



TEXAS DEPARTMENT OF AGRICULTURE

**2017 – 2018
Regional Review
Committee (RRC)
Training and Scoring
Guidelines**

Texas Community Development Block Grant Program

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Regional Review Committee Training and Scoring Guidelines

Executive Summary

Overview

The Texas Department of Agriculture (TDA) administers the non-entitlement portion of the Texas Community Development Block Grant Program (TxCDBG), which provides financial assistance to cities with populations of less than 50,000 and counties with population under 200,000. At the federal level, the funds are allocated under the Community Development Block Grant (CDBG) Program by the U.S. Department of Housing and Urban Development (HUD). The TxCDBG funding is a key federal source of funding that provides direct grant assistance to rural areas for public infrastructure improvements, disaster relief, housing, and economic development. Each year, an Action Plan is developed that provides an estimate of the annual allocation, funding categories, and the method that the state will use in distributing the funding. TxCDBG annually funds approximately one-quarter of the applications received for a two-year cycle. (TxCDBG allocation for the 2016 PY: \$60,979,766.)

Role of the Regional Review Committees (RRC)

The role of the RRCs is to participate in establishing scoring criteria that will be used to select applicants for funding under the Community Development (CD) Fund, the largest TxCDBG funding category (2016 PY: \$39,533,182). The CD Fund is available on a biennial basis for funding through an annual application competition in each of the 24 state planning regions. The CD Fund application cycle will be based on a scoring methodology that considers objective factors for selection and ranking of applicants for funding.

The maximum score for a Community Development Fund application will be 200 points in all regions. The majority (90%) of the points are assigned by the RRCs. The RRC's 90% of scoring criteria must equal 180 points.

Each of the state's 24 RRCs are responsible for determining local project priorities and objective factors. The RRC process begins with a meeting to obtain public input related to priorities and needs of the region, which may be considered by the RRC in determining local project priorities and objective scoring factors. The RRC will conduct a public meeting to first accept public comment, formally adopt the scoring criteria, establish the point values assigned to each scoring factor, and determine the total combined points for all RRC scoring factors.

Each region will adopt a RRC Guidebook, which will describe the following:

- Objective scoring factors
- Numerical value of points assigned to each scoring factor
- Scoring methodology – indicating how responses will be scored
- Data sources verifiable to the public

In order for applicants to provide documentation and information necessary for scoring purposes, the RRC Guidebook shall provide a format for applicant responses and identify the support documentation required from applicants to verify information for scoring purposes.

TxCDBG Responsibilities

Once the applicants are scored at the regional level, the scores will be forwarded to TxCDBG. TxCDBG will assign 10% of the RRC total combined points based on factors described in the 2015-2019 State of Texas Consolidated Plan. TxCDBG will be responsible for reviewing the RRC scores and for determining and approving the final ranking of the applicants once the RRC and the TxCDBG scores are summed. TxCDBG is responsible for publishing the final ranking of the applicants for each region.

SECTION ONE

Regional Review Committee Training and Checklist

I. RRC Training

In order to promote consistency throughout the state and to give new committee members an opportunity to become familiar with the procedures, a mandatory training session at the RRC Meeting will be provided by TxCDBG and assigned RRC support staff. The training will cover a brief overview of the TxCDBG program and RRC roles and responsibilities for determining local project priorities, establishing scoring factors, scoring methodology, identifying data sources and other procedures.

