Multifamily Application Guide

Version 1

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TEXAS GENERAL LAND OFFICE

Disaster Recovery Reallocation Program (DRRP)

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1 Introduction

The Texas General Land Office (GLO) Community Development and Revitalization department oversees the administration of Community Development Block Grant Disaster Recovery (CDBG-DR) funds provided by the U.S. Department of Housing and Urban Development (HUD). The Disaster Recovery Reallocation Program (DRRP) is designed to utilize de-obligated and unutilized funds to provide the opportunity for communities with outstanding unmet need to access remaining CDBG-DR funds for recovery from:

- **2008 Hurricanes Ike and Dolly** (DR-1791, DR-1780)
- **2015 Floods** (DR-4223, DR-4245)
- **2016 Floods** (DR-4266, DR-4269, DR-4272)
- **2017 Hurricane Harvey** (DR-4332)
- **2018 South Texas Floods** (DR-4377)
- **2019 Disasters** (DR-4454, DR-4466)

Applicants for the DRRP are advised to prepare all project documentation prior to application entry, with clear and uniquely identifiable file names as defined in the DRRP Document List and Naming Convention, unless otherwise instructed by the GLO. Documentation that is not requested in a specific section of the Texas Integrated Grant Reporting (TIGR) Portal application must be uploaded in the "Documents" section of the TIGR Portal application.

Important Note: Changes between the DRRP call for projects submission and the project application will jeopardize project eligibility.

1.1 Applicant Resources and Contact Information

- **DRRP Webpage** (Resources and Materials): https://www.glo.texas.gov/disaster-recovery/disaster-recovery-reallocation-program-drrp

- **TIGR Portal:** https://cdrportalprd.dynamics365portals.us/

- **DRRP Email** (Questions and Outreach): cdr@recovery.texas.gov

- **TIGR Help Email** (TIGR System Access): TIGRhelp@recovery.texas.gov

- **Procurement and Contract Guidelines** (Resources and Checklists): https://www.glo.texas.gov/disaster-recovery/grant-administration/procurement-contract-guidelines

- **CDR Mapping Team Email** (GIS and Mapping Questions): cdr.gis@recovery.texas.gov

- **DRRP Mapping Viewer** (Geospatial Data): https://gis-glo-cdr.hub.arcgis.com/pages/disaster-recovery-reallocation-program

1.2 DRRP Related Action Plans

Projects submitted and selected for CDBG-DR funding through the DRRP must adhere to the requirements and procedures specified in the following Action Plans:

- 2008 Hurricanes Ike and Dolly, as amended
- 2015 Floods and Storms, as amended
- 2016 Floods and Storms, as amended
- 2017 Hurricane Harvey $5.6 Billion, as amended
- 2018 South Texas Floods, as amended
- 2019 Disasters, as amended

Applicants are strongly encouraged to read the entire Action Plan for the disaster year that they are eligible for prior to completing and submitting an application for funding assistance. A copy of the respective Action Plans and all applicable amendments may be found on the GLO's DRRP webpage.

1.3 Key Steps to Submitting a Successful Application

1.3.1 Entity Setup and Preparation

- ☐ **Request TIGR Portal Access:** Register for, and establish, access to the TIGR Portal well before attempting to enter application data and uploading required documentation. Requests for access must be submitted by the entity applying for funds. The required TIGR System Access Form and the TIGR how-to guide can be found on the DRRP webpage. TIGR access granted per application is unique to that application. A new TIGR System Access Form must be submitted by the applicant specific to the individuals associated with the DRRP application, regardless of current TIGR access. Access may be granted to a third party procured by the applicant by using the TIGR System Access Form for Subrecipient's Vendors. For additional information on TIGR access, refer to the TIGR System Access Form Instructions for Subrecipients or Vendors found of the DRRP webpage.
- ☐ **Ensure Project Eligibility:** Ensure the project is for an eligible activity as defined in the applicable section (4.5 Project) of this guide and is aligned with the GLO's invitation to apply for the DRRP.
- ☐ **Identify Stakeholders:** Identify all key signatories, decision-makers, and other relevant stakeholders to show and ensure local capacity.
- ☐ **Identify Housing Unmet Needs:** Identify unmet housing needs as applicable for affordable multifamily housing activities.
- ☐ **Identify Project Service Area:** Clearly identify the project service area and beneficiaries.
- ☐ **Identify Beneficiaries:** Select the appropriate beneficiary identification methodology to support the service area. Review the GLO's Beneficiary Manual found on the DRRP webpage for guidance.
- ☐ **Secure Applicable Agreements:** Secure applicable Interlocal Agreements/Memorandum of Understanding/etc., defining thorough roles and responsibilities for key stakeholders.
- ☐ **Ensure Citizen Participation:** Ensure that local citizen participation plan requirements, as well as those imposed by the specific disaster year allocation, are met and documented to reflect public involvement. Be sure to plan for public comment posting for a minimum

of 14 days with application details including project description, locations, budget, schedule, and project beneficiaries as defined in the Citizen Participation Plan section of this guide.

- ☐ **Update Local Financial Management and Procurement Procedures:** Update local processes and procedures, especially regarding financial management and procurement, to prepare for the receipt of federal funding.
- ☐ **Ensure Compliance with Federal Procurement Standards:** Follow federal requirements identified in 2 CFR 200.318 to 200.327 when procuring goods and services to ensure compliance and potential reimbursement for eligible expenditures.
- ☐ **Review Disaster Year Certifications:** Review all requirements of the local certifications as defined in the applicable section (6.1 Local Certifications) of this document prior to signature by the authorized representative.

1.3.2 Entity Application Preparation

- ☐ **Develop Project Narratives:** Prepare and provide narratives that fully describe the proposed project and how it meets eligibility criteria for the given application.
- ☐ **Ensure Budget Alignment:** Ensure the CDBG-DR budget and all "other funds" align with the budget entries in TIGR and the supporting documentation including the SF-424.
- ☐ **Ensure Project Application Accuracy:** Draft and review project details, required narratives, budgets, maps and schedules with key stakeholders prior to entry into TIGR for accuracy and consistency across all TIGR fields.
- ☐ **Ensure Posting for Public Comment:** Entity must provide public comment posting for a minimum of 14 days with application details including project description, locations, budget, schedule, and project beneficiaries as defined in the Citizen Participation Plan section of this guide.
- ☐ **Sign Disaster Year Certifications Form:** Review all requirements of the local certifications as defined in the applicable section (6.1 Local Certifications) of this document and have it signed by the entity's authorized representative.
- ☐ **Ensure Document and Data Completion:** Ensure all data and documentation are complete. All applicants must complete the application in its entirety.
- ☐ **Ensure Document Signatures and Accuracy:** Ensure all supporting documentation is signed as required and accurately reflects the information to be entered into TIGR. Name all files descriptively as defined in this guide to facilitate upload and efficient review by the GLO.
- ☐ **Initiate TIGR Portal Application Entry:** Initiate entry of application data and upload required documentation as progress is achieved. Once an application has been created, an applicant can access, and update as needed until it is officially submitted.

1.3.3 Application Submission

- ☐ Ensure all required fields are thoroughly completed and supporting documentation is uploaded as indicated in the application.
- ☐ SF-424 must be signed by the chief elected official, entity executive, executive director, or a designee authorized to contractually obligate the applicant.
- ☐ Application documents must be uploaded in accordance with the naming convention prescribed by the GLO Document List and Naming Convention, available on the DRRP webpage.
- ☐ The application must be completed in its entirety.

- ☐ The application must be submitted in the TIGR Portal by the subrecipient or an authorized designee.

1.4 Important Submission Notes

- Applications are due on April 4, 2025, by 5:00 p.m.
- TIGR will record the time and date of the submission.
- Late applications will not be accepted, and incomplete applications will be disqualified.

1.5 Post-Submission Request for Information

A request for information (RFI) may be issued for non-substantial items and will require a response from the applicant within approximately 24 hours. Such requests may be issued for required supporting documentation that was inadvertently not submitted with the application and will need to be provided quickly to complete the application requirements. Requests for information that do not comply with the designated due date will be disqualified. A RFI will not be issued for applications with substantial deficiencies which will result in that application being disqualified.

2 Project

2.1 Key Project Application Considerations

- Changes between the DRRP call for projects submission and the project application will jeopardize project eligibility.
- Changes to a submitted application will not be allowed.
- Changes to the scope of work approved in the final DRRP application will not be allowed.
- GLO will not fund project delivery or engineering services beyond the applicable fee caps, as published for this program. Costs beyond the fee caps at application or due to budget changes during project implementation are the responsibility of the subrecipient. See the DRRP Fee Caps file found on the DRRP webpage and Fee Caps section of this guide for more information.
- Contract extensions will not be allowed. All activity, including closeout must be completed within the defined expiration date as prescribed in the executed contract.

2.2 Project Funding Restrictions

No disaster recovery assistance will be considered with respect to any part of a disaster loss that is reimbursable by FEMA, the USACE, insurance, or another source due in part to the restrictions against duplication of benefits outlined in the Action Plan(s) relevant to your project application. An activity underway prior to the Presidential Disaster Declaration will not qualify unless the disaster directly impacted said project.

By law, (codified in the Housing and Community Development Act of 1974 as a note to 105(a)), the amount of CDBG-DR funds that may be contributed to a USACE project is $250,000 or less.

Section 582 of the National Flood Insurance Reform Act of 1994, as amended, (42 U.S.C. 5154a) prohibits flood disaster assistance in certain circumstances. In general, it provides that no federal disaster relief assistance made available in a flood disaster area may be used to make a payment (including any loan assistance payment) to a person for ‘‘repair, replacement, or restoration’’ for damage to any personal, residential, or commercial property if that person at any time has received federal flood disaster assistance that was conditioned on the person first having obtained flood insurance under applicable federal law and the person has subsequently failed to obtain and maintain flood insurance as required under applicable federal law on such property. No disaster assistance may be provided for the repair, replacement, or restoration of a property to a person who has failed to meet this requirement.

2.3 Joint Project Applications

Joint applications are <u>not</u> allowed for the DRRP. However, an entity may submit a project that requires coordination with local stakeholders due to ownership or functionality (e.g. drainage project submitted by a municipality requires coordination with a drainage district). Applicants that must coordinate efforts with local stakeholders must submit an Interlocal Agreement, Memorandum of Understanding, or similar document with the entities involved to define roles and responsibilities. The document must include, at a minimum: the entity submitting the application, a description of the proposed scope of work, tasks related to project implementation throughout the life of the contract, ongoing maintenance and upkeep, local financial contributions, liability for and transfer of property acquired for the project, and local processes for final acceptance and closeout, as applicable.

2.4 Project Eligibility

This section provides information regarding the types of projects that are eligible, including definitions and details regarding application requirements. Applicants must develop their CDBG-DR projects in a manner that considers an integrated approach to housing, fair housing obligations, infrastructure, and overall community resilience.

The proposed project must address an unmet need in response to damage sustained by the corresponding disaster. Below is a list of the applicable disasters and associated disaster declaration numbers:

- **2008 Hurricanes Ike and Dolly** (DR-1791, DR-1780)
- **2015 Floods** (DR-4223, DR-4245)
- **2016 Floods** (DR-4266, DR-4269, DR-4272)
- **2017 Hurricane Harvey** (DR-4332)
- **2018 South Texas Floods** (DR-4377)
- **2019 Disasters** (DR-4454, DR-4466)

The project proposed in the application must have documented proof of an impact by the disaster as applicable. CDBG-DR funds must be used for disaster-related expenses in the most impacted and distressed areas. An activity underway prior to a Presidential Disaster Declaration will not qualify unless the disaster impacted the project. Applicants must provide:

- Sufficient detail about each proposed project to identify the HUD national objective;
- The population that will benefit;
- The estimated costs and materials needed;
- The projected schedule to completion;
- Any duplication of benefits;
- Any potential environmental impact;
- Other details specific to the type of project proposed; and
- Any information required to prove eligibility.

Applicants should ensure the application is accurate and thorough to facilitate eligibility review. Failure to respond to ANY question in the application is likely to delay review or result in disqualification.

2.5 Project Definition

For application purposes, A *project* is defined as a discrete combination of:

- One entity (e.g., city, county, PHA);
- One activity (e.g., flood and drainage improvements, street improvements, etc.);
- One project service area (i.e., beneficiary population); and
- One HUD national objective (e.g., low- and moderate-income (LMI), urgent need).

Example: A Public Housing Authority proposes rehabilitation to a multifamily property. The property is currently 100% LMI. In this scenario the project service area is defined as the property, and the national objective is LMI.

2.6 Project Detail

Project application responses must be thorough and concise to inform the application reviewer of the proposed work, service area, and beneficiaries. When providing project details the applicant must include at minimum, the following information:

- Detailed scope of work for the proposed project:
    - Describe the type of work, size, etc.
- Specific project location(s) must align with required maps:
    - Describe project location(s) with street names or other unique identifying information.
    - Define location coordinates (latitude and longitude) in decimal degrees up to five decimal places.
- Project beneficiaries:
    - The number of units to be provided and the number of LMI units to be provided.
- Justification to support selection of the project service area.
- Whether the project requires real property acquisition, the estimated number of parcels needed, and the associated budget.
- The type of environmental assessment required and any anticipated surveys, or other assessments that may result from project location and required consultations:
    - Consider all anticipated environmental costs in the budget.
- Budget details, including CDBG-DR and non CDBG-DR costs to indicate the total project costs:
    - Other funds may include contributions from the subrecipient, other stakeholders, insurance, other federal or state sources.
- Detailed schedule to include all activity from contract execution to contract closeout.
- National objective.

2.7 Eligible Activities

The proposed project must reflect an eligible activity. All activities must contribute to the long-term recovery and restoration of housing and infrastructure. Eligible activities are limited to:

- Rehabilitation, reconstruction, and new construction of affordable multifamily projects

2.8 Ineligible Activities

Any activity not identified above.

3 Texas Integrated Grant Reporting System (TIGR)

The DRRP project application and required documentation must be electronically submitted via the Texas Integrated Grant Reporting System (TIGR) Portal no later than:

- **April 4, 2025, by 5:00 p.m.**

Advance registration for TIGR access is required and achieved by completing the TIGR System Access Form and, if necessary, the TIGR System Access Form for Subrecipient's Vendors. For additional information on TIGR access, refer to the TIGR System Access Form Instructions for Subrecipients or Vendors found of the DRRP webpage.

3.1 TIGR Access Form

Applicants for DRRP funding must complete a TIGR System Access Form a **minimum of thirty (30) calendar days in advance of creating an application** to ensure timely processing by the GLO. Submission of the TIGR System Form later than this timeframe may impact the applicant's ability to meet the published application deadline. Applicants who already have valid/active TIGR access must submit a new TIGR System Access Form specific for users associated with the Disaster Recovery Reallocation Program (DRRP).

The TIGR System Access Form gathers general information about the applicant and identifies the:

- Applicant/Subrecipient;
- Primary Contact;
- Authorized Representative;
- Contract Access Coordinator(s);
- General User(s);
- Along with contact information for each.

Once access has been provided, this form is also used to request changes to those contacts.

The TIGR System Access Form may be filled out by an applicant or a third party but MUST be submitted directly by the applicant. The TIGR application may be submitted by an authorized third-party vendor on behalf of the applicant.

- Email completed forms to: TIGRhelp@recovery.texas.gov.

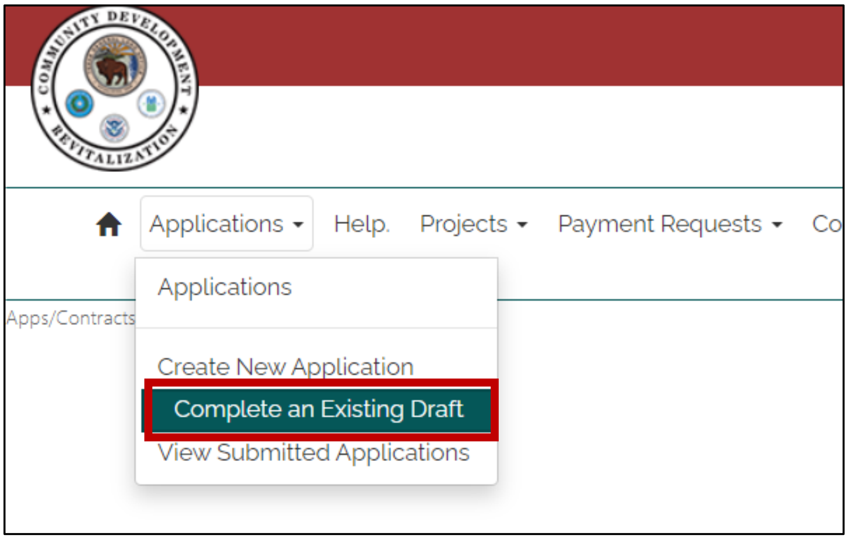
The TIGR access forms and instructions are available on the GLO's DRRP webpage.

Upon successful TIGR Portal registration, applicants may begin the application entry process. It is highly recommended that applicants read this guide and prepare supporting documentation that will require upload. The TIGR system will allow applicants to access and save work on an application until submission. Once submitted**, the applicant will not have access to edit the application.** Ensure that all required attachments, including signed documents, are uploaded to the application module prior to submission. Incomplete applications and missing documentation may result in disqualification.

3.2 TIGR Application Draft Access

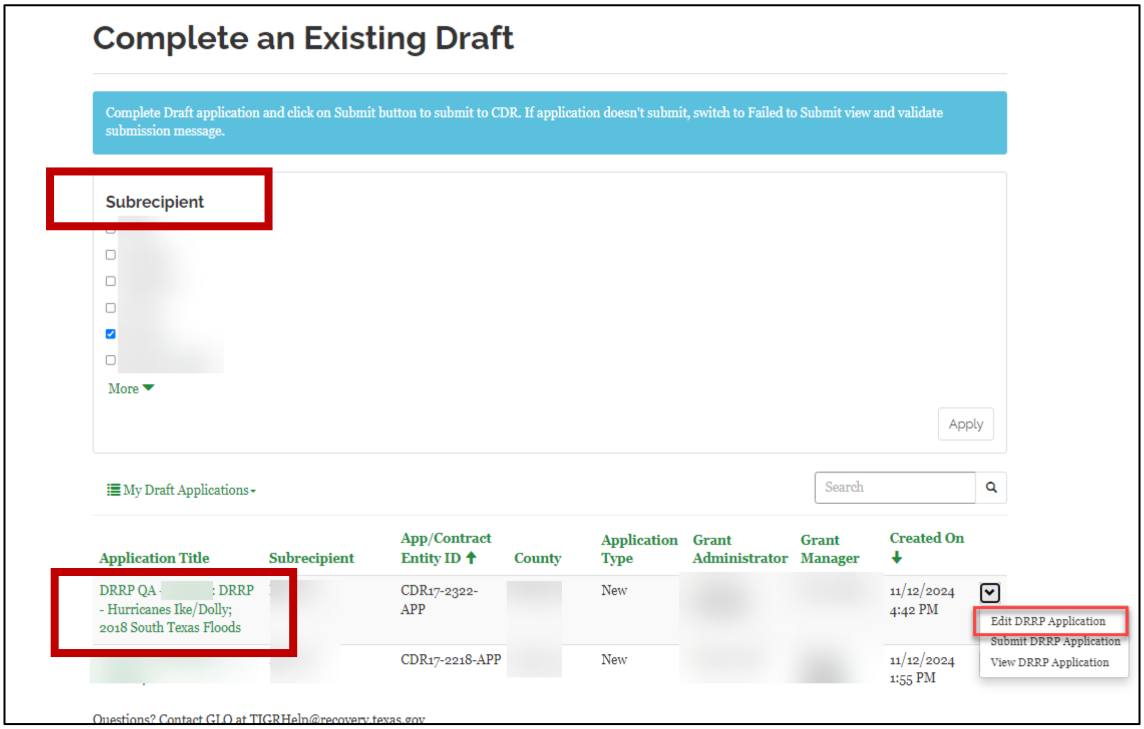
Entry of the application in TIGR will begin by accessing an "existing draft" created from information provided in the DRRP Call for Projects submission. As indicated in the view below, select Applications > Complete an Existing Draft.

Figure 1: TIGR Application Draft Access



Select applicable subrecipient, which will be the entity name provided during the DRRP Call for Projects submission, then click on the appropriate application title to modify the draft version. Applicants that received more than one invitation to apply must ensure they are working in the correct application by confirming project title and amount. Select Edit DRRP Application. Below is example of what you will see:

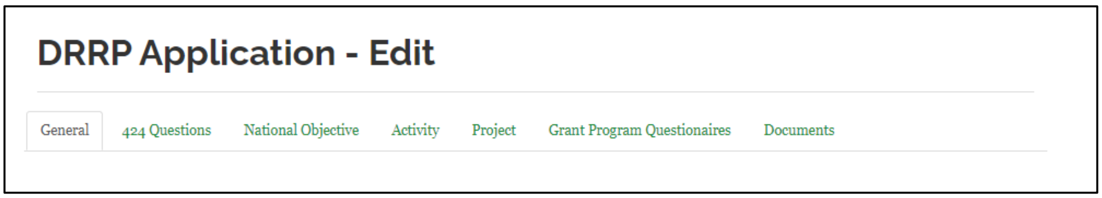
Figure 2: TIGR Complete Existing Draft



4 TIGR Application Sections

The DRRP application consists of seven main sections in TIGR:

1. General;
2. 424 Questions;
3. National Objective;
4. Activity;
5. Project;
6. Grant Program Questionnaires; and
7. Documents.



Details regarding the information required for each section are available in this guide and in the TIGR system. If additional space is needed to complete fields, such as project descriptions or other narratives, upload the full response as a separate document and reference the document by specific name in the space provided in TIGR. Do not leave any questions unanswered in TIGR.

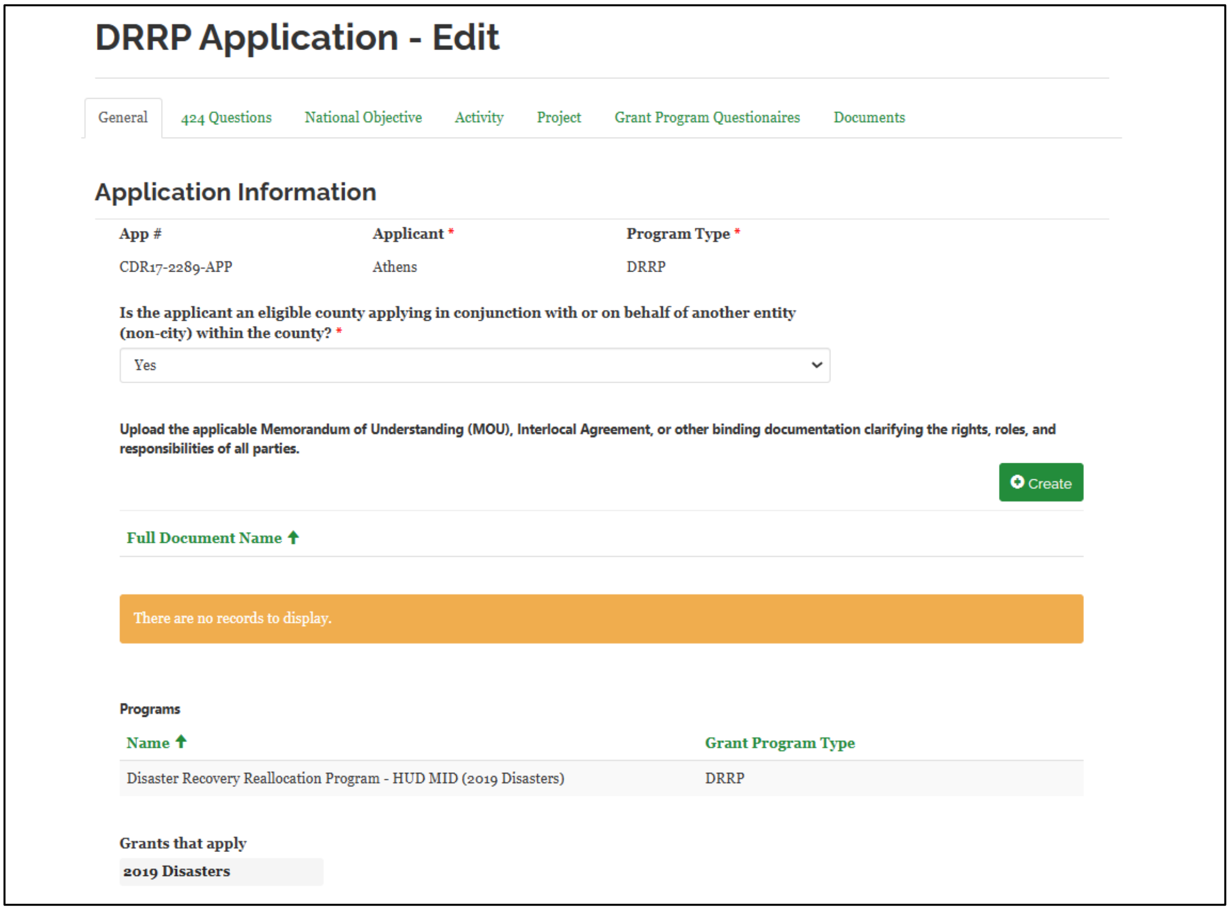
4.1 General

4.1.1 General Tab: Application Information

Application and applicant information will be collected in this section. The following fields will auto-populate based on previous selections

- Application Number (*App #*)
- Applicant Name (*Applicant*)
- Program (*Program Type*)

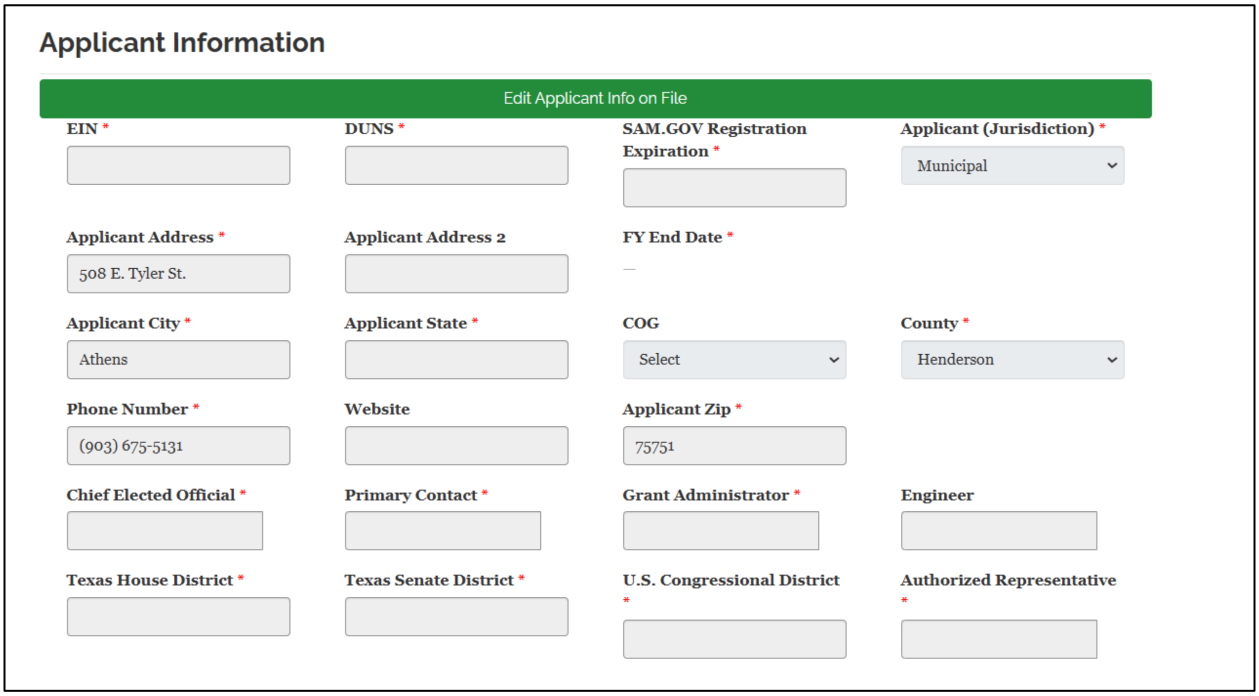
Figure 3: General Tab



The applicant must respond to the following question in this General section:

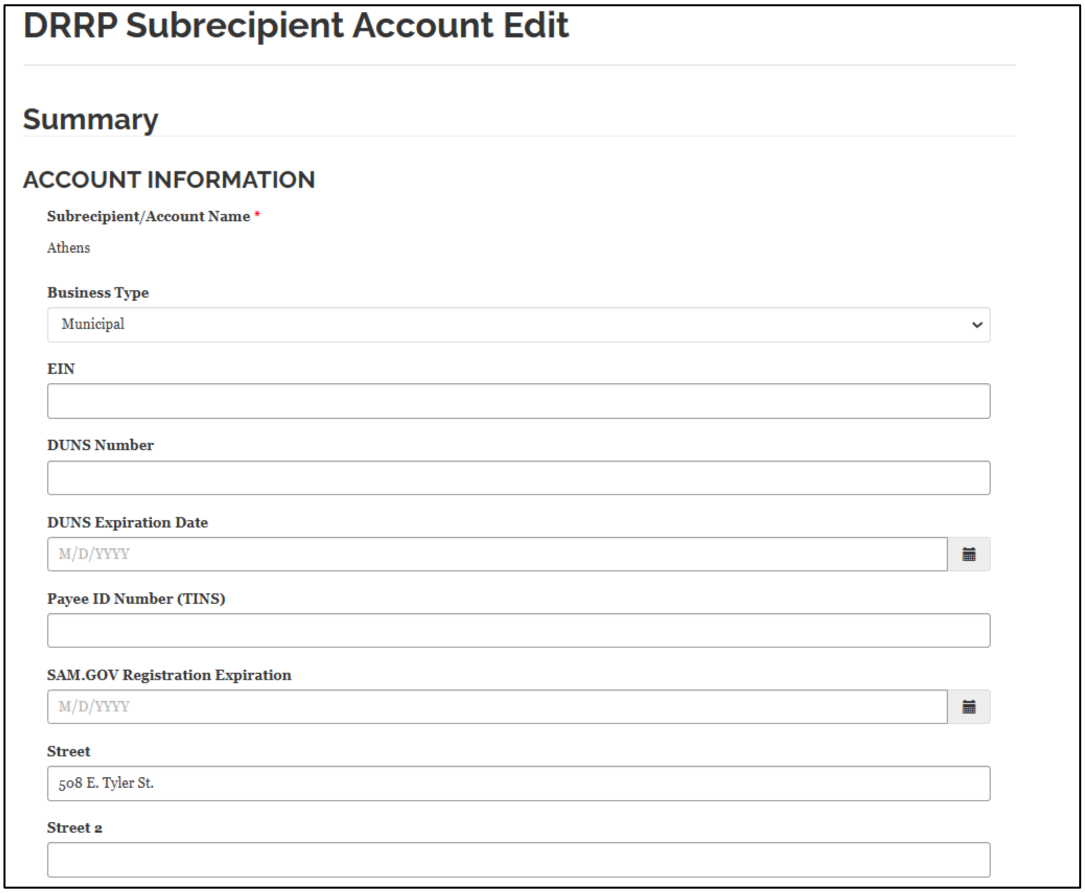
- *Is the applicant an eligible county applying in conjunction with or on behalf of another entity (non-city) within the county?* – The applicant will respond *Yes* or *No* via the dropdown selection. An applicant that is applying for a project on behalf of or in coordination with another entity, must provide an executed document (e.g. interlocal agreement, memorandum of understanding) to support the relationship and define responsibilities.

