TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Texas Community Development Block Grant Program

2026 Project Application (Phase 2)

Housekeeping

- Congrats!
- Resources
- Project Application steps
- Timeline expectations
- Questions

Application Process

Community Application

✓ Community requests to participate in the CDBG Application, acknowledges CDBG program requirements

✓ Scoring and Ranking

Project Application

- Project development for applicants invited to continue

Project Application (Phase 2)

Project development and documentation

- Identify project team (admin and engineer)
- Public hearing
- Select and develop project(s)
  – Document beneficiaries
  – Cost estimate
  – Technical assistance from TDA
- Application finalized and available for public review

Reference Material

- 2026 Project Application Guidance
  - Blue text version posted for CDV and CFC
- TxCDBG Guide to Meeting a NPO
- TxCDBG Survey Methodology Manual
  - 2025 Questionnaires are current version
- 2024 LMISD dataset (current dataset available from HUD)

Step 1: Assemble the Project Team]

- Identify project team (admin and engineer)
  - For third-party services, recommended award March 1st
    - TDA staff can provide technical assistance to communities navigating this process for this first time
  - For communities using local staff, begin process of completing Local Capacity forms.

- Pre agreement costs eligible as of:
  - CDV: December 9th, 2024
  - CFC: January 8th, 2026

Step 2: Publish notice of public hearing

Public hearing must be conducted by March 31st, 2026.

At least 3 business-day notice prior to public hearing date, using one of the following methods:

1. Publish notice in newspaper
2. Publish at courthouse/city hall AND a second location within the community
3. Publish at courthouse/city hall AND on Grant Recipient's website

Appendix E: Project Application Public Participation Form and Document Samples

Required Format - Public Hearing Notice

Published on [February 3, 2025]:

PUBLIC HEARING NOTICE

[City/County]of [Community Name] TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

In accordance with Texas Administrative Code, Title 4, Part 1, Section 30.7 [City/County] of [Community Name] will hold a public hearing at [7:00 p.m. on February 7, 2025], at [City Hall/Courthouse/other location] regarding the submission of an application to the Texas Department of Agriculture for one or more Texas Community Development Block Grant Program (TxCDBG) grants for Program Year 2025. [City/County] of [Community Name] may be eligible to participate in the Community Development Fund [and the Colonia Fund Construction Program / Downtown Revitalization Program]. The purpose of this meeting is to allow citizens an opportunity to discuss the citizen participation plan, the development of local housing and community development needs, the amount of TxCDBG funding available, all eligible TxCDBG activities, and the use of past TxCDBG funds. The [City/County] encourages citizens to participate in the development of TxCDBG application(s) and to make their views known at this public hearing. Citizens unable to attend this meeting may submit their views and proposals to [Name, Title] at [XXX-XXX-XXXX] or at [location]. Persons with disabilities that wish to attend this meeting should contact [City Hall/Courthouse] to arrange for assistance. Individuals who require auxiliary aids or services for this meeting should contact [location] at least two days before the meeting so that appropriate arrangements can be made. Para más información en español, comuníquese con [Name] al XXX-XXX-XXXX.

Complete TxCDBG Implementation Manual (Select forms are ONLY available below)			Download
Section A Community Development Program Overview			Download
Chapter 1 Administration and Reporting			Download
	A100	Authorized Signatories	Download
	A101	Affidavit of Posting - Citizen Participation Public Hearing	Download
	A102	Administrative Activities Checklist	Download
	A103	Filing System Guide	Download
		Engineer Certification Form	Download

Sample – Affidavit of Posting – Notice of Public Hearing and/or Application Activities Notice

AFFIDAVIT

THE STATE OF TEXAS   §
                                                                          §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared _____ [first and last name of person who will sign affidavit], who swore or affirmed to tell the truth, and stated as follows:

I, [Authorized Official], do hereby certify that pursuant to the laws of the State of Texas and of the [Applicant], a Notice publishing the [Document*] for Application No. [Application] was conspicuously posted at [Location] in a manner plainly visible to the general public on [first date of posting] through [final date of required posting]. Pursuant to TxCDBG program requirements, the notice has been posted in two locations:

Location of Posted Notice: [for example, lower left corner of east window of City Hall, or in the center of the north door of the County Courthouse, etc.]

_____

_____

Second Location of Posted Notice: [City's/County's website URL or second physical location]

_____

_____

Attached to this affidavit is a photograph of the Notice as posted on the premises in which the notice is legible, and screen shots of the web posting, if applicable.