II. RRC Public Hearing and Meeting to Adopt Local Project Priorities and Objective Scoring Factors – Checklist

Prior to Public Hearing of the RRC	
	The RRC proceedings are subject to the Texas Open Meetings Act.
	Each eligible applicant is notified of the public hearing in writing at least 5 days prior to the public hearing.
	A public notice of the hearing must be published in the newspaper at least 3 days in advance.
During Public Hearing of the RRC Meeting	
	A quorum of seven members is required. Number of members present: _____ Number of Proxies: _____
	RRC holds public hearing and meeting to adopt local project priorities and objective scoring factors. During public meeting, RRC provides opportunities for public comment, discussions, deliberations and votes in public. Public comments agenda item: Yes _____ No _____
	The RRC may not adopt scoring factors that directly negate or offset TxCDBG scoring factors.
	RRC Discussion and consideration of any issue from previous scoring factors.
	After the RRC’s adoption of its scoring factors, the score awarded to a particular application may not be dependent upon an individual RRC member’s judgment or discretion.
	The RRC shall select support staff to develop the RRC Guidebook, calculate the scores, and provide other administrative RRC support. The RRC Guidebook must identify the role of each entity selected. RRC support staff selected: _____ Role: _____
	RRC establishes the maximum grant amounts for the region: Single jurisdiction: \$ _____ Multi-jurisdiction: \$ _____
	RRCs are encouraged to establish set-asides for housing and non-border colonia projects. Yes: _____ If yes: Housing %: _____ Non-border colonia fund %: _____ No: _____
	Maximum RRC score has been adjusted to 180 points: Yes _____ No: _____
RRC Guidebook Adopted by RRC and Approved by TxCDBG Staff	
	The RRC Guidebook should be adopted by the RRC and approved by TxCDBG staff at least 90 days prior to the CD Fund application deadline set by TxCDBG.
Regional Scores Due to TxCDBG	
	RRC scores are due to TxCDBG within 30 days after TxCDBG notifies the region in writing that the deficiency period is complete and applications are forwarded to the RRC support staff.

SECTION TWO
REGIONAL REVIEW COMMITTEE
ROLE AND RESPONSIBILITIES

I. Organization of the RRC

Each Committee will consist of twelve (12) members appointed by the Commissioner of the Texas Department of Agriculture. The chairperson of the RRC is also appointed by the Commissioner. RRC members serve at the pleasure of the Commissioner and serve until replaced.

II. Procedural Requirements of the RRC

A. General Requirements

1. Notify Applicants of Public Hearing at the RRC Meeting to Adopt Local Project Priorities and Objective Scoring Factors.

a. The RRC proceedings are subject to the Texas Open Meetings Act. The RRC must notify each eligible locality in the region in writing of the date, time and place of the RRC meeting and public hearing at least five (5) days prior to the public hearing. One of the following four methods must be utilized when sending the notice:

- certified mail;
- electronic mail;
- first class (regular) mail, with a return receipt for local signature enclosed; or
- deliver in person (e.g., at a Council of Governments [COG] meeting).

b. A notice of the public hearing and meeting must be published in a regional newspaper in the region at least three days in advance of the actual meeting. A published newspaper article is acceptable in lieu of a public notice if it meets the content (date, time, location and purpose) and timing requirements.

c. The RRC must provide for public comments on the RRC meeting agenda. RRC discussions, deliberations and votes must be taken in public and must comply with the Texas Open Meetings Act.

2. Quorum Required for RRC Meeting

A public meeting of the RRC requires a quorum of seven members (regardless of status of term or elected office) appointed by the Commissioner. If an appointed member has authority provided by local statutes, charter or bylaws to designate another local official to represent that individual at a meeting or before a public body, then that member's designee or proxy may participate in the RRC's deliberations for the purpose of meeting a quorum. The designee or proxy must be authorized in writing from the official being represented prior to his/her participation in any RRC meeting.

3. Voting on RRC Actions

A majority of the quorum is required to pass an action. If an appointed member has authority provided by local statutes, charter or bylaws to designate another local official to act on behalf of that individual, then that member's designee or proxy may vote on a matter at a RRC meeting.

4. RRC May Provide Information to TxCDBG Concerning Threshold Criteria

RRCs are encouraged to provide information that would assist TxCDBG in determining applicant compliance with eligibility thresholds and other information that may be considered by TxCDBG in the state scoring factors.

B. Appeals Meeting

For any appeals pertaining to scoring and disqualifications the procedures outlined in Section Four will be implemented.

III. Role of the RRC

Each RRC is responsible for determining objective scoring factors based on public input. The RRC shall establish the numerical value of the points assigned to each scoring factor, and the total combined points for all RRC scoring factors must equal 180 points.

A. RRC Responsible for Adopting Local Project Priorities and Objective Scoring Factors

1. Hold Public Hearing during RRC meeting to Discuss, Select, and Adopt Scoring Factors

A public hearing to discuss priorities and adopt objective scoring criteria is conducted by the RRC. The RRC support staff must provide public notification five days in advance of the meeting by regular mail, electronic mail, or telephone calls. The public must be given an opportunity to comment on the priorities and the scoring criteria being considered by the RRC. The RRC may limit the duration of public comment period and length of time for comments. The final selection of the scoring factors is the responsibility of each RRC. The RRC may not adopt scoring factors that directly negate or offset TxCDBG scoring factors.

RRCs are encouraged to establish a priority scoring that considers the nature and type of project.

