



TIGR Portal Guide

Version 2

Updated: February 4, 2025

TEXAS GENERAL LAND OFFICE

Disaster Recovery Reallocation Program (DRRP)

COMMISSIONER DAWN BUCKINGHAM, M.D.

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Portal login

To begin the process of completing the Disaster Recovery Reallocation Program (DRRP) application in the portal, you must first sign into the Texas Integrated Grant Reporting (TIGR) portal. To do so, check the checkbox to agree to the terms and conditions and then click Sign In / Sign Up.

Sign In / Sign Up

Help

Texas Integrated Grant Reporting

COMMUNITY DEVELOPMENT & REVITALIZATION

THE TEXAS GENERAL LAND OFFICE - DAWN BUCKINGHAM, M.D., COMMISSIONER

This site allows Subrecipients and other participants in the CDR Grants Relief program to self-manage Applications, Contracts and Projects and submit trouble tickets and cases

Terms and Conditions of Usage

Please read the following Terms and Conditions ("Terms and Conditions") carefully before using the Texas Integrated Grant Reporting (TIGR) System. Any access to and use of this portal are strictly conditioned upon the acceptance of and compliance with these Terms and Conditions. By accessing and/or using TIGR, user agrees to be bound by these Terms and Conditions in their entirety and without exception. USE OF THE TIGR SYSTEM CONSTITUTES CONSENT TO ALL OF THE TERMS AND CONDITIONS OF USE PRESENTED BELOW.

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I agree to these terms and conditions

Check the checkbox

The sign in page is displayed. Enter your username and password and click **Sign In**:

Sign In / Sign Up

Help

Sign in Register

Sign in with a local account

* Username

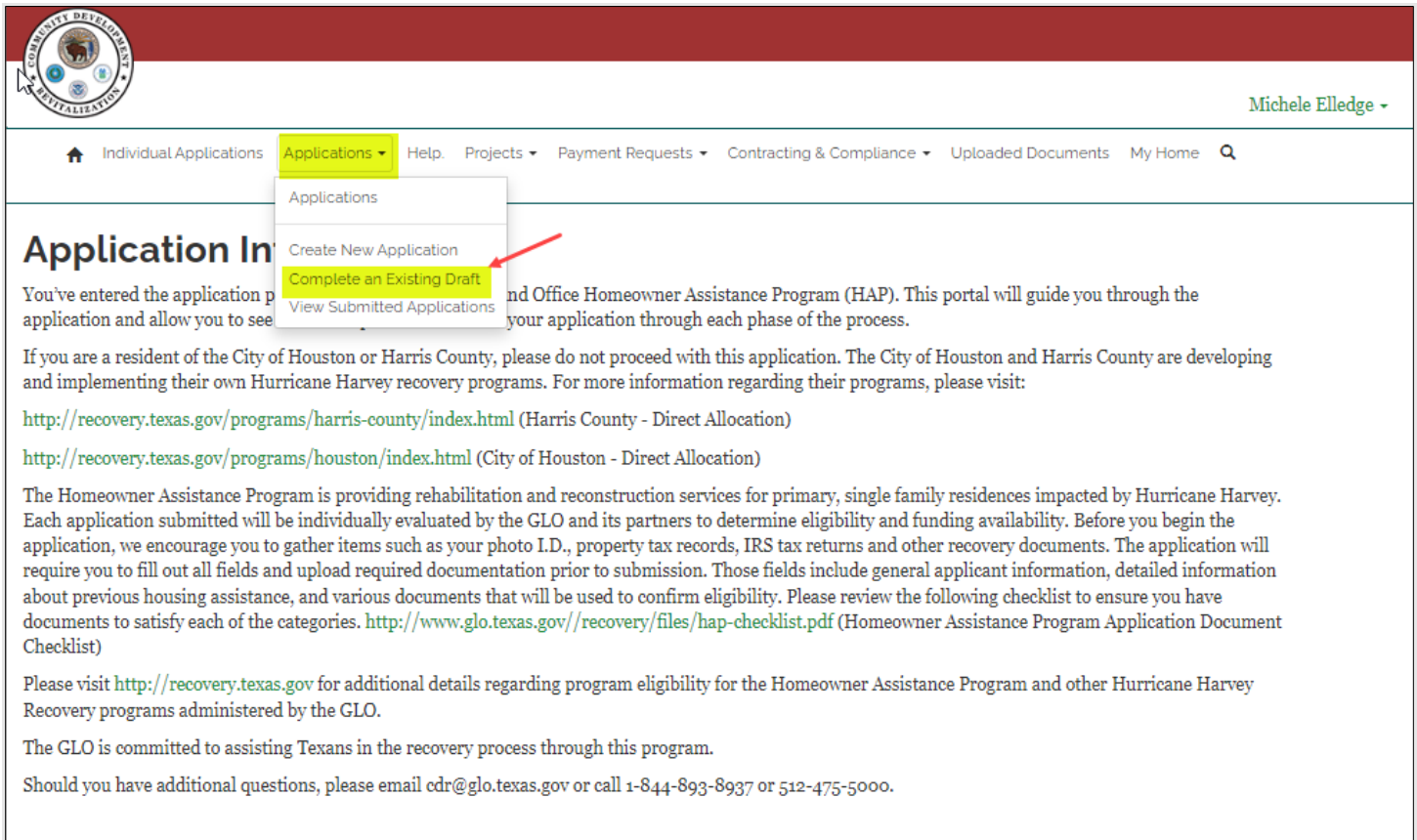
* Password

Remember me?

Sign in [Forgot your password?](#)

Complete the Application

From the top level menu, select **Applications>Complete an Existing Draft**



The screenshot shows a web application interface for the Homeowner Assistance Program (HAP). At the top left is the logo for the Community Development Department, featuring a circular seal with a house and the text 'COMMUNITY DEVELOPMENT' and 'REHABILITATION'. The user's name, 'Michele Elledge', is displayed in the top right corner. A navigation bar contains several menu items: 'Individual Applications', 'Applications' (highlighted in yellow), 'Help', 'Projects', 'Payment Requests', 'Contracting & Compliance', 'Uploaded Documents', and 'My Home'. A search icon is located on the far right of the navigation bar. Below the navigation bar, the 'Applications' dropdown menu is open, showing three options: 'Applications', 'Create New Application', and 'Complete an Existing Draft' (highlighted in yellow). A red arrow points to the 'Complete an Existing Draft' option. The main content area is titled 'Application In' and contains the following text:

You've entered the application p... and Office Homeowner Assistance Program (HAP). This portal will guide you through the application and allow you to see... your application through each phase of the process.

