# Appendix I:  Application Instructions

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
Who is responsible for what? 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
1. 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.
2. 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.
3. 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.
4. County: Select the county in which the Grant Recipient local government is located. This information will be used for reporting purposes.
5. 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**:

- Pumper truck and vehicle extraction equipment serving the City of Red
- Two (2) ambulances serving the Green Hospital District
- Brush trucks, SCBAs and bunker gear serving Blue County

# 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).
   - *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

- ☐ One-for-One Replacement
- ☐ Special Assessment
- ☐ Float Funded Activity
- ☐ Revolving Fund
- ☐ Flavored Activity
- ☐ HistoricPreservationArea
- ☐ Brownfield Activity
- ☐ Colonia
- ☐ Displacement
- ☐ Presidentially Declared Disaster Area
- ☐ Activity Involves Rental Housing
- ☐ 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) 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.(*FAST* projects: if not applicable, select "**No**")

### Service Area Authority:

In the event that an applicant is partnering with another entity or service provider (e.g. volunteer fire department, 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. (*FAST* projects: if not applicable, select "**No**")

## 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. (*FAST* projects: if not applicable, select "**No**")

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. (*FAST* projects: if not applicable, select "**No**")

## 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 | |
|---|---|---|---|---|---|---|
| | | 📅 | ⌄ | $ | | + |

## 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. Although this scenario is unlikely with *FAST*, this means that up to six separate service areas could potentially be served by the same activity.  For the purposes of the *FAST* Fund, the only eligible activity is 03O - Fire Stations/Equipment. Please note that infrastructure, such as fire stations, are **not** an eligible activity under *FAST,* at this time.

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.**
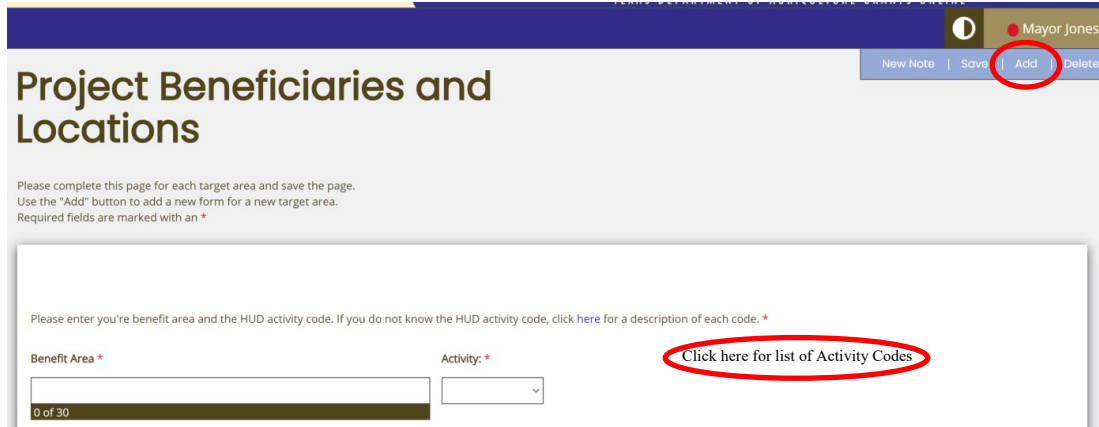
Benefit areas must be based on the actual persons to benefit from a specific scope of work, without combining separate project areas strictly for administrative convenience. **EXAMPLE**: Blue County is applying for an ambulance for their EMS service area and a fire truck for their VFD service area. Each of these service areas, although very similar, have slightly different boundaries and beneficiaries than the other.  In this case, each service area must be treated as a separate benefit area and qualified separately. See *TxCDBG Guide to National Objectives* for additional information.

