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Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Maria Reyes
District 1 / Mayor Pro-Tem

Gloria M. Rodríguez
District 2

Mary B. García
District 3

Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: July 16, 2015

TO: City Manager, Mayor & City Council

FROM: Lorena G. Ruiz, Interim Human Resource Director

SUBJECT: Updates to City Clerk job description.

SUMMARY

Human Resources would like to introduce for approval the updated City Clerk job description to reflect the current needs this position entails.

BACKGROUND

STATEMENT OF THE ISSUE

Currently the City of Socorro has a vacant position under the City Clerk. We researched several same type job descriptions currently in place for similar size cities. We also reviewed our City's current needs in this department and we came up with updates that the Human Resource Department feels are well suited for the upcoming job search we will conduct.

FINANCIAL IMPACT

None.

ALTERNATIVE

Continue with the current (outdated) job description of City Clerk.

STAFF RECOMMENDATION

APPROVAL.

City of Socorro
Job Description

Job Title:: **City Clerk**	Department: Administration
FLSA Status:	Salary:
Approved: Pending	Last Revised: 7/16/2015

General Purpose and Description:

Under administrative direction from the City Manager, directs, manages, supervises, and coordinates the activities and operations of the City Clerk's Office including preparation and recording of the activities and decisions of the City Council and codification and maintenance of official City records; administers municipal elections; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager and City Council.

Duties, Functions and Responsibilities:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- **Assume principles and practices of administrative management for all services and activities of the City Clerk's Office including preparation and recording of the activities and decisions of the City Council.**
- **Assume principles and practices of professional English usage, spelling, grammar, and punctuation for business correspondence and communication. Establishing and maintaining effective working relationships with those contacted in the course or work.**
- **Assume principles and practices of pertinent federal, state, and local laws, codes, ordinances, rules, and regulations related to position of City Clerk**
- **Oversee and participate in the development, preparation and administration of the City Clerk's Office annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.**
- **Serve as Executive Secretary to the City Council and City Manager; supervise and coordinate the preparation and distribution of agendas and support materials for City Council and other meetings as needed.**
- **Attend meetings of the City Council and other meetings and record minutes; follow-up on action items as necessary.**
- **Ensure accurate up-to-date filing of City ordinances, agreements, resolutions, and minutes of City Council, commissions, and committees; sign and certify official City documents.**
- **Ensure City agreements, contracts, and other legal documents are signed and recorded, associated records and documents are obtained, and public notices and ordinances are published.**
- **Coordinate the conduct of municipal and special elections implementing knowledge of Texas Elections Codes and any rules and regulations governing these; act as liaison to the El Paso County Registrar's office; file state campaign statements and other forms.**
- **Administer Oaths or affirmations.**
- **Oversee and supervise all public records requests following the Texas Public Records Act; notes and submits requests that need to be reviewed by the City Attorney before being fulfilled.**
- **Oversee and manage the City's electronic document and records management program including developing procedures for records management, retrieval and disposal; maintain, dispose, and preserve official city documents and records including resolutions, ordinances, deeds, Council minutes, agreements, and reports in accordance with legal requirements; supervise the storage and protection of the City's permanent records.**
- **Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields related to the City Clerk's Office.**
- **Select, supervise, train, and evaluate loser level staff as well as oversee, direct and coordinate their work load.**
- **Responsible for any assignments issued by the City of Socorro.**
- **Attendance is an essential function of the job.**

City of Socorro
Job Description

Required Education, Degrees, Certificates, and/or Licenses:
The following generally describes the knowledge and ability required to enter the job and/or be learned with a short period of time in order to successfully perform the assigned duties. Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A candidate must possess a Bachelor's degree business or public administration with three years of City Clerk experience. In lieu of a degree, a candidate must possess five years' experience in a City Clerk operations capacity.

License or Certificate:
- **Possess a valid Texas Class "C" Driver's License.**
- **Possess a Texas commission as a Notary Public is highly desirable.**
- **Possess certification as a Texas Certified Municipal Clerk is highly desirable.**

Equipment:
- **Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.**

Physical Requirements:
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Must be able to lift a minimum of 35 pounds.**
- **Sitting for extended periods.**

Conditions of Employment:
- **Pass Pre-Employment Drug Screening.**
- **Pass Background Check.**
- **Work flexible hours and overtime as required; including weekends, holidays, and emergencies.**
- **Bilingual Skills: English & Spanish preferred.**

Mayor	Date
City Manager	Date
Human Resource Director	Date
Employee	Date

PROPOSED

JOB CLASS TITLE: CITY CLERK AND EXECUTIVE ASSITSTANT TO MAYOR AND COUNCIL

CIVIL SERVICE COMMISSION APPROVED:_____

COUNCIL APPROVAL:_____

REPORT TO: Mayor and Council

CIVIL SERVICE:_____ **NON-CIVIL SERVICE:**_____

FULL TIME:_____ **PART TIME:**_____

JOB SUMMARY AND CHARACTERISTICS:

Under administrative direction, directs, performs, and administers the duties of the office of the City Clerk in compliance with the Vernon's Annotated Texas Statues (V.A.T.S. Art. 1000); requires specialized knowledge of administrative management operations; performs related duties as required.

EXAMPLES OF DUTIES:

Reviews and organizes items to be placed on Council agenda; prepares agenda and assures distribution; briefs City Council members on agenda items: discusses with department heads or other persons presentation of items for council action: presents agenda to City Council: polls Council members to verify vote on items; keeps accurate minutes of Council proceedings; prepares final copy of documents approved by Council; keeps record of City codes, books, papers, documents, files, ordinances, resolutions, motions, minutes, etc. In an orderly manner; is the custodian of City records; furnishes Council with posts and makes available to citizens copies of proposed ordinances; assures that interested parties are notified on Council action(s); reviews transcribed Council minutes; keeps abreast of current legislation regarding Council activities, City records, election, etc.; may serve as Secretary and Recorder to other boards as assigned.

Countersigns items issued by the Mayor; prepares notices required under regulations or ordinances; attests to documents signed by the Mayor; countersigns warrants on City Comptroller; holds and maintains records of official appointments; assures that records are open to the public; recommends to council rules and regulations to be adopted by ordinances to protect the safety and security of municipal records; maintains an index of ordinances; signs subdivision maps; performs duties required law, ordinances, resolutions, or order of the City Council.

Testifies in court concerning the validity of the City Code and Charter; sets up and conducts Pension Board elections; swears in Firefighters and Police Officers.

Schedules municipal elections; assures that candidates petitions are properly completed; conducts the drawing of position on ballot; monitors election procedures during elections; notifies candidates of results of the elections; assures compliance with the Texas local government and elections rules and procedures.

Advertises on the sale of land or property the City owns or has a vested interest; prepares the annual departmental report; maintains departmental files and prepares reports.

Perform executive secretarial functions for an important phase of City operations requiring considerable discretion, confidentiality, and operations requiring considerable discretion, confidentiality, and specialized knowledge.

Communicate effectively and courteously with the public and other city employees; make effective decisions without constant supervision; prioritize heavy work load effectively; interact very closely and effectively with mayor and council by setting their appointments, making their travel arrangements, handling their correspondence, processing their telephone messages; assist the public, by telephone and in person, with questions requiring knowledge of policies and procedures.

Assist the public, by telephone or in person, with questions requiring knowledge of policies and procedures; interact effectively with city department heads and other city employees; arrange and schedules various in-house and outside meetings.

Plans, assigns, reviews and evaluates the work of clerical personnel; trains and develops assigned personnel; enforces personnel rules and regulation standards of conduct and work attendance.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration and one year of progressively responsible professional experience in municipal administration including two years in a supervisory capacity or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of professional administrative practices and procedures; comprehensive knowledge of City Ordinances, rules and regulations; considerable knowledge of the Texas laws governing election rules and procedures; considerable knowledge of records management systems.

Ability to develop and implement filing systems to maintain official documents and records; ability to comply with laws, regulations and policies of the position; ability to assign, review and evaluate the work of assigned personnel; ability to train and develop assigned personnel; ability to enforce personnel rules and regulations, standards of conduct and work attendance; ability to establish and maintain effective working relationship with fellow employees, maintain effective working relationships with fellow employees, officials and the general public ; ability to use good judgment and make sound decisions; ability to maintain files and prepare reports.

Physical Requirements: Mobility within an office environment; operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License.

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Mary B. García
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Joseph E. Bowling
District 4

Willie Norfleet, Jr.
City Manager

DATE: July 16, 2015

TO: City Manager, Mayor & City Council

FROM: Lorena G. Ruiz, Interim Human Resource Director

SUBJECT: Revision on Communication Dispatch Supervisor job description.

SUMMARY
Human Resources would like to introduce for approval the increase of educational requirements for the Communications Dispatch Supervisor position currently vacant from a minimum of high school diploma or GED, to a bachelor's degree in related field or 3 years' experience and certification.

BACKGROUND

STATEMENT OF THE ISSUE
Currently the City of Socorro had a vacant position in the Police Department for a Communications Dispatch Supervisor and we would like to begin the search having updated the job description. We feel this will give the City a better pool of qualified candidates to choose from.

FINANCIAL IMPACT

None.

ALTERNATIVE
Continue with the current job description of Communications Dispatch Supervisor.

STAFF RECOMMENDATION
APPROVAL.

City of Socorro
Job Description

Job Title:: **Comm. Dispatch Supervisor**	Department: Police
FLSA Status:	Salary: $19.23/hr.
Approved: Pending	Last Revised: 7/16/2015

General Purpose and Description:
Under general supervision, manage and direct dispatch section and supervise dispatchers.

Duties, Functions and Responsibilities:
The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- **Manage and supervise dispatch operations, and assure customer service goals are met. Involves: Assist in setting dispatch section/ message center goals, and monitor progress of unit to meet those goals. Monitor all communication systems, radio frequencies and software programs to assure proper functioning and input of data into system. Use switchboard, two-way radio, beeper, or other system to communicate. Maintain and monitor dispatch equipment, phones, computers, control panels and security systems. Transmit and act on mechanical failures. Meet with City officials and the public to address emergency situations. Assure dispatchers are executing properly their respective duties which include but are not limited to: answering telephones, responding to inquiries, taking messages appropriately, explaining rules, regulations, policies and procedures to the public; dispatching calls and information to field personnel and coordinating work crew activities and that they address customer service needs politely.**
- **Maintain filing system, prepare reports and keep records. Assure that data is correctly entered in to computer systems. Keep a record of individuals on duty or on standby, investigations, route actions, and complaints. Update and maintain activity logs in an organized matter. Prepare and evaluate reports.**
- **Supervise dispatchers. Includes: Preparing schedules, delegating assignments, instruct, guide and revision of work. Evaluate employee performance. Enable training and development; enforce personnel policies and procedures, and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Conduct interviews for applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.**
- **Knowledge of Federal Communication Commission rules and regulations, other laws, policies, procedures, regulations governing telecommunications, dispatching and controlling vehicles when responding to routine and emergency field situations. React quickly and calmly under stressful conditions and make sound judgments in emergency situations using established procedures. Skill in the safe operation and care of communications equipment and personal computers. Knowledge of personal computers and specialized case management software pertinent to dispatch and law enforcement operations. Ability to type at the rate of 35 wpm. Read and understand oral, written, or technical information including maps to answer questions and solve practical problems. Good knowledge of police operations, radio dispatch procedures, city geography, landmarks and streets, customer service/public relations practices and procedures. Control radio conversations while accurately communicating information using a computer keyboard. Operate radio communications equipment and computers, simultaneously monitor multiple computer screens and perform other dispatch-related tasks.**
- **Establish and maintain effective working relationships with associate personnel, supervisors, employees of other laws enforcement agencies, employees and the general public. Utilize clear, concise oral and written communication.**
- **Responsible for any assignments issued by the City of Socorro.**
- **Attendance is an essential function of the job.**

Required Education, Degrees, Certificates, and/or Licenses:
The following generally describes the knowledge and ability required to enter the job and/or be learned with a short period of time in order to successfully perform the assigned duties. Any combination of

education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:
A candidate must possess a Bachelor's degree in business or public administration with three years of Dispatch Supervisor experience. In lieu of a degree a candidate must possess five years' experience in a Dispatch Supervisor operations capacity.

License or Certificate:
- **Possess a valid Texas class "C" Driver's License.**
- **Licensed tele-communicator by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE), Texas Crime Information center/National Law Enforcement System (TLETS/NLETS). (Must maintain all Licenses and Certifications throughout the course of employment).**

Equipment:
- **Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.**
- **Operate personal computer, peripherals and specialized law enforcement record keeping software applications.**

Physical Requirements:
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Must be able to lift a minimum of 35 pounds.**
- **Sitting for extended periods.**
- **Hearing ability to answer and dispatch radio calls.**

Conditions of Employment:
- **Pass Pre-Employment Drug Screening.**
- **Pass Background Check.**
- **Work flexible hours and overtime as required; including weekends, holidays, and emergencies.**
- **Bilingual Skills: English & Spanish preferred.**

PROPOSED

Mayor	Date
City Manager	Date
Human Resource Director	Date
Employee	Date

JOB TITLE:	**Communications Dispatch Supervisor**			
DEPARTMENT:	**Police**			
REPORTS TO:	**Lieutenant**			
CIVIL SERVICE:		**NON-CIVIL SERV.:**	**X**	**City Council Approved: 7 / 5 /2012**
COMPETITIVE:	**X**	**NON-COMPETITIVE:**		
EXEMPT:	**X**	**NON-EXEMPT:**		
FULL TIME:	**X**	**PART-TIME:**		

JOB SUMMARY:

Under general supervision, manage and direct dispatch section and supervise dispatchers.

ESSENTIAL JOB FUNCTIONS:

- **Manage and supervise dispatch operations, and assure customer service goals are met. Involves: Assist in setting dispatch section/ message center goals, and monitor progress of unit to meet those goals. Monitor all communication systems, radio frequencies and software programs to assure proper functioning and input of data into system. Use switchboard, two-way radio, beeper, or other system to communicate. Maintain and monitor dispatch equipment, phones, computers, control panels and security systems. Transmit and act on mechanical failures. Meet with City officials and the public to address emergency situations. Assure dispatchers are executing properly their respective duties which include but are not limited to: answering telephones, responding to inquiries, taking messages appropriately, explaining rules, regulations, policies and procedures to the public; dispatching calls and information to field personnel and coordinating work crew activities and that they address customer service needs politely.**
- **Maintain filing system, prepare reports and keep records. Assure that data is correctly entered in to computer systems. Keep a record of individuals on duty or on standby, investigations, route actions, and complaints. Update and maintain activity logs in an organized matter. Prepare and evaluate reports.**
- **Supervise dispatchers. Includes: Preparing schedules, delegating assignments, instruct, guide and revision of work. Evaluate employee performance. Enable training and development; enforce personnel policies and procedures, and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Conduct interviews for applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.**
- **Knowledge of Federal Communication Commission rules and regulations, other laws, policies, procedures, regulations governing telecommunications, dispatching and controlling vehicles when responding to routine and emergency field situations. React quickly and calmly under stressful conditions and make sound judgments in emergency situations using established procedures. Skill in the safe operation and care of communications equipment and personal computers. Knowledge of personal computers and specialized case management software pertinent to dispatch and law enforcement operations. Ability to type at the rate of 35 wpm. Read and understand oral, written, or technical information including maps to answer questions and solve practical problems. Good knowledge of police operations, radio dispatch procedures, city geography, landmarks and streets, customer service/public relations practices and procedures. Control radio conversations while accurately communicating information using a computer keyboard. Operate radio communications equipment and computers, simultaneously monitor multiple computer screens and perform other dispatch-related tasks.**
- **Establish and maintain effective working relationships with associate personnel, supervisors, employees of other laws enforcement agencies, employees and the general public. Utilize clear, concise oral and written communication.**
- **Responsible for any assignments issued by the City of Socorro.**

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

- **A High school diploma or GED, and three years experience in radio or telephone dispatching.**
- **Licensed telecommunicator by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE), Texas Crime Information Center/National Crime Information Center (TCIC/NCIC) certification, and certification by the Texas Law Enforcement Telecommunication System/National Law Enforcement System (TLETS/NLETS). (Must maintain all Licenses and Certification throughout the course of employment).**
- **Possess a valid Texas class "C" Drivers License.**

EQUIPMENT:

- Operates office equipment such as typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Operate personal computer, peripherals and specialized law enforcement record keeping software applications.

PHYSICAL REQUIREMENTS:

- Must be able to lift a minimum of 35 pounds.
- Sitting for extended periods.
- Hearing ability to answer and dispatch radio calls.

CONDITIONS OF EMPLOYMENT:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required; including weekends, holidays, and emergencies.
- Bilingual Skills: English & Spanish preferred.

_____

Mayor / Mayor Pro Tem

_____

Employee Signature

_____

Date

Jesus Ruiz
Mayor

Rene Rodriguez
At Large

Sergio Cox
District 1

Gloria M. Rodriguez
District 2 / Mayor Pro-Tem

Victor Perez
District 3

Anthony Gandara
District 4

Adriana Rodarte
Interim City Manager

July 10, 2015

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: Lorena Ruiz

SUBJECT: Discussion and action on changing benefits anniversary coverage date to align with fiscal year of October.

SUMMARY

Affordable Care Act Changes.

STATEMENT OF THE ISSUE

Beginning on Jan. 1, 2016, the Affordable Care Act (ACA) will expand the definition of the "small employer" market segment to include groups with 51 to 100 employees. Previously, a small group was defined as having one to 50 employees.

Blue Cross and Blue Shield of Texas (BCBSTX) is committed to working closely with employer groups that may be impacted by this change, and understand that some groups may be considering changing their Anniversary Date to Oct. 1, 2015. Additional Information on Dental Plans An Anniversary Date change to Oct. 1, 2015, for a group's medical plan will automatically include moving any existing group dental plan(s) to an Oct. 1, 2015 date, as well. Group dental plan rates will remain the same.

Please keep in mind that modifying your plan's Anniversary Date may affect your group's eligibility for various exemptions and safe harbors under the Affordable Care Act's Employer Shared Responsibility provisions, and/or may not be permitted in certain circumstances under applicable state or federal law. If you are planning a change to your plan's Anniversary Date, please consider consulting your legal, tax and/or compliance professionals prior to your decision.

FINANCIAL IMPACT

Account Code (GF/GL/Dept): 05513

Funding Source:

Amount: 63,772.56 as oppose to 141,716.80 that is being proposed

Quotes (Name/Commodity/Price) N/A

Co-op Agreement (Name/Contract#) N/A

ALTERNATIVE

Deny changes to anniversary date

STAFF RECOMMENDATION

Recommends changing anniversary date to October 1, 2015

REQUIRED AUTHORIZATION

1. **City Manager** _____ **Date**_____
2. **CFO** _____ **Date**_____
3. **Attorney** _____ **Date** _____

BlueCross BlueShield of Texas

Additional Provisions for Benefit Program Application

Anniversary Date Change Form for Plans with One to 100 Lives

The Employer hereby elects to change the Anniversary Date to the Policy Anniversary Date indicated below.