2. RRC Indicates How Responses Will Be Scored and Identify Data Sources

The RRC must clearly indicate how responses would be scored under each factor and use data sources that are verifiable to the public (see **Attachment A**). This is an opportunity for applicants and staff to discuss any issues with previous scoring factors.

After the RRC's adoption of its scoring factors, the score awarded to a particular application under any RRC scoring factor may not be dependent upon an individual RRC member's judgment or discretion. (This does not preclude collective RRC action that the state TxCDBG has approved under any appeals process.)

B. RRC Selects Administrative Support Staff

The RRC shall select one of the following entities to develop the RRC Guidebook, calculate the RRC scores, and provide other administrative RRC support:

- (i) Regional Council of Governments (COG); or
- (ii) TxCDBG staff or TxCDBG designee, such as another COG; or
- (iii) A combination of COG and TxCDBG staff or TxCDBG designee.

The RRC Guidebook must identify the entity responsible for calculating the scores and must define the role of each entity selected. The RRC support staff, as determined above, is responsible for reviewing and verifying RRC information found in the application for scoring purposes, but may not accept additional information from applicants. The RRC support staff may only use the application information forwarded by TxCDBG for scoring purposes.

C. RRC May Establish Maximum Grant Amounts

RRC may establish maximum grant amounts within the following ranges:

- Single Jurisdiction Applications: \$275,000 - \$800,000
- Multi-jurisdiction Applications: \$350,000 - \$800,000

1. Where the RRC takes no action, the grant maximum will be \$800,000 for single jurisdiction applications and \$800,000 for multi-jurisdiction applications.

2. To ensure sufficient funds in the CDBG award to provide substantial benefit and to provide for construction efficiencies, the RRC may not prioritize application amounts lower than the maximum. **Individual projects/applications may be submitted at less than \$275,000 but the guidebook cannot dictate an amount or scoring criteria at a lower amount.**

D. RRC Housing and Non-Border Colonia Set-Asides Encouraged

Each Regional Review Committee may allocate a percentage or amount of its Community Development Fund (CD) allocation to housing projects and for RRCs in eligible areas, non-border colonia projects, for that region. Under a set-aside, the highest ranked applications for a housing or non-border colonia activity, regardless of the position in the overall ranking, would be selected to the extent permitted by the housing or non-border colonia set-aside level. If the region allocates a percentage of its funds to housing and/or non-border colonia activities and applications conforming to the maximum and minimum amounts are not received to use the entire set-asides, the remaining funds may be used for other eligible activities. (Under a housing and/or non-border colonia set-aside process, a community would not be able to receive an award for both housing or non-border colonia activity and an award for another Community Development Fund activity during the biennial process. Housing projects/activities must conform to eligibility requirements in 42 U.S.C Section 5305 and applicable HUD regulations.) The RRC must include any set-aside in its Regional Review Committee Guidebook.

E. RRC Guidebook Adopted and Approved At Least 90 Days Prior to Application Deadline

The RRC Guidebook should be adopted by the RRC and approved by TxCDBG staff at least 90 days prior to the CD application deadline set by TxCDBG. The RRC shall disseminate the RRC Guidebook to the applicants upon written approval by TxCDBG. The RRC will be required to submit the public input documentation along with the RRC Guidebook to TxCDBG.

F. RRC Scores Are Due to TxCDBG within 30 Days after Completion of the Deficiency Period

RRC scores are due to TxCDBG within 30 days after TxCDBG notifies the region in writing that the deficiency period is complete. The RRC may not change the requested amount of Texas CDBG funding, change the scope of the project proposed, or negotiate the specifics of any application. Regional scores shall be calculated and reported to TxCDBG on less than full point intervals (i.e., to 4 decimal points) in order to reduce the chance of ties between regional applicants. TxCDBG will retain these same intervals when calculating the total scores and final rankings. The RRC shall announce the RRC scores to the public after TxCDBG has reviewed the scores for accuracy and written approval is received.

G. COGs Preparing Applications/Administering CD Contracts May Not Be Selected As RRC Support Staff

COGs that prepare CD Fund applications and manage contracts will not be allowed to serve as Regional Review Committee (RRC) support staff for that region during the public hearing and scoring of applications. These COGs may not prepare the RRC Guidebook or score the region's applications.