## Benefit Area and Activity

1.  Enter the name of the benefit area and select the 03O 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 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.
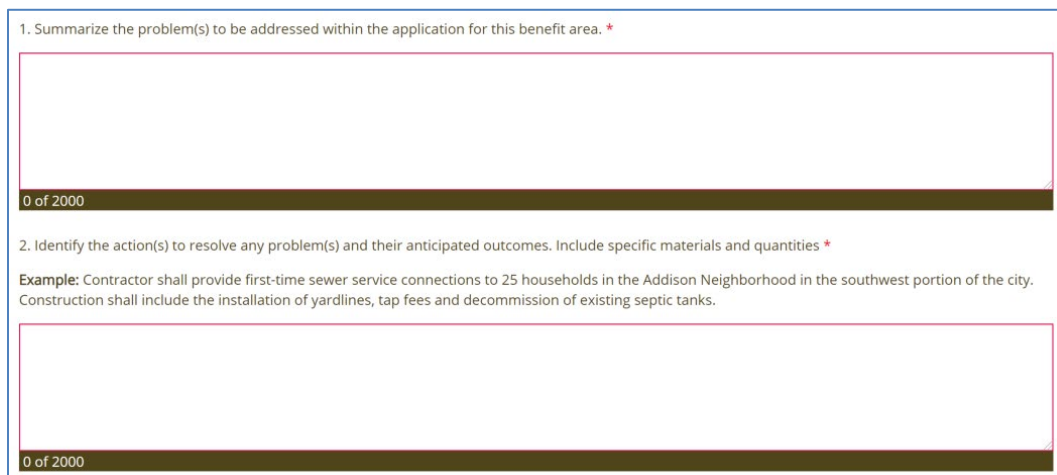


## Problem and Solution

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.
    o   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 general description of the types of vehicles and equipment being proposed, an explanation as to how the proposed project will address the issues/resolve the issue(s) identified in question #1 and a description of the anticipated outcomes of the project.

**Project Physical Location**

3. In the text box, identify and describe the benefit area(s) for the proposed project.
   **EXAMPLE:** The pumper and vehicle extraction equipment will serve beneficiaries within the Red Community's city limits.

   The linear projects fields are required fields. Please enter "**n/a**" in each field for *FAST* projects.

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. For *FAST* projects, please select "**N/A – project site does not include construction**".

## 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.

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 |
|---|---|---|
| | | % |

6. Direct household benefit does not apply to *FAST* fund projects. Please select "**No**".

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.
   a. 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.
   b. LMISD Information: select the LMISD geography that represents the scope of the beneficiary documentation provided.
   c. 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. (Not applicable to *FAST*)



- **Project site "before" photos:** This is a required field. For *FAST* projects that are proposing to replace vehicles or equipment, please attach photos of the vehicles/equipment to be replaced. For *FAST* projects not involving replacement of vehicles/equipment, applicants should upload a "dummy" photo. Photos should be combined into a single PDF document for upload.

- **Project Map 1** should clearly show all the following:
  - Boundaries of the benefit area(s)
  - Location(s) identifying where the proposed project will be housed when not in use
  - Applicant's 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) identifying where the proposed project will be housed when not in use

Note: If additional maps are needed to fully represent the proposed project, additional documents may be uploaded in the Required Uploads page under "Other".

- **Engineer's Certification:** For *FAST*, this field must be used to upload a completed, printed and signed copy of the **Service Provider Statement**.  One statement should be completed for each benefit area; click the "+" button to add an additional upload field.

- **Selection Guidelines** (if applicable): Not a required field and not applicable to *FAST*.

# 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.



For each *FAST* benefit area, list the general project elements necessary meet the stated need detailed in the attached Service Provider Statement(s).
- List the vehicles/equipment associated with each Benefit Area.
- Cost per vehicle/equipment and total cost should consistent with the cost information provided in the Service Provider Statement(s).

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 for administration services in the Budget Summary table at the bottom of the page. All applications must complete these fields. Engineering services are not applicable to *FAST*. If no funds will be expended for a particular service, 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. Matching fund for FAST are $7,500.**

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:** Administrative 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 *        [ Select ]   Drag Files Here

Annual Audit (opinion letter required) *    [ Select ]   Drag Files Here

**Optional Uploads**

FEMA Flood Map (for projects located within floodplain)    [ Select ]   Drag Files Here

Force Account Justification        [ Select ]   Drag Files Here

**Other**

Description                Upload

[                        ]    [ Select ]   Drag Files Here    [ + ]

## 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.



## 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 Fire, Ambulance and Service Truck (FAST) Fund are labeled **CFA**. 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!



