Infrastructure Application Guide

Version 2

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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 to 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.reallocation@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

Before completing and submitting an application for funding assistance, applicants are strongly encouraged to read the entire Action Plan for the disaster year for which they are eligible. 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 on the DRRP webpage.
- ☐ **Identify Stakeholders:** Identify all key signatories, decision-makers, and other relevant stakeholders to show and ensure local capacity.
- ☐ **Gather Supporting Documentation:** Applicants will be required to provide documentation to support portions of the application. See GLO Document List and Naming Convention available on the DRRP webpage.
- ☐ **Identify Infrastructure Unmet Needs:** Identify unmet infrastructure needs. Describe how the proposed infrastructure project will address the identified unmet needs and contribute to long-term recovery and restoration of housing in the most impacted and distressed (MID) areas.
- ☐ **Identify Housing Unmet Needs:** Identify unmet housing needs as applicable for affordable multifamily housing activities.
- ☐ **Ensure Project Eligibility:** Ensure the proposed 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.

- ☐ **Establish Project Tie-Back to the Associated Disaster Year:** The applicant must establish a tie-back for the proposed project to the corresponding disaster year. Tie-back must document how the specific project was impacted by the disaster year as defined in the applicable section (2.6 Project Detail) of this guide.
- ☐ **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., that thoroughly define the 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.
- ☐ **Clearly Identify Service Area:** Ensure the service area and beneficiary maps clearly identify and support all aspects of the proposed project, including justification for project selection. Review beneficiary documentation to ensure it accurately identifies beneficiaries within the project service area. Review the GLO's Beneficiary Manual found on the DRRP webpage for guidance.
- ☐ **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, 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 Wednesday, August 20, 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 three business days. 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 (4.4.5 Fee Caps) of this guide for more information.
- Contract extensions will not be allowed. All activity, including contract closeout must be completed within the defined expiration date as prescribed in the executed contract.

2.2 Project Funding Restrictions

CDBG-DR funds may not be used to enlarge a dam or levee beyond the original footprint of the structure that existed prior to the disaster event. CDBG-DR funds for levees and dams are required to:

- Register and maintain entries regarding such structures with the USACE National Levee Database or National Inventory of Dams;
- Ensure that the structure is admitted in the USACE PL 84–99 Rehabilitation Program (Rehabilitation Assistance for Non-Federal Flood Control Projects);
- Ensure the structure is accredited under the FEMA National Flood Insurance Program (NFIP); and
- Maintain file documentation demonstrating a risk assessment prior to funding the flood control structure and documentation that the investment includes risk reduction measures.

Funds may not be used to assist a privately owned utility for any purpose. A private utility, also referred to as an investor-owned utility, is owned by private investors and is for-profit as opposed to being owned by a public trust or agency (e.g., a cooperative or municipally-owned utility).

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 not 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.

Infrastructure activities must contribute to the long-term recovery and restoration of housing. 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;
- Supporting documentation to establish the corresponding disaster year tie-back specifically for the proposed project location;

- 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.

Infrastructure activities must contribute to the long-term recovery and restoration of housing.

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, Indian Tribes);
- 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 city proposes sewer system improvements at three lift stations. The entire system is only serviced by these three lift stations. The city is 58.42% LMI according to the current HUD low- and moderate-income summary data (LMISD). Although each lift station is at a distinct location, collectively they serve the entire city. In this scenario the project service area is defined as citywide, 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, beneficiaries, and disaster tie-back. 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, material, size, quantity, etc.
- Specific project location(s) that align with required maps:
  - Describe project location(s) with street names or other unique identifying information.
  - Define starting, midpoint, and end location coordinates (latitude and longitude) in decimal degrees up to five decimal places in the project summary and required maps. Applicant may also upload a location list with the associated coordinates in TIGR under "project" (document group), then "other supporting documentation" (document type) to support the summary and map submissions.
- Eligible service area:
  - Service area map must include the full extent of the service area.

    - Clearly delineate the project location(s), label associated census tract and block group(s)s in their entirety.
    - Include a legend and other identifying information.
- Project beneficiaries:
    - The persons who will benefit from the project within the defined service area.
    - Justification to support selection of the project service area.
- Acquisition of real property, easements, right-of-way, etc., if required for the project, including the estimated number of parcels needed and the associated budget.
- Description of 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 funds to indicate the total project costs:
    - A complete budget will include the following categories and reflect the amount and source (CDBG-DR or other) of funding for each:
        - Grant Administration
        - Environmental
        - Engineering
        - Construction
        - Acquisition
        - Planning
    - If a project does not require funds in one or more category, the entry should indicate “N/A” or “$0.00”.
    - 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.
    - Schedules that do not conform to the program requirements may result in a project being deemed ineligible. See section 4.5.1 (Project Schedule) of this guide for more information.

- National objective.
- Project tie-back
    - Document how the proposed project was directly impacted by the corresponding disaster year event for the application. Narratives and supporting documentation should reflect the impact of the qualifying disaster to the specific project location(s) and the benefit service area.
    - Supporting documentation includes but is not limited to:
        - Photographs with date and location
        - Relevant news articles specific to proposed project
        - Reports documenting rainfall, stormwater volume, measurable impact to critical facilities, personnel activity relevant to response or recovery
        - Documentation from state, federal, or other government agencies

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:

- Flood and drainage improvements;
- Water and wastewater improvements;
- Street improvements;
- Permanently affixed emergency communications equipment; and
- Rehabilitation, reconstruction, and new construction of affordable multifamily projects

2.8 Ineligible Activities

Any activity not identified above.

2.9 Emergency Communications Equipment Projects

Emergency communication projects funded by the DRRP must comply with the Texas Statewide Communication Interoperability Plan (TSCIP). Applicants proposing these types of projects will be required to demonstrate compliance with the TSICP prior to drawing any DRRP funding. Compliance includes, but is not limited to, documented acknowledgement from the Texas Statewide Interoperability Coordinator. An overview of the TSCIP and resources are available from the Texas Department of Public Safety:

- https://www.dps.texas.gov/section/infrastructure-operations/texas-statewide-interoperability-coordinator

Applicant must contact the Texas Statewide Interoperability Coordinator for additional information regarding compliance and acknowledgment.

- Aaron Slaughter
- Texas Statewide Interoperability Coordinator
- Texas Department of Public Safety
- TXSWIC@dps.texas.gov

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:

- **Wednesday, August 20, 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 on 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 Access 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.

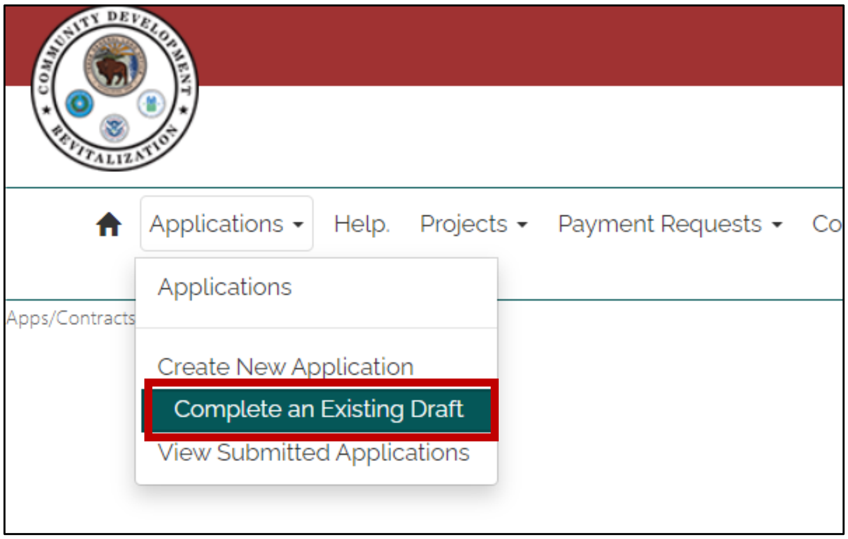
The TIGR access forms and instructions are available on the GLO's DRRP webpage.

Upon successful TIGR Portal registration, applicants may begin the application entry process. Applicants are highly encouraged to read this guide and prepare supporting documentation for 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

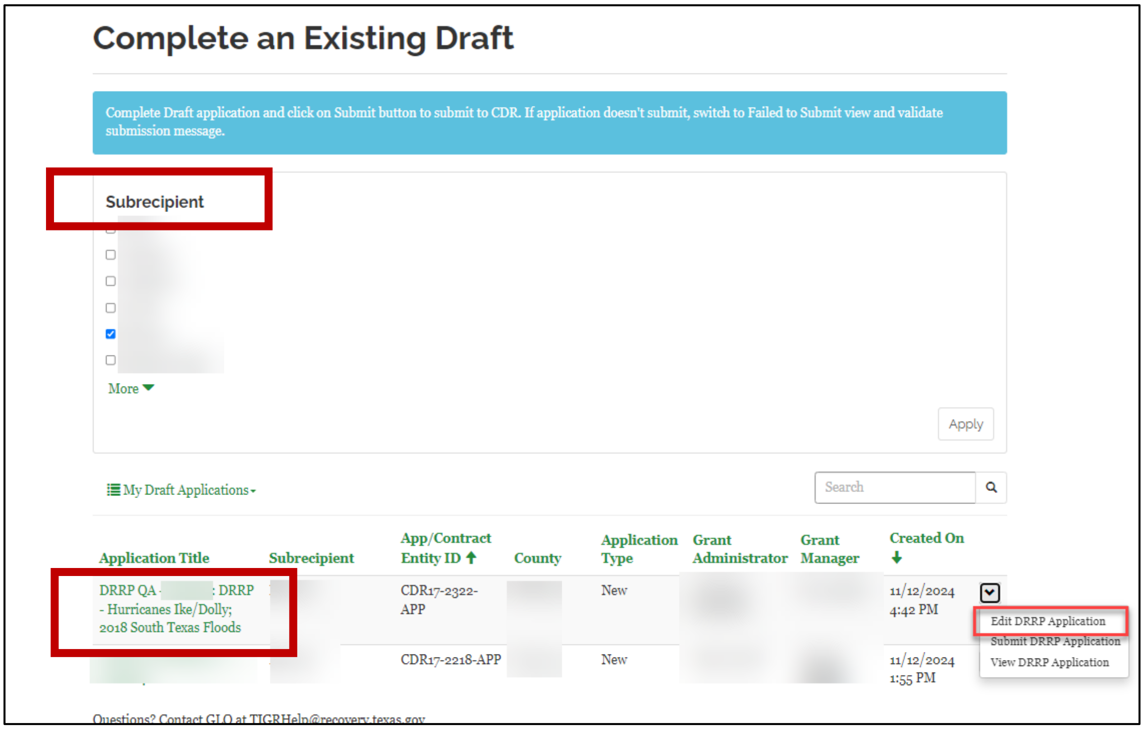
Entry of the application in TIGR will begin by accessing an "existing draft" created from information provided in the DRRP Call for Projects submission. As indicated in the view below, select Applications > Complete an Existing Draft.

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. SF-424 Questions;
3. National Objective;
4. Activity;
5. Project;
6. Grant Program Questionnaires; and
7. Documents.

Figure 3: DRRP Application Sections

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.

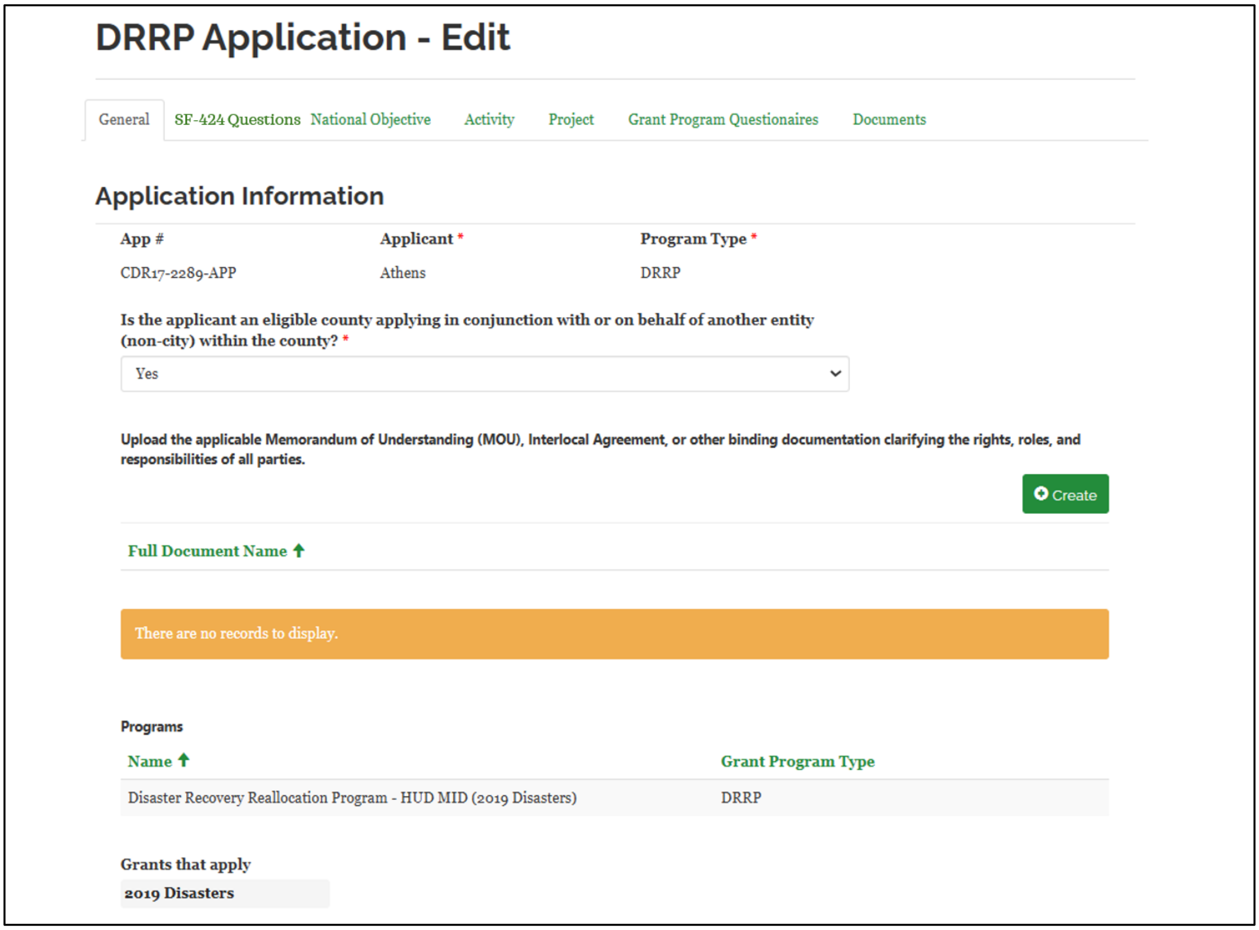
4.1 General

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*)

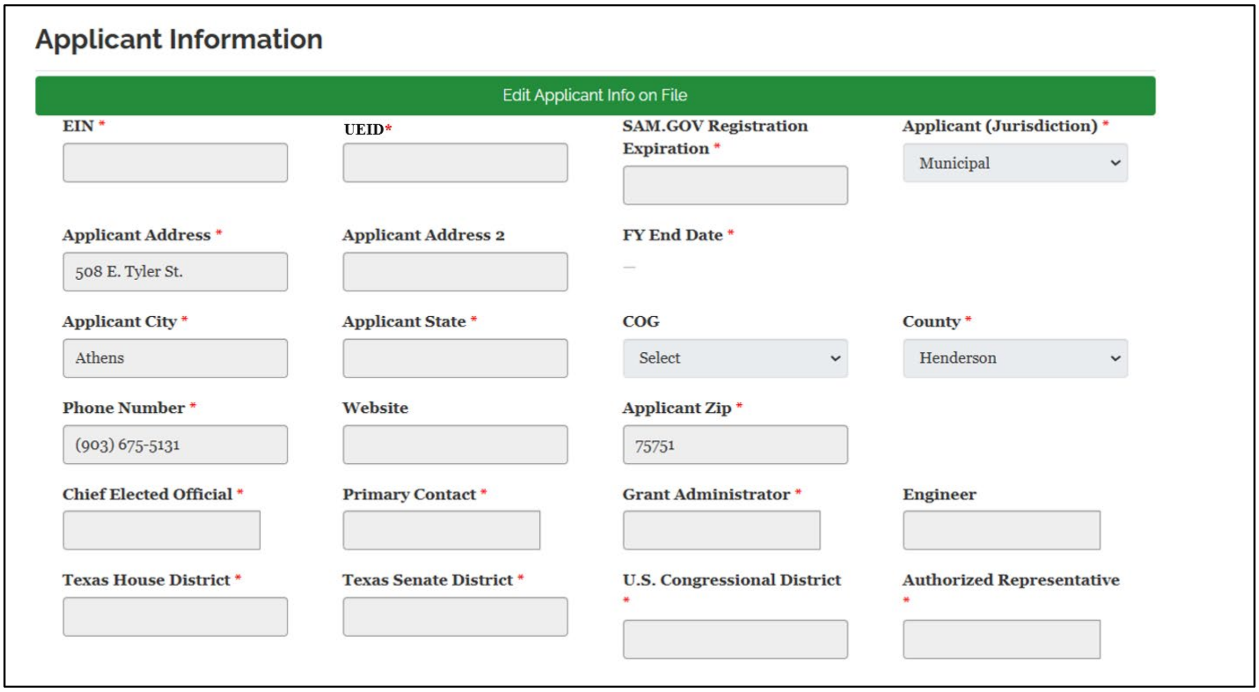
Figure 4: General Tab



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

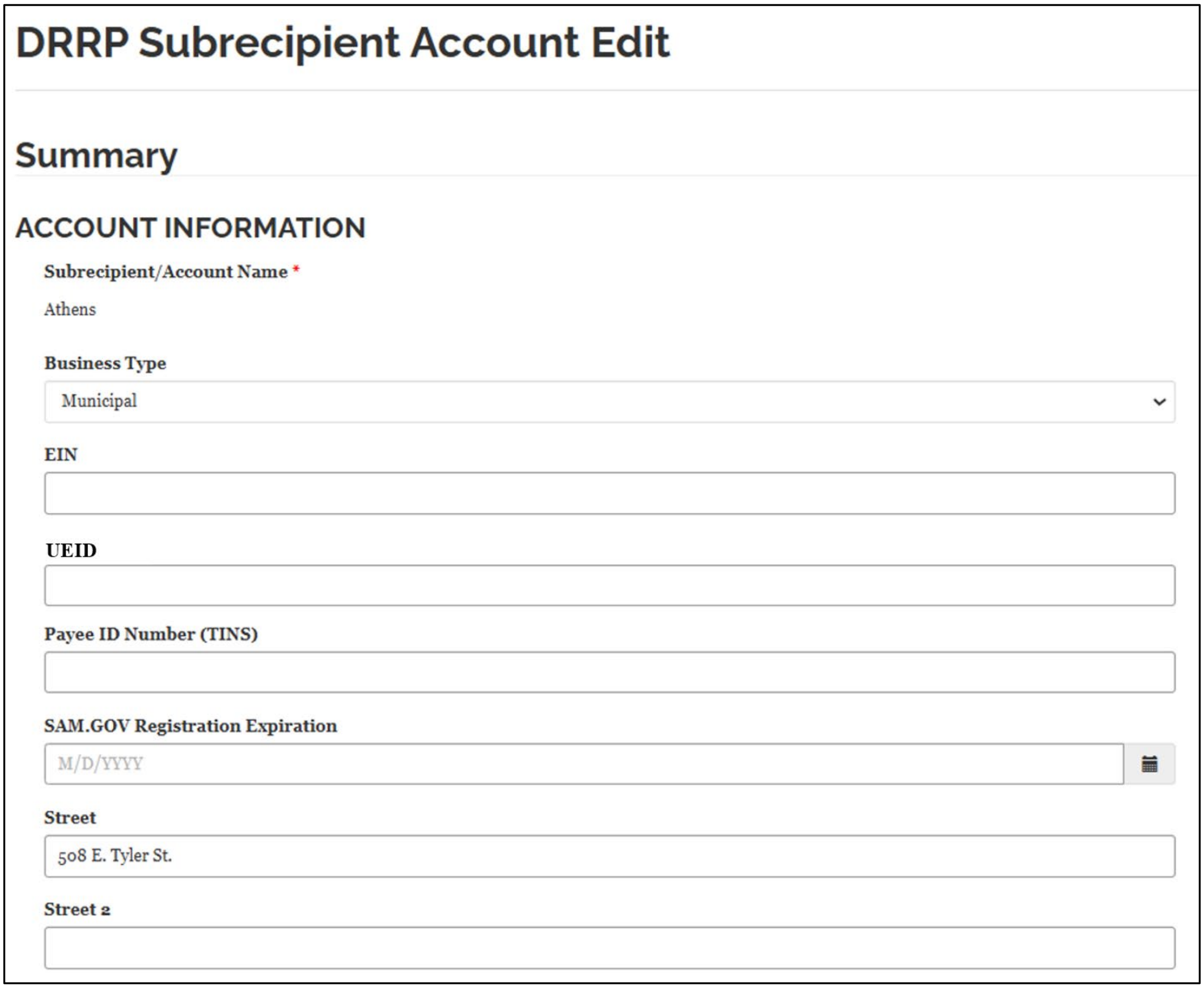
- *Is the applicant an eligible county applying in conjunction with or on behalf of another entity (non-city) within the county?* – The applicant will respond *Yes* or *No* via the dropdown selection. An applicant that is applying for a project on behalf of or in coordination with another entity must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

Figure 5: 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 6: General Tab - Account Edit



DRRP Subrecipient Account Edit

Summary

ACCOUNT INFORMATION

Subrecipient/Account Name *

Athens

Business Type

Municipal

EIN

UEID

Payee ID Number (TINS)

SAM.GOV Registration Expiration

M/D/YYYY

Street

508 E. Tyler St.

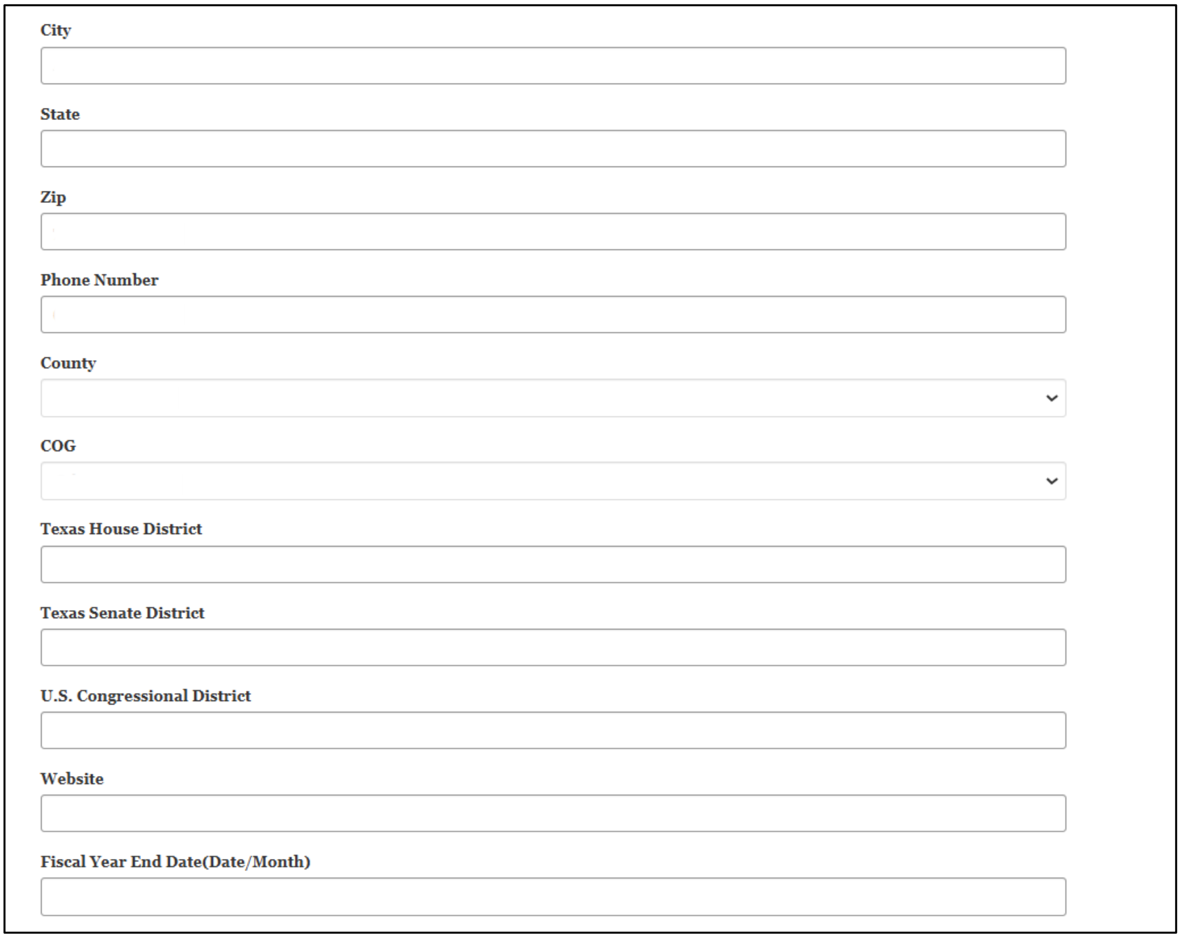
Street 2

- *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 (IRS). 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
- *UEID* – This is the Unique Entity ID (UEID). The UEID is a unique 12-character alphanumeric ID assigned to an entity by https://sam.gov. Enter the entity's UEID assigned by SAM.gov. A printout of the SAM.gov registration is required as supporting documentation. This number must align with the UEID input on the SF-424.
- *Payee ID Number (TINS)* – Enter the 9-digit taxpayer identification number assigned by the IRS. Form 147C or other IRS documentation that includes the applicant's TIN is required as supporting documentation.
- *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. A SAM.gov printout will be required upon application submission.