Figure 4: General Tab - Applicant Information



Applicant information will be collected under this section as displayed in the screenshot above. All available applicant information is to be provided, fields with a red asterisk are required. Applicant information can be edited by clicking the banner labeled *Edit Applicant Info on File*. The fields will become editable in a different view as shown in the next screenshot.

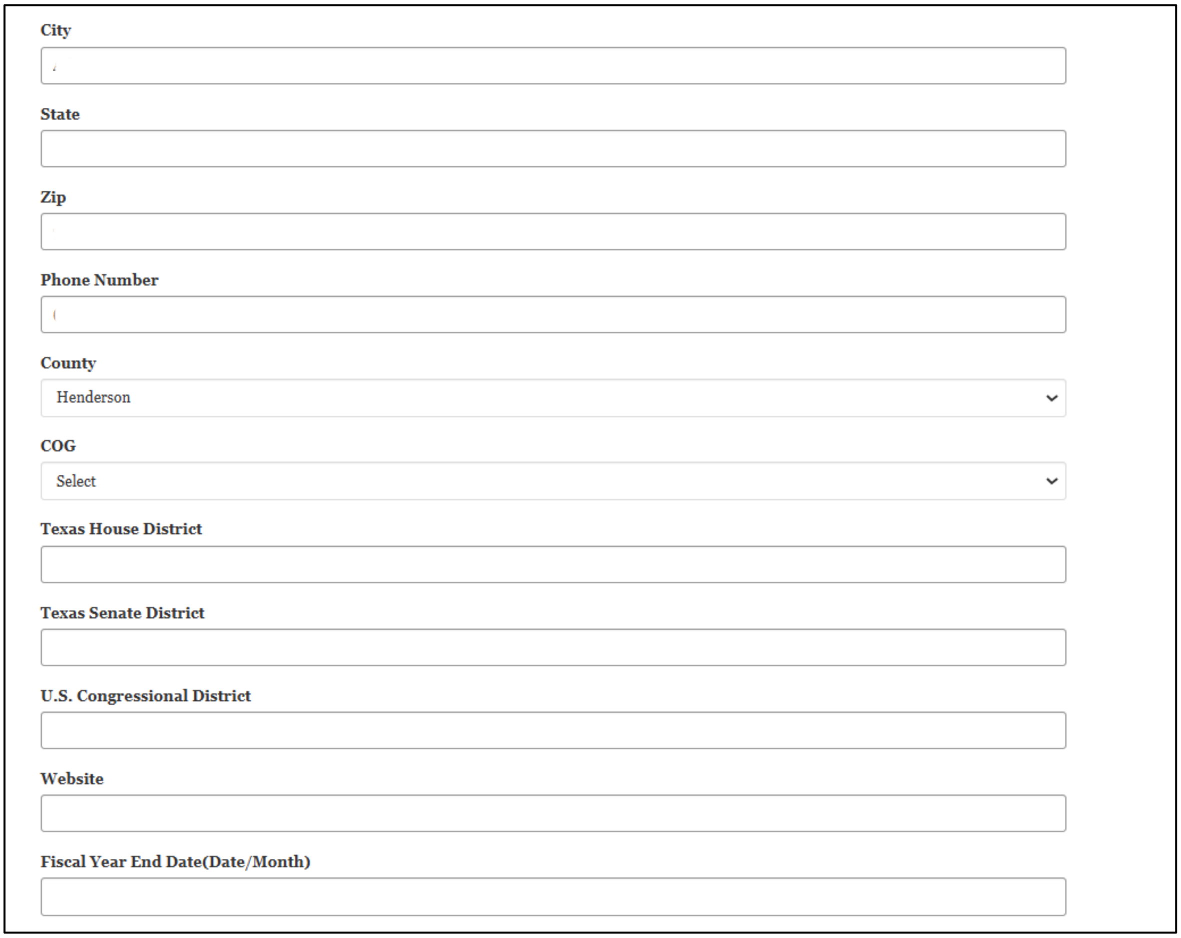
Figure 5: General Tab - Account Edit



- *Business Type* – Applicant will select appropriate entity type from drop down.
- *EIN* – Enter the Employer Identification Number (EIN) as assigned by the Internal Revenue Service. This EIN must align with EIN inputted on the SF-424. More information on the EIN can be found here: https://www.irs.gov/businesses/employer-identification-number
- *DUNS Number* – This is now known as the Unique Entity ID (UEI). The UEI is a unique 12-character alphanumeric ID assigned to an entity by https://sam.gov. Enter the entity's UEI assigned by SAM.gov. This number must align with the UEI inputted on the SF-424.
- *DUNS Expiration Date* – This field refers to the UEI. Enter the same date entered in the SAM.gov registration expiration field.
- *Payee ID Number (TINS)* – Enter the 9-digit taxpayer identification number assigned by the Internal Revenue Service
- *SAM.gov Registration Expiration* – Enter the expiration date for the entity's SAM.gov. registration. All applicants are required to have an active registration in Sam.gov. If expiration is within 2 months of application submittal, proof of renewal is required and should be uploaded into the documents section. GLO requires a current registration to draft a new contract. Failure to provide a current SAM.gov registration and associated UEI may jeopardize funding due to strict contract terms and the applicant's ability to secure a timely update/renewal.
- *Street* – Enter the applicant's mailing street address. This address will be used for all correspondence from the GLO.

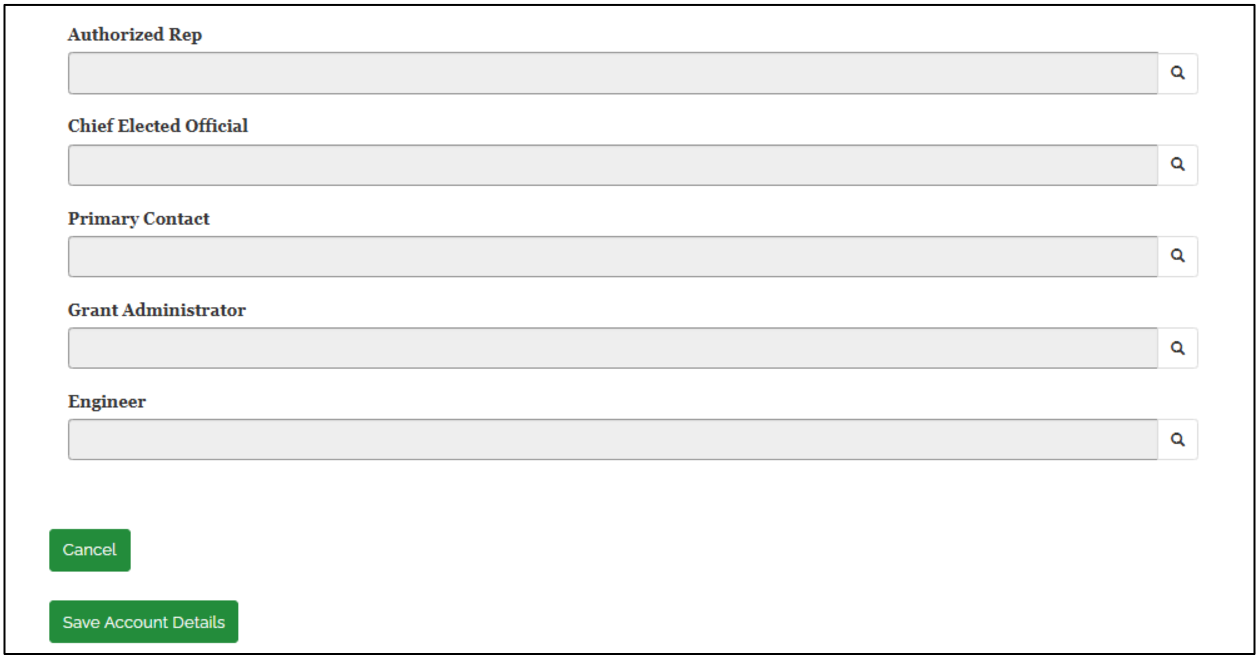
- *Street 2* – Enter the applicant's physical address if different from the mailing address.

Figure 6: General Tab - Account Edit (Continued)



- *City* – Enter city name for the mailing address entered in *Street* field.
- *State* – Enter Texas.
- *Zip* – Enter applicant's ZIP code for the mailing address entered in *Street* field.
- *Phone* Number – Enter main phone number for the entity.
- *County* – Enter applicable county.
- *COG* – Select the applicable council of governments from the drop-down list.
- *Texas House District* – Enter applicable Texas House district number. Texas House district information may be verified at https://wrm.capitol.texas.gov/
- *Texas Senate District* – Enter applicable Texas Senate district number. Texas Senate District information may be verified at https://wrm.capitol.texas.gov/
- *U.S. Congressional District* – Enter applicable U.S. Congressional district number. Congressional district information may be verified at http://www.house.gov/representatives/find-your-representative
- *Website* – Enter applicant's website URL, if available
- *Fiscal Year End Date (Date/Month)* – Enter fiscal year end in date and month format.

Figure 7: General Tab - Account Edit (Continued)



The *Authorized Rep, Chief Elected Official, Primary Contact, Grant Administrator,* and *Engineer* fields require the applicant to search for the appropriate name. A text entry is not allowed in these fields. The name of the individual for any of these fields must be selected from a list of users associated in the system of record through a TIGR System Access Form. If the name is not found using the search function, the applicant will need to submit an updated TIGR System Access Form to TIGRhelp@recovery.texas.gov.

To search for a contact name in TIGR, click on the magnifying glass for contact search. A pop-up window for contact lookup will appear. In the search bar, enter the name in the following format: LastName, FirstName. Click the box to the left of the contact record, press select to add the contact in the selected field.

- *Authorized Rep* – Applicant must identify an authorized representative if different from the chief elected official or executive officer. Select the appropriate name by searching in TIGR as indicated above. The entry in this field should match the "Authorized Representative" identified on the TIGR System Access Form and the authorized representative identified on the SF-424. An authorized representative may not be a third-party vendor. The authorized representative must be a representative of the entity that has authority to contractually obligate the applicant and sign application documents on behalf of the applicant.
- *Chief Elected Official* – Select the name of the chief elected official or executive officer/director as indicated above. The selection for this field must match with the TIGR System Access Form *Primary Contact* and the SF-424.
- *Primary Contact* – Select the name of the primary contact for the application process. The primary contact is the executive director. The selection for this field must match with the TIGR System Access Form.

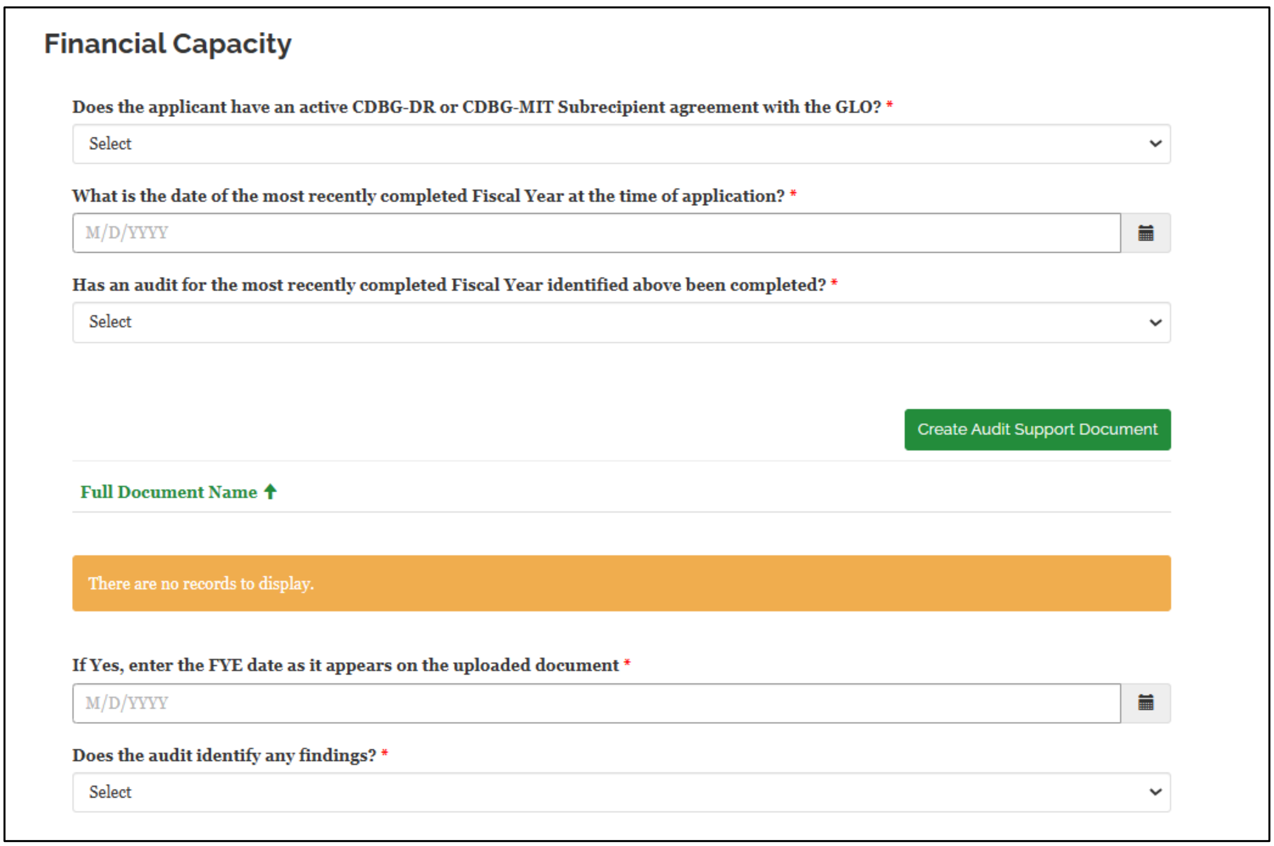
- *Grant Administrator* – Enter the name of the grant administrator, if applicable. The grant administrator may be a procured third-party vendor or an employee of the applying entity that will be responsible for grant administration in-house.
- *Engineer* – Enter the name of the engineer, if applicable. The engineer may be a procured third-party vendor or an employee of the applying entity that will be responsible for engineering efforts.

Upon completion of the *Edit Applicant Info on File* section, select *Save Account Details*.

4.1.2 General Tab: Financial Capacity

Within the General Tab, applicants will respond to questions regarding financial capacity. A recipient of CDBG-DR funding must document the controls in place to affirm they have the fiscal responsibility to enter into a subrecipient agreement with the GLO.

Figure 8: General Tab - Financial Capacity



- *Does the applicant have an active CDBG-DR or CDBG-MIT Subrecipient agreement with the GLO?* – The applicant will respond *Yes* or *No* via the dropdown selection. Active subrecipient agreements are those that have not yet received a closeout letter from the GLO.
  - If the response to the previous question is *Yes*, the following question will appear: *Did the applicant exceed the federal/state expenditure threshold as indicated on the Audit Certification Form for the most recently completed Fiscal Year?*

        - The applicant will respond *Yes* or *No* via the dropdown selection. A current subrecipient of CDBG DR or CDBG-MIT funding must submit an annual Audit Certification Form to the GLO.

          As of October 1, 2024, the current single audit threshold is $1,000,000. If the applicant's most recent fiscal year end is prior to October 1, 2024, the single audit threshold is $750,000. If the single audit threshold is met or exceeded, a single audit is required no later than nine months following the end of the applicant's fiscal year.

- *What is the date of the most recently completed Fiscal Year at the time of application?* – The applicant must enter this information to identify the required documentation to establish financial capacity for federal funding.
- *Has an audit for the most recently completed Fiscal Year identified above been completed?* – The applicant must respond *Yes* or *No* via the dropdown selection.
    - If *Yes*: Enter the Fiscal Year End (FYE) date as it appears on the uploaded document The applicant must enter the FYE that aligns with the uploaded document.
    - If *No:* Applicant may not be eligible for DRRP funding.
- *Does the audit identify any findings?* – The applicant must respond *Yes* or *No* via the dropdown selection.
    - If *Yes*: Summarize findings as indicated in the most recently completed Annual Comprehensive Financial Report (ACFR) or Single Audit, as applicable.
        - Include any corrective action implemented to address the findings.
        - If corrective action has not been taken, indicate so and explain when corrective action will be implemented if necessary.
- Upload the applicable ACFR, Single Audit, or other required supporting documentation

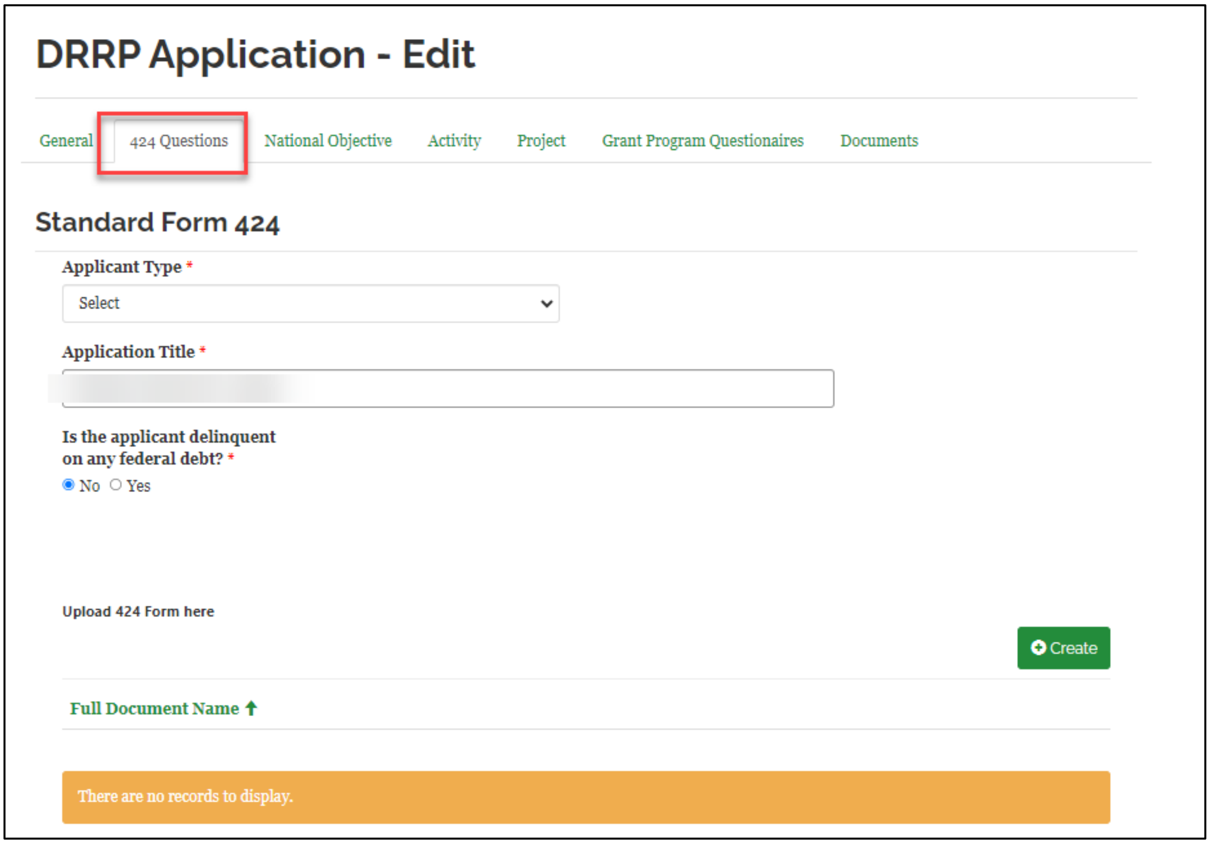
4.2 424 Questions

All applications must include a complete and signed Application for Federal Assistance Form (SF-424). The SF-424 applicable for this application is available on the DRRP webpage.

The SF-424 must be signed by an individual authorized to contractually obligate the applicant. This is typically the chief elected official or executive officer (e.g. county judge, mayor, city manager, executive director).

The applicant will complete the *424 Questions* tab in TIGR and upload the signed SF-424. Click *Create* to upload the signed SF-424. All responses entered in the *424 Questions* tab must match the uploaded form.

Figure 9: 424 Questions Tab



Enter responses to the questions in this section as indicated below:

- *Applicant Type* – The applicant will select from one of the following options.
    - *County Government*
    - *City or Township Government*
    - *Indian/Native American Tribal Government (federally recognized)*
    - *Indian/Native American Tribal Government (other than federally recognized)*
    - *Indian/Native American Tribal Designated Organization*
    - *Public/Indian Housing Authority*
- *Application Title* – Enter a distinguishable application title in this field. An acceptable application title should include a unique identifier for the location and describe the type of project (e.g. Someplace Northwest Oaks Apartments).
- *Is the applicant delinquent on any federal debt?* – Applicant must select *Yes* or *No* to this question.
    - If *Yes*: Enter an explanation regarding delinquent federal debt and upload any supporting documentation to explain the delinquency. Applicants with delinquent federal debt may not be eligible for DRRP funding.

In addition to the questions listed above applicants must enter information from the SF-424 directly into TIGR. The responses in TIGR must match the signed form.

4.2.1 Instructions: SF-424

The SF-424 is a standard form used to apply for federal grants. The GLO uses this form to document required information, but not all fields on the SF-424 are required for the DRRP application. Please note the SF-424 identifies the minimum required fields in yellow for federal funding. The GLO has identified the required fields for the DRRP application as indicated in the following guidance. Ensure all the required fields listed below are completed on the signed form and in TIGR.

1. *Type of Submission*: Select "Application"
2. *Type of Application*: Select "New"
3. *Date Received*: Enter date the form is signed by the Authorized Representative
4. *Applicant Identifier*: N/A, leave this field blank

5a. *Federal Entity Identifier*: Enter "HUD-CDBG-DR"

5b. *Federal Award Identifier*: Enter the applicable disaster year for this application
- Hurricanes Ike and Dolly
- 2015 Floods
- 2016 Floods
- Hurricane Harvey
- 2018 South Texas Floods
- 2019 Disasters

6. *Date Received by State*: State use only, leave this field blank
7. *State Application Identifier*: State use only, leave this field blank
8. *Applicant Information*:

a. *Legal Name*: Enter the legal name of the entity applying for DRRP funds. This is the organization that has registered with the System for Award Management (SAM). Information on registering with or updating/renewing a registration may be obtained by visiting https://sam.gov .

b. *Employer/Taxpayer Number (EIN/TIN)*: Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service.

c. *UEI*: Enter the organization's Unique Entity Identifier assigned by SAM.gov. The UEI is a unique 12-character organization identifier.

d. *Address*: Enter applicant's complete mailing address: Street 1 (required); City (required); County (required), ZIP/Postal Code (required).

e. *Organizational Unit*: N/A, leave these fields blank

f. *Name and contact information of person to be contacted on matters involving this application*: This may be a person employed by the entity or a third-party vendor designated by the applicant. At minimum complete the following fields in this section: First Name, Last Name, Title, Organizational Affiliation, Telephone Number, and Email.

9. *Type of Applicant: Select Applicant Type*: Select one applicant type from the list below.
   B: County Government
   C: City or Township Government
   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 Authority
10. *Name of Federal Agency*: Enter "HUD"
11. *Catalog of Federal Domestic Assistance (CFDA) Number*: This is now referred to as the Assistance Listing Number (ALN). Enter 14.228

12. Funding Opportunity Number/Title: Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested as found in the program announcement.

Number	*Title*
N/A	DRRP Hurricanes Ike and Dolly
N/A	DRRP 2015 Floods
N/A	DRRP 2016 Floods
N/A	DRRP Hurricane Harvey
N/A	DRRP 2018 South Texas Floods
N/A	DRRP 2019 Disasters

13. *Competition Identification Number*: N/A, leave this field blank
14. *Areas Affected by Project*: Leave this field blank. This information is provided elsewhere in the application.
15. *Descriptive Title of Applicant's Project*: Enter a brief descriptive title of the project. The form and TIGR entries must match.
16. *Congressional Districts*:
    16a. *Applicant*: Enter the applicable congressional district.
    16b. *Program/Project*: Enter the primary district affected by the program or project. Enter in the following format: 2-character state abbreviation – 3 characters district number, e.g., TX-037 for Texas District 37. Attach an additional list of program/project congressional districts, if needed to the uploaded SF-424.
17. *Proposed Project Start and End Dates*: Enter 5/1/2025 for the proposed start date and calculate the end date of the project based on the total number of months anticipated from contract execution to contract closeout. This must not exceed a total of 24 months.
18. *Estimated Funding*: Enter the amount in the appropriate field:
    a. *Federal*: Amount of CDBG-DR funding requested
    b. *Applicant*: Amount to be contributed by the applicant. This will require a resolution approved by the governing body to commit the exact amount identified in the budget.
    c. *State*: Enter "0"
    d. *Local*: Amount to be contributed by a local entity other than the applicant. This will require a MOU/ILA to define roles and responsibilities and commit the designated amount.
    e. *Other*: Amount to be contributed by an entity not previously identified. This may be another federal or state agency, or other source. An award letter or similar document to support commitment of the designated funds will be required.
    f. *Program Income*: Enter the amount of program income contributing towards the overall project budget, if applicable.
    g. *TOTAL*: Ensure the various entry lines add up to a correct total that aligns with all supporting budget documentation.

    The value of in-kind contributions should be entered on the appropriate lines as applicable. Ensure the breakdown on the SF-424 matches budget numbers entered elsewhere and the total budget adds up correctly.

19. *Is Application Subject to Review by State Under Executive Order*: Applicants should select "b. Program is subject to E.O. 12372 but has not been selected by the state for review."
20. *Is the Applicant Delinquent on any Federal Debt?* 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 as referenced in an earlier TIGR question.
21. *Authorized Representative*: To be signed and dated by the Chief Elected Official, Executive Officer, or authorized representative. Complete the following fields in this section: First Name, Last Name, Title, Telephone Number, and Email. The Authorized Representative signing the SF-424 must have the ability to contractually obligate the applicant. A copy of the governing body's authorization to sign this application as the official representative must be on file in the applicant's office.