**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.

# Application Instructions – Supplement for CFA (FAST Fund)

## CFA-Service Provider Page

**CFA – *FAST* Service Provider Statement**
The *FAST* Service provider statement should be completed, printed and signed by the Service Provider Official (i.e. Fire Chief for fire department or volunteer fire department or EMS Director, etc.) and uploaded for submission with the application on or by the application due date. The goal of this form is two-fold:

1. To ensure that the individual most suited to determining the <u>current</u> fire protection/EMS needs of the Applicant is integrally involved in the application process (which will inform the final budget and specifications); and
2. To document sufficient justification for project approval and award, without the Applicant having to finalize the vehicle(s)/equipment scope during the application phase.

The final vehicle/equipment request and final budget justification documentation will not be required from the Applicant until after grant award and during the procurement phase, which will occur prior to the Applicant executing a Grant Agreement with TDA.  TDA is structuring *FAST* application submission, award, procurement, and grant agreement execution in this manner to decrease the lead time between application submission and vehicle and equipment procurement.

While TDA is not requiring Applicants to submit finalized vehicle/equipment specifications/cost justification along with the initial application submission:
- <u>The Applicant should still have a very clear idea of their current vehicle/equipment needs and how they intend to meet their stated vehicle/equipment needs with grant funds when submitting their application; and</u>
- <u>While Applicants have the flexibility to refine the vehicle or equipment type when finalizing the project scope and cost after award, the ultimate vehicles/equipment MUST meet the specific needs stated in the application.</u>

    **EXAMPLES**:
    - *In their FAST Service Provider Statement, Applicant stated that they needed a replacement fire truck for response to structure fires in the City.  After award and as part of the procurement process, all bids come over budget for the type of fire truck that was initially specified in the bid package and the Applicant has determined that they need to rebid and procure a smaller, less expensive type of apparatus. In this scenario, Applicant <u>can</u> rebid for a smaller apparatus that provides similar response to structure fires in the City, such as a smaller pumper, because it still meets the previously stated need.  Applicant <u>cannot</u> rebid for a first-time purchase of a brush truck that is instead intended to respond to grass fires on the City's outskirts, because it does not meet the previously stated need.*
    - *In their FAST Service Provider Statement, Applicant stated that they needed new vehicle extraction equipment.  After award and as part of the procurement process, City and VFD staff more fully consider their needs and determine that new SCBA's are the more critical need. In this scenario, Applicant <u>cannot</u> procure SCBAs instead of vehicle extraction equipment because SCBA's would not meet the previously stated need.*

Project Short Description: (will auto-populate based on the *Project Short Description* entered on the **General Information** tab)

1. Describe Applicant's vehicle/equipment needs:
    Please include a statement that explains the need for each vehicle type or equipment type the Applicant intends to request.

**EXAMPLE:** *Applicant's current fire engine is 25 years old and is only partly operational, resulting in delayed and inconsistent service and threat to the city's residents and property. Applicant needs a new fire engine to replace their existing engine.*

2. Describe how this grant will meet the stated vehicle/equipment needs:
Please include a statement that explains how the Applicant intends to meet the needs stated in question no. 1.

   **EXAMPLE:** *Applicant intends to purchase a new fire engine with grant funds to replace the obsolete and partially operational existing engine. A new engine will ensure consistent fire protection for the City's residents and improve response times.*

3. Please provide the estimated budget for meeting the stated vehicle/equipment needs:
Please provide the estimated total cost for all of the vehicles/equipment that the Applicant intends to propose to meet the stated needs in this application.
   - This number should **only** include vehicle/equipment costs.
   - Please **do not** include administrative costs in this field.
   - Note that this is only an <u>estimate</u> based on the Service Provider Official's understanding of the current needs and how the grant funds could be used to meet those needs. While the Service Provider Official may use various means produce this estimate (including quotes), please do not submit quotes along with the application.