....

_____ _____

[Grant Recipient Signature and Title / Date]

Signed this _____day of _____, 20_____

_____
Signature of Affiant

_____
Printed Name of Affiant

Agreement No. _____

SWORN TO AND SUBSCRIBED BEFORE ME on this _____day of _____, 20___.

_____
Notary Public in and for the State of Texas

My commission expires: _____

Step 3: Conduct public hearing

Failure to complete the public hearing by March 31st, 2026 will result in cancellation of the Project Application.

- Sample script available in Appendix E.

- Meeting minutes and/or notes should be retained in local files.

- Any additional communities needs identified through the public hearing or other public input may be added to the TDA-GO *Additional Community Needs* page.

Sample Public Hearing Script

Thank you for joining me for this public hearing to discuss our community's housing and community development needs.

Before we discuss our own community needs, let me provide some background on the funding opportunities through the Texas Community Development Block Grant Program (TxCDBG). The Texas Department of Agriculture (TDA) administers this federal block grant funding allocated from the U.S. Department of Housing and Urban Development (HUD) to the State of Texas. TDA offers competitive grant programs to distribute the funding to small and rural communities across the state. Our community [has/not] received TxCDBG funding in the past [list previously funded projects]. The community needs identified in this hearing will be used to guide our own application(s) for TxCDBG funding, and to provide valuable information to TDA for the future of the program.

The first topic is affordable housing. In our community, [information on current supply of affordable housing and past efforts to increase supply]. Are there any comments about affordable housing?

The next topic is social services. In our community, the following social services are available to our residents: [list services and providers]. Are there any comments about these services, additional services that are needed, or populations that remain underserved by social services?

The third topic is public infrastructure. In our community, [information on current condition of public infrastructure]. We have addressed these needs in the past by [identify local efforts, including grants, local bonds, annual budget expenditures, etc.]. Are there any comments about our local infrastructure needs?

Finally, the fourth topic is economic development. In our community, [information on current efforts to promote economic development]. Are there any comments about economic development needs or opportunities?

Now that we have outlined many of the needs that we have in our community, let's discuss the specific funding opportunity available. In 2025, TDA is accepting applications for the Community Development Fund and the [city/county] submitted an application, committing local matching funds in order to improve our application's score. The [city/county] has been invited to continue and submit project details for an application of $750,000 in grant funding as well as local matching funds committed in order to improve our application's score. The projects in the application must benefit primarily low- to moderate income areas. We do not anticipate that any project we identify will result in displacement of residents or businesses; however, if this does occur, we will minimize the impact of such displacement and assist displaced persons as required by the program. I have a copy of the Application Guide that includes a list of eligible activities for this funding competition, which I can share with you as well.

If you have any additional comments, concerns, or community needs to include after this hearing concludes, please send them to: [name and contact information]

Step 4: Project development / submit *Basic Project Information* for TDA Approval

- <mark>Due March 31st, 2026</mark>
- TDA staff available for technical assistance

- **Project Details page:**
  - Project activity(ies) and approximate location(s)
  - Short description of project and current conditions
  - Preliminary maps illustrating activity locations
  - Describe the benefit area and plan to document beneficiaries

- **Additional Community Needs Page**
  - Evidence of public notice uploaded
    - Can be informal for 3/31 deadline, must be replaced with appropriate documentation by application deadline.

- **Project-specific considerations**
  - Anticipated cost-per-household of $50K or greater must request approval prior to BPI deadline.

- **Recommended Information:**
  - Maps of benefit area
  - Beneficiary documentation
  - Alternate project or project locations

- TDA Review Process
  - TDA staff to review submissions and provide feedback*
  - Failure to identify project by deadline will result in disqualification

Step 5: Finalize project details and publish notice of application availability

- Good communication with TDA staff will likely expedite review/approval process of Basic Project Info.