If you are a resident of the City of Houston or Harris County, please do not proceed with this application. The City of Houston and Harris County are developing and implementing their own Hurricane Harvey recovery programs. For more information regarding their programs, please visit:

<http://recovery.texas.gov/programs/harris-county/index.html> (Harris County - Direct Allocation)

<http://recovery.texas.gov/programs/houston/index.html> (City of Houston - Direct Allocation)

The Homeowner Assistance Program is providing rehabilitation and reconstruction services for primary, single family residences impacted by Hurricane Harvey. Each application submitted will be individually evaluated by the GLO and its partners to determine eligibility and funding availability. Before you begin the application, we encourage you to gather items such as your photo I.D., property tax records, IRS tax returns and other recovery documents. The application will require you to fill out all fields and upload required documentation prior to submission. Those fields include general applicant information, detailed information about previous housing assistance, and various documents that will be used to confirm eligibility. Please review the following checklist to ensure you have documents to satisfy each of the categories. <http://www.glo.texas.gov/recovery/files/hap-checklist.pdf> (Homeowner Assistance Program Application Document Checklist)

Please visit <http://recovery.texas.gov> for additional details regarding program eligibility for the Homeowner Assistance Program and other Hurricane Harvey Recovery programs administered by the GLO.

The GLO is committed to assisting Texans in the recovery process through this program.

Should you have additional questions, please email cdr@glo.texas.gov or call 1-844-893-8937 or 512-475-5000.

The Complete an Existing Draft page is displayed. Find the application that you need to complete, click the down arrow at the end of the row and select Edit DRRP Application.

Individual Applications Applications Help Projects Payment Requests Contracting & Compliance Uploaded Documents My Home

Home / Complete an Existing Draft

Complete an Existing Draft

Complete Draft application and click on Submit button to submit to CDR. If application doesn't submit, switch to Failed to Submit view and validate submission message.

Subrecipient

- Tarleton State University - TIAER
- Aransas County
- Amherst
- Brazos Valley COG
- Matagorda County
- Texas General Land Office

More ▲ Apply

My Draft Applications - 🔍

Application Title	Subrecipient	App/Contract Entity ID ↑	County	Application Type	Grant Administrator	Grant Manager	Created On ↓	
DRRP QA - Amherst: DRRP - 2016 Floods	Amherst	CDR17-2252-APP		New		Fox, Amber	11/12/2024 4:42 PM	⌵

Questions? Contact GLO at TIGRHelp@recovery.texas.gov

Warning: Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 48 U.S.C. 485, 486, 488 and 49 U.S.C. 5925.

- Edit DRRP Application
- Submit DRRP Application
- View DRRP Application

DRRP Application – Edit

The DRRP Application – Edit form is displayed with multiple tabs (General, 424 Questions, National Objective, Activity, Project and Grant Program Questionnaires). You can navigate between tabs to complete the application information. Click the Save Application button to save changes.

General tab

This tab contains three main sections; Application Information, Applicant Information and Financial Capacity. Here is a screenshot of the page:

DRRP Application - Edit

General | 424 Questions | National Objective | Activity | Project | Grant Program Questionnaires

Application Information

App # CDR457-2252-APP Applicant Amherst Program Type DRRP

Is the applicant an eligible county applying in conjunction with or on behalf of another entity (non-city) within the county?
Select

Programs

Name ↑	Grant Program Type
Disaster Recovery Reallocation Program - HUD MID (2016 Floods)	DRRP

Grants that apply
2016 Floods

Applicant Information

Edit Applicant Info on File

EIN *	DUNS *	SAM.GOV Registration Expiration *	Applicant (Jurisdiction) *
			Municipal
Applicant Address *	Applicant Address 2	FY End Date *	
P.O. Box 282		-	
Applicant City *	Applicant State *	COG	County *
Amherst		Select	Lamb
Phone Number *	Website	Applicant Zip *	
(800) 246-3979		79312	
Chief Elected Official	Primary Contact	Grant Administrator	Engineer
Texas House District	Texas Senate District	U.S. Congressional District	Authorized Representative

Financial Capacity

Does the applicant have an active CDBG-DR or CDBG-MIT Subrecipient agreement with the GLO?
Select

What is the date of the most recently completed Fiscal Year at the time of application?
M/D/YYYY

Has an audit for the most recently completed Fiscal Year identified above been completed?
Select

Create Audit Support Document

Full Document Name ↑

There are no records to display.

If Yes, enter the FYE date as it appears on the uploaded document
M/D/YYYY

Does the audit identify any findings?
Select

Save Application

Questions? Contact GLO at TIGRHelp@recovery.texas.gov

Application Information

Application Information

App #	Applicant *	Program Type *
CDR17-2252-APP	Amherst	DRRP

Is the applicant an eligible county applying in conjunction with or on behalf of another entity (non-city) within the county?

Select ▼

Programs

Name ↑	Grant Program Type
Disaster Recovery Reallocation Program - HUD MID (2016 Floods)	DRRP

Grants that apply

2016 Floods

The information in this section (App #, Applicant, Program Type, Program grid and Grants that Apply) information is prepopulated and not editable.

If you respond 'Yes' to '**Is the applicant an eligible county applying in conjunction with or on behalf of another entity (non-city) within the county?**' then there is a place to upload documentation between the parties as illustrated below:

Is the applicant an eligible county applying in conjunction with or on behalf of another entity (non-city) within the county?

Yes ▼

Upload the applicable Memorandum of Understanding (MOU), Interlocal Agreement, or other binding documentation clarifying the rights, roles, and responsibilities of all parties.

[+ Create](#)

Full Document Name ↑

There are no records to display.

Click the **Create** button and follow instructions to upload the document(s).

Applicant Information

Applicant Information

Edit Applicant Info on File

EIN * <input type="text"/>	DUNS * <input type="text"/>	SAM.GOV Registration Expiration * <input type="text"/>	Applicant (Jurisdiction) * Municipal <input type="button" value="v"/>
Applicant Address * P.O. Box 282 <input type="text"/>	Applicant Address 2 <input type="text"/>	FY End Date * -	
Applicant City * Amherst <input type="text"/>	Applicant State * <input type="text"/>	COG Select <input type="button" value="v"/>	County * Lamb <input type="button" value="v"/>
Phone Number * (806) 246-3979 <input type="text"/>	Website <input type="text"/>	Applicant Zip * 79312 <input type="text"/>	
Chief Elected Official <input type="text"/>	Primary Contact <input type="text"/>	Grant Administrator <input type="text"/>	Engineer <input type="text"/>
Texas House District <input type="text"/>	Texas Senate District <input type="text"/>	U.S. Congressional District <input type="text"/>	Authorized Representative <input type="text"/>

The information in this section is pre-populated with information in TIGR. If edits are needed, click **Edit Applicant Info on File**.