- *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.

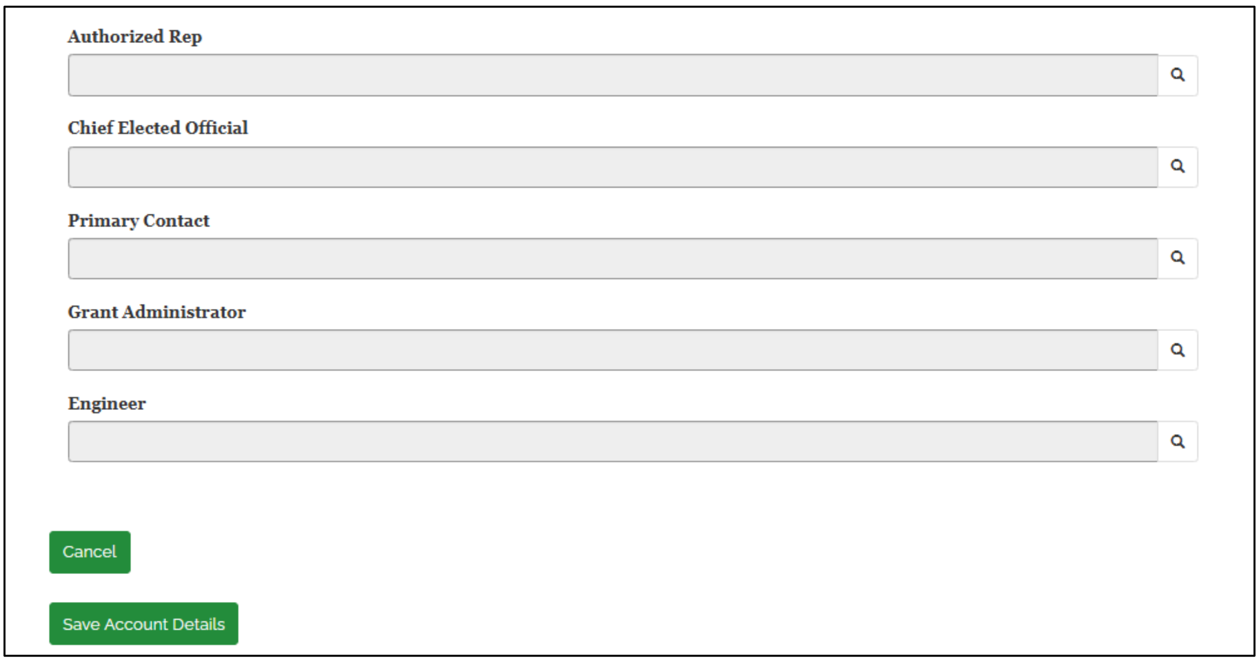
Figure 7: General Tab - Account Edit (Continued)


City
State
Zip
Phone Number
County
COG
Texas House District
Texas Senate District
U.S. Congressional District
Website
Fiscal Year End Date(Date/Month)

- *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. If multiple district numbers apply, upload a document that shows all district numbers in the documents section. Texas House district information may be verified at https://wrm.capitol.texas.gov/

- *Texas Senate District* – Enter applicable Texas Senate district number. If multiple district numbers apply, upload a document that shows all district numbers in the documents section. Texas Senate District information may be verified at https://wrm.capitol.texas.gov/
- *U.S. Congressional District* – Enter applicable U.S. Congressional district number. If multiple district numbers apply, upload a document that shows all district numbers in the documents section. 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 8: 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.

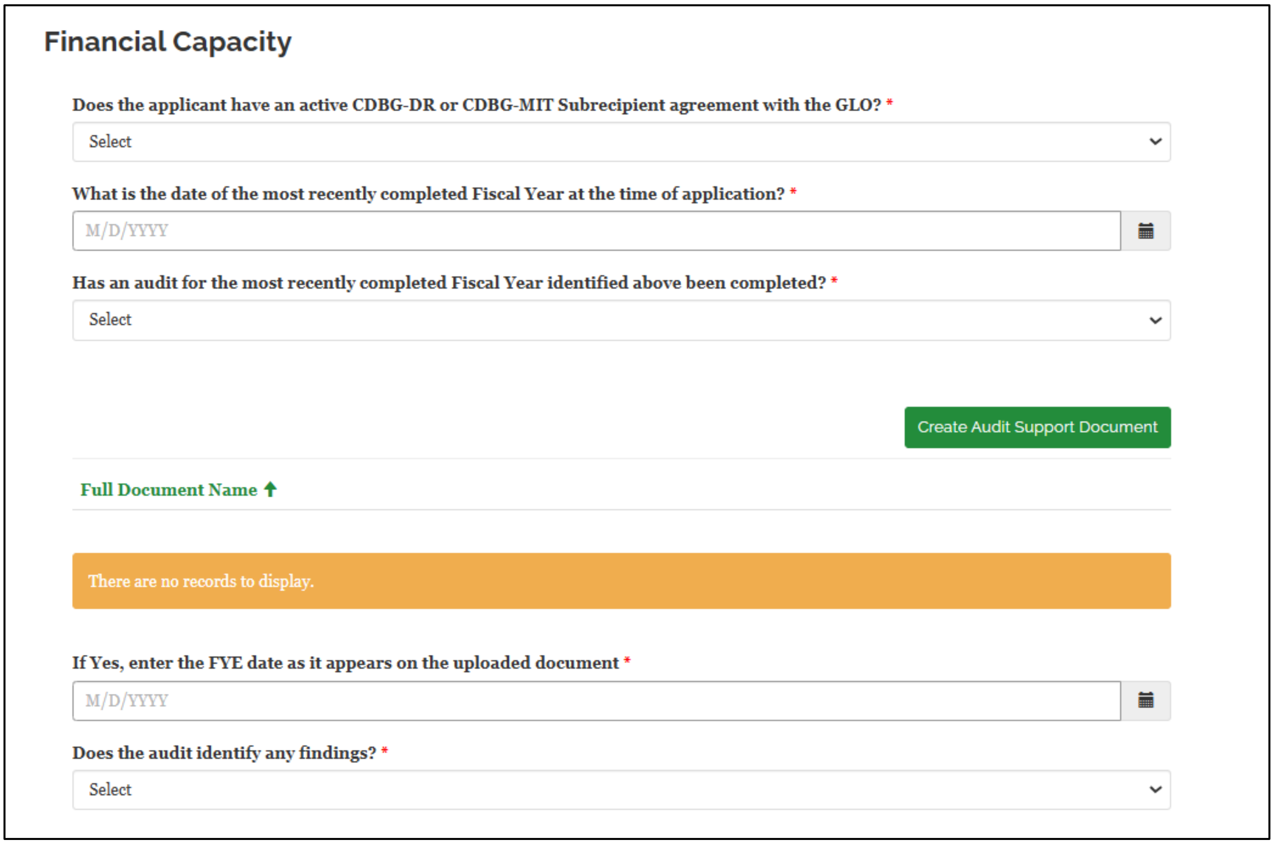
- *Chief Elected Official* – Select the name of the chief elected official or executive officer as indicated above. The selection for this field must match with the TIGR System Access Form *Primary Contact* and the SF-424.
- *Primary Contact* – Select the name of the primary contact for the application process. The primary contact is the chief elected official. 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 9: 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 to comply with active contractual obligations. This form is not required as part of the application submission.

      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?* – Enter the fiscal year end date. The fiscal year end date establishes the date an audit is due to the GLO. 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.
- Upload the applicable ACFR, Single Audit, or other required supporting documentation.

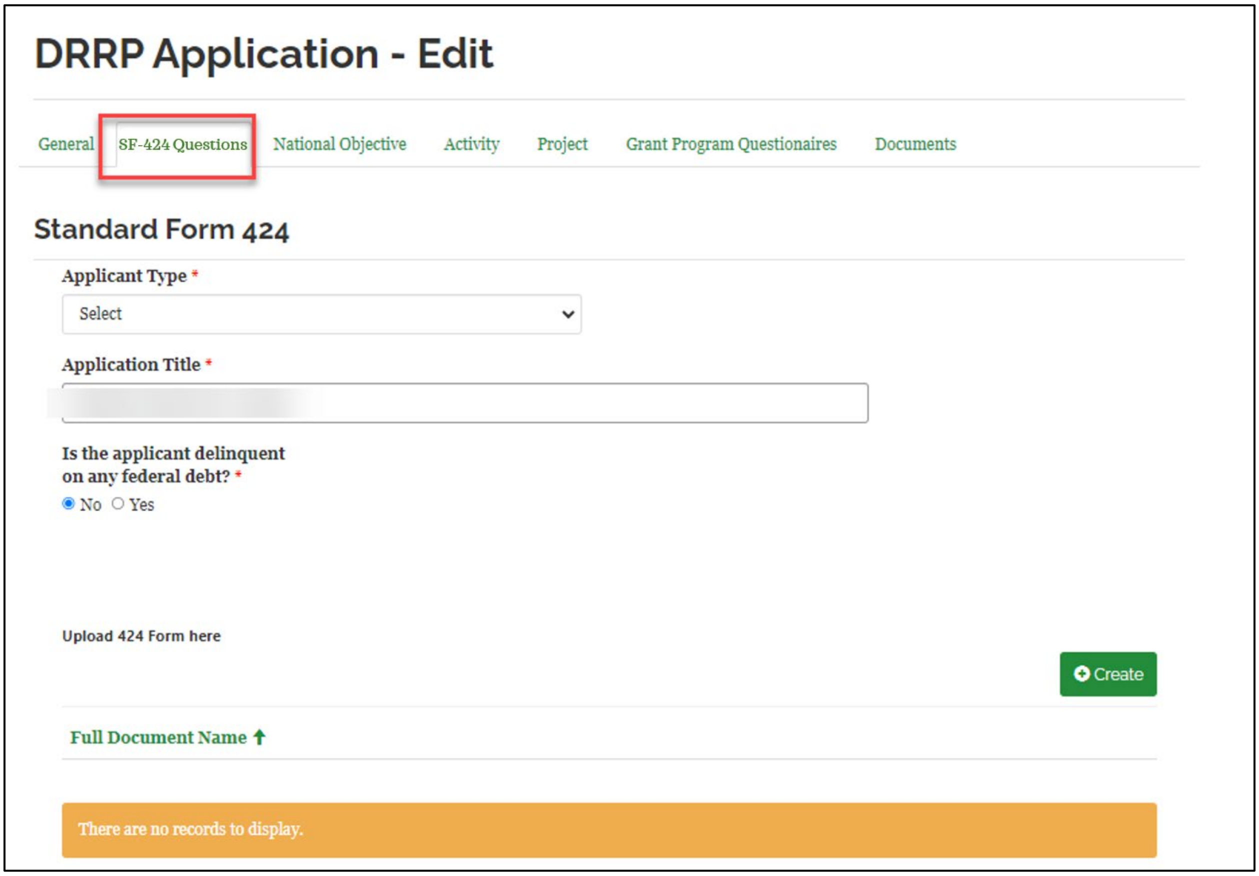
4.2 SF-424 Questions

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, or 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 10: SF-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 Drainage Improvements).
- *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 12-character Unique Entity Identifier (UEID) assigned by SAM.gov
   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.

<u>*Number*</u>	<u>*Title*</u>
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 <u>blank</u>
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*:
    a. *Applicant*: Enter the applicable congressional district.
    b. *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

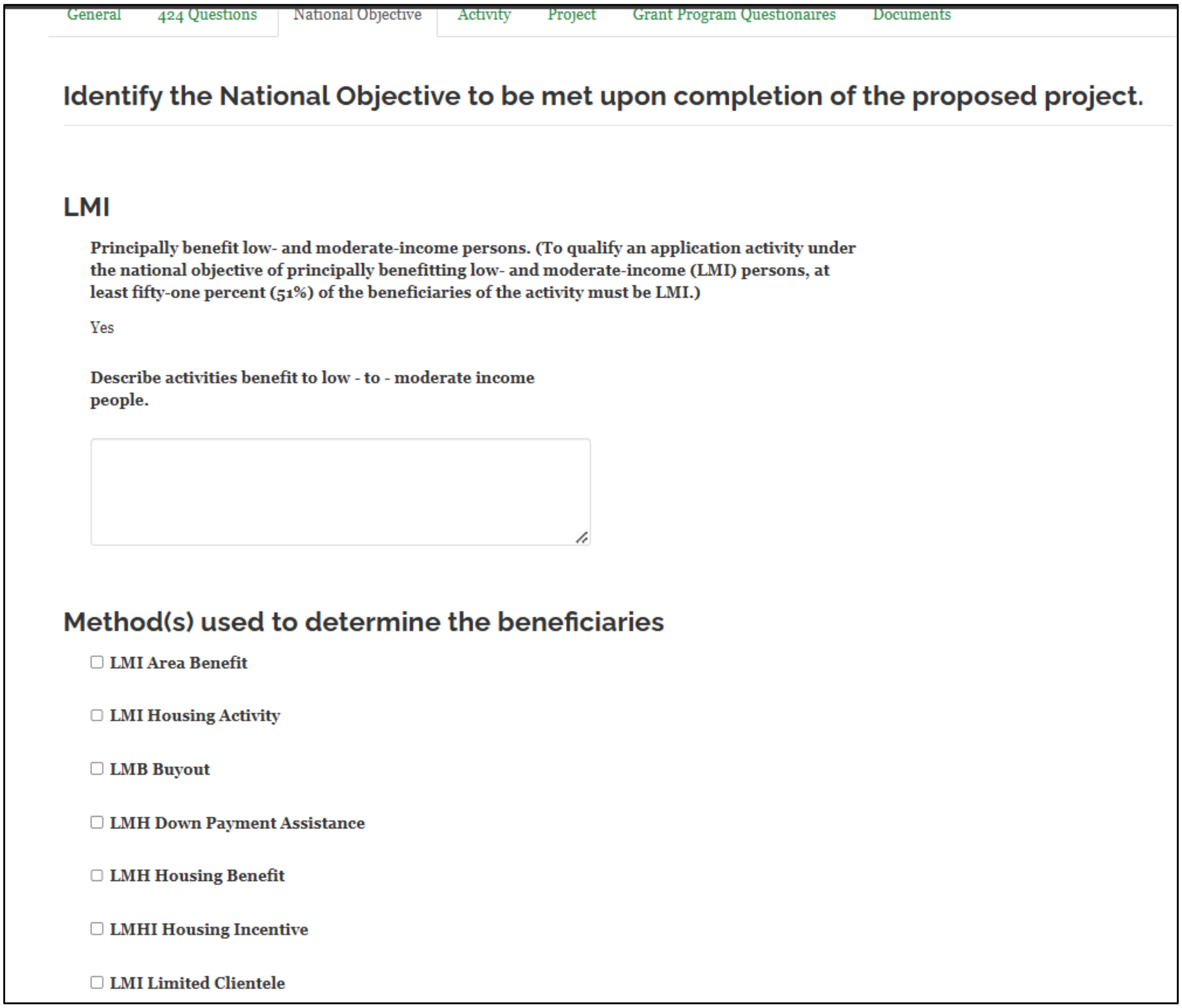
All CDBG-DR funded activities must meet a national objective. In this section the applicant must select from Low- and Moderate-Income (LMI) Persons or Urgent Need (UN) and provide information to support the selection. Guidance regarding documenting beneficiaries is available on the DRRP webpage where 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)

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

Figure 11: National Objective Tab



- *Describe activities benefit to low - to - moderate income people.* – Applicant must describe the activity that benefits LMI persons. The description should include a justification to support selection of the project service area, and the process used to determine LMI beneficiaries. Include details as needed to establish the impact of the proposed project relative to the identified service area. 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:
  - ***LMI Area Benefit***: The service/benefit area of the activity must be primarily residential and benefit at least 51.00 percent LMI persons (NOT 50.99%).
  - *LMI Housing Activity*: This option is <u>not</u> eligible for DRRP funding.
  - *LMB Buyout*: This option is <u>not</u> eligible for DRRP funding.
  - *LMH Down Payment Assistance*: This option is <u>not</u> eligible for DRRP funding.
  - ***LMH Housing Benefit***: To be used for DRRP affordable multifamily projects.

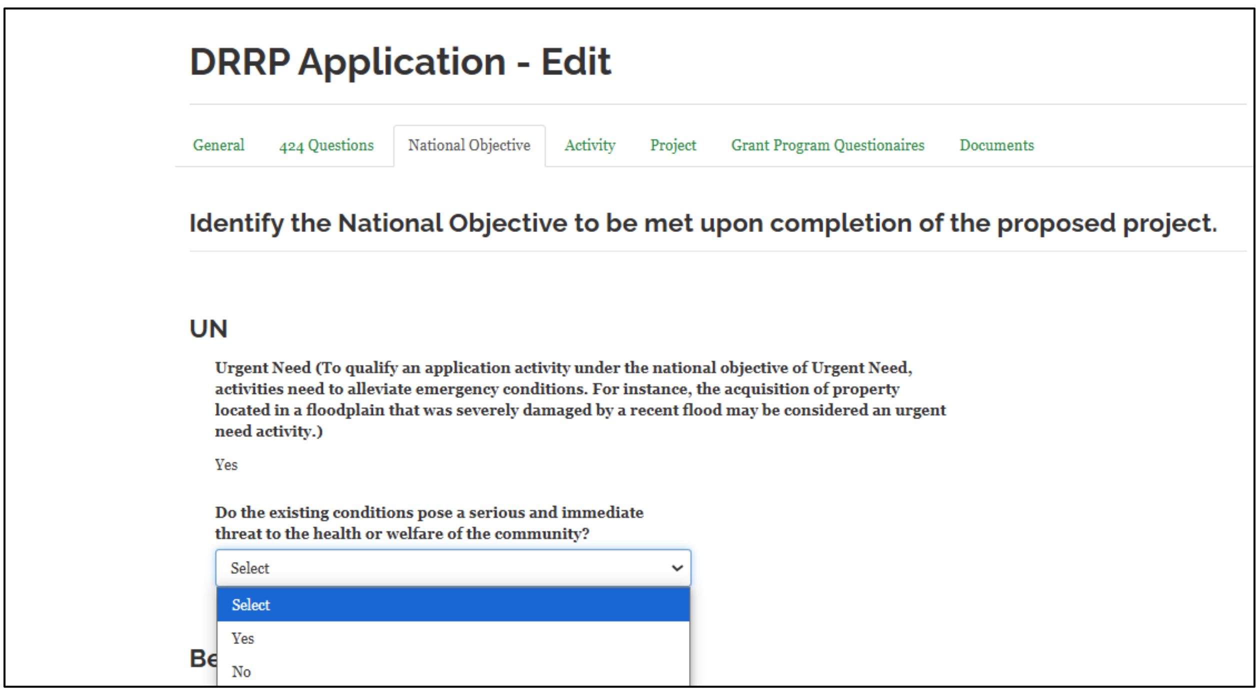
- *LMHI Housing Incentive*: This option is not eligible for DRRP funding.
- *LMI Limited Clientele*: This option is not eligible for DRRP funding.
- *LMI Jobs*: This option is not eligible for DRRP funding.

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 qualified activities must meet the following criteria:

- The existing conditions must pose a serious and immediate threat to the health or welfare of the community.
- The existing conditions are of recent origin or recently became urgent. A tie-back to the disaster is still applicable.
- The applicant certifies that it is unable to finance the activity on its own and other sources of funding are not available.

Figure 12: National Objective Tab (Continued)



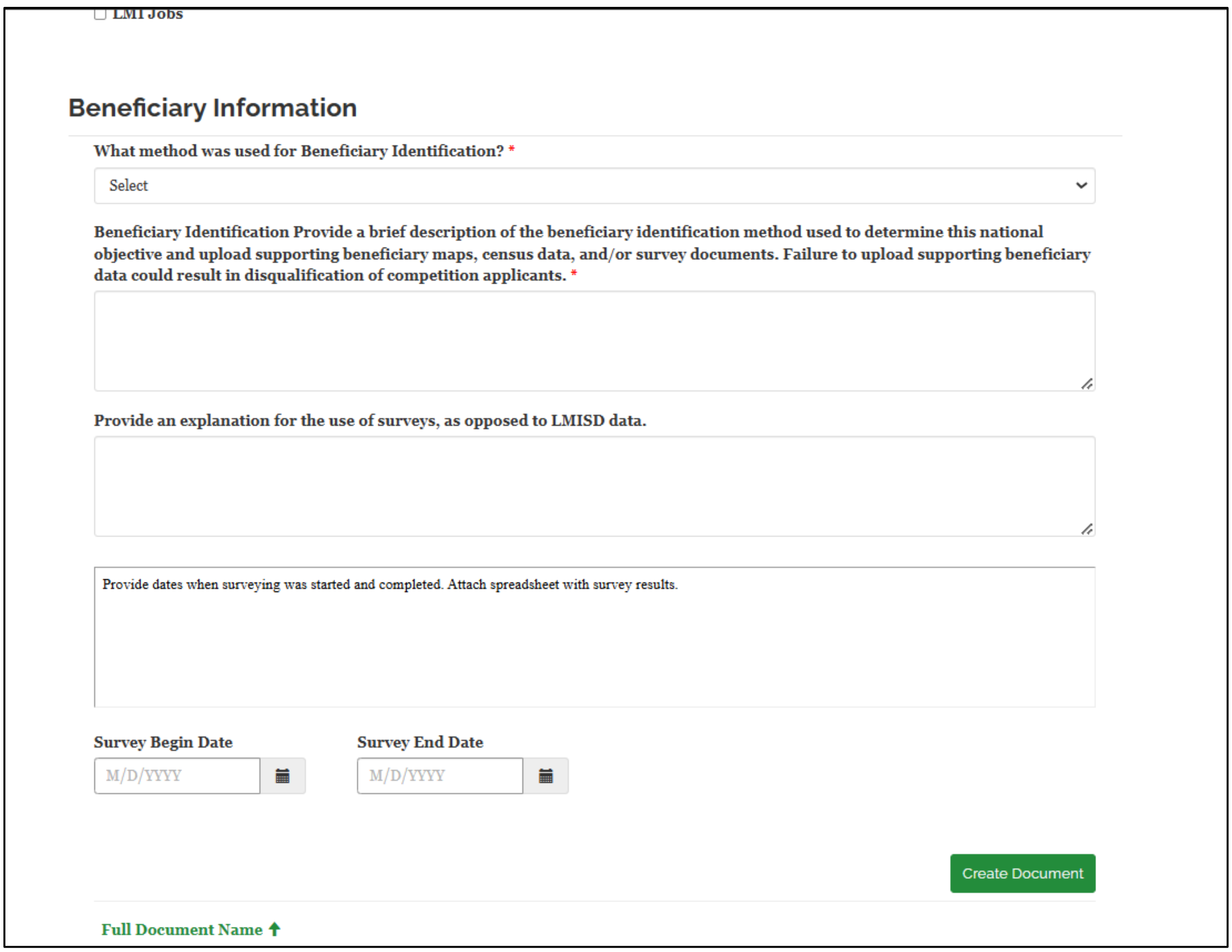
- *Urgent Need*– The applicant must select *Yes* or *No* from the dropdown list. If the response is *Yes*, the applicant must document a serious and immediate threat exists to the health and welfare of the project beneficiaries in addition to the required storm tie-back.
    - A project that is not LMI does not automatically qualify as urgent need. Documentation is required to support the approach to determining beneficiaries including a breakdown of total and LMI persons to justify an urgent need national objective.

- Documentation to support the urgent need national objective must describe the urgent need including severity and degree.
- Explain how the proposed project addresses the urgent need.
- Identify a timeline indicating when the need arose and the tie-back to the disaster.
- An urgent need project that benefits less than a significant portion of the Census geographic area is not eligible to utilize LMISD and must provide a complete survey to document the beneficiaries. See the Documenting Beneficiaries Manual for additional guidance.

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. Be sure to download and reference the Documenting Beneficiaries Manual found on the DRRP webpage.

Figure 13: 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?* – The applicant will indicate whether the beneficiaries were identified by using Census data (LMISD) or surveys.
- *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.* – Include a justification indicating selection of the applicable service area.
- *Provide an explanation for the use of surveys, as opposed to LMISD data* – The applicant must provide the details of the approach to using surveys, including the reason why LMISD was not an acceptable approach for the proposed project.
- *Provide dates when survey was started and completed. Attach spreadsheet with survey results.* – Applicants supporting beneficiaries with survey data must upload the required survey documentation and maps. See the Documenting Beneficiaries Manual on the DRRP webpage for additional guidance to ensure a complete survey is submitted.
- *Survey Begin Date* and *Survey End Date* – Enter the start and end dates of the period during which the surveys were conducted in the format laid out in the TIGR system.