4.3 National Objective

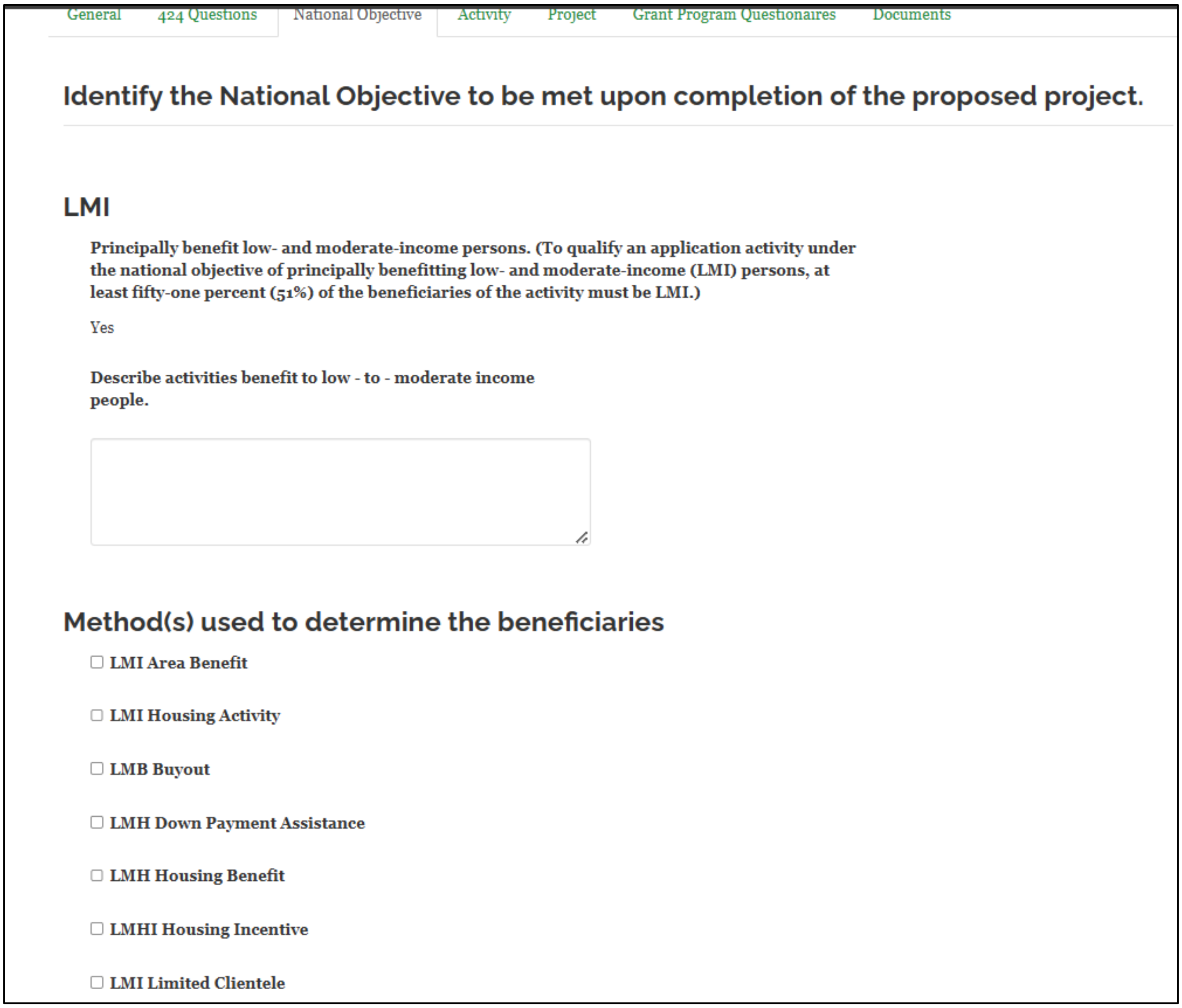
All CDBG-DR funded activities must meet a national objective. In this section the housing applicant must select Low- and Moderate-Income (LMI) Persons and provide information to support the selection. Guidance regarding documenting beneficiaries is available on the DRRP webpage where you can download the Documenting Beneficiaries Manual.

Applicant will see the national objective selected in the call for projects submission.

4.3.1 Low- and Moderate-Income (LMI)

Enter the Low- and Moderate-Income (LMI) Persons national objective details in this section. Projects meeting the LMI national objective principally benefit low- and moderate-income persons.

Figure 10: National Objective Tab



General | 424 Questions | National Objective | Activity | Project | Grant Program Questionaires | Documents

Identify the National Objective to be met upon completion of the proposed project.

LMI

Principally benefit low- and moderate-income persons. (To qualify an application activity under the national objective of principally benefitting low- and moderate-income (LMI) persons, at least fifty-one percent (51%) of the beneficiaries of the activity must be LMI.)

Yes

Describe activities benefit to low - to - moderate income people.

Method(s) used to determine the beneficiaries

☐ LMI Area Benefit

☐ LMI Housing Activity

☐ LMB Buyout

☐ LMH Down Payment Assistance

☐ LMH Housing Benefit

☐ LMHI Housing Incentive

☐ LMI Limited Clientele

- *Describe activities benefit to low- to – moderate income people.* – Applicant must describe the activity that benefits LMI persons. Ensure the description in this section aligns with similar descriptions elsewhere in the application.
- *Method(s) used to determine the beneficiaries* – Applicant must select the method used to determine beneficiaries. In this question, “method” refers to the specific LMI activity by which LMI persons are deemed to benefit from the project:
    - ***LMH Housing Benefit***: To be used for DRRP affordable multifamily projects.

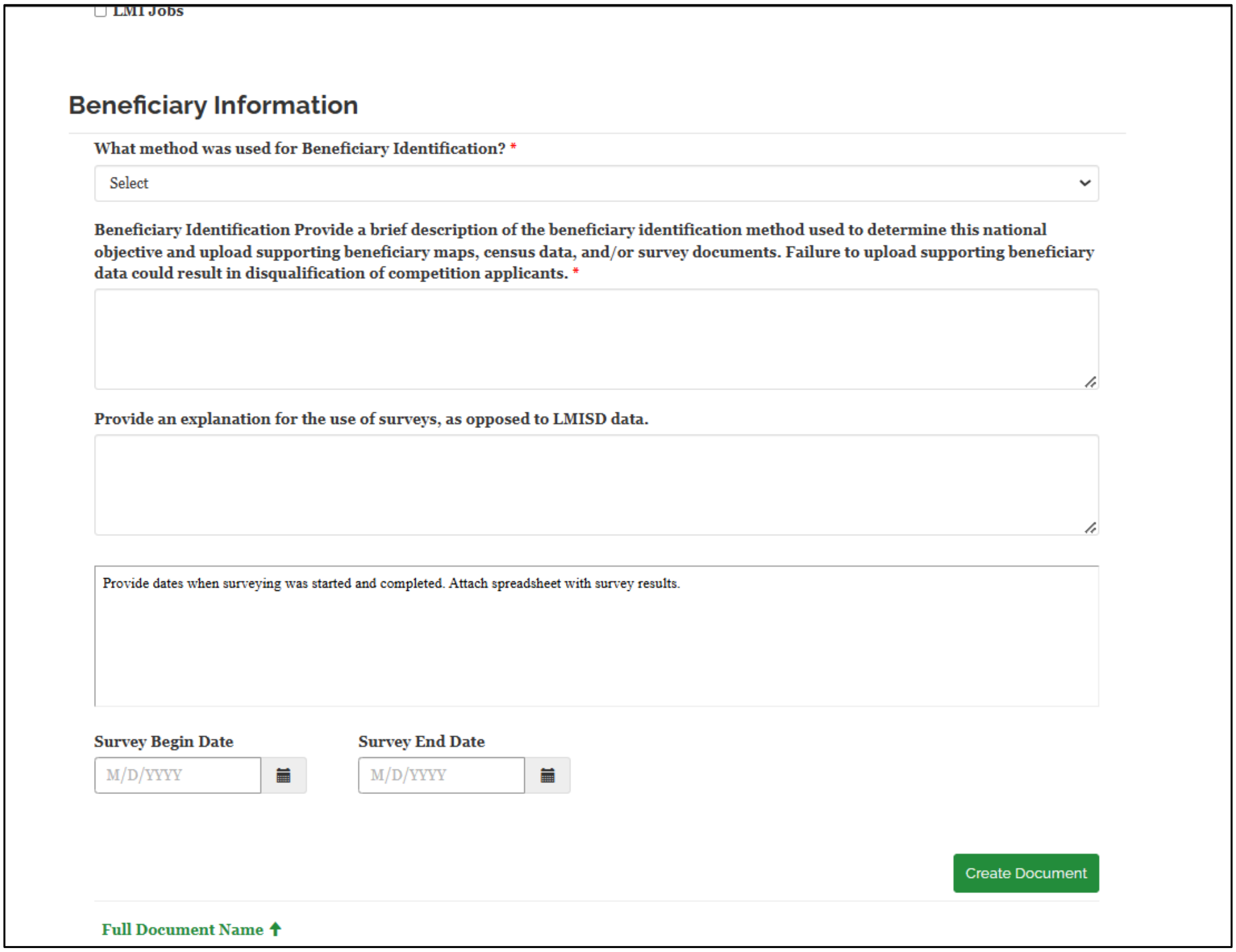
4.3.2 Urgent Need

The Urgent Need (UN) national objective applies to projects or activities that are designed to alleviate emergency conditions. Urgent Need projects are not eligible for housing applications.

4.3.3 Beneficiary Information

Accurate and detailed beneficiary information is essential for effective program implementation and compliance. This section outlines the requirements for identifying low- and moderate-income (LMI) persons, the total number of beneficiaries, and their demographic profiles. Housing projects serve beneficiaries through the residents.

Figure 11: National Objective Tab – Beneficiary Information (Continued)



The applicant must summarize the approach used to identify the method selected to document beneficiaries for the application. If LMISD was selected, the applicant must ensure that the project serves a significant portion of the applicable Census geographic area. If surveys were selected, a survey of the residents in the selected Census geographic area is required.

- *What method was used for Beneficiary identification?* - For housing applications, select Census (HUD LMISD)
- *Beneficiary Identification Provide a brief description of the beneficiary identification method used to determine this national objective and upload supporting beneficiary maps, Census data, and/or survey documents. Failure to upload supporting beneficiary data*

could result in disqualification of competition applicants. – Enter "Housing project beneficiaries to be determined."

- *Provide an explanation for the use of surveys, as opposed to LMISD data* – Enter "Housing N/A"
- *Provide dates when survey was started and completed. Attach spreadsheet with survey results.* –Enter "Housing N/A"
- *Survey Begin Date* and *Survey End Date*: Do not enter dates in these fields. No documents are necessary to upload in this section.

Failure to upload supporting beneficiary data will not result in penalties for housing applications.

- *Provide Total Number of Beneficiaries*- Enter the total number of units on the property.
- *Provide number of LMI beneficiaries*- Enter the total number of units reserved for LMI households (Must meet or exceed 51%)
- *Is the applicant a HUD exception Grantee*- Answer Yes/No

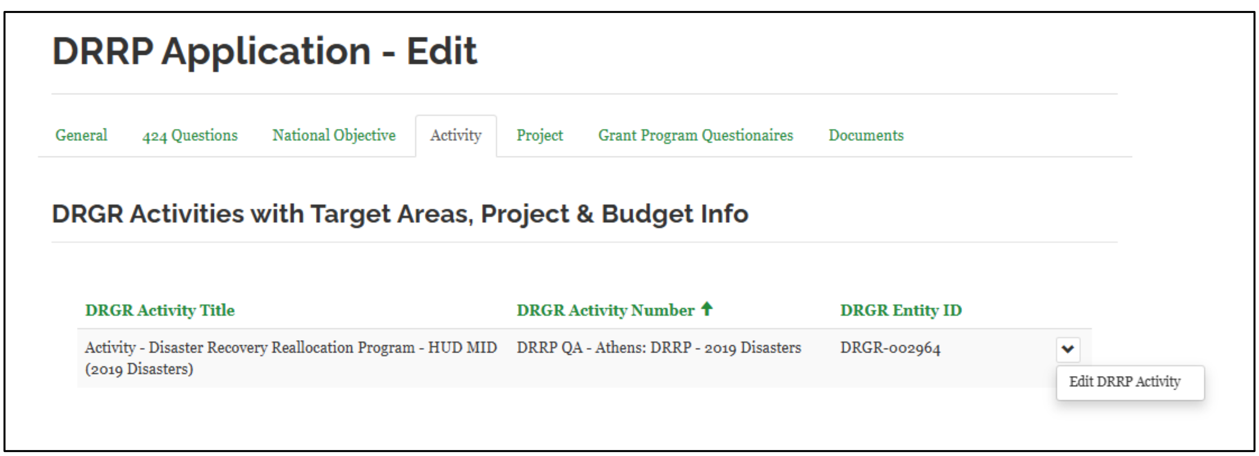
The remaining sections of this page are not applicable to housing applications. Scroll to the bottom of the page and select "Save Application".

4.4 Activity

The activity proposed in an application must demonstrate a tie-back to the corresponding disaster, supported by documented proof of impact. CDBG-DR funds must be used for disaster-related expenses in the most impacted and distressed areas. An activity underway prior to a Presidential Disaster Declaration will not qualify unless the disaster impacted the project.

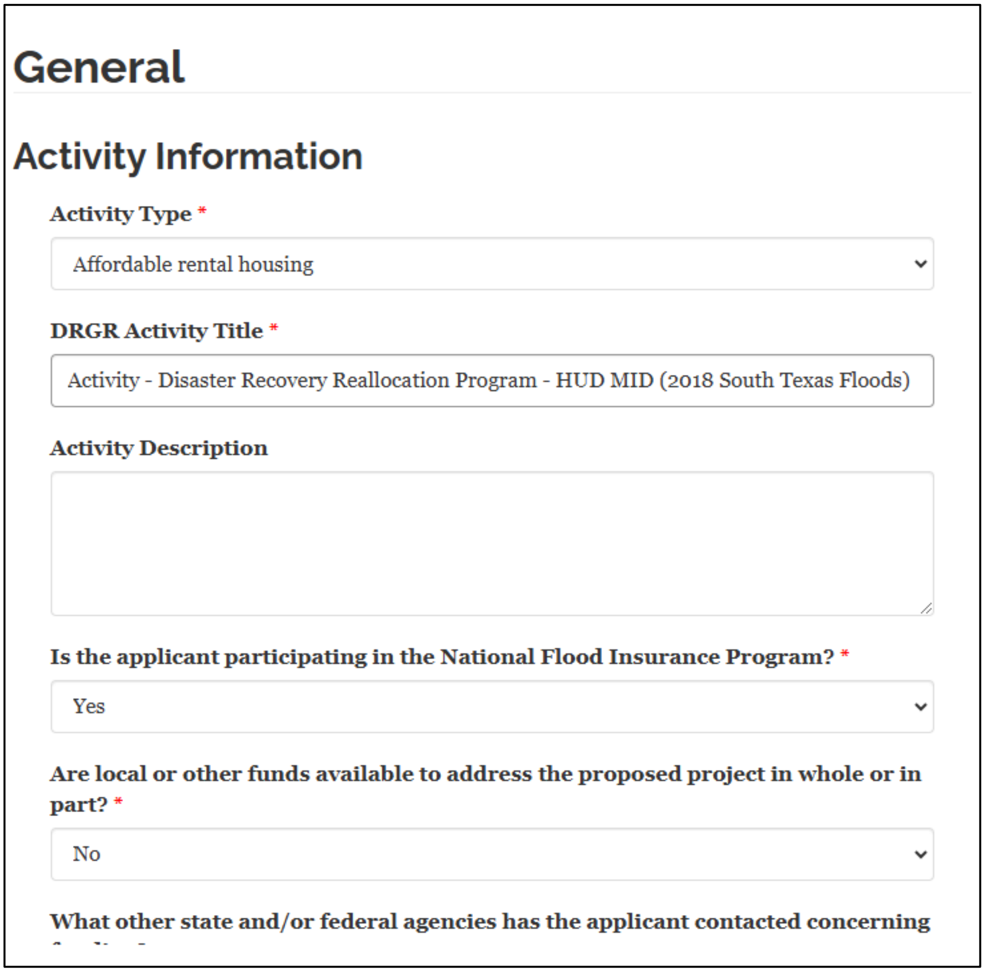
Further information will need to be collected for the proposed DRGR Activity. This can be completed by selecting the dropdown arrow and selecting "Edit DRRP Activity."

Figure 12: Activity Tab



A pop-up window will appear with two sections on it: General-Activity Information and Budget-Planned and Contracted.

Figure 13: Activity Tab - Pop Out Window



General

Activity Information

Activity Type *

Affordable rental housing

DRGR Activity Title *

Activity - Disaster Recovery Reallocation Program - HUD MID (2018 South Texas Floods)

Activity Description

Is the applicant participating in the National Flood Insurance Program? *

Yes

Are local or other funds available to address the proposed project in whole or in part? *

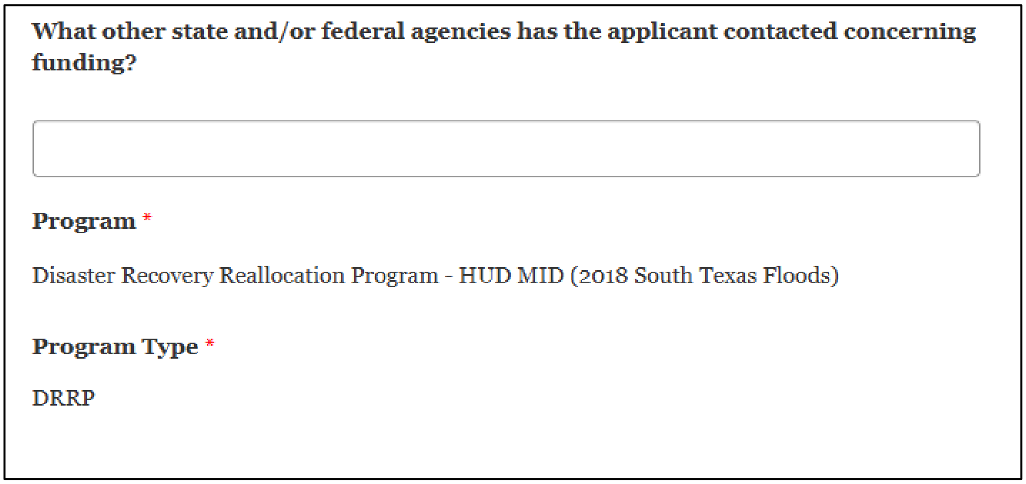
No

What other state and/or federal agencies has the applicant contacted concerning

- *Activity Type*: Select appropriate DRGR Activity via the drop-down selection that aligns with the proposed project and scope of work. TIGR drop down list includes more activities than are eligible in DRRP. Please select the applicable eligible activity listed below for the DRRP Program application
    - Affordable Rental Housing
- *DRGR Activity Title*: This will be prepopulated based on the information provided in the call for projects
- *Activity Description*: Applicant will enter information to specify the exact activity to be performed for the proposed project and scope of work. The activity description should give a high-level overview of the activity being performed and align with information provided elsewhere in the application. Housing activities must specify here whether the property is new construction, rehabilitation, or reconstruction.
- *Is the applicant participating in the National Flood Insurance Program?* The applicant must respond *Yes* or *No* via the dropdown selection
- *Are local or other funds available to address the proposed project in whole or in part?*

The applicant must respond *Yes* or *No* via the dropdown selection. Ensure other funds leveraged for the proposed project are identified in the budget section.

Figure 14: Activity Tab - Pop Out Window



- *What other state and/or federal agencies has the applicant contacted concerning funding?* Applicant should disclose all funding sources contacted for the proposed project. Indicate whether an application has been submitted for the same project in the DRRP application or if an award has been issued for the same project or part of the proposed project. Any project that sustained direct damage must have applied for FEMA Public Assistance, based on availability for the disaster.

4.4.1 Budget Preparation

Applicants are required to prepare a comprehensive budget including total project costs for construction, engineering, acquisition, and project delivery (grant administration and environmental services). Budget costs are entered directly into TIGR and supporting documentation will be uploaded. The budget should also reflect a breakdown of such costs between CDBG-DR funds and leveraged funds (local or other funds).

CDBG-DR Construction

Construction budget estimates must be prepared by a professional engineer or architect licensed to practice in the state of Texas using the *CDBG-DR Budget Justification of Retail Costs* form (BJRC, formerly known as Table 2) on the GLO recovery website. Guidance for completing the BJRC is available in a subsequent section of this guide. Construction and rehabilitation of residential units must follow federal standards for accessibility and visitability in accordance with Section 504 of the Rehabilitation Act of 1973.

CDBG-DR Engineering

Engineering costs include fees for all engineering services associated with the design, bidding, construction, and closeout phases. This includes but is not limited to: surveying; geotechnical testing; materials testing; onsite inspections; construction oversight; environmental support required to deliver the approved project; completion of required documentation and reporting for program compliance; and coordination to ensure timely expenditures and on-schedule completion.

Engineering fees that exceed the prescribed 15% fee cap will be the responsibility of the subrecipient. An applicant may provide justification in support of the total engineering fees beyond the fee cap for consideration. GLO will review such costs and justification for cost reasonableness during the application eligibility review phase.

The calculated amount of CDBG-DR engineering funds requested for each project must be consistent with the construction costs identified in the BJRC provided for each activity.

CDBG-DR Acquisition
Costs associated with acquisition required to complete the proposed project must be documented in the budget per project. Provide the amount of CDBG-DR acquisition funds required for real property.

CDBG-DR Grant Administration (Project Delivery)
Costs associated with administrative tasks and related costs required to implement the proposed project are documented as administration costs in the application budget. Grant administration may be carried out by a properly procured vendor or by the subrecipient. The applicant must clearly establish the portion of CDBG-DR funds to be used to pay for third-party vendor grant administration services, and/or the portion of CDBG-DR funds to be used to reimburse the applicant for in-house grant administration services and/or costs.

General grant administration costs should not exceed the prescribed fee caps defined for this program. Refer to the Project Delivery Caps section for more information.

CDBG-DR Environmental (Project Delivery)
Costs associated with completing the required environmental review record, associated requests for information, subsequent assessments, and re-evaluations required to achieve and maintain environmental clearance in compliance with applicable state and federal requirements are identified as environmental costs. Applicants should consider and include costs for any special reviews, permitting, or studies that will be required to secure the Authority to Use Grant Funds.

An applicant should assess the appropriate environmental review needs per project with consideration to project description, geographic location, special environmental requirements, budget, and schedule. The overall project should include all estimated environmental costs.

Environmental costs are included in the total project delivery fees cap.

Housing Affordability Requirements
Affordability Periods shall be enforced via a Land Use Restriction Agreement (LURA) for five to twenty years depending on storm tie-back. If a property is subject to an existing GLO LURA, the Applicant agrees to adhere to the terms of both LURAs, concurrently. Compliance with LURAs may be monitored by HUD, the GLO, or an assigned entity. Housing projects must include 5 or more units. If the project includes eight or more units on contiguous sites, at least 51% of the units must be kept affordable for the duration of the LURA. If the project includes units on non-contiguous sites or fewer than eight units, 100% of all units must be kept affordable for the duration of the LURA.

Substantial Rehabilitation & New Construction
All rehabilitation projects will be considered substantial unless the property can prove non-substantial rehabilitation with the GLO's acceptance. This includes installation of broadband infrastructure (24 CFR 570) and compliance with one of the four HUD Green Building Standards.

Substantial Rehabilitation definition can be found in HUD guidelines. New construction projects will also be required to meet Green Building and Broadband requirements.

Due Diligence (Other)

Applicants will be required to procure independent third-party vendors for an Affirmatively Furthering Fair Housing review, an Underwriting review detailing cost reasonableness and cash flow for life of LURA, and independent third-party construction reports throughout construction. An environmental review will be required and must also be performed by an independent third-party and result in an AUGF from HUD. If the proposal is a rehabilitation of an existing project, a Property Conditions Assessment from a third-party vendor will be required. Uniform Relocation Act compliance may be handled by the Applicant or a third-party vendor.

Bonds and Insurance

Prior to commencing any activity under a grant award contract, Applicant is required to tender to the GLO performance and payment bonds that meet or exceed the hard cost amount, as required by Chapter 2253, Texas Government Code. Bonds shall be provided by Applicant or Applicant's prime contractor.

Applicants/contractors shall carry Workers Compensation, General Liability, Commercial Automobile Liability, and Errors and Omissions insurance at the minimum amounts prescribed by the GLO. Work on any contract shall not begin until after the Applicant has submitted acceptable evidence of insurance. Failure to maintain insurance coverage or acceptable alternative methods of insurance shall be deemed a breach of contract.

Draw Request Process

All draws will be paid on a reimbursement basis. Payments may be based on a percentage of construction completion. The applicant will be responsible for all outstanding invoices earned under the contract. All draw requests will be submitted through TIGR. Up to 10% of the total GLO grant amount will be held in retainage until completion of the project and submission of required documents, per industry standard.

Other Funds

Specific use of Other Funds (FEMA, insurance, local, etc.) committed to the proposed project must be identified in the appropriate line of the proposed budget. Applicants must disclose all funding sources to be utilized on the proposed project and identify the use of other funding sources in the application budget.

If the budget includes local or other funding to leverage CDBG-DR funds, the applicant must upload documentation indicating the commitment of other funds including at a minimum, the source, amount, and project description for each additional funding source contributing to the proposed project.

Acceptable documentation to support leveraged costs includes, but is not limited to the following:

- Commitment letter from an elected or appointed official with the ability to allocate the funds
- Resolution from the applicable governing body

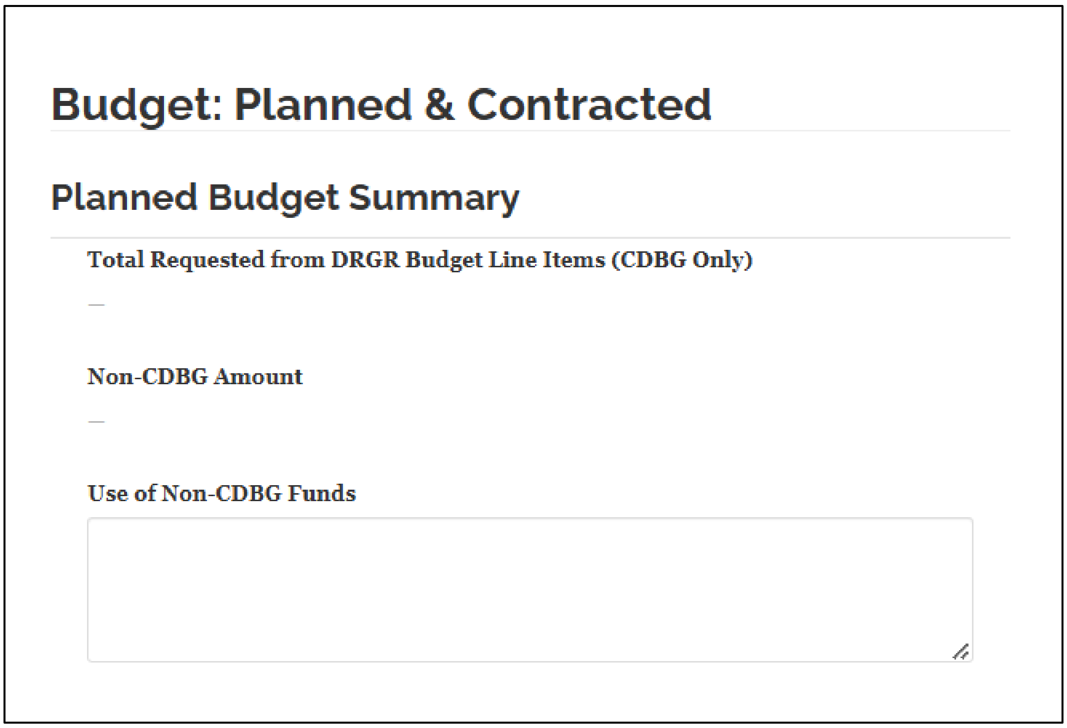
- Meeting minutes indicating the amount and approval from the applicable governing body

Documentation regarding leveraged funds from all sources will be assessed during the eligibility review to affirm the amount of leveraged funds utilized for the proposed project.

Applicant must ensure that the budget total equals the amounts entered on the required Application for Federal Assistance SF-424 (SF-424).

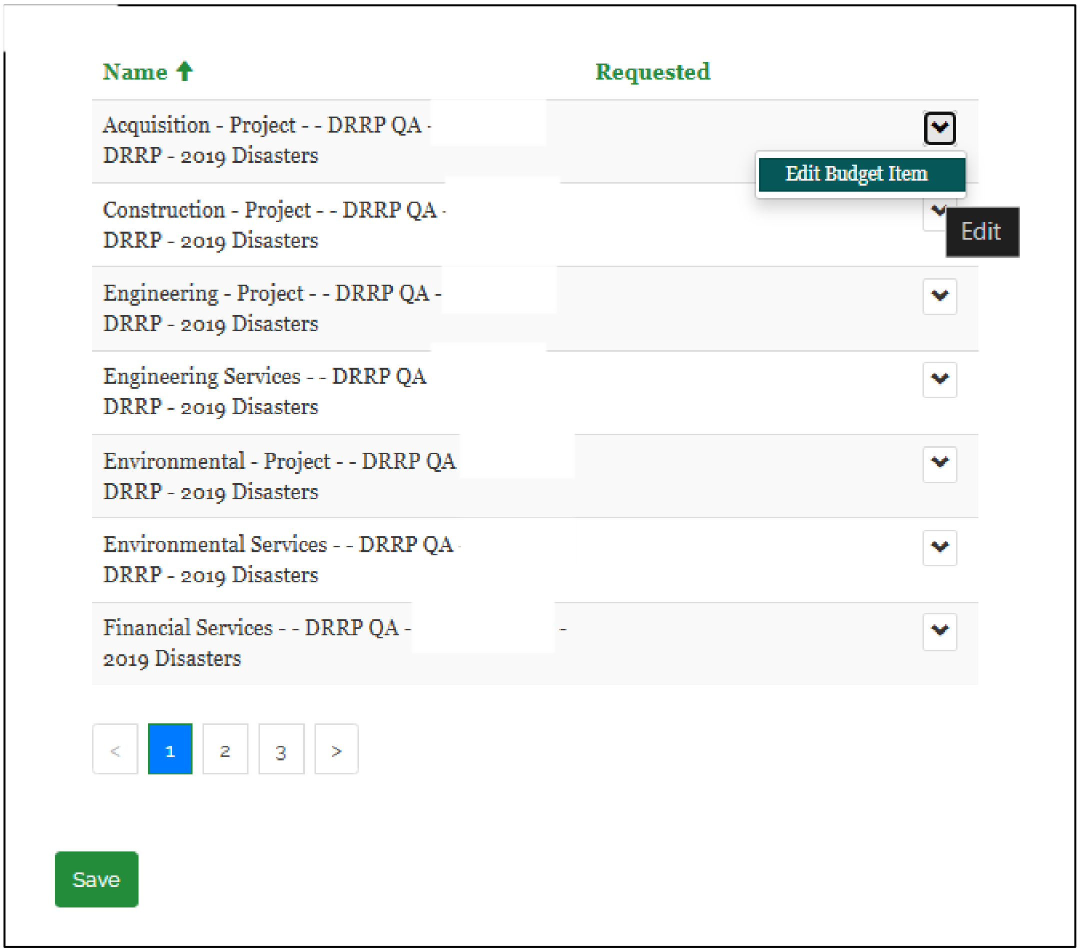
4.4.2 Entering the Budget in TIGR Portal

Figure 15: Activity Tab - Pop Out Window



- *Total Requested from DRGR Budget Line Items (CDBG Only)*: This field will be auto populated once the budget line-item dollar figures have been entered
- *Non-CDBG Amount:* This field will be auto populated once the budget line-item amounts have been entered.
- *Use of Non-CDBG Funds*: Provide an explanation of the non-CDBG funding source, indicate details such as whether the funds have been awarded or are pending award. Confirm the proposed project is an eligible use for the non-CDBG funds.

