

RESILIENT COMMUNITIES PROGRAM APPLICATION GUIDE



TEXAS GENERAL LAND OFFICE
COMMUNITY DEVELOPMENT & REVITALIZATION
CDBG-MIT



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RECORD OF CHANGES

THIS SECTION DESCRIBES CHANGES MADE TO THIS DOCUMENT: WHEN THEY WERE MADE, WHAT THEY WERE, AND WHO AUTHORIZED THEM.

Use this table to record the following information:

- Change number, in sequence, beginning with “1”
- Date change was made to the document
- Description of change and rationale if applicable
- Initials of person who made the change

NUMBER	DATE	DESCRIPTION	INITIALS
0	2022/5/26	Version 1.0 (Program Launch)	ES
1	2022/10/18	Version 2.0 (modifying subrecipient performance requirements, adding new required document/form)	CD





DEFINITIONS

44 CFR 200: Code of Federal Regulations that provides information regarding the policies and procedures for mitigation planning as required by the provisions of section 322 of the Stafford Act, 42 U.S.C. 5165.

Action Plan: the public document required by HUD that details the State of Texas’s storm recovery programs and allocation of CDBG-DR and CDBG-MIT funding.

Applicant: any unit of local government (cities and counties), Indian tribes, councils of governments, including entities coordinating jointly across jurisdictional boundaries, located in an eligible HUD MID or State MID area, who apply for assistance through the Local Hazard Mitigation Plans Program.

Authorized Signatory: person who has been authorized to sign documents and has the power to sign the organization to an agreement that is binding.

Conflict of Interest: occurs when an individual's personal interests: family, friendships, financial, or social factors could compromise his or her judgment, decisions, or actions.

Cost Share: also known as “non-Federal share,” or “match,” is the portion of the costs of a federally assisted project or program not borne by the Federal Government.

Community Rating System (CRS): a voluntary incentive program that recognizes and encourages community floodplain management practices that exceed the minimum requirements of the National Flood Insurance Program (NFIP). Over 1,500 communities participate nationwide. In CRS communities, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community’s efforts.

Council of Governments (COG): voluntary organizations of local governmental entities that coordinate programs and services to address needs that cross jurisdictional boundaries.


Department of Housing and Urban Development (HUD): the federal department through which the CDBG-MIT program funds are administered, monitored, and distributed to grantees.

Duplication of Benefits: also known as DOB, is used to describe assistance that is from more than one source and that is used for the same purpose or activity. The purpose may apply to the entire project or only part of it. DOB may apply when assistance for the same purpose has been received or will be received.

Federal Debarment: an action to preclude individuals and entities from receiving federal financial and nonfinancial assistance and benefits under federal programs and activities for a designated period of time.

Federal Suspension: a temporary exclusion action which lasts until the conclusion of the criminal or administrative proceedings upon which the action is based, or for 12 months or 18 months if the prosecuting official justifies an extension in writing.





Grant Management Plan: the document that outlines the applicant’s approach to addressing all elements required to deliver a successful and eligible project. At minimum, the Grant Management Plan shall include:

- Detail of the project’s objectives and goals
- A list of actions and responsible persons to achieve the goals and objectives along with a timeline for the various stages of the project
- A process to handle project implementation
- A process to handle financial management and contract administration
- Staff/partner organizational chart showing all key stakeholders who will administer and execute an award
- A process to handle staff/partner personnel changes and duty transfers

Hazard Mitigation Plan (HMP): a comprehensive document that contains detailed information about the types of hazards a community faces, and the actions that can occur before disaster strikes to reduce the community’s vulnerability. Once the HMP is developed/updated, reviewed, and approved by the Federal Emergency Management Agency (FEMA), a community will obtain and/or keeps its eligibility to apply for FEMA mitigation grants. Plan must be updated every 5 years.

HUD MID: a HUD-identified Most Impacted and Distressed Area. As required by HUD’s Federal Register notice, 84 FR 45838 (August 30, 2019), the GLO will allocate at least 50 percent of the funds to address mitigation needs within these areas.

Identified Risk: the top risks to which Texas has the greatest exposure. Each proposed project must mitigate against at least one of the following identified risks. For 2015 and 2016 Floods State Mitigation Competitions: severe coastal flooding, riverine flooding, storms, and tornadoes. For the Hurricane Harvey State Mitigation Competition: hurricanes/tropical storms/tropical depressions, severe coastal flooding, and riverine flooding.

Low- and Moderate-Income Person: an LMI person is defined by Section 102(a)(20) of the HCDA as a person in a family or an individual with annual income equal to or less than HUD’s Section 8 Low Income Limit, which is generally 80 percent of an area’s median family income adjusted for household size

Local Hazard Mitigation Plans Program: a program created by partnering with the Texas Division of Emergency Management (TDEM) to provide CDBG-MIT funds for the development of an enhanced State of Texas Hazard Mitigation Plan (enhanced SHMP), as well as providing funds for the development of Hazard Mitigation Plans (HMPs) for eligible areas.

MID: an acronym for Most Impacted and Distressed Areas. See also, HUD MID and State MID.

Request for Information: a request for additional documentation or information—made by the GLO to applicants whose applications have been reviewed—needed to make a final application eligibility determination.

Request for Proposals: a document that announces a project, describes it, and solicits bids from qualified contractors to complete it.





SAM Search: system for Award Management lookup to determine an applicant's federal grant eligibility.

SF-424: an application for federal assistance and is required in federal grant applications. This form collects information including type of submission, applicant information, type of applicant, and proposed project dates.

Scope of Work: division of work to be performed to complete a project including, work activities and other programmatic obligations.

State MID: areas designated by the state to be Most Impacted and Distressed, which received a 2015 Floods, 2016 Floods, or Hurricane Harvey Presidential disaster declaration but were not classified as Most Impacted and Distressed Areas by HUD.

Subrecipient: a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program. For the 2015 and 2016 Floods, and Harvey State Mitigation Competitions, the subrecipients are the applicants. They include Cities, Counties, Indian Tribes, Council of Governments, State Agencies, Special Purpose Districts, Port Authorities, and River Authorities.

TIGR: an acronym for the Texas Integrated Grant Reporting System. As the TX GLO's grant reporting system of record, it houses all applications and application documents.

Unit of Government: any department or agency of the federal government; any state or agency, office, or department of a state; and any city, county, district, commission, authority, entity, port, or other public corporation, organized and existing under statutory law or under a voter-approved charter or initiative.





ACRONYMS

AFFH – Affirmatively Further Fair Housing Act

BFE – Base Flood Elevation

BRIC – Building Resilient Infrastructure and Communities Project Grant

CDBG – Community Development Block Grant

CDBG-DR – Community Development Block Grant – Disaster Recovery

CDBG-MIT – Community Development Block Grant - Mitigation

CFR – Code of Federal Regulations

COI – Conflict of Interest

COG – Councils of Governments

CRS – FEMA Community Rating System

DOB – Duplication of Benefits

DR – Disaster Recovery or Disaster Declaration Number (alphabetic designation or precursor for)

DRGR – Disaster Recovery Grant Reporting

FEMA – Federal Emergency Management Agency

GIS – Geographic Information System

GLO – Texas General Land Office

HCDA – Housing and Community Development Act of 1974

HMP – Hazard Mitigation Plan

HMGP – Hazard Mitigation Grant Program

HUD – U.S. Department of Housing and Urban Development

HUD-MID – Most Impacted and Distressed areas identified by the US Department of Housing and Urban Development

HUD LMISD – HUD Low- and Moderate-Income Summary Data

ICC – International Code Council

LHMPP – Local Hazard Mitigation Plans Program

LMI – Low- and Moderate-Income

LMISD – HUD Low- and Moderate-Income Summary Data

NFIP – National Flood Insurance Program





POP – Period of Performance

RCP – Resilient Communities Program

RFP – Request for Proposal

SOP – Standard Operating Procedures

SOW – Scope of Work

TDEM – Texas Department of Emergency Management

TIGR – Texas Integrated Grants Reporting System

TREAT – Texas Resilience Evaluation and Assessment Tool

UEI – Unique Entity Identifier

UNM – Urgent Need Mitigation

U.S.C. – United States Code



PURPOSE OF THIS DOCUMENT

This document is the main resource for governmental entities interested in the Resilient Communities Program (RCP). The document includes detailed information on grant categories, eligibility requirements, and how to apply. Prospective applicants are encouraged to review this document prior to applying, as well as during the creation and submission of an application. This document also includes important preliminary information regarding the steps following the application, including the award, contract, performance requirements, and reimbursement process. Prospective applicants are encouraged to review these sections to know what to expect after the application submission.

PROGRAM OVERVIEW

The Texas General Land Office (GLO) allocated up to \$100 million in Community Development Block Grant Mitigation (CDBG-MIT) funds for the Resilient Communities Program (RCP). RCP funds the development, adoption, and implementation of resilient building codes, flood damage prevention ordinances, zoning ordinances, comprehensive plans, and land use plans. Additionally, RCP funds an array of public service activities related to resilience.

The maximum grant amount is \$300,000 per applicant. For more information, view the Eligibility Requirements and the Performance Requirements sections. Proposed costs must be necessary, reasonable, and allocable to the RCP grant category or categories.

Program launch date is June 1, 2022. The end date is six (6) years from the launch. Applications will be processed on a continuous basis throughout the life of RCP, or until all funds have been exhausted.

At least 50% of the RCP budget will be used to address mitigation needs in the CDBG-MIT Most Impacted and Distressed (MID) areas identified by the United States Department of Housing and Urban Development (HUD). These areas are herein referred to as, “HUD MID areas”.

At least \$5,000,000 of the RCP budget will be used for public service activities that principally benefit low-and-moderate income (LMI) persons¹.

CONTACT INFORMATION

To learn more about the Resilient Communities Program, stay up to date with program updates, and start an RCP application, visit our website, linked below. Feel free to contact us with any questions you may have, using the email address or phone number, also below.

RCP Website: <https://recovery.texas.gov/rcp>

¹ An LMI person is defined by Section 102(a)(20) of the HCDA as a person in a family or an individual with annual income equal to or less than HUD’s Section 8 Low Income Limit, which is generally 80 percent of an area’s median family income adjusted for household size





Email: rcp.glo@recovery.texas.gov

Phone: 512-463-5302

Communities are encouraged to also learn about RCP's companion program, the Local Hazard Mitigation Plans Program (LHMPP), which is actively accepting applications. Visit LHMPP's web page at recovery.texas.gov/mitigation/lhmpp.





GRANT CATEGORIES

Applicants can apply to one or more of the following grant categories:

BUILDING CODE

This grant category funds the development, adoption, and implementation of modern and resilient building codes. Building codes are the primary mechanism for communities to regulate the design and construction of new buildings and the renovation of existing buildings.

Building Codes must meet specific performance requirements: see the Performance Requirements section for more information.

FLOOD DAMAGE PREVENTION ORDINANCE

This grant category/eligible activity funds the development, adoption, and implementation of resilient flood damage prevention ordinances. This ordinance provides the framework for regulating what and how to build in a floodplain. Adopting such ordinance is a requirement for participating in FEMA's National Flood Insurance Program (NFIP). Exceeding the minimum ordinance requirements can make a community eligible to participate in the Community Rating System (CRS), which in turn can reduce the flood insurance premiums paid by a community's property owners.

Flood Damage Prevention Ordinances must meet specific performance requirements: see the Performance Requirements section for more information.

COMPREHENSIVE PLAN

This grant category/eligible activity funds the development and adoption of forward-looking Comprehensive Plans. These plans take the community goals and aspirations and formalize them into actionable policies that determine what can be built within a certain jurisdiction and where. Comprehensive plans themselves serve as guiding documents that provide the framework by which regulatory structures are created.

Comprehensive Plans must meet specific performance requirements: see the Performance Requirements section for more information.


LAND USE PLAN

This grant category/eligible activity funds the development and adoption of forward-looking Land Use Plans. These plans lay out the high-level distribution of existing and future land and their uses. Land-use plans also reflect long-term decisions pertaining to transportation, housing, and overall community development.

Land Use Plans must meet specific performance requirements: see the Performance Requirements section for more information.

ZONING ORDINANCE





This grant category/eligible activity funds the development, adoption, and implementation of Zoning Ordinances. These ordinances take the ideas outlined in the land use/comprehensive plans and codifies them into a legally binding development regulation.

Zoning Ordinances must meet specific performance requirements: see the Performance Requirements section for more information.

PUBLIC SERVICE ACTIVITIES

This grant category funds the execution of two types of public service activities: 1) Public Information activities leading to CRS credits, and 2) Education and Outreach activities to increase community knowledge around resilience.

(1) Public Information Activities Leading to CRS Credits: these are a specific set of activities detailed in the CRS Coordinator’s Manual². CRS is a voluntary incentive program for communities participating in the National Flood Insurance Program (NFIP). By completing one or more of these activities, an NFIP-participating community acquires CRS credits, which in turn can reduce the flood insurance premiums paid by a community’s property owners. An overview of the CRS Public Information activities is also available in the [Appendix B](#) of this document.

(2) Other Education and Outreach Activities: these are activities that focus on alerting communities and beneficiaries about opportunities to mitigate identified risks through insurance, best practices, and other strategies. Unlike Public Information Activities Leading to CRS Credits, which focus solely on flooding, these activities can also address other risk types, such as wildfires, drought, tornadoes, and winter weather³.

Public Service Activities must meet specific performance requirements: see the Performance Requirements section for more information.

² Public Information Activities are described in Series 300 (page 300-1 through 370-14) of the CRS Coordinator’s Manual, National Flood Insurance Program Community Rating System, FIA-15/2017, FEMA, available at: https://www.fema.gov/sites/default/files/documents/fema_community-rating-system_coordinators-manual_2017.pdf

³ For a list of all significant current and future disaster risks in the State of Texas, refer to the “State of Texas CDBG Mitigation (CDBG-MIT) Action Plan Amendment 1: Building Stronger for a Resilient Future” (p. 47-162), available at: <https://recovery.texas.gov/documents/action-plans/mitigation/mitigation-sap-amend-1.pdf>





REQUIREMENTS

ELIGIBILITY REQUIREMENTS

All applicants must meet the following eligibility requirements. GLO will verify the fulfillment of such requirements BEFORE an application can be deemed eligible. The information needed to verify the satisfaction of these requirements will be collected via the RCP application and, if needed, via an RFI.

Eligibility Requirements for All Grant Categories

- Applicant must be a City, County, Federally Recognized Tribe, or Council of Governments (COG).
- Applicant must have legal authority to adopt and enforce the proposed code/plan/ordinance. Note: COGs can apply on behalf of jurisdictions that have such legal authority.
- Applicant/beneficiary must be located in a Most Impacted and Distressed (MID) county or ZIP code⁴.
- Applicant cannot request more than \$300,000 throughout the lifetime of RCP.
- Applicant must demonstrate capacity to administer grant funds and complete the proposed work on time or describe how they will procure assistance to do so.
- Applicant must list any existing building codes, ordinances, and local and/or regional plans (if applicable)—including county or regional level hazard mitigation plans—and describe how those existing regulations and planning efforts relate to the project for which funding is requested.

For Public Service Activities grant category only

- Proposed public service activities must meet one of the following CDBG-MIT National Objectives:
 - Principally benefit LMI persons:
in order to meet this objective, applicant must demonstrate that at least 51 percent of the people served by the public service activity are LMI individuals. If the public service activity is intended to benefit all residents of a particular community, in order to meet this objective, at least 51 percent of those residents must be classified as LMI.
 - Urgent Need Mitigation:
In order to meet this objective applicant must demonstrate that the public service activities will result in measurable and verifiable reductions in the risk of loss of life and property from future disasters and yield community development benefits

⁴ These are counties and ZIP codes that received a federal disaster declaration in the 2015 Floods (DR-4223 and 4245), the 2016 Floods (DR-4266, DR-4269 and DR-4272), Hurricane Harvey (DR-4332), or the 2018 South Texas Floods (DR-4377). The list of MID counties and ZIP codes is included in the State of Texas CDBG-MIT Action Plan (p.307-316), available at <https://recovery.texas.gov/action-plans/mitigation/index.html>. Information on MID areas is also included in the [Appendix A](#) to this guide.



AFFH REQUIREMENTS

In order to assist applicants for U.S. Department of Housing and Urban Development (HUD) funding, GLO has established a series of elements and information regarding Fair Housing for applicants to prepare and consider in the development of their applications, programs, and projects.