All applications must include documentation to support the identified beneficiaries, regardless of the methodology selected. Detailed information regarding documenting beneficiaries is available in the Documenting Beneficiaries Manual published on the DRRP webpage. Failure to upload supporting beneficiary data could result in disqualification.

4.3.4 Beneficiary Map(s)

All applications must include a project map(s) identifying the benefit area. Project service area maps must clearly show all the Census and other geographic areas and identifiers (e.g., city, county, place, Census tract, Census block group(s), roads, etc.) within the project service area. Coordinates (i.e., latitude and longitude) starting, center/middle (i.e., centroid), and end location coordinates for projects with verifiable linear feet, if applicable, are required. Latitude and longitude must be provided in Decimal Degrees to five decimal places (e.g., 30.35860) within both the TIGR Project Summary field and the project map(s). Further guidance can be found on project coordinates details in Section 4.5.5.

Maps must clearly show:

- Boundaries of all applicable Census geographic areas;
- Location of the service area;
- Location(s) of the proposed project within the service area;
- Coordinates (i.e., latitude and longitude) for each project (start, center/middle/centroid, and end location for projects with verifiable linear feet, if applicable); and
- Legible labels of all applicable map components.

Applicants using surveys to document project beneficiaries must provide additional maps which clearly show:

- All the street names where surveys were used to document project beneficiaries and locations of the project activities on the same map;
- Points on the map that identify the residences surveyed or attempted to be surveyed;
- Legend on the map that identifies elements of the map and the symbology of the residences surveyed or attempted to be surveyed; and
- Proposed project service area and survey area clearly identified.

Refer to the Documenting Beneficiaries Manual on the DRRP webpage for additional information.

Mapped locations of all proposed project activities should match the description of the locations provided. If project beneficiaries are determined on the basis of area benefit, the project service area must also be clearly delineated on the map. The applicant is required to use maps based on one of the following options:

- **Maps built from a Geographic Information System (GIS)**: Maps produced by the applicant or its designee (e.g., grant administrator or engineer) should be designed, titled (titled and/or numbered with the corresponding project title), and labeled appropriately for thorough review by the GLO.
- **AutoCAD or AutoCAD Map 3D**: Maps produced by the grantee or its designee (e.g., grant administrator or engineer). Electronic files of maps produced through AutoCAD should also be submitted with the application.
- **Census Bureau Maps**: A free, online resource, with maps that can be based on entire cities or Census designated places (CDPs). Census maps, and affiliated data sets, can be shared with the GLO for use in your beneficiary identification methods. Additional resources on Census Bureau maps can be found here:
    a. Interactive Maps: https://www.census.gov/programs-surveys/geography/data/interactive-maps.html
    b. How to Create a Map from Scratch Using https://data.census.gov/: https://www.census.gov/library/video/2022/how-to-create-a-map-from-scratch-using-data-census-gov.html

Applicants must:

- Provide all maps as PDFs (layered or flattened), and
- Upload those files within the project application in TIGR.

Applicants may upload the electronic files in an appropriate package to the TIGR application in formats such as a:

- Zipped map package (mpkx),
- Geodatabase (.gdb),
- Compressed KML file (.kmz),
- Zipped CAD file (.dwg) with all associated files (e.g., .shx, .ctb, .xrefs, or images), or
- Another file format.

Other comparable map formats will be allowable if maps are legible and indicate appropriate details and the service area. For questions or assistance on developing beneficiary maps, reach out through the DRRP email or the CDR Mapping team email for technical questions. You may also access the DRRP Mapping Viewer for assistance in creating your GIS maps. These resources are indicated in section 1.1 Applicant Resources and Contact Information of this guide.

Maps must:

- Be appropriately titled and/or numbered with the corresponding project title;
- Be legible;
- Be created using appropriate software;
- Include a legend;
- Be uploaded as a layered or flattened PDF; and
- If GIS and/or AutoCAD maps are created, those files (i.e., file types) can also be uploaded in addition to the PDF as outlined above.

Applicants must consistently use the correct project title on all references to a particular location on maps, supporting documentation, and in the application. Multiple maps may be submitted to show overall project location, details by sections, etc., if applicable.

The applicant must ensure that all beneficiaries of the proposed project are identified. The race, gender, and ethnicity for the total beneficiaries claimed for the proposed project must be tabulated in the space provided.

Census geographic area data must be entered to identify the Census tract and block group(s) in the project service area. Providing this information can be done by a combination of filling out the applicable answer boxes and submitting data by clicking the "Create" buttons.

The series of screen shots below illustrate the beneficiary details that must be entered in TIGR based on the supporting documentation.

Figure 14: National Objective Tab – Beneficiary Information (Continued)

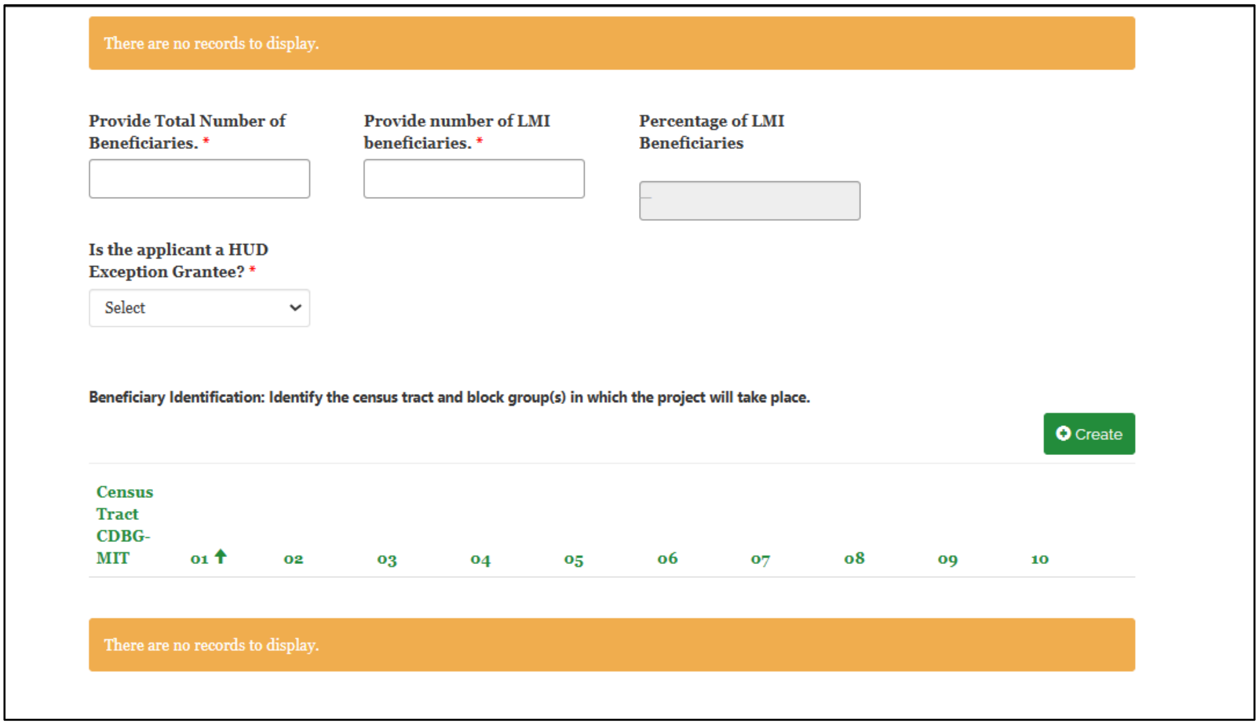


Figure 15: National Objective Tab - Census Track Block Group Pop Out Window

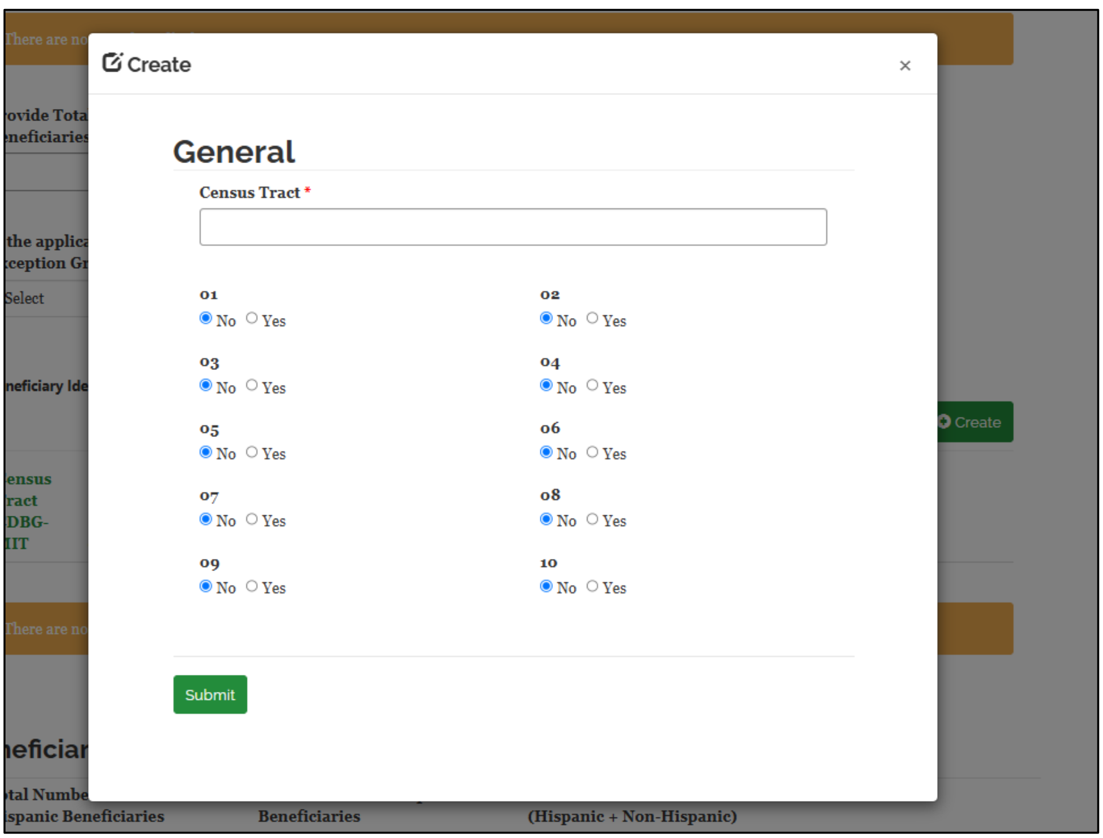
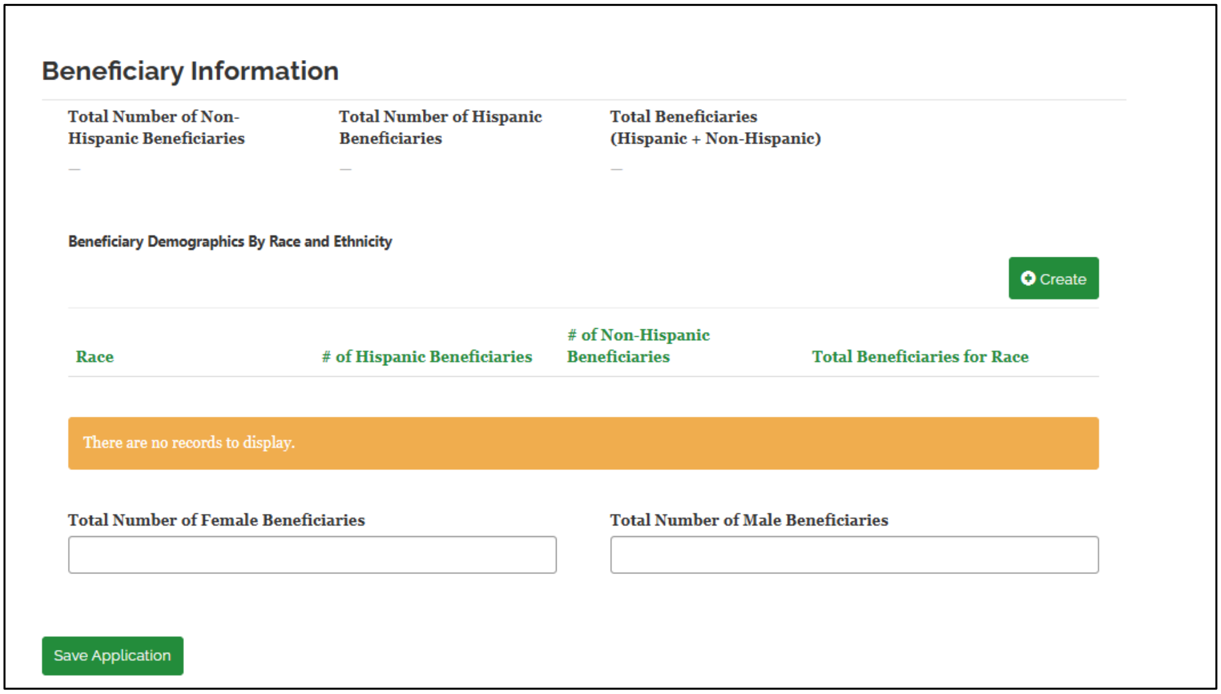
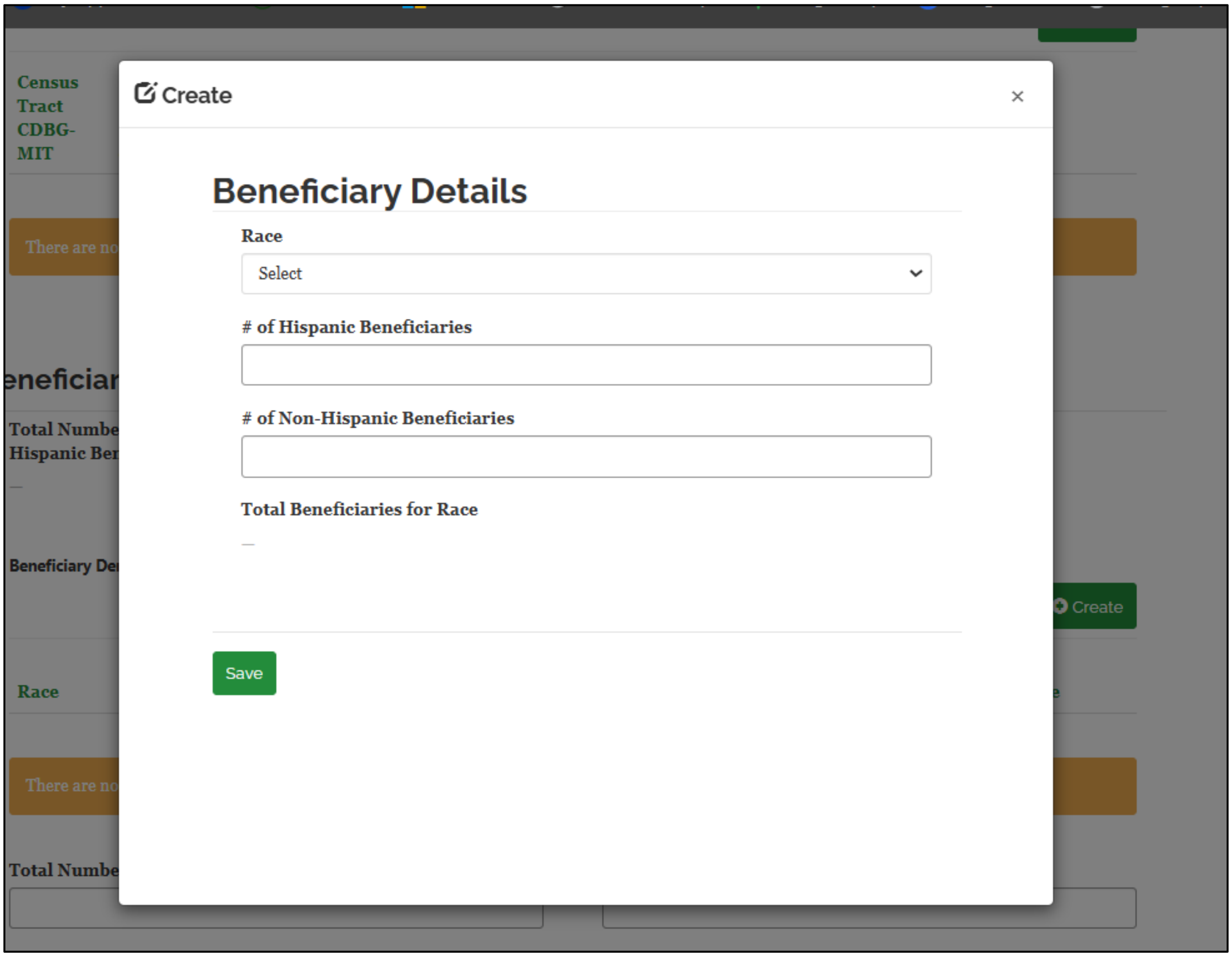


Figure 16: National Objective Tab – Beneficiary Information (Continued)



Click on the Create button to add Beneficiary Details:

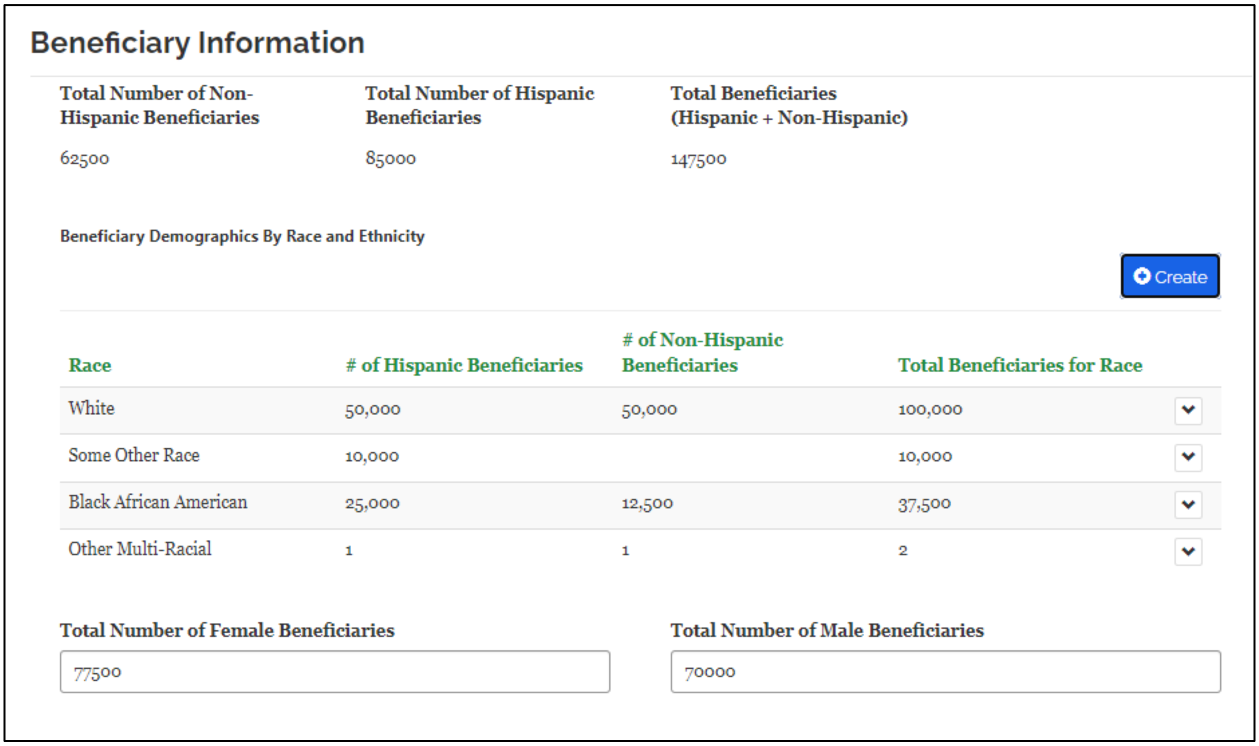
Figure 17: National Objective Tab - Race Pop Out Window



- *Race* – select from options listed below:
    - Some Other Race
    - White
    - Black African American/White
    - Asian
    - Asian/White
    - American Indian/Alaskan Native
    - American Indian/Alaskan Native/African American
    - Other Multi-Racial
    - Black African American
    - Native Hawaiian / Other Pacific Islander
    - American Indian/Alaskan Native/White
    - Unknown
- *# of Hispanic Beneficiaries* – Enter the number of beneficiaries identified as Hispanic based on the survey questionnaires or the Race/Ethnicity/Gender Calculator.
- *# of Non-Hispanic Beneficiaries* – Enter the number of beneficiaries identified as Non-Hispanic based on the survey questionnaires or the Race/Ethnicity/Gender Calculator.

- *Total Beneficiaries for Race (auto-calculated)* – This field will be calculated based on information entered in other fields.

Figure 18:National Objective Tab – Beneficiary Information (Continued)



Beneficiary Information

Total Number of Non-Hispanic Beneficiaries	Total Number of Hispanic Beneficiaries	Total Beneficiaries (Hispanic + Non-Hispanic)
62500	85000	147500

Beneficiary Demographics By Race and Ethnicity

Create

Race	# of Hispanic Beneficiaries	# of Non-Hispanic Beneficiaries	Total Beneficiaries for Race
White	50,000	50,000	100,000
Some Other Race	10,000		10,000
Black African American	25,000	12,500	37,500
Other Multi-Racial	1	1	2

Total Number of Female Beneficiaries: 77500

Total Number of Male Beneficiaries: 70000

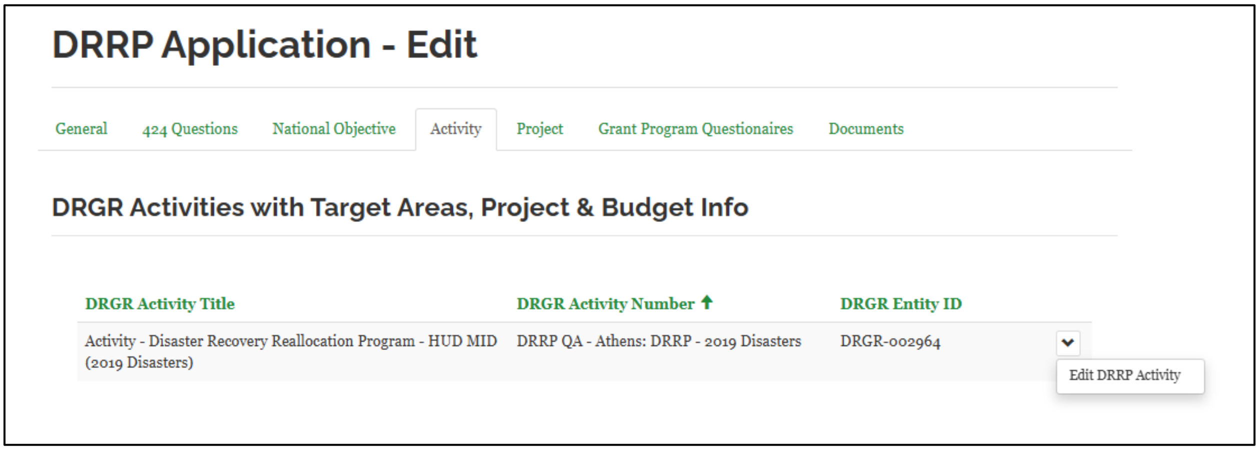
Upon entry of the beneficiary data, it will display as indicated in the example above.

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.

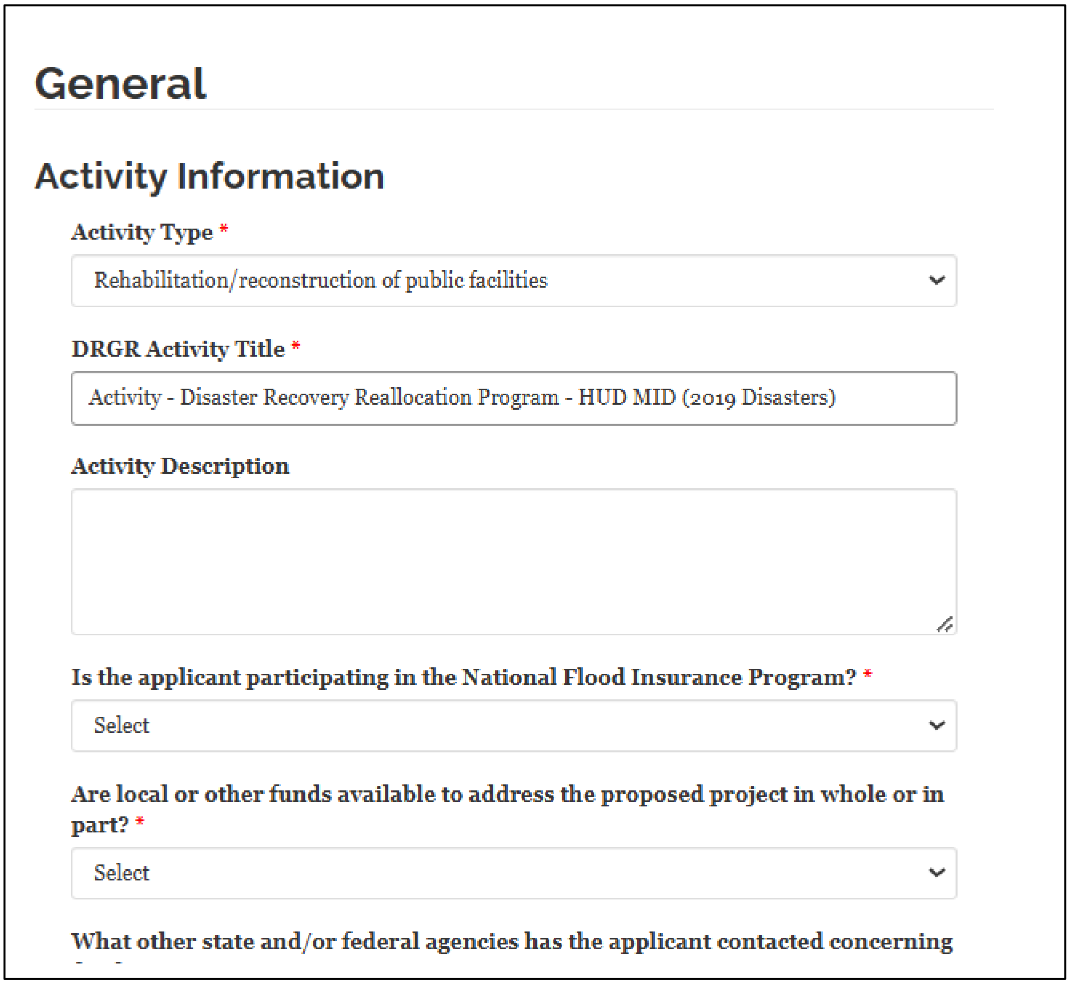
Further information will need to be collected for the proposed DRGR Activity. This can be completed by selecting the dropdown arrow and selecting “Edit DRRP Activity.”

