%)
 3. If the service area includes unincorporated areas, the HUD-provided data may need to be supplemented by survey data for other portions of the service area
- If an activity does not benefit an entire census geographic area, or a significant number of the persons, then the applicant must use another method to document the beneficiaries.

Using LMISD Data

- To count project beneficiaries and document LMI percentage based on data from the Census, use the Low-to Moderate-Income Summary Data (LMISD) spreadsheets from the TDA website.
 - This Excel file contains population and income data for the State of Texas down to the Block Group level.
- To obtain a Census map of a specific area, visit the U.S. Census Bureau web site
- LMISD spreadsheets and other beneficiary documentation tools can be found on the TDA website.

LMISD Data Submittal

- A copy of the data from the LMISD spreadsheet which includes the low- to moderate-income benefit percentages for each census geographic area
- Census map(s) that contain the numbers and boundaries for each census geographic area, location of project activities, and the service area receiving benefit.
- Applicants **must** clearly define service area on the project/census map

Matching Funds

- Match funds are valid only if committed for activities proposed for funding with TxCDBG funds and the match will be used in the same target areas as the TxCDBG funds, or the match will be used for activities that are directly related to supporting the activities proposed for TxCDBG funding
- Funds expended prior to the application deadline will not count as matching funds.
- Include appropriate match documentation in application

Attachments

- Resolution authorizing submission of the application
- Documentation of Match
- Published notices of public hearing and citizens participation activities
- Project maps
- Documentation of beneficiaries
- Evidence of active SAM registration
- Evidence of site selection
- Evidence of environmental review
- Annual Audit
- Application review checklist

Application Scoring Criteria

Maximum Score: 200 Points

- **Community Need (135 Points)**
 - Funding Priority
 - Public Health Insurance Rate
 - County Health Score
 - Previous Funding
- **Sustainability (25 Points)**
- **Leverage (40 Points)**

Funding Priority - 50 Points

- **First Priority (50 Points)**
 - Public health-related facilities
- **Second Priority (20 Points)**
 - Safety or emergency facilities
 - Workforce development
 - Educational facilities
 - Renewable energy projects
- **Third Priority (10 Points)**
 - Community centers

Public Health Insurance Rates – 20 Points

- What percentage of the applicant’s population is covered by public health insurance or is uninsured?
- DP03 “Health Insurance Coverage” 2016 ACS 5-Year Estimate – [American Fact Finder](#)
- Data Needed:
 - Civilian noninstitutionalized population
 - With public coverage
 - No health insurance coverage

County Health Score – 25 Points

- The applicant’s County Health Score is calculated using data from the County Health Rankings; see Appendix VI for additional information and county specific data. Cities will use the county level data where they are located. Cities in multiple counties will use the average score of those counties.
- Applicants with County Health Scores exceeding the maximum points will be capped at 25 points

Previous Funding – 40 Points

- Has the applicant received TxCDBG funding in any previous Community Enhancement Fund application cycle?
- Yes (0 Points)
- No (40 Points)

Sustainability – 25 Points

- Does the applicant have a documented partnership(s) with an organization that will utilize the developed enhancement to bring previously unavailable or limited services or functions to residents within the applicant's jurisdiction?
- The applicant (or partner) has documented its commitment to the sustainability of the enhancement for a minimum of five (5) years (15 points); or
- The applicant (or partner) has documented its commitment to the sustainability of the enhancement for a minimum of ten (10) years (25 points).

Leverage – 40 Points

- **Match:** What is the applicant's match amount?
- Requests \$50,000-\$150,000
- 25% or greater match (30 points)
- 10% match (20 points)
- 5% match (10 points)
- Less than 5% match (0 points)
-
- Requests greater than \$150,000
- 100% or greater (40 points)
- 50% match (20 points)
- 25% match (10 points)
- Less than 25% match (0 points)

Contact Information

Texas Department of Agriculture
Trade and Business Development Division
Office of Rural Affairs

1700 N. Congress Avenue
Suite 220 Austin, Texas 78701
P.O. Box 12847
Austin, Texas 78711

www.texasagriculture.gov