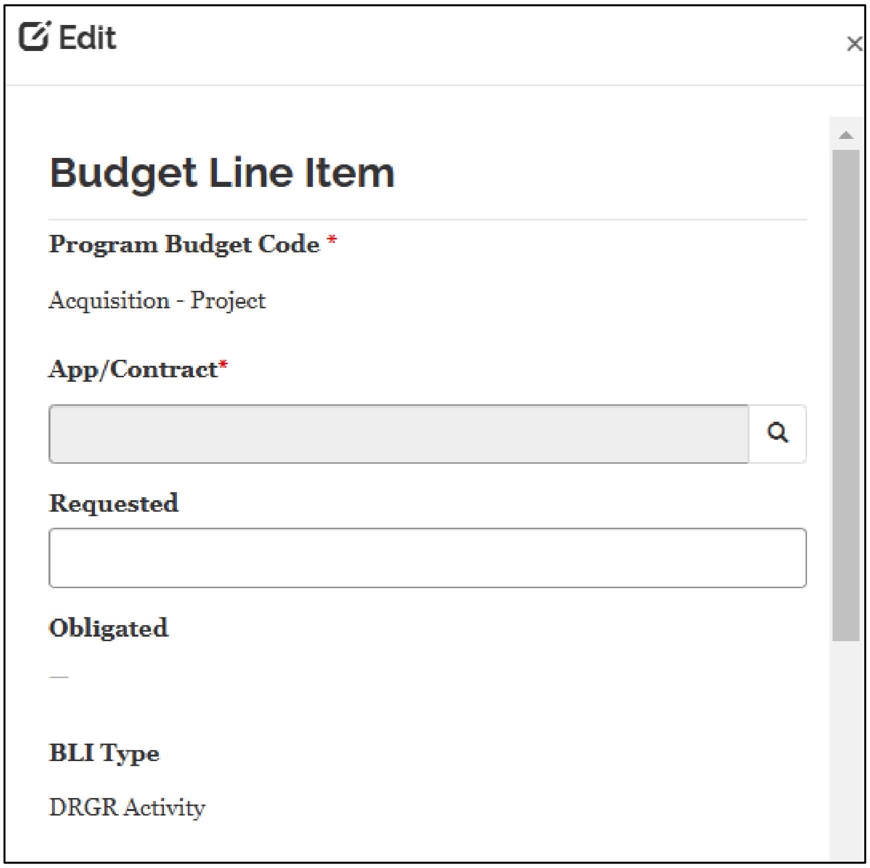
Figure 16: Activity Tab - Pop Out Window



The budget is entered by selecting the dropdown arrow "*Edit Budget Line Item*" next to the applicable budget line item. The applicable budget line items for DRRP housing activities are as follows:

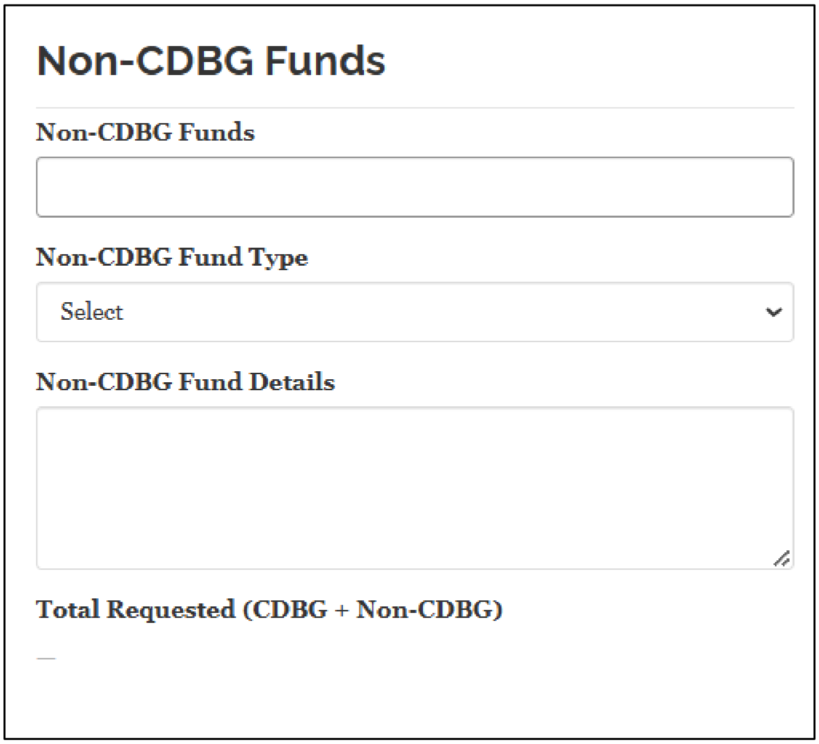
- *Residential Construction Services (Includes acquisition and construction costs only)*
- *General Services (all other costs)*

Figure 17: Budget Line Item- Pop Out Window



- *App/Contract*: Select the magnifying glass to look up the applicable application in the search bar. Mark the checkbox next to the application and click the Select button
- *Requested:* Enter the dollar amount in numerical format only (do not include "$") for the associated budget line item

Figure 18: Budget Line Item- Pop Out Window



- *Non-CDBG Funds*: Enter the dollar amount in numerical format only (do not include "$") for the associated budget line item, if applicable
- *Non-CDBG Fund Type*: Select the appropriate Non-CDBG Fund Type for the dollar amount entered via the dropdown selection of Federal, State, Local, Applicant, Other.
- *Non-CDBG Fund Details:* Identify the source details for the selected funding type. Source details to include Federal (what agency), State (what agency), Local (identify the source/entity of local funding), Applicant, Other (identify what other source)
- Select *Submit*
- *Repeat steps for all applicable budget line items*

Once all budget line items have been entered, confirm the "Total Requested from DRGR Budget Line Items (CDBG Only)" field reflects the correct sum of all budget line items for the proposed project. Confirm the "Non-CDBG Amount" has the correct sum of all budget line items for the proposed project, if applicable.

Applicants must present a thorough budget that includes all elements required for an eligible and successful project. Any discrepancies between the supporting documentation and information entered in TIGR Portal may delay the application review.

4.4.3 Cost Verification

Each proposed project will undergo cost verification to verify the planned project costs are eligible and reasonable.

4.4.4 Project Delivery Caps

Fee caps are applicable to Project Delivery (General Services line item)

Project Delivery

Project Delivery includes, but is not limited to, grant administrator fees, costs associated with environmental clearance, and eligible costs for in-house grant administration efforts. For instance, applicants may choose to utilize a portion of their project delivery grant funds to supplement costs for their single audit or pay for appropriately documented staff administration efforts.

Project Delivery costs should be estimated according to the total effort required to deliver a complete project and included in the application budget.

Table 1: DRRP Project Delivery Fee Caps (Housing)

Total DRRP Budget (Housing activities)	Percentage Cap
$500,000 - $20,000,000.00	12%

Project Delivery completed by the applicant with in-house staff for reimbursement is considered self-administration. Applicants may choose to self-administer eligible grant administration review tasks, procure a third-party vendor, or pursue a combination of the two.

If utilizing a combination of procured and in-house services, the application budget must clearly establish the portion of DRRP funds for third-party grant administration services, and the portion retained to reimburse the applicant for in-house efforts.

Housing-related project delivery activities are allowable up to 12 percent of program amounts for costs directly related to implementation. For CDBG-DR funding, the General Services line-item cannot exceed 12 percent.

Costs beyond the applicable fee cap are the responsibility of the applicant/subrecipient.

Fee caps are not intended to supersede the requirement to perform an independent cost or price analysis for every procurement effort, including contract modifications in compliance with 2 CFR 200. Procurement guidance is available at the GLO website.

4.5 Project

A project is defined as a discrete combination of:

- One entity (e.g., city, county, or public housing authority);
- One activity (e.g., water, sewer, etc.);
- One project service area (i.e., beneficiary population); and
- One HUD national objective (LMI).

Project detail must provide sufficient information to clearly identify the proposed project, define the location, indicate acquisition needs (i.e. real property), clearly describe the scope of work, specify the populations who will receive benefit from the project, and identify environmental assessment information.

Project detail is required. Any questions not answered will be considered incomplete. Project detail must be provided by the applicant in TIGR. This is completed by selecting the "Projects" tab and then "Complete an Existing Draft Project."

Figure 19: Project Tab

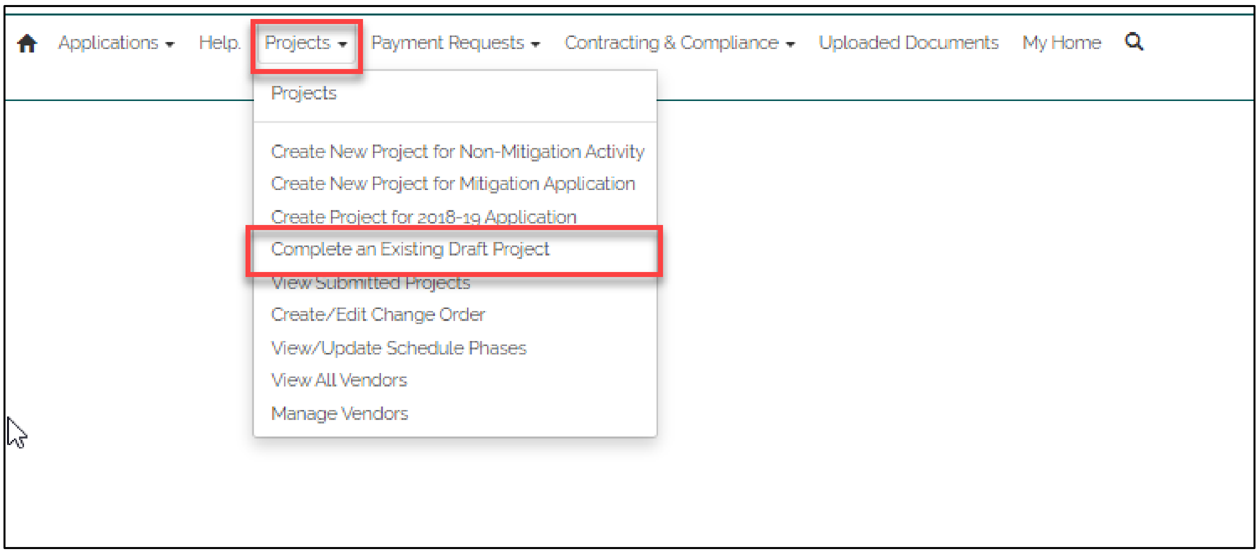
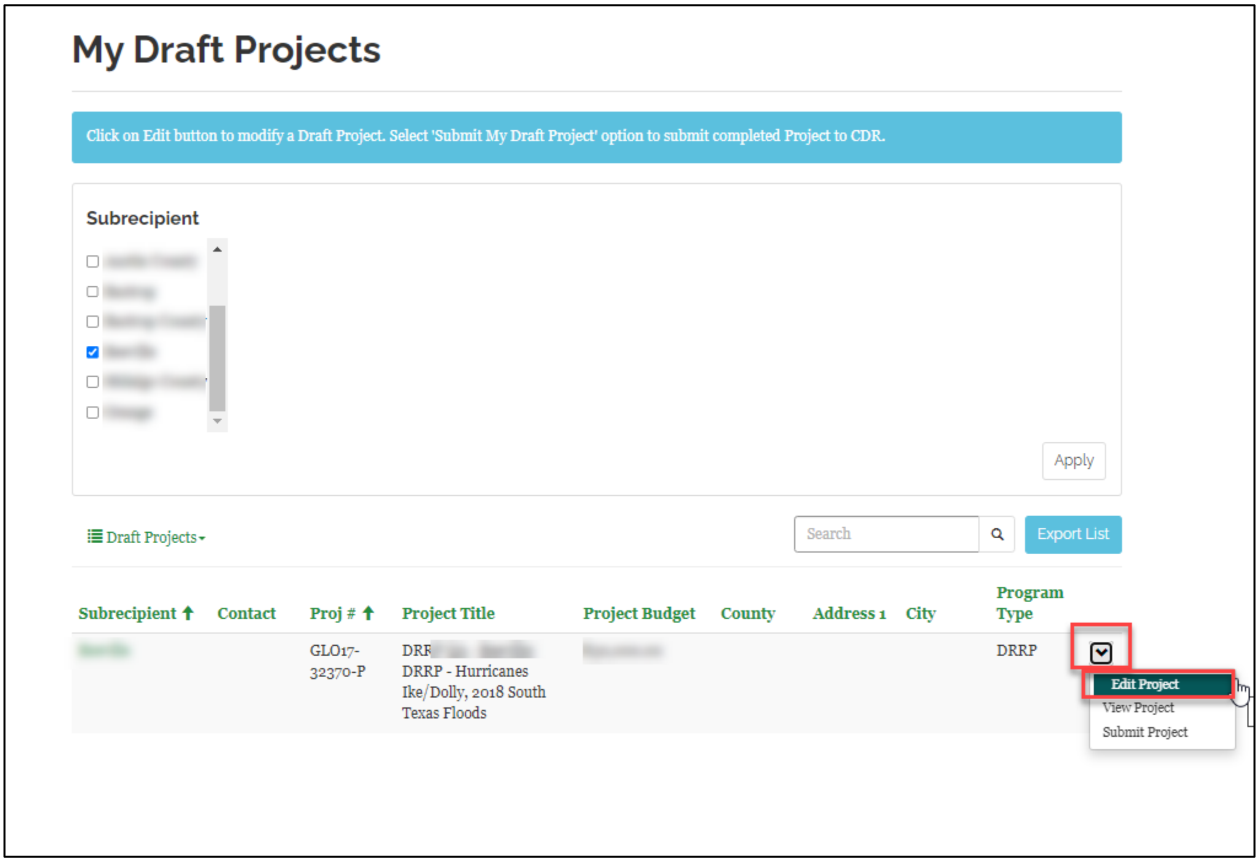


Figure 20 Project Tab: My draft projects



You can also go to your application, select the 'Project' tab, and select 'Edit DRRP Project'.

Figure 21: Project Tab: Edit

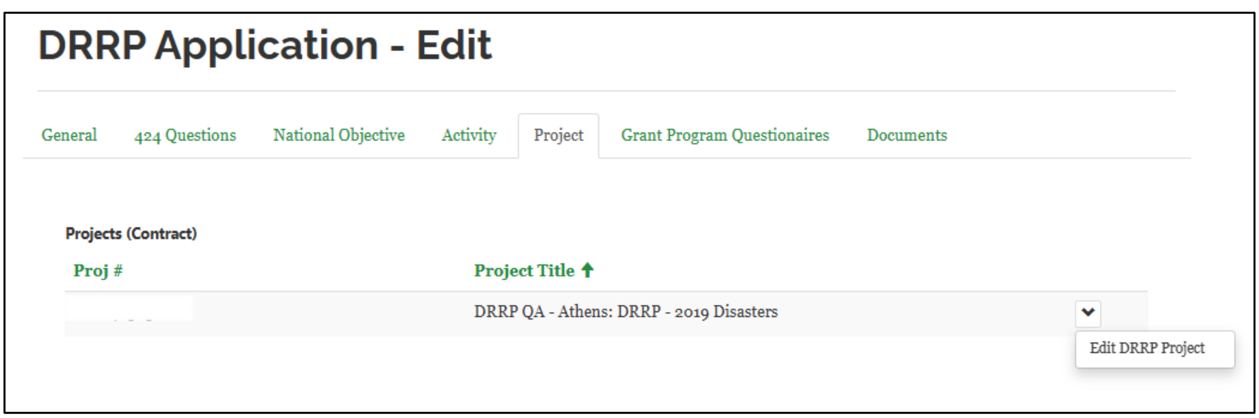
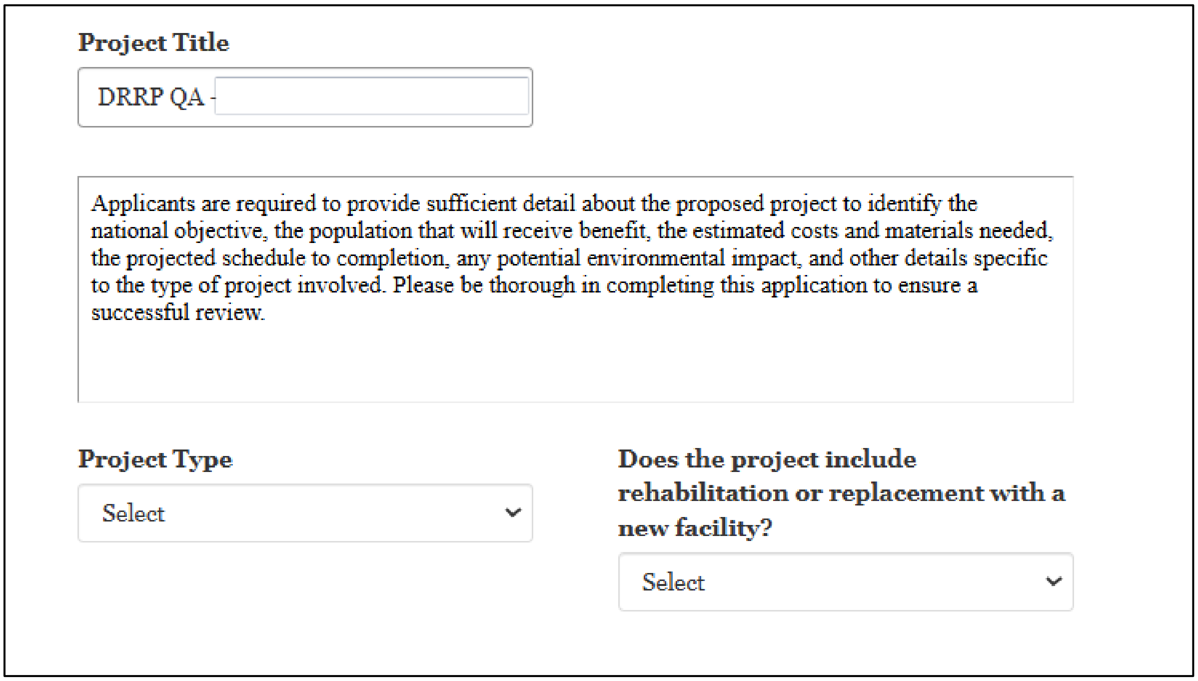


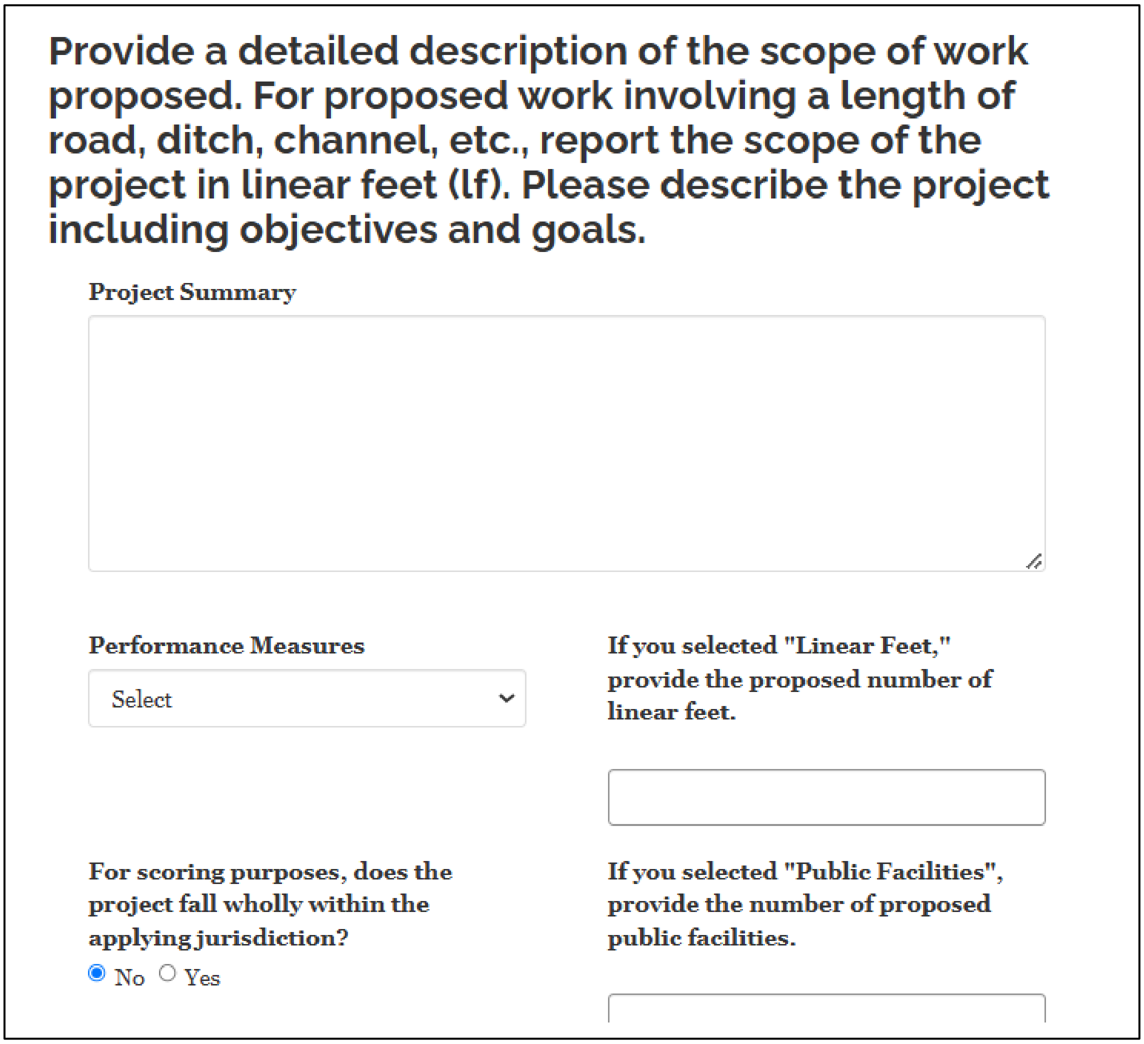
Figure 22: Project Tab: Pop Out Window A



- *Project Type*: Select the applicable project type that aligns with the DRGR Activity type submitted. The project type must be clearly defined in the scope of work. Select:
  - *Affordable Rental Recovery Program*

- *Does the project include rehabilitation or replacement with a new facility?*
  The applicant will respond *Yes* or *No* via the dropdown selection. Rehabilitation is to rehabilitate/add to an existing project site within the scope of work. Replacement is defined as decommissioning the existing project sites and reconstructing a new facility on the original foundation. A plan for decommissioning the existing project sites will need to be provided in the project scope of work detail, if applicable.

Figure 23: Project Tab - Pop Out Window B



Provide a detailed description of the scope of work proposed. For proposed work involving a length of road, ditch, channel, etc., report the scope of the project in linear feet (lf). Please describe the project including objectives and goals.

Project Summary

Performance Measures

Select

If you selected "Linear Feet," provide the proposed number of linear feet.

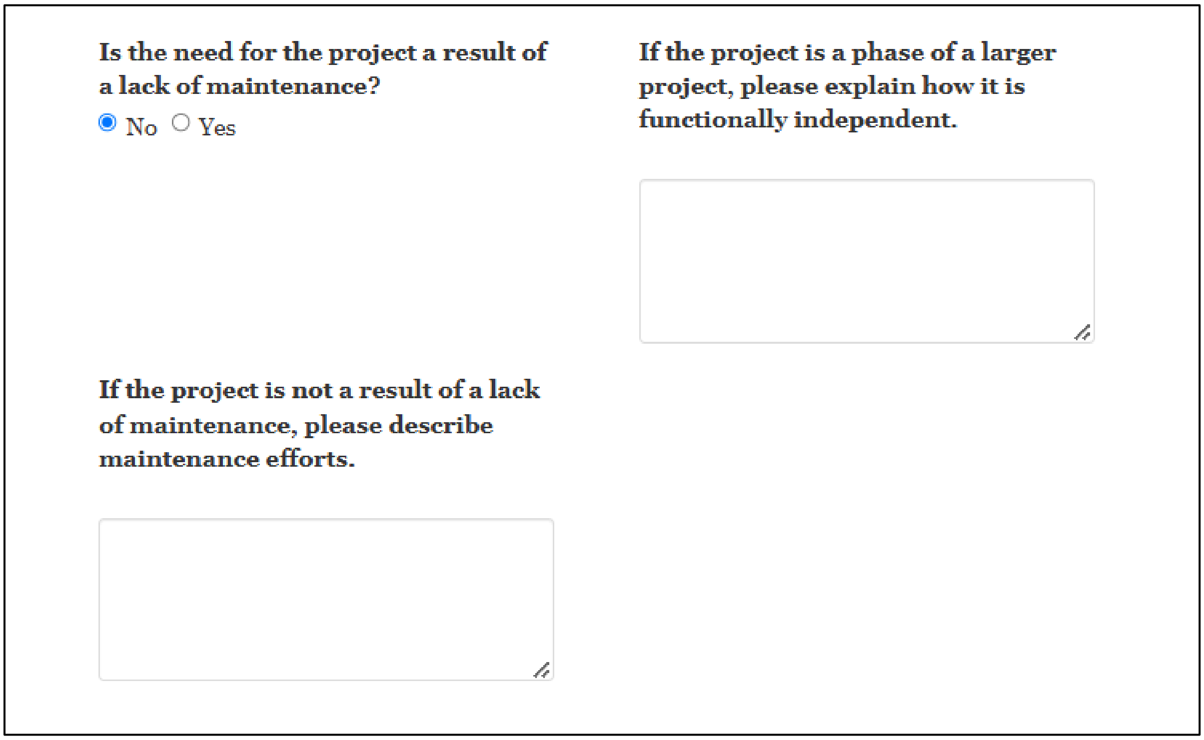
For scoring purposes, does the project fall wholly within the applying jurisdiction?

No Yes

If you selected "Public Facilities", provide the number of proposed public facilities.

- *Project Summary:* Provide a detailed description of the scope of work to describe the type of work, size, and specific project locations with street names, as applicable. This information must align with project information provided in other sections of the application. The project location must be defined with location coordinates in decimal degrees up to five decimal places. Indicate if the project will require acquisition. and the estimated number of parcels.
- *Performance Measures*: Housing activities should skip this question.
- *If you selected "Linear Feet," provide the proposed total number of linear feet.* install Housing activities should skip this question.
- *For scoring purposes, does the project fall wholly within the applying jurisdiction?* Select *Yes* or *No*. DRRP applications will not be scored. However, applicant must respond accordingly.

Figure 24: Project Tab - Pop Out Window



- *Is the need for the project a result of a lack of maintenance?* Applicant to select *Yes* or *No* as appropriate. Proposed projects due to lack of maintenance are ineligible
- *If the project is a phase of a larger project, please explain how it is functionally independent.* Projects that are identified as functionally independent, but part of a larger improvement should include a narrative of the larger project. The completion of the other phases must not affect the construction schedule or occupancy of the project.
- *If the project is not a result of a lack of maintenance, please describe maintenance efforts.* Only applicable for rehabilitation housing activities.

4.5.1 Project Schedule

Applicants are required to provide sufficient detail regarding the projected schedule for the completion of each project. To fulfill this requirement, the Project Schedule section in TIGR must be completed. To present the most accurate implementation schedule, please use May 1, 2025, as the start date to initiate the "Professional Procurement" phase, which represents the estimated date to initiate contract start. Note: the actual start date will be based on the contract execution date.

From the date of contract execution, subrecipients will have a maximum of two years to complete the project. Submissions with a shorter projected timeline may result in a completion period of less than two years, so it is important for entities to carefully consider the timeline provided in their submission. Each project contract will have a specific timeline, which will vary based on the execution date and the project submission details.

The Schedule Phase options that are available in TIGR are defined below. Applicants must include all available schedule items that will occur during the contract term., Include at minimum:

Professional Procurement, Environmental Review, Acquisition, Housing Due-Diligence-Other, Engineering Design, Construction, and Closeout Completion. Some schedule items may run concurrently.

Schedule Phase Definitions

Professional Procurement: The third-party procurement for due diligence items occurs during this time following the requirements in 2 CFR Part 200, Subpart D, specifically § 200.317 through § 200.327. This may occur prior to contract execution.

Environmental Review: Applicants must consider any factors, such as special permitting, endangered species, wildlife migratory patterns and seasonal issues that may impact completion of the project. This phase concludes with the receipt of the Authority to Use Grant Funds (AUGF). Projects that require extended periods of environmental review must consider the feasibility of completing construction timely. DRRP projects are not eligible for contract extensions.

Acquisition: The process by which a subrecipient obtains real property or land through purchase, donation, or other means for the purpose of carrying out activities eligible under the DRRP program. All acquisitions must comply with applicable federal, state, and local laws, including the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), to ensure fair and equitable treatment of property owners and occupants. The purchase of real property or land may not occur until after the date of the AUGF.

Housing Due-Diligence- Other: The time in which reports for third-party Affirmatively Furthering Fair Housing, Underwriting, and any other mandatory submissions may occur.

Engineering Design: This phase includes activities such as feasibility studies, site assessments, preparation of plans and specifications, special permitting (if applicable) and cost estimation.