4. List additional needs that could be met, if additional grant funds are available:
Please list additional vehicle/equipment needs, above and beyond what is already included in the application. TDA may use this list to allow the Applicant to purchase additional vehicles and equipment with surplus funds that become available. Grant funds may not be used to purchase additional vehicles/equipment that are not on this list, so TDA encourages Applicants to provide a robust and comprehensive list of additional needs.

   **EXAMPLE:**

   4. Aside from the previously identified needs, please list (in order of priority), additional needs that could be met, if additional funds are available

   | Service Needs | Type of Vehicle/Equipment | Estimated Cost | |
   |---|---|---|---|
   | Enhanced rescue capabilities<br>28 of 100 | Vehicle extrication equipment<br>29 of 100 | $ 5,000.00 | **+** |

5. Identify the **primary** areas served by the applicant/service provider:
In this section of the form, exclude areas where mutual aid is provided. For the purposes of this program, areas receiving mutual aid are not considered a part the primary service area. Please note that this should not prevent the Applicant from providing mutual aid, as needed.

   <u>Geographic Area</u>: identify and enter the primary geographic service areas for the proposed vehicles/equipment.

   <u>Primary Services Provided</u>: select the appropriate type of service being provided by the applicant to the primary geographic service area.

   <u>Service Status</u>: specify whether service is *currently* being provided to the primary geographic service area or if *new* service is being proposed for the primary geographic service area.

   <u>Impact of This Project</u>: indicate whether the proposed project *will* or *will not* serve the primary geographic service area, identified by the Applicant.

   Please use the text box to provide additional details or comments that help describe how the proposed

project relates to the service area and the Applicant's jurisdiction.

**EXAMPLE**: *The City is the primary service area for the proposed vehicle. The proposed new fire truck will respond to calls within the City. The older existing apparatus (being replaced) will respond to service calls outside of the City. The Applicant has been "splitting" its fleet to provide this service model since 2012, so there is an existing precedent for this paradigm.*

5. Identify the **primary** areas served by this applicant/service provider (excluding areas where mutual aid is provided). The table must include the applicant/service provider's entire primary service area, including: *
- each subsection or subdivision used regularly for assigning vehicles/equipment within the jurisdiction (example: area served by fire station no. 1), AND
- additional communities, cities or counties outside the boundaries of the Applicant jurisdiction (city or county applicant), where this entity is the **primary** fire protection or EMS provider.

| Geographic Area | Primary Services Provided | Service Status | Impact of This Project | | |
|---|---|---|---|---|---|
| City of [xxxxx] | Both Fire & EMS ▾ | Currently serving this area ▾ | This area to be served by the proposed project ▾ | + | – |
| [xxxxx) County | Both Fire & EMS ▾ | Currently serving this area ▾ | This area is not served by the proposed project ▾ | + | – |

Provide additional details or comments as appropriate to describe how the proposed project relates to the overall service provider jurisdiction.

> The City is the primary service area for the proposed vehicle. The proposed new fire truck will respond to calls within the City. The older existing apparatus (being replaced) will respond to service calls outside of the City. The Applicant has been "splitting" its fleet to provide this service model since 2012, so there is an existing precedent. |

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6. Please provide a list of emergency response or fire protection vehicle(s) or equipment currently owned/operated by the Applicant or Service Provider.
   - This list should include all emergency response or fire protection equipment and vehicles owned by the Service Provider and/or Applicant.
   - This list will be cross referenced with the need justification in the Service Provider Statement, the application's Project Details responses and the *FAST* Criteria responses. Please ensure that all vehicles and equipment are fully catalogued and consistent across the application sections.

Vehicle/Equipment Description: enter a very brief description of the existing vehicle or equipment.

Designated Service Area: identify the geographic area being served by the existing vehicle/equipment.