Further, applicants may receive requests for technical assistance from individuals or groups representative of persons of low- and moderate-income that request assistance in developing proposals (including proposed strategies and actions to affirmatively further fair housing). Applicant strategies must be ready for such or similar requests. Finally, well developed strategies, actions, and citizen participation will expedite application and individual project reviews and, in-turn, release authorization to use funds more promptly. Recognizing that each project/plan and community is different and comes with its own unique circumstances, needs, and considerations, applicants are expected to candidly and objectively assess as much information as possible such that the determinative factors differ between and inform project choices.

Applicants must certify that the grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and implementing regulations, and that it will affirmatively further fair housing.

Applicant must also identify those activities already achieved to further fair housing, those activities to be undertaken if an award is made by CDBG-MIT, and when that activity will be complete.

Viable options to Affirmatively Further Fair Housing:

- Developing a strategy to pass a Fair Housing Ordinance
- Passing a Fair Housing Ordinance
- Initiating a Fair Housing counseling service
- Assisting Fair Housing groups
- Establishing a local complaint and monitoring process
- Providing Housing Choices outside historically minority and/or LMI neighborhoods
- Assisting Housing Projects that are racially mixed
- Enforcing Fair Housing Guidelines that are equivalent to a Fair Housing Ordinance
- Adopting and distributing Fair Housing practices
- Designating a Fair Housing Month
- Holding a special hearing to solicit input from the community
- Publishing the contact information – at the local, state, and federal levels – for reporting a Fair Housing complaint
- Developing policies and procedures that take the location of protected classes into account when deciding where to locate undesirable infrastructure improvements
- Other – Describe your process and how it affirmatively furthers fair housing

All proposed RCP applications will undergo an Affirmatively Further Fair Housing (AFFH) review by the GLO before final approval. Such review will include assessments of:

- A proposed project's/plan area demography,





- Socioeconomic characteristics,
- Housing configuration and needs,
- Educational, transportation, and health care opportunities,
- Environmental hazards or concerns; And
- All other factors material to the AFFH determination.





ENJOY THIS TREAT!

The GLO has developed a tool, called the Texas Resilience Evaluation and Assessment Tool (TREAT), to assist Texas communities in assessing their level of resilience to future disasters. TREAT can help you determine the appropriate RCP grant category(ies) to apply for. Additionally, completing TREAT will help RCP applicant answering the questions in their RCP application. While taking TREAT is optional, GLO encourage communities to use this tool to self-assess their needs.

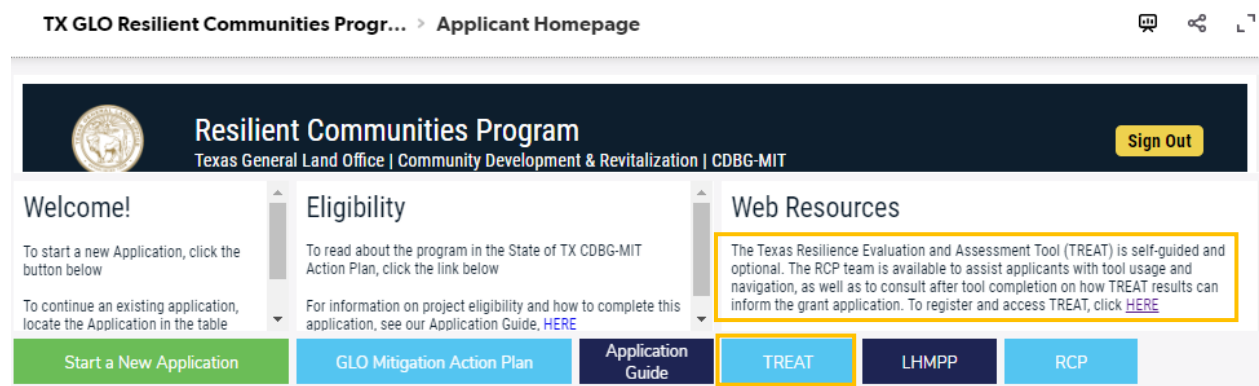
TREAT is an eight-part assessment designed to be completed by the jurisdiction's emergency management personnel, building code managers, and any other stakeholders that have expertise in hazard mitigation planning. It takes approximately 5-15 mins per section. It is optional but encouraged as it can help your jurisdiction gauge its resilience strengths and weaknesses.

Applicants may utilize TREAT before or during an application. The RCP team is available for assistance during the assessment, to help with tool usage and navigation, as well as after completing the assessment, to consult on how TREAT results can inform the grant application. By contrast, applicants that already know which RCP grant category to apply for may choose not to take TREAT.

Communities interested in utilizing TREAT need to register using the following link:

<https://dmsrecovery.quickbase.com/db/br26my397?a=nwr&originalQid=td&ifv=1>

Communities that have already started an RCP application can also access TREAT on their RCP Applicant Home Page (see image below), using the same QuickBase credentials created upon starting their application.



Communities that have not started an RCP application can still take TREAT using the link above. In this scenario, the community will be then prompted to create their QuickBase credentials as part of their TREAT registration. The community will then use those same credentials when and if they decide to start an RCP application.

For information on how to start an application and obtain the QuickBase credentials see the following section: HOW TO APPLY - REQUESTING A USER ACCOUNT.





HOW TO APPLY

Requesting a User Account

Before starting an application, the applicant must first create an RCP QuickBase user account. An RCP QuickBase user account can be requested either by the applicant (e.g., a representative or employee of the jurisdiction), or by their agent (e.g., a consultant).

Note: a vendor/consultant cannot use the same credentials to submit multiple applications for different jurisdictions. Instead, they must create new credentials each time they need to create an application for a new jurisdiction.

The following explains how to request and obtain an account.

- 1) Go to: <https://dmsrecovery.quickbase.com/db/bsbgpny7y?a=nwr&originalQid=td&ifv=1>
- 2) Enter a valid email address. Enter first and last name of the requester (see image below).

RESILIENT COMMUNITIES PROGRAM
Texas General Land Office | Community Development & Revitalization | CDBG-MIT

Request User Account

Email Address * First Name * Last Name *

- 3) Scroll down, read the Term of Service and Privacy Policy, check the box to confirm reading and agreeing to the Term of Service and Privacy Policy, and then Click “Submit Request” (see image below).

By using or accessing this tool ("Quickbase Database"), You (the individual or legal entity) agree to be bound by the terms of this End User License Agreement (EULA) between You ("You" or "Your") and ICF Incorporated LLC ("ICF" or "we" or "us").

Your use of (a) the website located at <https://dmsrecovery.quickbase.com/> sub-domains (each, a "Site") and (b) services through the Site (and any updates thereto) ("Site Services") is governed by this EULA.

BY ACCESSING AND USING THE QUICKBASE DATABASE, YOU ARE ACCEPTING AND AGREEING TO THIS EULA ON BEHALF OF YOURSELF OR THE ENTITY YOU REPRESENT IN CONNECTION WITH THE ACCESS. YOU REPRESENT AND WARRANT THAT YOU HAVE THE RIGHT, AUTHORITY, AND CAPACITY TO ACCEPT AND AGREE TO THIS EULA ON BEHALF OF YOURSELF OR THE ENTITY YOU REPRESENT.

1. Restrictions

Except as otherwise agree to in writing by the parties, You agree not to, and You will not permit others to:

- 1.1. Share or disseminate personally identifiable information contained in the Quickbase Database.
- 1.2. license, sell, rent, lease, assign, distribute, transmit, host, outsource, disclose or otherwise commercially exploit the Quickbase Database or make the Quickbase Database available to any third party.
- 1.3. copy or use the Quickbase Database for any purpose.
- 1.4. modify, make derivative works of, decompile, disassemble, reverse compile or reverse engineer or attempt to derive source code of any part of the Quickbase Database (except to the extent applicable laws specifically prohibit such restriction for interoperability purposes, in which case You agree to first contact us and provide us an opportunity to create such changes as are needed for interoperability purposes).
- 1.5. share Access Credentials with others.
- 1.6. use the Quickbase Database to provide third party training.
- 1.7. display, store, process or transmit any Content, that may (i) menace or harass any person or cause damage or injury to any person or property; (ii) involve the publication of any material that is false, defamatory, harassing or obscene; (iii) violate privacy rights or promote bigotry, racism, hatred or harm; (iv) constitute unsolicited bulk e-mail, "junk mail", "spam" or chain letters; (v) constitute an infringement of intellectual property or other proprietary rights.
- 1.8. use the Quickbase Database for any unlawful purposes.

2. Confidentiality. You agree to use the Quickbase Database and ICF's other Confidential and Proprietary Information only as expressly set forth herein, not to disclose such Confidential and Proprietary Information to any third party and to maintain adequate procedures to prohibit the unauthorized disclosure, duplication, misuse or removal of the Quickbase Database.

3. Site Policies. You agree to comply with the Terms of Service and Privacy Policy governing use of the Site.

4. Indemnification. You agree to defend, release and indemnify ICF, Quickbase, and their respective employees, agents, officers, directors, representatives, successors, heirs, assigns, affiliates, shareholders, parent companies, subsidiaries, indemnities, and insurers from any and all claims arising from Your use of the Quickbase Database or breach of this EULA.

5. No Warranty. ICF makes no warranty that the Quickbase Database will be uninterrupted, free of viruses or other harmful code, timely, completely secure or error-free. You agree Your use of the Quickbase Database is on an 'as is' basis.

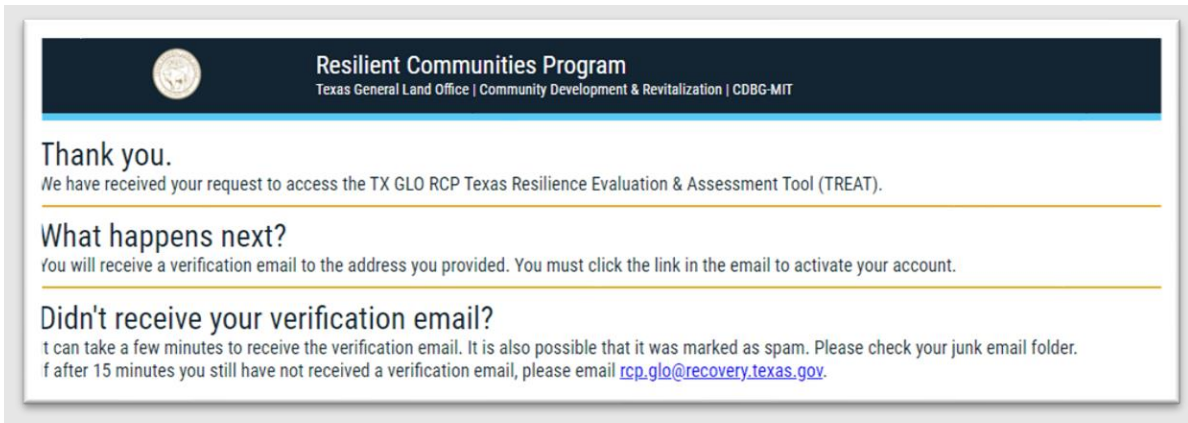
I have read and agree to ICF's Term of Service and Privacy Policy *

Submit Request



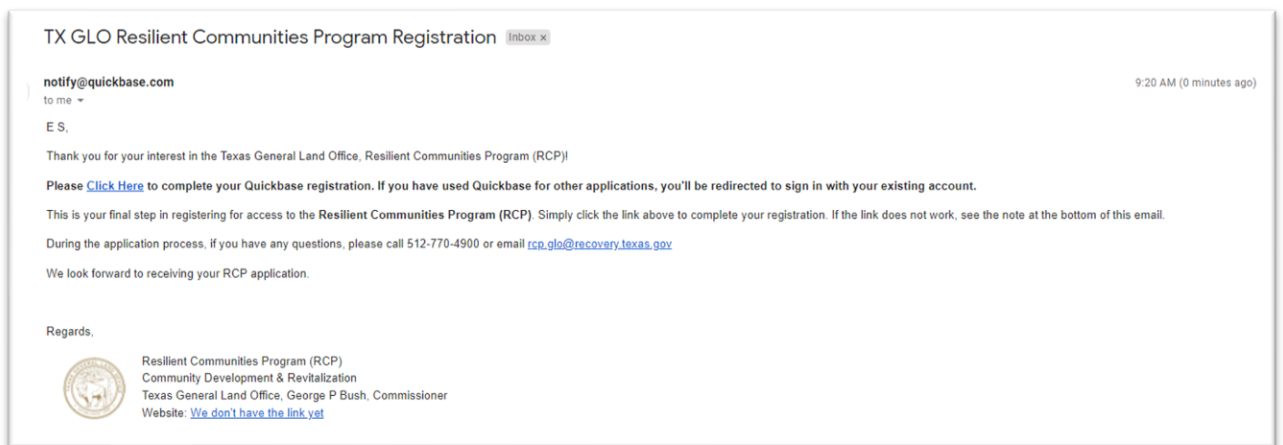


4) A “Thank you” message like the one below will be displayed



5) Next, a verification email like the one in the figure below will be sent to the address provided. The process to complete the registration will differ depending on whether or not the user has used QuickBase in the past.

If this is your first time using QuickBase for a GLO grant application, go to the [User Verification: First-time QuickBase User](#) section. If you already have a QuickBase account from a past GLO grant applications (e.g., an LHMP application), go to the [User Verification: Existing QuickBase User](#) section.



User Verification: First-time QuickBase User

Follow this process if this is your first time using QuickBase for a GLO grant application.

1) Open the verification email and click the “Click Here” link to continue the registration process. After clicking the link, you will be asked to re-enter the email for verification purposes. Re-enter email and click Next (see image below).





YOUR EMAIL ADDRESS

Please DOUBLE-CHECK that this is your correct email address. Without your correct email address you will be unable to complete registration.

Next >>>

- 2) Set up a password and a security question. Check the box to confirm reading and agreeing to the QuickBase Terms of Service and the QuickBase Privacy Policy. Click Register (see image below).

All fields marked with an asterisk (*) are required.

First name *

Last name *

Email address **corpsales@quickbase.com**

Choose a password *

Retype password *

Password strength:

- ✓ Must be at least 8 characters
- ✓ Must include both numbers and letters

Please set up a security question in case you ever need to reset your password.

Question: *

Answer: *

Retype Answer: *

- ✓ Security answers must match

Your answer is not case sensitive.

I have read and agree to the Quickbase [Terms of Service](#) and the Quickbase [Privacy Policy](#)

Register

- 3) A verification email will be sent to the address provided. Email will come from corpsales@quickbase.com. Click the link in the email to complete the registration.

Email Address

corpsales@quickbase.com

Password

[I forgot my password](#)

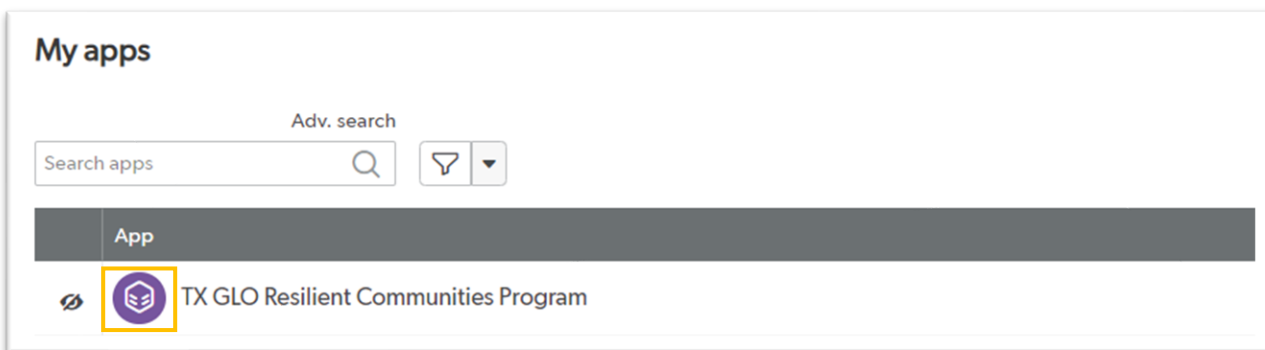
Verify

Keep me signed in on this computer





- Next, click on “Resilient Communities Program Application” purple icon (see image below).

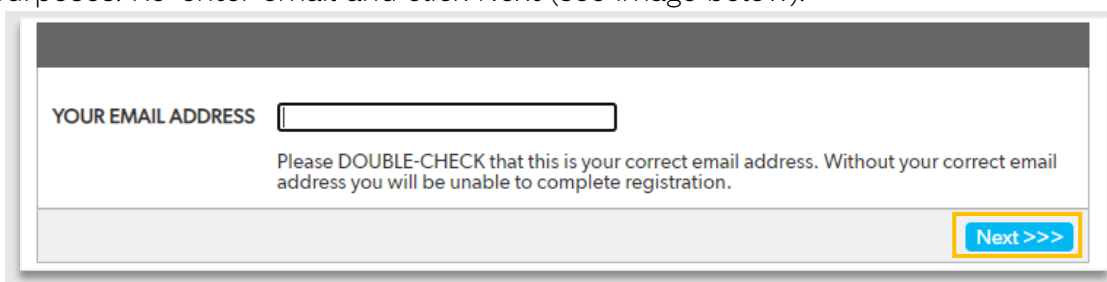


- Bookmark the website you are on (<https://dmsrecovery.quickbase.com/db/br9wnf6di/>) for future reference. This website is where applicants can create and complete an RCP application.

