

**2021 WINTER STORMS**

**(21WS):**

**HUD MID Counties Program  
Application Guide**

**Version 2**

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# I. 2021 Winter Storms HUD MID Counties Program Overview

## Introduction

The **2021 Winter Storms (21WS) HUD MID Counties Program** provides CDBG-DR funding for infrastructure improvements and the rehabilitation, reconstruction, and new construction of affordable multifamily housing in HUD-designated Most Impacted and Distressed (MID) counties. The Program also includes a mitigation set-aside to reduce risks from future winter storms.

## Eligible Applicants

**Dallas County, Harris County, Tarrant County** are eligible applicants under this competition.

## Eligible Activities

Activities that are allowed under CDBG-DR funding are below and are related to disaster relief, long-term recovery, restoration of infrastructure and affordable multifamily rental housing, and mitigation in the HUD MID areas. All activities allowed under CDBG-DR; HCDA Section 105(a)(1-5), 105(a)(7-9), 105(a)(11), and 105(a)(14-15), including but not limited to: **Multifamily housing** (rehabilitation, reconstruction, new construction);

- **Infrastructure improvements** (water/sewer, streets, generators, debris removal, bridges);
- **Communications infrastructure;**
- **Public facilities;**
- **Fire protection facilities/equipment;**
- **Emergency power generators affixed to public facilities;**
- **Public services (within 15% cap);**
- **Non-Federal cost share for Federal grant programs.**

**Note:** In the Survey's **choices** sheet, these activities are mapped to selectable lists (**HUDMIDActivities**) ensuring applicants pick a CDBG-DR eligible activity consistent with program requirements.

## **Multifamily Eligibility Criteria**

Projects must:

- Meet CDBG-DR eligibility and be **located in a HUD MID county**;
- Address **rental unmet need** stemming from Winter Storms 2021 (DR-4586);
- Restrict **≥51% of units** for **LMI households** at affordable rents for the minimum affordability period (15 years rehab/reconstruction; 20 years new construction for 5+ unit projects);
- Demonstrate **reasonable construction costs**;
- Comply with **High HOME rents** and any **existing LURA**;
- Meet **Green and Resilient Building Standards** for applicable construction;
- Complete construction **within 18 months** of contract effective date (unless extended).

## **National Objectives**

Projects must meet one of:

- **Low- and Moderate-Income (LMI)**;
- **Urgent Need (UN)**; or
- **Elimination of Slum/Blight (S/B)**.

The Survey includes an explicit **National Objectives** section with the list **nat\_objective**: LMI Area Benefit, LMI Housing Activity, LMI Limited Clientele, LMI Jobs, Urgent Need, Urgent Need-Mitigation. Applicants must select the objective aligned to their project and supporting documentation.

## Distribution of Funds

Each of the three counties has an allocation of **\$10,153,000**, inclusive of a **\$1,897,000 mitigation set-aside**. Applicants must document how they will meet the mitigation set-aside (either embedded in a recovery project or via a stand-alone mitigation project).

## II. Using the Survey123 Application

### Accessing the Survey

The application is delivered via **ArcGIS Survey123**. The XLSForm template used (Advanced, v3.20) supports all features referenced in this guide. The **form title** is “**2021 Winter Storms HUD MID Counties Application**” and link to the application: <https://arcg.is/0C4aWm1>. Refer to Survey123 questionnaire PowerPoint found on 2021 Winter Storms Webpage for screenshots of the application.

### General Completion Standards

- **Completeness:** Provide all requested information and upload all required documents in the format indicated by each field. Missing items can delay review or disqualify the application.
- **Accuracy:** Confirm auto-populated values (e.g., County, Councils of Government, Legislative districts) derived from map inputs are correct; adjust map location if needed.
- **Timeliness:** Ensure all date fields that must be  $\leq$  **today** or  $\geq$  **today** satisfy the constraint to avoid validation errors.
- **Consistency:** Use the **same Project Title** across all references (e.g., “Green Acres, Site 3”). Inconsistencies can delay eligibility review.

