



U.S. Department of Housing and Urban Development  
Community Planning and Development

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Special Attention of:

All Regional Administrators  
All CPD Division Directors  
All CDBG Grantees

**Notice:** CPD-13-04

Issued: May 15, 2013

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Supersedes: CPD Notice 12-05

**SUBJECT:** Instructions for Urban County Qualification for Participation in the Community Development Block Grant (CDBG) Program for Fiscal Years (FYs) 2014-2016

### INTRODUCTION

This Notice establishes requirements, procedures and deadlines to be followed in the urban county qualification process for FYs 2014-2016. Information concerning specific considerations and responsibilities for urban counties is also provided. HUD Field Offices and urban counties are expected to adhere to the deadlines in this Notice.

This Notice provides guidance for counties wishing to qualify or requalify for entitlement status as urban counties, as well as for existing urban counties that wish to include previously nonparticipating communities. **Please send copies of this Notice to all presently qualified urban counties, to each county that can qualify for the first time or requalify for FYs 2014-2016, and to each state administering the State CDBG program which includes a potentially eligible urban county. If you are notified of one or more new potential urban counties, each should be provided a copy of this Notice.** This Notice includes six attachments which contain listings of: Attachment A, all currently qualified urban counties; Attachment B, counties that can potentially qualify for the first time or requalify this qualification period (2014-2016); Attachment C, counties scheduled to qualify or requalify in FY 2014 for FY 2015-2017; Attachment D, counties scheduled to qualify or requalify in FY 2015 for FY 2016-2018; Attachment E, currently qualified urban counties that can add nonparticipating units of government for the remaining one or two years of their qualification period; and Attachment F, list of counties that may qualify as urban counties if metropolitan cities relinquish their status. Additions to Attachment B may be provided separately.

The schedule for qualifying urban counties is coordinated with qualifying HOME consortia in order to be able to operate both the CDBG and HOME programs using the same urban county configurations. The CDBG urban county qualification process for the FY 2014-2016 qualification period will start May \_\_, 2013, and run through September 20, 2013. This will provide HUD sufficient time before the September 30 deadline for FY 2014 funding under

the HOME Program to notify counties that they qualify as urban counties under the CDBG Program. Urban county worksheets will be accessible via CPD's Grants Management Process (GMP) system. The CPD Systems Development and Evaluation Division will provide guidance on completing, submitting and verifying urban county qualification data in the GMP system.

HUD has revised the requirements in Paragraph V.H. regarding Cooperation Agreements, to more clearly delineate the fair housing and civil rights obligations to which urban counties and participating jurisdictions are subject. Any existing urban county should review the language in its existing cooperation agreements regarding fair housing and civil rights obligations, to determine whether it needs to revise its existing agreements going forward. HUD will phase in the applicability of this revised language as follows:

- a. Any county that seeks to qualify as an urban county for the first time starting in FY 2013 must ensure that its cooperation agreements comply with the revised provisions.
- b. An urban county that is requalifying in FY 2013 for the FY 2014-2016 qualification period is encouraged to revise its cooperation agreements to conform with Paragraph V.H. as part of this year's requalification process, if it is possible to do so within the deadlines established in Section II.
- c. If an urban county requalifying in FY 2013 determines that it is not possible to revise its cooperation agreements in time to meet the deadlines in Section II, the county will be required to make any necessary revisions to its cooperation agreements by the time it requalifies in FY 2016 for its next three-year period.
- d. An urban county that is scheduled to requalify in FY 2014 (for the FY 2015-2017 qualification period) or in FY 2015 (for the FY 2016-2018 qualification period) will be required to make any necessary revisions to its cooperation agreements at the time that it requalifies.
- e. The use of automatically-renewing cooperation agreements does not exempt an existing urban county from the implementation timetable in c. and d. above.

New requirements were added in 2008 to the urban county qualification process concerning notification and submission of documents to HUD Headquarters. Jurisdictions that are qualifying as an urban county for the first time must submit all required documents outlined in Section IV to the Entitlement Communities Division in HUD Headquarters in addition to their local HUD offices (see Section IV for details). In addition, if new jurisdictions are seeking to qualify as urban counties because they contain metropolitan cities willing to relinquish their entitlement status, the Entitlement Communities Division in HUD Headquarters should be notified as soon as possible, but no later than two weeks after the jurisdictions notify the Field Office of their intent to qualify as an urban county (see Section VIII for details).

Section IX was changed in 2008 to further clarify the actions required by HUD Field Office Counsel to complete Determinations of Essential Powers for new and requalifying urban counties.

Policy questions from Field Offices related to this Notice should be directed to the Entitlement Communities Division at (202) 708-1577. Data questions should be directed to the Systems Development and Evaluation Division at (202) 708-0790. Requests for deadline extensions should be directed to the Entitlement Communities Division. The TTY number for

both divisions is (202) 708-2565. These are not toll-free numbers.

The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2506-0170, which expires May 31, 2015. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

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COMMUNITY DEVELOPMENT BLOCK GRANT  
URBAN COUNTY QUALIFICATION  
Fiscal Years 2014-2016

In accordance with 24 CFR 570.307(a) of the Community Development Block Grant (CDBG) regulations, the information below explains HUD's process for qualifying and requalifying urban counties for purposes of the CDBG program.

I. GENERAL REQUIREMENTS

A. Threshold

In order to be entitled to receive CDBG funds as an urban county, a county must qualify as an urban county under one of the following thresholds:

1. Have a total combined population of 200,000 or more (excluding metropolitan cities) from the unincorporated areas and participating incorporated areas; or
2. Have a total combined population of at least 100,000 but less than 200,000 from the unincorporated areas and participating incorporated areas, provided that, in the aggregate, those areas include the majority of persons of low and moderate income that reside in the county (outside of any metropolitan cities). Under this provision the county itself must still have a potential combined population of 200,000 (excluding metropolitan cities); or
3. Meet specific requirements of Sec. 102(a)(6)(C) or (D) of Title I of the Housing and Community Development Act of 1974, as amended.

HUD must make a review to determine that an urban county possesses essential community development and housing assistance powers in any unincorporated areas that are not units of general local government (UGLGs). HUD must also review all of the UGLGs within the county to determine those, if any, in which the county lacks such powers. The county must enter into cooperation agreements with any such units of local government that are to become part of the urban county. Such agreements would bind an UGLG to cooperate in the use of its powers in carrying out essential activities in accordance with the urban county's program. See Section IX for additional information on Determinations of Essential Powers.

B. Consolidated Plan Requirements

In order to receive an Entitlement Grant in FY 2014, an urban county must have an approved Consolidated Plan (pursuant to 24 CFR 570.302 and Part 91). This includes urban counties newly qualifying during this qualification period; urban counties that

continue to include the same communities previously included in the urban county; and those urban counties that are amending their urban county configurations to add communities that chose not to participate previously. Where an urban county enters into a joint agreement with a metropolitan city for CDBG purposes, a Consolidated Plan is submitted by the urban county to cover both governmental entities.

Pursuant to 24 CFR Part 91, submission of a jurisdiction's Consolidated Plan may occur no earlier than November 15, and no later than August 16, of the Program Year for which CDBG, HOME, Emergency Solutions Grants (ESG) and Housing Opportunities for Persons With AIDS (HOPWA) funds are appropriated to cover the Federal fiscal period of October 1, 2013, through September 30, 2014. **An urban county's failure to submit its Consolidated Plan by August 16, 2014, will automatically result in a loss of CDBG funds for the 2014 program year (24 CFR 570.304(c)(1)).** The Consolidated Plan must meet all requirements of 24 CFR Part 91, including all required certifications.

C. Consolidated Plan Requirements Where the Urban County is in a HOME Consortium

Where UGLGs form a "consortium" to receive HOME funding, the consortium submits the Consolidated Plan for the entire geographic area encompassed by the consortium (24 CFR 91.400). Therefore, if an urban county is a member of a HOME consortium, the consortium submits the Consolidated Plan, and the urban county, like all other CDBG entitlement grantees in the consortium, is only required to submit its own non-housing Community Development plan (24 CFR 91.215(f)), an Action Plan (24 CFR 91.220) and the required Certifications (24 CFR 91.225(a) and (b); 91.425 (a) and (b)), as part of the consortium's Consolidated Plan. If an urban county has a CDBG joint agreement with a metropolitan city, they must form a HOME consortium to become one entity for HOME purposes (For additional information on the requirements for consortia agreements, see 24 CFR 92.101 and the Notice of Procedures for Designation of Consortia as a Participating Jurisdiction for the HOME Program (CPD-08-01)). Although an urban county as a member of a HOME consortium is only required to submit its own non-housing Community Development plan, Action plan and required certifications, the program responsibilities as stated in Section VII of this notice are important regardless of whether the urban county is a member of a consortium. In this regard, and in light of the requirement to submit its own affirmatively furthering fair housing certification per 24 CFR 91.225(a), urban counties are encouraged to work with the lead entity for the consortium in developing and seeing to the submission of a Consolidated Plan that reflects fair housing needs and strategies.

D. Synchronization of Urban County and HOME Qualification Periods

The CDBG urban county's and HOME consortium's qualification periods are for three successive years. If a member urban county's CDBG three-year cycle is not the same as the HOME consortium's, the consortium may elect a qualification period shorter than three years to get in sync with the urban county's CDBG three-year qualification cycle,

as permitted in 24 CFR 92.101(e).