Year of Manufacture: indicate the age of the existing vehicle/equipment. For numerous items being consolidated into one line item, such as bunker gear or SCBAs with varying ages, please enter a range. **EXAMPLE**: *2004 to 2012*

Quantity: indicate the quantity of this type of existing vehicle/equipment owned by the Applicant/Service Provider. Numerous items, such as bunker gear or SCBAs can be consolidated into one or more line items to account for multiples grouped by condition or operational status.

Condition: indicate the condition of the existing vehicles/equipment.

Operational Status: indicate the operational status of the vehicles/equipment.

6. Please provide a list of emergency response or fire protection vehicle(s) or equipment currently owned/operated by the applicant (City/County Fire Department) or service provider (Volunteer Fire Department, third party EMS provider, etc.). Please include the following information for each piece of equipment or vehicle in the fleet: *

| Vehicle/Equipment Description | Designated Service Area | Year of Manufacture | Quantity | Condition | Operational Status | | |
|---|---|---|---|---|---|---|---|
| Fire engine | City of [xxxx] | 2,002 | 1 | Fair ▾ | Limited Operations ▾ | + | – |
| SCBAs | City of [xxxx] | 2,012 | 8 | Poor ▾ | Limited Operations ▾ | + | – |
| Bunker Gear | City of [xxxx] | 2,009 | 4 | Poor ▾ | Limited Operations ▾ | + | – |

After completing the *FAST* Service Provider Statement with the help of the Service Provider Official, the Applicant should save the form by clicking **Save** at the top right of the page.
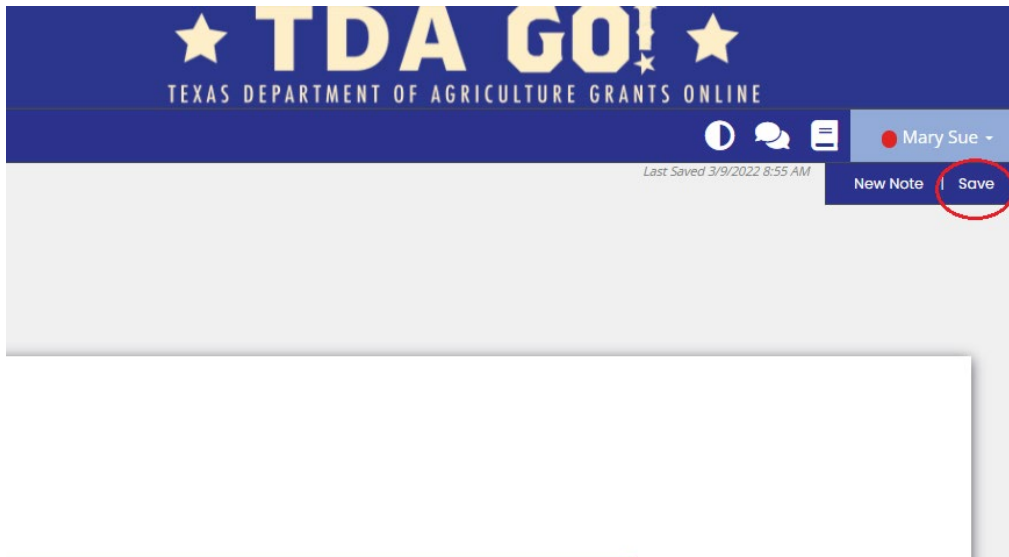
After saving, the completed *FAST* Service Provider Statement must be printed, signed by the Service Provider Official (i.e. Fire Chief, EMS Director, etc.) and uploaded for submission with the application on or by the application due date.