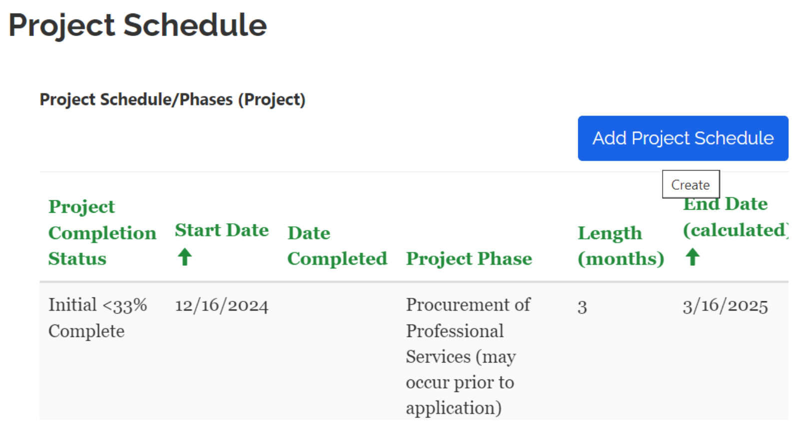
Construction: All work required to complete the project in accordance with approved plans and specifications will take place during this phase.

- *Construction Completion*: The date that all construction activities will be completed. Includes the following: *Certificate of Construction Completion (COCC)*: A formal document issued to verify that the project has been constructed and completed in compliance with all contractual obligations, program requirements, and applicable standards. Certificate of Substantial completion may be accepted for some rehabilitation projects as determined by the GLO.
- *Final Wage Compliance Report (FWCR)*: A report submitted to confirm compliance with applicable federal labor laws, including the Davis-Bacon Act, documenting that all workers were paid prevailing wages and other labor standards were met.
- *Retainage Documents*: Gather and submit all documents listed on the retainage checklist to be provided by the GLO.

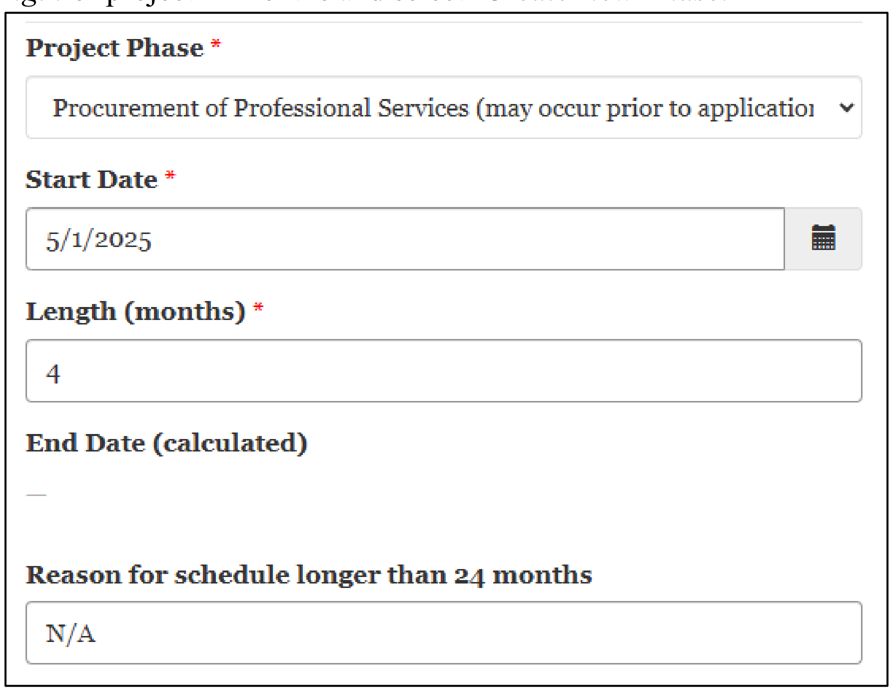
4.5.2 TIGR Project Schedule Entry

- Navigate to the schedule in TIGR by clicking *Project tab* and select the dropdown to *Edit the DRRP Project.*

- Scroll to the *Project Schedule Section* and click the "*Add Project Schedule*" button to add a new project phase. Select from the options described above for a housing project.



- Select the dropdown under *Project Phase* to select the applicable phase. Enter the *start date* and *length* of project in months and select '*Create New Phase.*"



- The newly created phase will appear on the overall project schedule table in TIGR.
- *Start Date* – Applicant will enter May 1, 2025, for purposes of completing the application.
- *Length months* – include the total number of months, not to exceed 24.
- *End Date* – this field is calculated by TIGR based on applicant responses and may include overlap leading to a term longer than 24 months.
- *Reason for schedule if it is longer than 24 months* – Applicant will enter N/A. This is not an option for DRRP.

4.5.3 Service Area Detail

A project service area consists of the geographic area in which the proposed project will be implemented and ultimately provide benefit to the defined population

Each project service area detail must satisfy the requirements identified above by providing sufficient information to clearly identify the proposed project, specify the location to the greatest extent possible:

- Specify the populations who will receive benefit from the recovery project;
- Indicate whether acquisition (i.e., real property) is required;
- Clearly describe the scope of work;
- Identify environmental assessment expectations;
- Provide realistic timelines and deliverables; and
- Outline funding detail to include any other funding to be used.

4.5.4 Mapping

A map must be provided the proposed project documents in the application that clearly plots coordinates and labels the project elements including any other necessary identifying information. Maps should be titled and/or numbered with the corresponding project title. Coordinates (i.e., latitude and longitude) are required for each project. Latitude and longitude must be provided in decimal degrees to five decimal places (e.g., 30.35860).

Latitude
Guidance: Enter the latitude point for the center (i.e., centroid) of the project.

Example: 30.35860

Longitude
Guidance: Enter the longitude point for the center (i.e., centroid) of the project.

Example: -97.74747

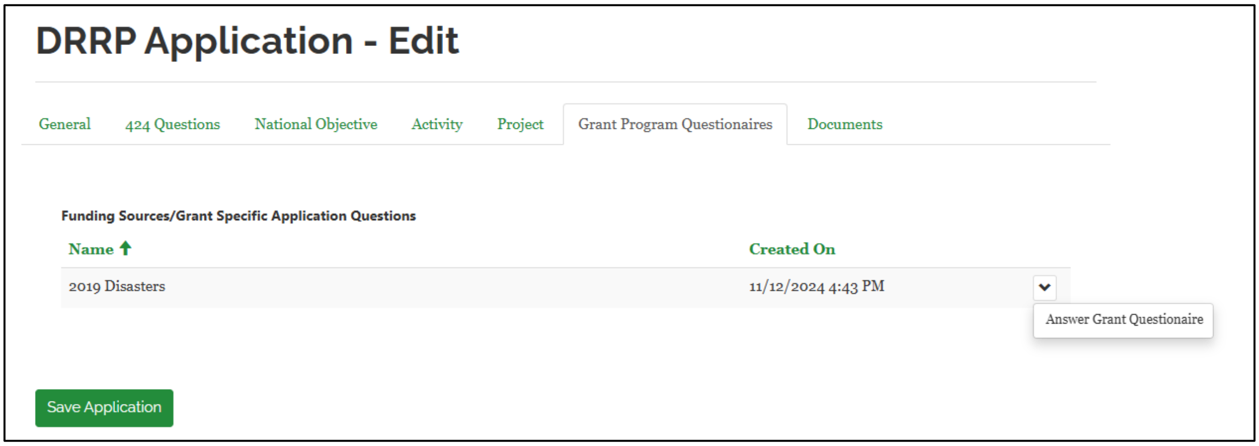
Project area mapping is a required element for every proposed project. You will upload these map documents, in the “Documents” tab of the TIGR application once your project has been created.

Upload all necessary project area maps along with any explanatory documentation.

- *Document Group*: Project
- *Document Type*: Maps
- *Document Title*: Use a unique descriptive title for each map or explanatory document

4.6 Grant Program Questionnaires

Figure 25: Grant Program Questionnaires Tab



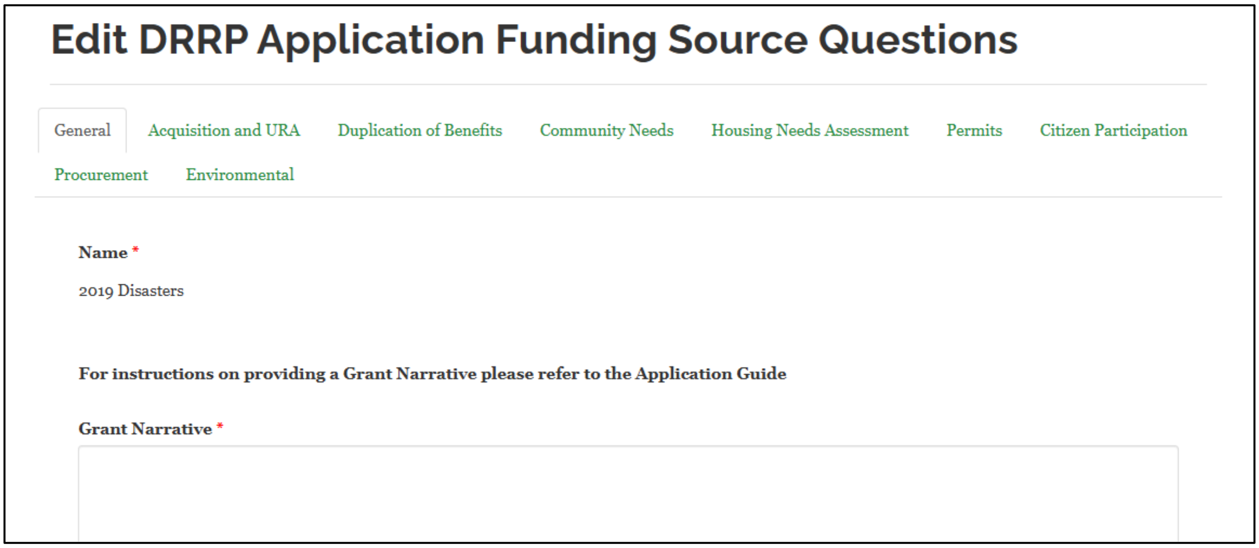
To answer the Grant Program questions, click the dropdown arrow and select *Answer Grant Questionnaires*. Subsections of the Grant Program Questionnaires include:

1. General
2. Acquisition and URA
3. Duplication of Benefits
4. Community Needs
5. Housing Needs Assessment
6. Permits
7. Citizen Participation
8. Procurement
9. Environmental

4.6.1 General

A pop-up window will appear in the *Grant Questionnaires, General* subsection. Enter a project description including what the proposed project entails and how it contributes to long-term disaster recovery in support of housing.

Figure 26: Grant Program Questionnaires - General Tab



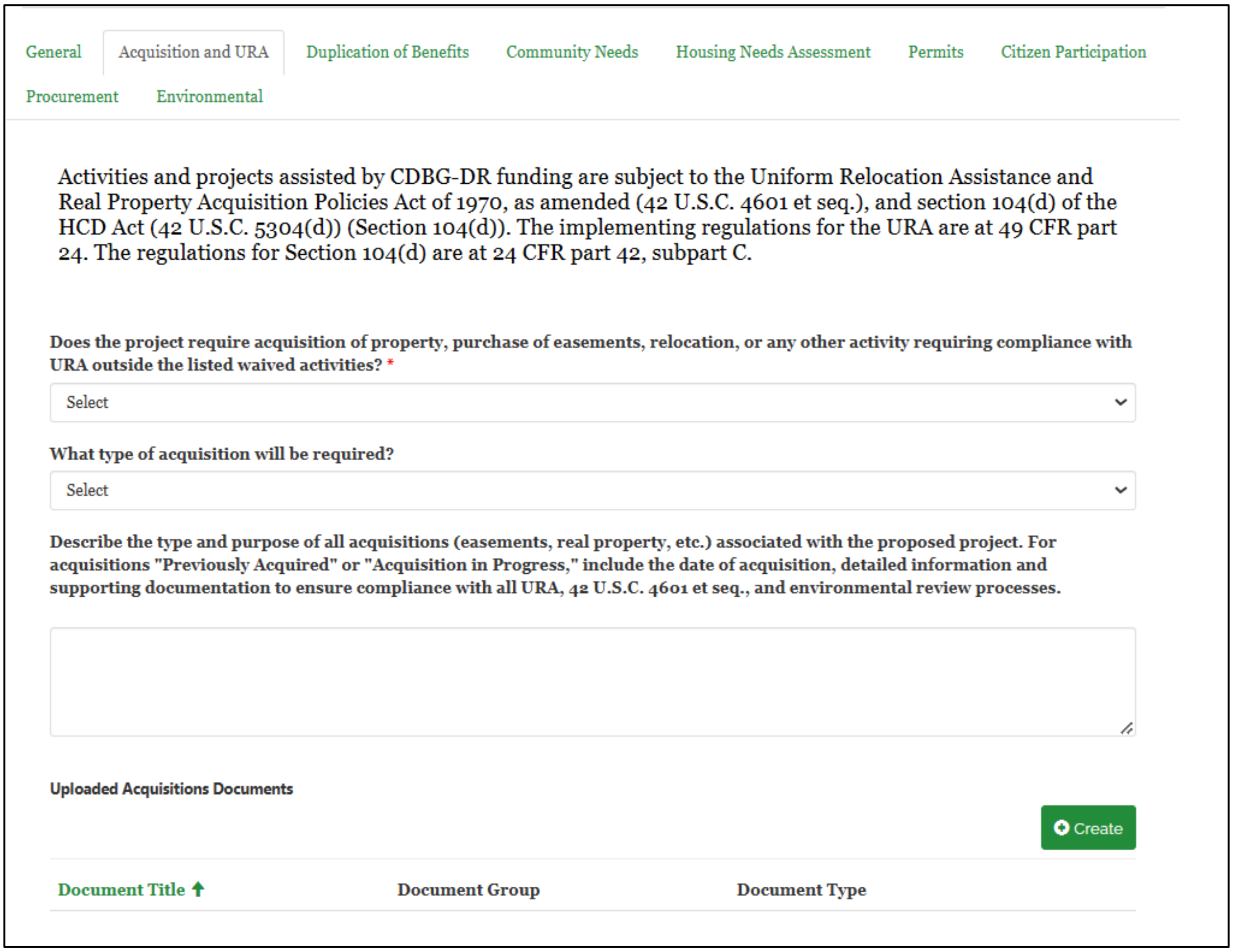
- *Grant Narrative*: The narrative is an opportunity for the applicant to convey to GLO a summary of the proposed project, the justification for project selection, and the details of implementing the project. Applicant should at minimum, describe the proposed scope of work, identify project locations, define the service area, explain the project tie back to the specific disaster. This narrative must align with information provided in other sections of the application.

4.6.2 Acquisition and URA

Activities and projects assisted by CDBG-DR funding are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601 et seq.), and section 104(d) of the HCD Act (42 U.S.C. 5304(d)) (Section 104(d)). The implementing regulations for the URA are at 49 CFR part 24. The regulations for Section 104(d) are at 24 CFR part 42, subpart C.

Applicable documentation available to date in support of acquisition for the proposed project must be provided by the applicant. Documentation can be uploaded by selecting the "*Create*" button.

Figure 27: Grant Program Questionnaires - Acquisition and URA Tab


General | Acquisition and URA | Duplication of Benefits | Community Needs | Housing Needs Assessment | Permits | Citizen Participation | Procurement | Environmental

Activities and projects assisted by CDBG-DR funding are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601 et seq.), and section 104(d) of the HCD Act (42 U.S.C. 5304(d)) (Section 104(d)). The implementing regulations for the URA are at 49 CFR part 24. The regulations for Section 104(d) are at 24 CFR part 42, subpart C.

Does the project require acquisition of property, purchase of easements, relocation, or any other activity requiring compliance with URA outside the listed waived activities? *

Select

What type of acquisition will be required?

Select

Describe the type and purpose of all acquisitions (easements, real property, etc.) associated with the proposed project. For acquisitions "Previously Acquired" or "Acquisition in Progress," include the date of acquisition, detailed information and supporting documentation to ensure compliance with all URA, 42 U.S.C. 4601 et seq., and environmental review processes.

Uploaded Acquisitions Documents

Create

Document Title	Document Group	Document Type

- *Does the project require acquisition of property, purchase of easements, relocation, or any other activity requiring compliance with URA outside the listed waived activities?* Applicant to select *Yes* or *No* via the dropdown selection
  If *Yes*, the next question appears.
  Has the acquisition of the project location(s) been completed, in progress, or will need to be acquired? Select an option from the drop down: *Previously acquired, Acquisition in Progress,* or *To be Acquired.*
- *What type of acquisition will be required?*: Select from the list. Note, if this question appears when you mark "no" leave blank. To determine the type of acquisition that will be required for the proposed project, see Chapter 8 of the GLO Implementation Manual
  - *Voluntary*
  - *Involuntary*
  - *To Be Determined*
- *Describe the type and purpose of all acquisitions (real property) associated with the proposed project*. For acquisitions "Previously Acquired" or "Acquisition in Progress," include the date of acquisition, detailed information and supporting documentation to ensure compliance with all URA, 42 U.S.C. 4601 et seq., and environmental review processes. See Chapter 8 of the GLO Implementation Manual for additional guidance.

- If the project requires acquisition, a response of "yes" will require responses to the following".
    - *What is the planned number of parcels to be acquired?* Applicant will estimate the number of parcels intended to acquire and upload a map to support the estimate.
    - *What is the associated cost amount for this acquisition?* Applicant will estimate the total cost associated with acquisition. The amount entered in this field must match with the cost of acquisition on the BJRC.

4.6.3 Duplication of Benefits

As stated in the Continuing Appropriations Act, 2017 (Pub. L. 115– 56, approved September 8, 2017) the use of funds for activities reimbursable by, or for which funds are made available by, FEMA, the U.S. Army Corps of Engineers or any other Federal program are prohibited. This non-duplication of benefits restriction that prohibits the use of funds for activities reimbursable by other means remains in effect and cannot be waived.

Therefore, GLO must ensure that disaster recovery projects comply with this restriction.

Common sources of potentially duplicative funding include but are limited to:

- FEMA (non-PA)
- Insurance
- Other sources of local, state, and federal funding

Small Business Administration (SBA): Any and all SBA proceeds received for benefit of any project proposed in this application must be fully disclosed and detailed to ensure that funds are used most efficiently, and that duplication of benefit does not occur.

If SBA funding was received, provide all relevant documentation and evidence of funds committed/received/expended on the proposed project.

Insurance Coverage: Any and all insurance proceeds received for benefit of any project proposed in this application must be fully disclosed and detailed to ensure that funds are used most efficiently, and that duplication of benefit does not occur.

If insurance proceeds were received, provide all relevant insurance documentation and evidence of funds committed/received/expended on the proposed project. Also, explain why funds are needed above and beyond the insurance funding.

If a policy was in place for the proposed project, but a claim was not made, provide an explanation as to why.

Other Local, State, or Federal Funding: Any and all funds identified for use on any project proposed in an application must be fully disclosed and detailed to ensure accuracy in the budget, eligible use of all funds, schedule coordination, and that a duplication of benefit does not occur.

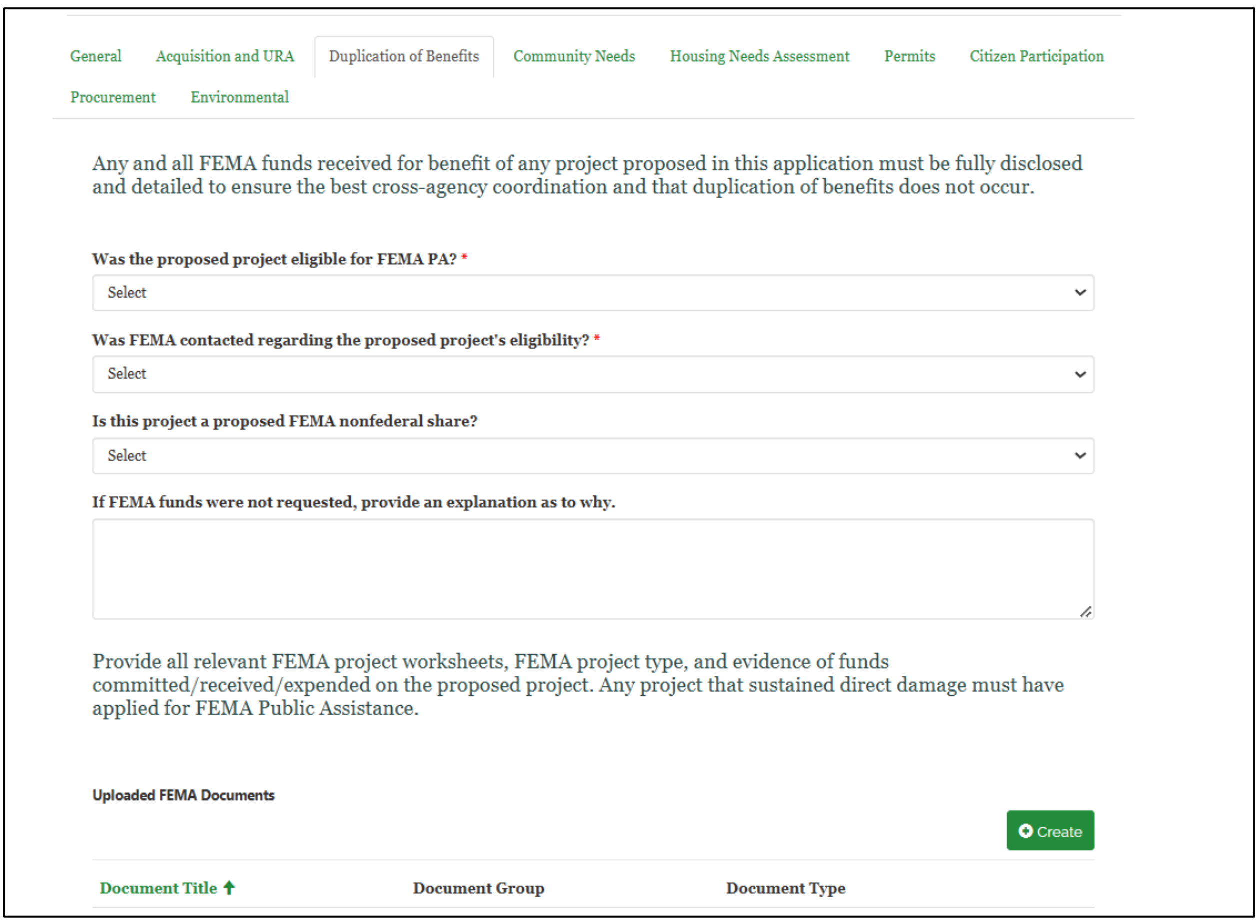
If other funds are available to address the proposed project in whole or in part, report all sources of that funding and reflect the specific uses (e.g. construction, engineering, administration, environmental).and amounts in the application budget.

Documentation identifying other state and/or federal agencies contacted for funding and the results of the funding must be provided.

Overall, any and all insurance proceeds received for benefit of any project proposed in this application must be fully disclosed and detailed to ensure that funds are used most efficiently, and that duplication of benefit does not occur. Any and all funds identified for use on any project proposed in an application must be fully disclosed and detailed to ensure accuracy in the budget, eligible use of all funds, schedule coordination, and that a duplication of benefit does not occur. Make sure information is complete and matches the budget provided.

Note: FEMA issued Public Assistance (PA) disaster declarations for Hurricanes Ike and Dolly (DR-1791 and DR-1780), 2015 Floods (DR-4223 and DR-4245), 2016 Floods (DR-4266, DR-4269, and DR-4272), and Hurricane Harvey (DR-4332), but not for the 2018 South Texas Floods (DR-4377) or the 2019 Disasters (DR-4454 and DR-4466).

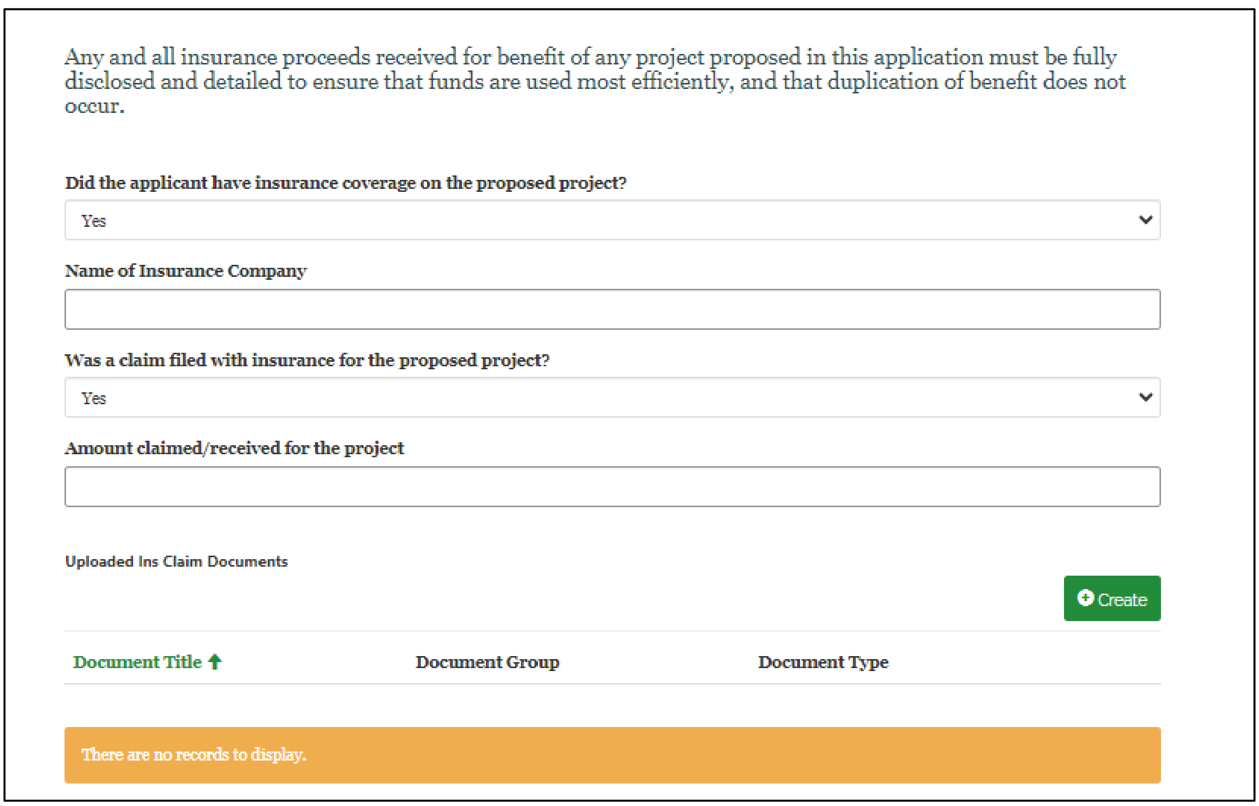
Figure 28:Grant Program Questionnaires - Duplication of Benefits Tab-FEMA



- *Was the proposed project eligible for FEMA PA?* Applicant will select *Yes* or *No* via the dropdown selection
- *If Yes, did you receive FEMA PA*? Applicant will select *Yes* or *No* via the dropdown selection

- *Was FEMA contacted regarding the proposed project's eligibility?* Applicant will select *Yes* or *No* via the dropdown selection. Any entity with a project that sustained direct damage must have applied for FEMA Public Assistance. If the response is Yes, provide the applicable documentation to support funding received for the proposed project. If FEMA PA funds were used for the proposed project, an explanation regarding why funds are needed above and beyond the FEMA funding is required.
- *Is this project a proposed FEMA nonfederal share?* The applicant will provide details of the overall budget for the proposed project and explain the need for the non-federal share requested in the application.
- *If FEMA funds were not requested, provide an explanation as to why*. Applicant will use this field to explain why FEMA funds were not requested at the time of the disaster in accordance with the response to a previous question. If this field is not applicable, mark N/A. Applicants should be aware that any entity with a project that sustained direct damage must have applied for FEMA Public Assistance, if they were available for the applicable disaster. FEMA-PA funding was not available for the 2018 South Texas Floods (DR-4377) or the 2019 Disasters (DR-4454 and DR-4466).
- *Upload FEMA Documents*: Applicant must upload all supporting documentation regarding FEMA funding, requests to FEMA, or denial of funding from FEMA to ensure duplication of benefits does not occur.