## II. QUALIFICATION SCHEDULE

The following schedule will govern the procedure for urban county qualification for the three-year qualification cycle of FYs 2014-2016. Unless noted otherwise, deadlines may only be extended by prior written authorization from Headquarters. Deadlines in paragraphs D, E, G, and I may be extended by the Field Office as specified below.

However, no extension may be granted by the Field Office if it would have the effect of extending a subsequent deadline that the Field Office is not authorized to extend.

- A. By May 31, 2013, the HUD Field Office shall notify counties that may seek to qualify or requalify as an urban county of HUD's Determination of Essential Powers (see Section IX) as certified by the Field Office Counsel (see Attachment B, Counties Scheduled to Qualify or Requalify in 2012 for the 2013-2015 Qualification Period).
- B. By May 31, 2013, counties must notify split places of their options for exclusion from or participation in the urban county (see Attachment B and Section III, paragraph D, for an explanation of split places).
- C. By May 31, 2013, counties must notify each included unit of general local government, where the county is authorized to undertake essential community development and housing assistance activities without the consent of the governing body of the locality, of its right to elect to be excluded from the urban county, and the date by which it must make such election (see Attachment B and paragraph E, below). Included units of government must also be notified that they are not eligible to apply for grants under the State CDBG program while they are part of the urban county, and that, in becoming a part of the urban county, they automatically participate in the HOME and ESG programs if the urban county receives HOME and ESG funding, respectively. Urban counties do not receive a direct HOPWA formula allocation. Moreover, while they may only receive a formula allocation under the HOME and ESG Programs as part of the urban county, this does not preclude the urban county or a unit of government participating with the urban county from applying for HOME or ESG funds from the State, if the State allows.

A county that is already qualified as an urban county for FY 2014 (see Attachment E, Counties Qualified through 2014 or 2015 that Contain Nonparticipating Communities) may elect to notify nonparticipating units of government that they now have an opportunity to join the urban county for the remainder of the urban county's qualification period (see paragraph H, below).

- D. By May 31, 2013, any county which has executed cooperation agreements with no specified end date is required to notify affected participating units of government in writing that the agreement will automatically be renewed unless the unit of government notifies the county in writing by June 3, 2013, (see paragraph F, below) of its intent to



terminate the agreement at the end of the current qualification period (see Attachment B). Any extension of this deadline must be authorized in writing by the Field Office. An extension of more than seven days requires the Field Office to notify the Entitlement Communities Division by telephone.

- E. By June 21, 2012, any included unit of general local government, where the county does not need the consent of its governing body to undertake essential community development and housing assistance activities, that elects to be excluded from an urban county must notify the county and its HUD Field Office, in writing, that it elects to be excluded. Any extension of this deadline must be authorized in writing by the Field Office. An extension of more than seven days requires notification of the Entitlement Communities Division by telephone.
- F. By June 21, 2012, any unit of government that has entered into a cooperation agreement with no specified end date with the county and elects not to continue participating with the county during the FY 2014-2016 qualification period must notify the county and its HUD Field Office in writing that it is terminating the agreement at the end of the current period. The county may allow additional time provided any such extension does not interfere with the county's ability to meet the deadline in paragraph J, below.
- G. By June 21, 2013, any unit of general local government that meets "metropolitan city" status for the first time and wishes to defer such status and remain part of the county, or to accept such status and become a joint recipient with the urban county, must notify the county and the HUD Field Office in writing that it elects to defer its metropolitan city status or to accept its status and join with the urban county in a joint agreement. Any metropolitan city that had deferred its status previously or had accepted its status and entered into a joint agreement with the urban county, and wishes to maintain the same relationship with the county for this next qualification period, must notify the county and the HUD Field Office in writing by this date. A potential metropolitan city that chooses to accept its entitlement status, but chooses not to enter into a joint agreement with the urban county, or a current metropolitan city that chooses not to maintain a joint agreement with the urban county, must also notify the urban county and the HUD Field Office by this date. Any extension of this deadline must be authorized in writing by the Field Office. An extension of more than seven days requires the Field Office to notify the Entitlement Communities Division by telephone.
- H. By July 19, 2013, any unit of general local government that is not currently participating in an urban county and chooses to participate for the remaining second or third year of the county's qualification period must notify the county and the HUD Field Office in writing that it elects to be included. The county may allow additional time provided any such extension does not interfere with the county's ability to meet the deadline in paragraph J, below.
- I. By July 19, 2013, HUD Field Offices must notify CPD's Systems Development and Evaluation Division via e-mail whether a potential new metropolitan city elects to defer

or accept its status (as discussed in paragraph G, above).

- J. By July 26, 2013, any county seeking to qualify as an urban county (see Attachment B) or to include any previously nonparticipating units of general local government into its configuration (see Attachment E) must submit to the appropriate HUD Field Office all qualification documentation described in Section IV, Documents to be Submitted to HUD by County. Any extension of this deadline must be authorized in writing by the Field Office and should not interfere with the Field Office's ability to meet the deadline in paragraph M. The Entitlement Communities Division and Field Counsel must be notified by telephone if an extension of more than seven days is needed. For HOME program purposes, the urban county configurations are final as of September 30 of every year. The HOME deadline is statutory and cannot be extended.
- K. By August 16, 2013, Field Office Counsel should complete the reviews of all cooperation agreements and related authorizations and certify that each cooperation agreement meets the requirements of Section V, Cooperation Agreements. Any delay in completion of the review must not interfere with the Field Office's ability to meet the deadline in paragraph M. The Entitlement Communities Division should be notified by telephone of any delay in the Field Counsel's review. **Note: If a county is using a renewable agreement and has submitted a legal opinion that the terms and conditions of the agreement continue to be authorized (see Section IV, paragraph E), review of such opinion by Field Office Counsel is optional.**
- L. During mid to late June, Headquarters will post the urban county worksheets for each qualifying and requalifying urban county (listed on Attachment B) on the CPD Grants Management Process (GMP) system. **All information on included units of government must be completed via GMP.** Specific instructions for completing these electronic worksheets will be provided by the CPD Systems Development and Evaluation Division at the time they are posted on GMP.
- M. By August 30, 2013, Field Offices shall update and complete the form electronically for each qualifying or requalifying county. The revised worksheet must be sent to the appropriate county for verification of data (either via FAX, email, or regular mail). The Systems Development and Evaluation Division will have access to the completed worksheets in GMP. Field Offices shall also concurrently make available to the Systems Development and Evaluation Division (and each affected urban county) a memorandum that identifies any urban county already qualified for FY 2013 that is adding any new units of government, together with the names of the newly included units of government (see Attachment E). THIS DEADLINE MAY NOT BE EXTENDED WITHOUT PRIOR WRITTEN AUTHORIZATION FROM THE ENTITLEMENT COMMUNITIES DIVISION.
- N. By September 16, 2013 (or soon thereafter), Headquarters will complete its review of the urban county status worksheets and memoranda for those urban counties adding

new units of government. The Field Offices will have access to the updated worksheets and, where necessary, an indication of any apparent discrepancies, problems or questions – all noted in GMP. The Field Office is to verify the data (on the website at <http://hudatwork.hud.gov/po/d/field/participation/index.cfm>) and notify the Systems Development and Evaluation Division within seven days if any problems exist. If there are no problems, Field Offices will notify each county seeking to qualify as an urban county of its urban county status for FY 2014-2016 by September 20, 2013.

### III. QUALIFICATION ACTIONS TO BE TAKEN BY COUNTY

The following actions are to be taken by the urban county:

#### A. Cooperation Agreements/Amendments

Urban counties that must enter into cooperation agreements or amendments, as appropriate, with the units of general local government located in whole or in part within the county, must submit to HUD executed cooperation agreements, together with evidence of authorization by the governing bodies of both parties (county and UGLG) executed by the proper officials in sufficient time to meet the deadline for submission indicated in the schedule (see Section V, Cooperation Agreements, paragraph A). Cooperation agreements must meet the standards in Section V of this Notice.

#### B. Notification of Opportunity to be Excluded

Units of general local government in which counties have authority to carry out essential community development and housing activities without the consent of the local governing body are automatically included in the urban county unless they elect to be excluded at the time of qualification or requalification. Any county that has such units of general local government must notify each such unit that it may elect to be excluded from the urban county. The unit of government must be notified:

1. That if it chooses to remain with the urban county, it is ineligible to apply for grants under the State CDBG program while it is part of the urban county;
2. That if it chooses to remain with the urban county, it is also a participant in the HOME program if the urban county receives HOME funding and may only receive a formula allocation under the HOME Program as a part of the urban county, although this does not preclude the urban county or a unit of government within the urban county from applying to the State for HOME funds, if the State allows; and
3. That if it chooses to remain with the urban county, it is also a participant in the ESG program if the urban county receives ESG funding and may only

receive a formula allocation under the ESG Program as a part of the urban county, although this does not preclude the urban county or a unit of government within the urban county from applying to the State for ESG funds, if the State allows; and

4. That if it chooses to be excluded from the urban county, it must notify both the county and the HUD Field Office of its election to be excluded by the date specified in Section II, Qualification Schedule, paragraph E.