The Employer also confirms that it has, or will, make the necessary adjustments to its ERISA Plan Year and/or Cafeteria Plan Year to coincide with the Anniversary Date change, including any amendments to governing Plan documents.

This election is incorporated into the Additional Provisions Section of the existing Benefit Program Application (BPA). As such, all terms of the existing BPA, as amended from time-to-time, shall remain in force and effect.

The undersigned representative is authorized and responsible for purchasing insurance on behalf of the Employer and has provided the information specified in this Additional Provisions for Benefit Program Application Form. It is understood and agreed that the actual terms and conditions of the benefit program are contained in the Group Policy. This Additional Provisions for Benefit Program Application Form is subject to acceptance by Blue Cross and Blue Shield of Texas, a Division of Health Care Service Corporation (HCSC), a Mutual Legal Reserve Company. Upon acceptance, this Additional Provisions for Benefit Program Application Form shall be incorporated and made a part of the BPA and Group Policy.

PLEASE COMPLETE ALL FIELDS BELOW:

Employer Name (as it appears on the current BPA)	
Account Number	
New Policy Anniversary Date (Enter: Month/Date/Year) FOR EXAMPLE: • If your group's Anniversary Date is July 1, and you would like to move to Oct. 1, 2015, you would enter Oct. 1, 2015, in the box to the right. • If your group's Anniversary Date is July 15, and you would like to move to Sept. 15, 2015, you would enter Sept. 15, 2015, in the box to the right.	_____ Month/Date/Year
Signature of Authorized Purchaser (Group)	
Title	
Date Signed	

BlueCross BlueShield of Texas

July 2015

RE: Anniversary Date Change Offer

Dear Group Administrator:

Beginning on Jan. 1, 2016, the Affordable Care Act (ACA) will expand the definition of the "small employer" market segment to include groups with 51 to 100 employees. Previously, a small group was defined as having one to 50 employees.

Blue Cross and Blue Shield of Texas (BCBSTX) is committed to working closely with employer groups that may be impacted by this change, and understand that some groups may be considering changing their Anniversary Date to Oct. 1, 2015. To assist groups with this decision, BCBSTX has provided the following documents:

- **Anniversary Date Change Offer**. This attachment includes existing plan(s) rates and rates for existing plans with an Oct. 1, 2015, Anniversary Date.
- **Anniversary Date Change form** (Additional Provisions for Benefit Program Application). This attachment may be used to make an Anniversary Date change only. If applicable, grandfathered plans making an Anniversary Date change must return the included Grandfathered Health Plan Certification form with the Anniversary Date Change form.

Additional Information on Dental Plans
An Anniversary Date change to Oct. 1, 2015, for a group's medical plan will automatically include moving any existing group dental plan(s) to an **Oct. 1, 2015 date**, as well. Group dental plan rates will remain the same.

Please keep in mind that modifying your plan's Anniversary Date may affect your group's eligibility for various exemptions and safe harbors under the Affordable Care Act's Employer Shared Responsibility provisions, and/or may not be permitted in certain circumstances under applicable state or federal law. If you are planning a change to your plan's Anniversary Date, please consider consulting your legal, tax and/or compliance professionals prior to your decision.

Paperwork/Deadline Requirements Based on Coverage Decisions*

	Anniversary Date Change Only	Anniversary Date Change and Benefit Plan Change	No Change in Coverage
Anniversary Date Change form	Yes	Yes	N/A, no action required
BPA Application for Amendment form	No	Yes	N/A, no action required
Grandfathered Health Plan Certification form	If applicable	If applicable	N/A, no action required
Due Date	Aug. 15, 2015	Aug. 15, 2015	N/A, no action required

**Submit all paperwork to your Producer or BCBSTX Account Executive.*

A Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association

BlueCross BlueShield
of Texas

If your group decides not to make an Anniversary Date change to Oct. 1, 2015, no action is required.

If Anniversary Date change paperwork is not returned by the deadlines listed above, your group will retain its existing Anniversary Date.

Thank you for doing business with BCBSTX. We appreciate your continued trust in our organization, and will strive to continue to exceed the service needs of you and your employees.

Please contact your Producer or BCBSTX Account Executive with questions.

Sincerely,

Blue Cross and Blue Shield of Texas

A Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association

BlueCross BlueShield of Texas

Texas Non-Regulated Business

Group Name:	City Of Socorro	Reg/Dis/Terr:	001 / 002 / 183
Group Number:	000111535	AD Change Effective Date:	10/1/2015
		Original Effecitve Date:	1/1/2015

Sales Presentation

Premium includes the effects of Health Insurer and Reinsurance Fees, plus any federal and state taxes applicable to these fees.

Current Rates

	EO	EC	ES	EF
RM02	$622.86	$1,121.16	$1,432.60	$1,930.89

$15 Office Copay, $40 UC Copay, $500/$1500 Ded (Ind/Fam), 90%/70% Coin (Net/Out), $2500/$7500 Med OPX (Ind/Fam), $1000/$3000 RX OPX (Ind/Fan

RM43	$546.10	$982.98	$1,256.04	$1,692.90

$30 Office Copay, $50 Urgent Care Copay, $1000/$3000 Ded (Ind/Fam), 80%/60% Coin (Net/Out), $4000/$10200 Med OPX (Ind/Fam), $1000/$3000 RX O

RMH1	$470.57	$847.02	$1,082.30	$1,458.76

HSA: No Copay, $2600/$5200 Ded (Ind/Fam), 100%/70% Coin (Net/Out), $2600/$5200 OPX (Ind/Fam), PDP 100% after cal yr ded

*Current premium rates as shown are your most recently billed premium rates. Please note they may not reflect 2015 renewal rates in process.

Anniversary Date Change Effective: 10/01/2015

	EO	EC	ES	EF
RM02	$678.92	$1,222.06	$1,561.53	$2,104.67

$15 Office Copay, $40 UC Copay, $500/$1500 Ded (Ind/Fam), 90%/70% Coin (Net/Out), $2500/$7500 Med OPX (Ind/Fam), $1000/$3000 RX OPX (Ind/Fan

RM43	$595.25	$1,071.45	$1,369.08	$1,845.26

$30 Office Copay, $50 Urgent Care Copay, $1000/$3000 Ded (Ind/Fam), 80%/60% Coin (Net/Out), $4000/$10200 Med OPX (Ind/Fam), $1000/$3000 RX O

RMH1	$512.92	$923.25	$1,179.71	$1,590.05

HSA: No Copay, $2600/$5200 Ded (Ind/Fam), 100%/70% Coin (Net/Out), $2600/$5200 OPX (Ind/Fam), PDP 100% after cal yr ded

BlueCross BlueShield of Texas

Texas Non-Regulated Business - Optional PPO Benefit Plans

Group Name: City Of Socorro
Group Number 000111535
Reg/Dist/Terr: 001 / 002 / 183
AD Change Date: 10/1/2015
Original Effecitve Date: 1/1/2015

The following benefit plans are not grandfathered plans as defined by the Affordable Care Act.

Plan	Deductible Ind/Fam	Office Visit/ Urgent Care Copay	Coinsurance In/Out	Medical OPP Max Ind/Fam**	Pharmacy	EO	EC	ES	EF
STANDARD PLANS									
RM01	$250/$750	$15/$40	90%/70%	$1250/$3750	$15/$30/$45	$750.35	$1,350.61	$1,725.81	$2,326.07
RM02	$500/$1500	$15/$40	90%/70%	$2500/$7500	$15/$30/$45	$678.92	$1,222.06	$1,561.53	$2,104.67
RM03	$500/$1500	$15/$40	80%/60%	$2500/$7500	$15/$30/$45	$659.11	$1,186.38	$1,515.95	$2,043.23
RM04	$500/$1500	$20/$45	80%/60%	$3000/$10200	$20/$35/$50	$647.02	$1,164.61	$1,488.12	$2,005.71
RM05	$750/$2250	$20/$45	80%/60%	$3750/$10200	$15/$30/$45	$633.87	$1,140.94	$1,457.89	$1,964.96
RM06	$1000/$3000	$20/$45	100%/70%	$1500/$4500	$15/$30/$45	$719.75	$1,295.53	$1,655.43	$2,231.22
RM07	$1000/$3000	$20/$45	80%/60%	$3500/$10200	$15/$30/$45	$612.57	$1,102.61	$1,408.91	$1,898.97
RM08	$1000/$3000	$25/$50	90%/70%	$4000/$10200	$15/$30/$45	$635.39	$1,143.67	$1,461.38	$1,969.68
RM09	$1000/$3000	$25/$50	80%/60%	$4000/$10200	$20/$35/$50	$603.10	$1,085.55	$1,387.11	$1,869.56
RM10	$1000/$3000	$25/$50	75%/50%	$5000/$10200	$20/$40/$60	$564.46	$1,016.03	$1,298.26	$1,749.82
RM11	$1000/$3000	$30/$55	80%/60%	$5000/$10200	$20/$35/$50	$595.37	$1,071.64	$1,369.36	$1,845.62
RM14	$1500/$4500	$20/$45	80%/60%	$4500/$10200	$15/$30/$45	$597.13	$1,074.81	$1,373.38	$1,851.07
RM15	$1500/$4500	$25/$50	75%/50%	$4500/$10200	$15/$40/$55	$567.15	$1,020.86	$1,304.45	$1,758.15
RM16	$1500/$4500	$30/$55	80%/60%	$4500/$10200	$20/$35/$50	$575.48	$1,035.85	$1,323.60	$1,783.95
RM17	$1500/$4500	$30/$55	75%/50%	$5500/$10200	$20/$40/$60	$542.98	$977.38	$1,248.86	$1,683.25
RM18	$2000/$6000	$20/$45	80%/60%	$5000/$10200	$15/$40/$55	$560.83	$1,009.47	$1,289.90	$1,738.54
RM19	$2000/$6000	$25/$50	75%/50%	$5000/$10200	$15/$40/$55	$548.72	$987.68	$1,262.05	$1,701.01
RM20	$2000/$6000	$30/$55	75%/50%	$5000/$10200	$20/$40/$60	$530.20	$954.38	$1,219.48	$1,643.67
RM22	$2500/$7500	$25/$50	80%/60%	$5500/$10200	$10/$40/$60	$544.72	$980.48	$1,252.85	$1,688.61
RM23	$2500/$7500	$25/$50	70%/50%	$5500/$10200	$20/$40/$60	$514.63	$926.36	$1,183.66	$1,595.39
RM24	$2500/$7500	$30/$55	70%/50%	$5350/$10200	$20/$40/$60	$503.37	$906.10	$1,157.79	$1,560.49
RM25	$3000/$9000	$30/$55	100%/70%	$3500/$10200	$10/$40/$60	$578.84	$1,041.90	$1,331.34	$1,794.40
RM26	$3000/$9000	$40/$65	70%/50%	$5600/$10200	$20/$40/$60	$480.62	$865.15	$1,105.47	$1,489.96
RM28	$4000/$8000	$40/$65	70%/50%	$5600/$10200	$20/$40/$60	$477.10	$858.80	$1,097.35	$1,479.04
RM29	$4000/$8000	$40/$65	50%/50%	$5600/$10200	$20/$40/$60	$446.08	$802.95	$1,026.01	$1,382.86
RM30	$5000/$10000	$30/$55	100%/70%	$5500/$10200	$10/$40/$60	$520.09	$936.15	$1,196.19	$1,612.24
RM31	$5000/$10000	$40/$65	80%/60%	$5600/$10200	$20/$40/$60	$470.36	$846.65	$1,081.81	$1,458.10
RM32	$5000/$10000	$40/$65	70%/50%	$5600/$10200	$20/$40/$60	$449.80	$809.63	$1,034.54	$1,394.38
RM36	$2000/$6000	$30/$55	100%/80%	$2500/$7500	$20/$35/$50	$650.30	$1,170.53	$1,495.69	$2,015.88
RM37	$4000/$10200	$30/$55	100%/70%	$4500/$10200	$20/$40/$60	$545.71	$982.30	$1,255.17	$1,691.73
RM38	$2500/$7500	$25/$50	100%/70%	$3000/$10200	$15/$30/$45	$615.85	$1,108.52	$1,416.47	$1,909.16
RM40	$5000/$10000	$25/$50	100%/70%	$5350/$10200	$15/$40/$60	$526.27	$947.29	$1,210.42	$1,631.45
RM42	$1000/$3000	$20/$45	80%/60%	$4000/$10200	$15/$30/$45	$609.11	$1,096.37	$1,400.94	$1,888.23
RM43	$1000/$3000	$30/$55	80%/60%	$4000/$10200	$25/$35/$50	$595.25	$1,071.45	$1,369.08	$1,845.26
RM44	$2000/$6000	$25/$50	90%/70%	$5000/$10200	$15/$30/$45	$586.37	$1,055.44	$1,348.62	$1,817.71
RM45	$3000/$9000	$45/$70	70%/50%	$5600/$10200	$20/$40/$60	$476.31	$857.38	$1,095.54	$1,476.58

* Optional PPO rates above include the following riders when applicable: None.
* Network: BC = Blue Choice
* Please refer to the Renewal Rate Page for appropriate contingencies.
* Groups with multiple plans must have similar benefit options on all plans when available.
* When combining an HMO plan and a PPO plan into a Multiple Option Product (MOP), the HMO plan must have a DM and an IM rider (benefit rider rates are shown on the optional plan grid).
* If any benefit changes are made to the current benefit plans, only plans from this grid may be selected (with or without riders/options, as appropriate). These are the only plans that are currently marketed. Groups will not be allowed to have a combination of plans on this grid with plans that are no longer marketed.

** Pharmacy has a separate Out of Pocket Maximum of $1000 Individual $3000 Family

BlueCross BlueShield of Texas

Texas Non-Regulated Business - Optional PPO Benefit Plans

Group Name: City Of Socorro
Group Number 000111535
Reg/Dist/Terr: 001 / 002 / 183
AD Change Date: 10/1/2015
Original Effecitve Date: 1/1/2015

The following benefit plans are not grandfathered plans as defined by the Affordable Care Act.

Plan	Deductible Ind/Fam	Office Visit/ Urgent Care Copay	Coinsurance In/Out	Medical OPP Max Ind/Fam	Pharmacy	EO	EC	ES	EF
PPO FOUR TIER Rx COPAY PLANS									
RMF1	$3000/$9000	$30/$55	100%/70%	$3500/$10200	$8/35/75/150	$560.27	$1,008.47	$1,288.63	$1,736.84
RMF2	$1000/$3000	$20/$45	100%/70%	$1500/$4500	$8/35/75/150	$688.25	$1,238.84	$1,582.99	$2,133.58
RMF3	$2000/$6000	$20/$45	80%/60%	$5000/$10200	$8/35/75/150	$536.91	$966.43	$1,234.90	$1,664.43
RMF4	$3000/$9000	$40/$65	70%/50%	$5350/$10200	$8/35/75/150	$474.43	$853.98	$1,091.22	$1,470.77
RMF5	$1000/$3000	$25/$50	80%/60%	$4000/$10200	$8/35/75/150	$578.40	$1,041.10	$1,330.31	$1,793.03
RMF7	$1500/$4500	$30*/$55	80%/60%	$4500/$10200	$10/35/75/150	$510.83	$919.48	$1,174.91	$1,583.57
RMF8	$2000/$6000	$20*/$45	80%/60%	$5000/$10200	$10/35/75/150	$493.43	$888.16	$1,134.92	$1,529.65

Preferred Drug List 1 applies to all Mid Market Plans except PPO Four Tier Rx Copay Plans which are subject to Preferred Drug List 2. (Details: http://www.bcbstx.com/member/rx_drugs.html)

*Copay applies to the Physician Office Visit Only

** Pharmacy has a separate Out of Pocket Maximum of $1000 Individual $3000 Family

BLUECHOICE ENHANCED RX PPO PLANS									
RME01	$500/$1500	$15/$40	90%/70%	$2500/$7500	$15/$30/$45	$705.57	$1,270.04	$1,622.82	$2,187.26
RME02	$500/$1500	$20/$45	80%/60%	$3000/$9000	$20/$35/$50	$670.43	$1,206.74	$1,541.95	$2,078.28
RME03	$750/$2250	$20/$45	80%/60%	$3750/$10200	$15/$30/$45	$658.50	$1,185.29	$1,514.54	$2,041.31
RME04	$1000/$3000	$20/$45	100%/70%	$1500/$4500	$15/$30/$45	$744.38	$1,339.88	$1,712.08	$2,307.56
RME05	$1000/$3000	$20/$45	80%/60%	$3500/$10200	$15/$30/$45	$637.20	$1,146.96	$1,465.57	$1,975.31
RME06	$1000/$3000	$25/$50	80%/60%	$4000/$10200	$20/$35/$50	$626.50	$1,127.68	$1,440.94	$1,942.13
RME07	$1000/$3000	$30/$55	80%/60%	$5000/$10200	$20/$35/$50	$618.77	$1,113.77	$1,423.18	$1,918.19
RME08	$1500/$4500	$30/$55	80%/60%	$4500/$10200	$20/$35/$50	$598.88	$1,077.98	$1,377.42	$1,856.52
RME09	$2000/$6000	$30/$55	100%/80%	$2500/$7500	$20/$35/$50	$673.71	$1,212.66	$1,549.51	$2,088.45
RME10	$3000/$9000	$30/$55	100%/70%	$3500/$10200	$10/$40/$60	$601.14	$1,082.04	$1,382.63	$1,863.54
RME11	$3000/$9000	$40/$65	70%/50%	$5600/$10200	$20/$40/$60	$501.04	$901.89	$1,152.40	$1,553.22

Plan	Deductible Ind/Fam	HCA Funding Ind/Fam	Coinsurance In/Out	Medical OPP Max Ind/Fam	Pharmacy	EO	EC	ES	EF
HCA PLANS									
R9104	$2000/$4000	$500/$1000	80%/60%	$4000/$8000	$20/$40/$60	$474.12	$853.44	$1,090.49	$1,469.80
R9203R	$1500/$3000	$750/$1500	80%/60%	$3000/$6000	80% after cal yr ded	$475.44	$855.77	$1,093.50	$1,473.83
R9502R	$5000/$10000	$500/$1000	100%/70%	$5000/$10000	100% after cal yr ded	$341.25	$614.24	$784.87	$1,057.86

* Optional PPO rates above include the following riders when applicable: None.

* Network: BC = Blue Choice

* Please refer to the Renewal Rate Page for appropriate contingencies.

* Groups with multiple plans must have similar benefit options on all plans when available.

* When combining an HMO plan and a PPO plan into a Multiple Option Product (MOP), the HMO plan must have a DM and an IM rider (benefit rider rates are shown on the optional plan grid).