Financial Capacity

Financial Capacity

Does the applicant have an active CDBG-DR or CDBG-MIT Subrecipient agreement with the GLO?
Select

What is the date of the most recently completed Fiscal Year at the time of application?
M/D/YYYY

Has an audit for the most recently completed Fiscal Year identified above been completed?
Select

Full Document Name

There are no records to display.

If Yes, enter the FYE date as it appears on the uploaded document
M/D/YYYY

Does the audit identify any findings?
Select

Respond to the questions in the Financial Capacity section. Note that the application cannot be submitted without a completed audit for the most recent Fiscal Year.

Click **Save Application**

424 Questions tab


Home / DRRP Application - Edit

DRRP Application - Edit

General 424 Questions National Objective Activity Project Grant Program Questionnaires

Standard Form 424

Applicant Type


Select 

Application Title *

DRRP QA - Amherst: DRRP - 2016 Floods


Is the applicant delinquent on any federal debt?

No Yes

Upload 424 Form here 

Full Document Name ↑

There are no records to display.




Select the **Applicant Type** from the dropdown. The Application Title is prepopulated but may be edited. If the response to **'Is the applicant delinquent on any federal debt?'** Is Yes, then you must upload related documents as shown below:

Is the applicant delinquent on any federal debt?

No Yes

Please provide information regarding delinquency on federal debt.

Please upload any documents related to federal debt delinquency. 

National Objective tab

This national objective to be met is predetermined based on the preliminary application submitted. The questions displayed on this tab are related to the national objective and beneficiary information.

Here is a screenshot of the national objective section (this example is when the national objective to be met is principally benefitting low to moderate income persons):

DRRP Application - Edit

General 424 Questions National Objective Activity Project Grant Program Questionnaires

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
- LMI Jobs

Here is a screenshot of the Beneficiary Information section:

Beneficiary Information

What method was used for Beneficiary Identification?

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.

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

Provide dates when surveying was started and completed. Attach spreadsheet with with survey results.

Survey Begin Date Survey End Date

Full Document Name ↑

There are no records to display.

Provide Total Number of Beneficiaries.	Provide number of LMI beneficiaries.	Percentage of LMI Beneficiaries
<input type="text"/>	<input type="text"/>	<input type="text"/>

Is the applicant a HUD Exception Grantee?

Select ↓

Beneficiary Identification: Identify the census tract and block group(s) in which the project will take place.

Census Tract ↑ 01 02 03 04 05 06 07 08 09 10

There are no records to display.

Beneficiary Information

Total Number of Non-Hispanic Beneficiaries	Total Number of Hispanic Beneficiaries	Total Beneficiaries (Hispanic + Non-Hispanic)
-	-	-

Beneficiary Demographics By Race and Ethnicity

Race	# of Hispanic Beneficiaries	# of Non-Hispanic Beneficiaries	Total Beneficiaries for Race
------	-----------------------------	---------------------------------	------------------------------

There are no records to display.

Total Number of Female Beneficiaries

Total Number of Male Beneficiaries

Questions? Contact GLO at TIGRHelp@recovery.texas.gov

Warning: Any person who knowingly makes a false statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 892, 1001 and 31 U.S.C. 3729. Copyright © 1781 Texas General Land Office | All rights reserved.


Activity tab

On this tab, the applicant must complete the DRGR Activity budgets. There will be at least one DRGR Activity listed. For each listed, you must provide more information by selecting Edit DRRP Activity.

DRRP Application - Edit

General 424 Questions National Objective **Activity** Project Grant Program Questionnaires

DRGR Activities with Target Areas, Project & Budget Info

DRGR Activity Title	DRGR Activity Number ↑	DRGR Entity ID	
Activity - Disaster Recovery Reallocation Program - HUD MID (2016 Floods)	DRRP QA - Amherst: DRRP - 2016 Floods	DRGR-002623	 Edit DRRP Activity

[Save Application](#)

Questions? Contact GLO at TIGRHelp@recovery.texas.gov

Click to edit

To edit the DRRP Activity, click the down arrow at the end of the row and select Edit DRRP Activity. A popup is displayed:

Edit

General

Activity Information

Activity Type *

DRGR Activity Title *

Activity - Disaster Recovery Reallocation Program - HUD MID (2016 Floods)


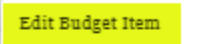






Activity Description

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

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

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

Within the popup, there is a place to build the DRGR Activity budget. For each budget line item (BLI) where you want to request funds, click the down arrow on the BLI and click Edit Budget Item

Name ↑	Requested
Acquisition - Project - - DRRP QA - Amherst: DRRP - 2016 Floods	 
Construction - Project - - DRRP QA - Amherst: DRRP - 2016 Floods	
Engineering - Project - - DRRP QA - Amherst: DRRP - 2016 Floods	
Engineering Services - - DRRP QA - Amherst: DRRP - 2016 Floods	
Environmental - Project - - DRRP QA - Amherst: DRRP - 2016 Floods	
Environmental Services - - DRRP QA - Amherst: DRRP - 2016 Floods	
Financial Services - - DRRP QA - Amherst: DRRP - 2016 Floods	

Another popup is displayed to complete the BLI request:

Edit ✕

Budget Line Item

Program Budget Code *
Acquisition - Project

App/Contract*
 Q

Requested

Obligated
—

BLI Type
DRGR Activity

Non-CDBG Funds

Non-CDBG Funds

Non-CDBG Fund Type
 ▼

Non-CDBG Fund Details

Total Requested (CDBG + Non-CDBG)
—

Milestones for this Budget Line Item

There are no records to display.

Once complete, click Submit to return to the Edit DRRP popup to continue completing the DRGR BLIs.


Project tab

On this tab, you provide information on the project(s). Click the down arrow and select Edit DRRP Project.

DRRP Application - Edit

General 424 Questions National Objective Activity **Project** Grant Program Questionnaires

Projects (Contract)

Proj #	Project Title ↑	
GLO17-32281-P	DRRP QA - Amherst: DRRP - 2016 Floods	<input type="checkbox"/> 

[Save Application](#)

Questions? Contact GLO at TIGRHelp@recovery.texas.gov

The project popup is displayed. Complete the information and then select Submit: (Update screenshot).

Edit ×

Project Title (NOTE: For the project title, the spelling and capitalization together with any associated site number(s) identified in the application must be consistently used throughout the application to ensure clear identification of the full project scope, e.g., a project title of "Green Acres, Site 3" here should appear as "Green Acres, Site 3" at every other reference in this application. A reference to some other title such as "green acres subdivision" or "#3 Green Street" elsewhere in the application could cause delays in the eligibility review process.)