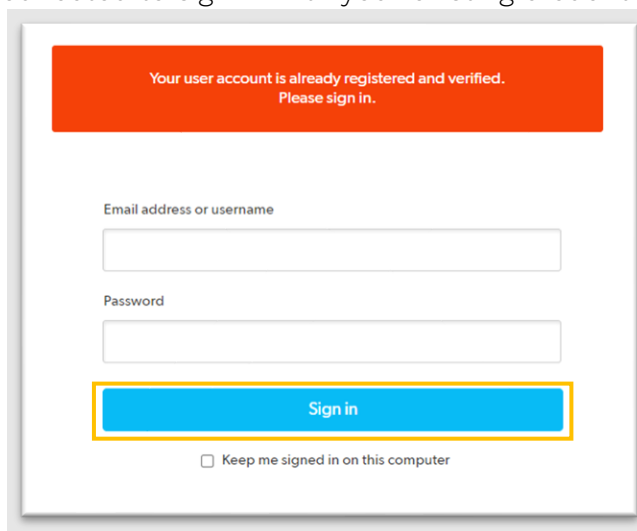
User Verification: Existing QuickBase User

Follow this process if you already have a QuickBase account from a past GLO grant applications (e.g., from a LHMPP application).

- Open the verification email and click the “Click Here” link to continue the registration process. After clicking the link, you will be asked to re-enter the email for verification purposes. Re-enter email and click Next (see image below).

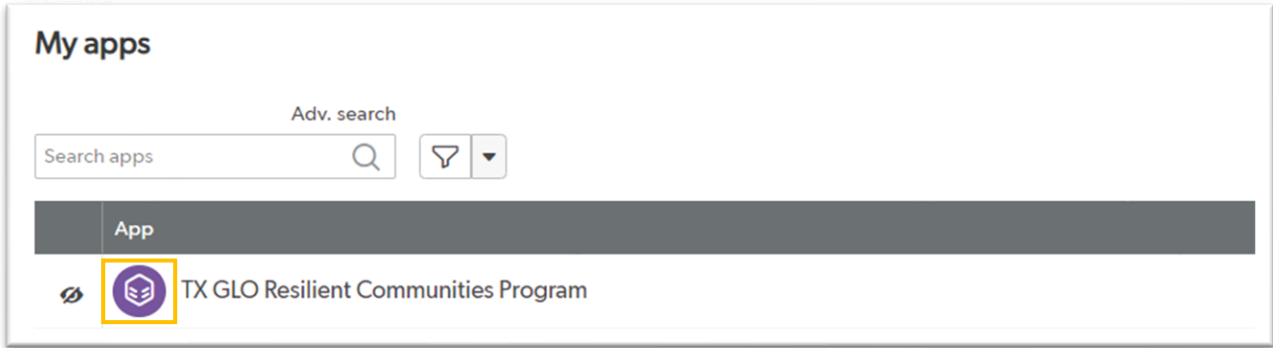


- Next, you will be redirected to sign in with your existing credentials (see image below).



- Click on “Resilient Communities Program Application” purple icon (see image below).



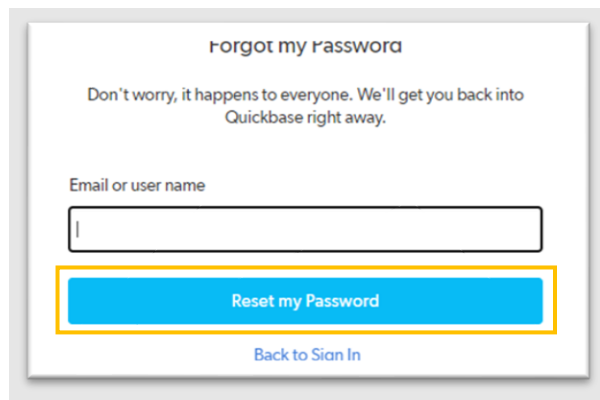


- 9) Bookmark the website you are on (<https://dmsrecovery.quickbase.com/db/br9wnf6di/>) for future reference. This website is the TX GLO Resilient Communities Program Applicant Homepage where applicants can create and complete their RCP application.

Password Resetting

If a registered user forgets their password, this can be reset by using the link below. Users attempting to reset their password will be asked to enter the email address used when the account was first created.

<https://dmsrecovery.quickbase.com/db/main?a=ForgotPassword&what=>



Creating and Submitting an Application

Starting an application

1. After obtaining an account (see previous section), the first step to start an RCP application is to go to the TX GLO Resilient Communities Program Applicant Homepage (URL: <https://dmsrecovery.quickbase.com/db/br9wnf6di/>). You might be asked to log in –if you are not already– using the previously created user account credentials.
2. Once on the TX GLO Resilient Communities Program Applicant Homepage, to start an RCP Application, click on the “Start a new application” green button (see image below).

The Applicant Homepage also includes several other resources, including links to this guide (i.e., the RCP Application Guide), a link to the RCP website, and other useful resources. Refer to these resources as needed while filling out your application.





Instructions Tab

1. After clicking the “Start a new application” green button, you will be presented with the instructions on how to fill out an application (see image below).

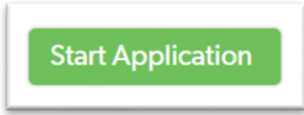
2. Read the instructions to familiarize yourself with the application. The application is broken into multiple sections/tabs that can be completed in any order:
 - Applicant Information
 - Project Information
 - National Objective (for Public Service only)
 - AFFH (Fair Housing)
 - Funding Information
 - Documentation





To save your progress, navigate to the green Save Progress button. Once saved, you can close the application and return to it at a later time by navigating to the TX GLO Resilient Communities Program Applicant Homepage (URL: <https://dmsrecovery.quickbase.com/db/br9wnf6di>).

3. Next, to start the application click the “Start Application” green button at the button on the instructions (see image below)



4. Next, complete each section of the application. Section-specific instructions are provided in the following paragraphs.

Applicant Information Tab

Fill out all the fields in the Applicant Information tab. Information on how to fill out each field is provided below.

Applicant (Jurisdiction) Name

Type in the name of the jurisdiction applying to RCP (see image below).

If the applicant is a city, type “City of + [Name]” (e.g., City of Raymondville); if the applicant is a county, type “[Name] + County” (e.g., Hidalgo County). Note that the applicant is the entity that will be entering in a contractual relationship with the GLO, to include application entry and submission, contract execution, project implementation, and closeout.

Note that the applicant is the entity that, if awarded, will be entering in a contractual relationship with the GLO, to include application entry and submission, contract execution, project implementation, and closeout.

The screenshot shows a form titled "Applicant Information" with a sub-section "1. Applicant (Jurisdiction) Name*" and an empty text input field below it.

Jurisdiction Type

Using the dropdown menu, select the jurisdiction type that the applicant falls under (see image below).

As it states in the Acceptance Criteria/Eligibility Requirements section of this guide, the jurisdiction types that are eligible to apply are cities, counties, federally recognized tribes, and COGs.





2. Jurisdiction Type

Phone and Fax and Address

Enter the phone number, fax number, and full address associated with the applicant/jurisdiction (see image below).

3a. Phone

3b. Fax

4. Address

TIN / EIN

Enter the 9-digit Tax Identification Number (TIN) or Federal Employer Identification Number (EIN) associated with the applicant.

5. TIN/EIN

UEI (SAM)

Enter the 12-character Unique Entity Identifier (UEI) found on SAM.gov. A Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government. (U.S. General Services Administration). UEI numbers are obtained from www.sam.gov. Note: effective April 4, 2022, the UEI replaced the DUNS (Data Universal Numbering System) number. DUNS numbers no longer apply to federal fund applications.





6. UEI (SAM)

Is your jurisdiction delinquent on Federal debt?

Please indicate whether you are delinquent on federal debt (see image below). Applicants answering “yes” are required to also submit documentation (on the Documentation tab) confirming and explaining your delinquent status and any plans for remedy currently in place.

7. Is your jurisdiction delinquent on Federal debt?

Does your jurisdiction have a Hazard Mitigation Plan? (Either current or expired)

If your jurisdiction has a current or expired Hazard Mitigation Plan, answer “yes”. If your jurisdiction has never had a Hazard Mitigation Plan, answer “no”.

HMP Title

Indicate the Title of your Hazard Mitigation Plan (current or expired).

Note: this question will only show up if applicant indicated they have a current or expired HMP.

Expiration Date

Indicate the HMP expiration date.

Note: this question will only show up if applicant indicated they have a current or expired HMP.

8. Does your jurisdiction have a Hazard Mitigation Plan? (Either current or expired)	8b. HMP Title	8c. Expiration Date
Yes <input type="text" value="v"/>	<input type="text"/>	mm-dd-yyyy

Does your jurisdiction’s participation in this program (RCP) present any potential conflict of interest?

Indicate if the applicant’s participation in RCP presents any potential conflict of interest. Applicant answering “yes” will be asked to provide details in the comments box and upload any applicable supporting documentation to the Documentation tab of this application.





9. Does your jurisdiction's participation in this Program present any potential conflicts of interest?

Which of the following regulations does your jurisdiction currently have in place?

Using the checkboxes, select all codes/ordinances/plans currently in place in your jurisdiction.

Next, provide the required details for each selected code/ordinance/plan.

Which of the following regulations does your jurisdiction currently have in place?

- County or Regional Hazard Mitigation Plan
- Comprehensive Plan
- Land-use Plan
- Zoning Ordinances

...the correct information into each box for multiple roles.

Contact Role	Contact Info
--------------	--------------

Contacts

Next, fill out the contact information of the authorized representative, the grant administrator, and the applicant contact.

To enter the information, click the yellow "Edit" button (see image below).

Note: if appropriate, the same person can perform multiple roles (for example, in a small jurisdiction the grant administrator and the applicant contact could be the same person).

Contacts

Please complete the table below by typing the correct information into each box.

Full Report | More ▾ 3 Contacts

Contact Role	Contact Info	
Authorized Representative	Authorized Representative Name: Walsh, James Phone: (527) 123-0978 Email: james.walsh@buildingdepartment.gov	✓ Edit
Grant Administrator	Grant Administrator Name: , Phone: Email:	Edit
Applicant Contact	Applicant Contact Name: , Phone: Email:	Edit





Once complete, save your work and move on to the next tab: Project Information Tab.

Project Information Tab

Fill out all the fields in the Project Information tab. Information on how to fill out each field is provided below.

Will the project be completed by a contractor or in-house?

Use the dropdown box to indicate whether the work will be performed by a contractor, in house, or both. See image below.

For which of the following categories is your jurisdiction is your jurisdiction applying?

Select the grant categories that you would like to receive funding for. Check all that apply.

The available options are the following:

- Building Codes;
- Flood Damage Prevention Ordinance;
- Comprehensive Plan;
- Land-use Plan;
- Zoning Ordinances;
- Public Service Activities

Refer to the [Grant Categories](#) section in this guide for more information.

BUILDING CODES





Note: this set of questions will only be asked if applicant selects the Building Codes grant category.

Confirm legal authority to implement the Building Codes action(s) selected by checking the appropriate box

Select one of the following options:

- The applicant jurisdiction has the legal authority to adopt the code/plan/ordinance
- The applicant is a COG applying on behalf of a jurisdiction with legal authority to adopt the code/plan/ordinance

Provide a thorough narrative describing the scope of work to be completed and how it serves the overall project.

Enter the scope of work associated with the Building Codes grant. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

Please, confirm that the proposed Building Codes will meet the following Performance Requirements, and explain how:

- The codes being funded by RCP will meet or exceed the requirements set forth in the 2012 International Residential Code (IRC 2012)
- Adoption will be complete within 12 months of contract execution.

Enter the requested information in the space provided. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

If you need assistance designing your actions and ensuring that they will increase the resilience of your community, please get in touch with the RCP team (rco.glo@recovery.texas.gov). Additional information is also available in [Appendix D](#) of this guide.

FLOOD DAMAGE PREVENTION ORDINANCE

Note: this set of questions will only be asked if applicant selects the Flood Damage Prevention Ordinance grant category.

Confirm legal authority to implement the Flood Damage Prevention Ordinance action(s) selected by checking the appropriate box

Select one of the following options:

- The applicant jurisdiction has the legal authority to adopt the code/plan/ordinance
- The applicant is a COG applying on behalf of a jurisdiction with legal authority to adopt the code/plan/ordinance

Provide a thorough narrative describing the scope of work to be completed and how it serves the overall project.





Enter the scope of work associated with the Flood Damage Prevention Ordinance grant. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

Please, confirm that the proposed Flood Damage Prevention Ordinance will meet the following Performance Requirements, and explain how:

- Construction at least 2 feet above base flood elevation (BFE) will be mandated
- Adoption will be complete within 12 months of contract execution.

Enter the requested information in the space provided. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

If you need assistance designing your actions and ensuring that they will increase the resilience of your community, please get in touch with the RCP team (rco.glo@recovery.texas.gov). Additional information is also available in [Appendix D](#) of this guide.

COMPREHENSIVE PLAN

Note: this set of questions will only be asked if applicant selects the Comprehensive Plan grant category.

Confirm legal authority to implement the Comprehensive Plan action(s) selected by checking the appropriate box

Select one of the following options:

- The applicant jurisdiction has the legal authority to adopt the code/plan/ordinance
- The applicant is a COG applying on behalf of a jurisdiction with legal authority to adopt the code/plan/ordinance

Provide a thorough narrative describing the scope of work to be completed and how it serves the overall project.

Enter the scope of work associated with the Comprehensive Plan grant. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

Please, confirm that the proposed Comprehensive Plan will meet the following Performance Requirements, and explain how:

- Plan will be forward-looking, and be integrated with the Hazard Mitigation Plan, if one exists
- It will identify local hazard risks and explain how it mitigates against those risks
- Plan will include: 1) Population Study; 2) Housing Study; 3) Land Use Study/Plan; 4) Zoning Ordinance; 5) Infrastructure Study / Capital Improvement Plan
- Adoption of approved Comprehensive Plan and Zoning Ordinance will be complete within 24 months of contract execution.





Enter the requested information in the space provided. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

If you need assistance designing your actions and ensuring that they will increase the resilience of your community, please get in touch with the RCP team (rcp.glo@recovery.texas.gov). Additional information is also available in [Appendix D](#) of this guide.

LAND-USE PLAN

Note: this set of questions will only be asked if applicant selects the Land-Use Plan grant category.

Confirm legal authority to implement the Land-Use Plan action(s) selected by checking the appropriate box

Select one of the following options:

- The applicant jurisdiction has the legal authority to adopt the code/plan/ordinance
- The applicant is a COG applying on behalf of a jurisdiction with legal authority to adopt the code/plan/ordinance

Provide a thorough narrative describing the scope of work to be completed and how it serves the overall project.

Enter the scope of work associated with the Land-Use Plan grant. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

Please, confirm that the proposed Land-use Plan will meet the following Performance Requirements, and explain how:

- Plan will be forward-looking, and be integrated with the Hazard Mitigation Plan, if one exists;
- It will identify local hazard risks and explain how it mitigates against those risks;
- It will be accompanied by a Zoning Ordinance that codifies the plan; and
- Adoption of approved Land-use Plan and Zoning Ordinance will be complete within 18 months of contract execution.

Enter the requested information in the space provided. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

If you need assistance designing your actions and ensuring that they will increase the resilience of your community, please get in touch with the RCP team (rcp.glo@recovery.texas.gov). Additional information is also available in [Appendix D](#) of this guide.

ZONING ORDINANCE





Note: this set of questions will only be asked if applicant selects the Zoning Ordinance grant category.

Confirm legal authority to implement the Zoning Ordinance action(s) selected by checking the appropriate box

Select one of the following options:

- The applicant jurisdiction has the legal authority to adopt the code/plan/ordinance
- The applicant is a COG applying on behalf of a jurisdiction with legal authority to adopt the code/plan/ordinance

Provide a thorough narrative describing the scope of work to be completed and how it serves the overall project.

Enter the scope of work associated with the Zoning Ordinance grant. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

Please, confirm that the proposed Zoning Ordinance will meet the following Performance Requirements, and explain how:

- Will be based upon a land-use or comprehensive plan written within 5 years of the date of application
- Ordinance adoption will be completed within 12 months of contract execution.