* If any benefit changes are made to the current benefit plans, only plans from this grid may be selected (with or without riders/options, as appropriate). These are the only plans that are currently marketed. Groups will not be allowed to have a combination of plans on this grid with plans that are no longer marketed.

+ Pharmacy has a separate Out of Pocket Maximum of $1000 Individual $3000 Family

BlueCross BlueShield of Texas

Texas Non-Regulated Business - Optional PPO Benefit Plans

Group Name: City Of Socorro
Group Number 000111535

Reg/Dist/Terr: 001 / 002 / 183
AD Change Date: 10/1/2015
Original Effecitve Date: 1/1/2015

The following benefit plans are not grandfathered plans as defined by the Affordable Care Act.

Plan	Deductible Ind/Fam	Office Visit/ Urgent Care Copay	Coinsurance In/Out	Medical OPP Max Ind/Fam	Pharmacy	EO	EC	ES	EF
HSA QUALIFIED PLANS - EMBEDDED DEDUCTIBLE									
RMH1	$2600/$5200	Ded/Coins	100%/70%	$2600/$5200	100% after cal yr ded	$512.92	$923.25	$1,179.71	$1,590.05
RMH2	$3000/$6000	Ded/Coins	100%/70%	$3000/$6000	100% after cal yr ded	$464.43	$835.95	$1,068.17	$1,439.70
RMH3	$5000/$10000	Ded/Coins	100%/70%	$5000/$10000	100% after cal yr ded	$352.07	$633.73	$809.76	$1,091.42
RMH6	$3500/$7000	Ded/Coins	80%/60%	$5000/$10000	80% after cal yr ded	$367.46	$661.43	$845.15	$1,139.13
RMH7	$2600/$5200	Ded/Coins	80%/60%	$5200/$10400	80% after cal yr ded	$431.26	$776.29	$991.91	$1,336.94
RMH8	$4000/$8000	Ded/Coins	100%/70%	$4000/$8000	100% after cal yr ded	$401.03	$721.86	$922.39	$1,243.22
RMH9	$3500/$7000	Ded/Coins	100%/70%	$3500/$7000	100% after cal yr ded	$430.60	$775.08	$990.37	$1,334.86
HSA QUALIFIED PLANS - AGGREGATE DEDUCTIBLE									
RMH4	$1500/$3000	Ded/Coins	80%/60%	$4500/$9000	80% after cal yr ded	$480.60	$865.08	$1,105.38	$1,489.86
RMH5	$3000/$6000	Ded/Coins	100%/70%	$3000/$6000	100% after cal yr ded	$454.32	$817.77	$1,044.94	$1,408.40
BASIC PPO PLANS (COINS)									
RMB1	$1000/$3000	$20/$45	80%/60%	$4000/$10200	$15/$40/$55	$600.18	$1,080.31	$1,380.41	$1,860.53
RMB2	$2500/$7500	$30/$55	80%/60%	$5600/$10200	$20/$40/$60	$504.96	$908.94	$1,161.43	$1,565.40
BASIC PPO PLANS (DED & COINS)									
RMB3	$3000/$9000	$30/$55	80%/60%	$5000/$10200	$10/$40/$60	$479.02	$862.24	$1,101.76	$1,484.96
RMB4	$5000/$10000	$40/$65	70%/50%	$5600/$10200	$20/$40/$60	$408.73	$735.73	$940.09	$1,267.09

* Optional PPO rates above include the following riders when applicable: None.
* Network: BC = Blue Choice
* Please refer to the Renewal Rate Page for appropriate contingencies.
* Groups with multiple plans must have similar benefit options on all plans when available.
* When combining an HMO plan and a PPO plan into a Multiple Option Product (MOP), the HMO plan must have a DM and an IM rider (benefit rider rates are shown on the optional plan grid).
* If any benefit changes are made to the current benefit plans, only plans from this grid may be selected (with or without riders/options, as appropriate). These are the only plans that are currently marketed. Groups will not be allowed to have a combination of plans on this grid with plans that are no longer marketed.

**Total Monthly Health Cost includes the effects of Health Insurer and Reinsurance Fees, plus any federal and state taxes applicable to these fees.

+ Pharmacy has a separate Out of Pocket Maximum of $1000 Individual $3000 Family

BlueCross BlueShield of Texas

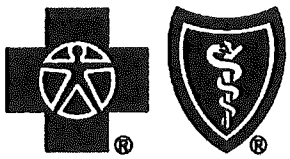
Texas Non-Regulated Business - Optional PPO Benefit Plans

Group Name: City Of Socorro
Group Number 000111535

Reg/Dist/Terr: 001 / 002 / 183
AD Change Date: 10/1/2015
Original Effecitve Date: 1/1/2015

The following table describes appropriate plan combinations regarding multiple option products.

Select	Plan Type	Description	Plan 1	Plan 2	Plan 3
☐	PPO	One PPO, HSA, or HCA plan.		N/A	N/A
☐	Dual Option PPO	• Any two plans PPO, HSA or HCA. • Four Tier Rx plans can be paired with another Four Tier plan or an HSA.			N/A
☐	Dual Option PPO (Enhanced Rx)	Any two Enhanced Rx PPO plans.			N/A
☐	Multiple Option Product (MOP)	A PPO, HSA, or HCA plan (excluding Enhanced Rx and Preferred Drug List 2 Rx formulary plans) and an HMO plan.			N/A
☐	Triple Option Product	• Three HSA and/or HCA plans are allowed. • Only one HMO plan is allowed. • No Enhanced Rx plans are allowed. • Four Tier Rx plans can only be offered with an HSA.			



BlueCross BlueShield of Texas

Alternate Plans Available

Group Name:	City Of Socorro	Reg/Dist/Terr:	001 / 002 / 183
Group Number	000111535	AD Change Date:	10/1/2015
The following benefit plans are not grandfathered plans as defined by the Affordable Care Act.		Original Effecitve Date:	1/1/2015

Plan	Benefits	EO	EC	ES	EF
RPlan 29, PD10	$20 OV/$500 IP/$200 OP/$75 ER, PDP $10/$25/$40	$967.02	$1,740.60	$2,224.13	$2,997.75
RPlan 31, PD11	$25 OV/$750 IP/$400 OP/$75 ER, PDP $15/$30/$45	$921.25	$1,658.22	$2,118.88	$2,855.88
RPlan 32, PD12	$30 OV/$1000 IP/$400 OP/$75 ER, PDP $20/$35/$50	$891.84	$1,605.28	$2,051.21	$2,764.64
RPlan 33, PD10	$10 PCP/$30 SCP/$350 IP/$150 OP/$100 ER, PDP $10/$25/$40	$981.15	$1,766.06	$2,256.63	$3,041.57
RPlan 34, PD11	$15 PCP/$35 SCP/$500 IP/$200 OP/$125 ER, PDP $15/$30/$45	$944.83	$1,700.69	$2,173.15	$2,929.00
RPlan 35, PD11	$20 PCP/$45 SCP/$600 IP/$300 OP/$150 ER, PDP $15/$30/$45	$926.51	$1,667.70	$2,130.96	$2,872.15
RPlan 36, PD12	$25 PCP/$45 SCP/$1000 IP/$500 OP/$150 ER, PDP $20/$35/$50	$879.34	$1,582.76	$2,022.44	$2,725.89
RPlan 37, PD13	$30 PCP/$50 SCP/$1250 IP/$500 OP/$150 ER, PDP $20/$40/$60	$869.19	$1,564.51	$1,999.13	$2,694.48
RPlan 38, PD13	$35 PCP/$55 SCP/$1250 IP/$500 OP/$150 ER, PDP $20/$40/$60	$865.32	$1,557.56	$1,990.23	$2,682.48
RPlan 39, PD13	$40 PCP/$60 SCP/$1500 IP/$750 OP/$150 ER, PDP $20/$40/$60	$854.81	$1,538.64	$1,966.05	$2,649.92

* Optional HMO rates above include Maternity. Pharmacy has a separate Out of Pocket Maximum of $1000 Individual $3000 Family.

**Total Monthly Health Cost includes the effects of Health Insurer and Reinsurance Fees, plus any federal and state taxes applicable to these fees.

All rates include the following HMO options when applicable: DM1, IM4.

BlueCross BlueShield of Texas

The Affordable Care Act:

Summary of Benefits and Coverage

Under the Affordable Care Act, all health insurers and group health plans are required to provide consumers with a Summary of Benefits and Coverage (SBC). The SBC is a description of the benefits and health coverage offered by a particular plan.

Accordingly, as outlined in the attached Summary of Benefits and Coverage Notice to Policyholder, beginning on the first day of the open enrollment period for the Policy Renewal Date, Blue Cross and Blue Shield of Texas will provide the SBC to employer groups so that they are able to promptly distribute the SBC to participants and beneficiaries.

Brokers and Group Administrators can use the SBC Tool to search, download and email Standard Plan SBCs. Please see the back of this card for instructions.

A Division of Health Care Service Corporation, a Mutual Legal Reserve Company,
an Independent Licensee of the Blue Cross and Blue Shield Association

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BlueCross BlueShield of Texas

Blue Directions℠

Streamline Benefit Administration with Blue Directions

Blue Directions is a web-based enrollment and benefit administration system focused on increasing employee engagement and consumerism.

You can manage all employee benefits, including ancillary coverage, through one secure, online portal. The decision support tool guides employees through benefit selection to help them choose a plan that best meets their unique needs. Blue Directions includes:

Self-Service Enrollment & Benefit Changes:
Eliminate paperwork by directing employees to the Blue Directions online enrollment portal to enroll in coverage and make life event elections for all plan offerings.

Offering More Plans and More Choices:
Let employees choose from eight different Blue Cross and Blue Shield of Texas (BCBSTX) medical plans and a bevy of specialty products such as dental, vision, life and disability. Online Decision Support and a telephonic Advisor Line are available to help employees make their benefit selections during enrollment.

Managing All Benefits in One Place:
Manage all BCBSTX medical plans, specialty benefits (dental, vision, etc), employee information, reporting and member maintenance through our online benefit administration system.

Will Implementing Blue Directions Raise My Rates?

No. Blue Directions is currently available to employers with 51-150 eligible employees at no additional cost.[1] For any of the plan packs, the rates for the eight plans included will be the same with or without Blue Directions. This means you can streamline the day-to-day administration of employee benefits and provide your employees with more options all at no additional cost.

Please refer to the attached plan packages to see which BCBSTX medical plans are available.

Want to Learn More?

Visit bcbstx.com/blue-directions or contact your broker/BCBSTX representative to learn more about creating a better benefit experience with Blue Directions.

Key Decision Dates

The decision to move to Blue Directions needs to be made by **NO LATER** than **Aug. 15 2015**. Time is needed to accomodate the setup of the employee enrollment portal, benefit administration system, and to provide an adequate Open Enrollment period for your employees.

1 Effective Jan. 1 2016, only employers with 101-150 eligible employees can add Blue Directions at no additional cost. Clients with 151+ eligible employees may incur varying administrative fees based upon their specific needs.

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BlueCross BlueShield
of Texas

Take the Next Step with Blue Directions

A final decision to add Blue Directions - including completed paperwork - is needed no later than **Aug. 15th 2015.** Work with your broker and/or your BCBSTX representative on:

1. Filling out the information below
2. Selecting a Blue Directions plan pack and BlueCare Dental pack
3. Submitting this form along with all standard paperwork

Your Information:

Name (business name):	
Contact (full name):	
Contact Phone:	
Contact Email:	
Blue Directions plan pack:	Choose One
BlueCare Dental plan pack:	Choose One
Would you be interested in obtaining a quote for specialty products?	No

BROKER / CONSULTANT INSTRUCTIONS:

Submit all standard paperwork along with this form for your client that has decided to implement Blue Directions.

Blue Cross and Blue Shield of Texas, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association

BlueCross BlueShield of Texas

Blue Directions℠ for 2015 51-150 NRSG and NRMM

Blue Cross and Blue Shield of Texas is excited to offer a new health plan benefit option

Blue Directions, from Blue Cross and Blue Shield of Texas (BCBSTX), helps control health care expenses using a defined contribution model. Employers establish a pre-determined amount for each employee's health care coverage. Employees then use the funds contributed by their employer to select and purchase a plan from the Blue Directions platform. All plans include preventive services paid at 100 percent. Out-of-pocket (OPX) for all plans includes deductible and applicable copayments. See Certificate Book for more detailed information.

Blue Directions plan options:

PLAN		DEDUCTIBLE INDIVIDUAL/FAMILY	OFFICE VISIT/ URGENT CARE COPAY	COINSURANCE IN/OUT	OUT-OF-POCKET MAX INDIVIDUAL/FAMILY	PHARMACY*	NETWORK
PAC #1							
1	RM02	$500/$1,500	$15/$40	90%/70%	$2,500/$7,500	$15/$30/$45	BlueChoice
2	RM04	$500/$1,500	$20/$45	80%/60%	$3,000/$10,200	$20/$35/$50	BlueChoice
3	RM07	$1,000/$3,000	$20/$45	80%/60%	$3,500/$10,200	$15/$30/$45	BlueChoice
4	RM09	$1,000/$3,000	$25/$50	80%/60%	$4,000/$10,200	$20/$35/$50	BlueChoice
5	RM17	$1,500/$4,500	$30/$55	75%/50%	$5,500/$10,200	$20/$40/$60	BlueChoice
6	RMH2	$3,000/$6,000	Ded/Coins	100%/70%	$3,000/$6,000	100% after cal yr ded	BlueChoice
7	RM24	$2,500/$7,500	$30/$55	70%/50%	$5,350/$10,200	$20/$40/$60	BlueChoice
8	RM26	$3,000/$9,000	$40/$65	70%/50%	$5,600/$10,200	$20/$40/$60	BlueChoice
PAC #2							
1	RM09	$1,000/$3,000	$25/$50	80%/60%	$4,000/$10,200	$20/$35/$50	BlueChoice
2	RM16	$1,500/$4,500	$30/$55	80%/60%	$4,500/$10,200	$20/$35/$50	BlueChoice
3	RM18	$2,000/$6,000	$20/$45	80%/60%	$5,000/$10,200	$15/$40/$55	BlueChoice
4	RMH2	$3,000/$6,000	Ded/Coins	100%/70%	$3,000/$6,000	100% after cal yr ded	BlueChoice
5	RM24	$2,500/$7,500	$30/$55	70%/50%	$5,350/$10,200	$20/$40/$60	BlueChoice
6	RM26	$3,000/$9,000	$40/$65	70%/50%	$5,600/$10,200	$20/$40/$60	BlueChoice
7	RM32	$5,000/$10,000	$40/$65	70%/50%	$5,600/$10,200	$20/$40/$60	BlueChoice
8	RMH3	$5,000/$10,000	Ded/Coins	100%/70%	$5,000/$10,000	100% after cal yr ded	BlueChoice

*** Pharmacy has a separate out-of-pocket maximum of $1,000 individual/$3,000 family**

BlueCross BlueShield of Texas

Blue Directions plan options: *(continued)*

PLAN		DEDUCTIBLE INDIVIDUAL/FAMILY	OFFICE VISIT/ URGENT CARE COPAY	COINSURANCE IN/OUT	OUT-OF-POCKET MAX INDIVIDUAL/FAMILY	PHARMACY*	NETWORK
PAC #3							
1	RM09	$1,000/$3,000	$25/$50	80%/60%	$4,000/$10,200	$20/$35/$50	BlueChoice
2	RM18	$2,000/$6,000	$20/$45	80%/60%	$5,000/$10,200	$15/$40/$55	BlueChoice
3	RMH2	$3,000/$6,000	Ded/Coins	100%/70%	$3,000/$6,000	100% after cal yr ded	BlueChoice
4	RMH8	$4,000/$8,000	Ded/Coins	100%/70%	$4,000/$8,000	100% after cal yr ded	BlueChoice
5	RM26	$3,000/$9,000	$40/$65	70%/50%	$5,600/$10,200	$20/$40/$60	BlueChoice
6	RM31	$5,000/$10,000	$40/$65	80%/60%	$5,600/$10,200	$20/$40/$60	BlueChoice
7	RM32	$5,000/$10,000	$40/$65	70%/50%	$5,600/$10,200	$20/$40/$60	BlueChoice
8	RMH3	$5,000/$10,000	Ded/Coins	100%/70%	$5,000/$10,000	100% after cal yr ded	BlueChoice
PAC #4							
1	RM18	$2,000/$6,000	$20/$45	80%/60%	$5,000/$10,200	$15/$40/$55	BlueChoice
2	RM17	$1,500/$4,500	$30/$55	75%/50%	$5,500/$10,200	$20/$40/$60	BlueChoice
3	RMH2	$3,000/$6,000	Ded/Coins	100%/70%	$3,000/$6,000	100% after cal yr ded	BlueChoice
4	RMH8	$4,000/$8,000	Ded/Coins	100%/70%	$4,000/$8,000	100% after cal yr ded	BlueChoice
5	RM26	$3,000/$9,000	$40/$65	70%/50%	$5,600/$10,200	$20/$40/$60	BlueChoice
6	RM31	$5,000/$10,000	$40/$65	80%/60%	$5,600/$10,200	$20/$40/$60	BlueChoice
7	RM32	$5,000/$10,000	$40/$65	70%/50%	$5,600/$10,200	$20/$40/$60	BlueChoice
8	RMH3	$5,000/$10,000	Ded/Coins	100%/70%	$5,000/$10,000	100% after cal yr ded	BlueChoice

*** Pharmacy has a separate out-of-pocket maximum of $1,000 individual/$3,000 family**

For more information on Blue Directions, please contact your BCBSTX representative.

BlueCross BlueShield of Texas

Blue Directions℠ Dental Plan Options

Blue Cross and Blue Shield of Texas offers these dental plan options.

PLAN CODE	NETWORK STATUS	BENEFIT LEVELS	COVERAGE ALLOCATION	ANNUAL MAXIMUM	LIFETIME ORTHODONTICS	DEDUCTIBLE (IND/FAM)	OUT-OF-NETWORK REIMBURSEMENT
PACKAGE #1							
D501	In/Out	100/80/0/0	Low	$750	N/C	$25/$75	90th U&C
D701	In/Out	100/80/50/50	Low	$1,500	$1,000	$50/$150	90th U&C
PACKAGE #2							
D601	In/Out	100/80/50/0	Low	$1,000	N/C	$50/$150	90th U&C
D821	In/Out	100/80/50/50	High	$1,000	$1,000	$50/$150	90th U&C
PACKAGE #3							
D602	In/Out	100/80/50/0	Low	$1,500	N/C	$50/$150	90th U&C
D801	In/Out	100/80/50/50	High	$1,500	$1,500	$50/$150	90th U&C
PACKAGE #4							
D701	In/Out	100/80/50/50	Low	$1,500	$1,000	$50/$150	90th U&C
D802	In/Out	100/80/50/50	High	$1,500	$1,500	$50/$150	90th U&C
PACKAGE #5							
D702	In/Out	100/80/50/50	Low	$1,500	$1,500	$50/$150	90th U&C
D803	In/Out	100/80/50/50	High	$2,000	$2,000	$50/$150	90th U&C

Notes: Coverage allocation refers to placement of endodontic, periodontic and oral surgery. "High" means Type II 80% or Basic coverage. "Low" means Type III 50% or Major coverage.

A Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association

725216.0713

From: "BluecrossandBlueshieldofTexasRenewalOptions@bcbstx.com" <BluecrossandBlueshieldofTexasRenewalOptions@bcbstx.com>
To: "Veliz, Lisa" <Lisa.Veliz@hubinternational.com>
Cc: "rebeca_gutierrez@bcbstx.com" <rebeca_gutierrez@bcbstx.com>
Subject: 111535 - CITY OF SOCORRO - Anniversary Date Change Offer

Attachment:
(See attached file: 111535.pdf)

—

Greetings Broker/Producer,

Beginning on Jan. 1, 2016, the Affordable Care Act (ACA) will expand the definition of the "small employer" market segment to include groups with 51 to 100 employees. Previously, a small group was defined as having one to 50 employees.

Blue Cross and Blue Shield of Texas (BCBSTX) is committed to working closely with employer groups that may be impacted by this change, and understand that some groups may be considering changing their Anniversary Date to Oct. 1, 2015. To assist groups with this decision, BCBSTX has provided the following documents:

- Anniversary Date Change Cover Letter TX - A copy of this letter is attached.
- 111535.pdf - This attachment includes existing plan(s) rates and rates for existing plans with an Oct. 1, 2015, Anniversary Date. If applicable, grandfathered plans making an Anniversary Date change must return the included Grandfathered Health Plan Certification form with the Anniversary Date Change form.
- Anniversary Date Change form (Additional Provisions for Benefit Program Application). This attachment may be used to make an Anniversary Date change only.

Additional Information on Dental Plans
An Anniversary Date change to Oct. 1, 2015, for a group's medical plan will automatically include moving any existing group dental plan(s) to an Oct. 1, 2015 date, as well. Group dental plan rates will remain the same.

Please keep in mind that modifying your plan's Anniversary Date may affect your group's eligibility for various exemptions and safe harbors under the Affordable Care Act's Employer Shared Responsibility provisions, and/or may not be permitted in certain circumstances under applicable state or federal law. If you are planning a change to your plan's Anniversary Date, please consider consulting your legal, tax and/or compliance professionals prior to your decision.

==========

PAPERWORK/DEADLINE REQUIREMENTS BASED ON COVERAGE DECISIONS*

Making an Anniversary Date change only?
Return the Anniversary Date change form by Aug. 15, 2015. If applicable, include the Grandfathered Health Plan certification form, too.

Making an Anniversary Date change and a benefit plan(s) change?
Return ONLY the BPA Application for Amendment form, including the Grandfathered Health Plan certification form, if applicable, by Aug. 15, 2015.

Remaining with your existing plan?
If your group decides to remain with its existing plan(s) and anniversary date, no action is required.

*Submit all paperwork to your General Agent/Producer or BCBSTX Account Executive.

If Anniversary Date change paperwork is not returned by the deadlines listed above,
your group will retain its existing Anniversary Date.

Thank you for doing business with BCBSTX. We appreciate your continued trust in our organization, and will strive to continue to exceed the service needs of you and your employees.

Please contact your Producer or BCBSTX Account Executive with questions.

Sincerely,
Blue Cross and Blue Shield of Texas

(See attached file: Anniversary Date Change Cover Letter TX.pdf)

(See attached file: Anniversary Date Change form.pdf)(See attached file: TX_Ancillary.pdf)(See attached file: Blue Directions - TX Renewal Flier - r8_FINAL.pdf)
HCSC Company Disclaimer

The information contained in this communication is confidential, private, proprietary, or otherwise privileged and is intended only for the use of the addressee. Unauthorized use, disclosure, distribution or copying is strictly prohibited and may be unlawful. If you have received this communication in error, please notify the sender immediately at (312)653-6000 in Illinois; (800) 447-7828 in Montana; (800)835-8699 in New Mexico; (918)560-3500 in Oklahoma; or (972)766-6900 in Texas.

BlueCross BlueShield of Texas

Follow these steps to create a Summary of Benefits and Coverage (SBC):

1. Log in to Blue Access for Employers℠ (BAE) or Blue Access for Producers℠ (BAP)
2. Click the appropriate link to access the SBC Tool:
   a. For BAE, click **Account Summary** link on the left to expand; Select **Health Plans** then click **Display** and select the **View Standard Plan SBC Tool** link.
   b. For BAP, click **Products & Forms** on the left; click on the **Summary of Benefits and Coverage** link on the right.
3. Follow these steps to find and customize an SBC:
   a. Select the appropriate **Plan Year** and **State** (both fields are required). Click the **Search** button to display available SBCs.
   b. To narrow search results, you can enter values in **Product Type , Plan ID, Plan Name and/or Language** fields.
   c. Once SBC is selected, click the **Select** button next to the **Plan ID** column.
   d. Enter **Coverage Effective Date & Coverage Ending Date** using the following formats:
      English: MM/DD/YYYY or
      Spanish: DD/MM/YYYY
   e. Click **Coverage For** and select appropriate value.
   f. Click **Generate Summary.**
   g. Proof your SBC.
   h. If changes are required, click **Edit**. You will return to Customize SBC screen.
   i. For the final SBC, there are two options for distribution:
      - For a single recipient, the customized SBC can be emailed from the system. If applicable, remember to change the default email to the intended recipient's email and click **Send.**
      - For multiple recipients, the customized SBC should be saved to your hard drive and then emailed.
   j. To send the SBC to another recipient, clear the field and enter a new address and click **Send.**
4. To customize a different SBC, click **Return to Results.**
5. When completed, log out by clicking the red **X** at the top of the browser window.

Reminder – always create a new customized SBC for each request to ensure the most up-to-date material is being distributed.
Note: If the group health plan makes a plan change, an updated SBC can be retrieved using the same process.
Technical Assistance
If you need assistance while using the SBC Tool, please call (855) 756-4448.

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DATE: July 7, 2015

TO: Mayor and City Council

FROM: Anibal Olague, Special Projects

SUBJECT:

Discussion and action to authorize the submission of a grant application to the Texas Department of Agriculture's Community Development Block Grant 2015 Community Enhancement (CE) Fund in the amount of $325,000 to improve a total of 5 buildings in the Rio Vista Complex. The City will contribute a 10% match of the project in the amount of $32,500.

SUMMARY

The Dept. of Agriculture released a notification of availability of funds for rural community centers. The City would like to improve a total of 5 units including the main building. The project will allow the full use of the complex and increase the amount of services and programs in the community.

BACKGROUND

The City is seeking funds to enhance the community center and properties in the complex that could benefit the community.

STATEMENT OF THE ISSUE

FINANCIAL IMPACT

Match of $32,500
Funds runs

ALTERNATIVE

STAFF RECOMMENDATION

Approve

REQUIRED AUTHORIZATION

1. **City Manager** _____ **Date**_____
2. **CFO** _____ **Date**_____
3. **Attorney** _____ **Date** _____

Acrobat File Edit View Window Help
cdbgApplication2015CEF FINAL 5.4.15.pdf
Open Create 7 / 9 114% Customize Tools Fill & Sign Comment
Please fill out the following form. Highlight Existing Fields

TABLE 1 Complete a separate table for each activity or colonia target area. | Add Another Table 1 | Remove this Table 1

Identify the target area for this project. Only one Table 1 is needed if the same target area, beneficiaries, and national objective apply. If any of these are different, add a new Table 1. Refer to the Application Guide for instructions.

Target Area: _____ Construction Completion Type:

Activity Description	HUD Act #	Total Benes	LMI Benes	LMI %	TxCDBG Construction	TxCDBG Engineering	TxCDBG Acquisition	Other Construction	Other Engineering	Other Acquisition	Activity Total	+
Other Public Facilities and Improvements	3	0	0	0.00%	245,000	17,500	0	0	32,500	0	295,000	X
General Program Administration (use Construction columns)	21A	0	0	0.00%	30,000	0	0	0	0	0	30,000	X
ACTIVITY TOTALS:		0	0	0.00%	275,000	17,500	0	0	32,500	0	325,000	

Race	# Non-Hispanic Beneficiaries	# Hispanic Beneficiaries	Total Activity Beneficiaries	+
	0	0	0	X
TOTALS:	0	0	0	

Gender	Total Males	Total Females	Total Benes
	0	0	0

REQUIRED - Census Geographic Area Data
Identify the census tract and block group(s) in which the project will take place

County Code +

Census Tract (6-digit)	01	02	03	04	05	06	07	08	09	10	X
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	

☐ City-wide Benefit

☐ County-wide Benefit

Beneficiary Identification Method(s)

☐ An approved TxCDBG survey was used to identify the beneficiaries for this activity.

☐ 2010 Census information was used to identify the beneficiaries for this activity

Texas Community Development Block Grant Program

2015 Community Enhancement (CE) Fund

Application Guide

April 2015

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TxCDBG Program Overview

The goal of the Texas Community Development Block Grant (TxCDBG) Program is to develop viable communities by providing decent housing and a suitable living environment, as well as by expanding economic opportunities, that principally benefit persons of low- to moderate-income. In awarding funding pursuant to Government Code Section 487.351(c), the Texas Department of Agriculture (TDA) shall give priority to eligible activities in the areas of economic development, community development, rural health, and rural housing to support workforce development.

The objectives of the TxCDBG Program are:

a) To improve public facilities to meet basic human needs, principally for low- to moderate-income persons;
b) To improve housing conditions, principally for persons of low- to moderate-income;
c) To expand economic opportunities by creating or retaining jobs, principally for low- to moderate-income persons; and
d) To provide assistance and public facilities to eliminate conditions hazardous to the public health and of an emergency nature.

Community Enhancement (CE) Fund

Offered through an annual application cycle, the purpose of the Community Enhancement (CE) Fund is to achieve the goals of the TxCDBG Program by providing funds to enhance a local community by developing enhancements that address any of the following needs:

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

A facility developed through the CE Fund must ***enhance*** a community. A city or county cannot apply for funds to develop a specific type of enhancement if a similar facility currently exists within their jurisdiction that offers or provides the same, or similar, services or functions, unless the enhancement will substantially expand services or functions to a community. The services and/or functions of a proposed enhancement funded by the CE Fund must be currently limited or unavailable within an applicant's jurisdiction.

General Information

The application for the 2015 CE Fund is available at www.TexasAgriculture.gov.

Deadline and Submittal Requirements

The deadline for all 2015 CE Fund applications is **5:00 PM** C.T. on **Thursday, August 6, 2015**. Applications, or additional documentation/information for an application, will not be accepted after 5:00 p.m. on the final day of submission.

Two (2) complete and signed copies of the application must be submitted:

a) one with original signatures;
b) one copy of the original; and
c) an electronic copy submitted to cdbg@TexasAgriculture.gov.

Contact and Delivery Information

Mailing Address (US Postal Service):	**Physical Address (Overnight Carriers):**
Texas Department of Agriculture TxCDBG Post Office Box 12847, Capitol Station Austin, Texas 78711	Texas Department of Agriculture TxCDBG 1700 N. Congress Avenue, 11th Floor Austin, Texas 78701 Or Hand Deliver to the 2nd Floor
512-936-7875 or 512-936-7891 – Telephone	888-216-9867 – Fax

Maximum Grant Amounts

The maximum grant amounts that can be requested in an application for the 2015 CE Fund are:

a) single-jurisdiction: $350,000
b) multi-jurisdiction: $350,000

Application Requirements

An application **will be disqualified** if it is:

a) noncompliant with TxCDBG and/or Federal program requirements;
b) lacking information necessary to determine that an activity has met a National Program Objective; and/or
c) does not include all of the following information/documentation:
    a. a completed 424 Form with original signature;
    b. all application forms, fully completed;
    c. a passed/adopted Local Government Resolution authorizing submission of the application;
    d. correct beneficiary documentation;
    e. evidence of compliance with the TxCDBG Citizen Participation Plan;
    f. legible, quality maps;
    g. scoring data/documentation;
    h. documentation of new or substantially expanded services
    i. applicant's Independent Auditor's Report (see Attachments Section); and
    j. evidence of an applicant's active SAM registration.

An "Application Review Checklist" is located at the end of this Application Guide. Applicants are strongly encouraged to utilize this tool to verify that the application is complete before submittal.

Additionally, an application may be disqualified due to, but not limited to, any of the following reasons:

a) the applicant is not a unit of general local government;
b) the project is ineligible or is located in an ineligible location (entitlement area);

c) the applicant is noncompliant with TxCDBG Citizen Participation Plan requirements;
d) the applicant is noncompliant with Applicant Threshold Requirements;
e) the application contains false information;
f) the applicant is noncompliant with TxCDBG survey requirements;
g) the application does not comply with the requirement concerning the preparation of an assessment of the applicant's housing and community development needs prior to submission of a TxCDBG application; and/or
h) the applicant does not respond, refuses to respond, or does not provide an adequate response to requests for revisions or additional information within the prescribed timeline;

TDA **will not** award TxCDBG funds to the same (or substantially the same) project under two different funds. However, if an application is unsuccessful, project funding may be available through another fund *if* the appropriate application criteria are satisfied.

False Information on Applications

If the applicant provides false information in a TxCDBG Fund application that has the effect of increasing the applicant's competitive advantage, or false beneficiary information that increases the number or percentage of potential beneficiaries, TxCDBG staff shall make a recommendation for action to the Director of the State TxCDBG Program.

Actions that the Director may make include, but are not limited to:
a) Disqualification of the application and holding the locality ineligible to apply for TxCDBG funding for a period of at least one year not to exceed two program years.
b) Withdraw the award or terminate the contract and require repayment of any TxCDBG funds received under the contract.
c) Holding the locality ineligible to apply for TxCDBG funding for a period of two program years or until any issue of restitution is resolved, whichever is longer.

An applicant may appeal a decision of the State TxCDBG Director by filing an appeal with the Director of the Office of Rural Affairs.

Appeals Process

Refer to Title 4 Part 1 §30.6 of the Texas Administrative Code (TAC).

Eligible Applicants

Eligible applicants are **non-entitlement** units of general local government consisting of incorporated cities and counties. Non-entitlement cities that are not participating in Urban County programs through existing participation agreements are eligible applicants unless the city's population counts toward the urban county's CDBG allocation.

Non-entitlement cities are:
a) cities with populations of less than 50,000 persons;
b) cities that are not designated as a central city of a metropolitan statistical area (MSA);
c) cities that are not participating in Urban County programs; or
d) cities that are participating the entitlement portion of the federal CDBG Program.

Non-entitlement counties have fewer than 200,000 persons in the non-entitlement cities and unincorporated areas located in the county.

While non-entitlement units of general local government are the only eligible applicants for TxCDBG funding, these applicants may submit applications that will provide benefits through other sub-recipient groups serving their jurisdiction.

Applicant Threshold Requirements

Additionally, each applicant must be in compliance with the 12- and 24-month threshold requirements to be eligible for TxCDBG funding.

12-Month Applicant Threshold Requirement: To meet the 12-month threshold requirement, a grantee must obligate at least fifty percent (50%) of the total TxCDBG funds awarded under an open TxCDBG contract within twelve (12) months from the start date of the contract or prior to the application deadline, have completed plans and specifications, and have received all applicable environmental approvals from TDA covering this obligation. This threshold is applicable to TxCDBG contracts with an original 24-month contract period. This threshold requirement is not applicable to awards made under the Texas Capital Fund, Colonia Self-Help Centers Fund, and the CEDAP Fund.

24-Month Applicant Threshold Requirement: To meet the 24-month threshold requirement, a grantee must submit to TDA the Certificate of Expenditures (COE) report showing the expended TxCDBG funds and a final drawdown for any remaining TxCDBG funds as required by the most current TxCDBG Project Implementation Manual. Any reserved funds on the COE must be approved in writing by TDA. For purposes of meeting this threshold, "expended" means that the construction and services covered by the TxCDBG funds are complete and a drawdown for the funds has been submitted prior to the application deadline. This threshold will apply to an open TxCDBG contract with an original 24-month period and to TxCDBG contracts that have reached the end of the 24-month period prior to the application deadline. This threshold requirement is not applicable to awards made under the Texas Capital Fund, Colonia Self-Help Centers Fund, and the CEDAP Fund.

Types of Applications

Single Jurisdiction Applications

A single eligible applicant (city or county) may only submit an application for funding if the project beneficiaries are limited to persons located within the applicant's jurisdiction.

For an incorporated city, the beneficiaries are limited to persons located within the city's limits. For a county, the beneficiaries can be all persons located only in the unincorporated areas of the county or countywide (including those persons in incorporated areas within the county).

Multi-Jurisdiction Applications

Multiple eligible applicants may submit a multi-jurisdiction application for funding when project beneficiaries include all of the persons within all of the applicant's jurisdictions.

Eligible Activities

Eligible activities categories for the 2015 CE Fund include the development of facilities that would address any of the following needs:

a) Public Health - Develop enhancements that meet the needs of the public's health. This can include the development of, but not limited to, the following:
   a. public health clinics
   b. dental clinics
   c. hospitals (including satellite branches or clinics for a regional hospital)
   d. fitness facilities

b) Community Centers - Develop enhancements that address the need of a location within a community that is able to host gatherings and events. This can include the development of, but not limited to, the following:
   a. community centers
   b. multi-purpose gymnasiums
   c. facilities at a park
   d. auditoriums
   e. civic centers

c) Workforce Development/Education - Develop enhancements that meet the educational and workforce development needs of a community. This can include the development of, but not limited to, the following:
   a. continuing/vocational education facilities
   b. a satellite college campus
   c. a library

d) Public Safety - Develop enhancements, to also include the purchase of equipment that would meet the needs of the public's safety. This can include the development and/or purchase of, but not limited to, the following:
   a. fire/EMS stations (including those for volunteer fire departments)
   b. ambulances
   c. fire trucks and firefighting equipment

e) Renewable Energy - Funds for projects that would provide renewable, cost-effective sources of energy for public facilities and/or infrastructure that must demonstrate a cost savings of at least 25%. This includes the development of renewable sources of energy to power any public facility or infrastructure that could include, but not limited to, the following:
   a. wastewater treatment plants
   b. water treatment plants
   c. lift stations
   d. water wells

e. desalination plants

The "development" of a facility can include the construction of a new building or the rehabilitation of an existing structure. An existing structure may be redeveloped into a facility to meet a community's needs.

The development of a facility must take place on land owned (or to be acquired) by the applicant and the applicant must retain ownership of the facility, unless it is being constructed for another public entity (e.g. community college, university, public school district). Facilities to be eventually ceded to another public entity must be located on land owned (or to be acquired) by the other public entity.