Project Title

DRRP QA - Amherst: DRRP - 2016 Floo

Applicants are required to provide sufficient detail about the proposed project to identify the national objective, the population that will receive benefit, the estimated costs and materials needed, the projected schedule to completion, any potential environmental impact, and other details specific to the type of project involved. Please be thorough in completing this application to ensure a successful review.

Project Type

Does the project include rehabilitation or replacement with a new facility?

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

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

Is the need for the project a result of a lack of maintenance?

No Yes

If the project is a phase of a larger project, please explain how it is functionally independent.

If the project is not a result of a lack of maintenance, please describe maintenance efforts.

Grant Program Questionnaire

This tab shows a listing of all grants that will fund the contract. For each grant listed, you must answer the grant questionnaire. To start the process, click the arrow at the end of the row and select Answer Grant Questionnaire.

DRRP Application - Edit

General 424 Questions National Objective Activity Project **Grant Program Questionnaires**

Funding Sources/Grant Specific Application Questions

Name ↑	Created On	
2016 Floods	11/12/2024 4:42 PM	<input checked="" type="checkbox"/>

[Save Application](#)

Questions? Contact GLO at TIGRHelp@recovery.texas.gov

When selected the Edit DRRP Application Funding Source questions form is displayed.

Edit DRRP Application Funding Source Questions

The Edit DRRP Application Funding Source Questions form has multiple tabs (General, Acquisition and URA, Duplication of Benefits, Community Needs, Housing Needs Assessment, Permits, Citizen Participation, Procurement and Environmental). You can navigate between tabs to complete the information. Click the Save button to save changes.

[Home](#) / [Edit DRRP Application Funding Source Questions](#)

Edit DRRP Application Funding Source Questions

[General](#) [Acquisition and URA](#) [Duplication of Benefits](#) [Community Needs](#) [Housing Needs Assessment](#) [Permits](#) [Citizen Participation](#)
[Procurement](#) [Environmental](#)

Name *
2016 Floods

Grant Narrative *

[Save](#)

General tab

Provide a Grant Narrative Refer to the application guide for the information to be included in this section.

Edit DRRP Application Funding Source Questions

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

Name *

2016 Floods

Grant Narrative *

Acquisition and URA

On this tab, you provide information regarding any acquisitions and whether projects are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act.

[Home](#) / [Edit DRRP Application Funding Source Questions](#)

Edit DRRP Application Funding Source Questions

- 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? *

What type of acquisition will be required?

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](#)

Full Document Name ↑	Document Title	Document Group (Program Document Template)	Document Type (Program Document Template)
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There are no records to display.

[Save](#)

Questions? Contact GLO at TIGRHelp@recovery.texas.gov

If you respond Yes to the first question, then additional questions are displayed as highlighted below:

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? *

Yes

Has acquisition of the project site(s) been completed, in progress, or will need to be acquired?

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.

What is the planned number of parcels to be acquired?

What is the associated cost amount for this acquisition?


Uploaded Acquisitions Documents

Create


Full Document Name ↑	Document Title	Document Group (Program Document Template)	Document Type (Program Document Template)
There are no records to display.			

Additionally, if you respond 'Previously Acquired' to 'Has acquisition of the project site(s) been completed, in progress, or will need to be acquired?' then you must provide the date of acquisition:

Has acquisition of the project site(s) been completed, in progress, or will need to be acquired?

Previously Acquired 

If previously acquired, provide the date of acquisition.

M/D/YYYY 

Duplication of Benefits

On this tab, you provide information on funds received by FEMA, insurance companies or any other entity.

Edit DRRP Application Funding Source Questions

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

Any and all FEMA funds received for benefit of any project proposed in this application must be fully disclosed and detailed to ensure the best cross-agency coordination and that duplication of benefits does not occur.

Was the proposed project eligible for FEMA PA?

Was FEMA contacted regarding the proposed project's eligibility?

Is this project a proposed FEMA nonfederal share?

If FEMA funds were not requested, provide an explanation as to why.

Provide all relevant FEMA project worksheets, FEMA project type, and evidence of funds committed/received/expended on the proposed project. Any project that sustained direct damage must have applied for FEMA Public Assistance.

Uploaded FEMA Documents

Full Document Name ↑	Document Title	Document Group (Program Document Template)	Document Type (Program Document Template)
There are no records to display.			

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.

Did the applicant have insurance coverage on the proposed project?

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

Full Document Name ↑	Document Title	Document Group (Program Document Template)	Document Type (Program Document Template)
There are no records to display.			

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

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

Uploaded Agency Awards

Agency ↑	Program	Award Information	Award Amount	Regarding Application
There are no records to display.				

Questions? Contact GLO at TIGRHelp@recovery.texas.gov

Warning: Any person who knowingly makes a false statement to a federal officer or employee in connection with an application for or award of a grant or contract under 48 CFR, 49 CFR, 50 CFR and/or 52 CFR, 2016, is liable to a fine under 18 USC 1001 and/or 52 CFR 2016. Copyright © 2016 Texas Recovery Loan Office. All rights reserved.

There are follow up questions depending on responses as illustrated below:

If the response to: 'Was the proposed project eligible for FEMA PA? is Yes' then you must respond to: 'If yes, did you receive FEMA PA?'

Was the proposed project eligible for FEMA PA?

Yes

If yes, did you receive FEMA PA?

Select

If you indicate that there was insurance on the proposed project, then you must provide insurance company information:

Did the applicant have insurance coverage on the proposed project?

Yes

Name of Insurance Company

If an insurance claim was filed, then you must provide amount claimed/received and upload claim related documents:

Was a claim filed with insurance for the proposed project?

Yes

Amount claimed/received for the project

Uploaded Ins Claim Documents

[+ Create](#)

Full Document Name ↑	Document Title	Document Group (Program Document Template)	Document Type (Program Document Template)
<p>There are no records to display.</p>			

If there are any persons/entities with a reportable financial interest, then you must complete a Financial Interest Report (A503 form) and include it in the uploaded documents.

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

Yes

Submit a complete FINANCIAL INTEREST REPORT (A503 form) with this application for each person/entity with a reportable financial interest. Include as appropriate for Grant Administration, Environmental, and/or Engineering. This form can be found at <https://www.glo.texas.gov/disaster-recovery/grant-admin/infrastructure-forms>

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.		

If any other state and/or federal agency was contacted concerning funding for the proposed project, then you must provide information and upload associated documentation.