Such election to be excluded will be effective for the entire three-year period for which the urban county qualifies, unless the excluded unit specifically elects to be included in a subsequent year for the remainder of the urban county's three-year qualification period.

Where urban counties do not have the authority to carry out essential community development and housing activities without the consent of the unit(s) of general local government located therein, urban counties are required to have executed cooperation agreements with these units of government.

#### C. Notification of Opportunity to be Included

If a currently qualified urban county has one or more nonparticipating units of general local government (see Attachment E), the county may notify, in writing, any such unit of local government during the second or third year of the qualification period that the local government has the opportunity to be included for the remaining period of urban county qualification. This written notification must include the deadline for such election, and must state that the unit of general local government must notify the county and the HUD Field Office, in writing, of its official decision to be included. If cooperation agreements are necessary, the unit electing to be included in the county for the remainder of the qualification period must also execute, with the county, a cooperation agreement meeting the standards in Section V, Cooperation Agreements. The agreement must be received by the HUD Field Office by the date specified in Section II, Qualification Schedule, paragraph J.

#### D. Notification of Split Places

Counties seeking qualification as urban counties and having units of general local government with any population located only partly within the county must notify these units of their rights by the date provided in Section II, Qualification Schedule, paragraph B. Specifically, the county must provide the following notifications:

1. Where a split place is partly located within only one urban county, one of the following rules applies:

- a. If it is a split place in which the county has essential powers, the entire area of the split place will be included in the urban county for the urban county qualification period unless the split place has opted out; or
  - b. If the split place can only be included in the county upon the execution of a cooperation agreement, the entire area of the split place will be included in the urban county for the urban county qualification period upon execution of such an agreement.
2. Where the split place is partially located within two or more urban counties, the split place may elect one of the following:
    - a. to be excluded from all urban counties;
    - b. to be entirely included in one urban county and excluded from all other such counties; or
    - c. to participate as a part of more than one of the urban counties in which it is partially located provided that a single portion of the split place cannot be included in more than one entitled urban county at a time, and all parts of the split place are included in one of the urban counties.

E. Notification of Opportunity to Terminate Agreement

Urban counties that have agreements that will be automatically renewed at the end of the current qualification period unless action is taken by the unit of government to terminate the agreement must, by the date provided in Section II, Qualification Schedule, paragraph D, notify such units that they can terminate the agreement and not participate during the 2014-2016 qualification period.

IV. DOCUMENTS TO BE SUBMITTED TO HUD

Any county seeking to qualify as an urban county for FY 2014-2016 or that wishes to exercise its option to include units of government that are not currently in the urban county's CDBG program must submit the following to the responsible HUD Field Office:

- A. A copy of the letter that notified applicable units of general local government (and a list of applicable units of government) of their right to decide to be excluded from the urban county along with a copy of letters submitted to the county from any such units of general local government requesting exclusion (see Section III, Qualification Actions to Be Taken by County, paragraph B). This does not apply to an already qualified urban county adding communities.
- B. A copy of the letter from any unit of general local government joining an already

qualified county that officially notifies the county of its election to be included (see Section III, paragraph C).

- C. Where applicable, a copy of the letter from:
1. Any city that may newly qualify as a metropolitan city but that seeks to defer that status, or
  2. Any city currently deferring metropolitan city status that seeks to continue to defer such status.

(See Section II, Qualification Schedule, paragraph G.)

- D. For a county that has cooperation agreements in effect that provide for automatic renewal, a copy of the letter sent by the county that notified affected units of government that the agreement will be renewed unless the county is notified by the unit of government to terminate the agreement, and a copy of any such letter from any unit(s) of government requesting termination (see Section III, paragraph E).
- E. Where applicable, copies of fully executed cooperation agreements or amended agreements between the county and its included units of general local government, including any cooperation agreements from applicable units of general local government covered under Section III, Qualification Actions to be Taken by County, paragraph C, and the opinions of county counsel and governing body authorizations required in Section V, Cooperation Agreements, paragraphs B and C.

For a county that has cooperation agreements in effect that provide for automatic renewal of the urban county qualification period as provided under Section V, Cooperation Agreements, paragraph E, at the time of such automatic renewal, the documents to be submitted are: (1) a legal opinion from the county's counsel that the terms and provisions continue to be authorized under state and local law and that the agreement continues to provide full legal authority for the county; (2) copies of any executed amendments to automatically renewed cooperation agreements (if any); and, (3) if locally required, governing body authorizations.

- F. Any joint request(s) for inclusion of a metropolitan city as a part of the urban county as permitted by Section VIII, paragraph A, Metropolitan City/Urban County Joint Recipients, along with a copy of the required cooperation agreement(s). If either the urban county or the metropolitan city fall under the "exception criteria" at 24 CFR 570.208(a)(1)(ii) for activities that benefit low- and moderate-income residents of an area, the urban county must notify, in writing, the metropolitan city of the potential effects of such joint agreements on such activities. See Section VIII, paragraph A, for further clarification.

All jurisdictions seeking to qualify as an urban county for the first time must ensure that all documents outlined in this Section that are submitted to the HUD Field Office are also submitted to the Entitlement Communities Division in HUD Headquarters for review. The original documents should be submitted to the HUD Field Office and the copies to HUD Headquarters.

## V. COOPERATION AGREEMENTS

All cooperation agreements must meet the following standards in order to be found acceptable:

- A. The governing body of the county and the governing body of the cooperating unit of general local government shall authorize the agreement and the chief executive officer of each unit of general local government shall execute the agreement.
- B. The agreement must contain, or be accompanied by, a legal opinion from the county's counsel that the terms and provisions of the agreement are fully authorized under State and local law and that the agreement provides full legal authority for the county. Where the county does not have such authority, the legal opinion must state that the participating jurisdiction has the authority to undertake, or assist in undertaking, essential community renewal and lower income housing assistance activities. A mere certification by the county's counsel that the agreement is approved as to form is insufficient and unacceptable.
- C. The agreement must state that the agreement covers the CDBG Entitlement program and, where applicable, the HOME Investment Partnership (HOME) and Emergency Solutions Grants (ESG) Programs (i.e., where the urban county receives funding under the ESG program, or receives funding under the HOME program as an urban county or as a member of a HOME consortium).
- D. The agreement must state that, by executing the CDBG cooperation agreement, the included unit of general local government understands that it:
  1. May not apply for grants from appropriations under the State CDBG Program for fiscal years during the period in which it participates in the urban county's CDBG program; and
  2. May receive a formula allocation under the HOME Program only through the urban county. Thus, even if the urban county does not receive a HOME formula allocation, the participating unit of local government cannot form a HOME consortium with other local governments. (Note: This does not preclude the urban county or a unit of government participating with the urban county from applying to the State for HOME funds, if the state allows.

An existing renewable agreement need not be amended to add this Note. It is included here only for purposes of clarification.); and

3. May receive a formula allocation under the ESG Program only through the urban county. (Note: This does not preclude the urban county or a unit of government participating with the urban county from applying to the State for ESG funds, if the state allows. An existing renewable agreement need not be amended to add this Note. It is included here only for purposes of clarification.)
- D. The agreement must specify the three years covered by the urban county qualification period (e.g., Federal FYs 2014-2016), for which the urban county is to qualify to receive CDBG entitlement funding or, where applicable, specify the remaining one or two years of an existing urban county's qualification period. At the option of the county, the agreement may provide that it will automatically be renewed for participation in successive three-year qualification periods, unless the county or the participating unit of general local government provides written notice it elects not to participate in a new qualification period. A copy of that notice must be sent to the HUD Field Office.

Where such agreements are used, the agreement must state that, by the date specified in HUD's urban county qualification notice for the next qualification period, the urban county will notify the participating unit of general local government in writing of its right not to participate. A copy of the county's notification to the jurisdiction must be sent to the HUD Field Office by the date specified in the urban county qualification schedule in Section II.

Cooperation agreements with automatic renewal provisions must include a stipulation that requires each party to adopt any amendment to the agreement incorporating changes necessary to meet the requirements for cooperation agreements set forth in an Urban County Qualification Notice applicable for a subsequent three-year urban county qualification period, and to submit such amendment to HUD as provided in the urban county qualification notice (see Section IV, Documents to be Submitted to HUD, paragraph E), and that such failure to comply will void the automatic renewal for such qualification period.

- F. The agreement must provide that it remains in effect until the CDBG (and, where applicable, HOME and ESG) funds and program income received (with respect to activities carried out during the three-year qualification period, and any successive qualification periods under agreements that provide for automatic renewals) are expended and the funded activities completed, and that the county and participating unit of general local government cannot terminate or withdraw from the cooperation agreement while it remains in effect.
- G. The agreement must expressly state that the county and the cooperating unit of general local government agree to "cooperate to undertake, or assist in



undertaking, community renewal and lower-income housing assistance activities." If the county does not have such powers, the agreement must expressly state that the cooperating unit of general local government agrees to "undertake, or assist in undertaking, community renewal and lower-income housing assistance activities." As an alternative to this wording, the cooperation agreement may reference State legislation authorizing such activities, but only with the approval of the specific alternative wording by HUD Field Counsel.