SECTION THREE

TxCDBG RESPONSIBILITIES

I. TxCDBG CD Fund Selection and Award Responsibilities

A. TxCDBG Staff Reviews RRC Guidebook

1. TxCDBG Reviews RRC Guidebook

TxCDBG staff will review each RRC Guidebook to ensure that the scoring procedures are in compliance with 24 CFR 91.320(k) (1). The regulation states in part that “The statement of method of distribution must provide sufficient information so that units of general local government will be able to understand and comment on it and be able to prepare responsive applications.” TxCDBG staff will also review the scoring factors selected to ensure that all scoring factors are objective. Each RRC must obtain written approval from TxCDBG staff before implementing the RRC scoring process. As part of the approval process of the RRC Guidebook, the TxCDBG staff may provide further details or elaboration on the objective scoring methodology, data sources and other clarifying details without the necessity of a subsequent RRC meeting.

The state TxCDBG staff may establish:

- (i) a deadline for the RRC to adopt objective factors for all of its scoring components and submit its adopted Guidebook incorporating the objective scoring methodology to the state TxCDBG staff for approval;
- (ii) a RRC scoring review appeals process in the Guidebook Instructions and/or the Texas Administrative Code.
- (iii) establish the maximum number of regional scoring factors that may be used in order to improve review and verification efficiency.
- (iv) Determine that certain regional scoring factors may not be used because the data is not readily available or would require excessive effort to verify in a timely manner.

2. Eligible Applicants Submit CD Fund Applications to TxCDBG

An eligible applicant may submit one application under the Community Development Fund. Two copies of the application (one original and one copy) and a third electronic copy must be furnished to TxCDBG within the CD Fund application deadline. (See tentative timeline - **Attachment B**) The CD Fund application must include all of the information provided in the RRC Guidebook required for regional scoring.

3. Scoring and Ranking Applications

Applications will be scored and ranked early in the review process. Upon intake and during the scoring process, applications will be reviewed briefly for completeness. Initial release of scores is preliminary and subject to change. Only the applications within funding range will be reviewed further for eligibility.

TxCDBG shall be responsible for reviewing all scores for accuracy and for determining the final ranking of applicants once the RRC and TxCDBG scores are summed. The regional scores for RRC factors and the ranking of applications are not considered final until they have been reviewed and approved by the state TxCDBG staff. The RRC is responsible for providing to the public the RRC scores, while the TxCDBG is responsible for publishing the final ranking of the applications.

4. Review of Applications for Completeness and Eligibility

TxCDBG staff will perform a completeness and eligibility review of the CD application during scoring and after it's ranked to determine whether the application is complete and whether all proposed activities are program eligible, meet a national objective and in compliance with other TxCDBG requirements. Only the TxCDBG staff may disqualify a CD Fund application. If the application is complete and not subject to disqualification but needs further clarification, staff will contact the applicant for clarification or corrections. A response must be submitted to TxCDBG within 10 calendar days from the date of contact. TxCDBG will notify the RRC support staff when all applicants in the region are completed and ready for scoring. If applicable, application clarifications will be forwarded to the RRC support staff for scoring purposes.

5. TxCDBG Prepares Funding Recommendations

TxCDBG is responsible for publishing the final ranking of the applications. TxCDBG staff is responsible for preparing and publishing the funding recommendations. TxCDBG will publish on their website preliminary combined RRC and State scores for review.

6. TDA Commissioner Announces 2017 Program Year Applications for Funding

The Commissioner of Agriculture will approve awards to the program year applications.

TxCDBG Works with the Recipients to Execute Contracts

Upon the announcement of the 2017 program year awards, TxCDBG staff will begin working with recipients to prepare and execute contracts. TxCDBG or TDA field staff will make a site visit to each of the applicants recommended for funding to verify information included in the application. These visits will take place prior to the preparation of contracts. While the award must be based on the information provided in the application, TxCDBG may negotiate any element of the contract with the recipient so long as the award amount is not increased and the level of benefits described in the application is not decreased. (Level of benefits may be negotiated only when the projects can only be partially funded with the remainder of the target allocation within a region.) The same process will be followed for the 2018 recipients within the appropriate time-frame for program year funding.