### Required Attachments and File Naming

Where **file upload** questions appear, provide clear, legible, and complete documentation. The Survey supports multiple attachments for image or file questions configured with **multiline** appearance. Recommended file naming convention:

County\_ProjectTitle\_Section\_DocumentType\_YYYYMMDD.ext (e.g.,  
Harris\_GreenAcresSite3\_Environmental\_REC\_20260326.pdf).

## System Behaviors (Auto-populate, Validations, Dependencies)

- **Map-based Auto-populate:**
  - County (COUNTYNAME), COG (NAME), US House District, Texas House District, Texas Senate District pull from designated ArcGIS layers using pulldata("@layer","getValueAt",...) when an **Address geopoint** is set.
- **Regex & Format Validations:**
  - Email fields enforce valid format via regex; Phone number uses hint (999) 999-9999; Website enforces URI format via regex.
- **Conditional Visibility (“relevant”):**
  - Many upload and text fields appear only when **Yes** is selected (e.g., FEMA contacted, audit completed, insurance coverage).
- **Date Constraints:**
  - Several dates enforce  $\leq$  **today** (e.g., Public Posting Date, FY End Date), or  $\geq$  **today** (e.g., Project Phase start/end dates).
- **Calculated Friendly Formats:**
  - Currency display helpers format decimals with \$ and thousands separators (note fields only).

## Submitting the Application

Complete all fields by page, attach all documents, and ensure no validation errors remain. Survey123 captures hidden metadata (start/end time, username/email when signed in) and will submit to the designated feature layer.

## III. Step-by-Step Instructions (Survey Pages & Fields)

The following steps mirror the **exact order and names** used in your Survey123 XLSForm. When a field is **required** or has **conditional logic**, it is noted explicitly.

## A. Instructions (Pre-start)

- **Read Before Beginning:** A note titled “**Instructions**” appears at the start. Applicants must review the guidance prior to entering data.

## B. Applicant Information

**Purpose:** Identify the jurisdiction and auto-derive location-based attributes.

1. **Applicant (Jurisdiction)** – applicantName (**text**). Enter the official jurisdiction name.
2. **Physical Address** – applicantAddress (**geopoint**, geocode appearance). Use map search or drop a pin at the site/jurisdiction office. This drives auto-populate fields below.
3. **Mailing Address** – applicantMailAddress (**text**). If different from physical.
4. **Phone Number** – applicantPhone (**text**). Use format shown in hint.
5. **County** – applicantCounty (**text, required**) auto-pull based on **geopoint** via ArcGIS Texas County Boundaries. Verify accuracy.
6. **Council of Government (COG)** – applicantCOG (**text, required**) auto-pull from COG layer. Confirm.
7. **Website** – applicantWebsite (**text**) with **URL regex** validation. Provide the jurisdiction’s official website.
8. **US Congressional District / TX House / TX Senate** – text fields auto-pull **DIST\_NBR** from respective state/federal legislative layers. Confirm district numbers.
9. **EIN / TIN / UEI / DUNS** – Enter identifiers as requested (EIN length 9, UEI length 12).
10. **Program Selection** – applicantProgram (**select one midsel**). Choose **21 WS HUD MID Counties Program** and/or **Mitigation Set-aside** according to your application.

## C. Key Staff

Provide contact and role information for the **Chief Elected Official, Primary POC, Grant Administrator, Engineer, and Environmental Service Provider.**

- **Email fields** use strict regex validation; ensure your entries match standard email formats.
- **Chief Official Term Expiration:** Provide a **date**; used to confirm current authority.

