



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

**Texas Community Development Block Grant Program**

2019 Main Street & Downtown Revitalization Program  
Application Webinar



# Webinar Agenda

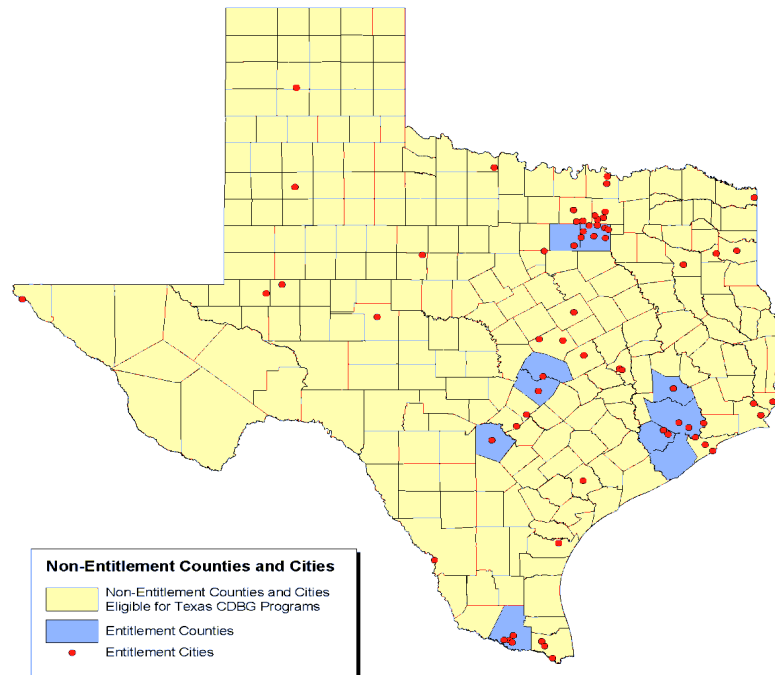
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- Introduction to the CDBG program
- Program Overview
- What's New
- Scoring & Review
- Application and Attachments
- CDBG Contact Information



# Texas Community Development Block Grant (CDBG) Program

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





# CDBG Objectives

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





# Texas Capital Fund (TCF) Economic Development Programs

- Infrastructure Program (INFRA)
- Real Estate Improvements Program (RE)
- Main Street Program (MS)
- Downtown Revitalization Program (DRP)
- Small & Microenterprise Revolving Loan Fund (SMRF)





# Downtown Revitalization (DRP) & Main Street (MS) Programs

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**2019 application deadline – Tuesday  
October 1 at 5:00PM CT**

- Annual Application Cycle
- Public infrastructure improvements or activities which will address one or more of the conditions that contributed to the deterioration of an area designated as slum or blighted in the downtown or main street area of a community.



# General Program Eligibility

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## Downtown Revitalization Program

- Not designated as a Main Street Community

## Main Street Program

- Designated Main Street City

## Both Programs

- Eligible non-entitlement community
- Ability to manage and administer the proposed project
- Demonstrate satisfactory performance on past contracts
- Eliminate or prevent Slum & Blight
  
- Requested funds may not exceed “the minimum necessary to meet the needs of the area”



# CDBG Objectives







# CDBG Objectives

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# CDBG Objectives





# CDBG Objectives





# Slum & Blight Clarification

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- Documentation required to show NPO includes a designation of the boundaries of the area, description of the conditions, and the way in which each activity address one or more of the conditions.
- Official designation of an area as slum or blighted should be within 5 years of the application deadline
- The language of the resolution must, at a minimum:
  1. Designate the **project area** as slum or blighted;
  2. Designate the conditions which qualify the project area as slum or blighted;
  3. Designate the **project activities** and the way in which each project activity addresses one or more conditions of slum or blight;
  4. Define the physical boundaries of the area experiencing slum or blight conditions.