Figure 19: Activity Tab



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

Figure 20: Activity Tab - Pop Out Window


General

Activity Information

Activity Type *

Rehabilitation/reconstruction of public facilities

DRGR Activity Title *

Activity - Disaster Recovery Reallocation Program - HUD MID (2019 Disasters)

Activity Description

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

Select

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

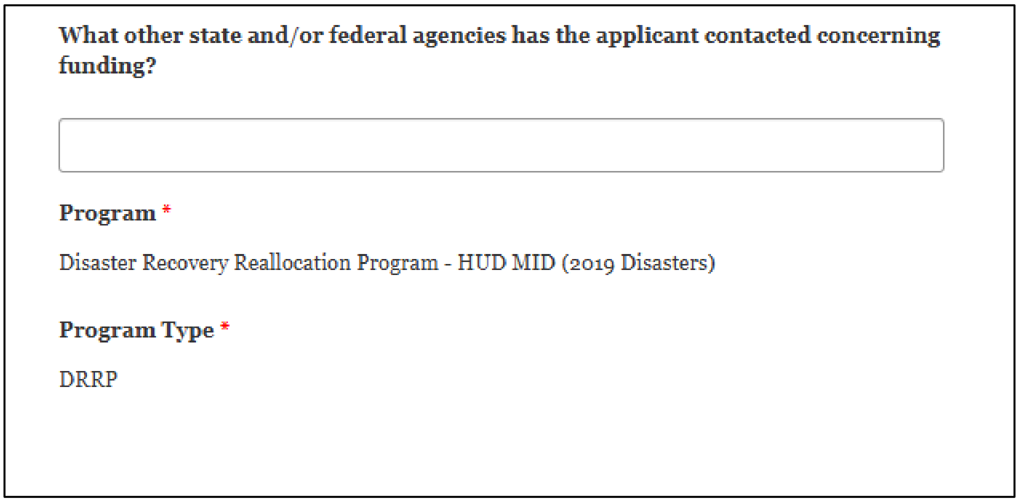
Select

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.
    - Construction/reconstruction of streets
    - Construction/reconstruction of water lift stations
    - Construction/reconstruction of water/sewer lines or systems
    - Rehabilitation/reconstruction of a public improvement
    - Rehabilitation/reconstruction of public facilities
- *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.
- *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 21: Activity Tab - Pop Out Window



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

Program *

Disaster Recovery Reallocation Program - HUD MID (2019 Disasters)

Program Type *

DRRP

- *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). Guidance regarding fee caps applicable to engineering and project delivery is available in a subsequent section of this guide.

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.

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. In addition to the cost of acquiring real property, other costs to consider may include but are not limited to surveying, appraisals, title reviews, legal fees, and recording fees. Provide the amount of CDBG-DR acquisition funds required for real property, easements, right-of-way, etc.

Acquisition totals must be consistent with the acquisition costs identified in the *Budget Justification of Retail Costs* (formerly Table 2) provided for each activity.

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.

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 Instructions: CDBG-DR Budget Justification of Retail Costs (formerly Table 2)

Completion of the *CDBG-DR Budget Justification of Retail Costs* (formerly Table 2) is required for all construction/public works projects. Costs related to non-construction activities, such as public services, should not be included on this form.

This form requires the signature and seal of the Registered Engineer/Architect responsible for the construction and acquisition budget justification.

Figure 22: Example of Budget Justification of Retail Costs

CDBG-DR: Budget Justification of Retail Costs
(Former Table 2)

Cost Verification Controls must be in place to assure that construction costs are reasonable and consistent with market costs at the time and place of construction.

Applicant/Subrecipient:	
Site/Activity Title:	
Eligible Activity:	

Materials/Facilities/Services	$/Unit	Unit	Quantity	Construction	Acquisition	Total
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
	$ -		0	$ -	$ -	$ -
TOTAL	$ -			$ -	$ -	$ -

1. Identify and explain the annual projected operation and maintenance costs associated with the proposed activities.

2. Identify and explain any special engineering activities.

Date:	
Phone Number:	

Seal

Signature of Registered Engineer/Architect Responsible For Budget Justification:

Applicant/Subrecipient: Enter the applicant's name.

Site/Activity Title: Ensure the activity title used on this form matches with the Project Title entered in the TIGR System for ease of identification.

Eligible Activity: Select from the list below.

- Infrastructure – Flood control and drainage improvements
- Infrastructure – Water facilities

- Infrastructure – Sewer facilities
- Infrastructure – Street improvements
- Public Facilities (to be used for emergency communications projects)

The next section of the BJRC is used to convey the nature of the project and associated costs. One lump sum entry for the cost of the project is not acceptable. The estimated costs identified on the BJRC should be itemized and provide an overview of the construction and acquisition needs for the proposed project. This table should only include Construction and/or Acquisition costs.

In determining estimated construction costs, the engineer must provide the following:

- *Materials/Facilities /Services*: Itemize the material, facility component, or service associated with construction of the overall project. For example, "36" PVC pipe" or "50 kW generator." Applicants must provide a reasonable level of detail regarding project materials or components. A material line item of "Wastewater System Improvements" is too broad to determine size, unit, or composition, and greater detail is required.
- *$/Unit*: Enter the unit price.
- *Unit: Enter* the unit measure (e.g. linear feet, cubic yards, each).
- *Quantity:* Enter the number of units for each line item.

Contingency/Allowances/Incidental costs are not to be listed on this cost estimate. All estimated project costs must be considered and built into the materials/facilities/services details.

The BJRC should be based on the parametric cost estimating method (or the equivalent of) to ensure a high-confidence estimate. The construction budget must include an itemization of the key elements related to and necessary to complete the proposed scope of work. Cost savings resulting from favorable bids at construction completion will be deobligated. Additional funds are not available for projects that are impacted by unfavorable bids. A reduction of the construction budget will impact the overall awarded and associated fee caps. The applicant must consider the impact to fee caps (see section 4.4.5) and responsibility for costs beyond the fee caps resulting from any reduction in construction or overall grant award.

- *Construction*: The BJRC includes a formula in this field that will calculate the cost of construction per line item based on unit cost and quantity.
- *Acquisition:* Enter the anticipated cost of acquisition of real property, easements, rights-of-ways, etc., if applicable. Acquisition costs should include all anticipated efforts required to comply with the requirements of the Uniform Real Property Acquisition and Relocation Policies Act of 1970 (URA).
- *Total(column)*: This field will calculate the costs of construction and acquisition per line item.
- *Total (row)*: Totals will auto calculate for the appropriate columns.

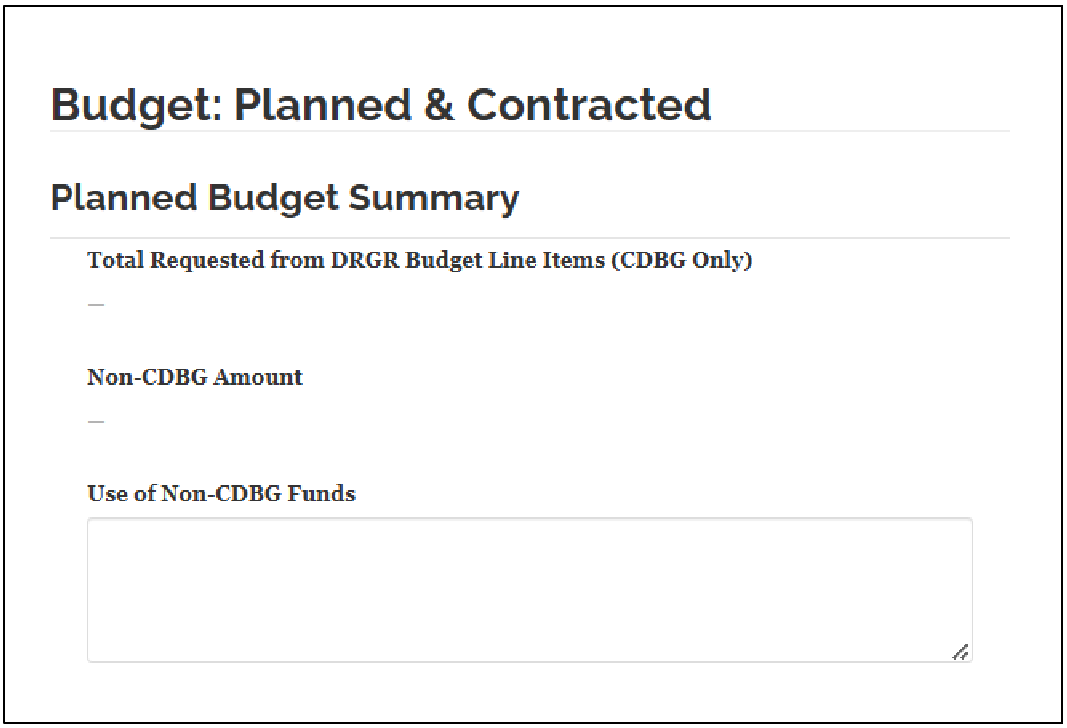
In-house or force account labor costs must be based on the estimated CDBG-DR contract-related construction hours to be worked by force account workers and the hourly wages to be paid and cannot be based on labor costs estimated through the bid/contract method.

The value of materials/supplies to be provided by the applicant, and already owned by the applicant, must be based on the purchase price of the materials and supplies at the time of purchase, and cannot be based on the current purchase price of such materials/supplies. All costs for materials that will be attributed to the grant funds must demonstrate procurement of such goods in compliance with 2 CFR 200.

Equipment costs for equipment owned by the locality must be based on a use allowance or depreciation (only if the equipment is not already fully depreciated and based on acquisition cost).

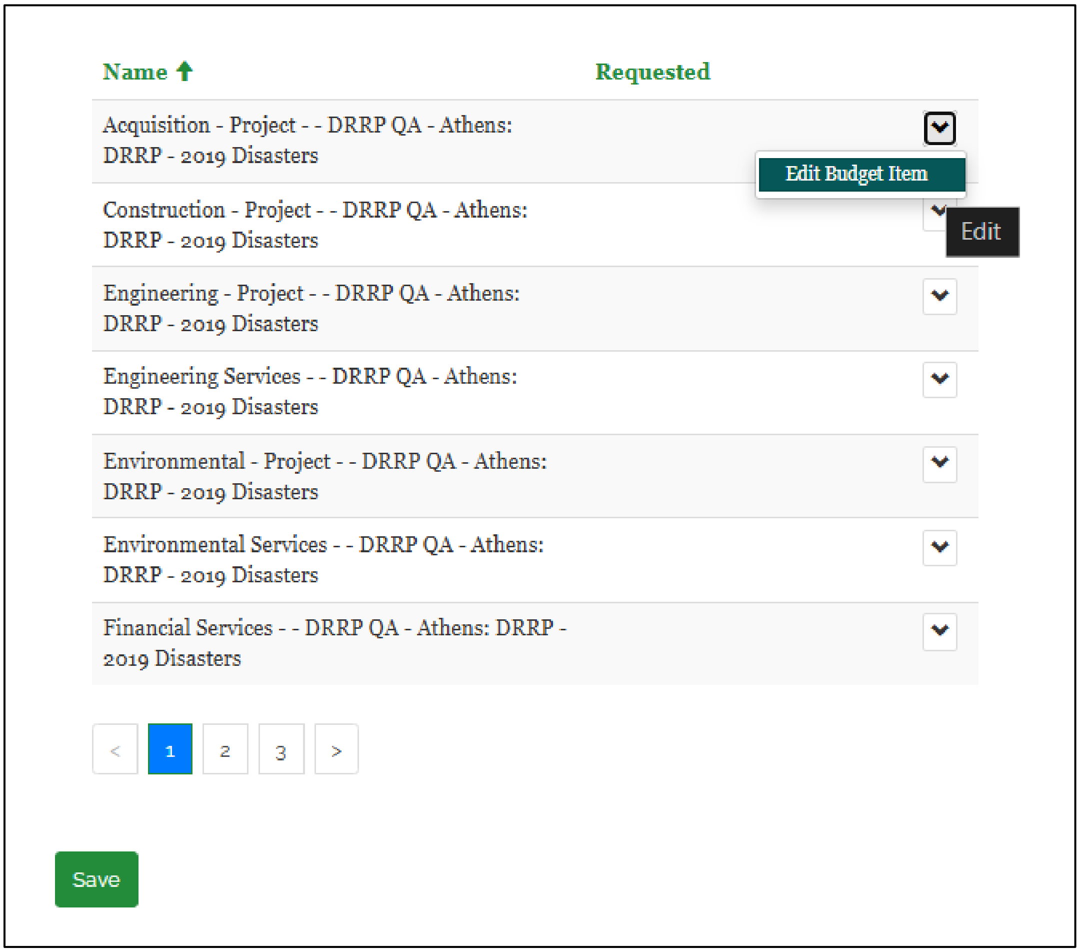
4.4.3 Entering the Budget in TIGR Portal

Figure 23: 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.

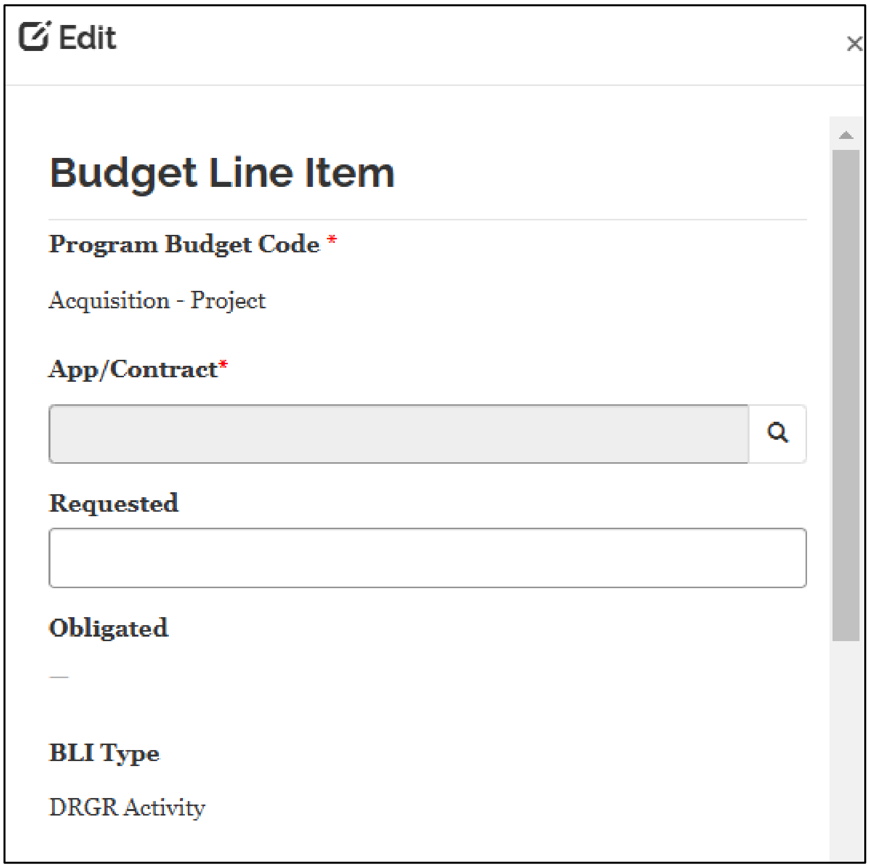
Figure 24: Activity Tab - Pop Out Window



The budget is entered by selecting the dropdown arrow "*Edit Budget Line Item*" next to the applicable budget line item. The required budget line items for DRRP infrastructure projects are as follows. If an applicant does not have a cost associated a line item, please enter "$0.00" or "N/A".

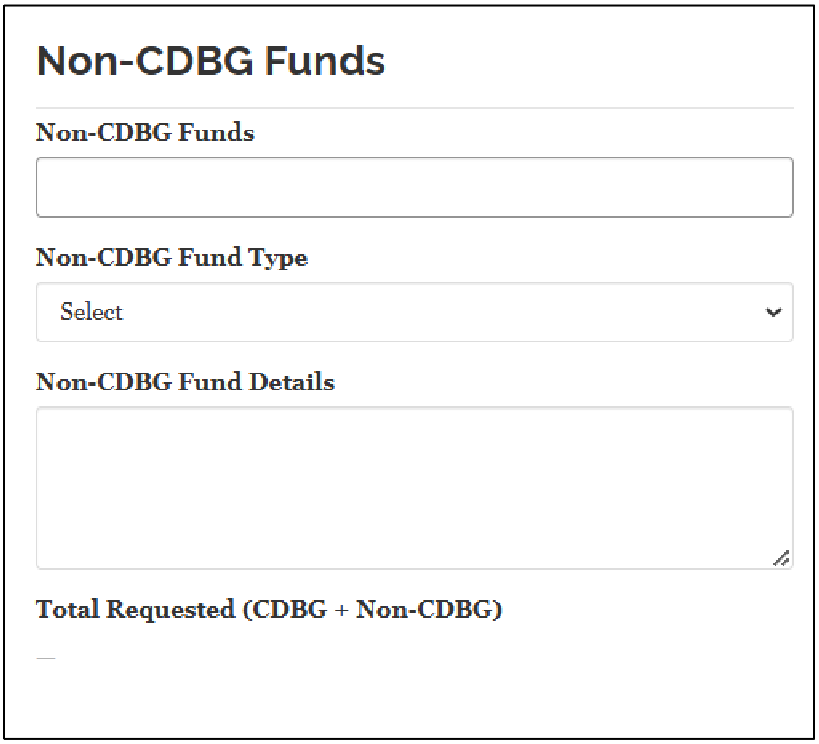
- *Acquisition*
- *Construction*
- *Engineering*
- *Environmental*
- *Grant Administration*

Figure 25: 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 26: 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.

4.4.4 Cost Verification

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

4.4.5 Fee Caps

Fee caps are applicable to Project Delivery and Engineering costs. These costs are a key component of the overall budget.

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 must be included in the application budget. The maximum allowable project delivery cost eligible for grant funding is based on the amount of CDBG-DR funding and shall be less than or equal to the caps as outlined here.

Table 1: DRRP Project Delivery Fee Caps (Non-Housing)

Total DRRP Budget (Non-Housing activities)	Percentage Cap
\$500,000 - \$749,999.99	11%
\$750,000 - \$999,999.99	10%
\$1,000,000 - \$20,000,000	8%

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 and/or environmental review tasks, procure a third-party vendor to perform grant administration and/or environmental services, 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:

Engineering and Design

Engineering and design activities will be capped at 15 percent of the total construction costs unless special services are necessary; in such cases, the GLO must review and approve the request.

The prescribed fee caps are established as a maximum percentage. Changes to the grant award or construction costs will impact the amount eligible for reimbursement as indicated by the fee cap. 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 Procurement and Contract Guidelines webpage.

4.5 Project

A project is defined as a discrete combination of:

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

Project detail must provide sufficient information to clearly identify the proposed project, define the location, indicate acquisition needs (i.e. real property, easements, or right-of-way), 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 27: Projects Tab

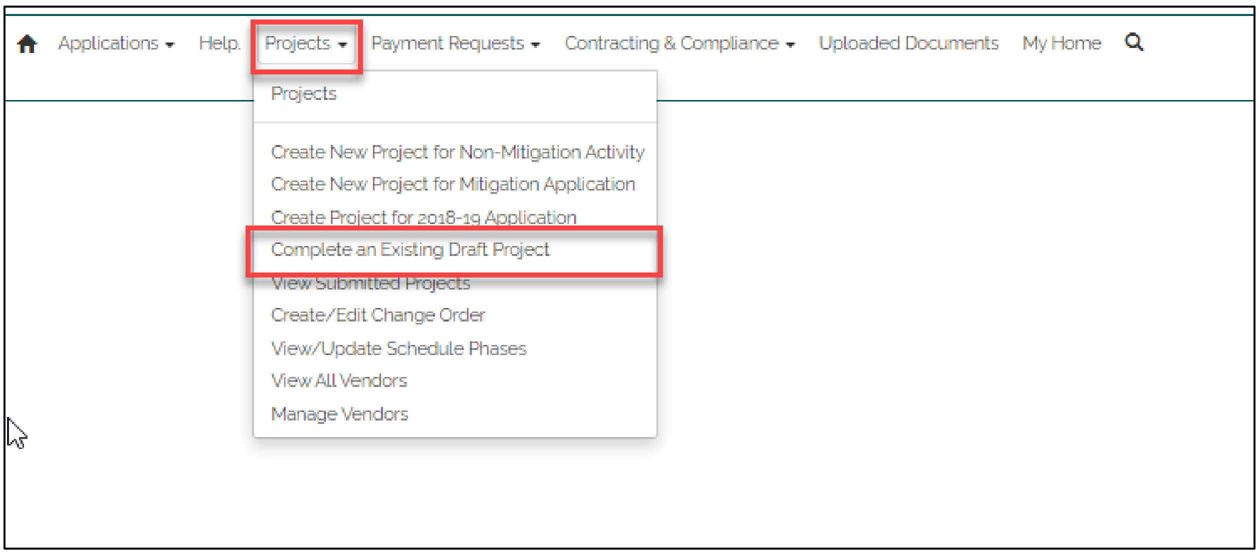
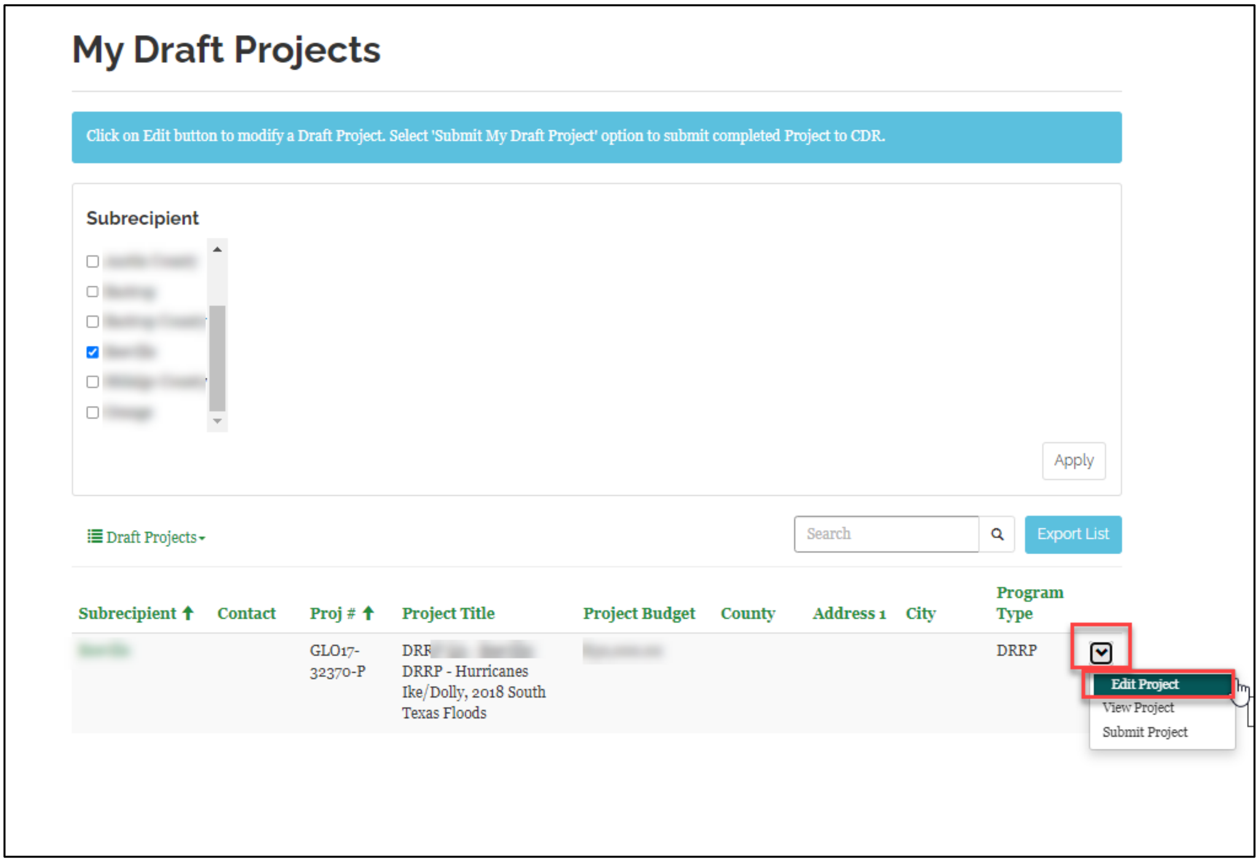