- Publish notice of application availability by <mark>May 10th</mark>

- Complete project application forms including:
  - Final project maps
  - Project cost estimates
  - Match documentation
  - Complete beneficiary documentation
  - SAM.gov registration
  - Application availability publication documentation

- **Vacancy Documentation Requirements**
  - Benefit area(s) with greater that 30% vacancy must present information to local governing body prior to application deadline
    - TDA's acceptable vacancy rate and actual vacancy rate for proposed benefit area
    - Confirmation of residential nature of benefit area
    - Disclosure that Applicant has prioritized this project for funding

  - Document information disclosure in meeting record and submit with beneficiary packet in TDA-GO submission

Step 6: Ensure local governing body resolutions are up-to-date (or revise accordingly)

- Due May 15th
- Revised resolution if additional matching funds are required for final project
- Make sure signatory resolution is up-to-date and uploaded in TDA-GO

Application Completeness

- TDA will not allow significant revisions to project scope after the application deadline.
  - Any revisions that are authorized by TDA must be completed within a 10 business-day response period.
  - If revisions cannot be finalized within the prescribed timeline, TDA will not proceed with the revised scope.
  - As a result, the grant award may be reduced.

Submit Application

- Complete application forms in TDA-GO by <mark>May 15th deadline</mark>
  - Step-by-step instructions in App Guide, Appendix C

- AO to complete Application Certification page
  - Make sure AO matches the signatory resolution on file
  - Save the page before continuing

- AO change status to "Submit Adjusted Application"
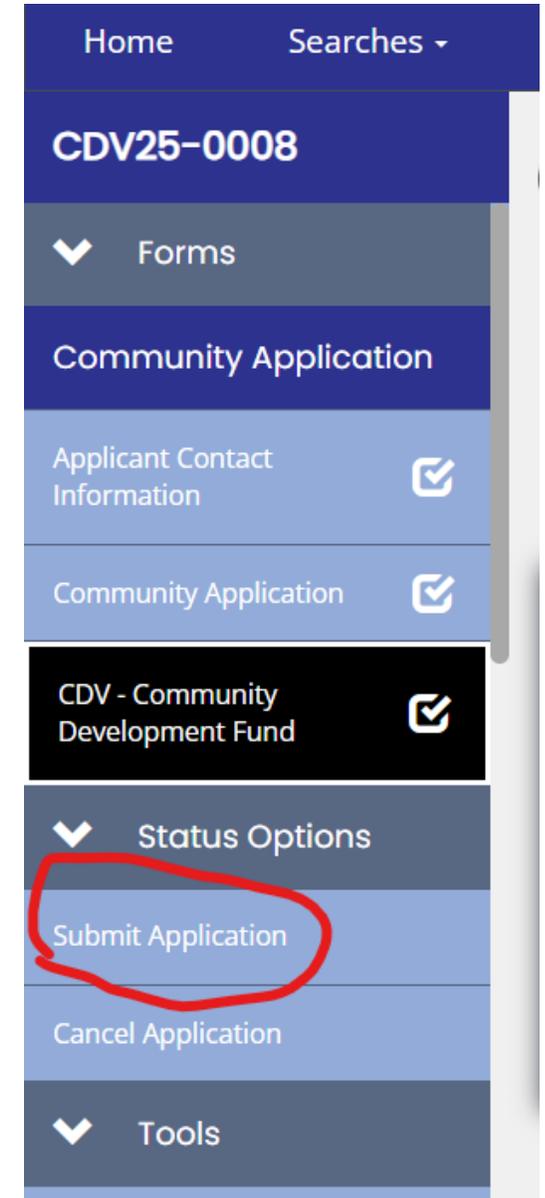
TDA-GO Performance Reports

- Financial Management System Self-Assessment (FMS) Report
- Materials and Service Reports (MSR) for Administration and Engineering

- No later than July 15, 2026
- Specific instructions coming soon

Project Application	
TDA invites highest scoring communities to complete Project Applications - TDA staff available to discuss project feasibility and application requirements	February 13, 2026
Project Application Kick-off Webinar	February 19, 2026
Administration and engineering services recommended to be awarded	March 1, 2026
Publicize notice of public hearing	March 25, 2026
Conduct public hearing	March 31, 2026
Submit Basic Project Information for TDA Approval	March 31, 2026
Complete Project Application forms in TDA-GO	--
Publish notice of application availability	May 10, 2026
Adopt revised local governing body resolution, if additional matching funds commitments are required	May 15, 2026
Submit complete application in TDA-GO	May 15, 2026
Submit FMS, MSR-A, MSR-E reports in TDA-GO	July 15, 2026
TDA review of Project Application	May – Oct 2026
Award Kick-Off Training and Site Visits	Oct – Dec 2026
Anticipated Grant Award date	November 2026
Anticipated Grant Agreement start date	February 1, 2027