Enter the requested information in the space provided. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

If you need assistance designing your actions and ensuring that they will increase the resilience of your community, please get in touch with the RCP team (rcp.glo@recovery.texas.gov). Additional information is also available in [Appendix D](#) of this guide.

PUBLIC SERVICE ACTIVITIES

Note: this set of questions will only be asked if applicant selects the Public Service Activities grant category.

Confirm legal authority to implement the Public Service Activities selected by checking the appropriate box

Select one of the following options:

- The applicant jurisdiction has the legal authority to implement the Public Service Activities
- The applicant is a COG applying on behalf of a jurisdiction with legal authority to implement the Public Service Activities

Select the Public Service Activities your jurisdiction wants to perform

Check all that apply:

- CRS Public Information Activities





- Other Education and Outreach Activities

Provide a thorough narrative describing the scope of work to be completed and how it serves the overall project.

Enter the scope of work associated with the Public Service Activities grant. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

Please, confirm that the proposed Public Service Activities will meet the following Performance Requirements, and explain how:

-For Public Information Activities Leading to CRS Credits: they will meet the requirements for those activities within the CRS Coordinator’s Manual

-For Other Education and Outreach Activities: they will be focused on alerting communities and beneficiaries about opportunities to mitigate identified risks through insurance, best practices, and other strategies (note: the risk types addressed by these activities are not limited to flooding).

Enter the requested information in the space provided. If more space is needed, you can create a separate document and upload it to the Other Documents section of the Documentation tab.

If you need assistance designing your actions and ensuring that they will increase the resilience of your community, please get in touch with the RCP team (rcp.glo@recovery.texas.gov). Additional information is also available in [Appendix B](#) and [Appendix D](#) of this guide.

National Objective Tab

Note: this tab and the questions therein will only be displayed if applicant selects the Public Service grant category.

The demographic data entered in this section must match the demographic data provided in other sections or attached documents.

Total number of beneficiaries

List the total number of people who will be benefitting from the proposed Public Service Activities. If the public service activity is intended to benefit all residents of the community enter the community’s total population.

Beneficiary by sex

Enter the number of male and female beneficiaries, respectively.

Note: the sum of male and female beneficiaries must equal the total number of beneficiaries.

Use the spaces below to enter census tracts and associated block groups





Enter the census tracts and block groups associated with the Project Service Area (the area served by the project). Enter the census tract information in the first column and the block group information in the second column. For each census tract entered, specify all the applicable block groups by checking the appropriate boxes. See picture below.

The screenshot shows a form with two columns: "Census Tract" and "Block Group". The "Census Tract" column has a yellow box containing "234658" and four empty white boxes below it. The "Block Group" column has a dropdown menu showing "1 2" and a search box labeled "Search choices". The dropdown menu is open, displaying a list of options: 1, 2, 3, 4, and 5. At the bottom of the dropdown, it says "Select up to 20 choices".

If the list does not include the building group number associated with a census tract, click "Add New Choice", enter the block number manually, and then click OK, as illustrated in the picture below.

The screenshot shows the same form as above, but the dropdown menu is open to a different set of options: 7, 8, 9, 12, and a blue button labeled "<Add New Choice...>". The "Census Tract" column still shows "234658" and four empty boxes. The "Block Group" column shows "1 2" and the search box. At the bottom, it says "Select up to 20 choices".





Is your jurisdiction a HUD Exception Grantee?

Indicate whether or not your jurisdiction is a HUD Exception Grantee.

Some communities have no or very few areas in which 51% of the residents are low- and moderate-income. For these communities, a HUD exception may have been granted.

Which HUD National Objective does the project meet?

Indicate which National Objective will be met by the proposed Public Service Activities.

Choose one of the following options:

- Low and Moderate Income - LMI
 - In order to meet this objective, applicant will have to demonstrate that at least 51 percent of the people served by the public service activity are LMI individuals. Principally benefit LMI persons:
- UNM - Urgent Need Mitigation:
 - In order to meet this objective applicant must demonstrate that the public service activities will result in measurable and verifiable reductions in the risk of loss of life and property from future disasters and yield community development benefits

Total number of LMI beneficiaries

Note: this question will only be asked if applicant selects the LMI National Objective

List the total number of LMI individual who will be benefitting from the proposed Public Service Activities. If the public service activity is intended to benefit all residents of the community enter the community's total number of LMI individuals.

Percentage of LMI beneficiaries

Note: this field will only appear if applicant selects the LMI National Objective

This field is automatically entered by the system. No action needed.

Describe the proposed project(s) that benefit low-to-moderate income people

Note: this question will only be asked if applicant selects the LMI National Objective





Provide the information in the space provided

Explain how the proposed project addresses the current and future risks as identified in the state’s Mitigation Needs Assessment of Most Impacted and Distressed Areas; and how it yields a community development benefit or will result in a measurable and verifiable reduction in the risk of loss of life and property

Note: this question will only be asked if applicant selects the UNM National Objective

Provide the information in the space provided

Select the method(s) used to determine the beneficiaries

Select one of the following methods:

- LMI Area Benefit
- LMI Area Benefit (City-wide)
- LMI Area Benefit (County-wide)
- UNM Area Benefit
- UNM Area Benefit (City-wide)
- UNM Area Benefit (County-wide)

What method was used for Beneficiary Identification?

Select one of the following:

- Census (HUD LMISD)
- Surveys

Provide a brief description of the beneficiary identification method used to determine this national objective.

Enter a description in the space provided. Recommended length is 200 words.

Provide an explanation for the use of surveys, as opposed to LMISD data.

Note: this question will only be asked if applicant indicated that beneficiaries were identified through a survey.

Enter the required explanation in the space provided. Recommended length is 200 words.

In addition to entering the explanation, please upload the following to the Documentation tab, National Objective section:

For 100% surveys:

1. Survey Tabulation Form
2. Survey List
3. Map indicative of households surveyed overlaid with the corresponding project service area
4. Survey Questionnaires (these Survey Questionnaires must be submitted in the same order as indicated on the survey list.)
5. Survey Questionnaires of Vacant Households/Units and Non-Responsive Households.





For random ONLY surveys, the documents must be submitted in the following order:

1. Survey Tabulation Form
2. Survey List
3. Map indicative of households surveyed overlaid with the corresponding project service area
4. Sample Size Calculator/Random Number Generator
5. Sample Pool Survey Questionnaires (these Survey Questionnaires must be submitted in the same order as indicated in the number generator and should only include those Survey Questionnaires counted in the pool, not questionnaires that were replaced)
6. Replaced Survey Questionnaires (if applicable) (these are the non-response Survey Questionnaires that were replaced by responding Survey Questionnaires)
7. Non-sampled Survey Questionnaires (if applicable) (if random sampling was required, place all of the Survey Questionnaires that were not in the sample pool in this section)
8. Survey Questionnaires of Vacant Households/Units and Non-Responsive Households

For additional information on surveys, refer to the Survey Methodology Manual available on the RCP website.

Survey Begin Date and End Date.

Note: this question will only be asked if applicant indicated that beneficiaries were identified through a survey.

Enter the survey start and end date in the space provided.

Fair Housing Tab

Regardless of which grant category(ies) was/were selected, all applicants must answer this set of question. For more information see the [AFFH Requirements](#) section.

What methods and criteria were used to prioritize the project(s) in the application, including affirmatively furthering fair housing?

Enter the information in the space provided

For each Fair Housing Activity, provide a name and status. If the activity is completed, enter the Date Initiated.

If your activity is planned but not completed, enter the target completion date.

Enter the information in the space provided





For each Fair Housing Activity, provide a name and status. If the activity is completed, enter the Date Initiated. If your activity is planned but not completed, enter the target completion date.

	Name	Status	Date Initiated	To be completed by
2. Fair Housing Activity 1	<input type="text"/>	<input type="text" value="v"/>	mm-dd-yyyy	mm-dd-yyyy
3. Fair Housing Activity 2	<input type="text"/>	<input type="text" value="v"/>	mm-dd-yyyy	mm-dd-yyyy
4. Fair Housing Activity 3	<input type="text"/>	<input type="text" value="v"/>	mm-dd-yyyy	mm-dd-yyyy
5. Fair Housing Activity 4	<input type="text"/>	<input type="text" value="v"/>	mm-dd-yyyy	mm-dd-yyyy

Funding Information Tab

Has your jurisdiction acquired or requested funds from sources other than CDBG-MIT? (Ex. FEMA)

Indicate whether your jurisdiction has acquired or requested other funds. If answer is “no”, go to next question. If answer is “yes”, skip next question and go to the subsequent section.

Explain why other funds have not been requested and/or acquired.

If answer to the other funds question is “no” you will be required to enter the reason for requesting or acquiring other funds.

Other Funds Table

If answer to the other funds question is “yes” you will be required to fill in the other funds table. To add the funds, click the “Add Other Funds” button (see image below). For each item, list the funding source, the amount requested/acquired, the status, and an explanation.

Add Other Funds

Full Report | More ▾ 1 Other Fund

Funding Source	Amount	Status	Explanation of Funds Usage and DOB	
FEMA BRIC	\$120,000.00	Requested	Jurisdiction applied to the BRIC competition. Waiting for an award.	Edit
TOT	\$120,000.00			

RCP Funds Request

For each grant category previously selected, enter all the associated expense items, by listing all the expense items in the appropriate table. To add an expense item, click the “Add Expenses” yellow button.





Comprehensive Plan

List the expense items for the chosen grant category in the below table. To add an expense item, click the “Add Comprehensive Plan Expenses” button. For each item, indicate if it is a vendor expense or an in-house expense, specify the expense category (labor, supplies, etc.), provide a description, and finally list the cost. Please itemize expenses to the greatest extent possible. Lack of appropriate itemization may result in a formal Request for Information (RFI) from the GLO.

[Add Comprehensive Plan Expenses](#)

Full Report | More ▾ 2 Items

	Performed By	Expense Category (Formula)	Other	Expense Description	Cost	
Vendor Expenses (1 Item)						
	Vendor Expenses	Labor		Comprehensive Plan Development Services	\$120,000.00	Edit
TOT					\$120,000.00	
In-House Expenses (1 Item)						
	In-House Expenses	Labor		Citizen participation activities related to the Comprehensive Plan development.	\$20,000.00	Edit
TOT					\$20,000.00	
TOT					\$140,000.00	

For each item, indicate if it is a vendor expense or an in-house expense, specify the expense category (labor, supplies, etc.), provide a description, and finally list the cost. Please itemize expenses to the greatest extent possible. Lack of appropriate itemization may result in a formal Request for Information (RFI) from the GLO.

A summary of all the funds requested will automatically populate under the RCP Funds Request header as shown in the figure below.

RCP Funds Request	
Building Code	\$30,000.00
Flood Damage Prevention Ordinance	
Comprehensive Plan	\$140,000.00
Land Use Plan Cost	
Zoning Ordinance	
Public Service	\$80,000.00
<hr/>	
Total RCP Funds Request	\$250,000.00

Documentation Tab

Use this tab to upload the required documentation. A list of required documents will be generated based on the answers provided in the previous tabs. Documents are organized in classes: Project Documents, Environmental Documents, Procurement Documents, Financial Documents, and Other Documents.

For each class, upload the required documents by clicking the “Add Document” gold button displayed under the class’s header (see image below).





Instructions | Applicant Information | Project Information | Funding Information | Documentation

Project Documents

The following project documents are required:

1. Grant Management Plan
2. List of Key Stakeholders
3. Local Certifications
4. SAM.gov Document
5. SF-424

Add Document

Document Type	Name	Attachment	Open
No documents found			

To upload a document, first select the Document Type using the dropdown menu, and then click the “Choose File” button to select the file to upload. Once done, click the “Save & Return” button to go back to the Documentation Tab (see image below).

Add a Document

Document Class
Project

Document Type *

Disclosure of Conflict of Interest X ▾

Attach a Document *

Choose File 20211020_TX... still high.JPG

Save & Return

The table below offers a synopsis of what to upload and when.

DOCUMENT TYPE	DOCUMENT CLASS	WHEN SHOULD DOCUMENT BE UPLOADED?
SF-424	Project	Always
Local Certifications	Project	Always
List of Key Stakeholders	Project	Always
SAM.gov Document	Project	Always
Grant Management Plan	Project	When applicant has not previously had a contract with the GLO
Conflict of Interest	Project	Not required.





		Recommended if applicant needs to substantiate their explanation about potential conflicts of interest.
Environmental Exempt Form	Environmental	Always
LMISD Data	National Objective	When applicant selects the Public Service grant category (regardless of which National Objective they want to meet) and indicate that they identified beneficiaries via census data
Project Service Area and Census Map	National Objective	When applicant selects the Public Service grant category (regardless of which National Objective they want to meet) and indicate that they identified beneficiaries via census data
Survey Documentation	National Objective	When applicant selects the Public Service grant category (regardless of which National Objective they want to meet) and indicate that they identified beneficiaries via a survey
DP05 (ACS 5-year estimate)	National Objective	When applicant selects the Public Service grant category
Race/Ethnicity/Gender Calculator	National Objective	When applicant selects the Public Service grant category
Urgent Need Mitigation Documentation	National Objective	When applicant selects the Public Service grant category and claims to meet the UNM National Objective
Fair Housing Activity information	Fair Housing	Always
147C Form from the Internal Revenue Service (“IRS”)	Financial	Always
Fiscal Year End Statement	Financial	Always
Single Audit	Financial	When applicant expended \$750,000 or more in federal funds in the past fiscal year.
Finance Policies and Procedures	Financial	Always
Other Funds	Financial	When applicant responds “yes” to question about acquired or requested funds from other sources
Federal Debt Delinquency	Financial	When applicant responds “yes” to federal debt delinquency question
Procurement Policies and Procedures (Local & Federal)	Procurement	Always
Evidence of Adoption of Procurement Policies and Procedures	Procurement	Always





Other Documents	Other	Optional. Recommend if applicant needs to include information not captured by the application.
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Below is a more detailed description of the content of each document.

PROJECT DOCUMENTS

SF-424

All applicants must submit a SF-424 Form. The SF-424 is a standard form used in federal grant applications to collect information including but not limited to type of submission, applicant information, type of applicant, and proposed project dates. All applications must be accompanied by a completed and signed Application for Federal Assistance SF-424.

By completing, signing, and submitting the SF-424 with the application, each applicant for CDBG-MIT funding is providing local certifications indicating that this Application Guide has been followed in the preparation of any CDBG-MIT program application, and that they will continue to be followed in the event of funding.

(Note: False certification can result in legal action against the jurisdiction.)

A sample SF-424 Form is available for download on the RCP website (<https://recovery.texas.gov/rcp>). For your convenience, some fields have been prefilled. Detailed instructions on completing the SF-424 are provided, in [Appendix C](#) of this Guide.

Local Certifications

All applicants must submit a Local Certifications form. Local Certification is a form for applicants to affirm that certain rules and regulations were followed in preparation of this CDBG-MIT program application.

The MIT-Local Certifications form must be signed by the local authorized signatory, submitted with the Application, and retained with the local application file. Each application must include a MIT-Local Certifications form signed by an authorized signatory.

A sample MIT-Local Certifications form is available for download on the RCP website (<https://recovery.texas.gov/rcp>).

List of Key Stakeholders

All applicants must submit a list of all key stakeholders, indicating authorized signatories, financial management responsibility, procurement responsibility, and project management responsibility, along with contact information, specific role and responsibility level, years CDBG-DR/CDBG-MIT experience, and time commitment of each individual identified.

Key stakeholders should include:

- Contact
 - Authorized Signatories
 - Financial Management (Lead and Alternate)
 - Procurement (Lead and Alternate)





- Project Management Options:
 - Lead
 - Alternate
 - Grant Administrator
 - Environmental
 - Engineering
 - Other
- Add every key stakeholder and decision-maker.

[SAM.gov Printout or Screenshot](#)

All applicants must submit a SAM.gov Printout or Screenshot. The System for Award Management (SAM.gov) is an official website of the U.S. Government used to register to do business with the U.S. Government; update, renew, or check the status of your entity registration; search for entity registration and exclusion records, and more.

As part of the application, all applicants must submit their UEI (Unique Entity Identifier) number, and a screenshot or printout of their SAM.gov Entity Dashboard. The screenshot must include the UEI, show that the applicant record is active and does not have any active exclusion records.

[Grant Management Plan](#)

All applicants that do not have existing contract(s) with the GLO are required to submit a Grant Management Plan.