Figure 28: Project Tab - My draft projects



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

Figure 29: Project Tab - Edit

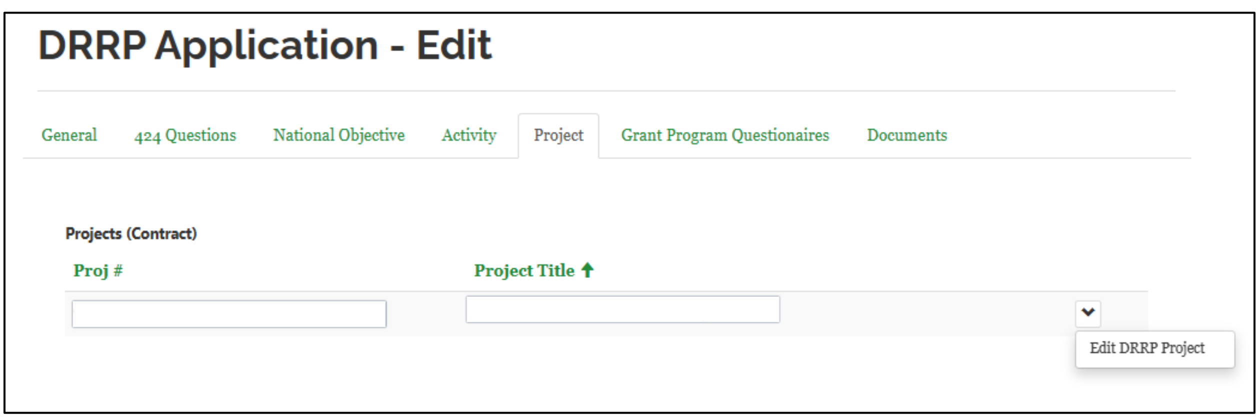
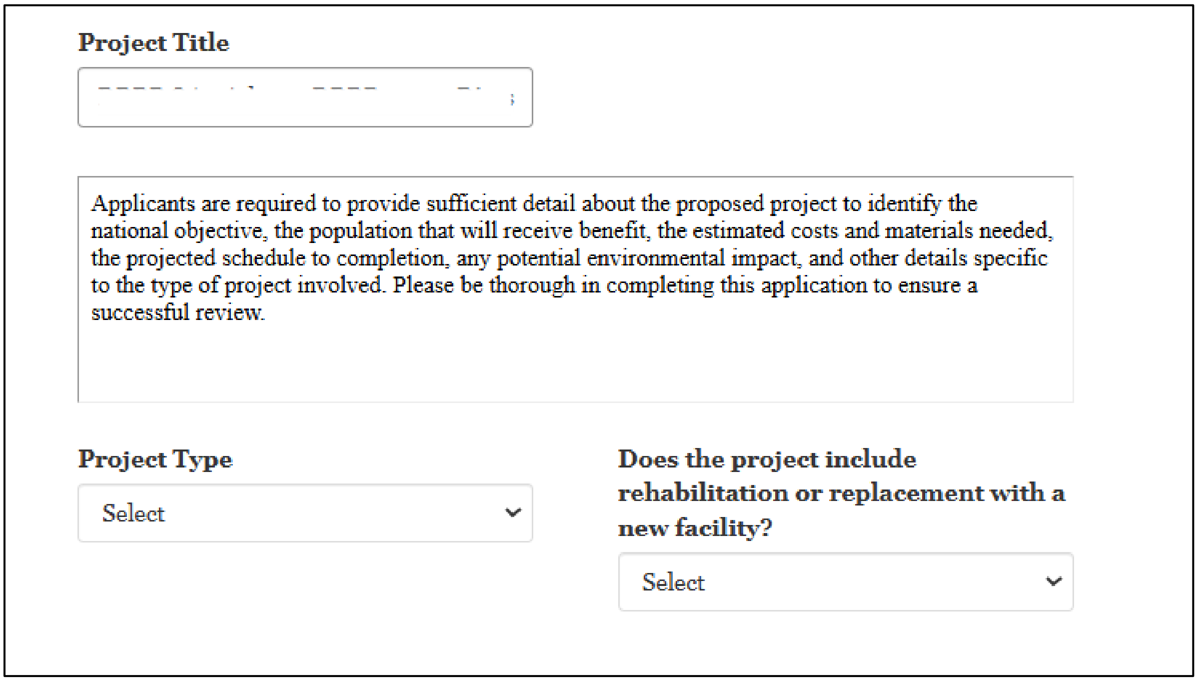


Figure 30: Project Tab: Pop Out Window A



Project Title

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

Select

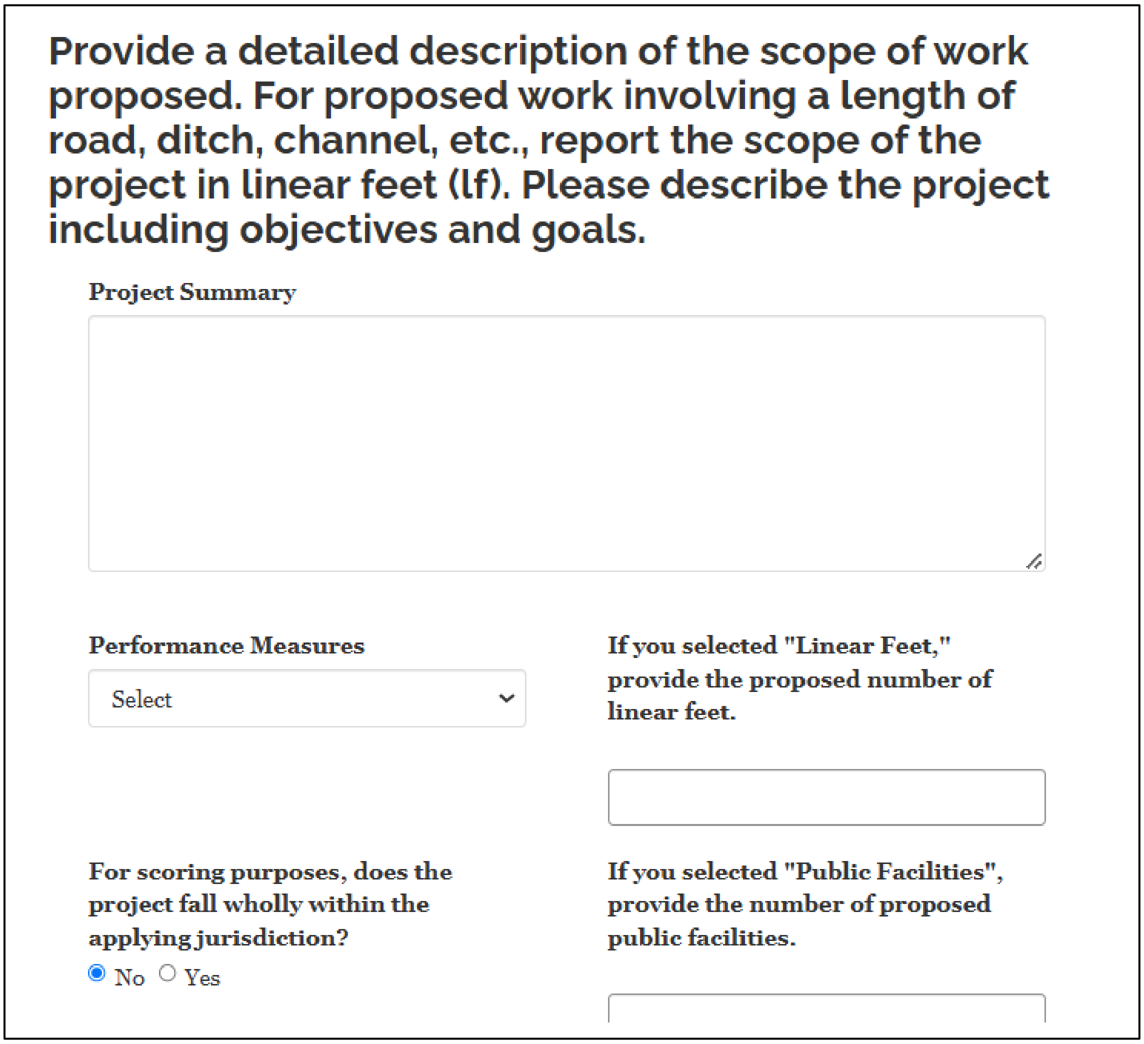
Does the project include rehabilitation or replacement with a new facility?

Select

- *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 from the list below:
    - *Flood and Drainage*
    - *Street Improvements*
    - *Water Facilities*
    - *Sewer Facilities*
    - *Public Facilities*
    - *Rehabilitation, reconstruction, and new construction of affordable multifamily projects*

- *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 facility within the scope of work. Replacement is defined as decommissioning the existing facility and reconstructing a new facility. A plan for decommissioning the existing facility will need to be provided in the project scope of work detail and accounted for in the Budget Justification of Retail Cost (BJRC), if applicable.

Figure 31: 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?

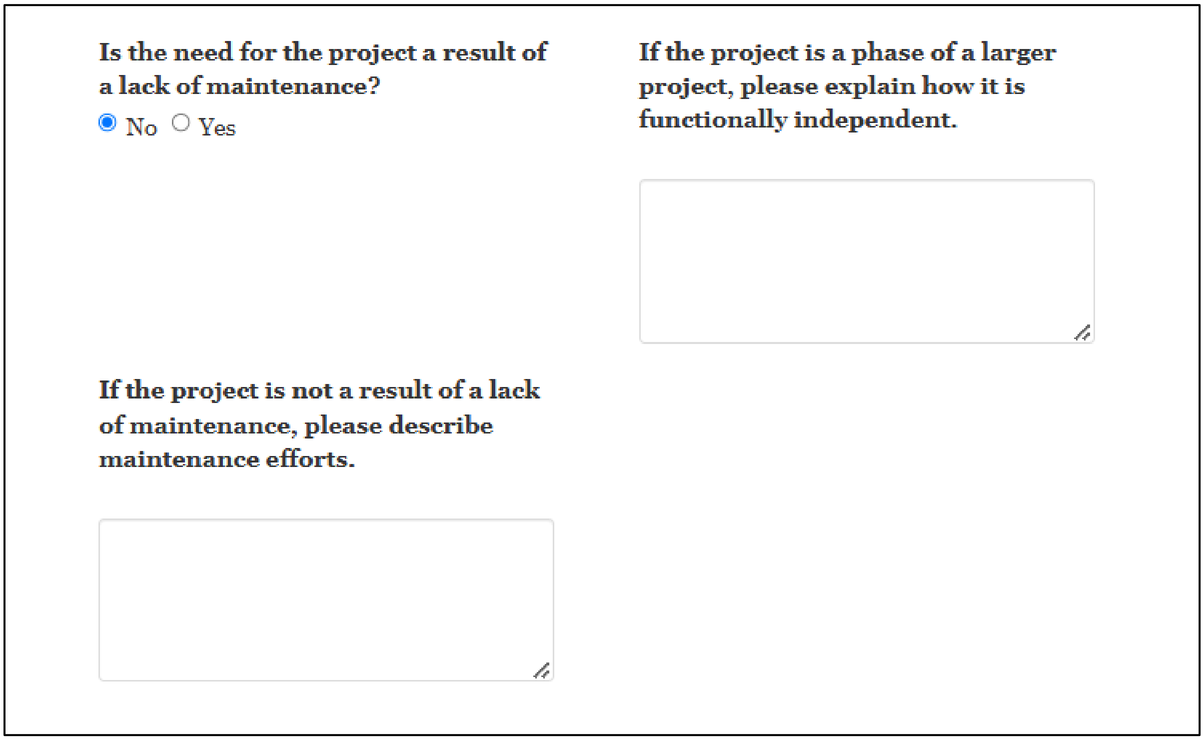
No Yes

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, material, size, quantity, 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. The Project summary must include objectives and goals and justification to support the project service area and the associated beneficiaries. Indicate if the project will require acquisition and the estimated number of parcels.
- *Performance Measures*: Linear feet or Public Facilities to be selected via the dropdown selection. Performance measures at application are documented from an aerial perspective. Do not document performance measures based on material.
- *If you selected "Linear Feet," provide the proposed total number of linear feet.* Enter the performance measure in linear feet for projects such as street improvements, installation of water/sewer lines, ditch regrading, channel construction, etc.

- *If you selected "Public Facilities", provide the total number of proposed public facilities.* Enter the total number of public facilities that will be constructed or improved by the proposed project.
- *For scoring purposes, does the project fall wholly within the applying jurisdiction?* Select *Yes* or *No*. DRRP applications will not be scored. However, the applicant must respond accordingly.

Figure 32: 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 infrastructure improvement must be fully operational at construction completion, despite the status of improvements completed in other phases of the greater effort.
- *If the project is not a result of a lack of maintenance, please describe maintenance efforts.* Applicant must describe local maintenance efforts that are on-going for the proposed project. Response should also capture efforts for maintenance after project completion. This should align with maintenance efforts outlined in the BJRC.

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 as well as the Fillable Schedule Format must be completed. To present the most accurate implementation schedule, please use May 1, 2025, as the start date to initiate the "Start-up Documentation" 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 and on the Fillable Schedule format are defined below. Applicants must include all available schedule items that will occur during the contract term. Include at minimum: Start Up Documentation, Engineering Design, Environmental Review, Acquisition, Construction, Subrecipient Contract Closeout (Infrastructure).

Schedule Phase Definitions

Procurement of Grant Administration Service Provider: If the subrecipient plans on hiring a Grant Administration Service Provider, the requirements in 2 CFR Part 200, Subpart D, specifically § 200.318 through § 200.327 must be followed. This may occur prior to contract execution.

Procurement of Environmental Service Provider: The subrecipient will follow the appropriate requirements in 2 CFR Part 200, Subpart D, specifically § 200.318 through § 200.327 to procure an Environmental Service Provider. This may occur prior to contract execution.

Procurement of Engineering/Architectural Service Provider: The subrecipient will follow the appropriate requirements in 2 CFR Part 200, Subpart D, specifically § 200.318 through § 200.327 to procure a, Engineering or Architectural Service Provider. This may occur prior to contract execution.

Start Up Documentation: During this phase, the subrecipient will provide documentation that is requested by the program prior to submitting the first draw. A period of 60 days will be documented in the executed contract to complete this phase. Do not exceed 60 days.

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

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.

Construction Bid Advertisement: The public notification process undertaken by a subrecipient to solicit competitive bids from qualified contractors for construction-related activities. This process ensures full and open competition, allowing potential bidders adequate time and information to prepare and submit proposals in compliance with applicable federal, state, and local procurement regulations, including 2 CFR Part 200.

Construction Contract Award: The formal process of selecting and legally committing to a contract with the most qualified and responsive bidder to execute construction-related activities. This decision is based on a transparent procurement process that adheres to federal, state, and local regulations, including the requirements of 2 CFR Part 200, ensuring fair and open competition.

Construction NTP: A formal document issued by the subrecipient to the selected contractor, authorizing the commencement of construction activities as specified in the contract.

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.

Submission of As-Builts/COCC/FWCR: The process of delivering final project documentation to confirm that construction activities have been completed in accordance with approved plans, specifications, and funding requirements.

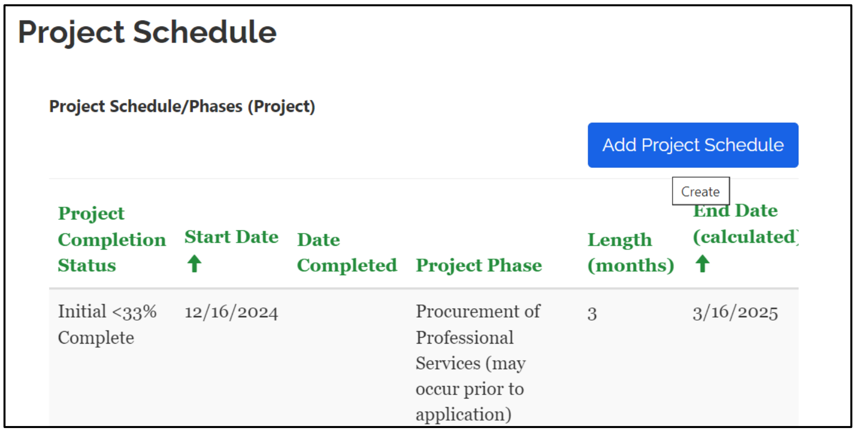
- *As-Builts*: Revised drawings or plans that reflect all changes made during construction, accurately documenting the final dimensions, materials, and locations for the completed project.
- *Certificate of Construction Completion (COCC)*: A formal document issued to verify that the project has been constructed and completed in compliance with all contractual obligations, program requirements, and applicable standards.
- *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.

Subrecipient Contract Closeout (Infrastructure): The submission of the grant completion report. This phase is limited to and should not exceed 30 days.

4.5.2 TIGR Project Schedule Entry

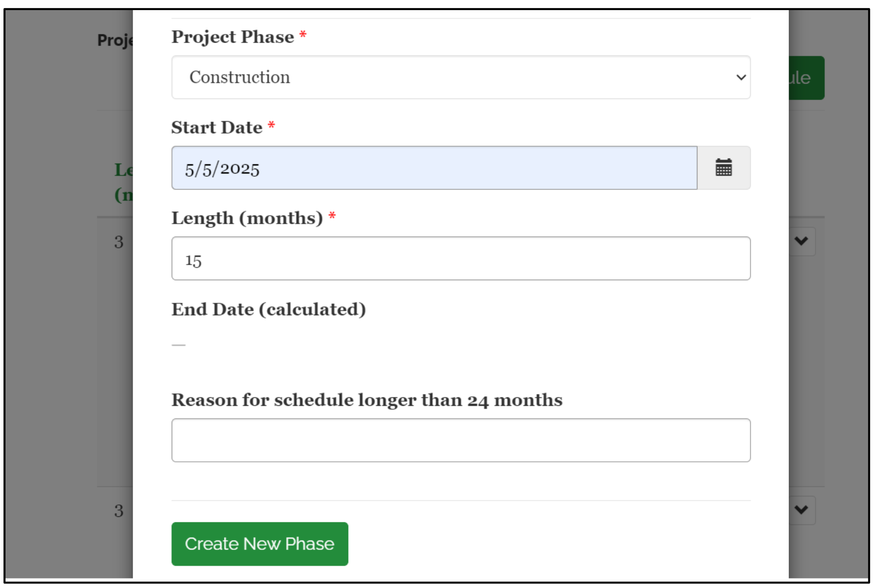
- Navigate to the schedule in TIGR by clicking *Project tab* and select the dropdown to *Edit the DRRP Project.*
- Scroll to the *Project Schedule Section* and click the "*Add Project Schedule*" button to add a new project phase. Select from the options described above for an infrastructure project.

Figure 33: Project Schedule



- 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.*"

Figure 34: Project Phase - Pop Out



- The newly created phase will appear on the overall project schedule table in TIGR.
- *Start Date* – Applicant will enter October 1, 2025, for purposes of completing the application.
- *Length months* – include the total number of months, not to exceed 24. Applicant must ensure the fillable schedule does not exceed 24 months, regardless of the total number of months represented in this field.
- *End Date* – this field is calculated by TIGR based on applicant responses and may include overlap leading to a term longer than 24 months. Applicant must ensure the fillable schedule does not exceed 24 months, regardless of the total number of months calculated in the previous field or the end date represented in this field.

- *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 Instructions: Fillable Schedule

The fillable schedule format is available on the DRRP webpage.

- Type in the Applicant/Subrecipient name, Project Title, and Program (ex: DRRP Ike, DRRP Flood 2015) at the top of the Project Schedule.
- Use October 1, 2025, as the start date to initiate the "Start-up Documentation" phase.

Figure 35: Fillable Schedule

	M-YY	June 2025	July 2025	Aug 2025
	0	1	2	3
Procurement of Grant Administration Service Provider				
Procurement of Environmental Service Provider				
Procurement of Engineering/Architectural Service Provider				
Start-Up Documentation				
Engineering Design				
Environmental Review				
Acquisition				

- If procurement occurred prior to the Start-Up phase, indicate so by shading the box in the "O" column (B7 – B-9).

Figure 36: Fillable Schedule (Continued)

	M-YY	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025	Nov 2025	Dec 2026	Jan 2026	Feb 2026	March 2026	April 2026	May 2026	June 2026	July 2026	Aug 2026	Sept 2026	Oct 2026	Nov 2026	Jan 2027	Feb 2027
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Procurement of Grant Administration Service Provider																					
Procurement of Environmental Service Provider																					
Procurement of Engineering/Architectural Service Provider																					
Start-Up Documentation																					
Engineering Design																					
Environmental Review																					
Acquisition																					
Construction Bid Advertisement																					
Construction Contract Award																					
Construction NTP																					
Construction																					
Construction Completion																					
Submission of As-Builts/COCC/FWCR																					
Subrecipient Contract Closeout (Infrastructure)																					

- Continue shading the appropriate boxes to enter the time needed for the remaining schedule items (example below).
- PDF the Fillable schedule and use the following Naming Convention when saving it:
    - [Project Title] _Schedule
- Upload the schedule to include instructions on where to upload it.

4.5.4 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, easements or rights-of-way) 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.

4.5.5 Mapping

A map must be provided, as detailed in section 4.3.4 Beneficiary Map(s), that shows the location of the proposed project with clearly marked coordinates and labels of the project elements, including any other necessary identifying information. Maps must be titled and/or numbered with the corresponding project title. Coordinates (i.e., latitude and longitude) are required for each project, with start, center/middle (i.e., centroid) and end location for projects with verifiable linear feet, if applicable. Latitude and longitude must be provided in decimal degrees to five decimal places (e.g., 30.35860) within both the TIGR Project Summary field and the project map.

Latitude
Guidance: Enter the latitude point of the project in the TIGR Project Summary field for each proposed site as outlined above. If the project performance is to be measured in linear feet, enter the start, center/middle (i.e., centroid) and end location latitude points.

Example: 30.35860

Longitude
Guidance: Enter the longitude point of the project in the TIGR Project Summary field for each proposed site as outlined above. If the project performance is to be measured in linear feet, enter the start, center/middle (i.e., centroid) and end location longitude points.