II. State Scoring – 20 points of Maximum Possible Score for Each RRC as Described in the 2015 Action Plan

TxCDBG will assign 20 points as follows:

1. Past Performance on previously awarded contracts (2012-2015) - Maximum Points – (12 points) of Maximum Possible RRC Score
 - Timely submission of Close-out reports
 - Environmental clearance within 6 months of the contract start date
 - Extension of contracts (i.e., timeliness of completing projects)
2. Basic infrastructure or Housing Activities - 8 points of Maximum Possible RRC Score

III. Tie-breaker in a Region

If needed in the ranking of applications within a region based on available funds remaining, a tie between multiple applications shall be broken based on the per capita income ranking, with a lower per capita income level ranking higher, followed by a second tie-breaker, if needed, of the highest poverty rate ranking higher, followed by a third tie-breaker, if needed, of the highest annual unemployment rate ranking higher.

IV. Impacts of Failure to Adopt RRC Objective Scoring Factors

If the RRC for a region fails to approve an objective scoring methodology to the satisfaction of the TxCDBG consistent with the requirements in the 2015-2019 State of Texas Consolidated Plan by the established deadline or if the RRC fails to implement the approved methodology, the state TxCDBG staff will establish a scoring methodology for that region using the final RRC scoring factors for the 2015-2016 cycle and adjusting them based on the following:

- The state may establish the maximum number of regional scoring factors that may be used in order to improve review and verification efficiency and may insert factors to provide a minimum number of factors;
- The state may determine that certain regional scoring factors may not be used because the data is not readily available or would require excessive effort to verify the information in a timely manner; and
- To ensure consistency, the state may determine the acceptable data source for a particular regional scoring factor.

SECTION FOUR
APPEALS PROCEDURES

Appeals will be handled in accordance Title 4 Part 1 Chapter §30.6 of the Texas Administrative Code (TAC).

ATTACHMENT A

RRC Scoring Format and Suggested Process

Step 1: Determine Which Priorities are Important to the Region and Assign Weight

Determine which categories are important to the RRC, and the relative importance of each category. Assign weight on a percentage basis to each category that will total 100%. RRCs are encouraged to establish a priority scoring factor that considers the nature and type of project.

EXAMPLE:

Need/ Distress	Match/ Leverage	Cost Effectiveness	Population	Utility Rates	Project Type/ Priority	RRC Total
35% +	25% +	10% +	10%+	0 +	20%	= 100%
63 points	45 points	18 points	18 points		36 points	=180 points

Step 2: Develop the Questions/Scoring Factors and Assign Points

Select questions/scoring factors for each category. Modify/choose from the sample questions/scoring factors provided by TxCDBG or create new questions/scoring factors. Based on assigned weights, assign points to each question that will add up to the total amount of points for that category. Determine the total number of points. Add the 20 TxCDBG points (10% of the total RRC points).

EXAMPLES:

Project Priority and Readiness: Is the project activity a priority for the RRC?

Methodology: Table 1 will be reviewed to establish the appropriate project construction activity based on TxCDBG funds requested and points will be assigned. Projects including multiple construction activities will be scored on a prorated basis relative to the total TxCDBG construction funds requested for each activity.

Applicant Need: What is the applicant’s Per Capita Income (PCI)?

Methodology: An applicant’s PCI is determined by reviewing the most recent U.S. Census American Communities Survey (ACS) 5 year estimate (Table B19301) for the census geographic area. Once this information is obtained for each applicant in a region and the target area identified on the census map, the average annual per capita income is calculated by dividing the sum of all applicants’ annual per capita incomes by the total number of applicants.

The average PCI for all applicants is multiplied by .75 to obtain a relative value (PCI Factor) for each applicant. This value is then multiplied by the maximum point value to determine an applicant’s score. Any calculated score above the maximum point value will be capped at the maximum.

For projects that include multiple jurisdictions, the applicant with the largest percentage (%) of beneficiaries will be considered the applicant of record.

Applicant Need: What is the applicant's Poverty Rate?

Methodology: An applicant's Poverty Rate is determined by reviewing the most recent U.S. Census American Communities Survey (ACS) 5 year estimate (Table B17001) for the census geographic area. Once this information is obtained for each applicant in a region and the target area identified on the census map, the average poverty rate is calculated by dividing the sum of all applicants' poverty rates by the total number of applicants.

The average poverty rate for all applicants is multiplied by 1.25 to obtain a relative value (Poverty Factor) for each applicant. This value is then multiplied by the maximum point value to determine an applicant's score. Any calculated score above the maximum point value will be capped at the maximum.

Applicant Need: What is the applicant's Unemployment Rate?