To print the Service Provider Statement, navigate to the **Print Document** tab on the left-hand side of the screen.  Select **Print Document**
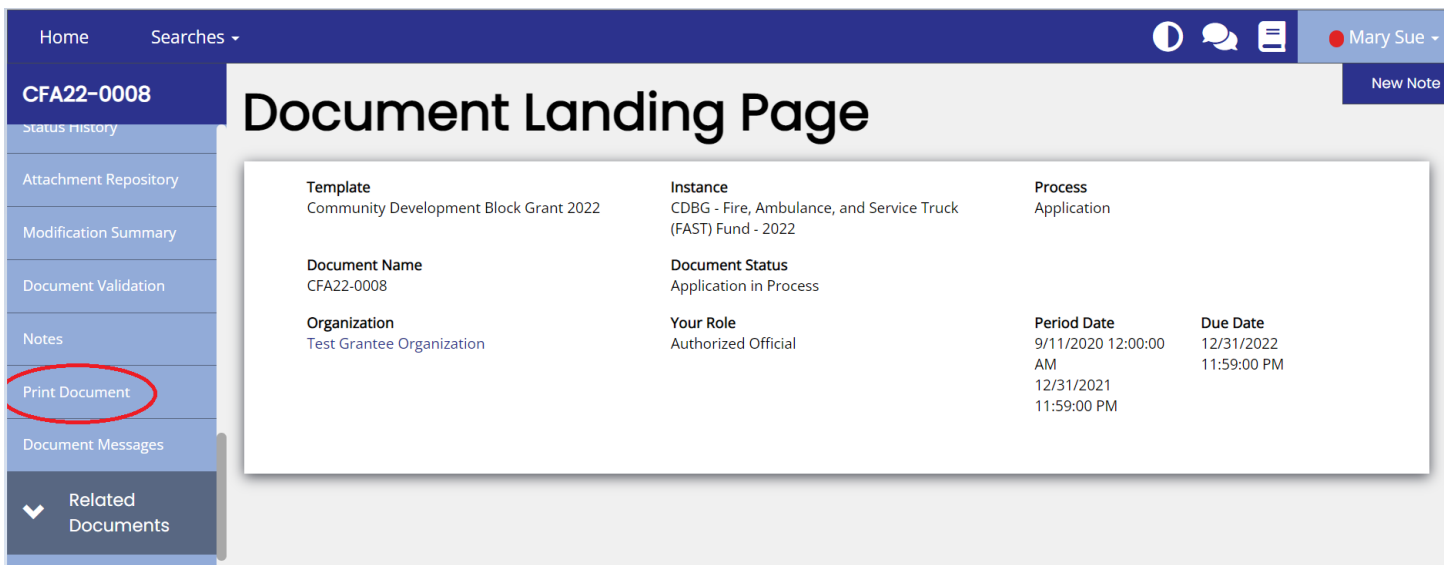


After selecting **Print Document**, a pop-up will appear, which allows users to select one or more of the application components for printing. The printing default is set to **Exclude** for all application components. Users must specifically select the **Include** button for application components they want to include in the final printed document. To print only the Service Provider Statement, select the **CFA-Service Provider** button under **Include** and leave the remainder of the application components set to **Exclude**.

After printing, the Service Provider Statement must signed and dated by the Service Provider Official (i.e. Fire Chief, EMS Director, etc.) and uploaded for submission with the application on or by the application due date.

The *FAST* Service Provider Statement must be uploaded under the **Supporting Documentation section** on the **Project Details** landing page, in the **Engineer's Certification** field.

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# CFA-*FAST* Criteria

**Information for Scoring**
The *FAST* Criteria information should be completed by the Applicant on or by the application due date.

**Applicant's Median Household Income**: Enter the Applicant's median household income using the most recent American Community Survey (ACS) 5-year estimate (Table DP03). Please refer to the *FAST* 2022 Application Guide for additional details regarding this scoring criteria.

Geography Name: Enter the Applicant's geography name.
**EXAMPLE:** *City of [xxxx] or [xxxx] County*

Geography Level: Select the Applicant's geography level.

Census Table: Enter the Census table number being used as the source of the median household income data.
**EXAMPLE**: *DP03*

Source and Year: Enter the source and year of the data as indicated on the selected census table.
**EXAMPLE**: *2019 5-Year ACS*



**Previous Funding**: select the option that represents the Applicant's previous funding history. Please refer to the *FAST* 2022 Application Guide for additional details regarding this scoring criteria.

**Applicant Population**: Enter the Applicant's population using the most recent Low-to-Moderate Income Summary Data . Please refer to the *FAST* 2022 Application Guide for additional details regarding this scoring criteria.