Example: -97.74747

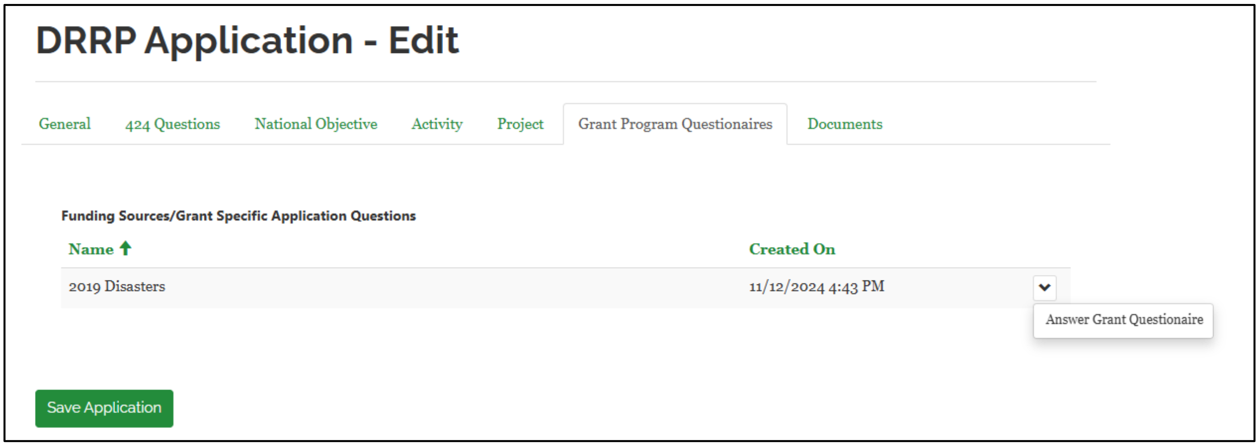
Project area mapping is a required element for every proposed project. Project area map information must coincide with and be supported by beneficiary map information. You will upload these map documents, as defined in section 4.3.4, in the "Documents" tab of the TIGR application once your project has 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 37: Grant Program Questionnaires Tab



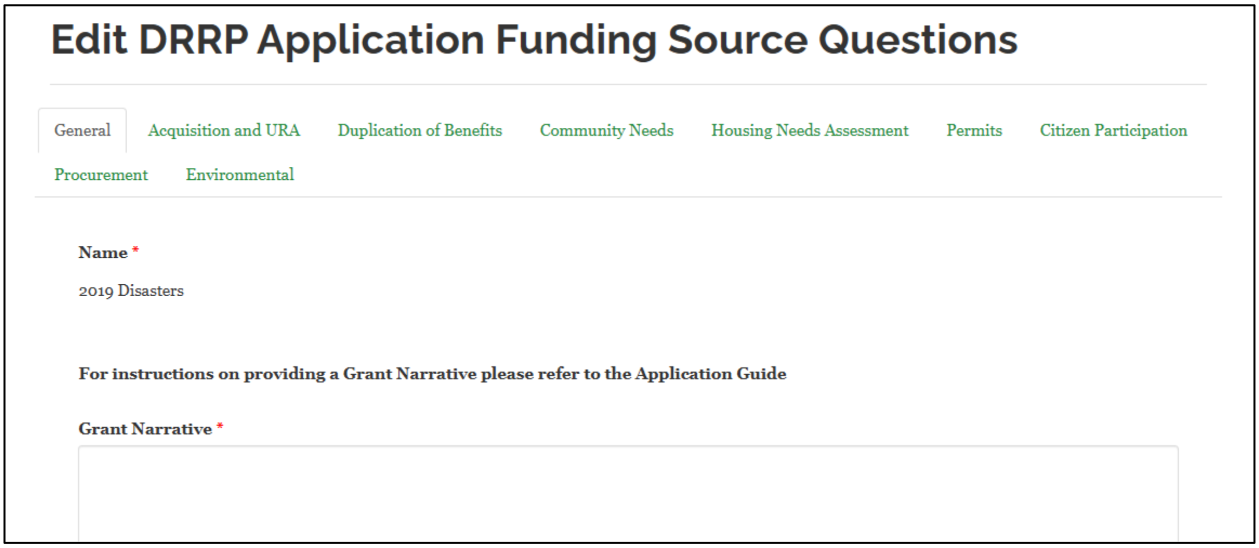
To answer the Grant Program questions, click the dropdown arrow and select *Answer Grant Questionnaire*. Subsections of the Grant Program Questionnaire include:

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 Questionnaire, 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 38: Grant Program Questionnaires - General Tab



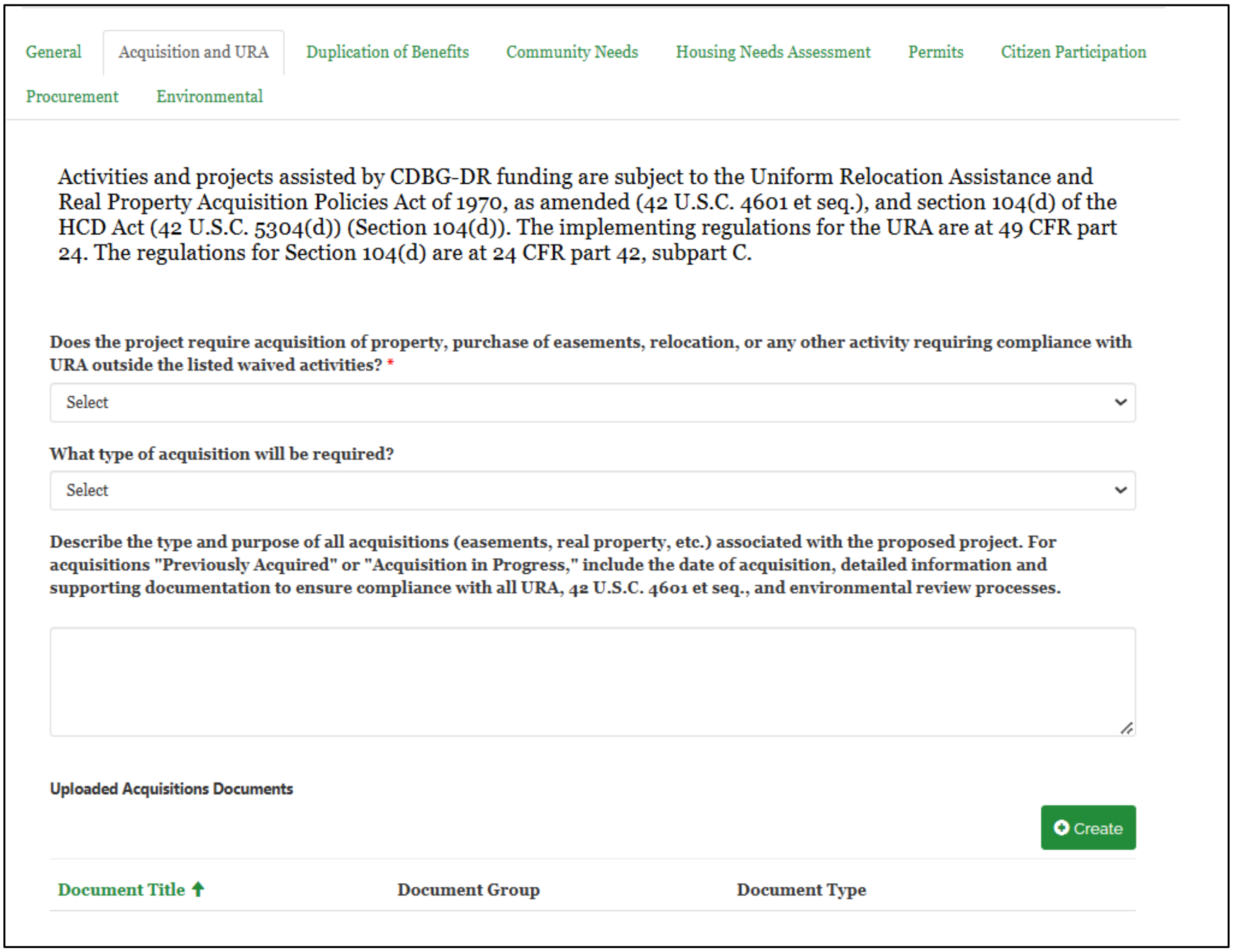
- *Grant Narrative*: The narrative is an opportunity for the applicant to convey to GLO a summary of the proposed project, the justification for project selection, and the details of implementing the project. Applicant should at minimum describe the proposed scope of work, identify project locations, 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)). 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 39: Grant Program Questionnaires - Acquisition and URA Tab



- *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*: This section may appear even if the applicant indicates "no" to the prior question. If this occurs, please leave the selection 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 (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. See Chapter 8 of the GLO Implementation Manual for additional guidance.

- *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 not 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.

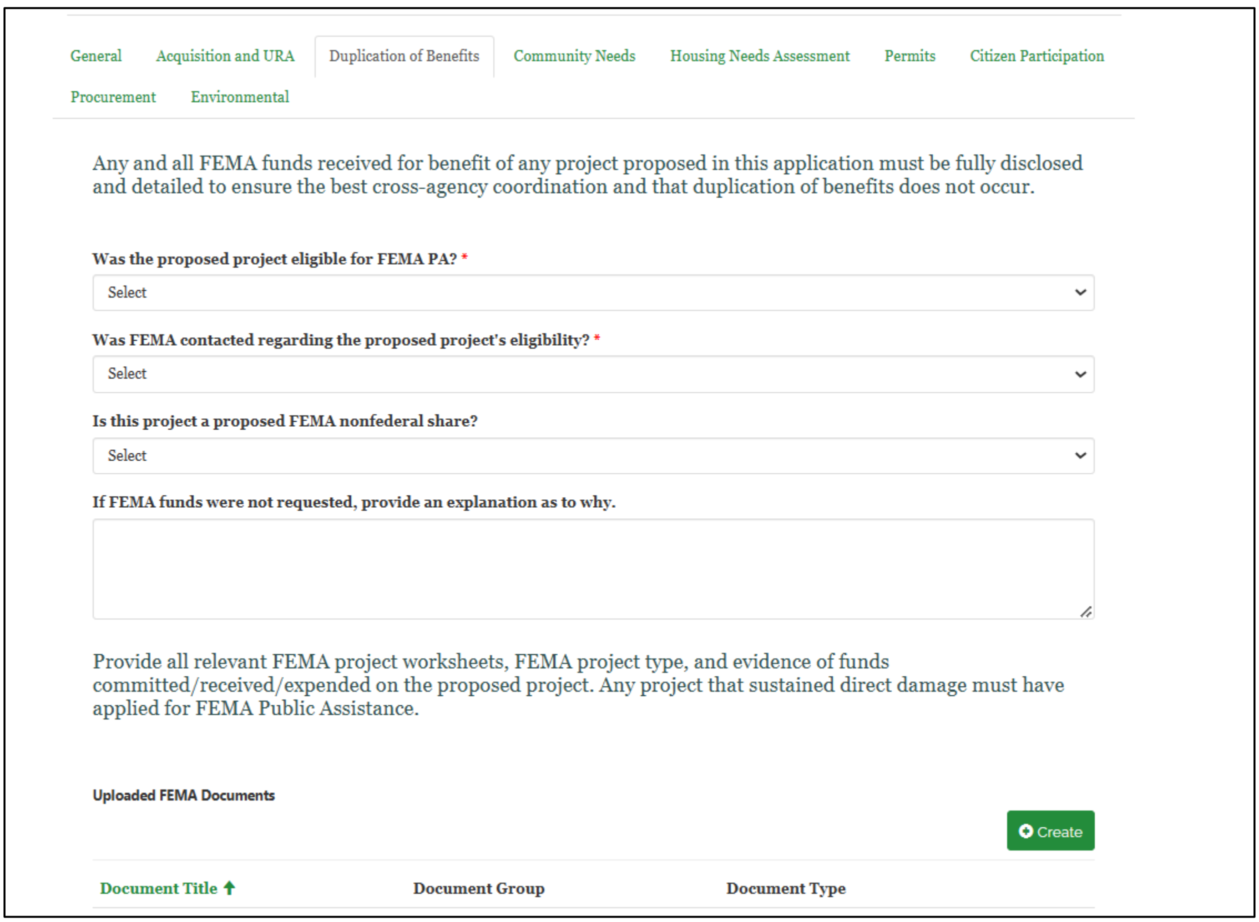
If other funds are available to address the proposed project in whole or in part, report all sources of that funding and reflect the specific uses (e.g. construction, engineering, administration, environmental).and amounts in the application budget.

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 the 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).

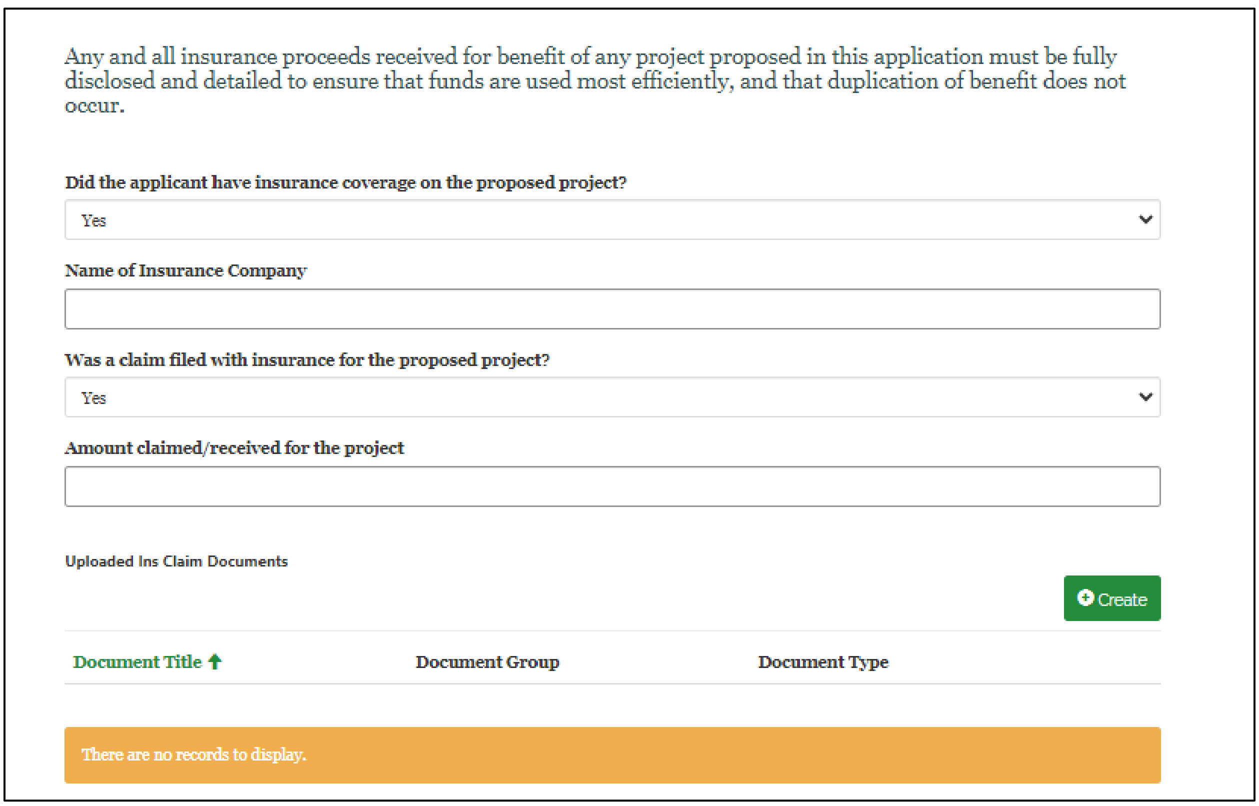
Figure 40: Grant Program Questionnaires - Duplication of Benefits Tab-FEMA



- *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 41: Grant Program Questionnaires - Duplication of Benefits Tab Insurance


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?

Yes

Name of Insurance Company

Was a claim filed with insurance for the proposed project?

Yes

Amount claimed/received for the project

Uploaded Ins Claim Documents

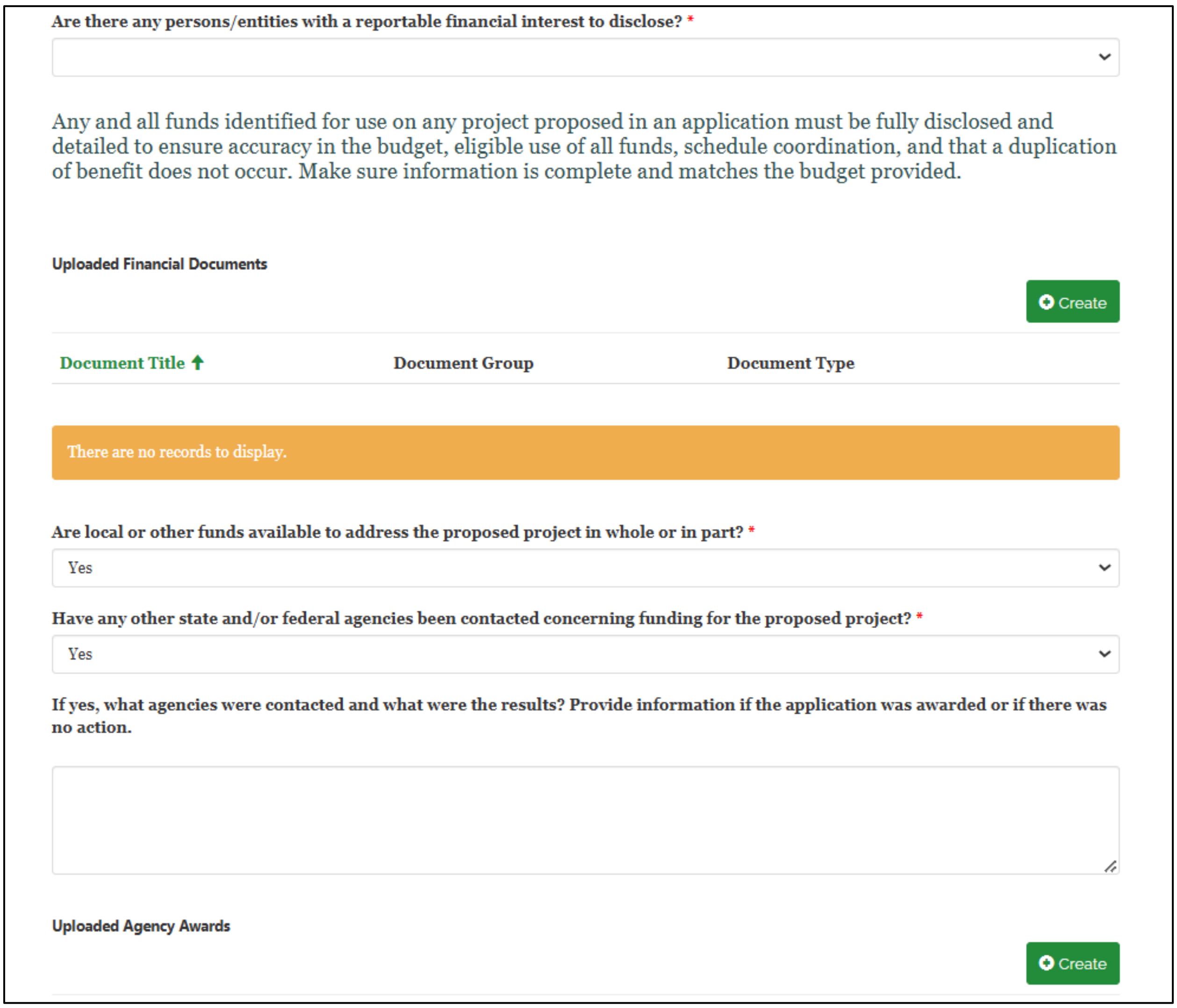
Create

Document Title	Document Group	Document Type

There are no records to display.

- *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 42: 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

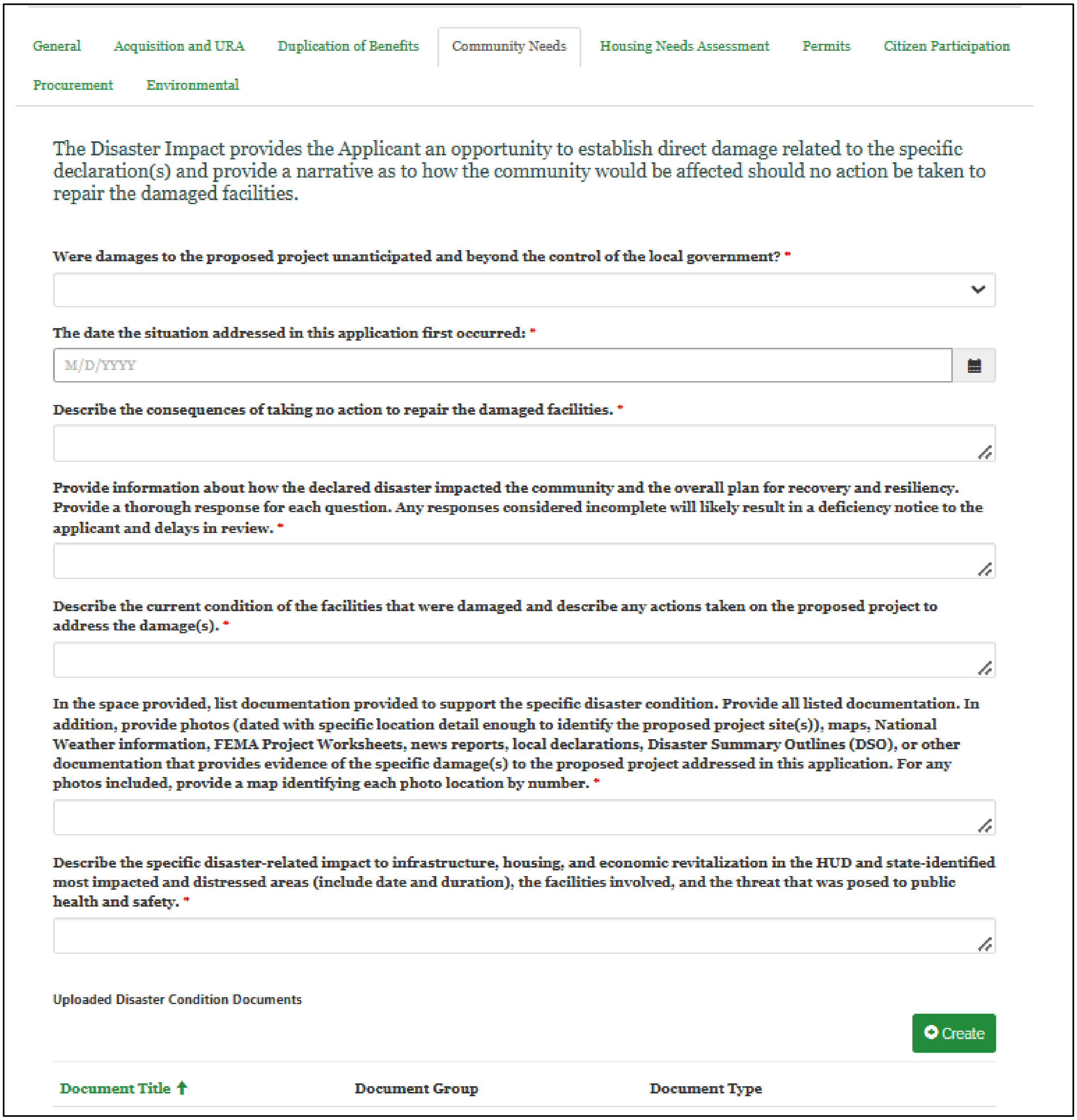
- *Are there any persons/entities with a reportable financial interest to disclose?* Applicant to select *Yes* or *No* via the dropdown selection.

- *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. The applicant should describe whether 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 43: 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

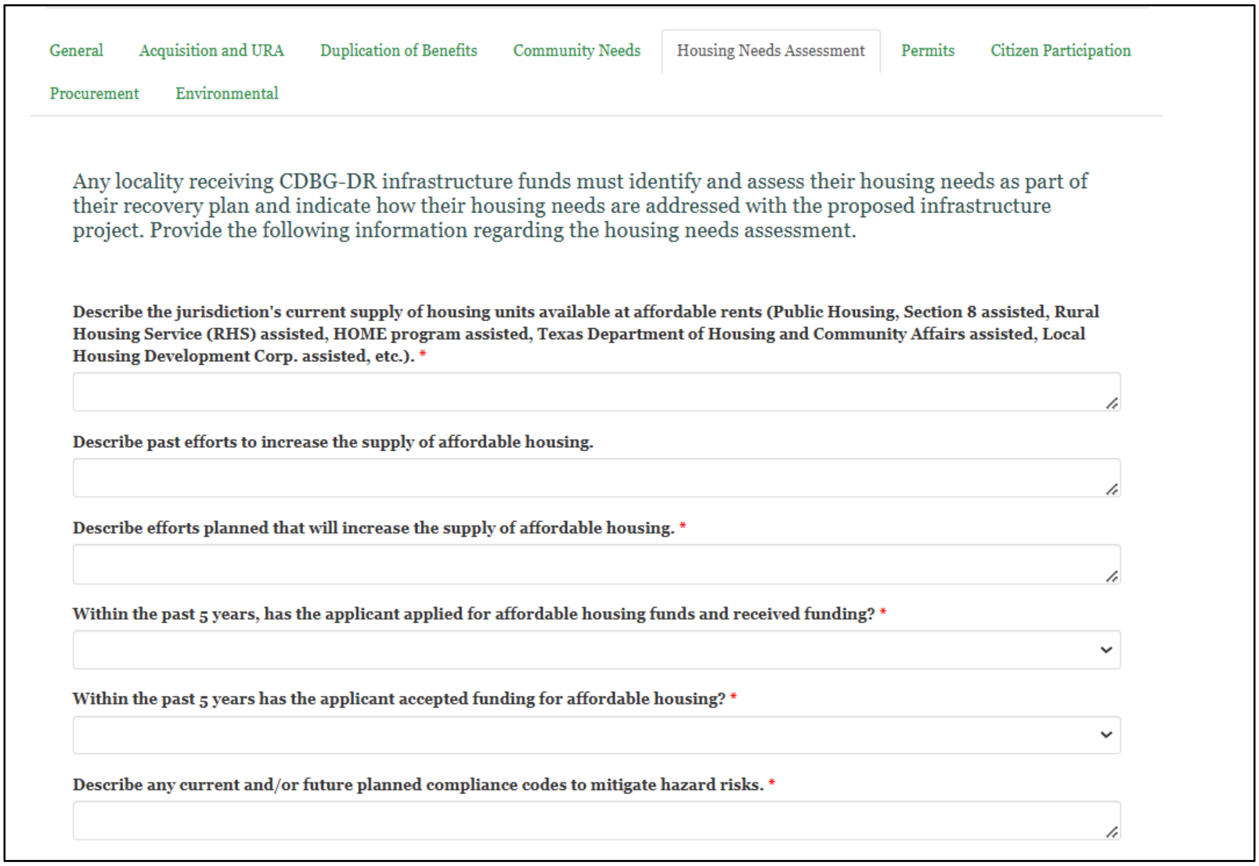
- *Were the damages to the proposed project unanticipated and beyond the control of the local government?* – Applicant to select *Yes* or *No* via the dropdown selection.
- *The date the situation addressed in the application first occurred.* – Applicant to select date the situation first occurred as 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 facilities that were damaged and describe any actions taken on the proposed project to address the damage(s).* – The applicant should explain in detail whether the damages caused have been repaired or patched in any way, and whether subsequent disaster recovery activities were impacted by the existing damage. If repairs to the damage have been made, the applicant should explain how unmet need still exists.
- *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.
- *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

Any locality receiving DRRP infrastructure funds must identify and assess their housing needs as part of their recovery plan and indicate how the proposed infrastructure project supports housing. CDBG-DR infrastructure projects must support an applicant's housing needs.

Figure 44: Grant Program Questionnaires - Housing Needs Assessment



Provide responses to the questions below regarding the applicants housing needs.