Eligible renewable energy projects that would power any infrastructure of a utility that serves an applicant's entire jurisdiction (and that is owned by a non-profit entity other than the applicant) may be ceded to the service provider, but only with prior approval of TDA. Please contact TxCDBG program staff with any questions regarding project eligibility when developing an application.

Ineligible Activities

For the CE Fund, any type of activity not described or referred to in Section 105(a) of the Housing and Community Development Act of 1974, as amended, or that does not develop an enhancement to meet a need described above, is ineligible for funding. Specific ineligible activities include:

a) construction of buildings and facilities used for the general conduct of government (e.g., city halls and courthouses);
b) financing of political activities;
c) purchase of construction equipment;
d) income payments, such as housing allowances;
e) new housing construction; and
f) operation and maintenance expenses of public facilities, improvements and services.

Sustainability and Partnerships

Sustainability

The CE Fund must also develop enhancements that are *sustainable.* As a requirement of eligibility, applicants must agree to a commitment to provide for the continued and reasonable operation and maintenance of the facility for the use and enjoyment by the public for a minimum of five (5) years. This commitment must be documented in the form of a letter signed by the chief elected official of the applicant.

For enhancements that are to eventually be ceded to another public entity or for renewable energy projects (for a non-profit service provider of a utility that is not owned by the applicant), the other public entity or non-profit service provider must agree to the commitment to provide for the continued and reasonable operation and maintenance of the enhancement and to also continue to use the enhancement for its intended purpose for a minimum of five (5) years.

Partnerships

Partnerships between communities and organizations can be vital in bringing services and opportunities to a rural community and can also support the sustainability of an enhancement. TDA strongly encourages these partnerships that can help develop communities, improve healthcare, and can provide vital education and training.

Preference (through the scoring process) will be given to the applications of applicants that partner with organizations to bring previously unavailable services to a community. Examples of these partnerships can include:

a) developing a satellite campus for a community college, university, or vocational school
b) developing a local clinic for a regional hospital or healthcare provider
c) developing a facility to house a Head Start program with the local school district
d) developing a facility to house a Boys and Girls Club
e) developing a facility to house a child advocacy organization

All partnerships must be documented (via an MOU, etc.) within the application upon submittal. The commitment by the partner to continue to use the enhancement for its intended purpose for a minimum of five (5) years must be documented in the agreement, as well.

For Renewable Energy projects, eligible partnerships include relationships with other entities that focus on promoting renewable energy. These partnerships must be documented to receive any eligible points, as well, but for purposes of this program, the partnership must extend (at a minimum) through the development and implementation of the project.

Meeting the NPO and Identifying/Documenting Beneficiaries

Meeting the National Program Objective (NPO)

All activities for CDBG funds must meet at least one of the U.S. Housing and Urban Development's (HUD) CDBG National Program Objectives (NPO):

a) principally benefitting persons of low- to moderate-income (LMI);
b) prevention or removal of slum or blight; or
c) addressing a need that represents an immediate threat to health and safety.

The CE Fund requires that all proposed activities within an application meet the NPO of principally benefitting persons of low- to moderate-income. "Principally benefitting" means that over fifty-one percent (51%) of all beneficiaries of an activity must be LMI persons. LMI individuals are those whose income is 80% or less of the area median family income (AMFI).

Identifying Activity Beneficiaries

All applicants must identify and document an activity's beneficiaries. Once an applicant has identified the persons that will benefit from the proposed eligible activity, there are three (3) acceptable methods to document the total beneficiaries, and number of LMI beneficiaries, for each proposed application activity:

1) HUD Census and American Community Survey based data (LMISD);
2) the completion of a TxCDBG approved survey; or

3) a combination of the two.

For the CE Fund, all applicants must propose activities that will benefit all of the citizens within their jurisdiction; therefore, all city applicants must propose activities that have a "city-wide" benefit and all county applicants must propose activities that have a "county-wide" benefit.

County applicants have the option of proposing activities that have a county-wide benefit area that includes all of the residents within the county (including those within incorporated areas) or proposing activities that only benefits all of the residents in the county's unincorporated areas (excluding those in incorporated areas).

Beneficiary Identification Methods

All applicants **must** qualify their proposed activities by providing documentation as to the income status of those persons (also called beneficiaries). LMI individuals are those whose income is 80% or less of the area median family income (AMFI). Clear documentation of an applicant's beneficiary identification method must be received with the application. Beneficiaries can be documented either using LMISD data or through a door-to-door survey.

TDA staff reviews the beneficiaries reported in the application for accuracy, the acceptability of the method(s) used by an applicant to identify the beneficiaries for each proposed activity, and for compliance with NPO requirements.

Low- to Moderate-Income Summary Data (LMISD)

The LMISD data is Census data provided through HUD that can be used to determine the LMI percentage of a project's benefit area. Questions about using this data can be directed to TDA staff or one can refer to Appendix I: Using Census Data and Surveys. The beneficiary documentation methods can be found on the TDA website under "All Resources" on the CDBG landing page.

Surveys

Use of door-to-door surveys is an acceptable method for documenting beneficiary income levels. Refer to the agency website at www.TexasAgriculture.gov for a copy of the most recent "Survey Methodology Manual" and required survey forms. Surveys of 200 or more households must use random sampling techniques and all surveys must result in at least an 80% response rate. When the beneficiaries of an activity are fewer than 60% of the residents of a Census Geographic Area, or the income profile of a community has changed substantially since the last Census, surveys are often a useful alternative (see example 3 in Appendix I: Using Census Data and Surveys). Adhere to these requirements to avoid disqualification.

Citizen Participation Plan Requirements

An applicant is only able to be awarded TxCDBG funds if it certifies and documents that it follows, and complies with, a detailed Citizen Participation Plan (that adheres to TxCDBG Citizen Participation Plan requirements) that provides for, and encourages, citizen participation at all

stages of the program. Each applicant certifies by signing the 424 Form that it has, and will comply with, the requirements of this Citizen Participation Plan.

Additionally, an applicant must maintain a citizen participation file that includes a copy of this Plan, the applicant's complaint procedures, any technical assistance provided by the applicant, and the public notices, minutes, and attendance lists for public hearings.

The following are requirements of a Citizen Participation Plan:

a) Complaint Procedures: An applicant must have written citizen complaint procedures that provide a timely written response to complaints and grievances. Citizens must be made aware of the location, days, and hours when copies of the plan are available.
b) Technical Assistance: Upon request, an applicant shall provide technical assistance to groups representative of persons of low- to moderate-income in developing proposals for the use of TxCDBG funds. The level and type of assistance shall be determined by the applicant based upon the specific needs of the community's residents.
c) Public Hearing Provisions: For public hearings scheduled and conducted by a TxCDBG applicant, the following public hearing provisions must be observed:
    a. Public notice of the hearings must be published in a local newspaper at least seventy-two (72) hours prior to the scheduled hearing. The public notice must include the date, time, location and topics to be considered at the public hearing. A published newspaper article may also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
    b. The public hearing must be held at a time and location convenient to potential or actual beneficiaries and include accommodations for persons with disabilities. Furthermore, the applicant must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to each hearing. The public hearing must be held after 5:00 p.m. on a weekday or at a convenient time on a Saturday or Sunday.
    c. When a significant number of non-English speaking residents are expected to participate in a public hearing, an interpreter must be present to accommodate the needs of the non-English speaking residents.

Applicants must comply with the following citizen participation requirements in the preparation and submission of an application to the TxCDBG Program:

a) The public hearing must occur on a date prior to the adoption of the local government resolution authorizing the submission of the application.
b) The locality must retain documentation of the hearing notice(s), attendance lists, minutes of the hearing(s), and any other records concerning the proposed use of funds for a period of one year. Such records must be available to the public in accordance with Chapter 552, Government Code.
c) The public hearing must meet the following TxCDBG notification requirements and include a discussion with citizens covering the following topics:
    a. The development of housing and community development needs.
    b. The amount of funding available.
    c. All eligible activities under the Texas Community Development Block Grant Program.
    d. The applicant's use of past TxCDBG contract funds, if applicable.

e. The estimated amount of funds proposed for activities that will meet the national objective of benefitting low- to moderate-income persons.
f. The plans of the locality to minimize displacement of persons and to assist persons actually displaced as a result of activities assisted with TxCDBG funds, if applicable.

Citizens must be encouraged to submit their views and proposals regarding community development and housing needs, with particular emphasis on persons of low- to moderate-income who are residents of slum or blighted areas. Local organizations that provide services or housing for low- to moderate-income persons, including the local Public Housing Authority, the local Health and Human Services office, and other local service providers must receive written notification concerning the date, time, location and topics to be covered at the public hearing.

Citizens must be made aware of the location where they may submit their views and proposals in case they are unable to attend the public hearing. While more than one application may be discussed at the public hearing, a hearing held for the previous program year's submission of the same application does not satisfy the requirements for any subsequent competition.

The completed application must be available for public review for a minimum of at least five (5) days prior to its submission to TDA. The applicant must publish a public notice in a local newspaper that includes the following information:

a) The TxCDBG fund categories for which applications will be submitted.
b) The amount of TxCDBG funds requested in each application.
c) A short description of the proposed project activities in each application.
d) The locations of the project activities included in each application.
e) The location and hours when the application will be available for public review.
f) This 2nd notice must be published no less than one (1) day after the notice for the initial public hearing/meeting is published.

Applicants must comply with the following citizen participation requirements in the event that the application is successful:

a) The locality must provide citizens with reasonable advance notice of and opportunity to comment on activities which are proposed to be added, deleted or substantially changed from the locality's application.
b) Upon completion of the activities, the locality shall hold a public hearing and review its program performance, including the actual use of TxCDBG funds.
c) The locality must retain documentation of the hearing notice(s), attendance lists, minutes of the hearing(s), and any other records concerning the actual use of funds for the greater of:
    a. Three years after close-out of HUD's grant to the State of Texas (please see TDA website)
    b. If notified by TDA in writing, the date that the final audit is accepted with all audit issues resolved to TDA's satisfaction (Please see date of TDA audit acceptance letter if applicable); or
    c. A date consistent with the period required by other applicable laws and regulations as described in 24 CFR 570.487 and 570.488.

The applicant certifies compliance with the TxCDBG Citizen Participation Plan requirements by signing the 424 form. Failure to comply with these requirements may result in disqualification of the application.

Local Certifications

Each applicant for TxCDBG funding certifies (by signing the 424 Form) that it has adhered to the Local Certifications included in this application guide in the preparation of any TxCDBG application. Adherence to these certifications must be ongoing in the event that the application is successful and funded.

With respect to the expenditure of funds provided under a TxCDBG contract, each contractor is required to certify that:

a) It will minimize displacement of persons as a result of activities assisted with such funds.
b) The program will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) and the Fair Housing Act (42 USC 3601-20), and that it will affirmatively further fair housing, as specified by TDA.
c) It will provide opportunities for citizen participation, hearings and access to information with respect to its community development programs, and that it is following the TxCDBG Program Citizen Participation Plan.
d) It will not attempt to recover any capital costs of public improvements assisted in whole or in part with such funds by assessing any amount against properties owned and occupied by persons of low- to moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements unless: (A) such funds are used to pay the proportion of such fee or assessment related to the capital costs of such public improvements that are financed from revenue sources other than such funds; or (B) for purposes of assessing any amount against properties owned and occupied by persons of low- to moderate-income who are not persons of very low income, the contractor certifies that it lacks sufficient funds under this contract to comply with the requirements of clause (A).
e) It will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and Federal implementing regulations at 49 CFR Part 24, and the requirements of section 570.606 including the following of a residential anti-displacement and relocation assistance plan, as specified by TDA, in the event that displacement of residential dwellings will occur in connection with a project assisted with TxCDBG funds.
f) It has adopted or will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations and enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction.
g) To the best of the TxCDBG contractors' knowledge and belief, no Federal appropriated funds have been paid or will be paid, by or on behalf of the TxCDBG Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
h) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of

Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the TxCDBG Contractor shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

i) The TxCDBG contractor must require that the language of this certification be included in the award documents for all sub-awards at all levels (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Minority Participation/Local Opportunity

The TxCDBG Program encourages localities to affirmatively take action to utilize small, minority (MBE) and women-owned (WBE) businesses whenever possible. Although funded localities are not directly responsible for meeting a specific minority business participation goal, TxCDBG reports to HUD on the levels of MBE and WBE hiring under all CDBG contracts. To increase participation of small, minority and women owned-businesses localities may use the Texas Comptroller of Public Accounts Historically Underutilized Business (HUB) Directory. Also in accordance with Section 3 of the Housing and Urban Development Act of 1968, successful applicants using CDBG funding for housing or other public construction are required, to the greatest extent feasible, to provide training and employment opportunities to lower-income residents and contract opportunities to businesses in the project area.

Fair Housing Activities

Any locality receiving funds under the TxCDBG Program must certify that it will affirmatively further fair housing choice. Each funded locality must conduct at least one fair housing activity during the contract period, even if the locality is currently undertaking fair housing activities. Activities that qualify as affirmatively furthering fair housing include, but are not limited to, the following:

a) Cities may pass a fair housing ordinance and publicize the existence of such an ordinance.
b) Counties may adopt written fair housing policies and procedures that are equivalent to a fair housing ordinance and publicize the existence of such policies.
c) The development of a strategy to pass a fair housing ordinance to be evidenced by public hearings and input from interested parties.
d) The establishment of a written local complaint and monitoring process and notification to the public of its existence.
e) The initiation of a fair housing counseling referral service that provides housing choices outside historically minority and/or low- to moderate-income neighborhoods to be evidenced by adoption of written procedures and publication of the availability of such service.
f) The completion of a community-wide housing analysis to determine impediments to fair housing and actions to eliminate these impediments.
g) The designation of April, or some other month, as Fair Housing Month through resolution or proclamation along with other activities to support fair housing.

In addition, applicants that receive TxCDBG funds, Chief elected officials and third party consultants will be required to have Fair Housing training. Training will be offered at both on-site workshops and state-wide webinars.

Scoring

Eligible applications will be scored and ranked using the following criteria:

TOTAL MAXIMUM SCORE IS 105.

a) LMI Percentage (20 point maximum)
Points will be given based upon the percentage of beneficiaries that are identified as persons of low- to moderate-income. The following calculation will be used to calculate the points:
20 x (LMI%) = X

b) Partnerships (20 points maximum)
Does the applicant have a documented partnership(s) with an organization that will utilize the developed enhancement to bring previously unavailable or limited services or functions to residents within the applicant's jurisdiction? Yes = 20 points, No = 0

c) Multi-need Facility (15 points maximum)
Does the enhancement project meet:

- two of the following needs? 10 points
- three or more of the following needs? 15 points
    i. Public Health
    ii. Community Gatherings
    iii. Workforce Development/Education
    iv. Public Safety

d) Sustainability (10 points maximum)

- The applicant (or partner) has documented its commitment to the sustainability of the enhancement for a minimum of five (5) years. 5 points; OR
- The applicant (or partner) has documented its commitment to the sustainability of the enhancement for a minimum of ten (10) years. 10 points.

e) Match (20 points maximum)
If matching funds are provided, full points will be awarded based on the following:

- Applicant population of 5,000 or less – match of at least 5%
- Applicant population of 5,001 or more – match of at least 10%

Date Source: 2010 Census, Table P1: Total Population (2010 SF1 100% Data)

f) Other TxCDBG Funding (10 points maximum)

- The applicant **did not** receive funding in the 2013-2014 cycle of the Community Development (CD) Fund. 10 points.

g) Administration and Engineering Costs (10 points maximum)

- Total TxCDBG costs for administration and engineering do not exceed a combined 35% of total TxCDBG cost for construction and acquisition. 10 points.

All applicants must provide answers to the scoring criteria above as a separate document attached to the application.

Funding Priorities

All eligible applications will been scored and categorized by the community need category identified in the Project Summary of the application. Assuming all categories are applied for, the highest ranking applicant for each category will be funded. This guarantees one application from each of the categories will be funded. The remaining applications will be ranked according to score and the highest scoring applications will be funded until funds are exhausted.

a) Public Health
b) Community Centers
c) Workforce Development/Education
d) Public Safety
e) Renewable Energy

Conflict of Interest

Under the conflict of interest provisions at 24 CFR 570.489(h) included in the regulations governing state administration of CDBG non-entitlement funds (24 CFR 570, Subpart I), no persons who exercise or have exercised any function or responsibilities with respect to TxCDBG activities, or who are in a position to participate in a decision-making process, or gain inside information regarding TxCDBG activities, may obtain a financial interest or benefit from the activity, or have interest in any contract, subcontract, or agreement, or the proceeds thereof, either for themselves or those with whom they have family or business ties, during their tenure, or for one year thereafter.

These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official of the state, or of a unit of general local government, or of any designated public agencies, or sub-recipients receiving CDBG funds.

As an example, a conflict of interest would exist (family member receiving benefit from an activity) if a member of a mayor's family was selected to receive housing rehabilitation assistance through a city program financed with TxCDBG funds. Another example where a conflict of interest would exist (business ties) is a situation where a consultant, who is employed by an engineering firm, has been selected by a city to provide grant administration services and the city is considering the selection of an engineer from that same firm to provide grant engineering services.

TDA may grant an exception to the conflict of interest provisions on a case-by-case basis if it determines that such exception will serve to further the purpose of the TxCDBG program and the effective and efficient administration of the project. An exception may be considered only upon written request from the city or county that includes the following documentation:

a) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made.
b) An opinion of the attorney for the city or county that the interest for which the exception is sought would not violate state or local law.
c) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the project that would not be available otherwise.
d) Whether an opportunity was provided for open competitive bidding or negotiation.
e) Whether the person affected is a member of a group or class of low or moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will

permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class.

f) Whether the person affected has withdrawn from his/her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question.
g) Whether the interest or benefit was present before the affected person was in the position as an employee, agent, consultant, officer, or elected official of the city or county, or of any designated public agencies, or sub-recipients that are receiving CDBG funds.
h) Whether undue hardship will result to the city or county or the persons affected when weighed against the public interest served by avoiding the prohibited conflict.
i) Any other relevant considerations.

Federal Funding Accountability and Transparency Act (FFATA)

In September 2006 the President signed the Federal Funding Accountability and Transparency Act (FFATA) requiring the Office of Management and Budget (OMB) to develop a publicly available, free-of-charge, searchable website on federal funding. Federal funding includes grants, sub-grants, loans, awards, cooperative agreements, and other forms of financial assistance. On April 6, 2010, the OMB issued a memorandum outlining responsibilities for State agencies making sub-awards with Federal funds.