\*\*\* Please note that **Past Performance Scoring Factors** will be calculated by TDA.  Applicant input is not required and therefore not included in the Scoring Criteria tab in TDA-GO\*\*\*

**Project Priorities**: Select <u>one</u> option that most accurately describes how the proposed project will meet the Applicant's most critical need(s), in terms of replacing aged vehicles and equipment or adding a capability that does not exist. Please refer to the *FAST* 2022 Application Guide for additional details regarding this scoring criteria.

**Tie Breaker**: Enter the Applicant's percent of population below the poverty level, using the most recent American Community Survey (ACS) 5-year estimate (Table S1701).

After completing the *FAST* Criterial, the Applicant should save the form by clicking **Save** at the top right of the page.

# CFA-Vehicle/Equipment Detail

THIS FORM WILL **NOT** BE ACCESSIBLE TO APPLICANTS DURING THE APPLICATION PHASE.  THIS FORM **WILL ONLY BE ACCESSIBLE** TO ELIGIBLE APPLICANTS THAT HAVE RECEIVED A *FAST* AWARD, AFTER APPLICATION SUBMISSION AND APPROVAL.

This form should be completed in stages after a TDA grant award, but prior to execution of a *FAST* Grant Agreement with TDA.  Please refer to the *FAST Application Review, Award & Procurement Timeline* in the *FAST* Application Guide for more details regarding the timing requirements of completion of this form.

If more than one type of vehicle/equipment is being requested, please use the "Add" button at the top right of this page to add another Vehicle/Equipment Detail form. There must be one form per each unique type of vehicle/equipment.



Benefit Area: Please select the appropriate benefit area from the drop down, for the vehicle or equipment/equipment in question.

Activity: The *Activity* field will auto-populate based on the activity identified on the **Project Details** tab.

**Preliminary Vehicle/Equipment Information**
This section should be completed after a *FAST* grant award, but prior to completion of procurement.

Please select the proposed project type.

> Please select the proposed type of vehicle/equipment and complete the information below. If more than one type of vehicle/equipment is being requested, please use the "Add" button at the top right of this page to add another Vehicle/Equipment Detail form. There must be one form per each unique type of vehicle/equipment. In the case of multiple identical vehicles/equipment that will serve the same service area, please make sure to indicate the correct quantity in field #2. *
>
> ○ Equipment      ● Vehicle

1. Type of Vehicle/Equipment: select the vehicle/equipment type being procured from the drop down.

2. Quantity: indicate the quantity of the vehicle(s)/equipment.  In the case of multiple identical vehicles/equipment types that will serve the same service area, please make sure to indicate the correct quantity in field #2

1. Type of Vehicle *     | Fire Truck ▾ |      2. Quantity *     | 1 |

3. Brief description of the vehicle/equipment:

**EXAMPLES**:

> 3. Briefly describe the vehicle/equipment *
>
> | 1000 gallon rescue pumper with 20 gallon foam cell |
> | 50 of 100 |

or

> 3. Briefly describe the vehicle/equipment *
>
> | Cordless heavy duty cutter |
> | 26 of 100 |

4. Describe how the vehicle/equipment will be used:

**EXAMPLE:**

> 4. Describe how this vehicle/equipment will be used: *
>
> | The pumper will be used for fire protection and emergency response inside the City |
> | 82 of 100 |

or

> 4. Describe how this vehicle/equipment will be used: *
>
> | The cutter will be used for rescue operations involving vehicle extraction on Highway 9 |
> | 88 of 100 |

5. Enter the estimated useful life of the vehicle/equipment.

6. Indicate whether the vehicle/equipment represents an <u>addition</u> to existing inventory, <u>replacement</u> of existing inventory or a <u>first-time purchase of a new type of vehicle/equipment</u>.  If the vehicle is a replacement, a question will appear asking the Applicant to indicate whether the vehicle being replaced was originally purchased with TxCDBG funding.  Select "Yes" or "No" as appropriate.