Applicants for CDBG-MIT funding are expected to have assessed administrative, design, and all other elements required to deliver a successful eligible project by the end of the contract. All required to submit a Grant Management Plan can use the minimum requirements defined below to identify stakeholders who will administer and execute the award.

In the context of RCP, a Grant Management Plan is a strategy for preparing to administer federal grant funds. Each Grant Management Plan will be reviewed to assure funding recipients have sufficient capacity to administer federal grants.

At a minimum the Grant Management Plan shall include the following elements:

- Detail of the project's objectives and goals
- A list of actions to achieve the goals and objectives along with a timeline for the various stages of the project, defining when actions, objectives, and goals are to be complete and assigning the responsible staff position (not individual names)/partner
- A process to handle project implementation to include overall tracking, draw coordination, procurement coordination, and progress reporting
- A process to handle financial management and contract administration to include overall tracking, draw processing, procurement eligibility, and contract maintenance (amendments/revisions/etc.)
- A process to handle staff/ partner personnel changes and duty transfers. Identify key stakeholders that will participate in the execution of all project activities.





- Staff/partner organizational chart showing all key stakeholders and indicating authorized signatories, financial management responsibility, procurement responsibility, and project management responsibility, along with contact information, specific role and responsibility level, years CDBG experience, and time commitment of each individual identified.

Disclosure of Conflict of Interest

Applicants are required to designate an individual to serve as an administrator of all grant activities, to ensure that there are no “conflicts of interests” in any, and all, activities related to the administration of a GLO grant. It is recommended that the individual designated to serve in this role be employed in a position outside the chain of command of the staff administering this grant and have the ability to bring any concerns directly to the elected official, city council, or county commissioners court.

In the application, the applicant is required to indicate if any conflicts of interest are present. If any conflicts of interest are present, the applicant is also required to provide a detail description, and they are recommended, but not required, to submit any corresponding supporting documentation.

ENVIRONMENTAL DOCUMENTS

Environmental Exemption

All applicants are required to submit an Environmental Exemption form.

An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users.

Not every project is subject to a full environmental review (i.e., every project's environmental impact must be examined, but the extent of this examination varies), but every project must comply with the National Environmental Policy Act (NEPA), and other related Federal and state environmental laws.

In the context of RCP, because all eligible activities are planning and/or study-related, Applicants are exempt from performing an environmental review. However, applicants must describe the activity for which they are applying for program funds and make a written determination of exemption.

More information about the environmental exemption requirements, and a sample version Environmental Exemption Form, can be found, in [Appendix C](#) of this guide, as well as on the RCP website (<https://recovery.texas.gov/rcp>).

NATIONAL OBJECTIVE DOCUMENTS

LMISD Data



All applicants using the census to identify project beneficiaries must submit the Low- and Moderate-Income Summary Data (LMISD) associated with their project service area. To produce this information, follow the following process: (1) Download the 2021 LMISD (A sample SF-424 Form is available for download on the RCP website (<https://recovery.texas.gov/rcp>)). on the GLO website. This spreadsheet contains LMISD information summarized at the city-, county-, and block-group-level; (2) Identify the LMI data of associated with your project service area. Depending on your project this may be city-level data, county-level data, or block-group-level data (3) Keep the row or rows associated with your project service areas; (4) Delete everything else, both rows and sheets; 5) Submit the LMISD Data

Project Service Area and Census Map

All applicants using the census to identify project beneficiaries must submit a Project Service Area and Census Map. Map must include city boundaries, county boundaries, census tract (CT) boundaries, block group (BG) boundaries, and all associated labels (CT #, BG #, etc.). Note: CT and BG boundaries should be included in the map even if the project service area is the entire city/county.

Survey Documentation

All applicants using a survey to identify project beneficiaries must submit the appropriate survey documentation as defined in the Survey Methodology Manual, available for download on the RCP website (<https://recovery.texas.gov/rcp>).

For 100% surveys, please upload the following documentation:

- 1) Survey Tabulation Form;
- 2) Survey List;
- 3) Map indicative of households surveyed overlaid with the corresponding project service area
- 4) Survey Questionnaires (these Survey Questionnaires must be submitted in the same order as indicated on the survey list.);
- 5) Survey Questionnaires of Vacant Households/Units and Non-Responsive Households.

For random ONLY surveys, the documents must be submitted in the following order:

- 1) Survey Tabulation Form;
- 2) Survey List;
- 3) Map indicative of households surveyed overlaid with the corresponding project service area
- 4) Sample Size Calculator/Random Number Generator;
- 5) Sample Pool Survey Questionnaires (these Survey Questionnaires must be submitted in the same order as indicated in the number generator and should only include those Survey Questionnaires counted in the pool, not questionnaires that were replaced);
- 6) Replaced Survey Questionnaires (if applicable) (these are the non-response Survey Questionnaire that were replaced by responding Survey Questionnaires);
- 7) Non-sampled Survey Questionnaires (if applicable) (if random sampling was required, place all of the Survey Questionnaires that were not in the sample pool in this section);
- 8) Survey Questionnaires of Vacant Households/Units and Non-Responsive Households.





DP05 (ACS 5-year estimate)

All applicants must provide the most recent ACS 5 Year Estimate DP05 used to populate beneficiary demographic section. Note: data included in the DP05 must match population data entered in the application and included in the other uploaded documents.

Race/Ethnicity/Gender Calculator

All applicants must provide the and Race and Ethnicity/Gender Calculator. Fill out the calculator template on the GLO website (available for download on the RCP website (<https://recovery.texas.gov/rcp>) with the relevant information and submit the filled-out calculator. Note: data included in the calculator must match population data entered in the application and included in the other uploaded documents.

Urgent Need Mitigation Documentation

All applicants aiming to meet the Urgent Need Mitigation (UNM) National Objective must provide documentation explaining how the proposed project addresses the current and future risks as identified in the state’s Mitigation Needs Assessment of most impacted and distressed areas, and how it yields a community development benefit; or how it will result in a measurable and verifiable reduction in the risk of loss of life and property

FAIR HOUSING DOCUMENTS

Fair Housing Activity information

All applicants must submit evidentiary documentation pertaining to their Affirmatively Furthering Fair Housing (AFFH) activities. Documentation should follow guidelines listed in the [AFFH](#) section of this guide.

FINANCIAL DOCUMENTS

IRS 147-C Form

The Texas General Land Office (“GLO”) is updating its contract management system. One of the new fields now required is the Texas Identification Number (“TIN”), which the Texas Comptroller of Public Accounts will use to issue your payments. The Comptroller’s office uses the Federal Employer Identification Number (“FEIN”) as a basis to issue the TIN, so the GLO needs to have your FEIN to verify your TIN. Please see below for information from the Comptroller’s website about this verification process.

To start this verification process, the GLO is requesting that you send either a 147C form from the Internal Revenue Service (“IRS”) or any other IRS document that includes your vendor name and FEIN on IRS letterhead.

To request a 147c form, call 1-800-829-4933 and ask for a Form 147C, also known as an EIN verification letter, to be issued to you. This phone number reaches the IRS Business & Specialty Tax department, which is open between 7 a.m. and 7 p.m. your local time. You can receive your 147C Form in two ways: by fax (receive it immediately) or mail (receive it in 10-14 days).





Fiscal Year End Statement and Single Audit (if applicable)

All applicants must submit their most recent, fiscal year-end audit reports.

Applicants must also submit their most recent Single Audit, if they've received one. Any jurisdictions that expended \$750,000 or more in federal funds in the past fiscal year, must receive a Single Audit and must attach such Audit to their application.

The Single Audit is an organization-wide financial statement and federal awards' audit of a non-federal entity that expends \$750,000 or more in federal funds in one year. It is intended to provide assurance to the Federal Government that a non-federal entity has adequate internal controls in place and is generally in compliance with program requirements. Non-federal entities typically include states, local governments, Indian tribes, universities, and non-profit organizations.

Note: The Single Audit must also include the Schedule of Federal Expenditures. As you attach the Single Audit to the application, ensure this is included in the document.

Finance Policies and Procedures

All applicants must provide local financial management policies and procedures, to prepare for the receipt of federal funding.

As a basis to develop their Financial Policies and Procedures, the applicant can refer to "Chapter 4 – Financial Management" of the GLO CDBG Implementation Manual: <https://recovery.texas.gov/documents/grant-administration/grant-implementation/implementation-manual/ch4-financial-management.pdf>

To be eligible, the applicant should submit a document that covers the content listed in the chapter.

Note: Financial Policies and Procedures and Procurement Policies and Procedures are not the same document and include different content. Financial Policies and Procedures cannot be uploaded in lieu of Procurement Policies and Procedures and vice versa.

Other Funds Documentation

If funding from other sources is being used in conjunction with program funds, applicants will be required to submit documentation related to all non-CDBG funding sources, whether requested or already acquired, such as Notification of Award, Grant Contract, Evidence of Application Submission, etc.

Federal Debt Delinquency

If applicant stated that they are delinquent on Federal Debt, they will be required to upload any relevant documentation.

PROCUREMENT DOCUMENTS

Procurement Policies and Procedures (local and federal)

All applicants must provide:





- 9) adopted **local procurement policies and procedures** (i.e., the “normal” procedures used for procurements that do not involve federal funds), and
- 10) adopted **federal procurement policies and procedures** that show they are prepared to receive federal funding on a local level. Full compliance with federal requirements from the beginning is essential to ensure that all funding expenditures are eligible and reimbursable.

Applicants must follow the procurement process guidelines set forth in 2 CFR §200.317-§200.327 for grant administration, environmental, and engineering services if using CDBG-MIT funds to pay third-party vendors for those services. These rules and regulations also apply to procurement of construction services.

For further detail regarding procurement methods and requirements, refer to “Chapter 5 – Procurement” of the GLO CBDG Implementation Manual:

<https://recovery.texas.gov/documents/grant-administration/grant-implementation/implementation-manual/ch5-procurement.pdf>

Evidence of Adoption of Procurement Policies and Procedures

All applicants must submit documentation from the applicable city council, commissioners court, or other representative body which formally adopted the applicant's Procurement Policies and Procedures.

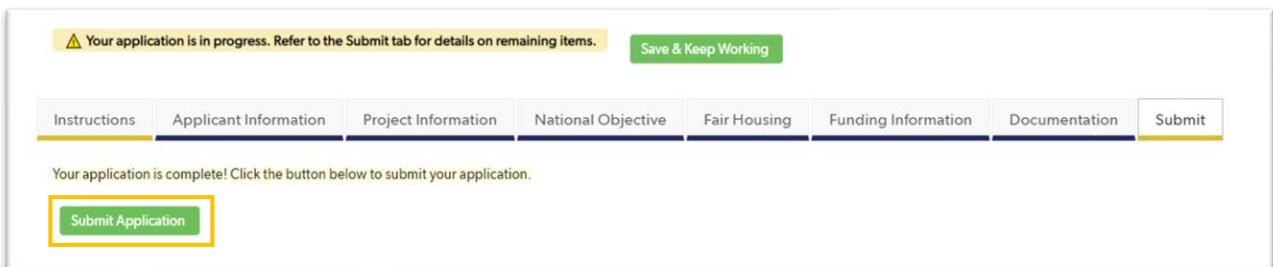
OTHER DOCUMENTS

Use this Document Class to submit any additional documents that might help substantiate your application.

Submit Tab

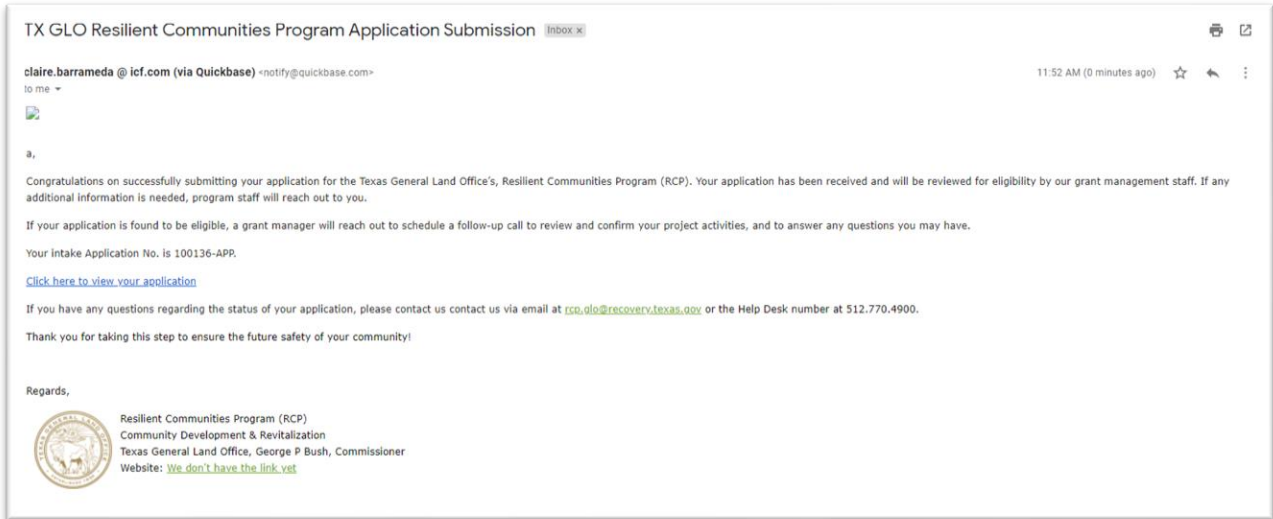
After completely filling out the application and uploading all required documents, you will be able to submit the application. Go to the Submit Tab.

Click on the Submit Tab and navigate to the “Submit Application” button. Note that the Submit button will not be displayed if all tabs have not been completed and all required documents have not been uploaded. Click the button Submit the application (see image below).





A confirmation email with the subject “TX GLO Resilient Communities Program Application Submission” will be sent to the user’s email address. This email includes an intake Application No. and constitutes official proof of application submission (see image below).





AFTER THE APPLICATION: WHAT TO EXPECT

APPLICATION REVIEW

All applications will be reviewed by GLO staff or its assigned representatives to determine if each application (1) is complete, (2) proposes activities that are eligible, and (3) meets program requirements.

Upon receipt of a RCP application, GLO will perform a first review as soon as possible on a continuous basis. If application is missing any information required to determine eligibility, GLO will contact the applicant to obtain the missing information via a form Request for Information (RFI). To the extent possible, GLO will work with the applicant to produce a complete and eligible application.

AWARD & CONTRACT

If the application is determined to be eligible, GLO will send the applicant a notification of award and a grant contract will be executed. After execution, a Kickoff Meeting will be scheduled to discuss the administrative and programmatic components of the RCP grant. The Kickoff Meeting will be tailored to the specific grant category selected by the applicant.

DELIVERABLES & REIMBURSEMENTS

After signing the contract with GLO, the RCP subrecipient can submit the documentation needed to receive the funds awarded. RCP is reimbursement-based. Reimbursement requests under the program are also known as “draw requests” or “draws”. Accordingly, in order to be reimbursed, subrecipients must provide the required deliverables and evidence of cost incurred.

Descriptions of the performance requirements for each grant category are listed in the next section.

To be reimbursed, the subrecipient must:

- Satisfy the Acceptance Criteria for each draw request, i.e., submit the documentation required for the specific draw under a given grant category. It is imperative that such documentation be in full compliance with the Performance Requirements of the specific Grant Category(ies) included in the subrecipient’s contract.
- Provide all associated invoices from consultants/vendors OR, if project is performed in house, all associated timesheets and proof of payment to internal staff.

PERFORMANCE REQUIREMENTS

The following section provides guidance on the deliverables that must be submitted, including the elements that must be included and the standards that must be met, in order to receive reimbursement. Each grant category also must be completed within a specific time period. Each grant category has unique performance requirements and corresponding acceptance criteria.





Building Codes

- The codes being funded by RCP must meet or exceed the requirements set forth in the 2012 International Residential Code (IRC 2012)
- Adoption must be complete within **12 months** of contract execution.
NOTE: if this requirement is not satisfied, all funds will be recaptured.

1st Draw (Building Codes)

Subrecipient shall submit to the GLO, for review and approval as to form, a copy of the Procurement Documentation and/or In-House Work Plan (whichever is applicable). If outside services are procured to assist with the grant and/or RCP activities, Subrecipient shall submit procurement documentation to the GLO. For instructions on how to conduct procurement, Subrecipient shall refer to the Community Development & Revitalization Procurement Guidance For Subrecipients Under 2 CFR Part 200 (Uniform Rules) and to the Buying Right CDBG-DR and Procurement HUD webpage. Failure to properly procure in accordance with state and federal laws, rules, and regulations, including but not limited to 2 C.F.R. 200, may be cause for rejection of the related-reimbursement request by Subrecipient.

Procurement Documentation (if work is performed by a vendor).