## D. Forms, Financial, and Citizen Participation

### 1) Miscellaneous Forms

- **147C IRS Form / FEIN Proof** – Upload current IRS documentation on IRS letterhead.
- **SAM.gov Registration** – Enter **expiration date** and **upload profile printout**.
- **Applying on behalf of another entity?** If **Yes**, provide entity name and upload the MOU/Interlocal or binding documentation specifying roles/responsibilities.
- **SF-424 (HUD 424B)** – Upload signed form (the survey links to a sample).
- **Applicant Certification** – Upload signed certification form.

### 2) Financial

- **Existing Subrecipient Agreement with GLO?** Indicate **Yes/No**. If **Yes**, provide the most recent **Fiscal Year Close Date** and **Audit** status.
- **Audit Completed?** If **No**, the survey notes in red “Applicant is not eligible.” If **Yes**, upload the audit document, enter the FY end date ( $\leq$  **today**), indicate whether **findings** exist, and summarize critical findings if applicable.
- **Delinquent Federal Debt?** If **Yes**, provide details.

### 3) Citizen Participation

- **Minimum of 14-Days Public Comment Opportunity Provided?** Indicate **Yes/No**; enter **posting date** ( $\leq$  **today**) and **upload proof** (e.g., website notice, photos).
- **Public Hearing (optional):** If held, provide **date** and upload documentation.
- **Public Comment Opportunities (repeat):** For each, select from **Community Meeting / Survey / Existing Study / Other**, and give a narrative description.
- **Resolution (optional):** If approved, enter **date** and upload a copy.

## E. Disaster Impact

Provide narrative evidence and documentation of **21WS disaster-related damages** and conditions:

- **Unanticipated and beyond local control?** Indicate **Yes/No**.
- **Date condition first occurred** ( $\leq$  today).
- **Current facility condition / actions taken** (narrative, up to 2,500 chars).
- **Documentation:** Upload photos (dated, geolocated), maps, FEMA worksheets, news reports, local declarations, DSO, etc. Provide a **map key** for photo locations.
- **Impacts to infrastructure/housing/economic revitalization** in HUD/State MID areas, with public health/safety context.
- **No-action impacts** and **overall recovery plan** narratives.

## F. Funding Information

### 1) FEMA Coverage

- **Contacted FEMA about eligibility?** If **Yes**, explain why funds are needed above/beyond FEMA; upload project worksheets and evidence of FEMA funds **committed/received/expended**.
- Indicate whether the project is a **FEMA funding match** and whether **FEMA funding was received or anticipated**.
- If **non-Federal share** is requested, and **funds awarded**, upload **award letter** and justify need beyond FEMA funding.

### 2) Insurance Coverage

- Indicate whether the applicant had **insurance coverage** on the proposed project. For each **insurance company** (repeat group), provide **company name** and **amount claimed/received** (a note will display friendly currency format). If coverage existed but **no claim filed**, explain. Also explain why additional funds are needed beyond insurance.

### 3) Financial Interest

- If any **reportable financial interest** exists, upload a **Financial Interest Report (A503 FIR)** for each person/entity.

### 4) Other Funding

- If **local/other funds** are available, disclose **source, amount, and use** (repeat entries). Provide narrative regarding other **state/federal agencies contacted and outcomes**, and whether overlapping **applications** have been submitted.

## G. Housing Needs Assessment & AFFH

- Provide narratives on current supply of **affordable housing, past efforts, planned efforts**, unsuccessful applications, instances of non-acceptance of funds, and **compliance codes** to mitigate hazard risks. (Each narrative up to **2,500** characters.)
- **AFFH (Affirmatively Furthering Fair Housing):**
  - Explain **methods/criteria** used to prioritize projects including AFFH.
  - Identify **protected classes** and **concentrated areas of poverty**.
  - Provide a **meaningful analysis** of how identified populations may be impacted.
  - Upload supporting AFFH documentation (e.g., analysis of impediments, maps, certification).
  - Acknowledge HUD's **2021 Interim Final Rule** requirements and provide **activity status** entries (repeat: completed dates  $\leq$  today; planned completion dates  $\geq$  today).