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](#)

Agency ↑	Program	Award Information	Award Amount	Regarding Application
There are no records to display.				

Community Needs

On this page you provide information on the damages, consequences of not repairing and community impact.

Edit DRRP Application Funding Source Questions

- 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: *

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
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There are no records to display.

Save

Questions? Contact GLO at TIGRHelp@recovery.texas.gov

Housing Needs Assessment

On this page you provide information related to the housing needs assessment. (Top half of page)

Edit DRRP Application Funding Source Questions

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

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.

Fair Housing activity 1 *

Status 1 *

Fair Housing activity 2

Status 2

Fair Housing activity 3

Status 3

Fair Housing activity 4

Status 4

Bottom half of page:

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

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. *

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? *

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

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. *

If you respond 'Yes' to 'Within the past 5 years, has the applicant applied for affordable housing funds and received funding?' then you must provide more information:

Within the past 5 years, has the applicant applied for affordable housing funds and not receive funding? *

Yes

Please describe any instances within the past 5 years where this occurred:

For each fair housing activity that is planned or completed, you must provide the planned date or the completed date:

Fair Housing activity 1 *

Activity 1

Status 1 *

Planned

To be completed by 1

M/D/YYYY

Fair Housing activity 1 *

Activity 1

Status 1 *

Completed

Date achieved 1

M/D/YYYY

Edit DRRP Application Funding Source Questions

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

Does the project require any federal, state, or other permits, approvals, or waivers to complete the proposed work?

Select



Does the project require any type of ratified, legally binding agreement between the applicant and any other entity to provide continual operation upon completion?

Select



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?

Select



Is CCN uploaded?

Select



If a CCN is required, is written documentation from the Public Utility Commission of Texas (PUC) verifying the application has been filed uploaded?

Select



Save

Questions? Contact GLO at TIGRHelp@recovery.texas.gov

If the project requires any permits to complete the work, you must provide more information about the permits and upload a copy of each.

Does the project require any federal, state, or other permits, approvals, or waivers to complete the proposed work?

Yes

Describe the type and purpose of each permit and its association with the proposed project. Provide a copy of each permit already executed.

Provide a copy of each permit already executed or drafted.

Uploaded Permit Documents

Create

Document Title ↑	Document Group	Document Type
There are no records to display.		

If the project requires any type of ratified, legally binding agreement between the applicant and any other entity then more information must be provided:

Does the project require any type of ratified, legally binding agreement between the applicant and any other entity to provide continual operation upon completion?

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.

Citizen Participation

Edit DRRP Application Funding Source Questions

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? *

Select

Although a public hearing is not required, if your jurisdiction held one, list the date and attach the supporting documents.

Citizen Participation [Create](#)

Application ↑	Assessment Date ↑	Assessment Type	Description	Name	Created On
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There are no records to display.

Uploaded Public Hearing Documents [Create](#)

Document Title ↑	Document Group	Document Type
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There are no records to display.

[Save](#)

If the response to 'Did the applicant provide a reasonable opportunity for public comment?' is Yes, then you must provide additional information:

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

Edit DRRP Application Funding Source Questions

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

Procurement Environmental

All applicants are required to follow the procurement process guidelines set forth in 2 CFR 200.318-200.327 for grant administration, environmental, and engineering services if using CDBG-DR funds to pay third-party vendors for those services. Along with this application, applicants must provide a copy of their local procurement policies and procedures that explicitly incorporate the 2 CFR 200 sections cited here.

Have services been procured or will be procured later?

Has the applicant chosen to use a third-party to administer the proposed project?

Has the applicant chosen to use a third-party engineer to perform engineering services for the proposed project?

Uploaded Procurement Documents

Create

Document Title ↑

Document Group

Document Type

There are no records to display.

Save

If you indicate that a third party has been chosen to administer the project, then you must indicate if they will also provide environmental services:

Has the applicant chosen to use a third-party to administer the proposed project?

If yes, will the vendor also provide environmental services?

If you respond 'No' to 'Has the applicant chosen to use a third-party engineer to perform engineering services for the proposed project?' then you must explain how engineering services will be performed.

Has the applicant chosen to use a third-party engineer to perform engineering services for the proposed project?

No



If no, how will this activity be performed?

Edit DRRP Application Funding Source Questions

- 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? *

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

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> *

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> *

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> *

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? *

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

Is the Project located in a coastal barrier resource system (CBRS) unit? More information at: <https://www.hudexchange.info/programs/environmental-review/coastal-barrier-resources> *

Does the Project require a USACE permit to complete the proposed work? *

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? More information at: <https://www.hudexchange.info/programs/environmental-review/site-contamination>

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), if applicable. And provide operations and maintenance plans by uploading the applicable documents at the bottom of the page. More information at: <https://www.hudexchange.info/programs/lead-based-paint> ; <https://www.dshs.texas.gov/asbestos-program> ; <https://www.tdlr.texas.gov/mlr>

For new residential construction projects only, are there potential noise generators in the vicinity of the project? More information at: <https://www.hudexchange.info/programs/environmental-review/noise-abatement-and-control>

For residential projects, is it within 15,000 feet of a military airport, or 2,500 feet of a civilian airport? More information at: <https://www.hudexchange.info/programs/environmental-review/airport-hazards>

Uploaded Environmental Documents

+ Create

Document Title ↑	Document Group	Document Type
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There are no records to display.

Save

Questions? Contact GLO at TIGRHelp@recovery.texas.gov

If the response to 'Has a federal environmental review by FEMA, HUD, or another federal agency been completed for all or a portion of the project?' is 'Yes', then additional text is displayed and associated documents must be uploaded.

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

Yes

For FEMA or HUD provide a record of environmental consideration or the HUD environmental review record (excluding the appendices). For any other federal agencies provide a copy of the executive summary and project location map by uploading the documents at the end of the page.

If the response is 'No' to '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>' then you must provide a date of construction for any buildings in the project area.

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> *

No

Please list the date of construction for any buildings in the project area. If multiple, list the date of construction for the oldest building.

M/D/YYYY

If the response is 'Yes' to '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>' then you must provide a narrative explaining the impact to the historic site/district.

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> *

Yes

Provide a brief narrative explaining how the historic site or district will be impacted *

If the response is 'Yes' to '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>' then additional text and another question is displayed.

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> *

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) by uploading the documents at the bottom of the page.

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)? *

Select

If the response to '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)?' is 'Yes', then an additional question is displayed.

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)? *

Yes

Is HUD financial assistance permissible per 24 CFR 55.8?

Select

If the response to '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?' is Yes, then additional text is displayed, and documents must be uploaded.