- H. The agreement must contain an explicit provision obligating the county and the cooperating units of general local government to take all actions necessary to assure compliance with the urban county's certification under section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively furthering fair housing. The provision must also include the obligation to comply with section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975. The provision must also include the obligation to comply with other applicable laws. The agreements shall also contain a provision prohibiting urban county funding for activities in, or in support of, any cooperating unit of general local government that does not affirmatively further fair housing within its own jurisdiction or that impedes the county's actions to comply with the county's fair housing certification. This provision is required because noncompliance by a unit of general local government included in an urban county may constitute noncompliance by the grantee (i.e., the county) that can, in turn, provide cause for funding sanctions or other remedial actions by the Department.
- I. The agreement must expressly state "that the cooperating unit of general local government has adopted and is enforcing:
  - 1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
  - 2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions."
- J. The agreement may not contain a provision for veto or other restriction that would allow any party to the agreement to obstruct the implementation of the approved Consolidated Plan during the period covered by the agreement. The county has final responsibility for selecting CDBG (and, where applicable, HOME and ESG) activities and submitting the Consolidated Plan to HUD, although if the county is a member of a HOME consortium, the consortium submits the Plan developed by the county (see Section I, General Requirements, paragraph C).

- K. The agreement must contain language specifying that, pursuant to 24 CFR 570.501(b), the unit of local government is subject to the same requirements applicable to subrecipients, including the requirement of a written agreement as described in 24 CFR 570.503 (see Section VIII, Special Considerations, paragraph B).
- L. A county may also include in the cooperation agreement any provisions authorized by State and local laws that legally obligate the cooperating units to undertake the necessary actions, as determined by the county, to carry out a community development program and the approved Consolidated Plan and/or meet other requirements of the CDBG (and, where applicable, HOME and ESG) program and other applicable laws.

## VI. PERIOD OF QUALIFICATION

### A. General

Any county that qualifies as an urban county will be entitled to receive funds as an urban county for three consecutive fiscal years regardless of changes in its population or boundary or population changes in any communities contained within the urban county during that period, provided funds are appropriated by Congress. However, during the period of qualification, no included unit of general local government may withdraw from the urban county unless the urban county does not receive a grant for any year during such period.

The urban county's grant amount is calculated annually and will reflect the addition of any new units of general local government during the second and third years of the period of qualification.

Any unincorporated portion of the county that incorporates during the urban county qualification period will remain part of the urban county through the end of the three-year period.

Any unit of general local government that is part of an urban county will continue to be included in the urban county for that county's qualification period, even if it meets the criteria to be considered a "metropolitan city" during that period. Such an included unit of general local government cannot become eligible for a separate entitlement grant as a metropolitan city while participating as a part of an urban county (see Section VIII, paragraph E).

### B. Retaining Urban County Classification

Any county classified as an urban county in FY 1999 may, at the option of the county, remain classified as an urban county.

Any county that has been classified as an urban county after FY 1999 and is so classified for at least two years will retain its classification as an urban county, unless the urban county qualified under section 102(a)(6)(A) of Title I of the Housing and Community Development Act of 1974, as amended, and fails to requalify under that section due to the election of a currently participating non-entitlement community to opt out or not to renew a cooperation agreement (for reasons other than becoming an eligible metropolitan city).

## VII. URBAN COUNTY PROGRAM RESPONSIBILITIES

The county, as the CDBG grant recipient, either for the urban county or a joint recipient (see Section VIII, paragraph A, Metropolitan City/Urban County Joint Recipients) has full responsibility for the execution of the community development program, for following its Consolidated Plan, and for meeting the requirements of other applicable laws (e.g., National Environmental Policy Act, Uniform Relocation Act, Fair Housing Act, Title VI of the Civil Rights Act of 1964, Sec. 504 of the Rehabilitation Act of 1973, Sec. 109 of Title I of the Housing and Community Development Act of 1974, the Americans with Disabilities Act of 1990, and for affirmatively furthering fair housing). The county's responsibility must include these functions even where, as a matter of administrative convenience or State law, the county permits the participating units of general local government to carry out essential community development and housing assistance activities. The county will be held accountable for the accomplishment of the community development program, for following its Consolidated Plan, and for ensuring that actions necessary for such accomplishment are taken by cooperating units of general local government.

## VIII. SPECIAL CONSIDERATIONS

### A. Metropolitan City/Urban County Joint Recipients

Any urban county and any metropolitan city located in whole or in part within that county can ask HUD to approve the inclusion of the metropolitan city as a part of the urban county for purposes of planning and implementing a joint community development and housing assistance program. HUD will consider approving a joint request only if it is signed by the chief executive officers of both entities and is submitted at the time the county is seeking its qualification as an urban county. A joint request will be deemed approved unless HUD notifies the city and the county otherwise within 30 days following submission of the joint request and an executed cooperation agreement meeting the requirements specified under Section V, Cooperation Agreements. An urban county may be joined by more than one metropolitan city, but a metropolitan city located in more than one urban county may be a joint recipient with only one urban county at a time.

Upon urban county qualification and HUD approval of the joint request and cooperation agreement, the metropolitan city becomes a part of the urban county for purposes of program planning and implementation for the entire period of the urban county qualification, and for the CDBG program, will be treated by HUD as any other unit of general local government that is a part of the urban county. When a metropolitan city joins an urban county in this manner, the grant amount is the sum of the amounts authorized for the individual metropolitan city and urban county. The urban county becomes the grant recipient.

A metropolitan city in a joint agreement with the urban county is treated the same as any other unit of general local government that is part of the urban county for purposes of the CDBG program, but not for the HOME or ESG programs. If the metropolitan city does not qualify to receive a separate allocation of HOME funds, to be considered for HOME funding as part of the urban county, it must form a HOME consortium with the urban county. If the metropolitan city qualifies to receive a separate allocation of HOME funds, it has three options: (1) it may form a HOME consortium with the county, in which case it will be included as part of the county when the HOME funds for the county are calculated; (2) it may elect to continue to receive its separate HOME allocation but subgrant it to the county to administer; or (3) the metropolitan city may administer its HOME program on its own. NOTE: The execution of a joint agreement between an urban county and metropolitan city does not in itself satisfy HOME requirements for a written consortia agreement. For additional information on the requirements for consortia agreements, see 24 CFR 92.101 and the Notice of Procedures for Designation of Consortia as a Participating Jurisdiction for the HOME Program (CPD-08-01). The ESG program does provide for joint agreements among certain grantees; however, there are separate requirements that apply to those joint agreements. HUD will issue additional guidance in a separate notice.

Counties and metropolitan cities considering a joint request should be aware that significant effects could occur where either the urban county or the metropolitan city would otherwise fall under the "exception rule" criteria for activities that benefit low- and moderate-income residents on an area basis (see 24 CFR 570.208(a)(1)(ii)). Joint agreements result in a modification to an urban county's configuration, and a change in the mix of census block groups in an urban county is likely to change the relative ranking of specific block groups by quartile, thus affecting the minimum concentration of low- and moderate-income persons under the "exception rule." HUD will make a rank-ordering computer run available to counties and metropolitan cities considering joint participation to assist them in determining the possible effects of inclusion and how such an agreement may impact their respective programs.

#### B. Subrecipient Agreements

The execution of cooperation agreements meeting the requirements of Section V, Cooperation Agreements, between an urban county and its participating units of

local government does not in itself satisfy the requirement for a written subrecipient agreement required by the regulations at 24 CFR 570.503. Where a participating unit of general local government carries out an eligible activity funded by the urban county, the urban county is responsible, prior to disbursing any CDBG funds for any such activity or project, for executing a written subrecipient agreement with the unit of government containing the minimum requirements found at 24 CFR 570.503. The subrecipient agreement must remain in effect during any period that the unit of local government has control over CDBG funds, including program income.

C. Ineligibility for State CDBG Program

An urban county's included units of general local government are ineligible to apply for grants from appropriations under the State CDBG Program for fiscal years during the period in which they are participating in the Entitlement CDBG program with the urban county.

D. Eligibility for a HOME Consortium

When included units of local government become part of an urban county for the CDBG Program, they are part of the urban county for the HOME Program and may receive a formula allocation under the HOME Program only as part of the urban county. Thus, even if the urban county does not receive a HOME formula allocation, the participating unit of local government cannot form a HOME consortium with other local governments. However, this does not preclude the urban county or a unit of government within an urban county from applying to the State for HOME funds, if the State allows.

E. Counties with Potential Metropolitan Cities

If a county includes one or more communities that believe their population meets the statutory threshold to enable them to receive CDBG entitlement funds as a metropolitan city directly, but the city and county have not yet received notification from HUD regarding metropolitan city eligibility, HUD has identified two options a county may use to address such situations:

1. The county and community can negotiate a schedule that will provide the community additional time to receive notification from HUD of its eligibility as a potential new metropolitan city and, if the community does not reach metropolitan city status (or becomes eligible and elects to defer its status), execute a cooperation agreement and still meet the deadlines identified in this Notice; or
2. If a county believes delaying the execution of a cooperation agreement until HUD provides such notification will prohibit it from meeting the submission deadlines in this Notice, the county may want to include a clause in the agreement that provides that the

agreement will be voided if the community is advised by HUD, prior to the completion of the requalification process for FY 2014-2016, that it is eligible to become a metropolitan city and the community elects to take its entitlement status. If such a clause is used, it must state that if the agreement is not voided on the basis of the community's eligibility as a metropolitan city prior to July 9, 2013 (or a later date if approved in writing by HUD), the community must remain a part of the county for the entire three-year period of the county's qualification.