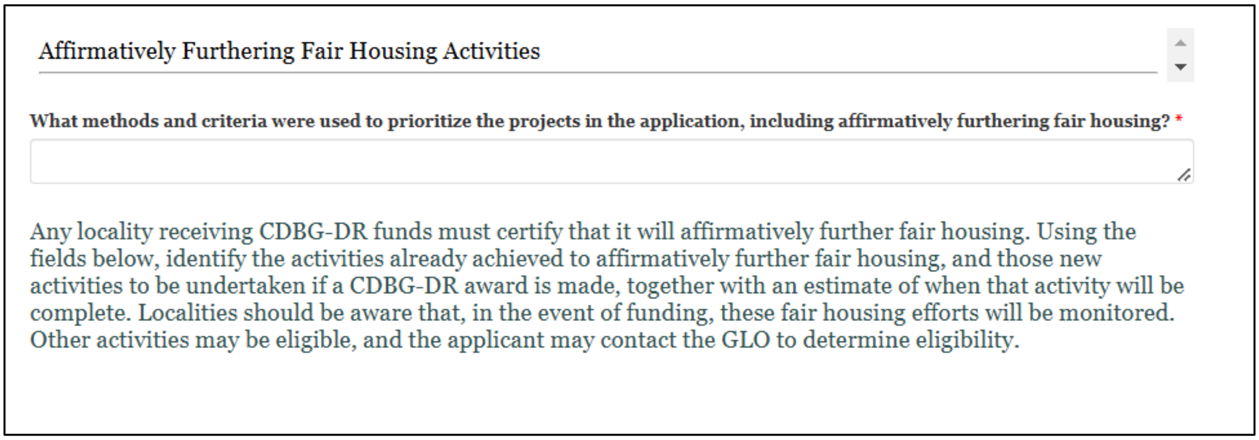
- *Describe the jurisdiction's current supply of housing units available at affordable rents (Public Housing, Section 8 assisted, Rural Housing Service (RHS) assisted, HOME program assisted, Texas Department of Housing and Community Affairs assisted, Local Housing Development Corp. assisted, etc.)* Applicant will provide details regarding the availability of affordable rental housing units within their jurisdiction.
- *Describe past efforts to increase the supply of affordable housing.* Applicant will provide details regarding any action by the jurisdiction to increase the number of affordable housing units.
- *Describe efforts planned that will increase the supply of affordable housing.* Applicant will provide details regarding any plans to increase the number of affordable housing units within the jurisdiction.
- *Within the past 5 years, has the applicant applied for affordable housing funds and received funding?* Applicant will respond *Yes* or *No*. If *Yes*, provide details regarding any funds applied for or received for affordable housing units within the past five years. If *No*, the applicant will explain why applications for funding has not been submitted.
- *Within the past 5 years has the applicant accepted funding for affordable housing?* Applicant will respond Yes or No. If yes provide details regarding the award including amount received, funding agency, number of units. If *No*, explain why funds were not accepted.

- *Describe any current and/or future planned compliance codes to mitigate hazard risks.* Applicant should describe any current or future efforts regarding the jurisdiction's compliance codes that may contribute to mitigating any hazard risks to the jurisdiction.

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 45: 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 the project beneficiaries and how the outcomes will affect and/or benefit them in the future.
        - Address and identify any benefits as well as any adverse effects to the community.
        - Use Census data to support beneficiary information. Consider the protected classes data.
        - Provide details regarding protected classes.
        - Describe the needs identified in any areas of higher concentration of protected classes? Are those needs eligible for CDBG-DRRP funding?
        - 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.

- **AFFH Certification requirement:** The applicant must provide a document signed by the chief elected official or executive officer that certifies the applicant, has taken meaningful actions to address significant disparities affecting protected classes and vulnerable populations. These actions should work together to tackle substantial disparities in housing needs and access to opportunities. This includes efforts to replace segregated living patterns with genuinely integrated and balanced living environments, transform areas of concentrated poverty into areas filled with opportunities, and ensure compliance with civil rights and fair housing laws. It is important to recognize that the responsibility to actively promote fair housing considerations applies to all participants' activities and programs related to housing and urban development.

Additional information regarding AFFH and HUD resources are available on the GLO Disaster Recovery webpage to assist applicants with the Affirmatively Furthering Fair Housing (AFFH) requirement as part of HUD funding.

Applicants may request technical assistance (TA) from GLO staff and subject matter experts. 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. Include both positive and negative features, concerns, or assessment factors, as applicable. Factors to assess are as follows:

Tier I: "Hard Data"

- Census data – Demographic information by Census block group for the town/county. This may be presented as maps and/or in chart/table form with block groups identified. Include the percentage of population below poverty level, income, and ethnicity/race
- Crime rates – Include immediate and surrounding geographic areas
- Household sizes
- Age group data
- Other information and/or relevant factors

Tier II: Community Features

Applicant Fair Housing assessments should include distance to each of the following positive and negative features, as well as public transportation time to each, if applicable.

Proximity to Positive Features:

- Jobs – Identify any large employment center(s)/opportunities
- Schools – Quality measures and demographics as compared to other area public schools
- Other education – Community colleges, technical schools, higher education, other opportunities. Grocery stores – Identify nearest full-size grocery store(s), other desirable retail
- Health care facilities – Local clinic(s) and/or nearest hospital, e.g.

- Public transportation – Nearest bus stop(s). *NOTE*: State if no public transportation in community
- Library – Public library and available resources such as computer access
- Parks, athletic fields, playgrounds – Public recreation areas
- Community facilities – Childcare, senior centers, other community centers
- Other – May include features unique to the community

Proximity to Negative Features:

- Unsightly facilities, industrial sites, e.g.
- Environmental/health hazards – May overlap with negative uses
- Features undesirable for family life – Retail/business density, type of retail/businesses, e.g.
- Additional subsidized or low-income housing – Public housing and/or LIHTC developments, etc.
- Other – May include features unique to the community

Tier III: Trends/Other Plans or Projects

- Area revitalization – Identify economic trends in the area
- Government plans impacting the area – Identify pending or approved projects/plans/bonds, e.g.
- Other development projects/investment – Identify public or private projects in the immediate or larger area which may affect the proposed project

Once all information is gathered, applicants are expected to conduct a candid and objective assessment, identify the determinative factors between potential projects, and utilize those factors when making project choices. Applicants should consider both positive and negative features, concerns, or assessment factors in their final proposed project selections.

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 will undergo an Affirmatively Further Fair Housing (AFFH) review by the GLO before approval. 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.

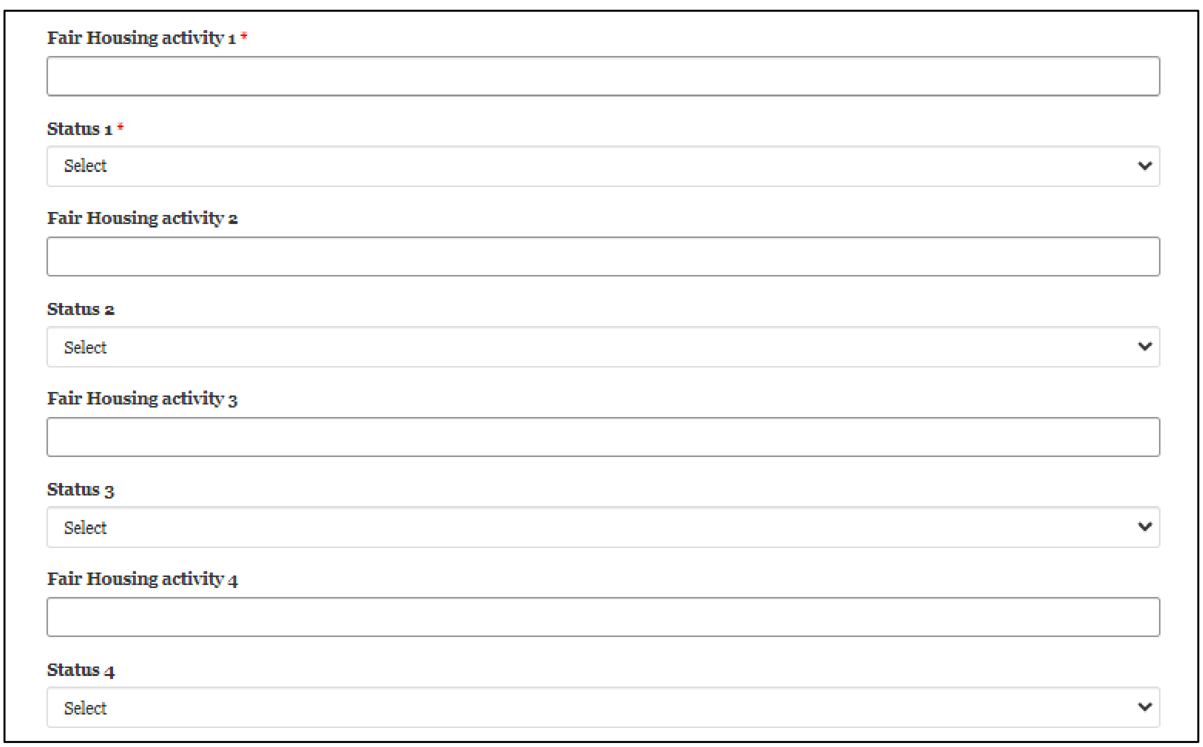
Viable options to Affirmatively Further Fair Housing:

- 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 46: 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. *NOTE*: If an action is complete, supporting documentation for that activity is required as part of the application.

Upload documentation to support 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 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 in your community.

Figure 47: 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

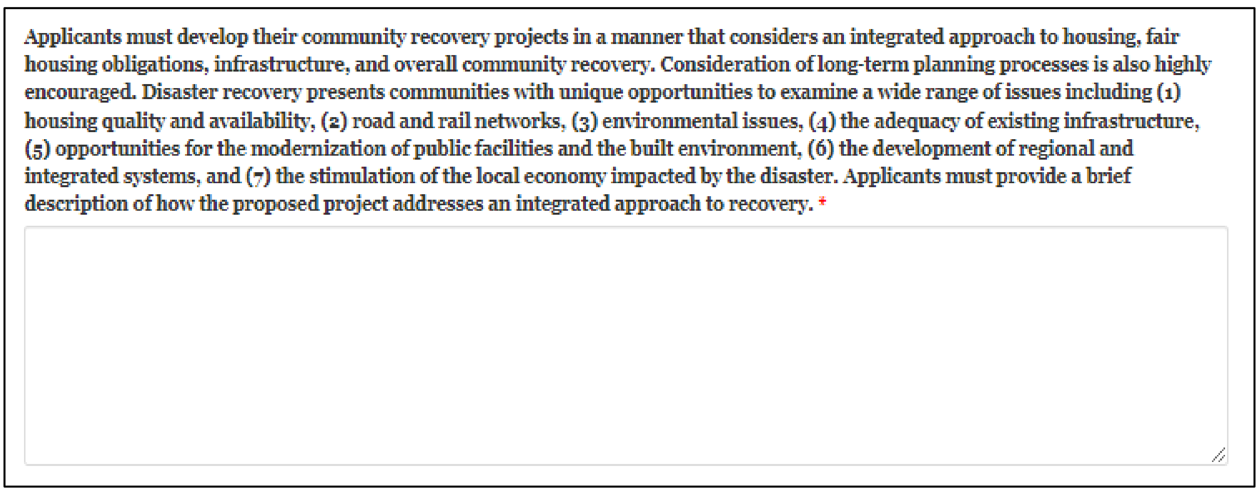
Unmet Needs 5

- *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, 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.

Figure 48: 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 or how infrastructure activities will contribute to long-term recovery and restoration of housing 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 49: 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? *

Yes

Please describe how the proposed project aligns with funding from other state or federal sources in support of capital improvements and infrastructure. *

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

Yes

Please describe how the proposed project will apply adaptable and reliable technology to prevent 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. *

Applicant will respond to the following questions in this section:

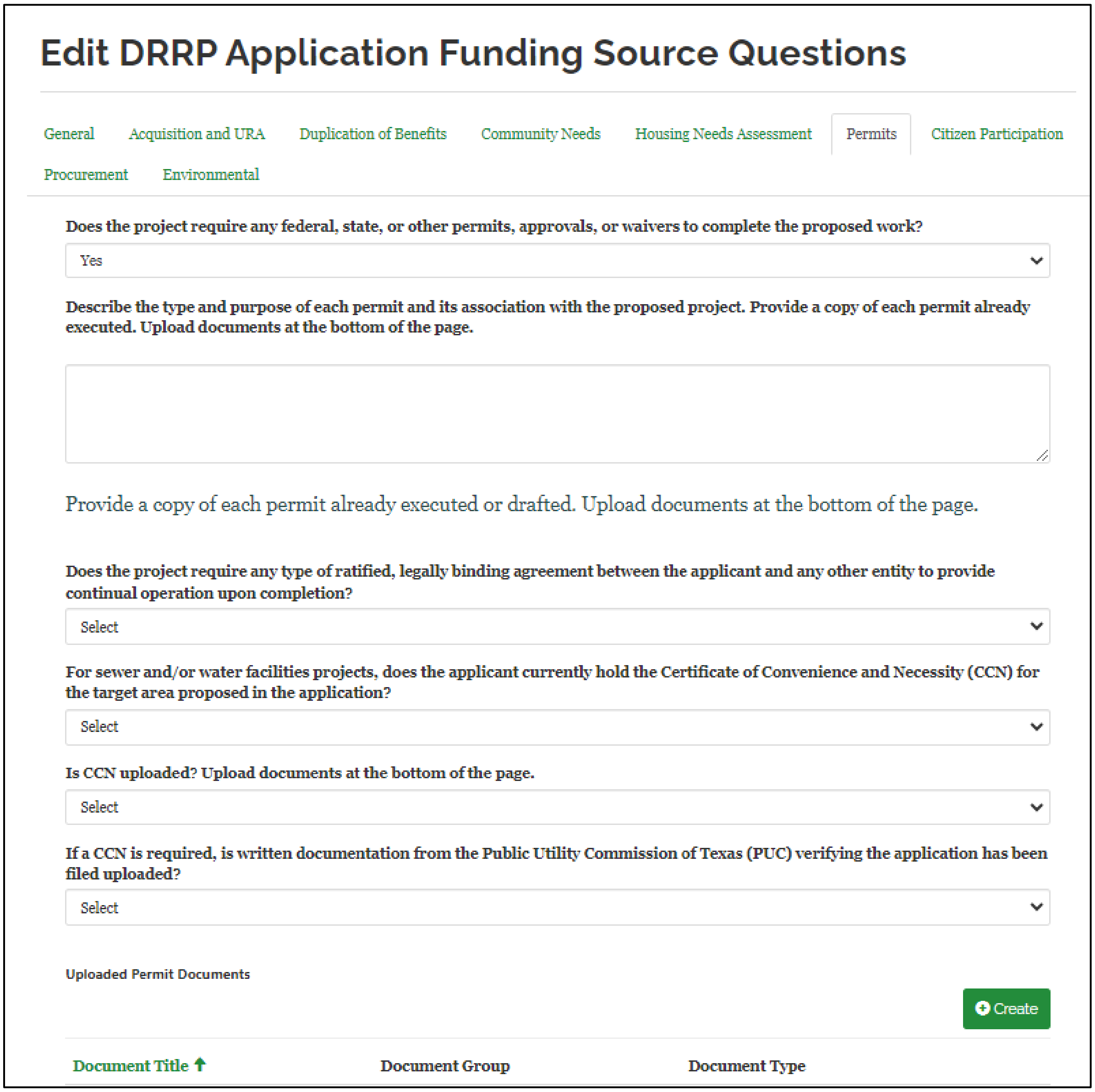
- *Considering the local post-disaster evaluation of hazard risks, responsible floodplain management, future extreme weather/natural disaster events, and long-term risks, describe how the proposed project promotes sustainable long-term recovery.* Applicant will provide a brief narrative to describe how 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.* Considering all local and regional planning efforts including but not limited to Hazard Mitigation Plans and Capital Improvement Plans, the applicant will describe how the proposed projects is aligned with such planning efforts.

- *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.* Considering the prior response, describe how the proposed project incorporates mitigation efforts aligned with local and/or regional planning efforts to reduce future risk to the proposed service area.
- *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 infrastructure development efforts?* Applicant will respond Yes or No. If yes, enter a supporting narrative to describe how the proposed project aligns with funding from other state or federal sources in support of capital improvements and infrastructure.
- *Does the proposed project employ adaptable and reliable technology to guard against premature obsolescence?* Applicant will respond Yes or No. If yes, enter a supporting narrative to describe how the proposed project will apply adaptable and reliable technology to prevent premature obsolescence.
- *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 50: Grant Program Questionnaires – Permits



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?

Yes

Describe the type and purpose of each permit and its association with the proposed project. Provide a copy of each permit already executed. Upload documents at the bottom of the page.

Provide a copy of each permit already executed or drafted. Upload documents at the bottom of the page.

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? Upload documents at the bottom of the page.

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

Uploaded Permit Documents

Create

Document Title ↑	Document Group	Document Type

Applicant will respond to the following questions in this section:

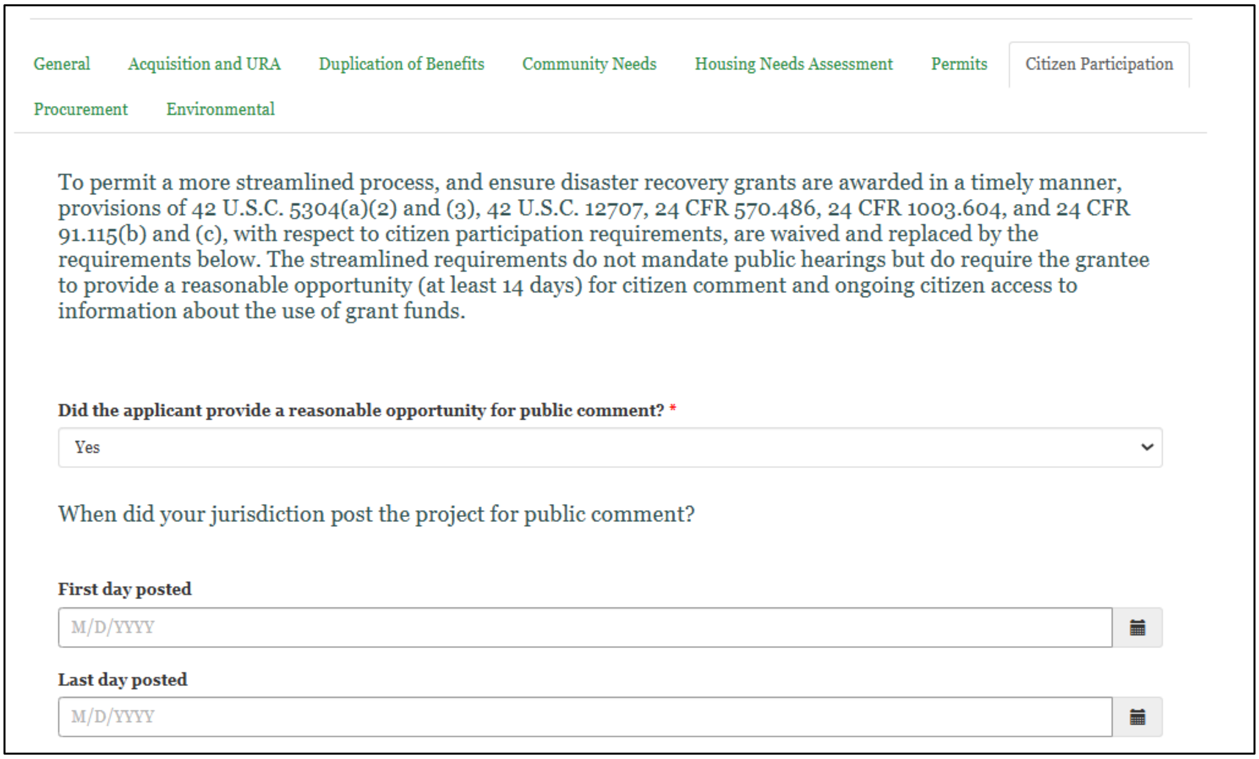
- *Does the project require any federal, state, or other permits, approvals, or waivers to complete the proposed work?*
    - If *yes, describe the type and purpose of each permit and its association with the proposed project.* Provide a copy of each permit already executed as an uploaded supporting document.
- *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 as a supporting document.

- *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?* Applicants must provide a copy of the CCN, if applicable to confirm the proposed water or sewer project is within the applicant's jurisdiction.
    - *NOTE*: If the applicant does not have a CCN because they are municipality, a map showing the municipal service area must be uploaded as a supporting document. The service area map must include the service area boundary as well as the municipal boundary, and both must be labeled.
- Is CCN uploaded? Applicant will respond *Yes* or *No*. Documents may be uploaded by clicking on the "*Create*" button.
- *If a CCN is required, is written documentation from the Public Utility Commission of Texas (PUC) verifying the application has been filed uploaded?* This question applies in situations where the applicant does not hold the CCN but is in the process of applying for the applicable CCN from PUC. In this scenario, the applicant will provide documentation to indicate an application has been filed with PUC for the CCN associated with the proposed project.

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 minimum 14-day period.

Figure 51: 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

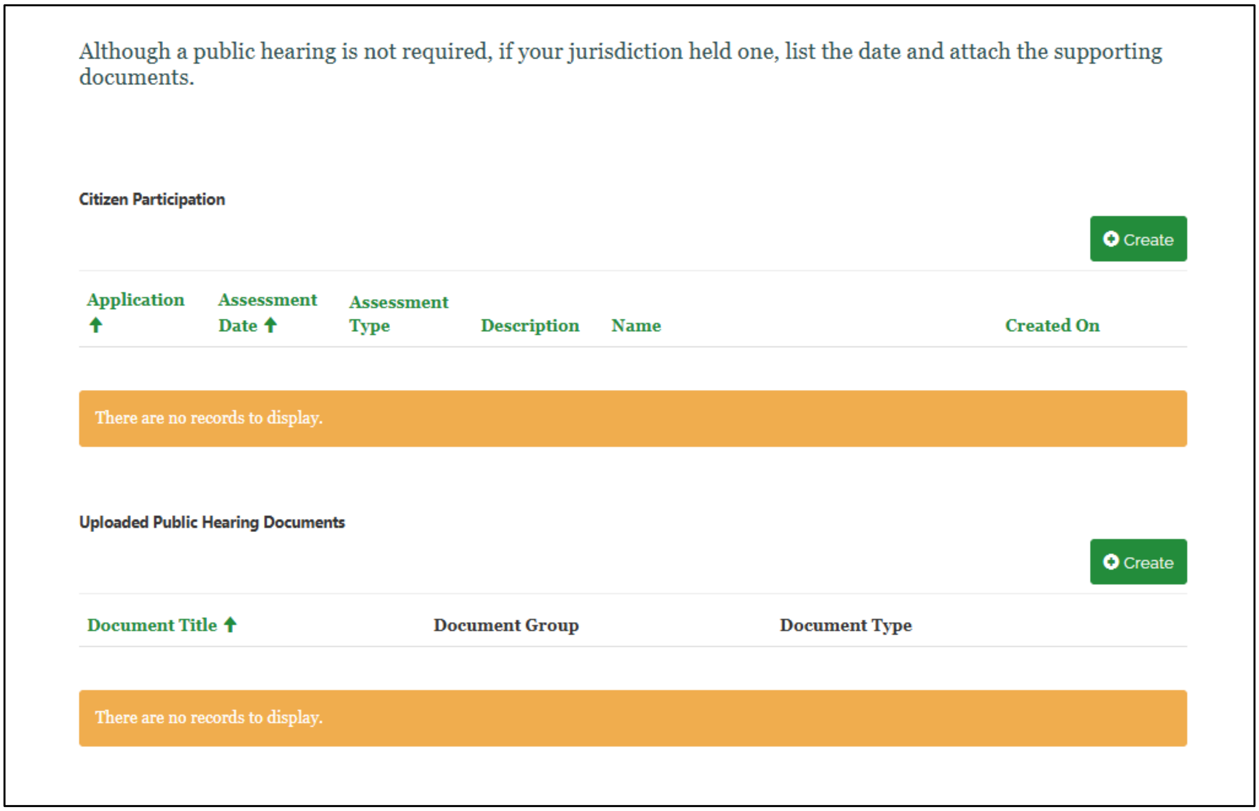
Last day posted

M/D/YYYY

Questions in this section:

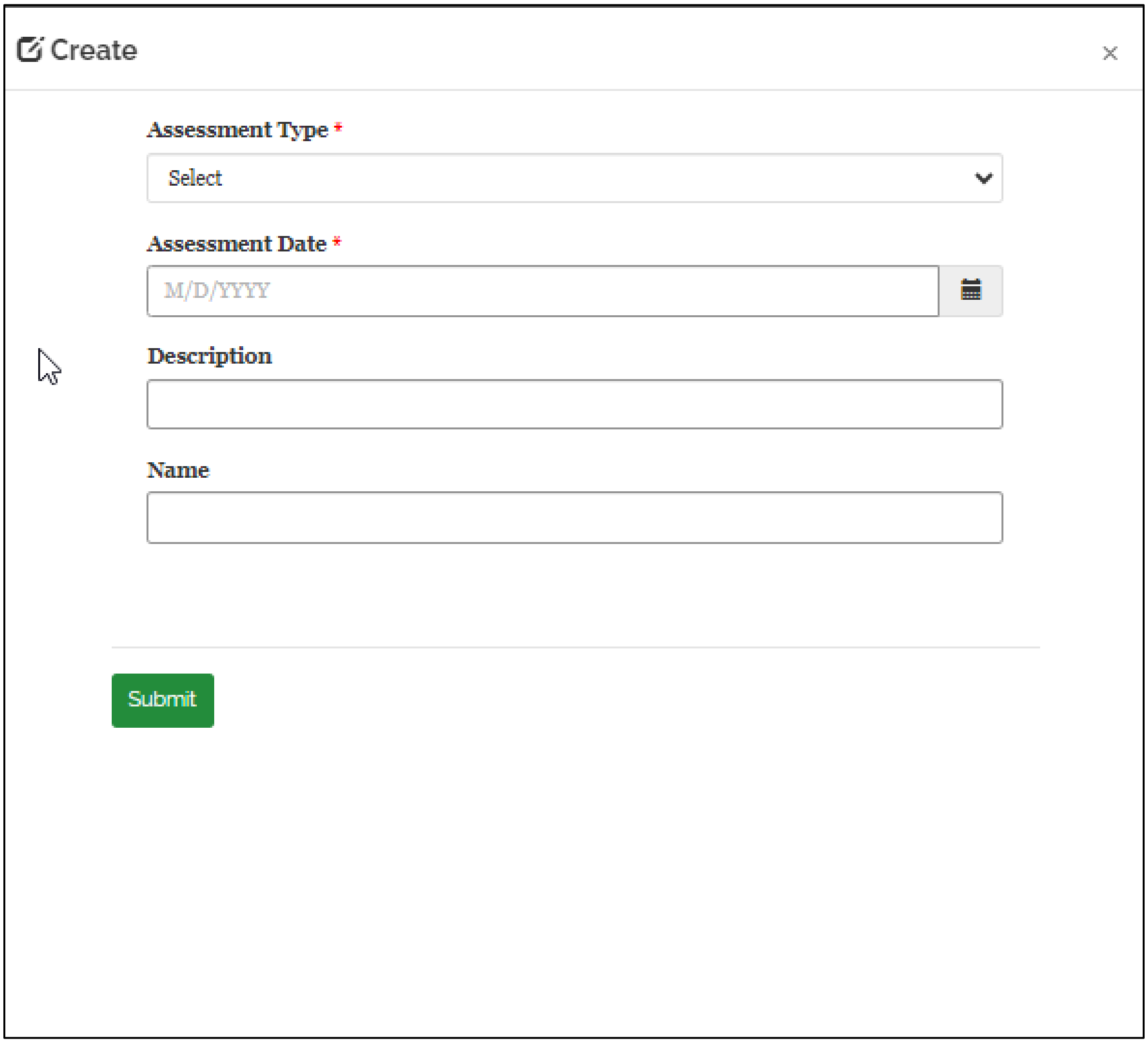
- *Did the applicant provide a reasonable opportunity for public comment? Applicant must demonstrate at least a 14-day comment period.*
    - If yes, *when did your jurisdiction post the project for public comment?* Applicant will enter dates in Month, Day, Year format for *first day posted* and *last day posted*.