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? *

Yes

If yes, and the project is located in a FEMA designated special flood hazard area, provide the FEMA effective map and NFIP status from the NFIP community status book by uploading the documents at the bottom of the page.

If the response to '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?' is No, then additional instructions are displayed.

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? *

No



If no, and the project consists of a structure, part of a structure, or insurable property located in a FEMA designated special flood hazard area, verify if HUD assistance is permissible at 24 CFR 55.5.

If the response to 'Is the Project located in a coastal barrier resource system (CBRS) unit? More information at: <https://www.hudexchange.info/programs/environmental-review/coastal-barrier-resources>' is 'Yes' then additional instructions are displayed.

Is the Project located in a coastal barrier resource system (CBRS) unit? More information at: <https://www.hudexchange.info/programs/environmental-review/coastal-barrier-resources> *

Yes

If yes, provide a map by uploading applicable documents at the bottom of the page. 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).

If 'Yes' is the response to 'Does the Project require a USACE permit to complete the proposed work?' then you must provide additional information.

Does the Project require a USACE permit to complete the proposed work? *

Yes

What's the type and purpose of each permit, when was/will it be obtained, and what is the association with the proposed project? *

If 'Yes' is the response to '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? More information at: <https://www.hudexchange.info/programs/environmental-review/site-contamination>' then you must provide additional information.

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? More information at: <https://www.hudexchange.info/programs/environmental-review/site-contamination>

Yes

Provide a map and brief description of the potential hazard of concern. And, if available, provide a copy of the executive summary for all ASTM Environmental Site Assessments by uploading the documents at the bottom of this page. *

If 'Yes' is the response to 'For new residential construction projects only, are there potential noise generators in the vicinity of the project? More information at: <https://www.hudexchange.info/programs/environmental-review/noise-abatement-and-control>' then you must upload maps and other applicable documents.

For new residential construction projects only, are there potential noise generators in the vicinity of the project? More information at: <https://www.hudexchange.info/programs/environmental-review/noise-abatement-and-control>

Yes

If yes, 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 by uploading applicable documents at the bottom of the page.

If 'Yes' is the response to 'For residential projects, is it within 15,000 feet of a military airport, or 2,500 feet of a civilian airport? More information at: <https://www.hudexchange.info/programs/environmental-review/airport-hazards>' then you must provide a map and answer another question.

For residential projects, is it within 15,000 feet of a military airport, or 2,500 feet of a civilian airport? More information at: <https://www.hudexchange.info/programs/environmental-review/airport-hazards> *

Yes

If yes, provide a map by uploading the applicable documents at the bottom of the page.

Is the project within the civil runway protection zone or the military clear zone? *

Select

Submit DRRP Application

To submit the application, from the top level navigation, click Applications>Complete an Existing Draft.

Application In

You've entered the application p... application and allow you to see... and Office Homeowner Assistance Program (HAP). This portal will guide you through the your application through each phase of the process.

If you are a resident of the City of Houston or Harris County, please do not proceed with this application. The City of Houston and Harris County are developing and implementing their own Hurricane Harvey recovery programs. For more information regarding their programs, please visit:

<http://recovery.texas.gov/programs/harris-county/index.html> (Harris County - Direct Allocation)

<http://recovery.texas.gov/programs/houston/index.html> (City of Houston - Direct Allocation)

The Homeowner Assistance Program is providing rehabilitation and reconstruction services for primary, single family residences impacted by Hurricane Harvey. Each application submitted will be individually evaluated by the GLO and its partners to determine eligibility and funding availability. Before you begin the application, we encourage you to gather items such as your photo I.D., property tax records, IRS tax returns and other recovery documents. The application will require you to fill out all fields and upload required documentation prior to submission. Those fields include general applicant information, detailed information about previous housing assistance, and various documents that will be used to confirm eligibility. Please review the following checklist to ensure you have documents to satisfy each of the categories. <http://www.glo.texas.gov/recovery/files/hap-checklist.pdf> (Homeowner Assistance Program Application Document Checklist)

Please visit <http://recovery.texas.gov> for additional details regarding program eligibility for the Homeowner Assistance Program and other Hurricane Harvey Recovery programs administered by the GLO.

The GLO is committed to assisting Texans in the recovery process through this program.

Should you have additional questions, please email cdr@glo.texas.gov or call 1-844-893-8937 or 512-475-5000.

From the My Draft Applications page, click the down arrow on the application you want to submit and click Submit DRRP Application.

My Draft Applications - Search

Application Title	Subrecipient	App/Contract Entity ID ↑	County	Application Type	Grant Administrator	Grant Manager	Created On ↓
DRRP QA - Amherst: DRRP - 2016 Floods	Amherst	CDR17-2252-APP		New		Fox, Amber	11/12/2024 4:42 PM

Questions? Contact GLO at TIGRHelp@recovery.texas.gov

- Edit DRRP Application
- Submit DRRP Application
- View DRRP Application

A confirmation message is displayed. Change the radio button from No to Yes and click Submit.

Edit ×

Submit Application

Check "Yes" and click the "Submit" button to submit this application.

No Yes

Upon submission, your application will be reviewed for completeness.

If your application is deemed complete, an email will be sent to the Contact and Grant Administrator listed on file, confirming that your application has been successfully submitted to the Texas General Land Office (GLO).

In the event that your application is found to be incomplete, an email will be sent to the Contact and Grant Administrator, outlining the specific issues identified. You will be required to log into TIGR and locate your incomplete application under the "Applications > Complete an Existing Draft" section. Applications with submission issues can be found under "Failed to Submit Applications." Once the identified errors have been addressed, you must resubmit the application.

For further guidance, please refer to the [How to Complete and Submit the Disaster Recovery and Reallocation Program \(DRRP\) Application](#) available under the Help menu.

Should you require assistance, please contact tigrhelp@recovery.texas.gov

Once the application is submitted, you can view the status by clicking Applications>View Submitted Applications.

The screenshot shows the top navigation bar of the portal with a search icon and several menu items: Individual Applications, Applications (dropdown), Help, Projects (dropdown), Payment Requests (dropdown), Contracting & Compliance (dropdown), Uploaded Documents, and My Home. The 'Applications' dropdown menu is open, showing options: Applications, Create New Application, Complete an Existing Draft, and View Submitted Applications (highlighted in yellow).

Application Information

You've entered the application page and Office Homeowner Assistance Program (HAP). This portal will guide you through the application and allow you to see the status of your application through each phase of the process.