Beginning October 1, 2010, TDA is responsible for reporting data on each TxCDBG award, which will be entered into the usaspending.gov database. This data includes:

- The name of the entity receiving the award;
- The amount of the award;
- Information on the award, including transaction type, funding agency, Catalog of Federal Domestic Assistance (CFDA) number, program source, and a descriptive award title;
- Location of the entity receiving the award and the primary location of performance under the award, including the city, state, congressional district, and county; and
- The Data Universal Numbering System (DUNS) number for the entity receiving the award.

Additional information deemed relevant by the OMB must also be provided, and all information is due no more than thirty days after a grant is awarded. Applicants must register on the System for Award Management (SAM) and entities must have an active registration to receive funding from HUD. Information on SAM registration is available at https://www.sam.gov.

Application Instructions

Cover Sheet

Enter the applicant's name in the space provided. Using the drop-down box, select the applicant's County.

424 Form

The numbered sections below coincide with the numbered fields on the 424 Form. All information is required unless otherwise noted.

1. **Type of Submission** - Under the Application column, select either Construction or Non-Construction.
2. **Date Submitted** – To use the calendar provided, click on the drop-down arrow on the right side of the box.
3. **Date Received by State** – Leave this field blank.
4. **Date Received by Federal Agency** – Leave this field blank.
5. **Applicant Information** - Provide the applicant's Legal Name (e.g., City of ABC, ABC County) and the Organizational Unit (can be the same as the Legal Name). **Mailing address, telephone number, fax number, and email address are required for both the applicant and the application preparer.** The applicant's physical address and county are also required.
6. **Employer Identification Number** – Also known as the Federal Tax ID, this 14-digit number is required to facilitate disbursement of funds.

6a. **DUNS Number** – All applicants must have a Data Universal Numbering System number to apply for Federal funds. The DUNS number is a nine-character identification number provided by Dun and Bradstreet. There is no charge to obtain a DUNS number. For additional information, visit the Dun and Bradstreet website at www.dnb.com. Failure to provide the applicant's DUNS number at the application stage may result in delayed award disbursement. The DUNS number is also required to be registered with the Central Contractor Registry.

7. **Type of Applicant** – Select County or City.
8. **Type of Application** – Check the appropriate box.
9. **Name of Federal/State Agency** – Provided by TDA
10. **Catalog of Federal Domestic Assistance Number** – Provided by TDA
11. **Project Type** – Use the drop-down menu to select the project type that best describes the proposed project. If the options in the drop-down menu do not accurately describe the proposed project, you may type the appropriate project type in this field rather than selecting from those provided.

11a. **Type of Application** – Provided by TDA

12. **Target Area(s) Affected by the Project** – Briefly identify the target area(s) of the city or county affected by the project. Acceptable descriptions would be: "The ABC Community in southeast XYZ County", "The ABC Community and LMN Community in XYZ County", "The ABC Water Supply Corporation Service Area", "The A, B, C, and D Colonias of XYZ County", and "Jollyville neighborhood in the northwest portion of ABC Town".
13. **Applicant's Fiscal Year** – Indicate the beginning and end dates of the applicant's fiscal year.
14. **Congressional Districts** – Provide the congressional districts of the entity applying for funding, as well as for the proposed project site(s). This information is available through the "Who Represents Me" feature at the Texas State Legislature's web site: www.fyi.legis.state.tx.us.
15. **Estimated Funding** – Complete each field as follows:
    A. TxCDBG Request: Amount requested from TDA through this application;
    B. Federal: Amount committed from federal resources such as RUS or USDA-RD;
    C. State: Amount committed from state resources such as TWDB;
    D. Applicant: Amount of match committed by the applicant;
    E. Local: Amount committed from local resources such as a WSC, WCID, MUD, or any other local entity other than the applicant;
    F. Other: Amount committed from resources other than those listed above; and

G. Total: This will calculate automatically.

If the applicant intends to use TxCDBG funds to leverage funds from another source, indicate the full scope of the project (including portions funded by other sources) in the Project Summary.

16. **Is application subject to review by State Executive Order 12372 Process?** – For TxCDBG applications, the answer to this question is "No." Texas Review and Comment System (TRACS) no longer exists for review.
17. **Is the Applicant delinquent on any Federal debt?** - If the answer is "Yes," include an explanation concerning the nature, amount, and date when payment of the debt became delinquent.
18. **Certification** – Before signing the 424 Form, the authorized signatory should read the text in this field carefully and review the Local Certifications and Citizen Participation Plan sections of this guide. Complete all sub-fields prior to signature.

Project Approval Information

This form asks for a variety of information about the applicant and 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". Failure to respond to any item on the Project Approval Information form will result in a deficiency notice. In addition, the applicant must identify the funding category in this section.

Community Needs Assessment

List of All Identified Community Needs / Problems

Provide a list of all the 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.

Community Needs Assessment Questionnaire

Provide the information requested for each item, including information concerning the applicant's past and future efforts to provide affordable housing opportunities in the applicant's jurisdiction and the applicant's past efforts to provide infrastructure improvements through the issuance of general obligation or revenue bonds. A response is required for each item; "None" and "N/A" are acceptable.

Fair Housing Activities

Any locality receiving TxCDBG monies must certify that it will affirmatively further fair housing. Using the table, identify the activities presently undertaken to affirmatively further fair housing and which new activities will be undertaken if an award is made by TDA. Localities 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.

The Needs In This Application Were Determined By

Indicate the assessment type(s) used to determine the needs addressed in this application, including the date(s) of each assessment. If the exact date is not known, choose the first day of the appropriate month and year.

Description of the Need(s) Addressed in This Application

Provide a description of the needs addressed in this application. TDA will use the information from this section to draft a contract in the event that the application is successful. Please double-check for accuracy and do not use all capital letters.

Additionally, describe existing facility(ies) or services within the applicant's jurisdiction, if any, that already address the need(s) described above. Include information about the capacity of the current facility(ies) or services and the anticipated increase if the project is funded.

Project Summary

This section consists of five questions intended to summarize the most basic aspects of the proposed project(s). Responses will be used to draft a contract if the application is awarded. Ensure the information provided in this section is accurate and in agreement with all other parts of the application. To answer the questions on this form, follow the instructions below:

1. **"Which of the following community needs will the proposed enhancement address (click all that apply)?"**
   Guidance: based upon the community needs described above, identify which needs category(ies) best describes the proposed enhancement:
   a) Public Health-Related Facility
   b) Community Centers
   c) Workforce Development/Education Facility
   d) Public Safety/Emergency Facilities
   e) Renewable Energy Project

   EXAMPLE – A facility that housed a health clinic and also had space that functioned as a community events center would address the need categories of "Public Health-Related Facility" and "Community Centers."

2. **"Describe the proposed enhancement. Include any construction activity(ies), location/address, annual maintenance and operating costs, staffing, and related equipment."**
   Guidance: if the proposed enhancement includes the construction, or redevelopment, of real property, include any construction activity(ies) that are to occur along with the location/address of the facility. Include the estimated annual maintenance and operating costs and any staff that may be needed for the facility. Include any necessary eligible fixtures or equipment, as well. County applicants must clearly state their proposed beneficiaries (see top of page 8).

   If the proposed enhancement is the purchasing of eligible types of equipment, describe the equipment, quantity, its use, and where it will be utilized. If the proposed enhancement is a

renewable energy project, explain what will be built/installed, where, what facility it will provide power to, and the facility(s) anticipated costs savings.

3. **"Describe how the proposed enhancement will address the identified need."**
   Guidance: describe how the proposed enhancement described above will address the identified need(s).

4. **"Identify all community partnerships that will support and/or utilize the proposed facility."**
   Guidance: provide the name, type, their role in the enhancement, and the length of the partnership (the minimum length of time that they commit to be involved) of each partnership developed in conjunction with the enhancement.

5. **"Disclose source(s) and use(s) of non-TxCDBG funds."**
   Guidance: Disclose the source use and amount of any non-TxCDBG funds committed to the proposed project. This includes all cash, material, land, and in-kind match.

Provisions at Subpart C of 24 CFR Part 4 require TxCDBG applicants to disclose the information requested in each part of this section:

- Assistance from other government sources in connection with the TxCDBG project;
- The sources of funds contributed to the project; and
- The uses for which the funds are to be utilized.

TDA will require all applicant disclosure reports be available to the public for five (5) years in the case of applications for competitive assistance, and for generally three (3) years in the case of other applications. Update reports will be available along with the disclosure reports, but in no case for a period less than three (3) years. All reports, both initial reports and update reports, will be made available 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.

Additional Project Information

Answer the four questions on this page to identify: 1) any persons with a reportable financial interest to disclose 2) the type of acquisition (if applicable) needed for the proposed project; 3) any construction activities to be completed by Force Account; and 4) Drought-related needs.

Applicants must provide information on anyone with financial interest in the proposed project exceeding $50,000 or 10 percent of the requested amount (whichever is lower). 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. 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. Residence in housing for which assistance is sought is not considered a covered financial interest.

The applicant disclosure report must specify all expected sources of funds from TxCDBG and from any other source that is or will be available for the proposed project or activity. Non-TxCDBG sources typically include the applicant's local contribution, other government assistance referred, equity, and contributions from foundations and private individuals. The report must also specify all expected use(s) of the funds. All sources and uses of funds must be included if they can be reasonably expected to be available for the proposed project.

For the source of funds, indicate that the information can be found on the Cover Sheet, 424 Form, Table 1, the Local Resolution, and Letters of Commitment.

Otherwise, each reportable source of funds must indicate:

- The name and address, city, state, and zip code of the individual or entity providing the assistance. If applicable, include at least one organizational level below the agency name. For example, U.S. Department of Transportation, U.S. Coast Guard; Department of Safety, Highway Patrol;
- the program name, and any relevant identifying numbers or other means of identification for the assistance; and
- the type of assistance (e.g., applicant contribution, loan, grant, loan insurance).

Additional disclosures apply to update reports. During the period in which a TxCDBG application is pending, the applicant must make the following additional disclosures:

1. Any information that should have been disclosed in connection with the application but was inadvertently omitted.
2. Any information that would have been subject to disclosure in connection with the application but that arose at a later time, including information concerning an interested party that now meets the applicable disclosure threshold referred to above.
3. Any changes in previously disclosed Other Government Assistance that exceeds the previously disclosed amount.
4. For changes in previously disclosed financial interests, any change in the amount of the financial interest of a person that exceeds the amount of the previously disclosed interests by $50,000 or by 10 percent of such interests (whichever is lower).
5. For changes to previously disclosed sources of funds, any change in a source of funds that exceeds the lower of:
    a. The amount previously disclosed for that source of funds by $250,000 or by 10 percent of the amount previously disclosed for that source, whichever is lower; or
    b. The amount previously disclosed for all sources of funds by $250,000 or by 10 percent of the amount previously disclosed for all sources of funds, whichever is lower.
6. For changes to previously disclosed uses of funds, any change in a use of funds that exceeds the lower of:
    a. The amount previously disclosed for that use of funds by $250,000 or by 10 percent of the amount previously disclosed for that use, whichever is lower; or
    b. The amount previously disclosed for all uses of funds by $250,000 or by 10 percent of the amount previously disclosed for all uses of funds, whichever is lower.

For Questions 2 and 3, click on the appropriate response and provide a response if prompted.

Table 1 – Beneficiary Data

Provide the following information for each proposed activity. For activities that share the same location, beneficiaries, and National Program Objective, use the "+" box on the right side of the page to add activity line items (or the "x" box to delete an unnecessary line item). Data for activities in a different location, serving different beneficiaries, or addressing a different NPO must appear on a separate Table 1 form. To add a new Table 1 form, click the "Add Another Table 1" button at the top of the page, or click "Remove this Table 1" to remove an unnecessary page. Refer to Appendix III: Sample Table 1 & 2 for an example of a properly completed Table 1 form.

Enter the following information for each target area:

- **Target Area:** enter the name of the applicable benefit area. **NOTE**: when entering the name of the project area, ensure exact consistency in the naming of the project area throughout the application (spelling and capitalization, etc.). For example, "Green Acres" should not appear as "green acres subdivision" elsewhere.
- **Construction Completion Type:** identify how each proposed activity will be accomplished:
  a) select "contract" for activities that will be accomplished by the bid/contract process.
  b) select "force account" for force account labor (performed by the applicant's own employees); or
  c) select "combination" for a combination of both (Contract) and (Force Account).
- **Activity Description:** choose the appropriate activity from the dropdown menu. After selecting an activity, the appropriate HUD activity number will appear in the next field. Most projects involve at least three activities, and at least one construction item and General Administration are mandatory. For most public works/facilities projects, engineering/architectural services should be included even if not paid with TxCDBG funds.
  a) When completing the form for the General Administration activity, the Gender, Ethnicity, and Census Geographic Area information is not required. For the General Administration line item, use the TxCDBG Construction and/or Other Construction columns to indicate the portions of the Administration costs to be paid by TxCDBG funds and/or Other funds respectively. Engineering and acquisition costs are not applicable to General Administration and should be left blank for both TxCDBG and Other funds. In some cases, more than three activities apply even if the application is for a single purpose. One example is housing projects that include rehabilitation, clearance, and relocation activities.
- **Total Benes (Total Activity Beneficiaries):** enter the total number of beneficiaries of the activity. Once this information is entered, enter the sum total of all the beneficiaries at the bottom of the column.
- **LMI Benes (Activity LMI Beneficiaries)**: enter the number of persons identified out of the Total Beneficiaries whose income falls below 80% of the area median family income. Once this information is entered for all activities, enter the sum total of all the LMI beneficiaries at the bottom of the column.
- **LMI % (Activity LMI %):** this is the percentage of an activity's beneficiaries that are LMI, and will automatically calculate. For projects addressing the low- to moderate-income NPO, the TxCDBG program requires that this amount be at least 51% for each construction activity.

- **TxCDBG Construction**: indicate the amount of TxCDBG funds requested for each construction activity. Be sure to correlate this figure for all construction activities on Table 2 – Budget Justification.
  a) Use this column for General Administration (choose General Administration as the activity and then budget the amount in the TxCDBG Construction column). The amount requested for General Administration must not exceed 16% of the combined TxCDBG amounts requested for construction and acquisition/relocation activities. The locality is responsible for any cost incurred for General Administration (Program Administration, Compliance, Audit, etc.) that exceeds the TxCDBG-funded amount.
- **TxCDBG Engineering:** indicate the amount of TxCDBG funds requested to pay engineering costs associated with the activity. This amount should also appear on Table 2 – Budget Justification. TxCDBG Engineering costs must not exceed 25% of the TxCDBG Construction/Acquisition budget.
- **TxCDBG Acquisition**: indicate the amount of TxCDBG funds requested to pay acquisition costs associated with the activity. This amount should also appear on Table 2 – Budget Justification.
- **Other Construction:** indicate the amount of local or other matching funds committed to pay for the construction costs associated with the activity.
- **Other Engineering:** indicate the amount of local or other matching funds committed to pay for the engineering costs associated with the activity.
- **Other Acquisition:** indicate the amount of local or other matching funds committed to pay the acquisition costs associated with the activity.
- The source(s) of all other funds must be disclosed in the Project Summary section of the application when the "other" amount is greater than zero. TDA requires a commitment documenting each outside source of funding. Refer to Appendix II: Matching Funds for additional details.
- **Activity Total:** this is the total cost of completing each activity, including funds from TxCDBG and all other sources, and will automatically calculate. The total for all activities should match the total project cost on the 424 form.
- **Gender Data**: enter in the total number of male and female beneficiaries that will be served in the target area. The number in the Total Benes column (Gender Data) should match the Total Beneficiary – Activity Totals column in the section above.
- **Race/Ethnicity Data:** provide the race, and ethnicity data of the beneficiaries that will be served in the target area. This data can be derived utilizing the "Race/Ethnicity Calculator" (located on TDA's website) with race and ethnicity census data for the applicant located in Table DP05 of the American Community Survey.
- **Census Geographic Area Data**: for reporting purposes, HUD requires that TDA collect information regarding the location of each project activity. The county code/FIPS (Federal Information Processing Standard) code will automatically populate when you choose the applicant's county from the drop down menu on the cover page. Next, enter **all** of the applicable census tracts (6-digit) and block group(s) where the activity's beneficiaries reside.
- **This Activity Benefits a Target Citywide/Countywide Benefit:** identify whether the proposed activity will benefit an entire city or county.
- **Beneficiary Identification Method(s):** indicate which of the three acceptable methods was used by selecting the appropriate box, and then provide the appropriate information that is requested under the selected identification method. The three acceptable ways to determine how many beneficiaries an activity will serve are the following

a) HUD Census-based Data;
b) TxCDBG-approved Survey; and
c) TxCDBG-approved Limited Clientele Information.

Table 2 – Budget Justification of Retail Costs

For projects involving more than one activity, this form should reflect each separate activity and its applicable costs. Do not include cost categories such as contingency funds, profit, overhead, and bonding as separate costs. They should be built into the estimated construction costs.

Localities may not levy special assessments, fees or service connection/tap-on costs on low- to moderate-income persons to recover the TxCDBG-financed portion of a public improvement. However, they may do so to recover the portion financed with other funding sources provided TxCDBG funds pay these costs for the LMI beneficiaries.

Under certain conditions, TxCDBG funds may pay special assessments and fees for low- to moderate-income persons even if the public improvements are funded by another source. Payment of special assessments/fees constitutes TxCDBG assistance to the public improvement. Therefore, TxCDBG funds may pay for the assessments/fees on behalf of LMI persons provided that:

- the installation of the public improvements was carried out in compliance with requirements applicable to activities assisted under the TxCDBG program, including labor standards, environmental review requirements, and citizen participation;
- the installation of the public improvement meets a TxCDBG national program objective; and,
- TxCDBG funds do not pay for the assessment/fees on behalf of non-low- to moderate-income persons.

Force account labor costs, whether to be paid with TxCDBG funds or included as local match, must be based on the estimated TxCDBG contract-related construction hours to be worked by force account workers and the hourly wages to be paid, not on labor costs estimated through the bid/contract method. Attach a separate schedule to document the force account.

The value of materials/supplies to be provided by the applicant, and already owned by the applicant, must be based on the purchase price of the materials and supplies at the time of purchase and cannot be based on the current purchase price of such materials/supplies.

Equipment costs for equipment owned by the locality, whether to be paid with TxCDBG funds or included as local match, must be based on a use allowance (such as those used by FEMA) or depreciation (based on acquisition cost, and only if the equipment is not already fully depreciated). Calculate all costs based on hours the equipment is in use on the project.

Please enter the following:

- **Activity Description:** refer to the listed activities on Table 1. Activities shown on this form must correspond to those shown on Table 1. Use the dropdown menu for a full list of activity descriptions and their corresponding HUD activity numbers. Use the "+" box on the right side of the page for additional line items (or the "x" to remove unnecessary ones).