At a minimum, documentation must include the following elements:

- request for proposals
- evidence/affidavit of publication
- evidence of solicitation to disadvantaged business enterprises (DBE)
- cost analysis documentation
- received bids
- bid evaluation and selection documentation
- award letter
- executed contract

In-House Work Documentation (if work is performed in house).

At a minimum, documentation must include the following elements:

- estimated work hours, number of full-time employees (FTEs), associated hourly rates, work description, and total cost

2nd Draw (Building Codes)

Upon GLO's review and approval as to form of the Procurement Documentation and/or In-House Work Plan (whichever is applicable), Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Building Code Preliminary Details summary; b) Draft Amendments (only if amending code); and c) Documentation of Public Hearing on Amendments (only if amending code)





Building Code Preliminary Details

At a minimum, Building Code Preliminary Details summary must include the following elements:

- Code name (for example: International Residential Code, or IRC)
- Code edition (for example: 2018)
- Appendices that will be included (for example: A through Q)

Additional details may also be provided.

NOTE: Building Code must meet or exceed the requirements set forth in the 2012 International Residential Code (IRC 2012).

Draft Amendments (only needed if amending code)

At a minimum, documentation must include the following elements:

- List of sections that will be amended
- Draft amendment language

Additional details may also be provided.

Documentation of Public Hearing on Amendments (only needed if amending code)

At a minimum, Building Code Preliminary Details documentation must include the following elements:

At a minimum, documentation must include the following elements:

- Meetings details: date, entity calling the meeting, list of participants, agenda
- Meeting notes

Additional details may also be provided.

3rd Draw (Building Codes)

Upon GLO's review and approval as to form of Code Preliminary Details, Draft Amendments (if applicable), and Documentation of Public Hearing on Amendments (if applicable), Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Adopted Building Code and b) Evidence of Adoption by Jurisdiction.

Adopted Building Code

At a minimum, Adopted Code documentation must include the following elements:

- Code name (for example: IRC)
- Code Edition (for example: 2018)
- Code Table of Content
- Code Chapters and Chapter Text





- Appendices
- Amendments (this can be either a standalone section or be integrated with the rest of the document)

Additional details may also be provided.

NOTE: Code must meet or exceed the requirements set forth in the 2012 International Residential Code (IRC 2012).

Evidence of Adoption

At a minimum, documentation must include the following elements:

- Resolution from the City Council, County Commissioners Court, or governing body documenting the adoption of the Building Code

Additional details may also be provided.

NOTE: adoption of the Building Code must be complete within 12 months of contract execution, or else funds will be recaptured.

4th Draw (Building Codes)

Upon GLO's review and approval as to form of Adopted Building Code and Evidence of Adoption by Jurisdiction, Subrecipient shall submit to GLO, for review and approval as to form, the required Closeout documentation.

Closeout Documentation

At a minimum, documentation must include the following elements:

- Closeout documents
- Outstanding documents (if applicable)

Flood Damage Prevention Ordinance

- Must mandate construction at least 2 feet above base flood elevation (BFE)
- Adoption must be complete within **12 months** of contract execution.
NOTE: if this requirement is not satisfied, all funds will be recaptured.

1st Draw (Flood Ordinance)

Subrecipient shall submit to the GLO, for review and approval as to form, a copy of the Procurement Documentation and/or In-House Work Plan (whichever is applicable). If outside services are procured to assist with the grant and/or RCP activities, Subrecipient shall submit procurement documentation to the GLO. For instructions on how to conduct procurement, Subrecipient shall refer to the Community Development & Revitalization Procurement Guidance For Subrecipients Under 2 CFR Part 200 (Uniform Rules) and to the Buying Right CDBG-DR and Procurement HUD webpage. Failure to properly procure in accordance with state and federal laws, rules, and regulations, including but not limited to 2 C.F.R. 200, may be cause for rejection of the related-reimbursement request by Subrecipient.





Procurement Documentation (if work is performed by a vendor).

At a minimum, documentation must include the following elements:

- request for proposals
- evidence/affidavit of publication
- evidence of solicitation to disadvantaged business enterprises (DBE)
- cost analysis documentation
- received bids
- bid evaluation and selection documentation
- award letter
- executed contract

In-House Work Documentation (if work is performed is house).

At a minimum, documentation must include the following elements:

- estimated work hours, number of FTEs, associated hourly rates, work description, and total cost

2nd Draw (Flood Ordinance)

Upon GLO's review and approval as to form of the Procurement Documentation and/or In-House Work Plan (whichever is applicable), Subrecipient shall submit to GLO, for review and approval as to form, the Draft Flood Damage Prevention Ordinance.

Draft Flood Damage Prevention Ordinance.

At a minimum, the draft ordinance must:

- mandate construction at least 2 feet above base flood elevation (BFE)
- meet one the following models developed by the Texas Water Development Board (TWDB), which can be found at the following TWDB website:

<https://www.twdb.texas.gov/flood/insurance/participation.asp>

The TWDB model that is applicable to the Subrecipient depends on the amount of information that the U.S. Federal Emergency Management Agency (FEMA) has made available to the community:

- [Model 60.3 \(a\)](#): No FEMA flood map available
- [Model 60.3 \(b\)](#): FEMA flood map available without elevations
- [Model 60.3 \(c\)](#): FEMA flood map available with elevations
- [Model 60.3 \(d\)](#): FEMA flood map available with elevations and floodway
- [Model 60.3 \(e\)](#): FEMA flood map available with coastal high hazards
- [Model 60.3 \(c-e\)](#): FEMA flood map available with elevations and coastal high hazards





- [Model 60.3 \(d-e\)](#): FEMA flood map available with elevations, floodways and coastal high hazards

3rd Draw (Flood Ordinance)

Upon GLO’s review and approval as to form of the Draft Flood Damage Prevention Ordinance, Subrecipient shall submit to GLO, for review and approval as to form, the Adopted Flood Damage Prevention Ordinance.

Adopted Flood Damage Prevention Ordinance.

At a minimum, the draft ordinance must:

- mandate construction at least 2 feet above base flood elevation (BFE)
- meet one the following models developed by the Texas Water Development Board (TWDB). Which

model to use will depends on the amount of information that FEMA made available for the community:

- [Model 60.3 \(a\)](#): No FEMA flood map available
- [Model 60.3 \(b\)](#): FEMA flood map available without elevations
- [Model 60.3 \(c\)](#): FEMA flood map available with elevations
- [Model 60.3 \(d\)](#): FEMA flood map available with elevations and floodway
- [Model 60.3 \(e\)](#): FEMA flood map available with coastal high hazards
- [Model 60.3 \(c-e\)](#): FEMA flood map available with elevations and coastal high hazards
- [Model 60.3 \(d-e\)](#): FEMA flood map available with elevations, floodways and coastal high hazards

Evidence of Adoption

At a minimum, documentation must include the following elements:

- Resolution from the City Council, County Commissioners Court, or governing body documenting the adoption of the Flood Damage Prevention Ordinance

Additional details may also be provided.

NOTE: adoption of the Flood Damage Prevention Ordinance must be complete within 12 months of contract execution, or else funds will be recaptured.

4th Draw (Flood Ordinance)

Upon GLO’s review and approval as to form of Adopted Flood Damage Prevention Ordinance and Evidence of Adoption by Jurisdiction, Subrecipient shall submit to GLO, for review and approval as to form, the required Closeout documentation.

Closeout Documentation

At a minimum, documentation must include the following elements:

- Closeout documents





- Outstanding documents (if applicable)

Comprehensive Plan

- Must be forward-looking, and be integrated with the Hazard Mitigation Plan, if one exists
- Must identify local hazard risks and explain how it mitigates against those risks
- Must include:
 1. Population Study
 2. Housing Study
 3. Land Use Study/Plan
 4. Zoning Ordinance
 5. Infrastructure Study / Capital Improvement Plan
- Adoption of approved Comprehensive Plan and Zoning Ordinance must be complete within **24 months** of contract execution.
NOTE: if this requirement is not satisfied, all funds will be recaptured.

1st Draw (Comprehensive Plan)

Subrecipient shall submit to the GLO, for review and approval as to form, a copy of the Procurement Documentation and/or In-House Work Plan (whichever is applicable). For instructions on how to conduct procurement, Subrecipient shall refer to the Community Development & Revitalization Procurement Guidance For Subrecipients Under 2 CFR Part 200 (Uniform Rules) and to the Buying Right CDBG-DR and Procurement HUD webpage. Failure to properly procure in accordance with state and federal laws, rules, and regulations, including but not limited to 2 C.F.R. 200, may be cause for rejection of the related-reimbursement request by Subrecipient.

Procurement Documentation (if work is performed by a vendor).

At a minimum, documentation must include the following elements:

- request for proposals
- evidence/affidavit of publication
- evidence of solicitation to disadvantaged business enterprises (DBE)
- cost analysis documentation
- received bids
- bid evaluation and selection documentation
- award letter
- executed contract

In-House Work Documentation (if work is performed is house).

- estimated work hours, number of FTEs, associated hourly rates, work description, and total cost

2nd Draw (Comprehensive Plan)





Upon GLO's review and approval as to form of the Procurement Documentation and/or In-House Work Plan (whichever is applicable), Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Assessment of Current Comprehensive Plans, b) Base Studies, c) Documentation of 1st Round of Public Meetings, and d) Draft Goals, Objectives, and Policies.

Assessment of Current Plans

At a minimum, document must include the following elements:

- List of current plans, both local and regional, with associated adoption dates.
- A synopsis of how these plans bear on the Comprehensive Plan that will be developed
- Hazard Mitigation Plans, if present, must be included in the assessment

Additional information may also be included.

Base Studies

At a minimum, document must include the following elements:

- Identification of local hazard risk(s). These must align with Hazard Mitigation Plan, if one exists
- Population study that provides an estimate and projection for the next 20 years
- Housing study that describes the composition of the existing housing stock, including total number of units, number of single family and multifamily units, and vacancy rates, as well as a projection for the number of future housing units needed ten (10) years from the date of the plan and the composition of those units (e.g., single family, multifamily)
- Land Use Study that describes the land use of every parcel within the jurisdiction and includes a future land use map that accounts for future population changes
- Infrastructure study and Capital Improvement Plan that describes the water, wastewater, drainage, and streets systems, including length, width, materials, and condition or age (if available), as well as proposed prioritized improvements to those systems

Additional studies (e.g., environmental, economic, etc.) may also be included.

Documentation of 1st Round of Public Meetings

At a minimum, document must include the following elements:

- Meetings details: date, list of participants, agenda
- Meeting notes

Additional details may also be provided.

Draft Goals, Objectives, and Policies

At a minimum, document must include the following elements:

- Draft list of goals. A goal is a broad, achievable, and usually long-term outcome.





- Draft list of objectives associated with each goal. An objective is a specific and measurable action to achieve a goal.
- Draft list of the policies, if applicable, that will be deployed to implement the objectives

Additional details may also be provided.

3rd Draw (Comprehensive Plan)

Upon GLO's review and approval as to form of Assessment of Current Comprehensive Plans, Base Studies, Documentation of 1st Round of Public Meetings, and Draft Goals, Objectives, and Policies, Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Documentation of 2nd Round of Public Meetings and b) Preliminary Draft of Comprehensive Plan.

Documentation of 2nd Round of Public Meetings

At a minimum, document must include the following elements:

- Meetings details: date, list of participants, agenda
- Meeting notes

Additional details may also be provided.

Preliminary Draft of Comprehensive Plan

At a minimum, document must include the following elements:

- SECTION 1: RESULTS OF BASE STUDIES: these are the findings of the studies submitted under 2nd Draw - Base Studies
- SECTION 2: GOALS AND OBJECTIVES STATEMENT: this is the final and community-approved version of the goals and objectives originally submitted under 2nd Draw - Draft Goals/Objectives/Policies
- SECTION 3: COMPREHENSIVE PLAN – DRAFT (50% Developed, or significant progress on each of the plan elements listed below)
 - Land Use Plan + Map: graphic and written presentation of desirable and feasible alternative land use patterns. Must be based on the goals and objectives of the community. Map should be clear and include streets, lots and block lines. All land uses must be included.
 - Resiliency Measures: must include a description of how hazard mitigation strategies and actions were incorporated into the Comprehensive Plan
 - Transportation Plan + Map: must include street and highway pattern, private transportation and, if applicable, public transportation. Must include all planned improvements





- Infrastructure/Capital Improvement Plan + Map: must include water, wastewater, storm drainage, electric, gas, cable, telephone
- Community Facilities Plan + Map: must include schools, libraries, parks, recreation and open space, health care, and other public facilities
- Additional Sections - Optional: examples: Urban Design Elements, Historic Preservation Plan, Downtown Redevelopment Plan, Environmental Plan
- Implementation Strategy: the steps that the city will take to enforce the provisions of the plan

Additional elements may also be included, as long as all required elements are present.

4th Draw (Comprehensive Plan)

Upon GLO's review and approval as to form of Documentation of 2nd Round of Public Meetings and Preliminary Draft of Comprehensive Plan, Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Documentation of 3rd Round of Public Meetings, b) the Adopted Comprehensive Plan, and c) Evidence of Adoption by Jurisdiction.

Documentation of 3rd Round of Public Meetings

At a minimum, document must include the following elements:

- Meetings details: date, list of participants, agenda
- Meeting notes

Additional details may also be provided.

Adopted Comprehensive Plan

At a minimum, document must include the following elements:

- SECTION 1: RESULTS OF BASE STUDIES: these are the findings of the studies submitted under 2nd Draw - Base Studies
- SECTION 2: GOALS AND OBJECTIVES STATEMENT: this is the final and community-approved version of the goals and objectives originally submitted under 2nd Draw - Draft Goals/Objectives/Policies
- SECTION 3: COMPREHENSIVE PLAN (100% Developed)
 - Land Use Plan + Map: graphic and written presentation of desirable and feasible alternative land use patterns. Must be based on the goals and objectives of the community. Map should be clear and include streets, lots and block lines. All land uses must be included.





- Resiliency Measures: must include a description of how hazard mitigation strategies and actions were incorporated into the Comprehensive Plan
- Transportation Plan + Map: must include street and highway pattern, private transportation and, if applicable, public transportation. Must include all planned improvements
- Infrastructure/Capital Improvement Plan + Map: must include water, wastewater, storm drainage, electric, gas, cable, telephone
- Community Facilities Plan + Map: must include schools, libraries, parks, recreation and open space, health care, and other public facilities
- Additional Sections - Optional: examples: Urban Design Elements, Historic Preservation Plan, Downtown Redevelopment Plan, Environmental Plan
- Implementation Strategy: the steps that the city will take to enforce the provisions of the plan

Additional elements may also be included., as long as all required elements are present.

Evidence of Adoption by Jurisdiction

At a minimum, document must include the following elements:

- Resolution from the City Council documenting adoption of Comprehensive Plan, listing the plan's name and date of adoption

Additional details may also be provided.

NOTE: adoption of the Comprehensive Plan and associated Zoning Ordinance must be complete within 24 months of contract execution, or else funds will be recaptured.

5th Draw (Comprehensive Plan)

Upon GLO's review and approval as to form of Documentation of 3rd Round of Public Meetings, the Adopted Comprehensive Plan, and Evidence of Adoption by Jurisdiction, Subrecipient shall submit to GLO, for review and approval as to form, the required Closeout documentation.

Closeout Documentation

At a minimum, documentation must include the following elements:

- Closeout documents
- Outstanding documents (if applicable)

Land Use Plan





- Must be forward-looking, and be integrated with the Hazard Mitigation Plan, if one exists
- Must identify local hazard risks and explain how it mitigates against those risks
- Must be accompanied by a Zoning Ordinance that codifies the plan
- Adoption of approved Land Use Plan and Zoning Ordinance must be complete within **18 months** of contract execution.

NOTE: if this requirement is not satisfied, all funds will be recaptured.

1st Draw (Land Use Plan)

Subrecipient shall submit to the GLO, for review and approval as to form, a copy of the Procurement Documentation and/or In-House Work Plan (whichever is applicable). For instructions on how to conduct procurement, Subrecipient shall refer to the Community Development & Revitalization Procurement Guidance For Subrecipients Under 2 CFR Part 200 (Uniform Rules) and to the Buying Right CDBG-DR and Procurement HUD webpage. Failure to properly procure in accordance with state and federal laws, rules, and regulations, including but not limited to 2 C.F.R. 200, may be cause for rejection of the related-reimbursement request by Subrecipient.

Procurement Documentation (if work is performed by a vendor).