If you are a resident of the City of Houston or Harris County, please do not proceed with this application. The City of Houston and Harris County are developing and implementing their own Hurricane Harvey recovery programs. For more information regarding their programs, please visit:

<http://recovery.texas.gov/programs/harris-county/index.html> (Harris County - Direct Allocation)

<http://recovery.texas.gov/programs/houston/index.html> (City of Houston - Direct Allocation)

The Homeowner Assistance Program is providing rehabilitation and reconstruction services for primary, single family residences impacted by Hurricane Harvey. Each application submitted will be individually evaluated by the GLO and its partners to determine eligibility and funding availability. Before you begin the application, we encourage you to gather items such as your photo I.D., property tax records, IRS tax returns and other recovery documents. The application will require you to fill out all fields and upload required documentation prior to submission. Those fields include general applicant information, detailed information about previous housing assistance, and various documents that will be used to confirm eligibility. Please review the following checklist to ensure you have documents to satisfy each of the categories. <http://www.glo.texas.gov/recovery/files/hap-checklist.pdf> (Homeowner Assistance Program Application Document Checklist)

Please visit <http://recovery.texas.gov> for additional details regarding program eligibility for the Homeowner Assistance Program and other Hurricane Harvey Recovery programs administered by the GLO.

The GLO is committed to assisting Texans in the recovery process through this program.

Should you have additional questions, please email cdr@glo.texas.gov or call 1-844-893-8937 or 512-475-5000.

Submitted Applications for Portal

App/Contract Entity ID	Application Title	Application Status	Date Submitted	Applicant	County	Total Requested from DRGR Activities (CDBG + non)	Contact
CDR17-2252-APP	DRRP QA - Amherst: DRRP - 2016 Floods	Initial Review	1/21/2025	Amherst	Anderson	\$626,300.00	Fox, Amber

You will also get an email informing you that the application passed the completeness review:

TIGR Application "Amber Test App in Prod" (CDR17-2517-APP) has passed the completion check. CRM:0551003218