- **Materials/Facilities/Services:** in this column, list the materials/facilities/services associated with each activity.
- **$/Unit, Unit, and Quantity:** for projects that will be completed using force account labor, use the materials/facilities/services column to calculate the value of the force account, such as the estimated contract-related construction hours multiplied by hourly wage rates with the total amount indicated in the Construction column, or attach a separate Force Account Schedule. See Appendix V: Form/Document Samples for an example of a properly completed Table 2 – Budget Justification for Retail Costs involving Force Account labor. There are two acceptable methods for determining actual construction costs:
    1. Break down the construction costs into labor and materials components for each activity (use this method for activities involving force account labor); or
    2. Use unit price ($/Unit) and the number of units (Quantity) for each activity. The units used (e.g., linear feet (lf), square feet (sf), etc.) must be priced to include all proposed improvements related to and necessary for the major construction activity.
- **Construction:** enter the price of a material associated with a construction activity. This is the quantity in the "$/Unit" column multiplied by the number in the "Qty" column.
- **Engineering:** engineering/architectural costs are required to be broken out and entered by **each construction activity** and by the following engineering services (survey, design, and construction/inspection). Special engineering services and their costs must be itemized on Table 2.
- **Acquisition:** enter any cost involved with a proposed activity involving acquisition of real property (easements, rights-of-way, etc.). The projected acquisition costs must be broken out by the activity for which the acquisition is needed. Acquisition costs associated with construction activities, such as easements for a water system improvement project, should be shown in the "Acquisition" column. Please keep in mind that TDA requires compliance with the Uniform Real Property Acquisition and Relocation Policies Act of 1970. **Do not add a separate Acquisition activity line item unless the project involves acquisition of real property, in which case the "Construction" and "Engineering" columns should be blank for the Acquisition activity.**
- **Total:** – the totals for each line item and column will calculate automatically. Each activity cost and the associated total activity costs must be consistent with those shown on Table 1. General Administration costs are not shown on Table 2.
- **Signature of Registered Engineer/Architect Responsible For Budget Justification (and Seal):** for public facilities projects, a professional engineer or architect licensed to practice in the State of Texas must complete this form. The engineer or architect's signature and registration seal must be on the form. Please also provide the date the form is completed and the engineer or architect's telephone number. If the professional seal is a pressure (non-ink) seal, please ensure that a penciled-over image of the seal is visible on the duplicate copy.

National Program Objectives

Indicate which National Program Objective (NPO) the proposed project addresses. Additional data may be required depending on which NPO you select:

- Activities benefitting low- to moderate-income persons;
    - LMI Area Benefit;
    - LMI Housing Activity;
    - LMI Limited Clientele; or

    - LMI Jobs
- Prevention / Elimination of Slums or Blight; or
- Urgent Need.

NOTE: All applications for the CE Fund must qualify their proposed projects by meeting the NPO of benefitting individuals that are low- to moderate-income and must select "LMI Area Benefit" as their method used to determine beneficiaries.

Provide a Justification of Beneficiary Identification Method that was used to identify the beneficiaries of the proposed projects. Provide specific references to programs and income limits or the condition on which the limited clientele eligibility was based. The number of limited clientele beneficiaries must be substantiated through clientele lists or certified by the director of the facility or program.

Anticipated Objectives and Outcomes

Indicate the anticipated objectives and outcomes from the proposed activities by completing the following for each activity:

- **Activity:** using the dropdown menu, select the appropriate activity. If the options in the drop-down menu do not accurately describe the proposed activity, you may type the appropriate project type in this field rather than selecting from those provided from the drop-down list. Also, use the boxes marked "+" and "x" on the right side of the page to add or delete space for additional activities.
- **Anticipated Objective:** select one anticipated objective for each activity:
  a) Create a suitable living environment.
  b) Provide decent affordable housing
  c) Create economic opportunities.
- **Anticipated Outcome:** select one outcome for each activity in the application (excluding engineering and administration):
  a) Availability / Accessibility
  b) Affordability
  c) Sustainability

NOTE: Only one set of objectives and outcomes is required for each activity. If multiple objectives and outcomes are provided for each activity, the responses listed first for each activity will be used for reporting purposes by TxCDBG staff.

Anticipated Outcome Units

Of the following, select the box next to the most appropriate description of the proposed activities:

a) Infrastructure/Public Facilities Improvement Project
b) Services
c) Planning Activity

Once the additional questions appear, select the Activity from the dropdown menu. Use the "+" box on the right side of the page to add additional activities, if applicable (or the "x" box to delete unnecessary ones). For each activity, provide the following:

a) Identify the number of persons for each of the following:

a. Anticipated to have new access to this type of public facility or infrastructure improvement;
b. Anticipated to have improved access to this type of public facility or infrastructure improvement; or
c. Anticipated to be served by public facility or infrastructure that is no longer substandard.

NOTE: The total for each activity and outcome must not exceed the total number of beneficiaries identified in the application.

Additional Activity Information

Select only those that apply.

- *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.

ATTACHMENTS

The application must be submitted with the following attachments, if applicable, in the order specified.

Resolutions

The application *must* be submitted with a resolution from the local governing body (i.e. County Commissioners Court or City Council) authorizing the submission of that application. The governing body must adopt/pass the resolution before the application submission and after the application public hearing. Failure to comply with these resolution requirements may result in disqualification of the application.

The language of the resolution must, at a minimum:

1. Authorize the submission of an application for funding under the Texas Community Development Block Grant Program.
2. Designate the Community Enhancement Fund as the fund category under which the application is to be considered.
3. Designate the activities addressed in the application.
4. Designate the dollar amount being requested.
5. Designate a person (e.g., County Judge, County Commissioner, or Mayor) who will be authorized to execute documents in conjunction with the application, and any resulting grant contract.
6. Commit to the provision of resources by source and use (if applicable) in support of the proposed project activities, including the specific source (e.g., General Fund, Water/Sewer Fund, General Obligation Bonds) and use of those resources.
7. Commit to compliance with all federal, state, and program requirements, including environmental review, labor standards, procurement, acquisition of property, civil rights, and administrative requirements.

In a multi-jurisdiction application, a cooperative agreement must also be included and signed by all participating local governments, and must state which participant will serve as the lead administrative entity if the project is funded. Additionally, each locality participating in a multi-jurisdiction application must submit a resolution adhering to the guidelines above.

For a sample resolution, see Appendix V: Form and Document Samples.

Documentation of Match

The following guidelines serve to clarify the type of match acceptable under the TxCDBG Program. Acceptable types of match can be any of the following:

1. Cash only;
2. In-kind services/equipment use;
3. Materials or supplies;
4. Land; or
5. Any combination of the above.

Match must be fully documented in the application. For more information on the acceptability of each of the different types of match, refer to Appendix II: Matching Funds.

While other resources are strongly encouraged, the commitments for these matching funds must be fully documented as to source, type, use, and minimum dollar amount before they can be considered in the scoring of an application.

Local government resource commitments must be made in the form of a Resolution from the City Council or County Commissioners Court. This resolution should indicate, at a minimum, the type of resource (e.g., land, labor, materials, money, etc.) and the source, a minimum dollar value to be provided, and for what purpose(s) this resource will be used. Please note here that local match can only be counted for expenditures that would not occur if the proposed application is not funded, with the exception of local funds expended for consultant engineering and administrative services.

Resource commitments provided by other local entities (e.g., public housing authority, special utility districts, private financial institutions or other similar sources leveraging loan funds with a local housing rehabilitation program or other TxCDBG-eligible activity) must be documented in a letter signed by a person authorized by that entity to make such a commitment. This letter should identify the type of resource, a minimum dollar value, and for what purpose this resource will be used. Applicants who are unsure about the eligibility of a commitment from other local entities should contact TDA staff.

Commitments for other State or Federal funds (e.g., Texas Water Development Board, UDSA) must be supported by a grant/loan offer, contract award letter, etc., signed by a person authorized to make such a commitment for that agency for an activity directly related to activities included in the TxCDBG application. This evidence must include identification of the resource, a minimum dollar value, and the purpose for which this resource will be used. These resources cannot have been expended before the application is submitted.

All resources committed in an application and considered in the scoring of that application must be provided in the event that the project is selected for funding. If these resources are not made available, the locality may be subject to the sanctions described in the *"False Information"* section of this guide.

Additionally, the use of other funds (e.g., federal, state, or local) in conjunction with TxCDBG funds generally triggers a series of compliance requirements that might not be applicable if those funds were to be used independently. These requirements include but are not limited to environmental review, labor standards, real property acquisition (including easements), prohibition of special assessments, and financial management procedures.

Published Notices of Public Hearing and Application Activities

Prior to the preparation and submission of an application for TxCDBG funds, each applicant must hold at least one public hearing and publish a notice that describes the application activities and the availability of the application(s) for public review.

The public hearing gives citizens information about the TxCDBG Program and eligible program activities, as well as opportunities to participate in the development of the applicant's community development and housing needs and the development of TxCDBG applications.

The public notice gives citizens information on proposed uses for the funds and an opportunity to review and comment on the application(s) prior to submission.

Other requirements include:

1. Public notices should be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community service providers.
2. Persons with disabilities must be able to attend the hearing and an applicant must make arrangements for individuals who require auxiliary aids or services, if contacted at least two days prior to the hearing.
3. Local organizations that provide services or housing for low- to moderate-income persons, including the local Public Housing Authority, Health and Human Services office, Faith-based organizations, and Mental Health and Mental Retardation office, must receive written notification concerning the date, time, location and topics to be covered at the public hearing.

The written notification sent to local service providers for the public hearing must include the date, time, location and topics of discussion at the public hearing (a copy of the notice will suffice if it includes all required information). Send this notification to service providers serving the jurisdiction's residents – if a local office is located in the community, then that office should receive the notification. If a local office is not located in the community, send the notification to the local or regional office location that serves the jurisdiction's residents.

The following items are required as evidence of adherence with public hearing and public notice requirements:

1. A copy of the actual published public hearing notice (full page of the newspaper with publication title and date or publisher's affidavit and a copy of the notice) for the required public hearing. The notice must conform to the requirements of the Citizen Participation Plan, including specifics such as the date, time, location of the hearing and the topics to be discussed.
2. A copy of the actual published notice of the application(s) activities and availability of the application(s) for public review. This may be either a full newspaper page with the publication title and date or publisher's affidavit and a copy of the notice. The notice must conform to the requirements of the Citizen Participation Plan including the timing of the published notice and the information included in the notice.
3. A listing of the local service providers that received written notification of the public hearing. Copies of the written notifications must be kept by the applicant and will be reviewed by TDA staff during site visits. Again, the written notification must conform to the requirements of the Citizen Participation Plan including specifying the date, time, and location of the hearing and the topics of discussion.

TDA recommends verifying that the public notices are published on the correct days, as well as allowing sufficient time for publication and public hearing issues to be resolved rather than completing these steps just prior to submitting the application.

For sample public notices, see Appendix V: Form and Document Samples.

Project Maps including Census Maps

Each application for TxCDBG funding must include a project map, or maps, which clearly show the following information:

1. The boundaries of the applicant's jurisdiction;
2. The boundaries of the county;
3. Location(s) of the target area community or communities; and
4. Location(s) of all proposed project activities (e.g., sewer/water lines, lift stations, street pavement, water storage tanks, water wells, wastewater treatment plants, public facility improvements, etc.).

Applicants using HUD-Census-based data to document project beneficiaries must provide maps that clearly show:

1. All of the Census geographic areas (e.g., census tracts, block numbering areas, block groups) within the applicant's jurisdiction where census data is used to document project beneficiaries;
2. Locations of the project activities (on the same census maps); and
3. The census tract numbers, block numbering area numbers, and block group numbers must be legible.

If project beneficiaries are determined based on area benefit, the project area or service area boundaries must also be delineated on all maps. Maps must be reproducible. Care should be taken in copying maps so that project activities that may have been designated by a colored mark are still identifiable.

Documentation of Beneficiaries

Clear documentation of an applicant's beneficiary identification method **must** be received with the application. Applicants must include with their application either a completed survey of the target area; for previously completed surveys, the TxCDBG Approval Letter and the Survey Tabulation Form; or supporting documentation of the HUD based Census Low- to Moderate-Income Summary Data (LMISD) spreadsheet for the census geographic area.

Evidence of Active SAM Registration

The applicant shall include a screen-shot from the System for Award Management (SAM) website at https://sam.gov verifying the entity's registration is active.

Annual Audit

Applicants must comply with the audit requirements in the Texas Local Government Code for the fiscal year ending 2013 or after. Failure to submit an audit by the application deadline will result in automatic disqualification. CPA opinion letter can be accepted in lieu of the complete audit.

A302 Exemption Determination for Activities Listed at 24 CFR §58.34

The applicant shall include a completed A302 form for the proposed project (See Appendix V: Form and Document Samples).

Application Review Checklist

See the following page for the Application checklist and instructions.

Scoring Criteria Responses

Applicants must address each of the Scoring Criteria factors and provide complete responses with supporting documentation (see Data Source) for each scoring criterion. Use other software (such as Microsoft Word) to complete this section, then print and include it with the application.

Providing each answer consists of three steps:

1. Identifying the scoring criteria / question by number or by name;
2. Providing the response information to the criteria; and
3. Attaching the verifiable source.

If the data source is included in the application, it is not necessary to reattach the data source (example: Table 1, Table 2, Form 424). Repeat the steps for each scoring criteria until each scoring criteria for the region is complete.

Applicant Name: _____

Application Review Checklist for Community Enhancement Fund

The following items **must** be included in the application. If the application is found to be substantially incomplete it will be denied without further consideration. Applications that have deficiencies will be given 10 business days to satisfy those deficiencies. Applicant or Application Preparer must initial for each item included in the application or indicate that the item is not applicable. Print this page separately and insert directly behind the Application Coversheet.

COMMUNITY ENHANCEMENT FUND Application Contents	Initial if complete, NA if not applicable
Original Application – Part 1	
Cover Sheet with Applicant's Name and County	
Completed 424 Form with original signature	
Project Approval Information	
Community Needs Assessment	
Description of the Need(s) Address in this Application	
Project Summary and Additional Project Information	
Table 1	
Table 2	
National Program Objectives	
Attachments – Part 2	
Resolution	
Match Documentation (Letter(s) of Commitment)	
Public Notices	
Copy of actual published public hearing notice or Publisher's Affidavit and copy of notice	
Copy of actual published notice of application activities and availability of the application for public review or Publisher's Affidavit and copy of notice	
Listing of the local service providers that were sent the written notification of the public hearing	
Project Map documenting the Benefit area	
Census Maps for documenting the Benefit area when using Census data to qualify for LMI	
Documentation supporting Low- to Moderate-Income beneficiaries (See Appendix I)	
Evidence of active SAM Registration	
Most recent Annual Audit (2013)	
A302 Exemption Determination for Activities Listed at 24 CFR §58.34	
Scoring Criteria Responses– Part 3	
Attach the Scoring Criteria Responses to the application (see page 13 of Application Guide).	
Electronic Copy– Part 4	
Only the PDF document of the application is needed. Email to cdbgapps@TexasAgriculture.gov.	

Appendix I: Using Census Data and Surveys

To count project beneficiaries and document LMI percentage based on data from the Census, use the Low-to-Moderate-Income Summary Data spreadsheet from the TDA web site. This Excel file contains population and income data for the State of Texas down to the Block Group level.

TxCDBG will only allow the use of the HUD Census-based information to qualify an activity and to document the activity beneficiaries under the following conditions:

1. The project activity will benefit all of the persons within a census geographic area or a significant number of the persons (at least 60% of the persons) within a census geographic area. The census geographic area could be a county, place, census tract, or block group.
2. If only HUD Census-based information is used to document the beneficiaries of an application activity, the low and moderate income benefit percentage must be at least 51% (not 50.99%) for a single census geographic area or for combinations of two or more census geographic areas.
3. The HUD Census-based information may be used in combination with beneficiaries identified using other methods (as appropriate) to document the beneficiaries of an application activity. Again, the activity must benefit at least 51% low and moderate income persons.

If an application activity does not benefit an entire census geographic area or a significant number of the persons within a census geographic area, then the applicant must use another method to document the beneficiaries. The applicant should then consider conducting a local TxCDBG survey to document the beneficiaries and the low and moderate benefit percentage for the activity. A local survey is usually the best way to document the beneficiaries of direct benefit activities.

Navigating the LMISD Spreadsheet

The most useful columns in the LMISD file for identifying activity beneficiaries are:

- COUNTYNAME – identifies the name of the county where the corresponding geography is located;
- PLACENAME – identifies the name of the city where the corresponding geography is located. Blank spaces in this column indicate unincorporated portions of counties;
- TRACT – indicates the census tract associated with each row of data;
- BLKGRP – indicates the block group associated with each row of data;
- LOWMOD – the number of low- to moderate-income persons residing in the geographic area associated with each row of data;
- LOWMODUNIV – a HUD projection of the total population residing in the geographic area associated with each row of data; and
- POP100 – a total population count for the geographic area associated with each row of data. This is based on a 100%-count of Census short forms and sometimes differs slightly from the LOWMODUNIV total, though it matches with other short form data.

TxCDBG currently permits use of either LOWMODUNIV or POP100 as a total population count, but one or the other must be used consistently throughout the application for all Census-based data. Since these totals differ slightly, the LMI percentage will vary depending on whether the LOWMOD total is divided into the LOWMODUNIV or POP100. In cases where one of these differing LMI percentages is below 51% and one is above, TxCDBG will adhere to the percentage obtained using LOWMODUNIV.

Example 1: City A wants to apply for a project that includes the installation of water distribution lines and fire hydrants in 2 block group (BG) areas. Using the LMISD spreadsheet, the City finds the following information:

- BG 5 has 100 residents, but an examination of the project maps indicates the project will only serve 35. The LMI percentage for BG 5 is 51%.
- BG 6 also has 100 residents, but the project is only expected to serve 20.

Can City A use Census data to qualify this project? No, because TxCDBG could not allow the use of Census data to qualify this project because the project *will not benefit a significant number of BG 5 or BG 6 residents*. Both block groups would qualify if more than 60% of the residents of each were expected to receive benefits. In this case, City A must perform a survey of the benefiting areas.

Example 2: County B wants to apply for a countywide benefit project that includes drilling a new water well and installing a new 500,000 gallon ground storage tank. The boundaries of County B's unincorporated area include 5 census geographic areas (census tracts):

COUNTYNAME	PLACENAME	TRACT	BLKGRP	LOWMOD	LOWMODUNIV
Beautiful Texas County		990800	2	14	68
Beautiful Texas County		990700	3	28	44
Beautiful Texas County		990600	1	619	1,181
Beautiful Texas County		990500	2	494	870
Beautiful Texas County		990400	3	636	1,144

The LMI percentage of the entire unincorporated area is 54.16% (1,791 low- to moderate-income persons and 2,021 total citywide beneficiaries). County B can qualify the project using Census data because the project will benefit at least 51% low and moderate income persons.