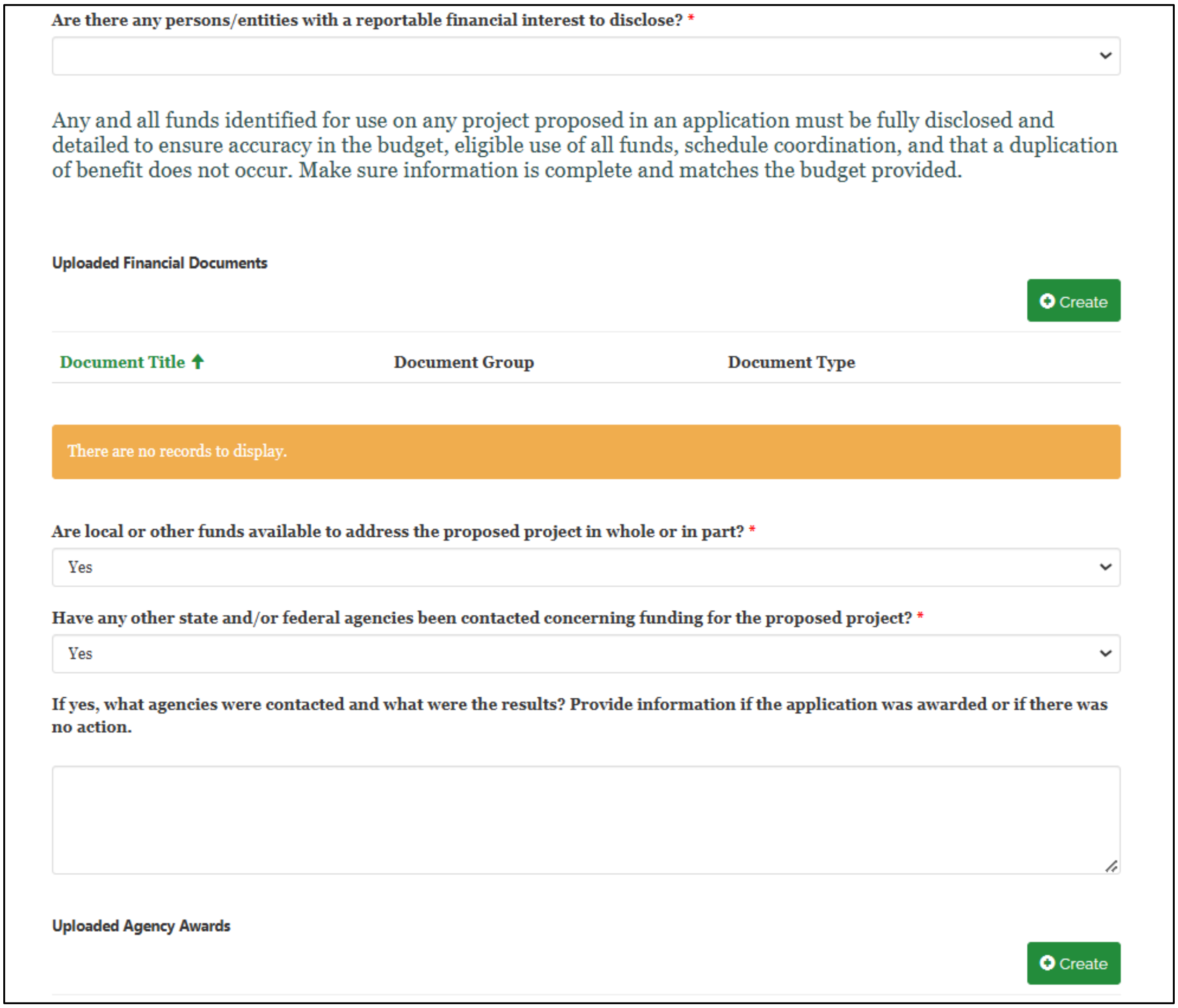
Figure 29: Grant Program Questionnaires - Duplication of Benefits Tab Insurance



- *Did the applicant have insurance coverage on the proposed project?* Applicant will select *Yes* or *No* via the dropdown selection

- *Name of Insurance Company*: If selected Yes to the answer above, input name of insurance company that provided coverage for the proposed project
- *Was a claim filed with the insurance for the proposed project?* Applicant will select *Yes* or *No* via the dropdown selection
- *Amount claimed/received for the project*: Insert the amount received for the project.
- *Upload Insurance Claim Documents:* Applicant must upload all supporting documentation regarding Insurance funding, requests to claim insurance funding, or denial of funding from Insurance to ensure duplication of benefits does not occur

Figure 30: Grant Program Questionnaires - Duplication of Benefits Tab - FIR



Are there any persons/entities with a reportable financial interest to disclose? *

Any and all funds identified for use on any project proposed in an application must be fully disclosed and detailed to ensure accuracy in the budget, eligible use of all funds, schedule coordination, and that a duplication of benefit does not occur. Make sure information is complete and matches the budget provided.

Uploaded Financial Documents

Create

Document Title	Document Group	Document Type

There are no records to display.

Are local or other funds available to address the proposed project in whole or in part? *

Yes

Have any other state and/or federal agencies been contacted concerning funding for the proposed project? *

Yes

If yes, what agencies were contacted and what were the results? Provide information if the application was awarded or if there was no action.

Uploaded Agency Awards

Create

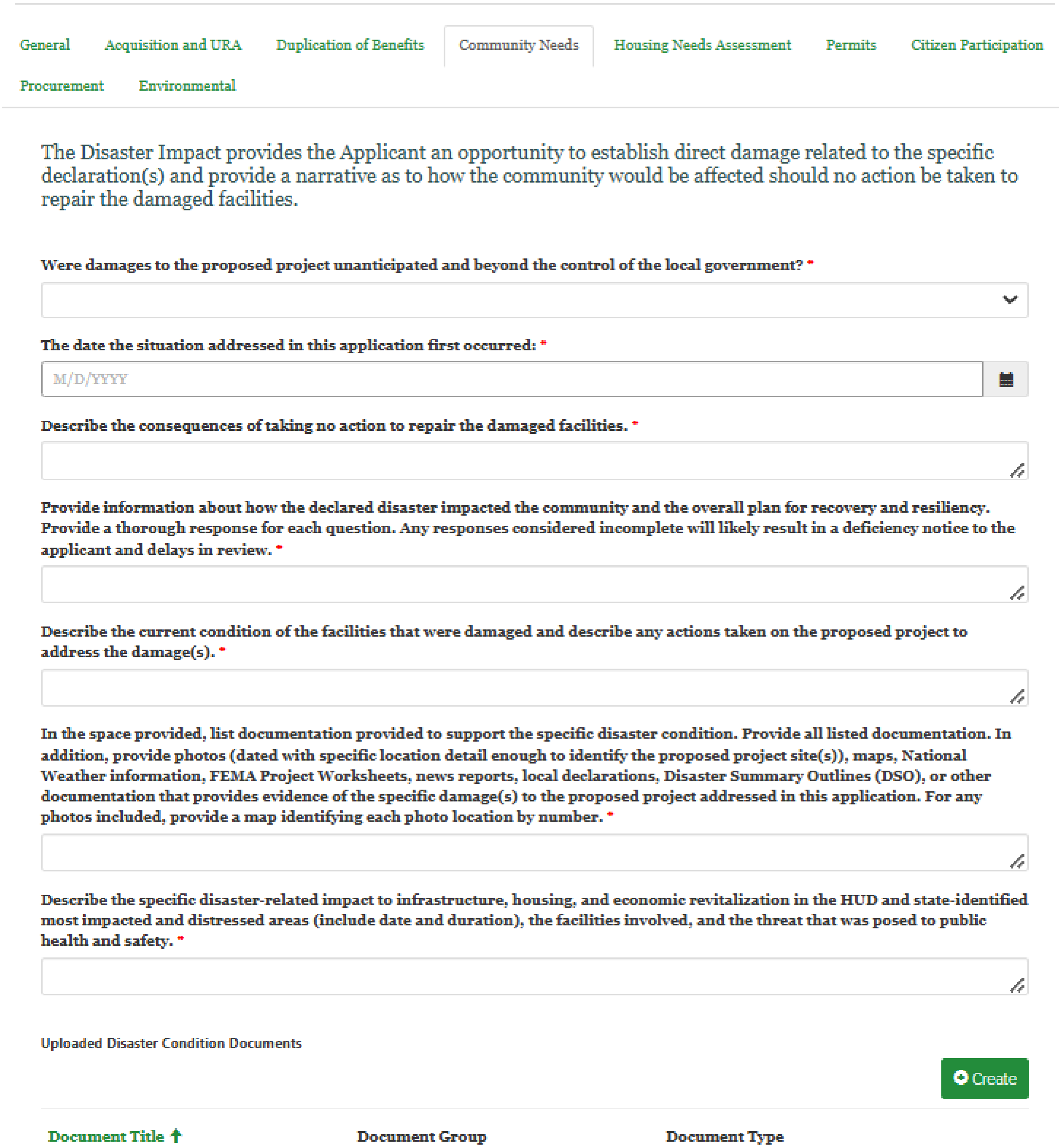
- *Are there any persons/entities with a reportable financial interest to disclose?* Applicant to select *Yes* or *No* via the dropdown selection
- *Upload Financial Documents:* A Financial Interest Report is required to be submitted for each person/entity with a reportable financial interest of $2,000 or more. Include as appropriate, but not limited to, Grant Administration, Environmental, and/or Engineering.

- *Are local or other funds available to address the proposed project in whole or in part?* Applicant to select *Yes* or *No* via the dropdown selection. Applicant to upload resolution under Financial Documents and include the applicable amount on all budget documents.
- *Have any other state and/or federal agencies been contacted concerning funding for the proposed project?* Applicant to select *Yes* or *No* via the dropdown selection
- *If yes, what agencies were contacted and what were the results?* Provide information if the application was awarded or if there was no action
  Applicant to describe what agency awards were received for the proposed project and the expected project schedule for the award.

4.6.4 Community Needs

The Community Needs section provides the applicant an opportunity to establish the disaster impact associated with the proposed project. Applicant must identify the direct damage related to the specific declaration(s) and provide a narrative describing the community impact if action is not taken to address the proposed project.

Figure 31: Grant Program Questionnaires - Community Needs



General | Acquisition and URA | Duplication of Benefits | Community Needs | Housing Needs Assessment | Permits | Citizen Participation | Procurement | Environmental

The Disaster Impact provides the Applicant an opportunity to establish direct damage related to the specific declaration(s) and provide a narrative as to how the community would be affected should no action be taken to repair the damaged facilities.

Were damages to the proposed project unanticipated and beyond the control of the local government? *

The date the situation addressed in this application first occurred: *

M/D/YYYY

Describe the consequences of taking no action to repair the damaged facilities. *

Provide information about how the declared disaster impacted the community and the overall plan for recovery and resiliency. Provide a thorough response for each question. Any responses considered incomplete will likely result in a deficiency notice to the applicant and delays in review. *

Describe the current condition of the facilities that were damaged and describe any actions taken on the proposed project to address the damage(s). *

In the space provided, list documentation provided to support the specific disaster condition. Provide all listed documentation. In addition, provide photos (dated with specific location detail enough to identify the proposed project site(s)), maps, National Weather information, FEMA Project Worksheets, news reports, local declarations, Disaster Summary Outlines (DSO), or other documentation that provides evidence of the specific damage(s) to the proposed project addressed in this application. For any photos included, provide a map identifying each photo location by number. *

Describe the specific disaster-related impact to infrastructure, housing, and economic revitalization in the HUD and state-identified most impacted and distressed areas (include date and duration), the facilities involved, and the threat that was posed to public health and safety. *

Uploaded Disaster Condition Documents

Create

Document Title	Document Group	Document Type

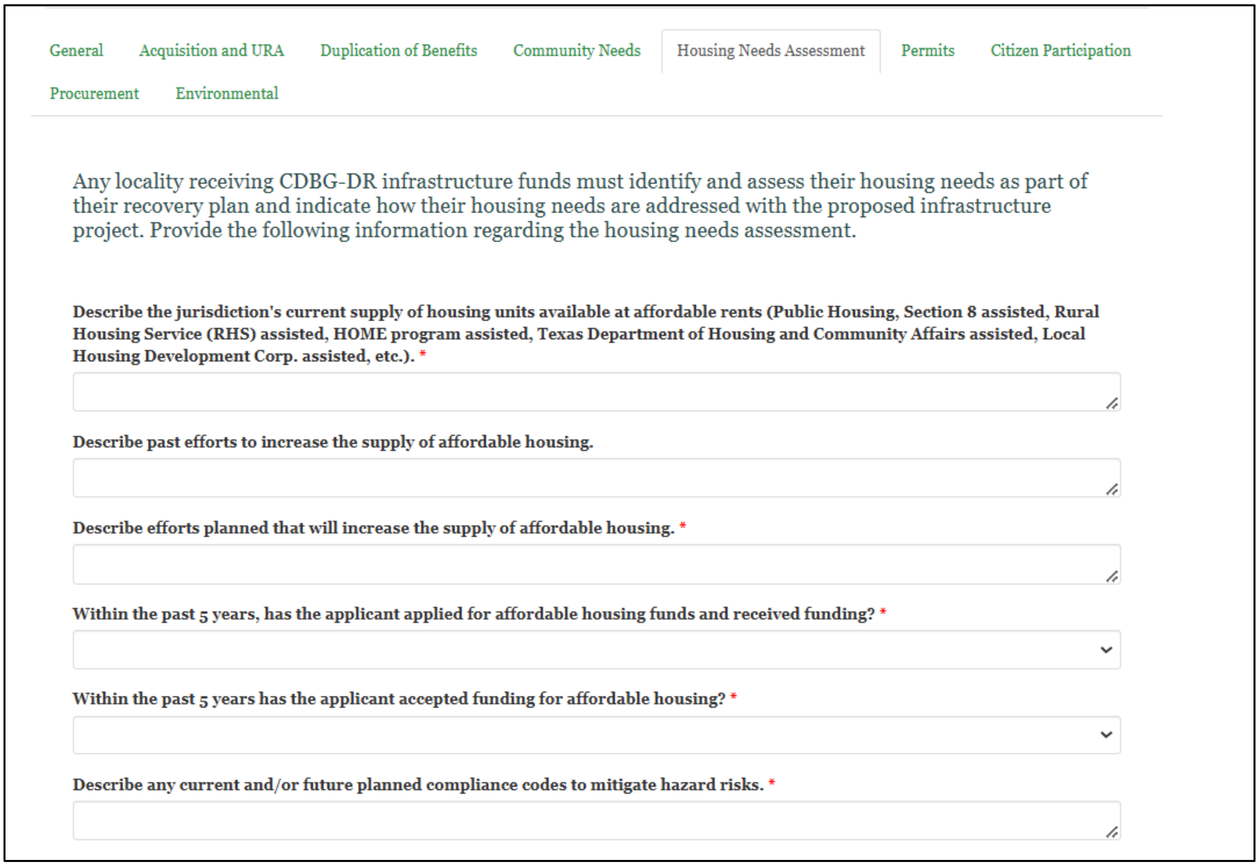
- *Were the damages to the proposed project unanticipated and beyond the control of the local government?* – Applicant to select *Yes* or *No* via the dropdown selection.
- *The date the situation addressed in the application first occurred.* – Applicant to select date the situation first occurred as a result of the disaster. Response should be month, day and year. The date the situation first occurred must align with the supporting documentation to establish tie-back for the presidentially declared event

- *Describe the consequences of taking no action to repair the damaged facilities.* – Applicant should explain the impact to the service area if action is not taken through the proposed project.
- *Provide information about how the declared disaster impacted the community and the overall plan for recovery and resilience.* – Applicant must explain how the disaster impacted the community overall and provide details of the impact to the proposed project service area. The explanation must address a connection between the proposed project and the entity's plan for disaster recovery to build resilience. Information specific to the disaster is important to this response. The disaster addressed in this response must align with the disaster identified in the invitation to apply and call for projects submission.
- *Describe the current condition of the property that was damaged and describe any actions taken on the proposed project to address the damage(s):* Answer if applicable.
- *In the space provided, list documentation provided to support the specific disaster condition.* Provide all applicable documentation including, but not limited to photos (dated with specific location detail to align with the proposed project location, maps, National Weather Service information, FEMA Project Worksheets, news reports, local declarations, Disaster Summary Outlines (DSO), or other documentation that provides evidence of the specific damage(s) to the proposed project addressed in this application. For any photos included, provide a map identifying each photo location by number. For new construction projects, please include information about how the disaster affected the community.
- *Describe the specific disaster-related impact to infrastructure, housing, and economic revitalization in the HUD and state-identified most impacted and distressed areas (include date and duration), the facilities involved, and the threat that was posed to public health and safety.*
- *Upload Disaster Condition Documents*: Documentation is required to support the specific disaster condition for the proposed project area and its intended beneficiaries. All activities must show documented proof of impact by the declared disaster(s). DRRP funds must be used for disaster-related expenses ONLY.

4.6.5 Housing Needs Assessment

This section is designed primarily for non-housing activities. Any questions marked with a red asterisk can be answered "Housing N/A". Questions without a red asterisk can be skipped.

Figure 32: Grant Program Questionnaires - Housing Needs Assessment



General | Acquisition and URA | Duplication of Benefits | Community Needs | Housing Needs Assessment | Permits | Citizen Participation | Procurement | Environmental

Any locality receiving CDBG-DR infrastructure funds must identify and assess their housing needs as part of their recovery plan and indicate how their housing needs are addressed with the proposed infrastructure project. Provide the following information regarding the housing needs assessment.

Describe the jurisdiction's current supply of housing units available at affordable rents (Public Housing, Section 8 assisted, Rural Housing Service (RHS) assisted, HOME program assisted, Texas Department of Housing and Community Affairs assisted, Local Housing Development Corp. assisted, etc.). *

Describe past efforts to increase the supply of affordable housing.

Describe efforts planned that will increase the supply of affordable housing. *

Within the past 5 years, has the applicant applied for affordable housing funds and received funding? *

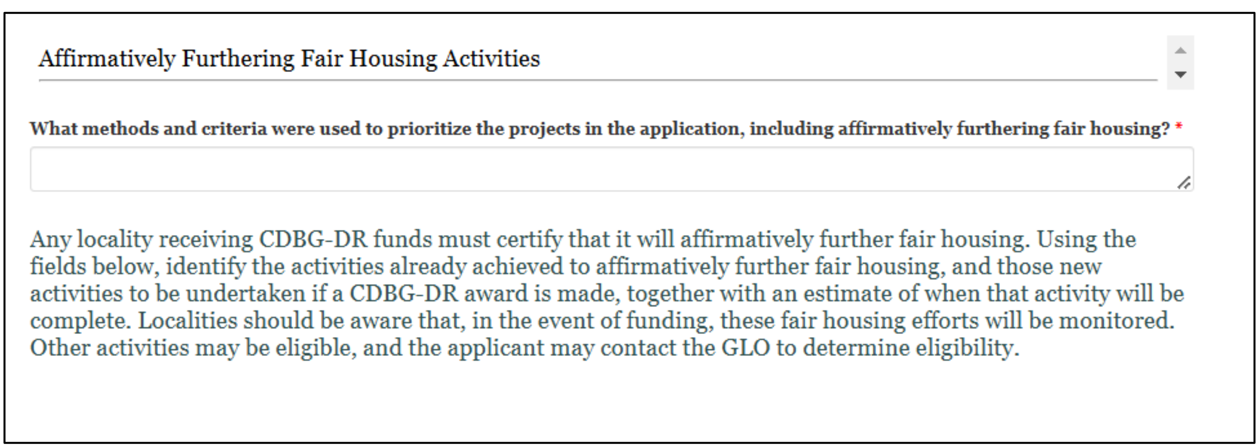
Within the past 5 years has the applicant accepted funding for affordable housing? *

Describe any current and/or future planned compliance codes to mitigate hazard risks. *

Affirmatively Furthering Fair Housing Activities

Affirmatively Furthering Fair Housing (AFFH) stems from the Fair Housing Act of 1968, which mandates that federal agencies and recipients of federal funding proactively promote fair housing practices.

Figure 33: Grant Program Questionnaires: Housing Needs AFFH



Affirmatively Furthering Fair Housing Activities

What methods and criteria were used to prioritize the projects in the application, including affirmatively furthering fair housing? *

Any locality receiving CDBG-DR funds must certify that it will affirmatively further fair housing. Using the fields below, identify the activities already achieved to affirmatively further fair housing, and those new activities to be undertaken if a CDBG-DR award is made, together with an estimate of when that activity will be complete. Localities should be aware that, in the event of funding, these fair housing efforts will be monitored. Other activities may be eligible, and the applicant may contact the GLO to determine eligibility.

- *What methods and criteria were used to prioritize the projects in the application, including affirmatively furthering fair housing?* Provide a narrative to address at minimum the following:
    - Explain why the proposed project was selected
    - Identify the selected project location and explain why the project could not be implemented at any other location.
    - Identify how the project will affect and/or benefit the community.
        - Address and identify any benefits as well as any adverse effects to the community.
        - Does the proposed project address any issues regarding patterns of segregation?
        - Will the proposed project remove disparities in access to opportunities?

    Refer to additional guidance provided below for more details in addressing AFFH.

In order to assist applicants with the Affirmatively Furthering Fair Housing (AFFH) requirement as part of HUD funding, GLO has established a series of guidance, technical assistance (TA), and information regarding both AFFH and Fair Housing. Through the RFI process and technical assistance (TA), the applicant has more knowledge on what the current requirements are and can apply them in the development of their applications, programs, and projects.

Further, applicants may receive and request technical assistance from GLO staff and subject matter experts on multiple subjects. Applicants may also request TA sessions to assist with developing and application assistance. 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 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.

Identify activities already achieved to further fair housing, those activities to be undertaken if an award is made by CDBG-DR, and when that activity will be complete.

All proposed projects must undergo an Affirmatively Further Fair Housing (AFFH) review performed by a third-party vendor and approved by the GLO. Such review will include assessments of:

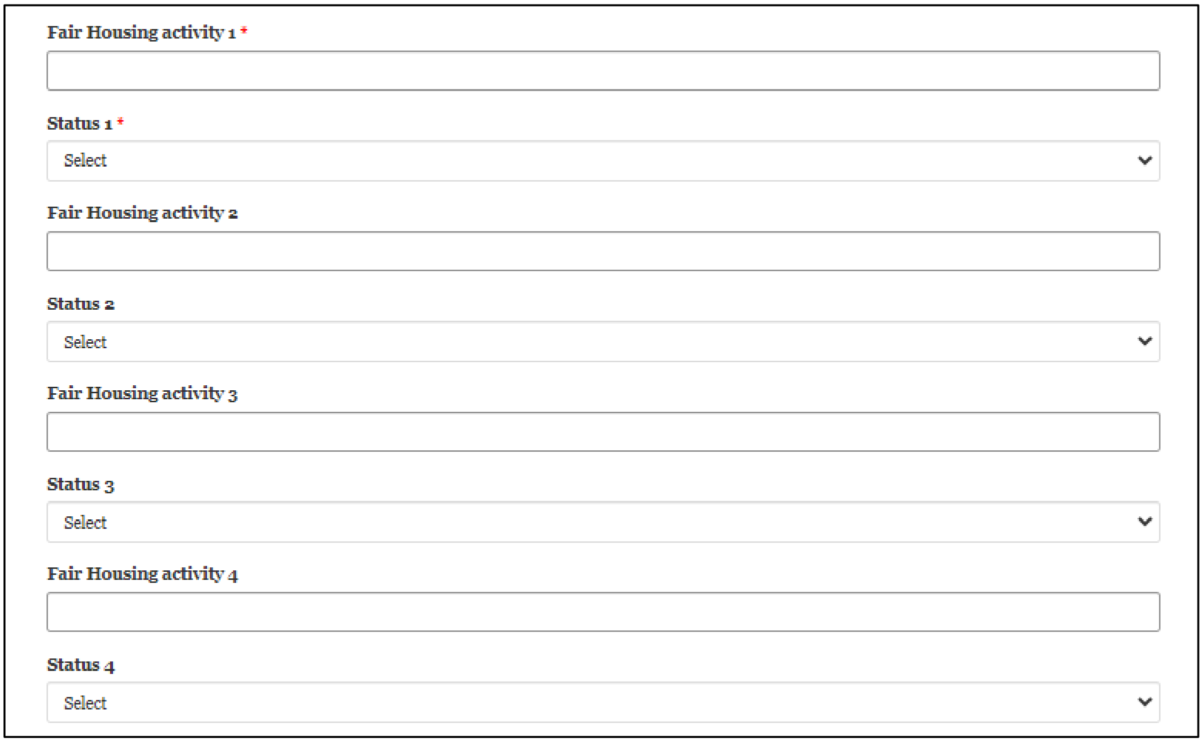
- A proposed project's area demography;
- Socioeconomic characteristics;
- Housing configuration and needs;
- Educational, transportation, and health care opportunities;
- Protected classes data and vulnerable populations data (as a supplemental)
- Environmental hazards or concerns; and
- All other factors material to the AFFH determination.

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
- Developing an anti-NIMBYism (Not in My Backyard) action plan
- 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

Any locality receiving DRRP funds must certify that it will affirmatively further fair housing and identify fair housing activities. Applicant should be aware that, in the event of funding, the fair housing activity identified in the application or thereafter will be monitored throughout the contract term. Other activities may be eligible, and the applicant should contact GLO to determine eligibility.

Figure 35: Grant Program Questionnaires - Housing Needs Assessment Continued


Fair Housing activity 1 *

Status 1 *

Select

Fair Housing activity 2

Status 2

Select

Fair Housing activity 3

Status 3

Select

Fair Housing activity 4

Status 4

Select

Applicant will respond to the following questions in this section:

- *Fair Housing activity 1 – 4*: Describe the fair housing activity. See GLO Implementation Manual Chapter 11.4.2 for additional information.
- *Status:* Applicant to select status of "Planned" or "Completed" for each fair housing activity via the dropdown selection

Upload documentation to support completed Affirmatively Furthering Fair Housing efforts in the *Documents* section:

- Document Group: General Eligibility
- Document Type: Fair Housing Activity information
- Document Title: Use a unique descriptive title for each document

List of Unmet Needs

The applicant must consider any unmet needs in their jurisdiction. Taking into consideration the disaster-related impact to housing in the HUD and state-identified most impacted and distressed areas described, citizen participation responses, and the assessment of housing and affirmatively furthering fair housing, provide a list (in priority order) of all the unmet disaster-related needs in your community.

Figure 36: Grant Program Questionnaires - Housing Needs Assessment Unmet Needs


Taking into consideration the disaster-related impact to infrastructure and housing in the HUD and state-identified most impacted and distressed areas described, citizen participation responses, and the assessment of housing and affirmatively furthering fair housing, provide a list (in priority order) of all the unmet disaster-related needs of your community.

Unmet Needs 1

Unmet Needs 2

Unmet Needs 3

Unmet Needs 4

Unmet Needs 5

- *Unmet Needs 1- 5*: Describe each unmet need in priority order. Unmet Need 1 should represent the highest priority.

Long-Term Planning

Applicants must develop their community recovery projects in a manner that considers an integrated approach to housing, fair housing obligations, and overall community recovery. Consideration of long-term planning processes is also highly encouraged. Disaster recovery presents communities with unique opportunities to examine a wide range of issues: please provide long-term recovery plans affecting housing quality and availability,

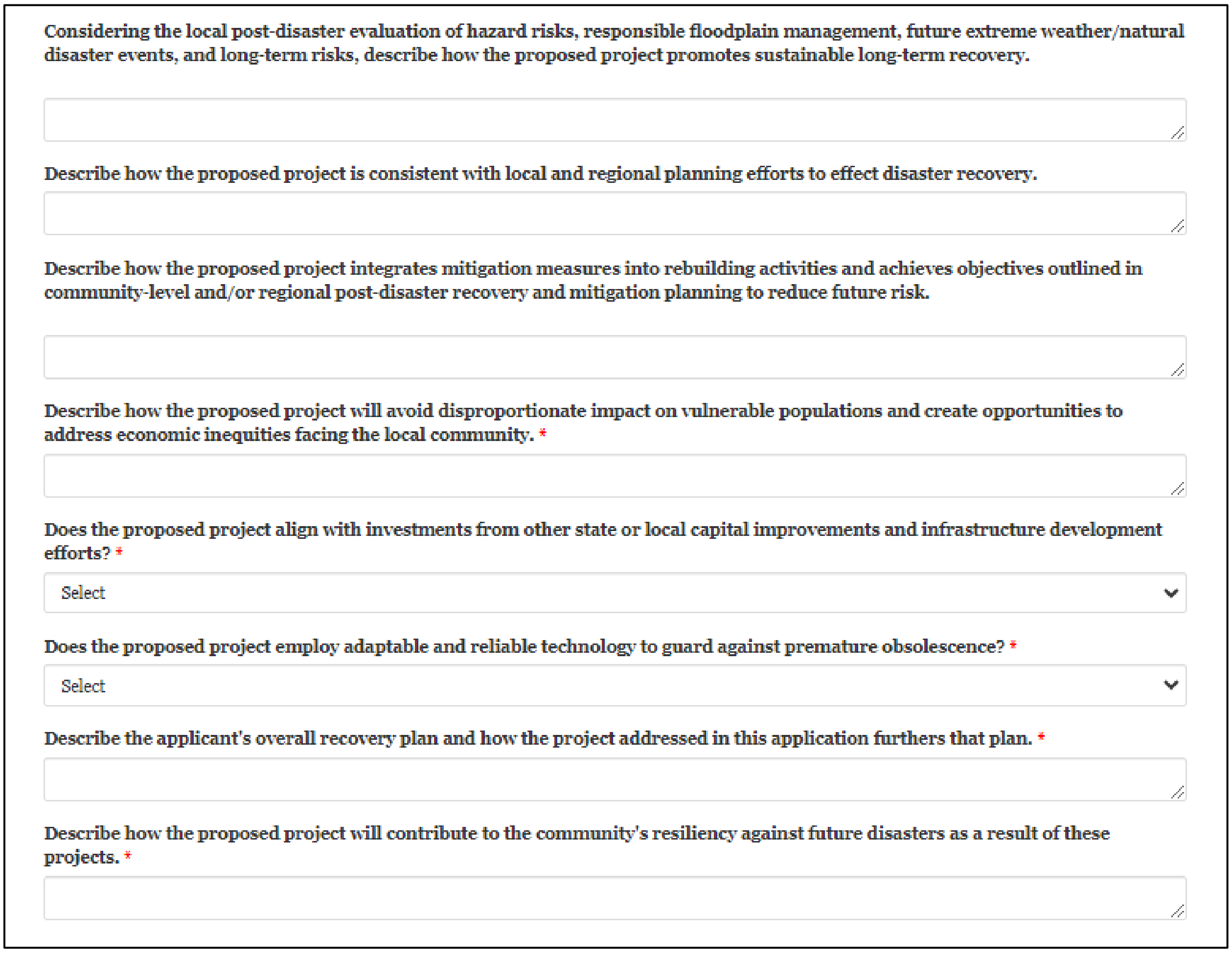
Figure 34: Grant Program Questionnaires - Housing Needs Assessment LTP 1

Applicants must develop their community recovery projects in a manner that considers an integrated approach to housing, fair housing obligations, infrastructure, and overall community recovery. Consideration of long-term planning processes is also highly encouraged. Disaster recovery presents communities with unique opportunities to examine a wide range of issues including (1) housing quality and availability, (2) road and rail networks, (3) environmental issues, (4) the adequacy of existing infrastructure, (5) opportunities for the modernization of public facilities and the built environment, (6) the development of regional and integrated systems, and (7) the stimulation of the local economy impacted by the disaster. Applicants must provide a brief description of how the proposed project addresses an integrated approach to recovery. *

- *Applicants must provide a brief description of how the proposed project addresses an integrated approach to recovery.* Applicants must identify how each project addresses unmet housing needs in the most impacted and distressed areas. The applicant should also show how the project forms part of an integrated approach to recovery.