Option 1 is preferred. Option 2 is available if a county wishes to use it, although there is concern that a community may believe that the use of a clause that may void the agreement will enable it to "opt out" later in the three-year period of qualification if it reaches the population during that time to be a metropolitan city. Therefore, any such clause must be clear that it applies only for a limited period of time.

There are jurisdictions that may potentially qualify as urban counties for the first time because they contain one or more metropolitan cities that may consider relinquishing their status as entitlement grantees. If a county has a metropolitan city or cities that are willing to relinquish its/their status as entitlement grantee(s) and the county wants to begin the process of qualifying as an urban county, the Entitlement Communities Division in HUD Headquarters should be notified as soon as possible, but no later than two weeks after the county notifies the Field Office of its intent to qualify as an urban county. A list of these counties is provided as Attachment F.

## IX. DETERMINATIONS OF ESSENTIAL POWERS

- A. For new urban counties, HUD Field Office Counsel must initially determine whether each county within its jurisdiction that is eligible to qualify as an urban county has powers to carry out essential community renewal and lower-income housing assistance activities. For requalifying urban counties, the Field Office Counsel may rely on its previous determination(s) unless there is evidence to the contrary. In assessing such evidence, Field Office counsel may consider information provided by the county and its included units of general local government as well as other relevant information obtained from independent sources.

In making the required determinations, Field Office Counsel must consider both the county's authority and, where applicable, the authority of its designated agency or agencies. Field Office Counsel shall make such determinations as identified below and concur in notifications to the county(ies) about these issues.

- B. For new and requalifying counties, the notification by the Field Office required under Section II, paragraph A, must include the following determinations:
  - 1. Whether the county is authorized to undertake essential community development and housing assistance activities in its unincorporated areas, if any, which are not units of

general local government. For these purposes, the term “essential community development and housing assistance activities” means community renewal and lower-income housing assistance activities. Activities that may be accepted as essential community development and housing assistance activities might include, but are not limited to: (1) acquisition of property for disposition for private reuse, especially for low- and moderate-income housing; (2) direct rehabilitation of or financial assistance to housing; (3) low rent housing activities; (4) disposition of land to private developers for appropriate redevelopment; and (5) condemnation of property for low-income housing. [Note: The phrase “specifically urban renewal and publicly assisted housing”, although in 24 CFR 570.307(c), is not included in this Notice because it does not appear in the text of the Housing and Community Development Act of 1974, as amended (the Act). Although not in the Act, the House Committee Report accompanying the CDBG legislation made specific reference to the term “renewal” and indicates that Congress intended eligible urban counties to be able to carry out all aspects of the urban renewal program (which was subsequently consolidated by the CDBG program)];

2. In which of the county’s units of general local government the county is authorized to undertake essential community development and housing assistance activities without the consent of the governing body of the locality. The population of these units of local government will be counted towards qualification of the urban county unless they specifically elect to be excluded from the county for purposes of the CDBG program and so notify both the county and HUD in writing by June 3, 2013 (see Section II, paragraph E); and,
3. In which of the county’s units of general local government the county is either (a) not authorized to undertake essential community development and housing assistance activities or (b) may do so only with the consent of the governing body of the locality. The population of these units of local government will only be counted if they have signed cooperation agreements with the county that meet the standards set forth in Section V of this Notice.

**ATTACHMENT A**

**ALL CURRENTLY QUALIFIED URBAN COUNTIES**

**NEW ENGLAND FIELD OFFICES**

MAINE

CUMBERLAND COUNTY

**NEW YORK/NEW JERSEY FIELD OFFICES**

NEW JERSEY

ATLANTIC COUNTY

NEW JERSEY

BERGEN COUNTY

NEW JERSEY

BURLINGTON COUNTY

NEW JERSEY

CAMDEN COUNTY

NEW JERSEY

ESSEX COUNTY

NEW JERSEY

GLOUCESTER COUNTY

NEW JERSEY

HUDSON COUNTY

NEW JERSEY

MIDDLESEX COUNTY

NEW JERSEY

MONMOUTH COUNTY

NEW JERSEY

MORRIS COUNTY

NEW JERSEY

OCEAN COUNTY

NEW JERSEY

PASSAIC COUNTY

NEW JERSEY

SOMERSET COUNTY

NEW JERSEY

UNION COUNTY

NEW YORK

DUTCHESS COUNTY

NEW YORK

ERIE COUNTY

NEW YORK

MONROE COUNTY

NEW YORK

NASSAU COUNTY

NEW YORK

ONONDAGA COUNTY

NEW YORK

ORANGE COUNTY

NEW YORK

ROCKLAND COUNTY

NEW YORK

SUFFOLK COUNTY

NEW YORK

WESTCHESTER COUNTY

**MID-ATLANTIC FIELD OFFICES**

DELAWARE

NEW CASTLE COUNTY

MARYLAND

ANNE ARUNDEL COUNTY

MARYLAND

BALTIMORE COUNTY

MARYLAND

HARFORD COUNTY



MARYLAND  
MARYLAND  
MARYLAND

HOWARD COUNTY  
MONTGOMERY COUNTY  
PRINCE GEORGES COUNTY

PENNSYLVANIA  
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ALLEGHENY COUNTY  
BEAVER COUNTY  
BERKS COUNTY  
BUCKS COUNTY  
CHESTER COUNTY  
CUMBERLAND COUNTY  
DAUPHIN COUNTY  
DELAWARE COUNTY  
LANCASTER COUNTY  
LEHIGH COUNTY  
LUZERNE COUNTY  
MONTGOMERY COUNTY  
NORTHAMPTON COUNTY  
WASHINGTON COUNTY  
WESTMORELAND COUNTY  
YORK COUNTY

VIRGINIA  
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VIRGINIA

ARLINGTON COUNTY  
CHESTERFIELD COUNTY  
FAIRFAX COUNTY  
HENRICO COUNTY  
LOUDOUN COUNTY  
PRINCE WILLIAM COUNTY

**SOUTHEAST/CARIBBEAN FIELD OFFICES**

ALABAMA  
ALABAMA

JEFFERSON COUNTY  
MOBILE COUNTY

FLORIDA  
FLORIDA  
FLORIDA  
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FLORIDA

BREVARD COUNTY  
BROWARD COUNTY  
COLLIER COUNTY  
ESCAMBIA COUNTY  
HILLSBOROUGH COUNTY  
JACKSONVILLE-DUVAL COUNTY  
LAKE COUNTY  
LEE COUNTY

FLORIDA  
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MANATEE COUNTY  
MARION COUNTY  
MIAMI-DADE COUNTY  
ORANGE COUNTY  
OSCEOLA COUNTY  
PALM BEACH COUNTY  
PASCO COUNTY  
PINELLAS COUNTY  
POLK COUNTY  
SARASOTA COUNTY  
SEMINOLE COUNTY  
VOLUSIA COUNTY

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CHEROKEE COUNTY  
CLAYTON COUNTY  
COBB COUNTY  
DE KALB COUNTY  
FULTON COUNTY  
GWINNETT COUNTY  
HENRY COUNTY

NORTH CAROLINA  
NORTH CAROLINA  
NORTH CAROLINA  
SOUTH CAROLINA  
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SOUTH CAROLINA  
SOUTH CAROLINA  
SOUTH CAROLINA  
SOUTH CAROLINA

CUMBERLAND COUNTY  
MECKLENBURG COUNTY  
WAKE COUNTY  
CHARLESTON COUNTY  
GREENVILLE COUNTY  
HORRY COUNTY  
LEXINGTON COUNTY  
RICHLAND COUNTY  
SPARTANBURG COUNTY

TENNESSEE  
TENNESSEE

KNOX COUNTY  
SHELBY COUNTY

**MIDWEST FIELD OFFICES**

ILLINOIS  
ILLINOIS  
ILLINOIS  
ILLINOIS  
ILLINOIS

COOK COUNTY  
DU PAGE COUNTY  
KANE COUNTY  
LAKE COUNTY  
MADISON COUNTY

ILLINOIS  
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MCHENRY COUNTY  
ST CLAIR COUNTY  
WILL COUNTY

INDIANA  
INDIANA

HAMILTON COUNTY  
LAKE COUNTY

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KENT COUNTY  
MACOMB COUNTY  
OAKLAND COUNTY  
WASHTENAW COUNTY  
WAYNE COUNTY

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DAKOTA COUNTY  
HENNEPIN COUNTY  
RAMSEY COUNTY  
ST LOUIS COUNTY  
WASHINGTON COUNTY

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BUTLER COUNTY  
CUYAHOGA COUNTY  
FRANKLIN COUNTY  
HAMILTON COUNTY  
LAKE COUNTY  
MONTGOMERY COUNTY  
STARK COUNTY  
SUMMIT COUNTY  
WARREN COUNTY

WISCONSIN  
WISCONSIN  
WISCONSIN

DANE COUNTY  
MILWAUKEE COUNTY  
WAUKESHA COUNTY

**SOUTHWEST FIELD OFFICES**

LOUISIANA  
LOUISIANA

JEFFERSON PARISH  
ST. TAMMANY PARISH

OKLAHOMA

TULSA COUNTY

TEXAS  
TEXAS  
TEXAS  
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TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS

BEXAR COUNTY  
BRAZORIA COUNTY  
DALLAS COUNTY  
FORT BEND COUNTY  
HARRIS COUNTY  
HIDALGO COUNTY  
MONTGOMERY COUNTY  
TARRANT COUNTY  
TRAVIS COUNTY  
WILLIAMSON COUNTY

**GREAT PLAINS FIELD OFFICES**

KANSAS

JOHNSON COUNTY

MISSOURI  
MISSOURI  
MISSOURI

JEFFERSON COUNTY  
ST LOUIS COUNTY  
ST. CHARLES COUNTY

**ROCKY MOUNTAIN FIELD OFFICES**

COLORADO  
COLORADO  
COLORADO  
COLORADO  
COLORADO

ADAMS COUNTY  
ARAPAHOE COUNTY  
DOUGLAS COUNTY  
EL PASO COUNTY  
JEFFERSON COUNTY

UTAH  
UTAH  
UTAH

DAVIS COUNTY  
SALT LAKE COUNTY  
UTAH COUNTY

**PACIFIC/HAWAII FIELD OFFICES**

ARIZONA  
ARIZONA

MARICOPA COUNTY  
PIMA COUNTY

CALIFORNIA  
CALIFORNIA  
CALIFORNIA  
CALIFORNIA

ALAMEDA COUNTY  
CONTRA COSTA COUNTY  
FRESNO COUNTY  
KERN COUNTY

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LOS ANGELES COUNTY  
MARIN COUNTY  
MONTEREY COUNTY  
ORANGE COUNTY  
RIVERSIDE COUNTY  
SACRAMENTO COUNTY  
SAN BERNARDINO COUNTY  
SAN DIEGO COUNTY  
SAN JOAQUIN COUNTY  
SAN LUIS OBISPO COUNTY  
SAN MATEO COUNTY  
SANTA BARBARA COUNTY  
SANTA CLARA COUNTY  
SONOMA COUNTY  
STANISLAUS COUNTY  
VENTURA COUNTY

NEVADA

CLARK COUNTY

**NORTHWEST/ALASKA FIELD OFFICES**

OREGON  
OREGON  
OREGON

CLACKAMAS COUNTY  
MULTNOMAH COUNTY  
WASHINGTON COUNTY

WASHINGTON  
WASHINGTON  
WASHINGTON  
WASHINGTON  
WASHINGTON  
WASHINGTON  
WASHINGTON

CLARK COUNTY  
KING COUNTY  
KITSAP COUNTY  
PIERCE COUNTY  
SNOHOMISH COUNTY  
SPOKANE COUNTY  
THURSTON COUNTY

**ATTACHMENT B**

**COUNTIES SCHEDULED TO REQUALIFY IN 2013 FOR FYS  
2014-2016**

**NEW YORK/NEW JERSEY FIELD OFFICES**

NEW JERSEY	GLOUCESTER COUNTY
NEW JERSEY	OCEAN COUNTY
NEW JERSEY	PASSAIC COUNTY
NEW JERSEY	SOMERSET COUNTY

**MID-ATLANTIC FIELD OFFICES**

MARYLAND	HOWARD COUNTY
PENNSYLVANIA	CUMBERLAND COUNTY
PENNSYLVANIA	DAUPHIN COUNTY
VIRGINIA	HENRICO COUNTY

**SOUTHEAST/CARIBBEAN FIELD OFFICES**

ALABAMA	MOBILE COUNTY
FLORIDA	LEE COUNTY
FLORIDA	MANATEE COUNTY
FLORIDA	MARION COUNTY
FLORIDA	SARASOTA COUNTY
SOUTH CAROLINA	HORRY COUNTY
SOUTH CAROLINA	RICHLAND COUNTY

**MIDWEST FIELD OFFICES**

MINNESOTA	ANOKA COUNTY
MINNESOTA	DAKOTA COUNTY
MINNESOTA	ST LOUIS COUNTY
OHIO	BUTLER COUNTY

WISCONSIN  
WISCONSIN

DANE COUNTY  
WAUKESHA COUNTY

**SOUTHWEST FIELD OFFICES**

LOUISIANA

ST. TAMMANY PARISH

OKLAHOMA

TULSA COUNTY

**GREAT PLAINS FIELD OFFICES**

MISSOURI

ST. CHARLES COUNTY

**ROCKY MOUNTAIN FIELD OFFICES**

UTAH  
UTAH

DAVIS COUNTY  
UTAH COUNTY

**PACIFIC/HAWAII FIELD OFFICES**

ARIZONA

PIMA COUNTY

CALIFORNIA

STANISLAUS COUNTY

**NORTHWEST/ALASKA FIELD OFFICES**

WASHINGTON

KITSAP COUNTY

## ATTACHMENT C

### COUNTIES SCHEDULED TO REQUALIFY IN 2014 FOR FYS 2015-2017

#### NEW YORK/NEW JERSEY FIELD OFFICES

NEW JERSEY	BERGEN COUNTY
NEW JERSEY	BURLINGTON COUNTY
NEW JERSEY	CAMDEN COUNTY
NEW JERSEY	ESSEX COUNTY
NEW JERSEY	HUDSON COUNTY
NEW JERSEY	MIDDLESEX COUNTY
NEW JERSEY	MONMOUTH COUNTY
NEW JERSEY	MORRIS COUNTY
NEW JERSEY	UNION COUNTY
NEW YORK	ERIE COUNTY
NEW YORK	MONROE COUNTY
NEW YORK	NASSAU COUNTY
NEW YORK	ONONDAGA COUNTY
NEW YORK	ORANGE COUNTY
NEW YORK	ROCKLAND COUNTY
NEW YORK	SUFFOLK COUNTY
NEW YORK	WESTCHESTER COUNTY

#### MID-ATLANTIC FIELD OFFICES

DELAWARE	NEW CASTLE COUNTY
MARYLAND	ANNE ARUNDEL COUNTY
MARYLAND	BALTIMORE COUNTY
MARYLAND	HARFORD COUNTY
MARYLAND	MONTGOMERY COUNTY
MARYLAND	PRINCE GEORGES COUNTY
PENNSYLVANIA	ALLEGHENY COUNTY
PENNSYLVANIA	BEAVER COUNTY
PENNSYLVANIA	BERKS COUNTY
PENNSYLVANIA	BUCKS COUNTY
PENNSYLVANIA	CHESTER COUNTY
PENNSYLVANIA	DELAWARE COUNTY



PENNSYLVANIA  
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PENNSYLVANIA

LANCASTER COUNTY  
LUZERNE COUNTY  
MONTGOMERY COUNTY  
WASHINGTON COUNTY  
WESTMORELAND COUNTY  
YORK COUNTY

VIRGINIA  
VIRGINIA

ARLINGTON COUNTY  
FAIRFAX COUNTY

**SOUTHEAST/CARIBBEAN FIELD OFFICES**

ALABAMA

JEFFERSON COUNTY

FLORIDA  
FLORIDA  
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FLORIDA  
FLORIDA  
FLORIDA  
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BROWARD COUNTY  
ESCAMBIA COUNTY  
HILLSBOROUGH COUNTY  
LAKE COUNTY  
MIAMI-DADE COUNTY  
ORANGE COUNTY  
PALM BEACH COUNTY  
PINELLAS COUNTY  
POLK COUNTY  
VOLUSIA COUNTY

GEORGIA  
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CHEROKEE COUNTY  
COBB COUNTY  
DE KALB COUNTY  
FULTON COUNTY  
HENRY COUNTY

SOUTH CAROLINA  
SOUTH CAROLINA  
SOUTH CAROLINA

CHARLESTON COUNTY  
GREENVILLE COUNTY  
LEXINGTON COUNTY

TENNESSEE

KNOX COUNTY

**MIDWEST FIELD OFFICES**

ILLINOIS  
ILLINOIS  
ILLINOIS

COOK COUNTY  
DU PAGE COUNTY  
LAKE COUNTY

ILLINOIS  
ILLINOIS  
ILLINOIS

MADISON COUNTY  
ST CLAIR COUNTY  
WILL COUNTY

MICHIGAN  
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GENESEE COUNTY  
KENT COUNTY  
MACOMB COUNTY  
OAKLAND COUNTY  
WASHTENAW COUNTY  
WAYNE COUNTY

MINNESOTA

HENNEPIN COUNTY

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CUYAHOGA COUNTY  
FRANKLIN COUNTY  
HAMILTON COUNTY  
LAKE COUNTY  
MONTGOMERY COUNTY  
STARK COUNTY  
SUMMIT COUNTY  
WARREN COUNTY