## DRP/MS: Eligible Activities

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- Water & sewer lines
- Streets, curb & gutter, and drainage
- Sidewalks and lights
- Architectural barrier elimination
- Electric & natural gas lines
- Note: Landscaping is not an eligible use of TCF funds but is eligible as a matching contribution



## DRP/MS: Ineligible Activities

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- Transfer TCF monies to a business
- Speculation, investment or excess improvements
- Building rehab, construction, machinery, equipment, and working capital
- Operation and maintenance activities, such as re-stripping or sealcoating
- Architectural and/or Engineering services (Eligible as match)
- Demolition of a historic building



# Pre-Qualified Grant Administrator

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- Communities submitting an application for DRP or MS funding that intend to use a third-party Grant Administrator must solicit administrators from the pre-qualified list of vendors
- Selection must occur prior to Grant Administrator involvement in preparation of application
- Please visit Professional Services Page of TxCDBG website for additional guidance



# 2019 Updates



- **Maximum Award: \$350,000**
- Applicant Thresholds
- Application Packet Submissions
  - One paper application with original signature, one copy with attachments
- A503 integrated into application form
- S/B Clarification
- Scoring Criteria
- Sample Resolutions





# Application Review

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- Objective scoring metrics
- Applications arranged highest to lowest by score
- Highest scoring applications reviewed for eligibility and completeness
- Minor deficiencies are addressed
- Staff makes funding recommendations to Executive
- 2 year contract period to complete project



# Application Scoring

## Downtown Revitalization

- Poverty Rate (10 Pts)
- Median Household Income (10 Pts)
- Unemployment Rate (10 Pts)
- Previous DRP Contracts (10 Pts)
- Leverage/Match (10 Pts)
- Economic Development Tax (5 Pts)
- Sidewalk/ADA (5 Pts)
- Broad-based Support (5 Pts)
- LMI (10 Pts)
- Training (5 Pts)
- ~~SMRF/RLF Participation~~
- Application Completeness (10 Pts)

## Main Street Program

- Poverty Rate (10 Pts)
- Median Household Income (10 Pts)
- Unemployment Rate (10 Pts)
- Previous DRP Contracts (10 Pts)
- Leverage/Match (10 Pts)
- Economic Development Tax (5 Pts)
- Sidewalk/ADA (5 Pts)
- Broad-based Support (5 Pts)
- LMI (10 Pts)
- Training (5 Pts)
- ~~SMRF/RLF Participation~~
- Application Completeness (10 Pts)
- Historical Preservation (10 Pts)
- Main Street Participation (5 Pts)
- National Recognition (5 Pts)

# Scoring Criteria

DRP/MS



## Poverty Rate – 10 Points

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- 5 points if city's ACS 5-year individual poverty rate is equal to or greater than the state's poverty rate (All people)
- 10 points if the city's poverty rate is 115% or more of the state's poverty rate
- Note: Poverty Rates change on an annual basis as the ACS 5-Year Survey is updated, 2017 data now available

<http://factfinder2.census.gov/>

DRP/MS



## Median Income – 10 Points

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- 5 points if city's ACS 5-year median household income is lower than or equal to Texas's Median Household Income (**Median household income (dollars)**)
- 10 points if the city's median household income is 85% or less of Texas's median household income
- Note: Median household incomes change on an annual basis as the ACS 5-Year Survey is updated, 2017 data now available

<http://factfinder2.census.gov/>



## Unemployment Rate – 5 Points

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- 5 points if city's ACS 5-year Unemployment Rate is equal to or greater than Texas's Unemployment Rate (**Percent Unemployed**)
- Note: Unemployment Rates change on an annual basis as the ACS 5-Year Survey is updated, 2017 data now available

<http://factfinder2.census.gov/>

DRP/MS



# Leverage/Match – 10 Points

Matching Funds	Points
5% (required) \$17,500	0 Pts
10% - \$35,000	5 Pts
20% - \$72,000	10 Pts

\*based on an application for the maximum award amount

- 5% cash match is required
- Additional match may be cash or in-kind
- Match may not come from other state or federal sources
- Resolution must acknowledge award application and match amounts
- Additional match sources must be documented
- Force Account requires approved documentation