## H. Unmet Needs & Long-Term Planning

- **Unmet Needs (repeat):** List disaster-related needs still **unmet** from 21WS, prioritized, with narrative ( $\leq 2,500$  chars each).
- **Long-Term Planning:** Provide narratives on **sustainable recovery, local/regional coordination, mitigation integration, cost-benefit analysis, avoiding disproportionate**

**impacts, alignment with other investments, technology to avoid obsolescence, and the overall recovery plan** with resilience outcomes. ( $\leq 2,500$  chars each).

## I. Project Section

Applicants may propose up to 2 projects (integer  $\text{numProj} \leq 2$ ). For each **Project** (repeat group):

1. **Project Title** – Maintain **consistent spelling/capitalization** across all references.
2. **Program Type** – Select from **21WSHUDMIDCounties** or **21WSFireFacilities (FFPM)**.
3. **21WS Eligible Activity** – Choose the specific activity aligned to the Program Type.
4. **Scope & Objectives** – Provide detailed scope (linear feet for roads/ditches/channels, performance measures, goals).
5. **Project Location** – Set **geopoint**; provide **address, latitude, longitude** and a **location description** (e.g., “On Main Street from Sycamore to Elm”).
6. **Project Schedule (repeat phases)** – For each phase (Engineering Design, Environmental Review, Acquisition, Bid Advertisement, Contract Award, Construction NTP, Construction, Submit As-Built/COCC/FWCR, Contract Closeout, Start-Up Documentation, Construction Activity Completion), enter **Start Date** and **End Date** (must be sequential and  $\geq$  today). The Survey calculates **Phase Length (days/months)**.
7. **Project Budget** – Upload the **provided budget table**. For construction/public facilities, upload **Budget Justification of Retail Costs (formerly Table 2)** prepared by a **licensed Texas PE/Architect**.
8. **Long-Term Funding & O&M** – Describe operations/maintenance plan; provide **annual O&M cost** (a note will display friendly currency format) and **responsible party**.
9. **Caps** – Indicate whether **Project Delivery costs** (CDBG Admin + CDBG-DR Env.) are **within GLO caps**; if **No**, explain. Confirm **Engineering/Design  $\leq 15\%$**  of construction costs.

## J. National Objectives

Select the objective and provide supporting basis:

- **Select National Objective (natObject)** from the list. If **Urgent Need** or **Urgent Need - Mitigation**, answer follow-up **urgent threat, identified within 18 months** (upload documentation), and **financing constraints**; provide **justification** of the beneficiary identification method used.
- **Beneficiary Basis (beneBasis)** – Choose **Area Basis** or **Spot Basis** and be prepared to support with data.

## K. Beneficiaries (LMISD or Survey)

- **Beneficiary Identification Method (benIDMethod)** – Choose **LMISD** or **Survey**. Provide a brief narrative of the method used. Upload **supporting maps/census/survey data**. Enter **total beneficiaries** and **LMI beneficiaries**; the Survey calculates **% LMI**.
- **HUD Exception Grantee?** Indicate **Yes/No** where applicable.
- **Project Area (repeat)** – Draw a **geoshape** boundary; optionally upload a GIS file (KML, shapefile, CAD). Use **search()** to select intersecting **census tracts** and **block groups** and **schools** from the specified feature services. Upload **LMISD data** and a **census map** to confirm the beneficiary area when using LMISD.
- **If Survey method:** Provide a detailed **survey explanation** and **survey dates**; upload comprehensive **survey documentation** in the order listed (Tabulation, List, Map overlay, Questionnaires, Random Sample calculator, replacements/non-sampled, vacant/non-responsive).
- **Demographics:** Provide **male/female percentages** and a narrative using **ACS 5-year estimates**; cite the **DP05** source in your narrative and include the **calculator used**.