Additional questions will follow related to sustainable long-term recovery, local and regional efforts to effect disaster recovery, mitigation measures, and other topics.

Figure 35: Grant Program Questionnaires - Housing Needs Assessment LTP 2



Considering the local post-disaster evaluation of hazard risks, responsible floodplain management, future extreme weather/natural disaster events, and long-term risks, describe how the proposed project promotes sustainable long-term recovery.

Describe how the proposed project is consistent with local and regional planning efforts to effect disaster recovery.

Describe how the proposed project integrates mitigation measures into rebuilding activities and achieves objectives outlined in community-level and/or regional post-disaster recovery and mitigation planning to reduce future risk.

Describe how the proposed project will avoid disproportionate impact on vulnerable populations and create opportunities to address economic inequities facing the local community. *

Does the proposed project align with investments from other state or local capital improvements and infrastructure development efforts? *

Select

Does the proposed project employ adaptable and reliable technology to guard against premature obsolescence? *

Select

Describe the applicant's overall recovery plan and how the project addressed in this application furthers that plan. *

Describe how the proposed project will contribute to the community's resiliency against future disasters as a result of these projects. *

Applicant will respond to the following questions in this section:

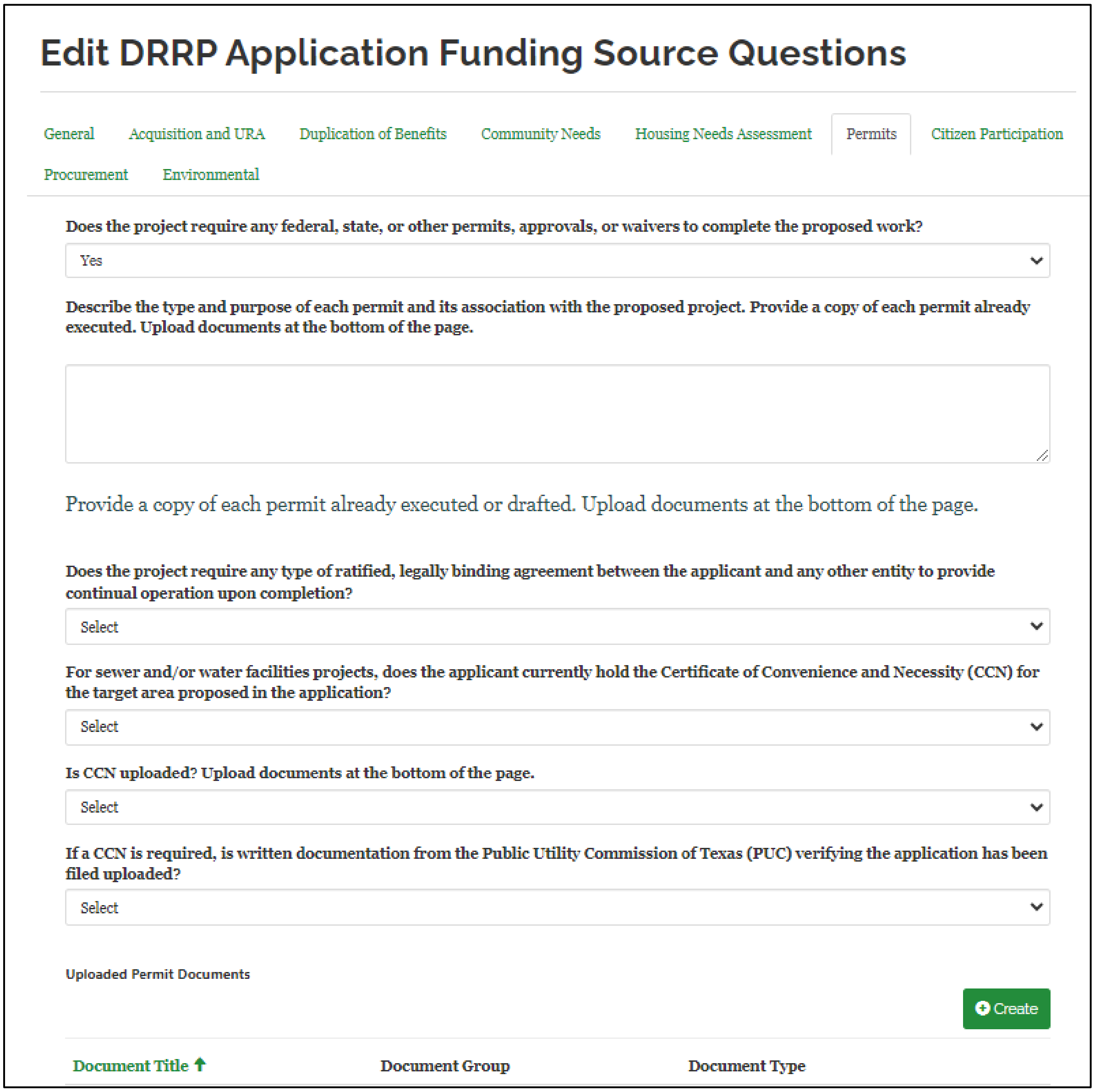
- *Considering the local post-disaster evaluation of hazard risks, responsible floodplain management, future extreme weather/natural disaster events, and long-term risks, describe how the proposed project promotes sustainable long-term recovery.* Applicant will provide a brief narrative to describe how the proposed project promotes sustainable long-term recovery.
- *Describe how the proposed project is consistent with local and regional planning efforts to effect disaster recovery.* Applicant can respond "N/A"
- *Describe how the proposed project integrates mitigation measures into rebuilding activities and achieves objectives outlined in community-level and/or regional post-disaster recovery and mitigation planning to reduce future risk.* Applicant can respond "N/A"
- *Describe how the proposed project will avoid disproportionate impact on vulnerable populations and create opportunities to address economic inequities facing the local community.* Considering the AFFH response, the applicant will describe how the proposed project avoids disproportionate impact on vulnerable populations and creates opportunities to address inequities.

- *Does the proposed project align with investments from other state or local capital improvements and development efforts?* Applicant will provide information to describe how the proposed project aligns with funding from other state or federal sources in support of capital improvements.
- *Does the proposed project employ adaptable and reliable technology to guard against premature obsolescence?* Applicant may respond "N/A"
- *Describe the applicant's overall recovery plan and how the project addressed in this application furthers that plan.* Considering the jurisdictions local and regional long-term planning efforts, describe how the proposed project supports efforts described in such plans.
- *Describe how the proposed project will contribute to the community's resiliency against future disasters as a result of these projects.* Applicant will provide details to support the impact of the proposed project on the community's resilience to future disasters.

4.6.6 Permits

Applicant must identify any federal, state, or other permits, approvals, or waivers required to complete the proposed project. A copy of the applicable permit or other document must be submitted to GLO to comply at the appropriate time.

Figure 36: Grant Program Questionnaires – Permits



Applicant will respond to the following questions in this section:

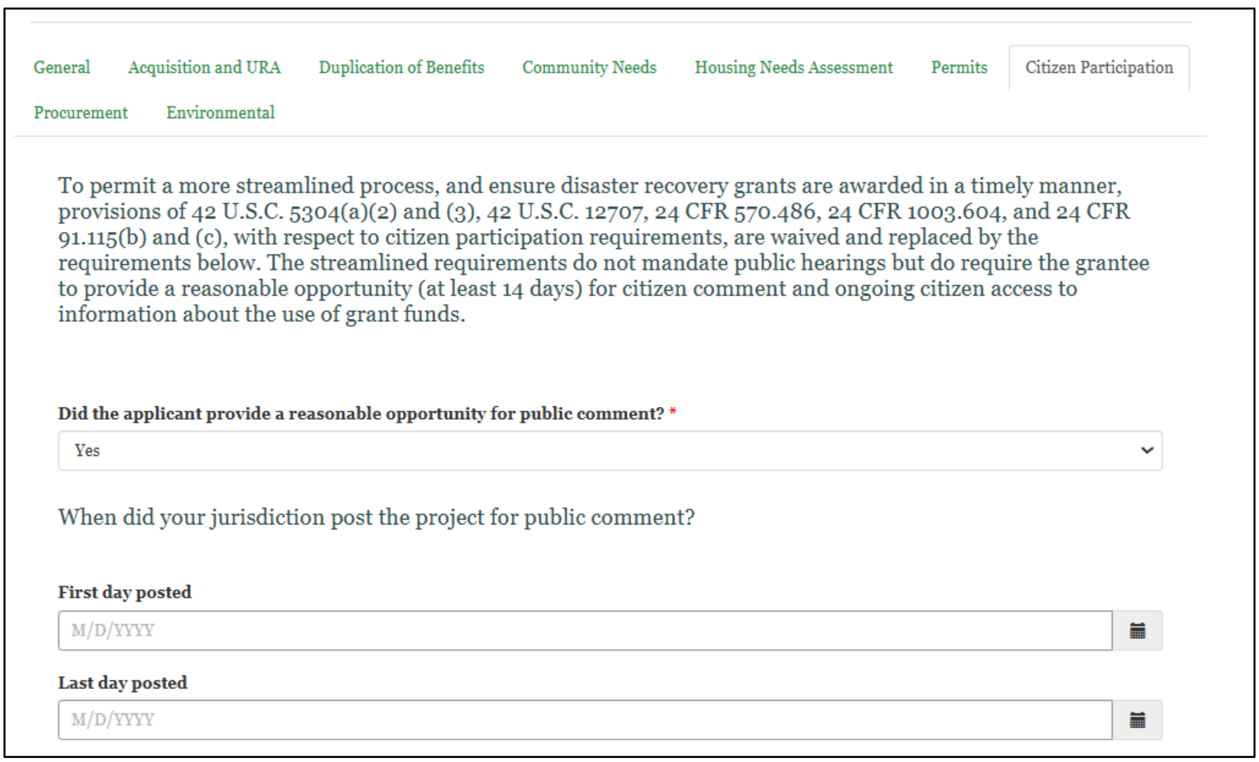
- *Does the project require any federal, state, or other permits, approvals, or waivers to complete the proposed work?*
  - If *yes, describe the type and purpose of each permit and its association with the proposed project.* Provide a copy of each permit already executed, if applicable. Upload documents.
- *Does the project require any type of ratified, legally binding agreement between the applicant and any other entity to provide continual operation upon completion?* Applicant will respond *Yes* or *No.*
  - If *yes, describe the type and purpose of each agreement and its association with the proposed project*. Provide a copy of each agreement already executed or drafted. Upload documents.

- *For sewer and/or water facilities projects, does the applicant currently hold the Certificate of Convenience and Necessity (CCN) for the target area proposed in the application?* Applicant should answer "N/A"
- Is CCN uploaded? Applicant will respond "N/A"
- *If a CCN is required, is written documentation from the Public Utility Commission of Texas (PUC) verifying the application has been filed uploaded?* Applicant should answer "N/A"

4.6.7 Citizen Participation

Application details including project description, locations, budget, schedule, and project beneficiaries must be posted for public comment for a minimum of 14 days. The applicant must provide information detailing the posting period for public comment and provide the "From" and "To" dates for the public posting(s). Any comments received during the public comment period must be addressed by the applicant and may impact the proposed project and final application. Any comments received during the public posting must be submitted with the application. Applicants must ensure that any publications define the complete posting period of at least 14 days. The first day of publication is Day 1 of the minimum14-day period.

Figure 37: Grant Program Questionnaires – Citizen Participation posting


General | Acquisition and URA | Duplication of Benefits | Community Needs | Housing Needs Assessment | Permits | Citizen Participation | Procurement | Environmental

To permit a more streamlined process, and ensure disaster recovery grants are awarded in a timely manner, provisions of 42 U.S.C. 5304(a)(2) and (3), 42 U.S.C. 12707, 24 CFR 570.486, 24 CFR 1003.604, and 24 CFR 91.115(b) and (c), with respect to citizen participation requirements, are waived and replaced by the requirements below. The streamlined requirements do not mandate public hearings but do require the grantee to provide a reasonable opportunity (at least 14 days) for citizen comment and ongoing citizen access to information about the use of grant funds.

Did the applicant provide a reasonable opportunity for public comment? *

Yes

When did your jurisdiction post the project for public comment?

First day posted

M/D/YYYY

Last day posted

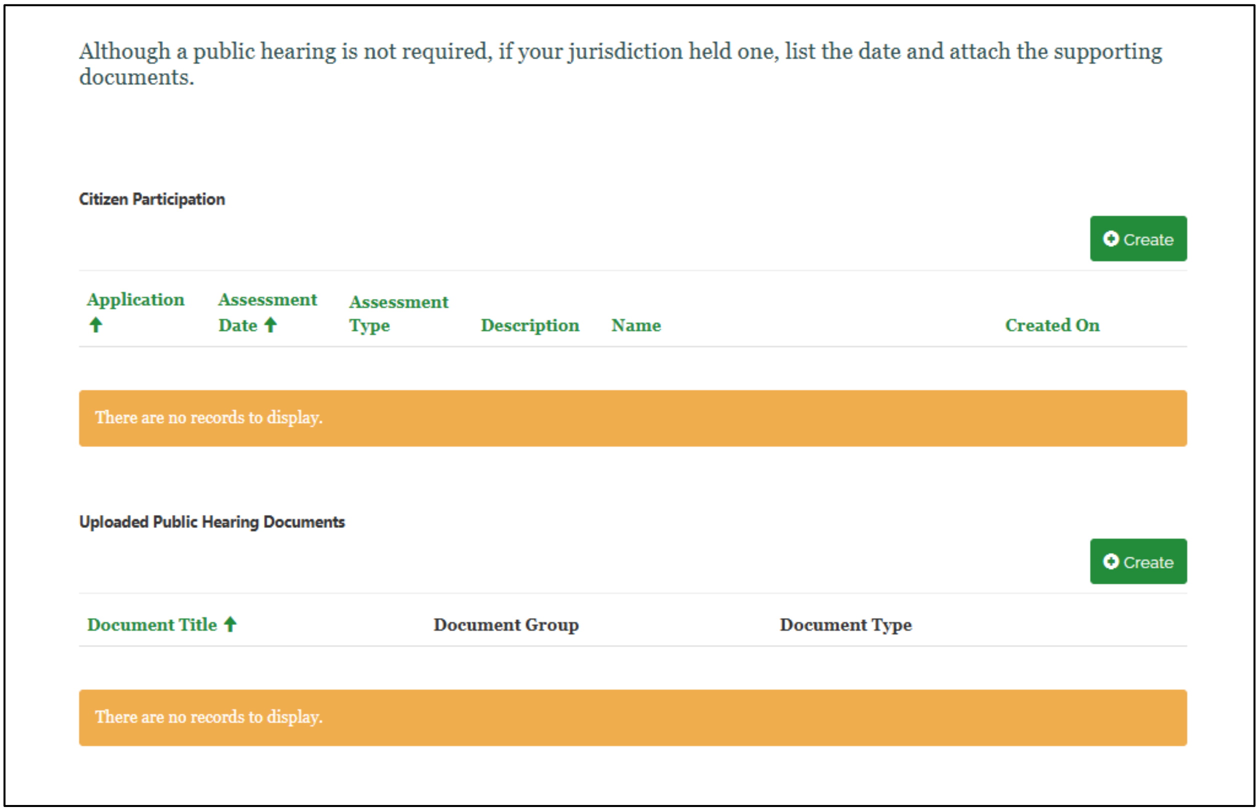
M/D/YYYY

Questions in this section:

- *Did the applicant provide a reasonable opportunity for public comment? Applicant must demonstrate at least a 14-day comment period.*
  - If yes, *when did your jurisdiction post the project for public comment?*

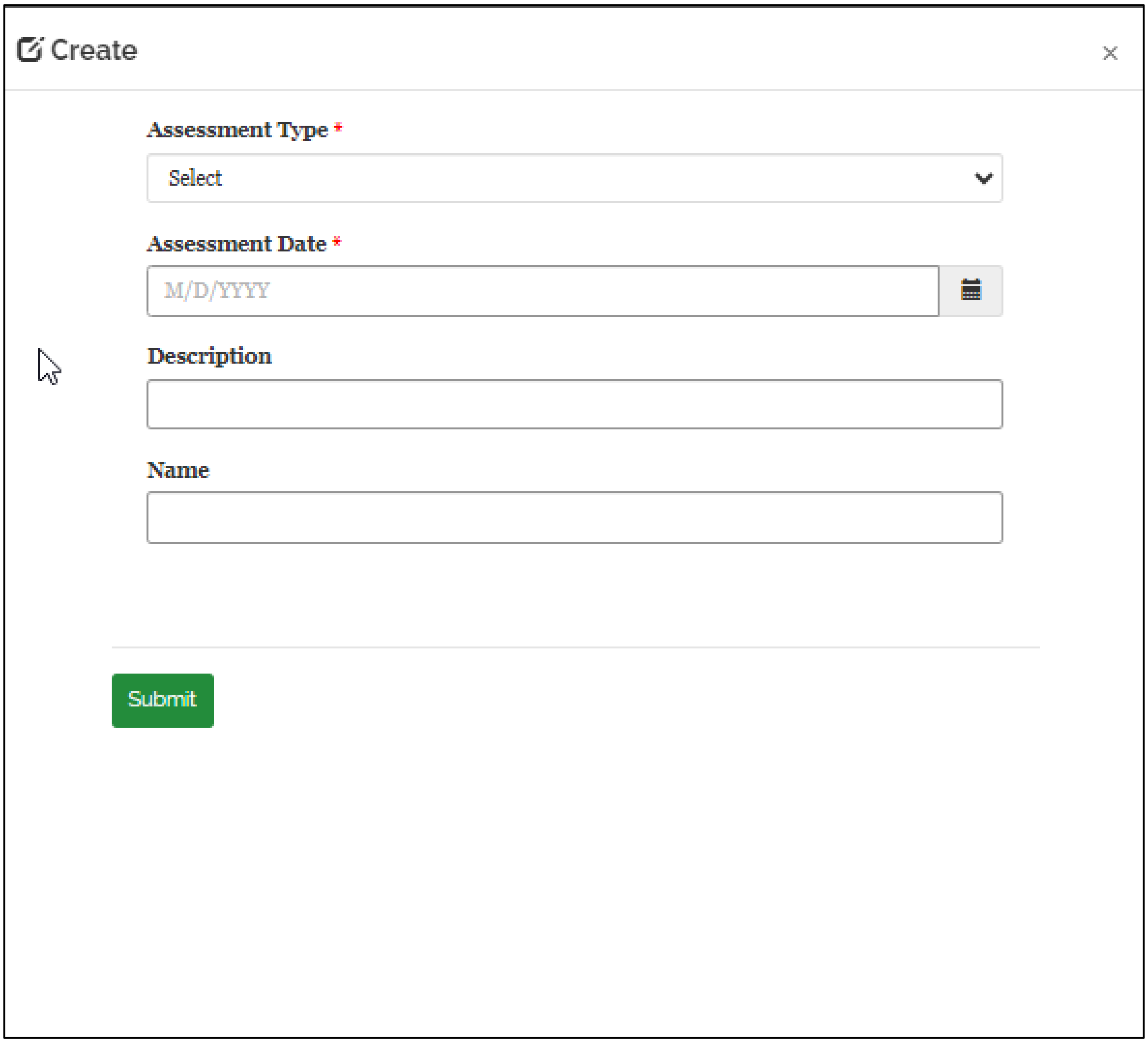
- Applicant will enter dates in Month, Day, Year format for *first day posted* and *last day posted*

Figure 38: Grant Program Questionnaires - Citizen Participation PH



Although public hearings are not a program requirement, jurisdictions who choose to hold them or are required by their local citizen participation plan should list the date(s) of the hearings and attach appropriate documentation. To add the Assessment Type, Assessment Date, a short Description, and Naming information, press the "*Create*" button where a pop-up window will appear.

Figure 39 Figure 41: Grant Program Questionnaires - Citizen Participation PH Pop Up



Applicant will enter the following:

- *Assessment Type* Applicant will select one of the options below from the drop-down list. An applicant may create multiple assessments and enter associated information.
  - *Public Hearing*
  - *Community Meeting*
  - *Community Survey*
  - *Existing Study*
  - *Other*
- *Assessment Date: Enter the dates of the assessment type.*
- *Description: Enter a description of the type of assessment.*
- *Name: Enter a unique name to describe the assessment type.*

Proof of public posting is required. All comments received during the public comment period or if applicable during the public hearing and responses must be submitted with proof of public posting.

Upload an affidavit of public posting along with pictures that demonstrate the posting and documentation of public hearings held for citizen participation purposes, if applicable. Choose the applicable document type for the Citizen Participation Document Group by clicking "*Create*."

- Document Group: Citizen Participation
- Document Type: Affidavit of public posting
- Document Title: Use a unique descriptive title for each document

Evidence of public posting includes but is not limited to:

- an affidavit of public posting with photos to support the posting;
- screenshots of a website posting; or
- publisher's affidavit and tear sheet.

Such records must be made available to the public in accordance with Chapter 552, Government Code. The applicant must submit all notices of any public hearings or requests for public comment that the applicant may have that relates to the administration of DRRP funds provided. The applicant certifies compliance with the 14-day public posting requirement by completing and signing the required Application for Federal Assistance SF-424.

If an application is selected for award, the Citizen Participation Plan will be requested as a part of start-up documentation after contract execution.

If an applicant has a current citizen participation plan, they must follow their current citizen participation plan for each proposed project and submit the required documentation.

Each applicant should assess the best way to offer an opportunity for all citizens to provide input on the substantially complete proposed application/project. A best practice is to include a variety of outreach methods to ensure all citizens have access. As stated, ensure a minimum 14-day public comment period. Allow time after the comment period to address and potentially include any public comment that impacts the application/project before finalizing it for submission. All outreach and posting efforts should be fully documented and that documentation uploaded including the date, time, and place a substantially complete application was available for review.

The substantially complete application should include at minimum, a scope of work, budget, identification of all sources of funding, maps to identify location and beneficiaries.

Upon contract execution each applicant must maintain a citizen participation file which includes:

- A copy of the Plan Requirements below;
- The applicant's complaint procedures;
- Any technical assistance provided by the applicant; and
- Public notices, minutes, and attendance lists for any public hearings or meetings or documentation of other citizen participation opportunities.

Applicants are responsible for ensuring that all citizens have equal access to information about project activities.

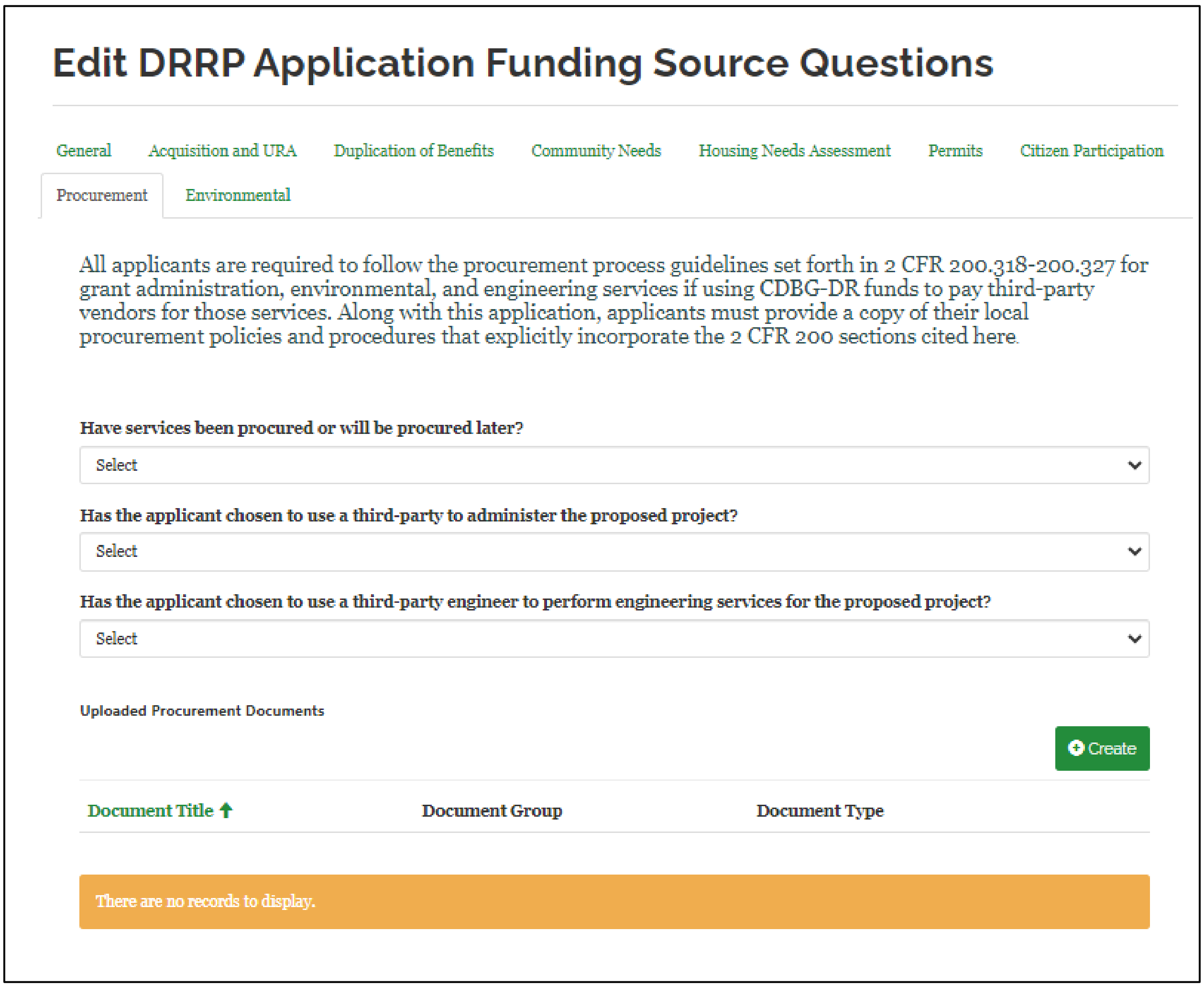
4.6.8 Procurement

Applicants must follow the procurement process guidelines set forth in 2 CFR §200.318-§200.327 for all services associated with the proposed project to be paid with grant funds. Compliant procurement procedures must be followed to ensure reimbursement for eligible expenditures.

A GLO Procurement Checklist is required for each third-party vendor. The procurement checklist is available on the GLO Procurement and Contract Guidelines webpage cited in section 1.1 of this guide. Local adopted procurement policies and procedures will be required upon execution.

Applicants will need to provide details regarding procurement details in TIGR. This information is entered by selecting the dropdown arrows for each question, where applicable.

Figure 40: Grant Program Questionnaires - Procurement Tab



Applicant must respond to the following questions:

- *Have services been procured or will be procured later?* Applicant will respond *Yes* or *No*.

  - *If Yes, Have services been procured or will be procured later?* Applicant will select *Procured, Procured Later, or In-House*
- *Has the applicant chosen to use a third party to administer the project?* Applicant to select *Yes* or *No* via the dropdown.
  - *If yes, will the vendor also provide environmental services?*
  - *If no, how will this activity be performed?* Applicant will describe who will administer the grant.
- *Has the applicant chosen to use a third-party engineer to perform engineering services for the proposed project?* Applicant to select *Yes* or *No* via the dropdown.
  - *If no, how will this activity be performed?* Applicant will describe how engineering for the project will be achieved.

Local Financial Policies and Procedures

Each applicant must have written financial policies and procedures that ensure they are prepared to receive federal funding. Full compliance with federal requirements from the beginning is essential to ensure that all funding expenditures are eligible and reimbursable. Local financial policies and procedures will be required upon execution.

4.6.9 Environmental

As indicated in the Local Certifications required for each application, "Each applicant must comply with the provisions of the National Environmental Policy Act (NEPA), the Council on Environmental Quality (CEQ) regulations, the requirements set forth in Title 24 of the Code of Federal Regulations (CFR) part 58, and applicable GLO policy directives. All applicable federal and state laws, including environmental."

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.

An important concept under environmental regulation is the timing of the environmental review. An environmental review must be performed before any funds, regardless of source, are committed to an activity or a project. No activity or project may be undertaken if the activity or project would have an adverse environmental impact or limit the choice of reasonable alternatives (24 C.F.R. 58.22(a)). HUD's restrictions on choice-limiting actions apply only after receipt of an application for HUD assistance associated with a specific project or activity. At that point, the project is considered a Federalized project, and NEPA applies.

Under HUD Part 58, the environmental review can be completed by the Responsible Entity's staff, program partners, or a hired consultant. However, the Responsible Entity (RE) is ultimately responsible for the content of the Environmental Review Record (ERR) and must make an independent evaluation of the environmental issues, take responsibility for the scope and content of the compliance findings, and make the final environmental decision concerning project approval.