At a minimum, documentation must include the following elements:

- request for proposals
- evidence/affidavit of publication
- evidence of solicitation to disadvantaged business enterprises (DBE)
- cost analysis documentation
- received bids
- bid evaluation and selection documentation
- award letter
- executed contract

In-House Work Documentation (if work is performed in house).

- estimated work hours, number of FTEs, associated hourly rates, work description, and total cost

2nd Draw (Land Use Plan)

Upon GLO's review and approval as to form of the Procurement Documentation and/or In-House Work Plan (whichever is applicable), Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Assessment of Current Land Use Plans, b) Base Studies, and c) Documentation of 1st Round of Public Meetings.

Assessment of Current Plans

At a minimum, document must include the following elements:





- List of current plans, both local and regional, with associated adoption dates.
- A synopsis of how these plans bear on the Land Use Plan that will be developed
- Hazard Mitigation Plans, if present, must be included in the assessment

Additional information may also be included.

Base Studies

At a minimum, document must include the following elements:

- Identification of local hazard risk(s). These must align with Hazard Mitigation Plan, if one exists

Additional studies (e.g., environmental, economic, etc.) may also be included.

Documentation of 1st Round of Public Meetings

At a minimum, document must include the following elements:

- Meetings details: date, list of participants, agenda
- Meeting notes

Additional details may also be provided.

3rd Draw (Land Use Plan)

Upon GLO's review and approval as to form of Assessment of Current Land Use Plans, Base Studies, and Documentation of 1st Round of Public Meetings, Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Documentation of 2nd Round of Public Meetings and b) Preliminary Draft of Land Use Plan.

Documentation of 2nd Round of Public Meetings

At a minimum, document must include the following elements:

- Meetings details: date, list of participants, agenda
- Meeting notes

Additional details may also be provided.

Preliminary Draft of Land Use Plan

At a minimum, document must include the following elements:

- SECTION 1: RESULTS OF BASE STUDIES: these are the findings of the studies submitted under 2nd Draw - Base Studies
- SECTION 2: LAND USE PLAN – DRAFT (50% Developed , or significant progress on each of the plan elements listed below)
 - Land Use Plan + Map: graphic and written presentation of desirable and feasible alternative land use patterns of the community. Map should be clear and include streets, lots and block lines. All land uses must be included.





- Resiliency Measures: must include a description of how hazard mitigation strategies and actions were incorporated into the Land Use Plan
- Implementation Strategy: the steps that the city will take to enforce the provisions of the plan

Additional elements may also be included, as long as all required elements are present.

4th Draw (Land Use Plan)

Upon GLO's review and approval as to form of Documentation of 2nd Round of Public Meetings and Preliminary Draft of Land Use Plan., Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Documentation of 3rd Round of Public Meetings, b) the Adopted Land Use Plan, and c) Evidence of Adoption by Jurisdiction.

Documentation of 3rd Round of Public Meetings

At a minimum, document must include the following elements:

- Meetings details: date, list of participants, agenda
- Meeting notes

Additional details may also be provided.

Adopted Land Use Plan

At a minimum, document must include the following elements:

- SECTION 1: RESULTS OF BASE STUDIES: these are the findings of the studies submitted under 2nd Draw - Base Studies
- SECTION 2: LAND USE PLAN – (100% Developed)
 - Land Use Plan + Map: graphic and written presentation of desirable and feasible alternative land use patterns. Map should be clear and include streets, lots and block lines. All land uses must be included.
 - Resiliency Measures: must include a description of how hazard mitigation strategies and actions were incorporated into the Land Use Plan
 - Implementation Strategy: the steps that the city will take to enforce the provisions of the plan

Additional elements may also be included, as long as all required elements are present.

Evidence of Adoption by Jurisdiction

At a minimum, documentation must include the following elements:





- Resolution from the City Council documenting adoption of Land Use Plan, listing the plan's name and date of adoption

Additional details may also be provided.

NOTE: adoption of the Land Use Plan and associated Zoning Ordinance must be complete within 18 months of grant award, or else funds will be recaptured.

5th Draw (Land Use Plan)

Upon GLO's review and approval as to form of Documentation of 3rd Round of Public Meetings, the Adopted Land Use Plan, and Evidence of Adoption by Jurisdiction, Subrecipient shall submit to GLO, for review and approval as to form, the required Closeout documentation.

Closeout Documentation

At a minimum, documentation must include the following elements:

- Closeout documents
- Outstanding documents (if applicable)

Zoning Ordinance

- Must be based upon a land-use or comprehensive plan written within 5 years of the date of application
- Ordinance adoption must be completed within **12 months** of contract execution.
NOTE: if this requirement is not satisfied, all funds will be recaptured.

1st Draw (Zoning Ordinance)

Subrecipient shall submit to the GLO, for review and approval as to form, a copy of the Procurement Documentation and/or In-House Work Plan (whichever is applicable). If outside services are procured to assist with the grant and/or RCP activities, Subrecipient shall submit procurement documentation to the GLO. For instructions on how to conduct procurement, Subrecipient shall refer to the Community Development & Revitalization Procurement Guidance For Subrecipients Under 2 CFR Part 200 (Uniform Rules) and to the Buying Right CDBG-DR and Procurement HUD webpage. Failure to properly procure in accordance with state and federal laws, rules, and regulations, including but not limited to 2 C.F.R. 200, may be cause for rejection of the related-reimbursement request by Subrecipient.

Procurement Documentation (if work is performed by a vendor).

At a minimum, documentation must include the following elements:

- request for proposals
- evidence/affidavit of publication
- evidence of solicitation to disadvantaged business enterprises (DBE)
- cost analysis documentation





- received bids
- bid evaluation and selection documentation
- award letter
- executed contract

In-House Work Documentation (if work is performed in house).

At a minimum, documentation must include the following elements:

- estimated work hours, number of FTEs, associated hourly rates, work description, and total cost

2nd Draw (Zoning Ordinance)

Upon GLO's review and approval as to form of the Procurement Documentation and/or In-House Work Plan (whichever is applicable), Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Preliminary Zoning Report; b) Documentation of Public Hearing on Preliminary Report, and c) Statement of Conformity with Comprehensive Plan.

Preliminary Report

At a minimum, the Preliminary Zoning Report must include the following elements:

- Definitions (draft)
- Use Chart (draft)
- Zoning District Requirements (draft)
- Procedure for Amending the Zoning Ordinance and/or Map (draft)
- Nonconforming Uses/Structures (draft)
- Zoning Board of Adjustment (draft)
- Other Requirements and Standards (draft)

Documentation of Public Hearing on Preliminary Report

At a minimum, documentation of Public Hearing on Preliminary Zoning Report must include the following elements:

- Meetings details: date, entity calling the meeting, list of participants, agenda
- Meeting notes

Additional details may also be provided.

Statement of Conformity with Comprehensive Plan / Land Use Plan

At a minimum, documentation must include the following elements:

- Name, and date of adoption of Comprehensive Plan that the Zoning Ordinance will be conforming with





- Assurance that Zoning Ordinance will conform with the Comprehensive Plan or Land Use Plan.

3rd Draw (Zoning Ordinance)

Upon GLO's review and approval as to form of Preliminary Zoning Report; Documentation of Public Hearing on Preliminary Report, and Statement of Conformity with Comprehensive Plan, Subrecipient shall submit to GLO, for review and approval as to form, the following documents: a) Documentation of Public Hearing on Final Report, b) Adopted Zoning Ordinance, and c) Evidence of Adoption by Jurisdiction.

Documentation of Public Hearing on Final Report

At a minimum, documentation of Public Hearing on Final Report must include the following elements:

- Meetings details: date, entity calling the meeting, list of participants, agenda
- Meeting notes

Additional details may also be provided.

Adopted Zoning Ordinance

At a minimum, the Preliminary Report must include the following elements:

- Definitions
- Use Chart
- Zoning District Requirements
- Procedure for Amending the Zoning Ordinance and/or Map
- Nonconforming Uses/Structures
- Zoning Board of Adjustment
- Other Requirements and Standards

Evidence of Adoption

At a minimum, documentation must include the following elements:

- Resolution from the City Council, County Commissioners Court, or governing body documenting the adoption of the Zoning Ordinance

Additional details may also be provided.

NOTE: adoption of the Zoning Ordinance must be complete within 12 months of grant award, or else funds will be recaptured.

4th Draw (Zoning Ordinance)

Upon GLO's review and approval as to form of Adopted Zoning Ordinance and Evidence of Adoption by Jurisdiction, Subrecipient shall submit to GLO, for review and approval as to form, the required Closeout documentation.





Closeout Documentation

At a minimum, documentation must include the following elements:

- Closeout documents
- Outstanding documents (if applicable)

Public Service Activities

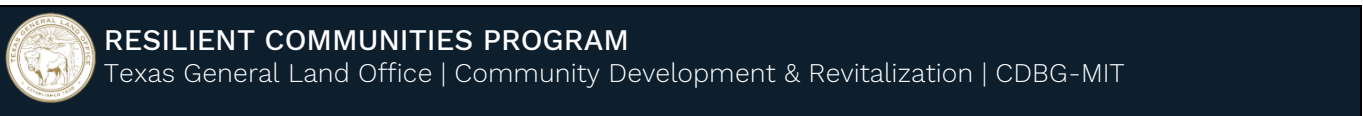
(1) Public Information Activities Leading to CRS Credits: must meet the requirements for those activities within the CRS Coordinator’s Manual⁵

(2) Other Education and Outreach Activities: must be focused on alerting communities and beneficiaries about opportunities to mitigate identified risks through insurance, best practices, and other strategies (note: the risk types addressed by these activities are not limited to flooding).

Additional Requirements

All work funded by RCP should:

- Promote sound, sustainable long-term mitigation planning informed by a post-disaster evaluation of hazard risk, especially land-use decisions that reflect responsible floodplain management and take into account future possible extreme weather events, other natural hazards and long-term risks
- Coordinate with local and regional planning efforts to ensure consistency, and promote community-level and/or regional (e.g., multiple local jurisdictions) mitigation planning
- Integrate mitigation measures into all activities and achieve objectives outlined in regionally or locally established plans and policies that are designed to reduce future risk to the jurisdiction
- Result in buildings that are more resilient to the impacts of natural hazards



DRAWS & ACCEPTANCE CRITERIA		
GRANT CATEGORY	DRAWS	ACCEPTANCE CRITERIA (DELIVERABLES)
BUILDING CODE	1	0-5%
	2	5.01-35%
	3	35.01-95%
	4	95.01-100%

⁵ Public Information Activities are described in Series 300 (page 300-1 through 370-14) of the CRS Coordinator’s Manual, National Flood Insurance Program Community Rating System, FIA-15/2017, FEMA, available at: https://www.fema.gov/sites/default/files/documents/fema_community-rating-system_coordinators-manual_2017.pdf





FLOOD DAMAGE PREVENTION ORDINANCE	1	0-5%	• Procurement Documentation / In-House Work Plan
	2	5.01-35%	• Ordinance Draft
	3	35.01-95%	• Copy of adopted ordinance • Evidence of adoption by the jurisdiction
	4	95.01-100%	• Grant closeout documents
COMPREHENSIVE PLAN	1	0-5%	• Procurement Documentation / In-House Work Plan
	2	5.01-35%	• Assessment of Current Comprehensive Plans • Base Studies • Docs - 1st round of Public Meetings • Draft Goals/Objectives/Policies
	3	35.01-65%	• Docs - 2nd round of Public Meetings • Preliminary Draft Comprehensive Plan
	4	65.01-95%	• Docs - 3rd round of Public Meetings • Adopted Comprehensive Plan • Evidence of adoption by jurisdiction
	5	95.01-100%	• Grant closeout documents
LAND USE PLAN	1	0-5%	• Procurement Documentation / In-House Work Plan
	2	5.01-35%	• Assessment of Current Land Use Plans • Base Studies • Docs - 1st round of Public Meetings
	3	35.01-65%	• Preliminary Draft Land Use Plan • Docs - 2nd round of Public Meetings
	4	65.01-95%	• Adopted Land Use Plan • Docs - 3rd round of Public Meetings • Evidence of adoption by jurisdiction
	5	95.01-100%	• Grant closeout documents
ZONING ORDINANCE	1	0-5%	• Procurement Documentation / In-House Work Plan
	2	5.01-35%	• Ordinance Draft
	3	35.01-95%	• Copy of adopted Zoning Ordinance • Evidence of adoption by the jurisdiction
	4	95.01-100%	• Grant closeout documents
PUBLIC SERVICE ACTIVITIES	-	-	For this grant category, draws and acceptance criteria will be customized to each contract/project

TECHNICAL ASSISTANCE





RCP staff is available to assist potential applicants with understanding how RCP can best assist in meeting the needs of the community with regard to mitigation activities, such as modern building code adoption, that increase the resilience and reduce the likelihood of losses of life and property from future disasters.



APPENDIX A: Most impacted and distressed (mid) counties and zip codes

COUNTY	MID DESIGNATION	COUNTY	MID DESIGNATION
Anderson	State MID	DeWitt	State MID
Angelina	State MID	Dickens	State MID
Aransas	HUD MID	Duval	State MID
Archer	State MID	Eastland	State MID
Atascosa	State MID	Edwards	State MID
Austin	State MID	Ellis	State MID
Bandera	State MID	Erath	State MID
Bastrop	State MID	Falls	State MID
Baylor	State MID	Fannin	State MID
Bee	State MID	Fayette	HUD MID
Blanco	State MID	Fisher	State MID
Bosque	State MID	Fort Bend	HUD MID
Bowie	State MID	Frio	State MID
Brazoria	HUD MID	Gaines	State MID
Brazos	State MID	Galveston	HUD MID
Brown	State MID	Garza	State MID
Burleson	State MID	Gillespie	State MID
Caldwell	State MID	Goliad	State MID
Calhoun	State MID	Gonzales	State MID
Callahan	State MID	Grayson	State MID
Cameron	State MID	Gregg	State MID
Cass	State MID	Grimes	State MID
Chambers	HUD MID	Guadalupe	State MID
Cherokee	State MID	Hall	State MID
Clay	State MID	Hardin	HUD MID
Coleman	State MID	Harris	HUD MID
Collingsworth	State MID	Harrison	State MID
Colorado	State MID	Hartley	State MID
Comal	State MID	Hays	HUD MID
Comanche	State MID	Henderson	State MID
Cooke	State MID	Hidalgo	HUD MID
Coryell	State MID	Hill	State MID
Dallas	State MID	Hood	State MID
Delta	State MID	Hopkins	State MID
Denton	State MID	Houston	State MID





COUNTY	MID DESIGNATION	COUNTY	MID DESIGNATION
Jack	State MID	Red River	State MID
Jackson	State MID	Refugio	HUD MID
Jasper	HUD MID	Robertson	State MID
Jefferson	HUD MID	Rusk	State MID
Jim Wells	State MID	Sabine	State MID
Johnson	State MID	San Augustine	State MID
Jones	State MID	San Jacinto	HUD MID
Karnes	State MID	San Patricio	HUD MID
Kaufman	State MID	Shelby	State MID
Kendall	State MID	Smith	State MID
Kleberg	State MID	Somervell	State MID
Lamar	State MID	Starr	State MID
Lavaca	State MID	Stephens	State MID
Lee	State MID	Tarrant	State MID
Leon	State MID	Throckmorton	State MID
Liberty	HUD MID	Tom Green	State MID
Limestone	State MID	Travis	HUD MID
Lubbock	State MID	Trinity	State MID
Lynn	State MID	Tyler	State MID
Madison	State MID	Upshur	State MID
Marion	State MID	Uvalde	State MID
Matagorda	State MID	Van Zandt	State MID
McLennan	State MID	Victoria	HUD MID
Milam	State MID	Walker	State MID
Montague	State MID	Waller	State MID
Montgomery	HUD MID	Washington	State MID
Nacogdoches	State MID	Wharton	HUD MID
Navarro	State MID	Wichita	State MID
Newton	HUD MID	Willacy	State MID
Nueces	HUD MID	Williamson	State MID
Orange	HUD MID	Wilson	State MID
Palo Pinto	State MID	Wise	State MID
Parker	State MID	Wood	State MID
Polk	State MID	Young	State MID
Real	State MID	Zavala	State MID

HUD MID ZIP CODES				
75979	77320	77335	77351	77414
77423	77482	77493	77979	78934



APPENDIX B: PUBLIC INFORMATION ACTIVITIES LEADING TO CRS CREDITS

Public information activities leading to CR credits are eligible to receive RCP funds under the Public Service grant category. Public Information Activities are described in Series 300 (page 300-1 through 370-14) of the CRS Coordinator’s Manual, National Flood Insurance Program Community Rating System, FIA-15/2017, FEMA, available at:

https://www.fema.gov/sites/default/files/documents/fema_community-rating-system_coordinators-manual_2017.pdf

These activities are also summarized in the table below.