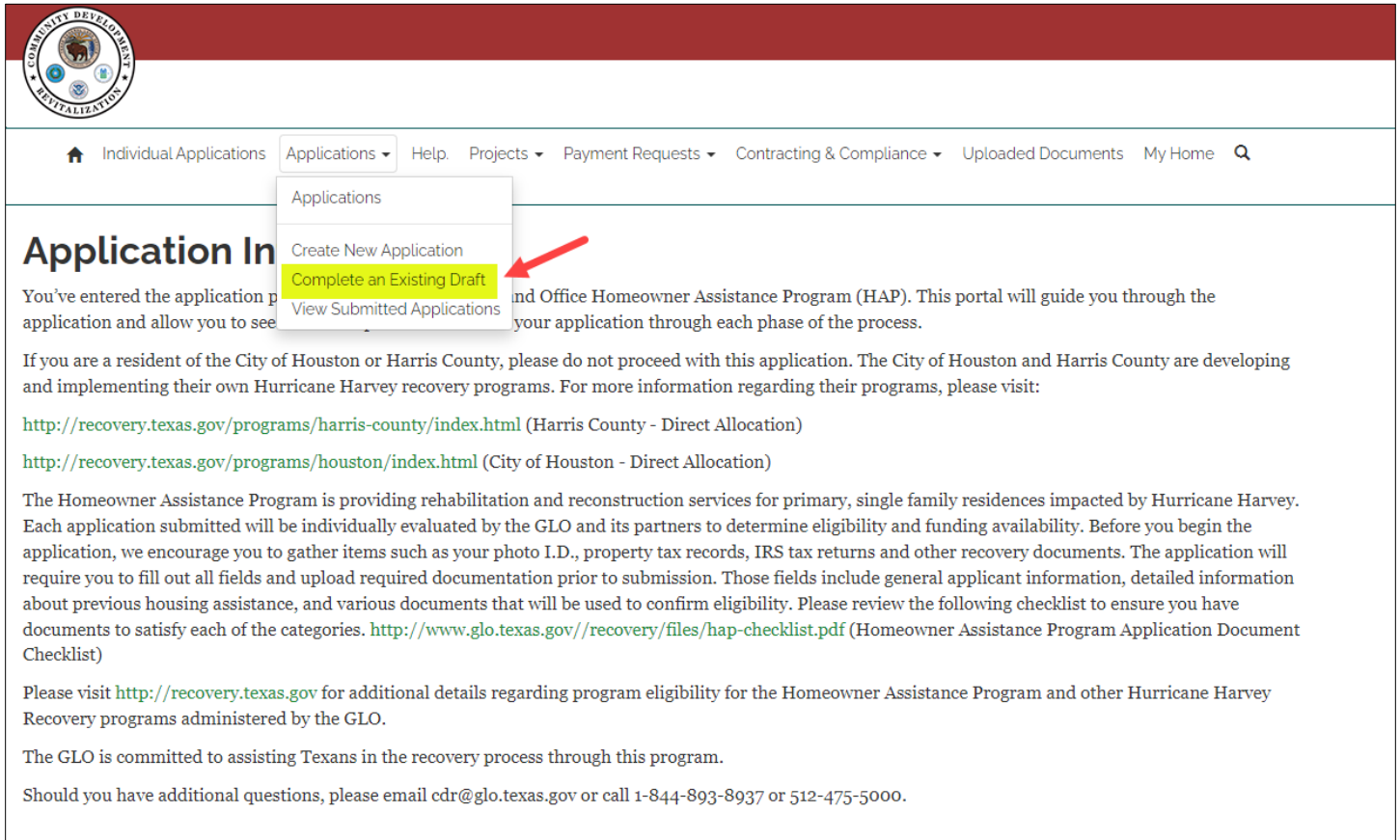
TIGR CDR
To: Amber Fox; Amritha Ganga

Tracked To Dynamics 365

Fri 1/31/2025 11:36 AM

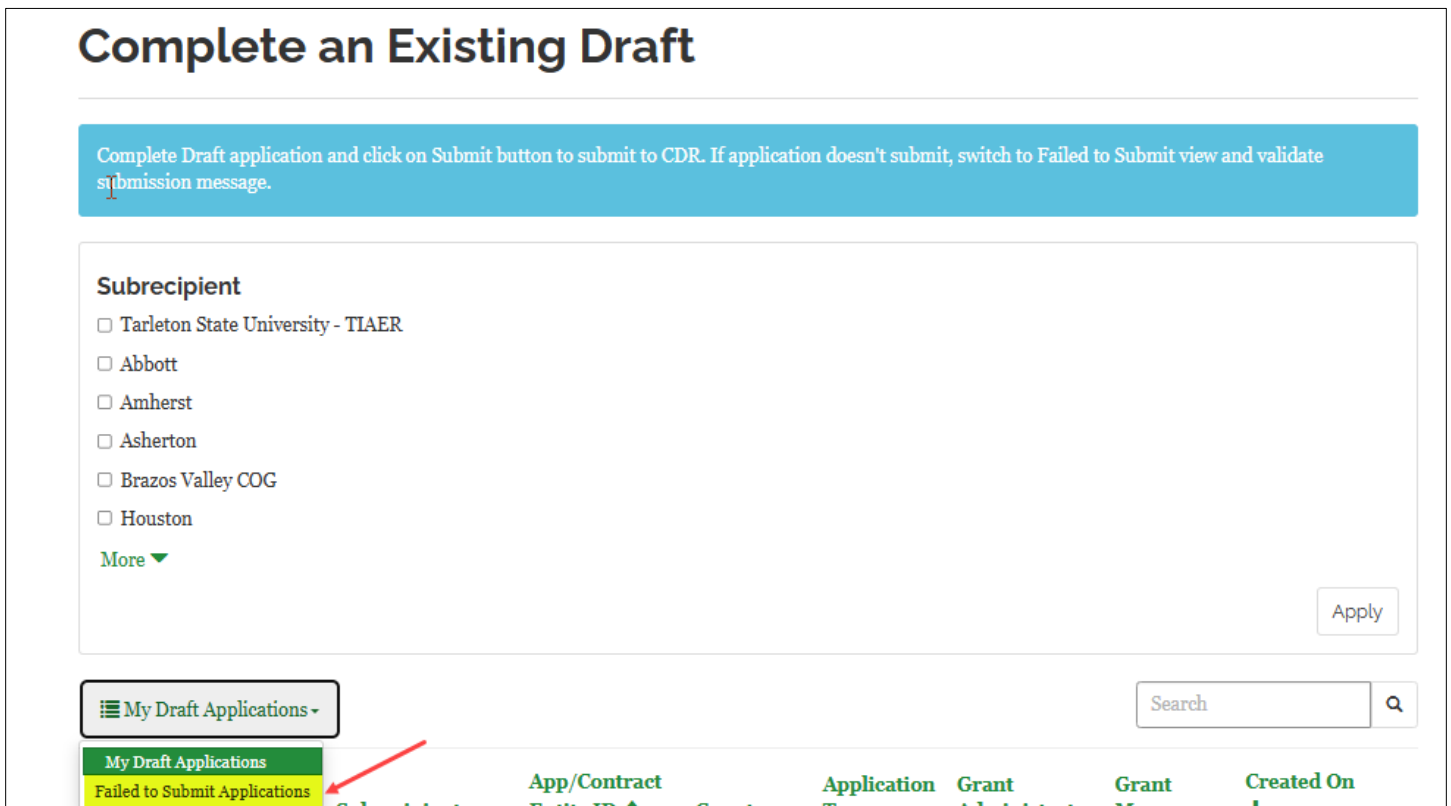
Thank you for submitting your application for the Disaster Recovery Reallocation Program. We have reviewed your submission and confirmed that it meets the completeness requirements. Your application has now been forwarded to the Texas General Land Office (GLO) for further evaluation. Please monitor your email for any additional instructions and updates. Should you require assistance, please contact tigrhelp@recovery.texas.gov.

Once you submit, if system validations find that your application is incomplete, then it will be displayed in the Applications that Failed to Submit grid. You can view this grid by clicking Applications>Complete an Existing Draft:



The screenshot shows the top navigation bar of the GLO application portal. The 'Applications' dropdown menu is open, and the 'Complete an Existing Draft' option is highlighted in yellow. A red arrow points to this option. Below the navigation bar, the page title is 'Application Incomplete' and the main content area contains instructions for users, including links to recovery programs for Harris County and the City of Houston, and information about the Homeowner Assistance Program (HAP).

And then clicking Failed to Submit Applications:



The screenshot shows the 'Complete an Existing Draft' page. At the top, there is a blue banner with instructions: 'Complete Draft application and click on Submit button to submit to CDR. If application doesn't submit, switch to Failed to Submit view and validate submission message.' Below this is a section for 'Subrecipient' with a list of checkboxes for various entities: Tarleton State University - TIAER, Abbott, Amherst, Asherton, Brazos Valley COG, and Houston. A 'More' link with a dropdown arrow is also present. An 'Apply' button is located at the bottom right of this section. Below the subrecipient list is a 'My Draft Applications' dropdown menu, which is open to show 'Failed to Submit Applications' highlighted in yellow. A red arrow points to this option. At the bottom, there is a table with columns: 'App/Contract Entity ID', 'County', 'Application Type', 'Grant Administrator', 'Grant Manager', and 'Created On'. A search bar is located at the top right of the table area.

The application is displayed in the grid. From here you can choose Edit DRRP Application to address the issues and then you must resubmit the application.

Complete an Existing Draft

Complete Draft application and click on Submit button to submit to CDR. If application doesn't submit, switch to Failed to Submit view and validate submission message.

Subrecipient

- Tarleton State University - TIAER
- Abbott
- Amherst
- Asherton
- Brazos Valley COG
- Houston
- [More ▾](#)

Failed to Submit Applications - Search

App/Contract Entity ID ↑	Status Message	Subrecipient	Grant Administrator	Created On ↓	
CDR17-2657-APP	Your application CDR17-2657-APP couldn't be submitted: the Total Requested amount is not set. Please configure DRGR Activities and Budget records	Amherst	Fox, Amber	1/14/2025 3:36 PM	<input type="button" value="Edit DRRP Application"/> <input type="button" value="Submit DRRP Application"/> <input type="button" value="View DRRP Application"/>

Questions? Contact GLO at TIGRHelp@recovery.texas.gov

In addition, for any application that does not pass the completeness review, you will receive an email that lists all of the issues that need to be addressed. Here is an example:

TIGR Application Submission "Amber Test App in Prod" (CDR17-2517-APP) has errors CRM:0551003217

TC TIGR CDR
To: Amber Fox; Amritha Ganga
Tracked To Dynamics 365

Fri 1/31/2025 11:32 AM

Thank you for submitting your application for the Disaster Recovery Reallocation Program. During our review, we identified the following errors in your submission. . Please log into TIGR and navigate to the "Applications > Complete an Existing Draft" section, where you will find your incomplete application listed under "Failed to Submit Applications". Once the necessary corrections have been made, kindly resubmit your application. Should you require assistance, please contact tigrhelp@recovery.texas.gov.

--> You must answer these questions before submitting the application <--

☑ Missing application questions (3):

- (National Objective) Is the applicant a HUD Exception Grantee?
- (General) Is the applicant an eligible county applying in conjunction with or on behalf of another entity (non-city) within the county?
- (424 Questions) Applicant Type