Example 3: City C wants to apply for a direct benefit project that includes the installation of water distribution lines and fire hydrants in 2 block group (BG) areas. The project will benefit a significant number of BG 2 residents (70%) and a small section of BG 3 (about 5%).

COUNTYNAME	PLACENAME	TRACT	BLKGRP	LOWMOD	LOWMODUNIV
Beautiful Texas County		950200	5	28	50
Beautiful Texas County		950200	6	51	100
Beautiful Texas County		950200	5	32	50

BG 2 is 70% low and moderate income (455 low and moderate income persons and 650 total residents) according to 2000 Census data. BG 3 is 45% low and moderate income (324 low and moderate income persons and 720 total residents) according to Census data.

Can City C use Census data to qualify this project? Yes and no. TxCDBG would allow the use of Census data for BG 2 but not for BG 3. City C would be advised to use census data for BG 2 and to survey the beneficiaries located in BG 3.

City C surveys BG 3 beneficiaries and the survey identifies 35 total and 28 low to moderate income beneficiaries.

The number of beneficiaries in BG 2 (about 70% of BG 2 residents) is 450 total and 315 low and moderate income. Therefore, there are 485 total activity beneficiaries, 343 of whom are of low to moderate income.

Applicants using Census data to document activity beneficiaries must submit the following information with the application:

- A copy of the information from the HUD document for the applicant and/or the TxCDBG-completed cover sheet, which includes low and moderate income benefit percentages for each census geographic area.
- A copy of the methodology and the supporting documentation (SF 1 information if applicable) used to determine the total number and number of low and moderate income beneficiaries for a census geographic area where only a portion of the census geographic area is receiving benefit from an application activity.
- For target area activities that do not benefit the entire city or county, a census map that contains the numbers for each census geographic area, the boundaries of each census geographic area, and the locations of the project activities within each census geographic area receiving project benefit.
- The Census information and maps are available from various state agencies and from various websites. When trying to obtain information or maps, first check with your local Council of Governments, as most have these materials for their respective regions. You may also contact TxCDBG staff for information concerning the availability of Census information. Census maps are available on the Census Bureau website at www2.census.gov/geo/maps/blk2000/st48_Texas/County/.

Appendix II: Matching Funds

TxCDBG will not accept matching funds from the United States Department of Agriculture Rural Development Programs for TxCDBG applications unless the applicant has submitted the preliminary application for the Rural Development grant or loan matching funds to Rural Development prior to the TxCDBG application deadline. Applicants planning to use Rural Development funds as match for TxCDBG funds cannot submit a TxCDBG application for the Community Development Fund or Colonia Construction Fund unless the applicant has submitted the application for Rural Development funds prior to the TxCDBG application deadline.

TxCDBG will not accept matching funds from the Texas Water Development Board Programs for TxCDBG applications unless the applicant has submitted the preliminary application or the required questionnaire for the Texas Water Development Board grant or loan matching funds to the Texas Water Development Board prior to the TxCDBG application deadline. Applicants planning to use Texas Water Development Board funds as match for TxCDBG funds cannot submit a TxCDBG application for the Community Development Fund, or Colonia Construction Fund unless the applicant has submitted the application or completed the required questionnaire for Texas Water Development Board funds prior to the TxCDBG application deadline.

Funds expended prior to the application deadline will not count as matching funds.

An applicant may procure professional services prior to the submission of the application to assist in the preparation of the application and/or to provide engineering/architectural or administration services needed for contract management purposes if the application is funded. However, costs for application preparation are not eligible for reimbursement with TxCDBG funds.

TDA strongly recommends that applicants follow the professional services procurement guidelines included in the most recent TxCDBG Project Implementation Manual to contract for such services. Following those guidelines will ensure a competitive process and compliance with all applicable state and federal requirements.

Match funds are valid only if committed for activities proposed for funding with TxCDBG funds and the match will be used in the same target areas as the TxCDBG funds, or the match will be used for activities that are directly related to supporting the activities proposed for TxCDBG funding.

Example #1- An applicant proposes a water line replacement project in two different target areas. TxCDBG funds will finance the improvements in one target area and the applicant's match will be used to finance the improvements in the other target area. The applicant had already budgeted local funds for the water improvements in the applicant financed target area and did not claim any of the persons located in this target area as project beneficiaries. This match would not be considered because it is not committed to the TxCDBG financed target area beneficiaries, nor is it committed to the proposed TxCDBG-funded water improvements.

Example #2 - An applicant proposes water line replacement and street paving activities in the same target area and proposes that TxCDBG funds finance the water improvements and the applicant's match will finance the street paving improvements. Even though the match is

committed to the same target area, this match would not be considered because the match is not committed to the TxCDBG-funded water activity. The applicant could complete the street paving improvements without TxCDBG funds.

Example #3 - An applicant proposes water line replacement and street paving activities in the same target area and proposes that TxCDBG funds finance 80% of water improvements costs and 50% of the street paving costs. The applicant's match will finance the remaining 20% and 50% of these activities. The applicant's match is allowed because it is committed to the same target area and activities proposed for TxCDBG funding.

Example #4 - An applicant proposes a sewer system improvements project that includes acquisition of easements and a site for a lift station. TxCDBG funds will finance 100% of the sewer system construction improvements and the applicant's match will finance 100% of the acquisition, engineering, and administrative costs related to the delivery of the construction improvements. This match is considered allowable because the acquisition, engineering and administrative costs are directly related to the TxCDBG funded sewer construction activity.

Example #5 – An applicant proposes to provide first-time water service in a project area where 90% of the households are low-to moderate-income households. Only applicant's (or other entity's) funds in support of rehabilitation activities benefiting low- to moderate- income households are considered matching funds. Any applicant's (or other entity's) funds used to provide first-time water service to the 10% non-low-to moderate-income households are NOT acceptable as matching since they do not support an eligible TxCDBG activity.

Match is acceptable only if the applicant has used an acceptable and reasonable method to document the value of the match.

Except for cash match, the applicant must provide an attachment/schedule to Table 2, Budget Justification, which shows how the value of each type of match was determined. The following documentation is acceptable:

Cash
Acceptable documentation for cash match is described in *"Documentation of Match"* in the *Attachments* section (e.g., local government resolution, letters of commitment from other local entities, state/federal agency contract award letter, etc.).

Force Account Labor (in-kind service)
The value of force account labor match must be based on the estimated TxCDBG contract-related construction hours to be worked by force account workers and the hourly wages to be paid and cannot be based on labor costs estimated through the bid/contract method.

The applicant must provide an attachment/schedule that shows how the value of the match was determined (number of estimated contract-related construction hours multiplied by the hourly wage rates paid for each worker). Documentation regarding this information should be included.

Administration/Engineering (in-kind service)
The value of in-kind administration and engineering match must be based on the estimated TxCDBG contract-related hours to be worked by administrative/engineering staff and the hourly

wages or salary to be paid and cannot be based on a percentage of the project cost method or on an estimated cost of the service(s) if an administrative/engineering consultant(s) were hired.

The applicant must provide an attachment/schedule that shows how the value of the match was determined. The schedule should include the estimated contract-related staff-work hours multiplied by the hourly wages or salary to be paid and the estimated value of other TxCDBG-eligible administration/engineering costs (e.g., materials, supplies, bonding, postage, audits, plans/specifications, construction mapping, etc.). If you are unsure about the eligibility of any administrative or engineering costs, please contact TDA staff for a determination.

Equipment Use (in-kind)

The value of in-kind equipment use match for equipment owned by the locality must be based on a use allowance or depreciation (both cannot be used for the same piece of equipment) and cannot be based on the estimated rental cost of such equipment if already owned by the locality.

To document the value of estimated in-kind equipment use match based on a use allowance, the applicant may use equipment hourly rates and mileage rates established by the Federal Emergency Management Agency (available from TDA under separate cover).

Depreciation value may be used only if the equipment is not already fully depreciated and the schedule is based on acquisition cost. The applicant must provide an attachment/schedule that shows how the value of the match was determined.

If determining value by use allowance, the schedule must include a list of the equipment (including the capacity or size of the equipment), the hourly use rate or mileage rate, and the number of estimated hours or miles that each piece of equipment will be used on project related activities.

If determining value based on depreciation, the schedule must include a list of the equipment, the depreciation schedule, and the acquisition cost of each piece of equipment.

Materials and Supplies

The value of materials/supplies to be provided by the applicant, and already owned by the applicant, must be based on the purchase price of the materials/supplies at the time of purchase and cannot be based on the current purchase price of such materials and supplies.

The applicant must provide an attachment/schedule that shows how the value of the match was determined. The schedule must include a list of the materials/supplies to be provided by the applicant, the number of units and the unit price acquisition cost of each material/supply.

Land

The value of land donations of public or private property must be based on an independent appraisal report establishing the fair market value or on the purchase price of the property at the time of purchase.

Either way, the value claimed must be based on the amount of property actually needed for the project (e.g., the applicant cannot claim the value for a 200-acre tract of land if only one acre is needed for the project).

The applicant must provide the appraisal report or deed of purchase establishing the value of the property needed for the project.

Appendix III: Sample Table 1 & Table 2

TABLE 1 Complete a separate table for each activity or colonia target area. | Add Another Table 1 | Remove this Table 1

Identify the target area for this project. Only one Table 1 is needed if the same target area, beneficiaries, and national objective apply. If any of these are different, add a new Table 1. Refer to the Application Guide for instructions.

Target Area: Town of Prickly Pear - East Side Construction Completion Type: Contract

Activity Description	HUD Act #	Total Benes	LMI Benes	LMI %	TxCDBG Construction	TxCDBG Engineering	TxCDBG Acquisition	Other Construction	Other Engineering	Other Acquisition	Activity Total
Water Improvements	03J	100	75	75.00%	125,000	30,000	0	10,000	0	0	165,000
Acquisition of Real Property	1	0	0	0.00%	0	0	10,000	0	0	0	10,000
General Program Administration (use Construction columns)	21A	0	0	0.00%	25,000	0	0	0	0	0	25,000
ACTIVITY TOTALS:		100	75	75.00%	150,000	30,000	10,000	10,000	0	0	200,000

Race	# Non-Hispanic Beneficiaries	# Hispanic Beneficiaries	Total Activity Beneficiaries
White	12	13	25
Black African American	12	12	24
Asian	15	12	27
Asian/White	12	12	24
TOTALS:	51	49	100

Gender	Total Males	Total Females	Total Benes
	50	50	100

REQUIRED - Census Geographic Area Data
Identify the census tract and block group(s) in which the project will take place

County Code: 25

Census Tract (6-digit)	01	02	03	04	05	06	07	08	09	10
9501.00	☒	☐		☒						
9500.00	☐	☒		☐						

☐ City-wide Benefit
☐ County-wide Benefit

Beneficiary Identification Method(s)

☐ An approved TxCDBG survey was used to identify the beneficiaries for this activity.
☒ 2010 Census information used to identify the beneficiaries for this activity?
☒ The required Census or Texas State Data Center map has been provided if required.

TABLE 1 Complete a separate table for each activity or colonia target area. | Add Another Table 1 | Remove this Table 1

Identify the target area for this project. Only one Table 1 is needed if the same target area, beneficiaries, and national objective apply. If any of these are different, add a new Table 1. Refer to the Application Guide for instructions.

Target Area: Town of Prickly Pear - North Side Construction Completion Type: Contract

Activity Description	HUD Act #	Total Benes	LMI Benes	LMI %	TxCDBG Construction	TxCDBG Engineering	TxCDBG Acquisition	Other Construction	Other Engineering	Other Acquisition	Activity Total
Sewer Improvements	03J	50	40	80.00%	60,000	15,000	0	10,000	0	0	85,000
ACTIVITY TOTALS:		50	40	80.00%	60,000	15,000	0	10,000	0	0	85,000

Race	# Non-Hispanic Beneficiaries	# Hispanic Beneficiaries	Total Activity Beneficiaries
Black African American	10	8	18
Native Hawaiian / Other Pacific Islander	7	10	17
American Indian/Alaskan native	7	8	15
TOTALS:	24	26	50

Gender	Total Males	Total Females	Total Benes
	25	25	50

REQUIRED - Census Geographic Area Data
Identify the census tract and block group(s) in which the project will take place

County Code: 25

Census Tract (6-digit)	01	02	03	04	05	06	07	08	09	10
9500.00	☐	☒		☐						

☐ City-wide Benefit
☐ County-wide Benefit

Beneficiary Identification Method(s)

☐ An approved TxCDBG survey was used to identify the beneficiaries for this activity.
☒ 2010 Census information used to identify the beneficiaries for this activity?
☒ The required Census or Texas State Data Center map has been provided if required.

Provide the number of beneficiaries identified through each of the following methods for this activity:

TxCDBG Survey: 0 2010 Census: 50 Area Benefit: 0 Housing Activity: 0 Limited Clientele: 0

TABLE 2 - BUDGET JUSTIFICATION OF RETAIL COSTS

Activity Description	HUD Act #	Materials/Facilities/Services	$/Unit	Unit	Quantity	Construction	Engineering	Acquisition	Total	
Water Improvements	03J	8" PVC Water Pipe	$8.00	LF	2,500	$20,000	$0	$0	$20,000	X
Water Improvements	03J	75,000 gal. Ground Storage Tank	$80,000.00	EA	1	$80,000	$0	$0	$80,000	X
Water Improvements	03J	8" Tapping Sleeve & Valve	$2,500.00	EA	2	$5,000	$0	$0	$5,000	X
Water Improvements	03J	Booster Pumps	$10,000.00		3	$30,000	$0	$0	$30,000	X
Water Improvements	03J	Acquisition of Storage Tank Site	$0.00		0	$0	$0	$10,000	$10,000	X
Water Improvements	03J	6" PVC Sewer Pipe	$6.00	LF	2,000	$12,000	$0	$0	$12,000	X
Water Improvements	03J	6" Roadway Boring	$12,000.00	LF	4	$48,000	$0	$0	$48,000	X
Water Improvements	03J	Pump Repairs	$10,000.00	LS	1	$10,000	$0	$0	$10,000	X
Water Improvements	03J	Engineering: Survey	$0.00		0	$0	$15,000	$0	$15,000	X
Water Improvements	03J	Engineering: Design	$0.00		0	$0	$15,000	$0	$15,000	X
Water Improvements	03J	Engineering: Construction	$0.00		0	$0	$15,000	$0	$15,000	X
						$205,000	**$45,000**	**$10,000**	**$260,000**	

Seal

Signature of Registered Engineer/Architect Responsible For Budget Justification: **Date:** **Phone Number**

Appendix V: Form and Document Samples

Sample Resolution

A RESOLUTION OF THE COMMISSIONERS COURT OF (XYZ) COUNTY, TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE (COMMUNITY ENHANCEMENT FUND); AND AUTHORIZING (THE COUNTY JUDGE) TO ACT AS THE COUNTY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE COUNTY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

WHEREAS, the Commissioners Court of (XYZ) County desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- to moderate-income; and

WHEREAS, certain conditions exist which represent a threat to the public health and safety; and

WHEREAS, it is necessary and in the best interests of (XYZ) County to apply for funding under the Texas Community Development Block Grant Program;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONER'S COURT OF (XYZ) COUNTY, TEXAS:

1. That a Texas Community Development Block Grant Program application for the (Community Enhancement Fund) is hereby authorized to be filed on behalf of the County with the Texas Department of Agriculture.

2. That the County's application be placed in competition for funding under the (Community Enhancement Fund).

3. That the application be for ($350,000.00) of grant funds to provide (community center).

4. That the Commissioners Court directs and designates (the County Judge) as the County's Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the County's participation in the Texas Community Development Block Grant Program.
5. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to 24 CFR 58 and the Davis-Bacon Act.

6. That it further be stated that (XYZ) County is committing ($25,000.00) from its (General Fund) as a cash contribution toward the administration activities of this (community enhancement) project.

Passed and approved this _____ day of _____, 20___.

Mary Smith, County Clerk (XYZ) County, Texas	John Doe, County Judge (XYZ) County, Texas

Sample Public Hearing Notice and Application Activities Notice

SAMPLE PUBLIC HEARING NOTICE:

Published on (July 14, 2012):

PUBLIC HEARING NOTICE

(XYZ) COUNTY
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

(XYZ) County will hold a public hearing at 7:00 p.m. on July 14, 2012, at (XYZ) County Courthouse regarding the submission of an application to the Texas Department of Agriculture for a Texas Community Development Block Grant Program (TxCDBG) grant. 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 County encourages citizens to participate in the development of this TxCDBG application and to make their views known at this public hearing. Citizens unable to attend this meeting may submit their views and proposals to (John Doe), County Judge at the County Courthouse. Persons with disabilities that wish to attend this meeting should contact the County Courthouse to arrange for assistance. Individuals who require auxiliary aids or services for this meeting should contact the County Courthouse at least two days before the meeting so that appropriate arrangements can be made.

SAMPLE APPLICATION ACTIVITIES NOTICES:

Published on (September 26, 2012):

PUBLIC NOTICE

(XYZ) COUNTY
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

(XYZ) County is giving notice of the county's intent to submit Texas Community Development Block Grant Program grant applications for a (Community Enhancement Fund) grant request of ($350,000) for (the construction of a community center) in the (community of XX). The application is available for review at the (XYZ) County Courthouse during regular business hours.

A302

RE NAME AND ADDRESS

Exemption Determination for Activities Listed at 24 CFR §58.34

Grant Recipient: _____ Project Name: _____

Project Description (Include all actions which are either geographically or functionally related):

Location: _____

Funding Source: CDBG HOME ESG HOPWA EDI Capital Fund Operating Subsidy Hope VI Other

Estimated Funding Amount: _____ Grant Number: _____

I have reviewed and determined that the abovementioned project is Exempt per 24 CFR §58.34 as follows:

☐	58.34(1). Environmental & other studies, resource identification & the development of plans & strategies;
☐	58.34(2) Information and financial services;
☐	58.34 (3) Administrative and management activities;
☐	58.34(4) Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;
☐	58.34(5) Inspections and testing of properties for hazards or defects;
☐	58.34(6) Purchase of insurance;
☐	58.34(7) Purchase of tools;
☐	58.34 (8) Engineering or design costs;
☐	58.34(9) Technical assistance and training;
☐	58.34(10) Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration;
☐	58.34(11) Payment of principal and interest on loans made or obligations guaranteed by HUD;
☐	58.34(12) Any of the categorical exclusions listed in §58.35(a) provided that there are no circumstances that require compliance with any other Federal laws and authorities cited in §58.5.

The responsible entity must also complete and attach the **58.6 Compliance Checklist**. By signing below the Responsible Entity officially determines in writing that all activities covered by this determination are Exempt and meets the conditions specified for such exemption under section 24 CFR §58.34. This document must be maintained in the ERR.

AUTHORIZED RESPONSIBLE ENTITY OFFICIAL:

_____ _____

Authorized Responsible Entity Signature Date

_____ _____

Authorized Responsible Entity Name (printed) Title (printed)