SERIES	PUBLIC INFORMATION	MAXIMUM CRS CREDITS
310	Elevation Certificate <ul style="list-style-type: none"> Maintain FEMA elevation certificates for new construction in the floodplain. (At a minimum, a community must maintain certificates for buildings built after the date of its CRS application.) 	116
320	Map Information Service <ul style="list-style-type: none"> Provide Flood Insurance Rate Map information to those who inquire and publicize this service. 	90
330	Outreach Projects <ul style="list-style-type: none"> Distribute outreach projects with messages about flood hazards, flood insurance, flood protection measures, and/or the natural and beneficial functions of floodplains. 	350
340	Hazard Disclosure <ul style="list-style-type: none"> Real estate agents advise potential purchasers of flood-prone property about the flood hazard. Regulations require notice of the hazard. 	80
350	Flood Protection Information <ul style="list-style-type: none"> The public library and/or community’s website maintains references on flood insurance and flood protection. 	125
360	Flood Protection Assistance <ul style="list-style-type: none"> Give inquiring property owners technical advice on how to protect their buildings from flooding and publicize this service. 	110
370	Flood Insurance Promotion <ul style="list-style-type: none"> Assess flood insurance coverage within the community and implement a plan to promote flood insurance. 	110





Appendix C: FORMS COMPLETION INSTRUCTIONS

Application For Federal Assistance SF-424

[Return to Section 5. Documentation – SF-424](#)

Each applicant for CDBG-MIT funding must certify by signing SF-424 that local certifications included in this Application Guide have been followed in the preparation of any CDBG-MIT program application, and that they will continue to be followed in the event of funding.

Note: False certification can result in legal action against the jurisdiction.

All applications must be accompanied by a completed and signed Application for Federal Assistance SF-424, OMB Number: 4040-0004, Expiration Date: 12/31/2022.

A sample SF-424 Form is available for download on the RCP website (available for download on the RCP website (<https://recovery.texas.gov/rcp>)) under RCP Application Resources. For your convenience, some fields have been prefilled. NOTE: the document might not be viewable in a browser such as Chrome or Firefox. To view the document download it or save it locally and then open it in Acrobat Reader or Adobe Acrobat.

Below are the instructions to complete the SF-424 for RCP.

ITEM	FIELD NAME	INFORMATION
1.	Type of Submission:	(Required) • Select “Application”
2.	Type of Application:	(Required) • Select “New”
3.	Date Received:	Leave this field blank. This date will be assigned by the federal agency.
4.	Applicant Identifier:	Enter the entity identifier assigned by the federal agency, if any, or the applicant’s control number if applicable.
5a.	Federal Entity Identifier:	Leave this field blank.
5b.	Federal Award Identifier:	Leave this field blank.





6.	Date Received by State:	Leave this field blank.
7.	State Application Identifier:	Leave this field blank.
8.	Applicant Information:	Enter the following in accordance with agency instructions:
	a. Legal Name:	(Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.grants.gov .
	b. Employer/Taxpayer Number (EIN/TIN):	(Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-44444444.
	c. Organizational UEI:	(Required) Enter the 12-character Unique Entity Identifier (UEI) found on SAM.gov. A Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government. (U.S. General Services Administration). UEI numbers are obtained from www.sam.gov . Note: effective April 4, 2022, the UEI replaced the DUNS (Data Universal Numbering System) number. DUNS numbers no longer apply to federal fund applications.
	d. Address:	Enter address: Street 1 (Required) ; City (Required) ; County/Parish, State (Required if country is US), Province, Country (Required) , 9-digit zip/postal code (Required if country US).
	e. Organizational Unit:	If applicable, enter the name of the primary organizational unit, department or division that will undertake the assistance activity.
	f. Name and contact information of person to be contacted on matters involving this application:	Enter the first and last name (Required) , prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7a. Telephone number and email (Required) ; fax number.
9.	Type of Applicant:	(Required) Select a minimum of one applicant type or select up to three applicant types in accordance with agency





		<p>instructions. If “Other” is selected, then specify Other Type of applicant in text box.</p> <ul style="list-style-type: none"> • A. State Government • B. County Government • C. City or Township Government • D. Special District Government • E. Regional Organization • F. U.S. Territory or Possession • G. Independent School District • H. Public/State Controlled Institution of Higher Education • I. Indian/Native American Tribal Government (Federally Recognized) • J. Indian/Native American Tribal Government (Other than Federally Recognized) • K. Indian/Native American Tribally Designated Organization • L. Public/Indian Housing • M. Nonprofit • N. Private Institution of Higher Education • O. Individual • P. For-Profit Organization (Other than Small Business) • Q. Small Business • R. Hispanic-serving Institution • S. Historically Black Colleges and Universities (HBCUs) • T. Tribally Controlled Colleges and Universities (TCCUs) • U. Alaska Native and Native Hawaiian Serving Institutions • V. Non-US Entity • W. Other (specify) <p>Note: as specified in the RCP Application Guide, the only entities that are eligible to RCP are cities, counties, federally recognized tribes, and COGs.</p>
10.	Name of Federal Agency:	<p>(Required)</p> <p>Enter “US Department of Housing and Urban Development”</p>
11.	Catalog of Federal Domestic Assistance Number/Title:	
12.	Funding Opportunity Number/Title:	<p>(Required)</p> <p>For number, enter: FR-6109-N-02 OR Federal Register / Vol. 84, No. 169 (Either reference is acceptable)</p> <p>For Title, enter: “CDBG-MIT”.</p>
13.	Competition Identification Number/Title:	
14.	Areas Affected by Project:	





15.	Descriptive Title of Applicant's Project:	(Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
16.	Congressional Districts Of:	15a. (Required) Enter the applicant's congressional district. 15b. Enter all district(s) affected by the program or project. In most situations, the two fields will have the same information. Enter in the format: 2 characters state abbreviation - 3 characters district number, e.g., TX-005 for Texas 5th district, TX-012 for Texas 12 district. To enter additional Congressional Districts, attach a separate file by clicking on the "Add Attachment" button.
17.	Proposed Project Start and End Dates:	(Required) Enter the proposed start date and end date of the project.
18.	Estimated Funding:	(Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. <u>Note:</u> <ul style="list-style-type: none"> • <u>the RCP grant amount requested should be listed under "a. Federal".</u> • <u>any TDEM/FEMA funds should be listed under "c. State."</u> • <u>any local funds should be listed under "d. Local"</u> • <u>make sure to also fill out the last row: "g. TOTAL"</u> <p>Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.</p>
19.	Is Application Subject to Review by State Under Executive Order 12372 Process?	(Required) Select option C (applications for federal funding in Texas are currently not subject to E.O. 12372).
20.	Is the Applicant Delinquent on any Federal Debt?	(Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include but, may not be limited to delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
21.	Authorized Representative:	To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required) , prefix, middle name, suffix. Enter title, telephone number, email





		<p>(Required), and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)</p>
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Environmental Exemption Form

[Return to Section 5. Documents – Environmental Exemption](#)

A sample Environmental Exemption Form inclusive of instructions is available for download on the RCP website (<https://recovery.texas.gov/rcp>) under RCP Application Resources. For your convenience, some fields have been prefilled. The sample Environmental Exemption Form and Instructions are also available below.

As part of HUD’s requirements for receiving grant funding, an environmental review, subject to 24 CFR Part 58, must be performed for all HUD-assisted projects. However, certain activities are by their nature highly unlikely to have any direct impact on the environment, and as such are deemed “exempt” and not subject to most of the procedural requirements of environmental review.

As a program solely focused on assisting eligible applicants with planning, the projects funded by the Resilient Communities Program (RCP) are exempt from performing environmental reviews. Instead, jurisdictions must provide a description of the project and a written determination of exemption.

For more detailed guidance on these requirements, please consult [24 CFR Part 58](#) and the Chapter 11 of the [Basically CDBG Handbook](#).

The form (on the subsequent pages of this document) is a suggested format to document completion of an Exempt environmental review. Please read the following instructions for completing the form.

- 1) Fill out the form in its entirety, making sure to leave no blank spaces. Use “N/A” in spaces requiring information that does not apply to your jurisdiction. **Any text in red** serves as guidance when completing the form and **should be removed or replaced with jurisdiction information before submitting the form.**

Note: The fields listed below have been prefilled and do not require additional edits/info:

- Level of Environmental Review (*exempt box checked*)
 - Grant Number
 - HUD Program
- 2) In the header on pages 2 and 3, enter the Project Name Project Locality and State, and HEROS Number
 - 3) If filling out the form in Microsoft Word (or other word processor), save the completed form in a PDF format.
 - 4) On page 3, make sure to include name, title, organization, and signatures of both the Preparer and the Certifying Officer. Make sure to also include dates next to each signature





Environmental Review for Activity/Project that is Exempt or Categorically Excluded Not Subject to Section 58.5 Pursuant to 24 CFR Part 58.34(a) and 58.35(b)

Project Information

Project Name: Name of project matching the project name entered on the RCP application

Responsible Entity: Jurisdiction Name

Grant Recipient (if different than Responsible Entity):

State/Local Identifier: Enter FIPS and UEI numbers (UEI should match what was listed in the application)

Preparer:

Certifying Officer Name and Title: Enter name and title of the Certifying Officer

** The Certifying Officer, usually the chief elected official, must have the authority to assume legal responsibility for certifying that all environmental requirements have been followed. This function may not be assumed by administering agencies or consultants.*

Consultant (if applicable):

Project Location:

Description of the Proposed Project [24 CFR 58.32; 40 CFR 1508.25]: Enter a brief, detailed summary of the proposed project and its objectives and goals.

Level of Environmental Review Determination:

Activity/Project is Exempt per 24 CFR 58.34(a): Enter project purpose, ex., "Coffee County Plan Update"

Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b):



Funding Information

Grant Number	HUD Program	Funding Amount
B-18-DP-48-0002	CDBG-MIT	\$Enter RCP requested amount (should match requested amount listed in application)

Estimated Total HUD Funded Amount: \$Enter funding total from all HUD sources (RCP requested amount + any other HUD sources)

This project anticipates the use of funds or assistance from another Federal agency in addition to HUD in the form of (if applicable): Enter “Yes” or “No”

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: \$Enter total project cost including costs not being covered by RCP funds (should match estimate total project cost listed in application)

Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6		
Airport Runway Clear Zones and Accident Potential Zones 24 CFR Part 51 Subpart D	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	



U.S. Department of Housing and Urban Development

451 Seventh Street, SW
 Washington, DC 20410
 www.hud.gov
 espanol.hud.gov

<p>Flood Insurance</p> <p>Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]</p>	<p>Yes No</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p>	
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Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure

Preparer Signature: _____ Date: _____

Name/Title/Organization: _____

Responsible Entity Agency Official Signature: _____ Date: _____

Name/Title: _____

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).



Appendix D: RESILIENCE RESOURCES

FEMA & HUD Guidelines for Developing Resilient Codes, Plans and Ordinances

Source	Title	Synopsis	Activity Related to RCP
FEMA	Local Mitigation Planning Policy Guide	<p>Release Date: 4/19/22 Effective Date: 4/19/23</p> <p>Merges the concept of Mitigation Planning with Comprehensive Planning to create a more resilient overall planning program.</p> <ul style="list-style-type: none"> > Emphasizing the forward-looking purpose of mitigation planning, planning for future conditions, including climate change, and integration with community land use planning. > Centering equity in the mitigation plan to help ensure an inclusive planning process that benefits the whole community. > Aligning with priorities such as resilience, capability and capacity building, and promotion of building codes. > Integrating with national initiatives including the National Mitigation Investment Strategy and National Mitigation Framework. > Incorporating requirements from new authorities, policies, and programs, such as High-Hazard Potential Dams, Building Resilient Infrastructure and Communities, Hazard Mitigation Grant Program Post-Fire as well as strengthened connection with regulatory requirements for Fire Management Assistance Grants and the National Flood Insurance Program. 	Building Codes, Resiliency Measures
FEMA	Building Codes Strategy (FEMA Website)	FEMA Building Code Strategy organizes and prioritizes FEMA activities to advance the adoption and enforcement of hazard-resistant building codes and standards for	Building Codes, Resiliency Measures, Public Service





		FEMA programs. It promotes integrating building codes and standards across FEMA, strengthening nationwide capability and expertise, and driving public action. Lists the 3 strategic goals and 14 objectives.	
FEMA	Building Codes Strategy	Released: 3/22 The FEMA Building Codes Strategy defines the goals and objectives that FEMA will pursue to create a more resilient nation through superior performance. It calls on FEMA to align its efforts to help promote the application, adoption and enforcement or building codes across the nation.	Building Codes
FEMA	BRIC Building Codes Activities	FY2021 Announcement FEMA Program Support Material that provides applicants and sub-applicants of the Building Resilient Infrastructure and Communities (BRIC) program with information relative to eligible building code-related activities under the State/Territory allocation and Tribal Set-Aside, as described in the BRIC Notice of Funding Opportunity. Building code activities are only eligible for funding under the BRIC State/Territory Allocation and BRIC Tribal Set Aside; they are not eligible for funding under the BRIC National Competition. Typically building code projects were only funded through HMGP 5% Initiatives. Basically provides mitigation actions and strategies states or local governments can include in HMP. <i>Example: Adopt building codes or develop building code requirements, including publication of those requirements, related to land use, zoning, floodplain management, infrastructure, urban-wildland defensible space (e.g., building, stormwater management regulations), or other area, that help make the community more resilient.</i>	Building Codes, Resiliency Measures, Public Service
FEMA	Protecting Communities	Released: 11/20	Building Codes, Resiliency





	and Saving Money: The Case for Adopting Building Codes	FEMA' case study that shows how modern building codes lead to major reductions in property losses from natural disasters. The analysis, which was based on a database of 18 million actual buildings, the frequency of hazard events in each locality and the type of building in effect, showed that over a 20-year period, cities and counties with modern building codes would avoid at least \$32 billion in losses from natural disasters, when compared to jurisdictions without modern building codes. The actual savings would be higher; however, the study focused on only buildings constructed since 2000, which represent only 20% of the 100+ million buildings in the country, and it did not include “indirect losses” such as business interruptions, time off the job to rebuild, and tax revenues lost by local jurisdictions.	Measures, Public Service
FEMA	History of Building Codes	Shows a timeline of FEMA policies and regulations specifically related to building codes and standards	
FEMA	National Mitigation Investment Strategy	Released: 8/19 The National Mitigation Investment Strategy (“NMIS” or Investment Strategy) is a single national strategy for advancing mitigation investment to reduce risks posed by natural hazards (for example, sea level rise, droughts, floods, hurricanes, tornados, wildfires, earthquakes) and increasing the nation’s resilience to natural hazards. The Investment Strategy’s objective is to identify and measure the effectiveness of mitigation investments, and inform decisions on when and where to make investments. The Investment Strategy encourages the whole community-including individuals-to invest in mitigation, pre- and post-disaster, by adopting the Investment Strategy’s three shared goals. Supporting recommendations focus specifically on how the Federal Government and nonfederal partners can identify,	Building Codes, Resiliency Measures, Public Service





		support, influence, and align whole community mitigation investments.	
FEMA	National Mitigation Framework	Released: 6/16 This Framework describes mitigation roles across the whole community. The Framework addresses how the Nation will lessen the impact of disaster by developing, employing, and coordinating core mitigation capabilities to reduce loss of life and property. Building on a wealth of evidence-based knowledge and community experience, the Framework seeks to increase risk awareness and promote resilience building by leveraging mitigation enhancing products, services, and assets across the whole community.	Building Codes, Resiliency Measures, Public Service
HUD	HUD CDBG-MIT Overview	Resource page with training, programs, program support for CDBG-MIT.	CDBG-MIT, Resiliency
HUD	Coordination of CDBG MIT and FEMA	Webinar for grantees and subrecipients. Overview of MIT funding and how funds can be used maximize the impact of all available funds. Grantees should coordinate and align these CDBG-MIT funds with other mitigation projects funded by FEMA, the U.S. Army Corps of Engineers (USACE), the U.S. Forest service, and other agencies as appropriate.	CDBG-MIT, FEMA, BRIC, HMGP
HUD	HUD Resilient Building Codes Webinar Series: Making the Business Case	Learn how upgrading local building codes to reflect resilient construction strategies can position them to better withstand the threats of natural hazards and severe weather events. Participants will learn why resilient building codes matter, how they can build the business case for upgrading their codes, and dive into the various strategies for upgrading code	CDBG-MIT, Building Codes, Resiliency
FEMA	Building Codes for Building Owners and Occupants	Basics of building Codes. History and how building department work including permitting and inspection process.	Building Codes, Resiliency