Figure 52: 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 53: 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. Proof of public posting should include, where possible, the dates of the first and last day of posting. 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 an 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.

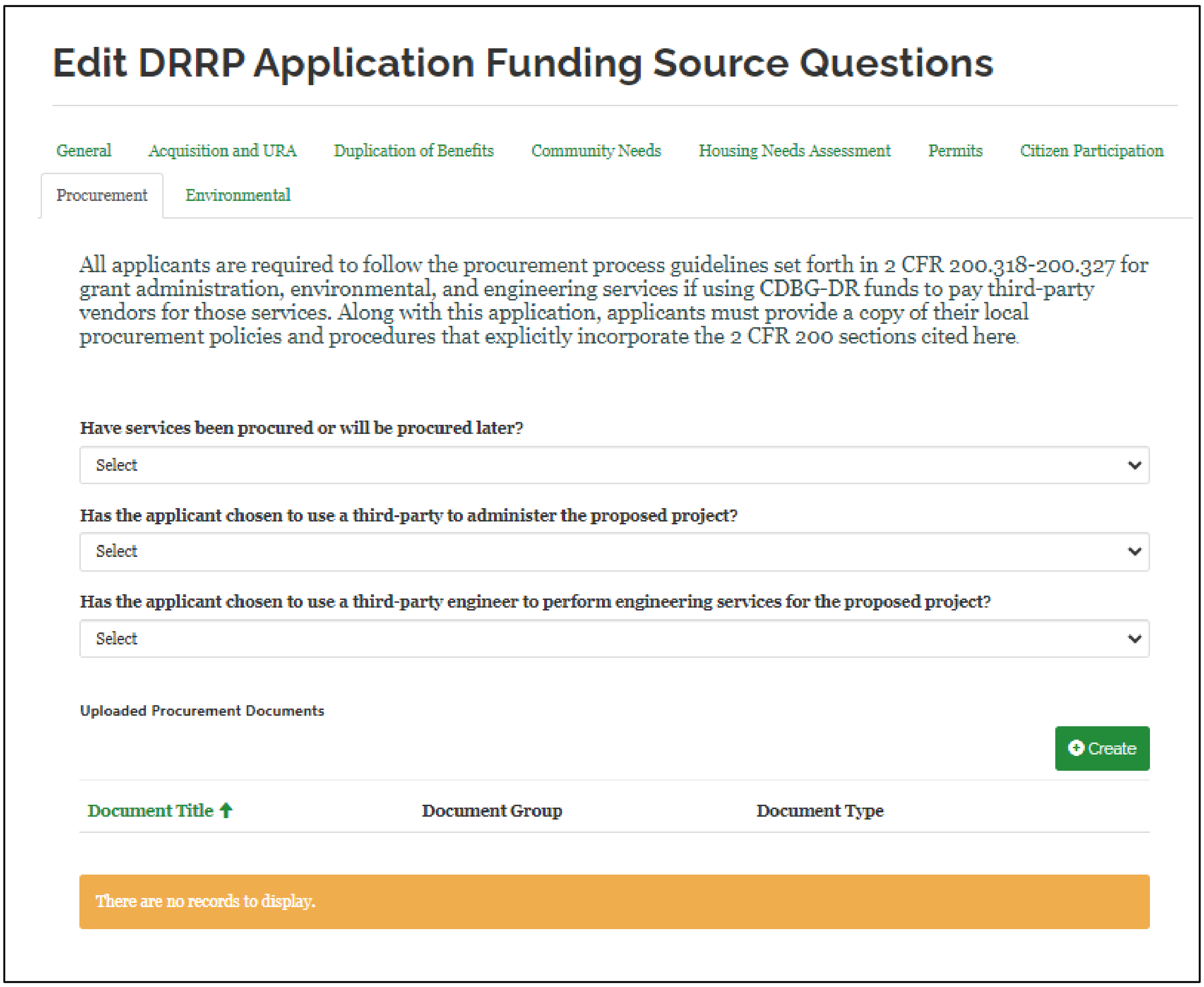
4.6.8 Procurement

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 54: 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 contract execution.

4.6.9 Environmental

Each applicant must comply with the provisions of the National Environmental Policy Act (NEPA), the HUD requirements set forth in Title 24 of the Code of Federal Regulations (CFR) part 58, all other applicable federal and state laws, including environmental, and the applicable GLO policy directives.

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 they have 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) that exercises land use responsibility within which the project site is located. 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], Councils of Governments [COGs], or water/irrigation districts) cannot serve as the RE.

Non-RE subrecipients may prepare environmental documentation for the RE (e.g., city, county, or the GLO) but may not assume any environmental review responsibility that the RE normally undertakes. The Non-RE subrecipients will be tasked with preparing the environmental review record (ERR), including the Exempt form for administrative, engineering, and environmental services, and submit it to the RE or the GLO if assuming the RE role for approval and signature. The Non-RE subrecipients will also provide all documentation demonstrating compliance with any mitigation measures to the RE.

An RE or Non-RE subrecipients working with an RE that are only adding HUD funds to a previously HUD-funded project and nothing has changed except adding additional HUD funds (scope, location, and environmental circumstances are still the same) can utilize a Categorical exclusion not subject to § 58.5 (CENST) level of review for supplemental assistance (See § 58.35(b)(7)). There are some caveats for CESNT reviews: it must be the original RE for a previously approved Part 58 review; The proposed project/activities must not change the original proposal's scope, magnitude, location, or environmental circumstances; it requires a determination by the original RE under § 58.47 as to whether re-evaluation of the original environmental findings is required; and if re-evaluation is not required, the supplemental assistance can be treated as a CESNT.

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.

The Responsible Entity (RE) 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.

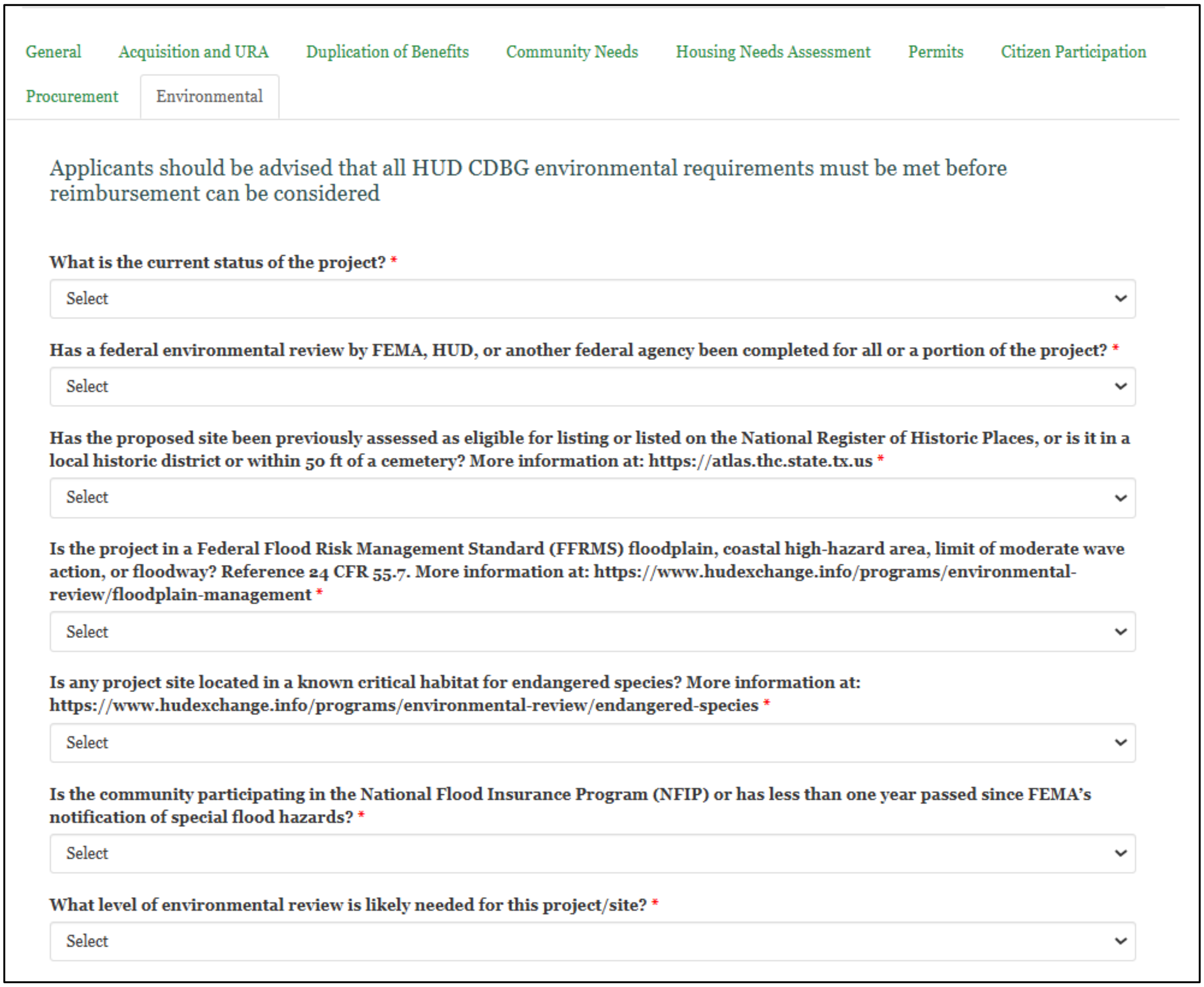
The RE will need to clearly establish the scope of work and project description prior to initiating the environmental review. Once the scope of the project is known, the RE can determine the appropriate level of environmental review. Accurate scoping, project descriptions, and project aggregation are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

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.

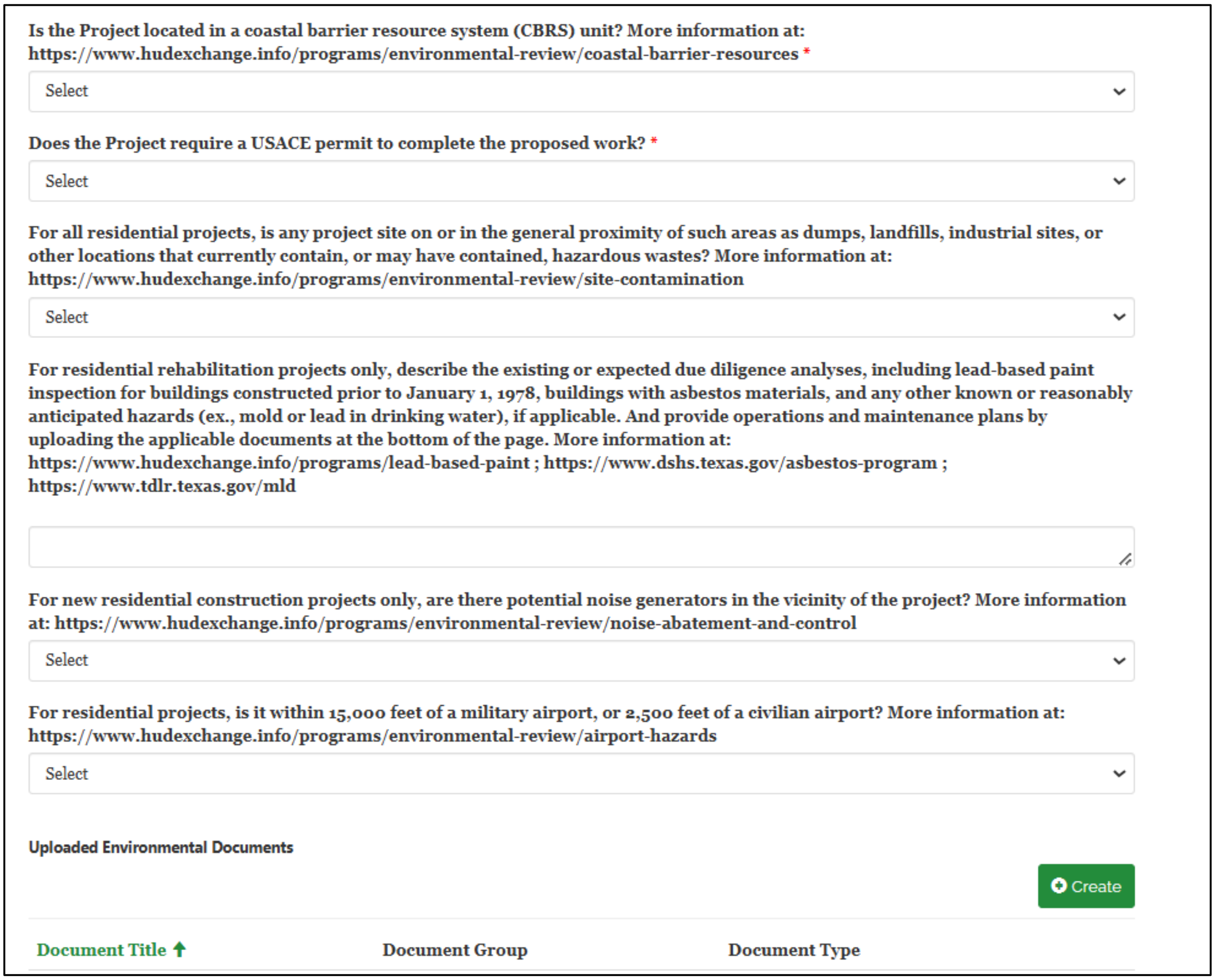
Figure 55: Grant Program Questionnaires - Environmental Tab



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/. 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 of the project site location that includes boundaries of any critical habitats in or around the site.
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 copy of the NFIP Community Status Book and FEMA effective map are required as supporting documentation.
   a. If *YES*, and the project is located in a FEMA-designed Special Flood Hazard Area, flood insurance may be required.
   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 56: Grant Program Questionnaires - Environmental Tab (Continued)


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 *

Select

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

Select

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

Select

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/mld

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

Select

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

Select

Uploaded Environmental Documents

Create

Document Title	Document Group	Document Type

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 project, is it within 15,000 feet of a military airport or 2,500 feet of a civilian airport?*
    a. More information at: 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?

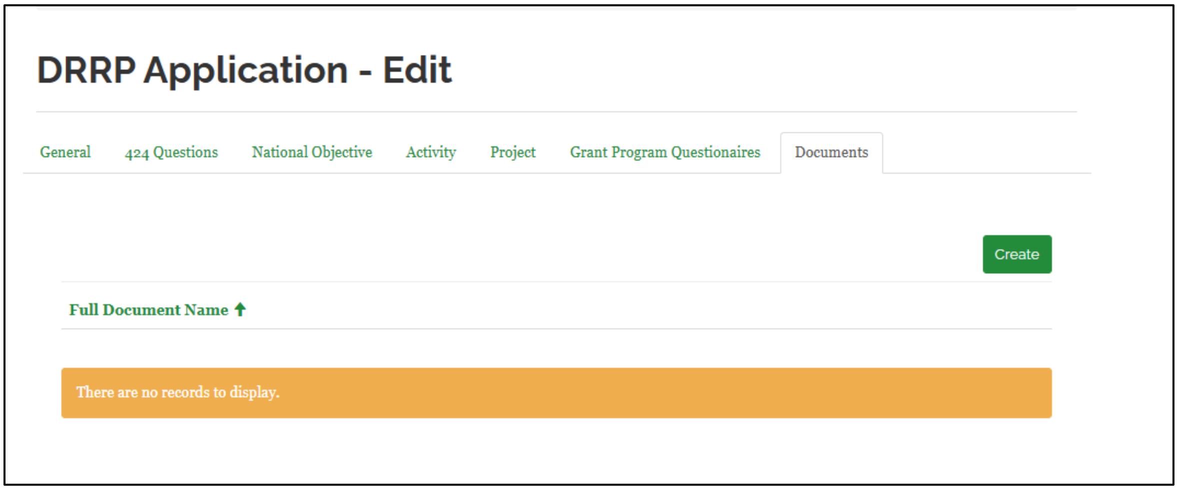
4.7 Documents

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.

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

Figure 57: 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 58: Application Submission-Project

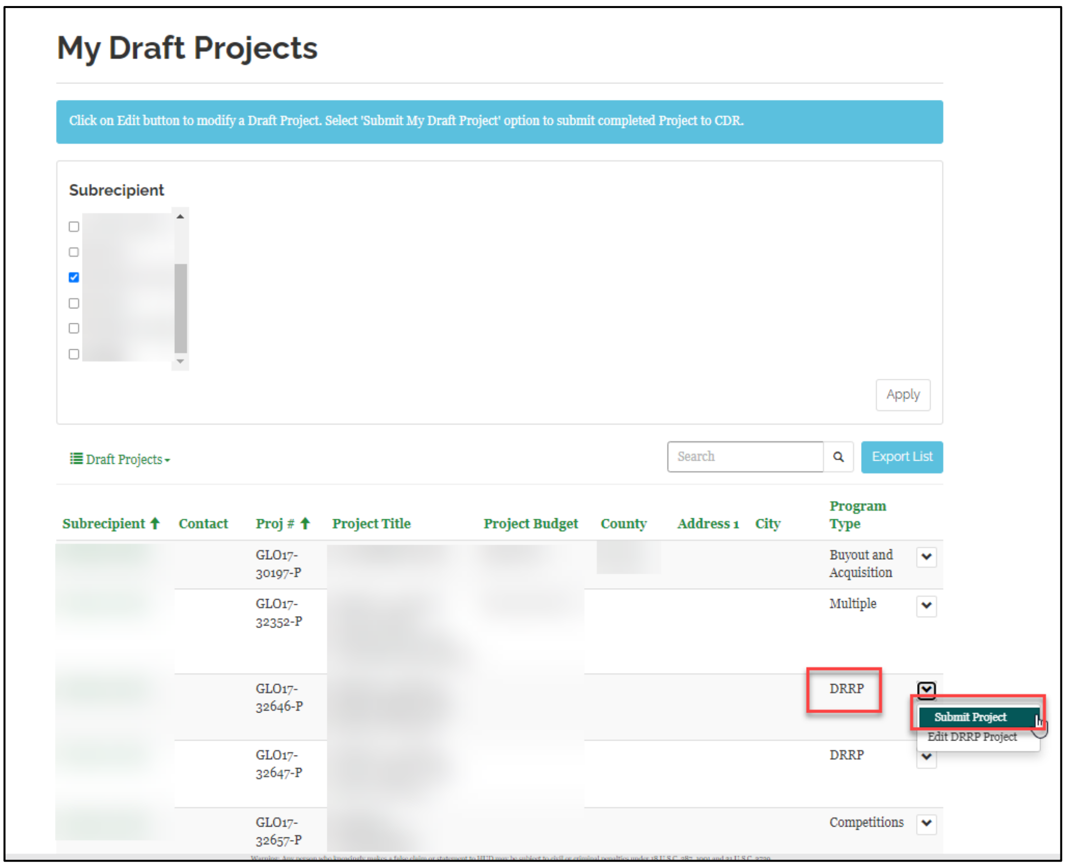
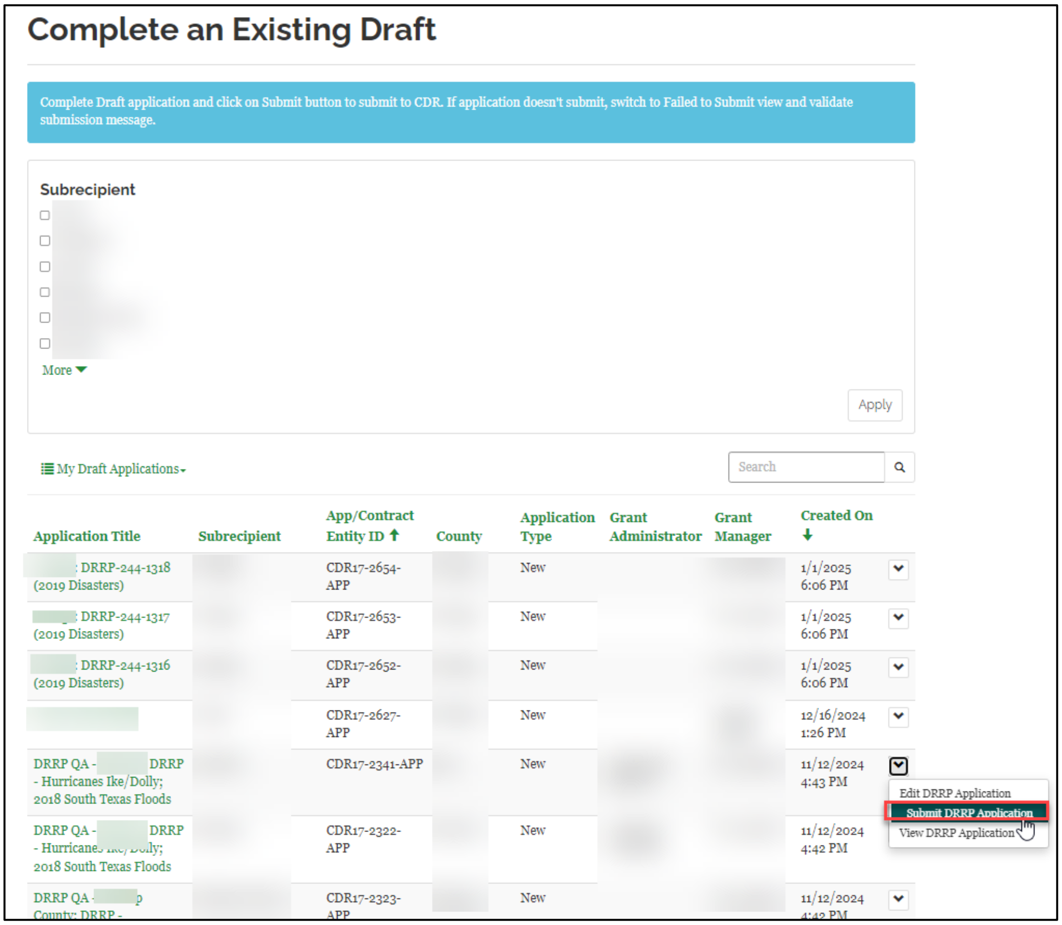


Figure 59: Application Submission-Application



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 details below 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 Claims or Statements

Warning: Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. § 287, 18 U.S.C. § 1001, AND 31 U.S.C. § 3729.

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 following notification.

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.reallocation@recovery.texas.gov. Responses will be provided via a Frequently Asked Questions (FAQ) document posted to the DRRP webpage.