



Texas General Land Office

Community Development and Revitalization Department

Disaster Recovery Reallocation Program (DRRP) Application

Document List and Naming Convention

Applicants are required to upload documents to support responses throughout the application. The list below is provided as a guide to supporting a complete application and appropriately naming the documents to be uploaded in the TIGR Portal, the GLO system of record. Failure to properly name a file may result in delays during the review phase. Documents should be named uniquely for each respective TIGR application. This is especially critical for applicants submitting multiple applications. The list is not exhaustive.

TIGR requires users to select a “document group” and then a “document type” for every document uploaded. Each application will be assigned a unique identifier in TIGR. It is found under the “*App/Contract Entity ID*”. Do not use “App” in the file name. Do not use spaces or special characters other than “-” or “_”.

Example: *Someplace-DRRP-CDR17-1234_SF424*

If you upload documents not identified below, use the following naming convention and add the document descriptor as indicated below:

- [ApplicantName]-DRRP-[CDR17-4digits]_[uniquefilename]

Document Group	Document Type	Document Title
Federal Application	☐ Debt Delinquency Information	[ApplicantName]-DRRP-[CDR17-4digits]_DebtDelqInfo
	☐ SF-424 - Signed	[ApplicantName]-DRRP-[CDR17-4digits]_SF424
Project	☐ Site Map(s)	[ApplicantName]-DRRP-[CDR17-4digits]_ProjMap
	☐ Other supporting documentation	[ApplicantName]-DRRP-[CDR17-4digits]_SupportDoc-[description]
	☐ Project schedule	[ApplicantName]-DRRP-[CDR17-4digits]_ProjSchd
	☐ Site Photos	[ApplicantName]-DRRP-[CDR17-4digits]_ProjPhotos
Budget	☐ Documentation of other funding (FEMA, insurance, SBA, resolution to commit local funds, etc.)	[ApplicantName]-DRRP-[CDR17-4digits]_FEMAPW [ApplicantName]-DRRP-[CDR17-4digits]_ResolLocal
	☐ DR - Budget Justification of Retail Costs form	[ApplicantName]-DRRP-[CDR17-4digits]_BJRC

Document Group	Document Type	Document Title
	☐ Project Budget	[ApplicantName]-DRRP-[CDR17-4digits]_ProjBudget
Beneficiary Information	☐ LMISD	[ApplicantName]-DRRP-[CDR17-4digits] LMISD
	☐ CDBG-DR Survey Tabulation Form and Income Surveys	[ApplicantName]-DRRP-[CDR17-4digits]_SvyPkt
	☐ Beneficiary Map	[ApplicantName]-DRRP-[CDR17-4digits] Benemap
	☐ DP05 printout	[ApplicantName]-DRRP-[CDR17-4digits] DP05
	☐ Race, Ethnicity, Gender Calculator Form	[ApplicantName]-DRRP-[CDR17-4digits] REGCalc
Duplication of Benefits	☐ Agency Award Documentation	[ApplicantName]-DRRP-[CDR17-4digits] DOBAward
Community Needs	☐ Community Needs Documentation	[ApplicantName]-DRRP-[CDR17-4digits] TieBack
	☐ Disaster Condition Documentation	[ApplicantName]-DRRP-[CDR17-4digits] DstrCondition
General Eligibility	☐ Fair Housing Activity information	[ApplicantName]-DRRP-[CDR17-4digits] FHAct
	☐ AFFH Certification	[ApplicantName]-DRRP-[CDR17-4digits] AFFHCert
	☐ Sam.Gov	[ApplicantName]-DRRP-[CDR17-4digits] SAMPrint
Citizen Participation	☐ Affidavit of public posting	[ApplicantName]-DRRP-[CDR17-4digits] CPAffdvt
	☐ Newspaper publications/tear sheet	[ApplicantName]-DRRP-[CDR17-4digits] Publications
	☐ Documentation of public hearings	[ApplicantName]-DRRP-[CDR17-4digits] PublHear
	☐ Photos that demonstrate public posting	[ApplicantName]-DRRP-[CDR17-4digits] CPPHOTOS
Procurement	☐ Financial Interest Report	[ApplicantName]-DRRP-[CDR17-4digits] FIR
	☐ GLO Procurement Checklist	[ApplicantName]-DRRP-[CDR17-4digits] ProcChk

Document Group	Document Type	Document Title
Application Submission	☐ Single Audit or Annual Comprehensive Financial Report	[ApplicantName]-DRRP-[CDR17-4digits]_SA [ApplicantName]-DRRP-[CDR17-4digits]_ACFR
	☐ IRS Support Documentation	[ApplicantName]-DRRP-[CDR17-4digits]_IRSDoc
	☐ Signed Letter of Commitment with funding amount and sources	[ApplicantName]-DRRP-[CDR17-4digits]_CommitLtr
Environmental	☐ Copies of required permits	[ApplicantName]-DRRP-[CDR17-4digits]_Permit
	☐ Environmental Exempt Form for planning and administrative activities	[ApplicantName]-DRRP-[CDR17-4digits]_CENST
	☐ Floodplain and/or wetland map	[ApplicantName]-DRRP-[CDR17-4digits]_FloodMap