# Economic Development Consideration – 5 Points

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- 5 points awarded if the city has passed an economic development tax





## Sidewalks & ADA Compliance – 5 Points

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- 5 points if a minimum of 50% of requested funds will be used for sidewalk and/or ADA compliance activities



## Broad-Based Public Support – 5 Points

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- 5 points if providing a letter of support from the County Historical Commission, local design review board, EDC or Chamber of Commerce
- ~~• Additional 5 points for letters from 50%+ of the business and/or property owners impacted by the proposed project (includes businesses within 1 block of proposed improvements)~~

~~Note: Map should utilize or be based on the plat map for the Downtown/Main Street area~~

DRP/MS



## Benefit to Low- to Moderate-Income (LMI) Population – 10 Points

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- 5 points if a city's LMI population is equal to or greater than 51%
- 10 points if a city's LMI population is equal to or greater than 60%
- Note: LMISD data is updated on an annual basis. The most recent spreadsheet can be found at [www.TexasAgriculture.gov](http://www.TexasAgriculture.gov)



## Application Completeness – 10 points

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- Small Business and Microenterprise Support criteria has been removed
- Applicant may receive 10 points for a complete and accurate application submittal
  - All required attachments and scoring documentation, correct and consistent dollar amounts, etc.

DRP/MS



## Grant Training – 5 Points

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- 5 points if a current city official/employee has attended a TCF Main Street and/or Downtown Revitalization workshop ~~in the previous~~ **or current calendar year**

DRP/MS



## Previous Contracts – 10 Points

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- 5 points if the city has been awarded one (1) contract in the preceding 2 fund cycles
- 10 points if the city has been awarded zero (0) contracts in the preceding 2 fund cycles



## Historic Preservation – 10 Points

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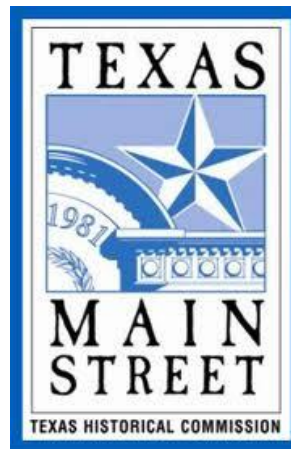
- 5 points to applicants that have a current historic preservation ordinance
- Additional 5 points to applicants that have design guidelines for the Main Street project area



# Main Street Program Participation – 5 Points

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- For every 2 years of continuous participation in the Main Street Program, the applicant will be awarded 1 point
- Points will be awarded for every 2+ consecutive years



MS





## Main Street Recognition – 5 Points

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- 5 points if city received national recognition the prior calendar year



**National Main Street  
Center**  
a subsidiary of the  
National Trust *for* Historic Preservation



# Common Application Deficiencies

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## Budget Justifications

- Missing/incomplete cost estimates
- No supporting documentation

## Poor maps/layouts

- Support letters do not clearly match maps

## Scoring Errors

- Incorrect data source(s)



# Complete Applications

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

**Applications lacking any of the items listed above  
will be disqualified**



# Attachments

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- Scoring Sheet Supporting Documentation
- Project Maps
  - Area Map
  - Downtown District / Main Street map
  - Project Site Map
  - Floodplain map
- Photos
- Resolutions
- Documentation of Additional Matching Funds
- Letter from applicant addressing its inability to fund the proposed improvements



## Attachments (Continued)

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- Published Notices of Public Hearing and Application Activities
- Section 106 notification letter (Determination of Eligibility) to/from Texas Historical Commission
- TxDOT notification letter and response
- Evidence of Active SAM Registration
- Annual Audit
- ~~A303 Categorical Exclusion Not Subject to 58.5~~
- Application Review Checklist

**Congratulations,  
You are 2019 Certified!**

**<https://form.jotform.com/agilmore1/DRPMS>**

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