7. Identify who will own the vehicle/equipment at or after purchase. If not the Applicant (e.g. third-party service provider, emergency service district, etc.), please describe the nature of the relationship between the Applicant and the entity assuming ownership of the vehicle/equipment at or after purchase.

8. Identify who will be operating the proposed vehicle/equipment. In addition, please confirm whether the operators currently have the training/licenses/certifications required to operate the proposed vehicle/equipment. If yes, please describe. If no, please describe how the applicant or service provider intends to ensure that the operators will meet training/licensing/accreditation requirements, including a proposed timeline for doing so.

9. Please describe where the vehicle/equipment will be located and housed when not in operation. Applicants must include a physical address in this description.

   Select "yes" or "no", as applicable, for the ancillary questions associated with vehicle/equipment location:

      i.   Is there an existing structure where the vehicle/equipment can be safely and adequately housed, when not in operation?

     ii.   Is the structure large enough to accommodate the proposed vehicle/equipment?

    iii.   Can the proposed vehicle/equipment access the structure (e.g. the street width and street angles can accommodate the turn radius of the proposed large fire apparatus)?

**Documentation of Purchase**

This section should be completed after completion of the Environmental Review and completion of Procurement.  For the purposes of the 2022 *FAST* Fund, procurement is considered complete, when the local governing body makes vehicle/equipment vendor contract award or awards (can be made contingent on TDA funding).

10. Identify the make and model of the vehicle/equipment.
11. Enter the estimated cost of yearly insurance expenses for the vehicle(s).  <u>Enter "0" for equipment purchases</u>.

12. Enter the estimated cost of yearly operating and maintenance (O/M) expenses for the vehicle(s). <u>Enter "0" for equipment purchases</u>.

13. Enter the total cost of the proposed vehicle/equipment. This field should only capture the cost of the vehicle or piece/type of equipment being accounted for in the active Vehicle/Equipment Detail form.  If accounting for multiple identical vehicles or identical pieces of equipment in one (1) Vehicle/Equipment Detail form, then this field should capture the total cost of all of identical vehicle(s)/equipment.
     **EXAMPLES**:
- Applicant is procuring seven (7) identical sets of SCBAs at $3,000 each and is accounting for all of them in one (1) Vehicle/Equipment Detail form.  The **Total cost ($) of Vehicle(s)/Equipment** indicated in the form should be $21,000.
- Applicant is procuring one (1) ambulance for $225,000 and one (1) brush truck for $200,000.  A separate Vehicle/Equipment Detail form should be completed for EACH vehicle being procured.  In the case of the ambulance, the **Total cost ($) of Vehicle(s)/Equipment** indicated in the active form should be $225,000.

14. Confirm whether the vehicle/equipment meets the most current applicable standards.  If not, please explain why and how the vehicle does not meet the most current applicable standards and if this will prevent the Applicant/Service provider from operating the vehicle/equipment as proposed for the entirely of the compliance period.

15. What is the estimated lead time for the vehicles/equipment? Please include the estimated number of weeks/months required for delivery and to be placed in service.

**Required Uploads:**
- Acknowledgement of ongoing vehicle/equipment costs:  A blank copy of this form can be found on the *FAST* web page.  Applicants must identify who will be responsible for the cost of insurance expenses, operating and maintenance expenses and any repair or replacement expenses (if not covered by the warranty) for each proposed vehicle or piece of equipment.  Please use the "+" and "x" buttons on the form to add and remove entries for more than one vehicle or piece of equipment.  The form should be completed and signed by the authorized representative for the entity responsible for the cost of insurance expenses, operating and maintenance expenses and any repair or replacement expenses for each proposed vehicle or piece of equipment.

- Cost justification for vehicles/equipment: This should include the final bid documentation for the awarded vehicle/equipment.

- Photos/pictures/schematics of vehicles/equipment: Applicants should include representative photos, pictures or schematics of the vehicle/equipment.

After completing each form in the *CFA-Vehicle/Equipment Detail*, the Applicant should save each form by clicking **Save** at the top right of the page.