WISCONSIN

MILWAUKEE COUNTY

**SOUTHWEST FIELD OFFICES**

LOUISIANA

JEFFERSON PARISH

TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS

DALLAS COUNTY  
HARRIS COUNTY  
HIDALGO COUNTY  
TARRANT COUNTY  
TRAVIS COUNTY

**GREAT PLAINS FIELD OFFICES**

MISSOURI

ST LOUIS COUNTY

**ROCKY MOUNTAIN FIELD OFFICES**

COLORADO

EL PASO COUNTY

COLORADO

JEFFERSON COUNTY

UTAH

SALT LAKE COUNTY

**PACIFIC/HAWAII FIELD OFFICES**

ARIZONA

MARICOPA COUNTY

CALIFORNIA

ALAMEDA COUNTY

CALIFORNIA

CONTRA COSTA COUNTY

CALIFORNIA

FRESNO COUNTY

CALIFORNIA

KERN COUNTY

CALIFORNIA

LOS ANGELES COUNTY

CALIFORNIA

MARIN COUNTY

CALIFORNIA

ORANGE COUNTY

CALIFORNIA

RIVERSIDE COUNTY

CALIFORNIA

SACRAMENTO COUNTY

CALIFORNIA

SAN BERNARDINO COUNTY

CALIFORNIA

SAN DIEGO COUNTY

CALIFORNIA

SAN JOAQUIN COUNTY

CALIFORNIA

SAN LUIS OBISPO COUNTY

CALIFORNIA

SAN MATEO COUNTY

CALIFORNIA

SANTA CLARA COUNTY

CALIFORNIA

SONOMA COUNTY

NEVADA

CLARK COUNTY

**NORTHWEST/ALASKA FIELD OFFICES**

OREGON

CLACKAMAS COUNTY

OREGON

WASHINGTON COUNTY

WASHINGTON

CLARK COUNTY

WASHINGTON

KING COUNTY

WASHINGTON

PIERCE COUNTY

WASHINGTON

SNOHOMISH COUNTY

WASHINGTON

SPOKANE COUNTY

## **ATTACHMENT D**

### **COUNTIES SCHEDULED TO REQUALIFY IN 2015 FOR FYS 2016-2018**

#### **NEW ENGLAND FIELD OFFICES**

MAINE CUMBERLAND COUNTY

#### **NEW YORK/NEW JERSEY FIELD OFFICES**

NEW JERSEY ATLANTIC COUNTY  
NEW YORK DUTCHESS COUNTY

#### **MID-ATLANTIC FIELD OFFICES**

PENNSYLVANIA LEHIGH COUNTY  
PENNSYLVANIA NORTHAMPTON COUNTY

VIRGINIA CHESTERFIELD COUNTY  
VIRGINIA LOUDOUN COUNTY  
VIRGINIA PRINCE WILLIAM COUNTY

#### **SOUTHEAST/CARIBBEAN FIELD OFFICES**

FLORIDA BREVARD COUNTY  
FLORIDA COLLIER COUNTY  
FLORIDA JACKSONVILLE-DUVAL COUNTY  
FLORIDA OSCEOLA COUNTY  
FLORIDA PASCO COUNTY  
FLORIDA SEMINOLE COUNTY

GEORGIA CLAYTON COUNTY  
GEORGIA GWINNETT COUNTY

NORTH CAROLINA CUMBERLAND COUNTY  
NORTH CAROLINA MECKLENBURG COUNTY  
NORTH CAROLINA WAKE COUNTY

SOUTH CAROLINA SPARTANBURG COUNTY

TENNESSEE SHELBY COUNTY

**MIDWEST FIELD OFFICES**

ILLINOIS  
ILLINOIS  
INDIANA  
INDIANA

KANE COUNTY  
MCHENRY COUNTY  
HAMILTON COUNTY  
LAKE COUNTY

MINNESOTA  
MINNESOTA

RAMSEY COUNTY  
WASHINGTON COUNTY

**SOUTHWEST FIELD OFFICES**

TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS

BEXAR COUNTY  
BRAZORIA COUNTY  
FORT BEND COUNTY  
MONTGOMERY COUNTY  
WILLIAMSON COUNTY

**GREAT PLAINS FIELD OFFICES**

KANSAS

JOHNSON COUNTY

MISSOURI

JEFFERSON COUNTY

**ROCKY MOUNTAIN FIELD OFFICES**

COLORADO  
COLORADO  
COLORADO

ADAMS COUNTY  
ARAPAHOE COUNTY  
DOUGLAS COUNTY

**PACIFIC/HAWAII FIELD OFFICES**

CALIFORNIA  
CALIFORNIA  
CALIFORNIA

SANTA BARBARA COUNTY  
VENTURA COUNTY  
MONTEREY COUNTY

**NORTHWEST/ALASKA FIELD OFFICES**

OREGON

MULTNOMAH COUNTY

WASHINGTON

THURSTON COUNTY

**ATTACHMENT E**

**COUNTIES QUALIFIED THROUGH 2015 OR 2016 THAT CONTAIN NON-PARTICIPATING COMMUNITIES**

**NEW ENGLAND FIELD OFFICES**

MAINE

CUMBERLAND COUNTY

**NEW YORK/NEW JERSEY FIELD OFFICES**

NEW JERSEY

ATLANTIC COUNTY

NEW JERSEY

BURLINGTON COUNTY

NEW JERSEY

CAMDEN COUNTY

NEW JERSEY

MORRIS COUNTY

NEW YORK

NASSAU COUNTY

NEW YORK

ORANGE COUNTY

NEW YORK

ROCKLAND COUNTY

NEW YORK

SUFFOLK COUNTY

NEW YORK

WESTCHESTER COUNTY

**MID-ATLANTIC FIELD OFFICES**

DELAWARE

NEW CASTLE COUNTY

MARYLAND

ANNE ARUNDEL COUNTY

MARYLAND

MONTGOMERY COUNTY

MARYLAND

PRINCE GEORGES COUNTY

PENNSYLVANIA

ALLEGHENY COUNTY

PENNSYLVANIA

BEAVER COUNTY

PENNSYLVANIA

LUZERNE COUNTY

PENNSYLVANIA

MONTGOMERY COUNTY

PENNSYLVANIA

WESTMORELAND COUNTY

**SOUTHEAST/CARIBBEAN FIELD**

ALABAMA

JEFFERSON COUNTY

FLORIDA

BREVARD COUNTY

FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA  
FLORIDA

COLLIER COUNTY  
ESCAMBIA COUNTY  
JACKSONVILLE-DUVALL COUNTY  
LAKE COUNTY  
MIAMI-DADE COUNTY  
ORANGE COUNTY  
PALM BEACH COUNTY  
PASC) COUNTY  
PINELLAS COUNTY  
POLK COUNTY  
VOLUSIA COUNTY

GEORGIA  
GEORGIA

DE KALB COUNTY  
GWINNETT COUNTY

SOUTH CAROLINA  
SOUTH CAROLINA

CHARLESTON COUNTY  
SPARTANBURG COUNTY

TENNESSEE

KNOX COUNTY

**MIDWEST FIELD OFFICES**

ILLINOIS  
ILLINOIS  
ILLINOIS

COOK COUNTY  
KANE COUNTY  
WILL COUNTY

INDIANA

HAMILTON COUNTY

MICHIGAN  
MICHIGAN  
MICHIGAN

GENESEE COUNTY  
OAKLAND COUNTY  
WASHTENAW COUNTY

OHIO  
OHIO  
OHIO  
OHIO  
OHIO  
OHIO

CUYAHOGA COUNTY  
FRANKLIN COUNTY  
HAMILTON COUNTY  
LAKE COUNTY  
STARK COUNTY  
SUMMIT COUNTY

**SOUTHWEST FIELD OFFICES**

TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS  
TEXAS

BEXAR COUNTY  
BRAZORIA COUNTY  
DALLAS COUNTY  
FORT BEND COUNTY  
HARRIS COUNTY  
MONTGOMERY COUNTY  
TARRANT COUNTY  
TRAVIS COUNTY  
WILLIAMSON COUNTY

**GREAT PLAINS FIELD OFFICES**

MISSOURI  
MISSOURI

ST LOUIS COUNTY  
ST. LOUIS COUNTY

**ROCKY MOUNTAIN FIELD OFFICES**

COLORADO  
COLORADO  
COLORADO  
COLORADO  
COLORADO

ADAMS COUNTY  
ARAPAHOE COUNTY  
DOUGLAS COUNTY  
EL PASO COUNTY  
JEFFERSON COUNTY

**PACIFIC/HAWAII FIELD OFFICES**

ARIZONA

MARICOPA COUNTY

CALIFORNIA  
CALIFORNIA  
CALIFORNIA  
CALIFORNIA  
C  
CALIFORNIA  
CALIFORNIA  
CALIFORNIA

FRESNO COUNTY  
KERN COUNTY  
LOS ANGELES COUNTY  
MONTEREY COUNTY  
ORANGE COUNTY  
RIVERSIDE COUNTY  
SAN LUIS OBISPO COUNTY  
SANTA BARBARA COUNTY

