



**COMMUNITY DEVELOPMENT &  
REVITALIZATION**

**Hurricane Harvey  
Infrastructure Application Checklist  
(DR-4332)**

Texas General Land Office  
P.O. Box 12873, Austin, Texas 78711-2873  
1.844.893.8937 (Toll Free) or 512-475-5000  
cdr@recovery.texas.gov

**Failure to Provide All Items Below May Result in Application Processing Delays**

**APPLICATION MUST BE POSTED FOR A 30-DAY PUBLIC COMMENT PERIOD PRIOR TO SUBMISSION**

Application prepared by: \_\_\_\_\_

Required Documentation	Included/Complete	Initials or N/A
Form SF-424 signed by the authorized signatory	<input type="checkbox"/>	
<b>Citizen Participation Plan</b>		
Evidence of application posting for 30-day public comment period	<input type="checkbox"/>	
Resolution Authorizing Application Submission	<input type="checkbox"/>	
<b>Damage Assessment</b>		
Proof of Impact (i.e. dated photos with specific location detail to identify the proposed project site(s), maps, news reports/articles, local emergency declarations)	<input type="checkbox"/>	
<b>Fair Housing Activity</b>		
Evidence of Fair Housing Activity	<input type="checkbox"/>	
<b>Procurement Information</b>		
Grant Administrator (GA) – Company name, point of contact and FIR provided	<input type="checkbox"/>	
Environmental – Company name, point of contact and FIR provided	<input type="checkbox"/>	
Engineering – Company Name, point of contact and FIR provided	<input type="checkbox"/>	
GA is providing Environmental – Noted on application and FIR	<input type="checkbox"/>	
<b>Funding Information</b>		
FEMA documentation, if applicable (i.e. Project Worksheets, Award Letters, etc.)	<input type="checkbox"/>	
Insurance documentation attached, if applicable	<input type="checkbox"/>	
Amounts and use of all “other funding” sources provided where requested	<input type="checkbox"/>	
Signed resolution attached if using local funds	<input type="checkbox"/>	
<b>Project Detail</b>		
Project detail for each proposed project (type, title, location, etc.)	<input type="checkbox"/>	
Project maps for each project site that clearly show site, GPS coordinates and census information	<input type="checkbox"/>	
Latitude and Longitude in decimal degrees for the center point of all project sites, within each target area	<input type="checkbox"/>	
Detailed description of the scope of work for all project sites, within each target area	<input type="checkbox"/>	
<b>National Objective</b>		
National objective identified	<input type="checkbox"/>	

<b>Acquisition</b>	<b>Included/Complete</b>	<b>Initials or NA</b>
Maps showing estimated parcels to be acquired, if applicable	<input type="checkbox"/>	
<b>Permits</b>		
CCN/Service Area map attached for water or sewer projects	<input type="checkbox"/>	
Agreements (i.e. MOU, ILA)	<input type="checkbox"/>	
<b>Environmental</b>		
Floodplain map/FIRM	<input type="checkbox"/>	
Wetland map	<input type="checkbox"/>	
Environmental Exemption form for planning and administration activities	<input type="checkbox"/>	
<b>Table 1 - Beneficiary Information</b>		
Total and LMI beneficiaries entered per activity	<input type="checkbox"/>	
If using Surveys – Survey Tab form, all surveys (including responses, non-responses and vacancies) signed and dated by the surveyor, Survey Summary page	<input type="checkbox"/>	
LMISD – applicable table(s) provided	<input type="checkbox"/>	
Maps clearly showing census tract, block group and project site(s)	<input type="checkbox"/>	
Race/Ethnicity/Gender Calculator form	<input type="checkbox"/>	
American Fact Finder DP05 table	<input type="checkbox"/>	
<b>Table 1 – Project Cost</b>		
	<b>Yes</b>	<b>No</b>
Does the total of CDBG-DR construction plus “Other Funds” construction match the total construction amount on Table 2?	<input type="checkbox"/>	<input type="checkbox"/>
Does the total of CDBG-DR acquisition plus “Other Funds” acquisition match the total acquisition amount on Table 2? (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Is the cost for Engineering 15% or less of the estimated construction cost?	<input type="checkbox"/>	<input type="checkbox"/>
Is Project Delivery (Grant Administration and Environmental) cost capped at the appropriate percentage of the total CDBG award?		
<u>Award Amount</u>		<u>Percentage Cap</u>
\$249,000 or Less	<input type="checkbox"/>	11% <input type="checkbox"/>
\$250,000-\$749,999.99		9% <input type="checkbox"/>
\$750,000-\$999,999.99		8% <input type="checkbox"/>
Over \$1,000,000.00		6% <input type="checkbox"/>
Does the “Other Funds” total include all other funding for project (non CDBG funds), as specified in the “other funds” section of the application?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Table 2</b>		
Is the Table 2 signed and sealed by a Registered Engineer?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Project Schedule</b>		
Does the Project Schedule exceed 24 months?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Local Certifications</b>		
Is the Local Certifications page signed by an authorized signatory?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Required Documentation</b>		
	<b>Included/Complete</b>	<b>Initials or N/A</b>
Most recent Single Audit or Annual Financial Statements	<input type="checkbox"/>	
Key Staff Listing – names and contact information of staff that will be working on the proposed project if awarded	<input type="checkbox"/>	
Local Procurement Policies and Procedures (In accordance with 2 CFR 200.138(a))	<input type="checkbox"/>	