Methodology: An applicant's Unemployment Rate is determined by reviewing county data from the Tracer section of the Texas Workforce Commission's (TWC) website. Once this information is obtained for each applicant in a region, the average unemployment rate is calculated by dividing the sum of all applicants' unemployment rates by the total number of applicants.

The average unemployment rate for all applicants is multiplied by 1.25 to obtain a relative value (Unemployment Factor) for each applicant. This value is then multiplied by the maximum point value to determine an applicant's score. Any calculated score above the maximum point value will be capped at the maximum.

Previous Funding: Excluding Texas Capital Fund, Planning/Capacity Building Fund, Small Towns Environmental Program (STEP) Fund, and Disaster/Urgent Need funding, how many awards has the applicant received in the four (4) preceding funding cycles?

Methodology: Points are awarded based on the number of previous awards the applicant has received in the previous four (4) funding cycles.

Multi-jurisdiction applications will be scored based on whether the same combination of participating jurisdictions received awards in the previous four (4) funding cycles.

Local Efforts: What is the applicant's match amount?

Methodology: Points are awarded according to the percentage of project cost contributed by the applicant relative to the applicant's population.

- If the project's beneficiaries are city-wide then the total city population, according to the U.S. Census 2010 Data Summary File 1 (Table P1), is used.
- If the project's beneficiaries are the entire county, the total population of the county according to the U.S. Census 2010 Data Summary File 1 (Table P1), is used.
- If the project is for water/sewer activities in an unincorporated area of the county, the population category is based on the beneficiary population found in Table 1 of the TxCDBG application.
- For projects that include multiple jurisdictions, the applicant with the largest percentage (%) of beneficiaries will be considered the applicant of record.

Local Efforts: What is the water rate per 5,000 gallons? (the RRC may choose to apply this question to projects with specific activity(ies)).

Methodology: The applicant provides the service provider's residential water rate per 5,000 gallons. Once this information is obtained for each applicant in a region, the average water rate is calculated by dividing the sum of all applicants' water rates by the total number of applicants.

The average water rate for all applicants is multiplied by 1.25 to obtain a relative value (Water Factor) for each applicant. This value is then multiplied by the maximum point value to determine an applicant's score. Any calculated score above the maximum point value will be capped at the maximum.

Local Efforts: Does the applicant impose the maximum allowable sales tax rate? (the RRC may choose to apply this question to projects with specific activity(ies)).

Methodology: The applicant provides documentation demonstrating the local property and sales tax rates imposed. Points are awarded for each tax if these rates equal the maximum amount allowed by law.

Local Efforts: What is the applicant's property tax? (the RRC may choose to apply this question to projects with specific activity(ies)).

Methodology: The applicant provides documentation demonstrating the applicant's property tax rate. Once this information is obtained for each applicant in a region, the average property tax rate is calculated by dividing the sum of all applicants' property tax rates by the total number of applicants.

The average property tax rate for all applicants is multiplied by 1.25 to obtain a relative value (Property tax Factor) for each applicant. This value is then multiplied by the maximum point value to determine an applicant's score. Any calculated score above the maximum point value will capped at the maximum.

ATTACHMENT B

COMMUNITY DEVELOPMENT FUND SELECTION AND AWARD TIMELINE

	Tentative Dates	Activity/Action
1.	February 2017	Two copies (one original and one copy) and an electronic copy of the CD application (inclusive of RRC scoring information) are due to TxCDBG by the established deadline.
2.	March 2017	Application intake and initial review for completeness
3.	March – April 2017	Applications are scored by RRC support staff and TDA.
4.	May-June 2017	TxCDBG scores state scoring factors and then sums RRC and TxCDBG scores for initial ranking of 2017-2018 applications for each region.
5.	May-July 2017	Applications within funding range will be reviewed further for eligibility. Applicants have 10 calendar days from date of contact by TxCDBG staff to respond to any clarifications requested by staff.
6.	June-July 2017	Upon receipt of the HUD annual allocation, TxCDBG will make funding recommendations.
7.	July-August 2017	TxCDBG staff begins 2017 site visits to communities approved for funding to confirm application information and contract preparation commences.
8.	September-October 2017	Upon receipt of the HUD grant award, TxCDBG will make the 2017 CD awards and contracts will be written.
9.	June-July 2018	Upon receipt of the HUD annual allocation, TxCDBG will finalize funding recommendations and begin to schedule and conduct site visits.
10.	August-October 2018	Upon receipt of the HUD grant award, TxCDBG will make the 2018 CD awards.