**NORTHWEST/ALASKA FIELD OFFICES**

WASHINGTON  
WASHINGTON

KING COUNTY  
PIERCE COUNTY



**ATTACHMENT F**

**LIST OF COUNTIES THAT MAY QUALIFY AS URBAN COUNTIES IF METROPOLITAN  
CITIES RELINQUISH THEIR STATUS**

<b>STATE</b>	<b>NAME</b>	<b>ENTITLEMENT</b>	<b>POP2011</b>
<b>AL</b>	<b>Madison County</b>		<b>340,111</b>
AL		Huntsville city (pt.)	181,386
<b>AL</b>	<b>Montgomery County</b>		<b>232,032</b>
AL		Montgomery city	208,182
<b>AR</b>	<b>Benton County</b>		<b>227,556</b>
AR		Bentonville city	36,295
AR		Rogers city	57,539
AR		Springdale city (pt.)	6,226
<b>AR</b>	<b>Pulaski County</b>		<b>386,299</b>
AR		Jacksonville city	28,624
AR		Little Rock city	195,314
AR		North Little Rock city	62,886
<b>AR</b>	<b>Washington County</b>		<b>207,521</b>
AR		Fayetteville city	75,102
AR		Springdale city (pt.)	65,171
<b>AZ</b>	<b>Yavapai County</b>		<b>211,888</b>
AZ		Prescott city	39,984
<b>AZ</b>	<b>Yuma County</b>		<b>200,870</b>
AZ		Yuma city	94,536
<b>CA</b>	<b>Butte County</b>		<b>220,266</b>
CA		Chico city	86,290
CA		Paradise town	26,249
<b>CA</b>	<b>Merced County</b>		<b>259,898</b>
CA		Merced city	80,232
<b>CA</b>	<b>Placer County</b>		<b>357,138</b>
CA		Rocklin city	58,324
CA		Roseville city	121,767
<b>CA</b>	<b>Santa Cruz County</b>		<b>264,298</b>
CA		Santa Cruz city	60,342
CA		Watsonville city	51,586
<b>CA</b>	<b>Solano County</b>		<b>416,471</b>
CA		Fairfield city	106,126
CA		Vacaville city	93,088
CA		Vallejo city	116,829
<b>CA</b>	<b>Yolo County</b>		<b>202,054</b>
CA		Davis city	66,016

CA		Woodland city	55,806
CO	<b>Boulder County</b>		<b>299,378</b>
CO		Boulder city	98,889
CO		Longmont city (pt.)	87,682
CO	<b>Larimer County</b>		<b>305,525</b>
CO		Fort Collins city	146,762
CO		Loveland city	68,203
CO	<b>Weld County</b>		<b>258,638</b>
CO		Greeley city	94,962
FL	<b>Alachua County</b>		<b>249,365</b>
FL		Gainesville city	125,326
FL	<b>Leon County</b>		<b>277,971</b>
FL		Tallahassee city	182,965
FL	<b>St. Lucie County</b>		<b>280,379</b>
FL		Fort Pierce city	41,993
FL		Port St. Lucie city	166,149
GA	<b>Chatham County</b>		<b>271,544</b>
GA		Savannah city	139,491
IA	<b>Linn County</b>		<b>213,875</b>
IA		Cedar Rapids city	127,905
IA	<b>Polk County</b>		<b>437,399</b>
IA		Des Moines city (pt.)	206,585
IA		West Des Moines city (pt.)	45,719
ID	<b>Ada County</b>		<b>400,842</b>
ID		Boise City city	210,145
ID		Meridian city	76,750
IL	<b>Champaign County</b>		<b>201,685</b>
IL		Champaign city	81,291
IL		Rantoul village	12,984
IL		Urbana city	41,518
IL	<b>Winnebago County</b>		<b>293,993</b>
IL		Rockford city	152,222
IN	<b>Allen County</b>		<b>358,327</b>
IN		Fort Wayne city	255,824
IN	<b>St. Joseph County</b>		<b>266,700</b>
IN		Mishawaka city	48,212
IN		South Bend city	101,081
KS	<b>Sedgwick County</b>		<b>501,076</b>
KS		Wichita city	384,445
LA	<b>Caddo Parish</b>		<b>257,051</b>
LA		Shreveport city (pt.)	198,209

MD	<b>Frederick County</b>	<b>236,745</b>
MD	Frederick city	66,169
MI	<b>Ingham County</b>	<b>281,613</b>
MI	East Lansing city (pt.)	46,695
MI	Lansing city (pt.)	109,859
MI	<b>Kalamazoo County</b>	<b>252,074</b>
MI	Kalamazoo city	74,743
MI	Portage city	46,624
MO	<b>Clay County</b>	<b>225,161</b>
MO	Kansas City city (pt.)	115,075
MO	<b>Greene County</b>	<b>277,214</b>
MO	Springfield city (pt.)	160,658
MO	<b>Jackson County</b>	<b>676,360</b>
MO	Blue Springs city	52,749
MO	Independence city (pt.)	117,213
MO	Kansas City city (pt.)	303,477
MO	Lee's Summit city (pt.)	89,741
MS	<b>Hinds County</b>	<b>248,184</b>
MS	Jackson city (pt.)	174,938
NC	<b>Buncombe County</b>	<b>241,419</b>
NC	Asheville city	84,458
NC	<b>Durham County</b>	<b>273,392</b>
NC	Chapel Hill town (pt.)	2,900
NC	Durham city (pt.)	233,222
NC	Raleigh city (pt.)	1,092
NC	<b>Forsyth County</b>	<b>354,952</b>
NC	Winston-Salem city	232,385
NC	<b>Gaston County</b>	<b>207,031</b>
NC	Gastonia city	72,068
NC	<b>Guilford County</b>	<b>495,279</b>
NC	Greensboro city	273,425
NC	High Point city (pt.)	100,431
NC	<b>New Hanover County</b>	<b>206,189</b>
NC	Wilmington city	108,297
NE	<b>Douglas County</b>	<b>524,861</b>
NE	Omaha city	415,068
NE	<b>Lancaster County</b>	<b>289,800</b>
NE	Lincoln city	262,341
NM	<b>Bernalillo County</b>	<b>670,968</b>
NM	Albuquerque city	552,804
NM	<b>Doña Ana County</b>	<b>213,598</b>

NM		Las Cruces city	99,665
NV	<b>Washoe County</b>		<b>425,710</b>
NV		Reno city	227,511
NV		Sparks city	91,195
NY	<b>Niagara County</b>		<b>216,011</b>
NY		Niagara Falls city	50,086
NY	<b>Oneida County</b>		<b>234,287</b>
NY		Rome city	33,660
NY		Utica city	62,110
NY	<b>Saratoga County</b>		<b>220,882</b>
NY		Saratoga Springs city	26,727
OH	<b>Lorain County</b>		<b>301,614</b>
OH		Elyria city	54,581
OH		Lorain city	64,152
OH	<b>Lucas County</b>		<b>440,005</b>
OH		Toledo city	286,038
OH	<b>Mahoning County</b>		<b>237,270</b>
OH		Youngstown city (pt.)	66,560
OH	<b>Trumbull County</b>		<b>209,264</b>
OH		Warren city	41,358
OK	<b>Cleveland County</b>		<b>261,281</b>
OK		Moore city	56,315
OK		Norman city	113,273
OK		Oklahoma City (pt.)	65,151
OK	<b>Oklahoma County</b>		<b>732,371</b>
OK		Edmond city	82,963
OK		Midwest City city	55,427
OK		Oklahoma City city (pt.)	480,652
OR	<b>Jackson County</b>		<b>204,822</b>
OR		Ashland city	20,232
OR		Medford city	75,501
OR	<b>Lane County</b>		<b>353,416</b>
OR		Eugene city	156,929
OR		Springfield city	59,695
OR	<b>Marion County</b>		<b>318,872</b>
OR		Salem city (pt.)	131,811
PA	<b>Erie County</b>		<b>280,985</b>
PA		Erie city	101,807
PA	<b>Lackawanna County</b>		<b>214,166</b>
PA		Scranton city	75,995
SC	<b>York County</b>		<b>230,528</b>

SC	Rock Hill city	67,423
TN	<b>Hamilton County</b>	<b>340,855</b>
TN	Chattanooga city	170,136
TN	<b>Rutherford County</b>	<b>268,921</b>
TN	Murfreesboro city	111,327
TX	<b>Bell County</b>	<b>315,196</b>
TX	Killeen city	130,018
TX	Temple city	67,188
TX	<b>Cameron County</b>	<b>414,123</b>
TX	Brownsville city	178,430
TX	Harlingen city	66,122
TX	San Benito city	24,729
TX	<b>El Paso County</b>	<b>820,790</b>
TX	El Paso city	665,568
TX	<b>Galveston County</b>	<b>295,747</b>
TX	Galveston city	48,444
TX	League City city (pt.)	83,259
TX	Texas City city (pt.)	45,763
TX	<b>Jefferson County</b>	<b>252,802</b>
TX	Beaumont city	118,548
TX	Port Arthur city (pt.)	53,933
TX	<b>Lubbock County</b>	<b>283,910</b>
TX	Lubbock city	233,740
TX	<b>McLennan County</b>	<b>238,564</b>
TX	Waco city	126,697
TX	<b>Nueces County</b>	<b>343,281</b>
TX	Corpus Christi city (pt.)	307,953
TX	<b>Smith County</b>	<b>213,381</b>
TX	Tyler city	98,564
TX	<b>Webb County</b>	<b>256,496</b>
TX	Laredo city	241,935
UT	<b>Weber County</b>	<b>234,420</b>
UT	Ogden city	83,949
WA	<b>Whatcom County</b>	<b>203,663</b>
WA	Bellingham city	81,862
WA	<b>Yakima County</b>	<b>247,141</b>
WA	Yakima city	92,512
WI	<b>Brown County</b>	<b>251,412</b>
WI	Green Bay city	105,809