The role of a RE is defined under § 58.4(a) and includes appointing a Certifying Officer (i.e., mayor, city manager, or county judge) who is ultimately responsible for validating the completeness of environmental reviews as described in § 58.13. In addition, by signing and submitting HUD 7015.15 Request for Release of Funds and Environmental Certification (RROF) to GLO, the RE's Certifying Officer (CO) is providing a legally binding certification that has fully carried out their responsibilities for environmental review, decision-making, and action pertaining to the HUD-assisted project.

Based on the Housing and Community Development Act of 1974 (HCDA) and Part 58 environmental regulations (See § 58.2(a)(7)), REs must be a unit of general local government (UGLG) within which the project site is located that exercises land use responsibility. The HCDA and Part 58 thus allow state, local, and tribal governments for HUD programs to become the Federal agency for the purposes of complying with NEPA and other related environmental laws. Therefore, subrecipients not designated as UGLG or federally recognized Indian tribes (ex., Public Housing Agencies- PHA) cannot serve as RE.

Project Aggregation – Per § 58.32, the RE must group together and evaluate as a single project all individual activities which are either related either on a geographical or functional basis or are logical parts of a composite of contemplated actions.

The purpose of project aggregation is to adequately analyze, in a single environmental review, the separate and combined impacts of activities that are similar, connected and closely related, or that are dependent upon other activities and actions (see 40 C.F.R. 1501.3(b)).

The Responsible Entity may choose:

- functional aggregation when a specific type of activity (e.g., water improvements) is to take place in several separate locales or jurisdictions;
- geographic aggregation when a mix of dissimilar but related activities is to be concentrated in a fairly specific project area (e.g., a combination of water, sewer and street improvement and economic development activities); or
- a combination of aggregation approaches, which, for various project locations, considers the impacts arising from each functional activity and its interrelationship with other activities.

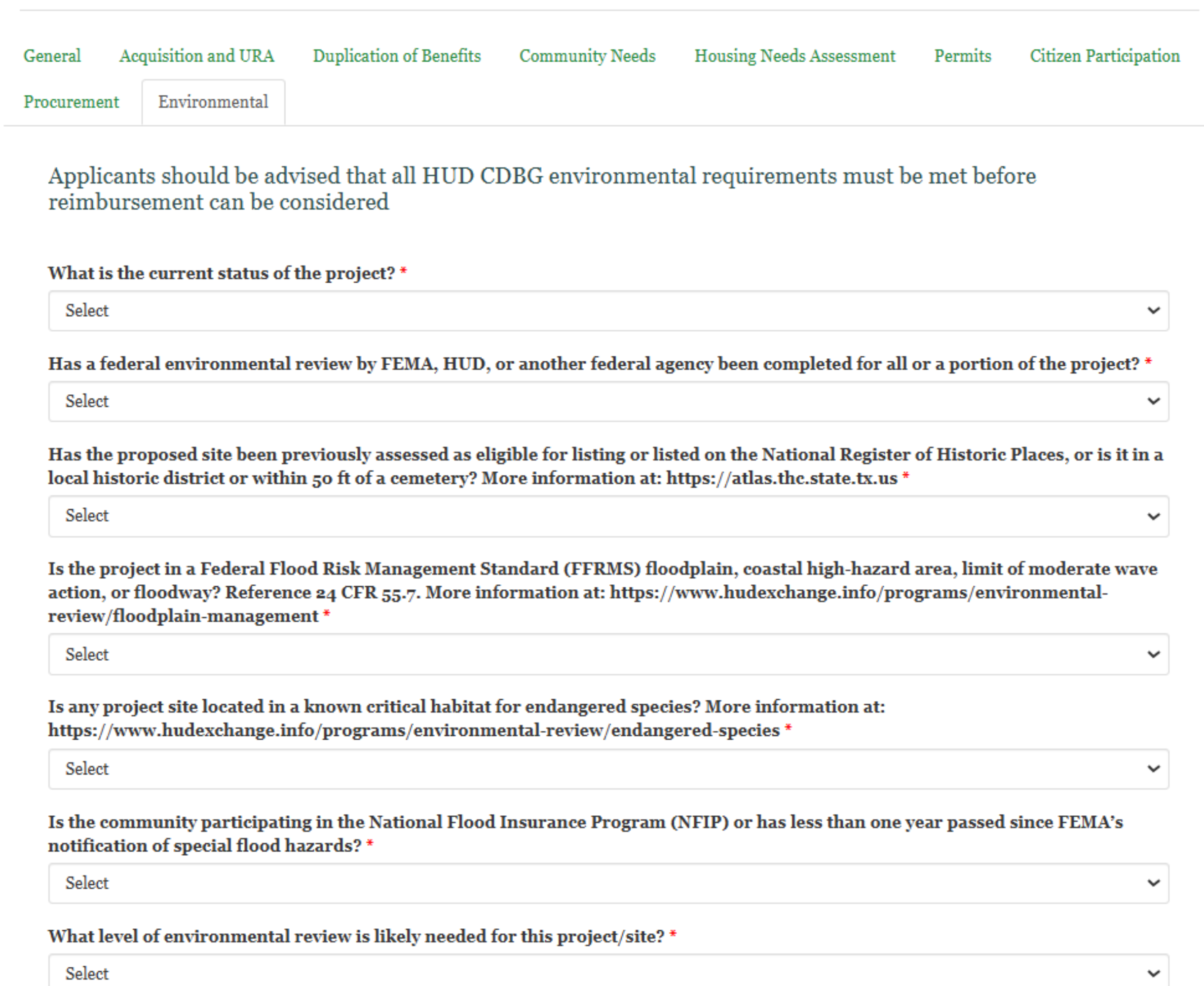
The RE will need to clearly establish the scope of work and project description prior to initiating the environmental review. Once the scope of the project is known, the RE can determine the appropriate level of environmental review. Accurate scoping, project descriptions, and project aggregation are critical success factors of environmental clearance.

HUD's environmental requirements are prescriptive and detailed. However, federal compliance by the Responsible Entity can be completed promptly if appropriately managed by environmental professionals familiar with the process. The level of review needed for a project should be identified in the application phase, and many of the required sections can be completed before the engineering 30% design is completed. *General information about the Part 58 review process and templates for various levels of review can be found on* [HUD's Environmental Review website](#)**.**

Important Note: Due to strict deadlines imposed by HUD, it is critical to complete the environmental review quickly while remaining compliant with 24 C.F.R. 58 environmental regulations.

A response for questions one through nine will be needed. Any of these questions not answered will be considered incomplete and may result in disqualification. Further information will need to be provided, and it can be completed by selecting the dropdown arrows for each line-item question, filling out a textbox, and uploading the appropriate supporting documentation where applicable. Questions ten through thirteen are for multifamily projects. If your project is not multifamily, leave the answer blank.

Figure 41: Environmental Tab


General | Acquisition and URA | Duplication of Benefits | Community Needs | Housing Needs Assessment | Permits | Citizen Participation | Procurement | Environmental

Applicants should be advised that all HUD CDBG environmental requirements must be met before reimbursement can be considered

What is the current status of the project? *
Select

Has a federal environmental review by FEMA, HUD, or another federal agency been completed for all or a portion of the project? *
Select

Has the proposed site been previously assessed as eligible for listing or listed on the National Register of Historic Places, or is it in a local historic district or within 50 ft of a cemetery? More information at: https://atlas.thc.state.tx.us *
Select

Is the project in a Federal Flood Risk Management Standard (FFRMS) floodplain, coastal high-hazard area, limit of moderate wave action, or floodway? Reference 24 CFR 55.7. More information at: https://www.hudexchange.info/programs/environmental-review/floodplain-management *
Select

Is any project site located in a known critical habitat for endangered species? More information at: https://www.hudexchange.info/programs/environmental-review/endangered-species *
Select

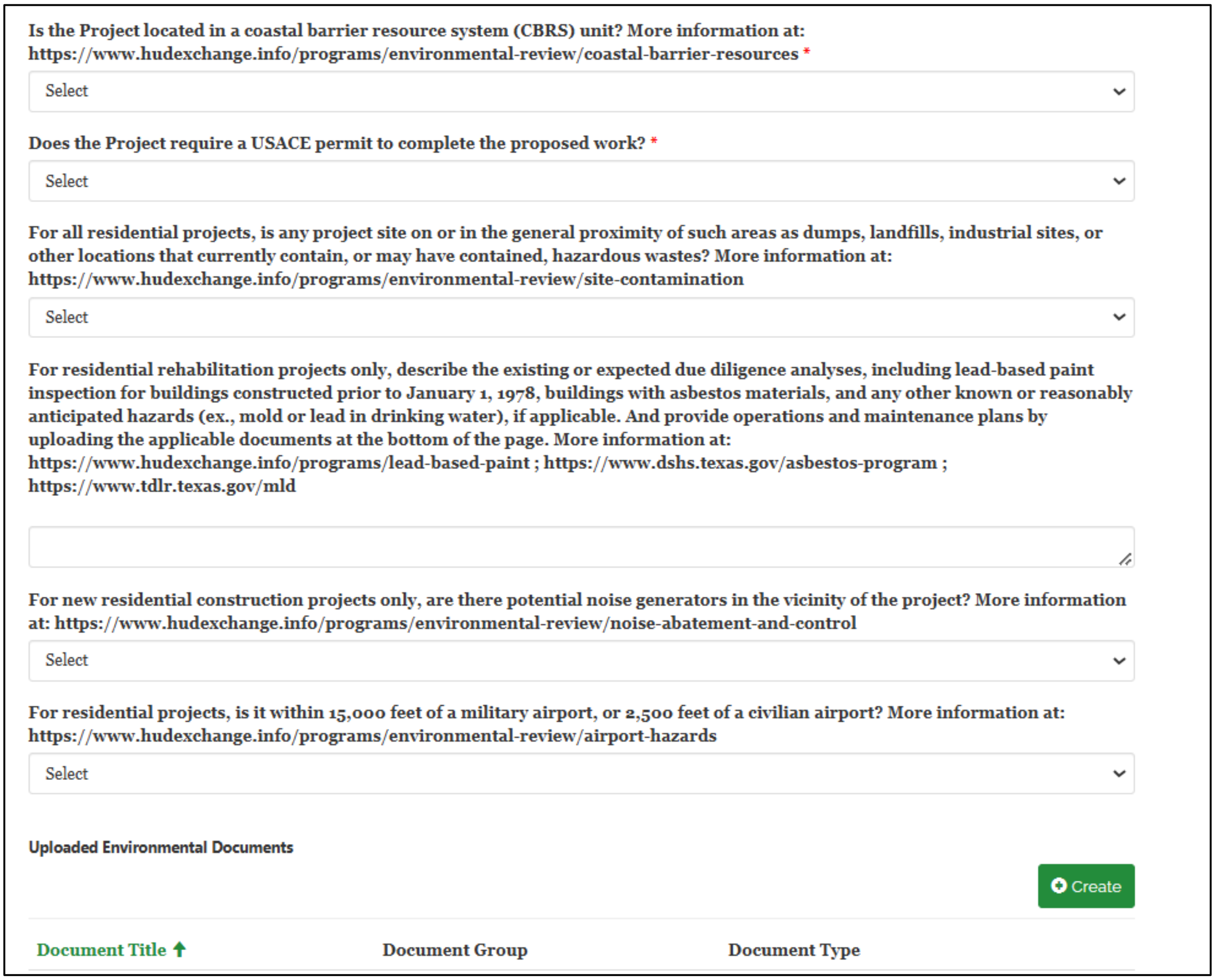
Is the community participating in the National Flood Insurance Program (NFIP) or has less than one year passed since FEMA's notification of special flood hazards? *
Select

What level of environmental review is likely needed for this project/site? *
Select

1. *What is the current status of the proposed project?*

   a. It has not yet begun; it is in progress; it is completed.
2. *Has a federal environmental review by FEMA, HUD, or another federal agency been completed for all or a portion of the project?*
   a. If *Yes*, for FEMA or HUD, provide a Record of Environmental Consideration or the HUD Environmental Review Record (excluding the appendices).
   b. If *Yes*, for another federal agency, provide a copy of the executive summary and project location map from the completed environmental review.
3. *Has the proposed site been previously assessed as eligible for listing or listed on the National Register of Historic Places, or is it in a local historic district or within 50 ft of a cemetery?*
   a. More information at: https://atlas.thc.state.tx.us/
   b. If yes, provide a brief narrative explaining how the historic site or district will be impacted.
   c. If No, provide the date of any structures.
4. *Is the project in a Federal Flood Risk Management Standard (FFRMS) floodplain, coastal high-hazard area, limit of moderate wave action, or floodway? Reference 24 CFR 55.7. ,*More information at: https://www.hudexchange.info/programs/environmental-review/floodplain-management/,If Yes, for FFRMS floodplain, coastal high-hazard area, or floodway, provide a map utilizing the Climate-Informed Science Approach (CISA) where available and actionable, or the 0.2-Percent Annual Change Floodplain Approach (0.2PFA) and if not available the Freeboard Value Approach (FVA).
   a. For projects in the FFRMS floodplain, floodway, limit of moderate wave action, or coastal high-hazard area, does your project involve a critical action as defined in 24 CFR 55.2(b)(3)(i)?
   b. If Yes, is HUD financial assistance permissible per 24 CFR 55.8.
5. *Is any project site located in a known critical habitat for endangered species?*
   a. More information here: https://www.hudexchange.info/programs/environmental-review/endangered-species/
   b. Provide a map.
6. *Is the community participating in the National Flood Insurance Program (NIFP), or has less than one year passed since FEMA's notification of Special Flood Hazards?*
   a. If *YES*, and the project is located in a FEMA-designed Special Flood Hazard Area, provide the FEMA effective map and NFIP status from the NFIP Community Status Book.
   b. If *No,* and the project consists of a structure, part of the structure, or insurable property located in a FEMA-designated Special Flood Hazard Area, verify if HUD assistance is permissible at 24 CFR 55.5.
7. *What is the level of environmental review likely needed for this project?*
   a. See 24 CFR Part 58 Subpart D.

Figure 42: Environmental Tab - Continued



8. *Is the project located in a Coastal Barrier Resources System (CBRS) Unit?*
    a. More information here: https://www.hudexchange.info/programs/environmental-review/coastal-barrier-resources/
    b. Provide a map. If Yes, federal assistance for most activities may not be used at this location. HUD recommends an alternate site or canceling the project. In very rare cases, federal monies can be spent within CBRS units for certain exempted activities (e.g., a nature trail) after consultation with the Fish and Wildlife Service (see 16 USC 3505 for exceptions to limitations on expenditures).
9. *Does the project require a USACE permit to complete the proposed work?*
    a. If YES, what is the type and purpose of each permit, when was/will it be obtained, and what is its association with the proposed project?
10. *For all residential projects, is any project site on or in the general proximity of such areas as dumps, landfills, industrial sites, or other locations that currently contain or may have contained hazardous wastes?*
    a. More Information at: https://www.hudexchange.info/programs/environmental-review/site-contamination/

b. Provide a map and brief description of the potential hazard of concern.
c. Provide a copy of the executive summary for all ASTM Environmental Site Assessments, if available.

11. *For residential rehabilitation projects only, describe the existing or expected due diligence analyses, including lead-based paint inspection for buildings constructed prior to January 1, 1978, buildings with asbestos materials, and any other known or reasonably anticipated hazards (ex., mold or lead in drinking water).*
    a. More information at: https://www.hudexchange.info/programs/lead-based-paint/ ; https://www.dshs.texas.gov/asbestos-program; https://www.tdlr.texas.gov/mld/
    b. Provide a brief description and an operations and maintenance plan, if available.
12. *For new residential construction projects only, are there potential noise generators in the vicinity of the project?*
    a. More information at: https://www.hudexchange.info/programs/environmental-review/noise-abatement-and-control/
    b. Provide a map illustrating the distance for major roadways (within 1,000 feet), railroads (within 3,000 feet), and military or FAA-regulated airfields (within 15 miles) that are in the vicinity of the project.
13. *For residential projects, is it within 15,000 feet of a military airport or 2,500 feet of a civilian airport?*
    a. https://www.hudexchange.info/programs/environmental-review/airport-hazards/
    b. Provide a map. If YES, is the project within the civil runway protection zone or the military clear zone?

4.7 Documents

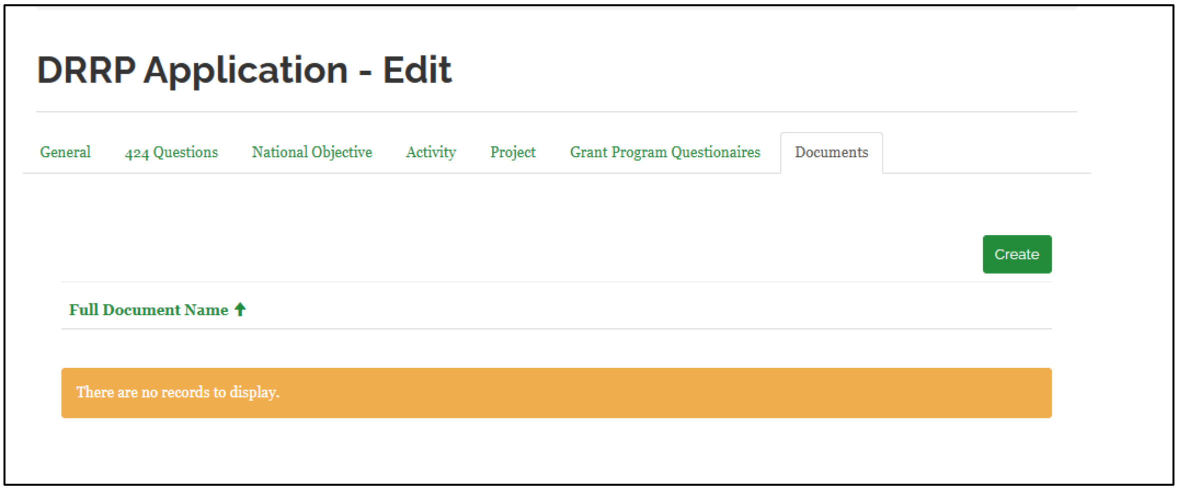
The applicant must provide required documents referenced throughout this guide or other supplemental material, by uploading to the "Documents" section of the TIGR Portal application. The supporting documentation facilitates the assessment of overall program eligibility, project eligibility, financial capacity, and program compliance.

A DRRP Document List and Naming Convention is available for reference on the DRRP webpage. It is imperative that the applicant follows the naming convention using clear and uniquely identifiable file names as indicated to facilitate the review process and identify the appropriate supporting document.

Housing applicants are required to submit a DRRP Multifamily Questionnaire found on the DRRP website.

Select the "*Create*" button in the Documents section to upload documents.

Figure 43: Documents Tab



5 Application Completion and Submission

Once the applicant has completed the application in the TIGR Portal, uploaded all required documentation, and met the required citizen participation criteria, appropriate steps must be followed in TIGR to complete the project and application submittal, as indicated in the following figures.

- Navigate to the **Projects** section and click on "*Complete an Existing Draft Project*."
- Locate the Draft Project and click the drop-down arrow under *Program Type* and click **"Submit Project."**
- Navigate to the **Applications** section and click on "*Complete an Existing Draft*."
- Locate the Draft Application and click the drop-down arrow under Created On and click **"Submit Application."**

NOTE: The application cannot be edited after submission.

Figure 44: Application Submission-Project

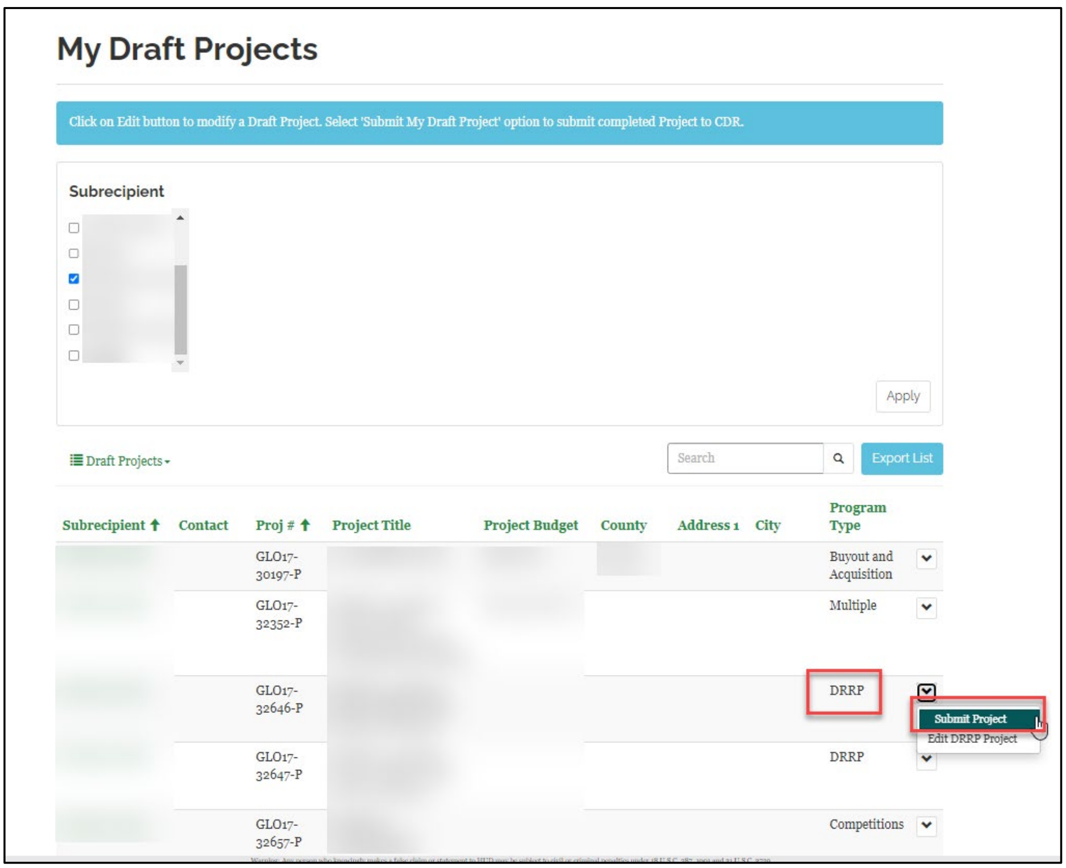
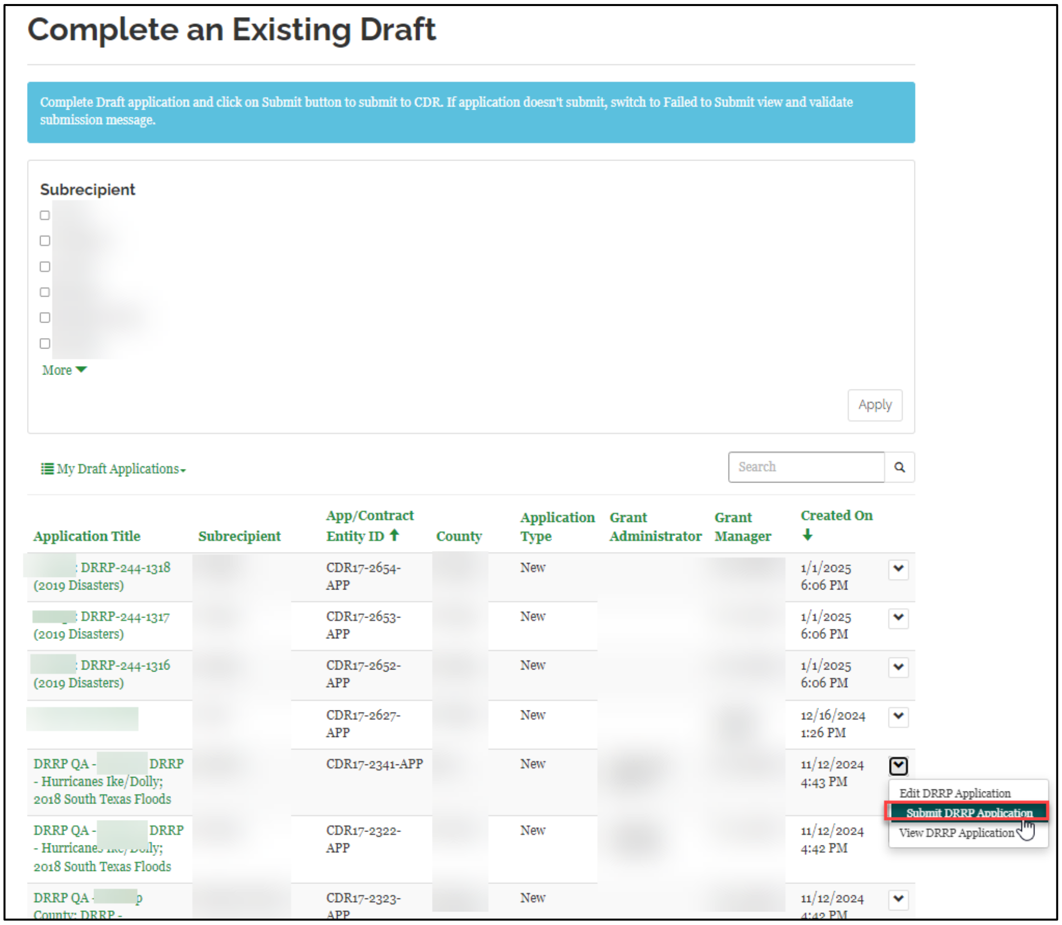


Figure 45: Application Submission-Application



6 Critical Guidance for Applicants

This section provides essential information to ensure applicants complete their application successfully. Review these guidelines carefully to avoid common errors and to ensure all requirements are met. Paying close attention to the below details will make a significant difference in the processing of your application by the GLO.

6.1 Local Certifications

The CDBG-DR local certifications form specific to the disaster year for the project being applied for is found on the DRRP webpage. The form specific to that disaster year must be downloaded locally, read and reviewed, and signed by the local authorized signatory. The signed certification form must then be uploaded and submitted with the TIGR application. The applicant must retain the form with the local application file.

As detailed in this guide, each applicant for DRRP funding must certify by signing the Application for Federal Assistance Standard Form 424 (SF-424) and the application that local certifications included in this application guide were followed in the preparation of any DRRP application and that they will continue to be followed in the event of funding. As stated above, each disaster year has a unique local certification form located on the GLO DRRP webpage.

6.2 Record Retention

In accordance with federal regulations, all records relevant to a project that receives federal grant funding shall be retained for a period of three (3) years subsequent to the final closeout of the grant by the GLO and HUD. The GLO will notify all program participants of the date upon which local records may be destroyed, and applicant shall retain all records related to the project, and subsequent contract, until the destruction date determined by the GLO.

6.3 Conflict of Interest Procedures and Local Designee

The applicant will be required to designate an individual to serve as an overseer of all grant activities, to ensure that there are no "conflicts of interests" in any, and all, activities related to the administration of a CDBG-DR 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, county commissioners court, or appropriate governing body.

6.4 False Information

The following actions may be taken, as appropriate, where the GLO finds that an applicant provided false information in their application for CDBG-DR funding.

If GLO staff suspect or have confirmation that an applicant has provided false or misleading information in an application that would affect program eligibility or falsely define beneficiary information, GLO staff will make a recommendation for action to the appropriate GLO branch for review and consideration.

GLO may take additional actions that include, but are not limited to:

- Determining the entity liable for funds expended to any vendors procured to serve the application process.
- Conducting the appropriate reviews and issuing any official findings or concerns. The applicant/subrecipient may be liable for funds expended.
- Referring to the HUD Office of the Inspector General (OIG) for further resolution.

7 Application Review Procedures

All applications will be reviewed by GLO staff or its assigned representatives to determine if each application (1) is complete, (2) proposed activity is eligible, (3) meets a national objective, and (4) meets call for projects submission and program requirements. Changes between the call for projects submission and the project application will jeopardize project eligibility.

The application review procedures consist of the following steps:

1. Submission of applications by eligible applicants:
    - The application must be submitted via TIGR prior to the application due date and time.
2. The application will be reviewed to ensure that the application matches the DRRP call for projects submission:
    - CDBG-DR project application amount
    - Project activity type
    - Project establishes tie-back to the applicable disaster
    - Non-CDBG-DR leveraged amount
    - National objective utilized
    - Project location
    - Contract completion timeline
    - Confirmation that a financial audit has been completed for the most recently completed fiscal year
3. Completeness and eligibility review:
    - Upon receipt of an application, the GLO will perform a completeness and eligibility review to determine whether all needed application data has been provided and whether all proposed activities are eligible. Applications that are incomplete or contain multiple deficiencies may be disqualified without further opportunity for repair.
    - If the application contains enough information to clearly identify projects and confirm general eligibility, the GLO will contact the applicant to clarify and resolve any minor deficiencies discovered during review. A response correcting the deficiencies must be submitted to GLO within the prescribed timelines as detailed in section 1.5 of this guide.
    - Any applications that are found otherwise ineligible for any reason will be disqualified.
4. GLO works with eligible applicants to execute contract agreements.
    - When all project eligibility issues have been resolved, the GLO will draft contract documentation based on the information approved in the entity's application. The GLO may negotiate any technical elements with the recipient so long as the award amount is not increased and the level of benefits described in the application is not decreased, and/or there are no changes that would impact eligibility and scoring (if applicable).

7.1 Appeals Process

Applicants may submit an appeal regarding associated application action(s) or decisions up to ten (10) business days.

The applicant may submit documentation to support their appeal. The GLO will review the appeal including any documentation provided and issue a response within fifteen (15) business days where practicable. Applicants can view the GLO's general appeals process at the link below:

- https://www.glo.texas.gov/disaster-recovery/filing-complaint-or-appeal

7.2 Additional Questions?

Applicants may submit inquiries and questions regarding the application via email to cdr@recovery.texas.gov. Responses will be provided via a Frequently Asked Questions (FAQ) document posted to the DRRP webpage.