## L. Acquisition & URA

- Indicate whether **acquisition/easements/relocation** are required. Identify **status** (Previously Acquired, In Progress, To be Acquired). Provide narrative and **supporting documentation** demonstrating compliance with **URA (42 U.S.C. § 4601 et seq.)** and environmental review processes.

## M. Permits & Additional Information

- Identify any **Federal/State/other permits**; describe type/purpose; upload copies if executed.
- Note any **legally binding agreements** needed for continual operation (describe/upload).
- For **water/sewer** projects, confirm **PUC CCN** status; if not held, upload **PUC documentation** verifying application filed.

## N. Environmental Questions

Provide current **environmental status** (Not Yet Begun/In Progress/Completed). If a **federal environmental review** has been completed by **FEMA** or another agency, upload **Record of Environmental Consideration** or **executive summary + project location map** accordingly.

Indicate whether the project is in **FFRMS floodplain/coastal high-hazard/limit of moderate wave action/floodway**; upload appropriate **CISA/0.2-PFA/FVA maps**; identify **critical action**; and state whether **HUD assistance is permissible** under the relevant CFR references.

If any site is in **endangered species critical habitat**, upload **critical habitat map**. Indicate **NFIP participation** or recent **FEMA notification**; if in **Special Flood Hazard Area**, provide **FEMA effective map** and **NFIP status**. Provide expected **level of environmental review** per **24 CFR Part 58 Subpart D**. If located within **CBRS**, note that **federal assistance is generally prohibited** and consider alternate sites.

## O. Mitigation Justification

Explain how the project **reduces risks associated with winter storms** as identified in the **Action Plan**; if seeking **Urgent Need Mitigation (UN-MIT)**, upload documentation demonstrating **measurable/verifiable risk reduction** to life/property in MID areas.

## P. Procurement Information

All applicants must follow **2 CFR §§200.318–200.326** procurement rules when using CDBG-DR funds for third-party administration, environmental, or engineering services. Indicate whether third-party

providers will be used, and provide **status, vendor name, phone, and email** for each. Upload the **GLO procurement checklist, FIRs, and any other support documentation.**

## IV. Appendices

### Appendix A — Definitions (Selected)

- **HUD MID Areas:** Geographic areas designated by HUD and the State as **Most Impacted and Distressed** for the 2021 Winter Storms.
- **Urgent Need:** A national objective where conditions pose serious and immediate threat to health/welfare; applicant cannot finance on its own; conditions identified within **18 months** of the event. (See National Objectives section fields).
- **LMISD:** HUD’s **Low- and Moderate-Income Summary Data** used to determine LMI beneficiaries at census geography levels; in Survey, applicants draw project area and select intersecting **tracts/block groups.**

### Appendix B — Examples & Templates

- **Project Title Consistency:** Use “**Green Acres, Site 3**” consistently in all narrative, budget, schedule, environmental, beneficiary, and permit sections. This is highlighted in the project instructions note.
- **O&M Cost Entry:** Enter numeric amount; the Survey provides a **friendly currency** display in a note.
- **Citizen Participation Proof:** Upload a **PDF bundle** that includes the **public posting screenshot, photographs of posting** (with date/location), and **meeting minutes** (if applicable).

### Appendix C — Data Sources & References (Within Survey)

The Survey references specific **ArcGIS feature services** for auto-populate and choice selection (e.g., **Texas County Boundaries, Councils of Governments 2020, US House Districts, State House/Senate Districts, Census Tracts 2020, LMISD 2024 Block Group, Public School Locations**). Applicants do not need direct URLs in the guide, but should verify map placement for correct auto-population.

## Appendix D — Quality Assurance Checklist

Use this before submitting:

1. **Jurisdiction/Identifiers:** EIN, UEI, DUNS present and correct.
2. **Address Geopoint:** Pin placed correctly; County/COG/Districts auto-populate as expected.
3. **Key Staff:** Emails validated by regex; phone numbers provided; titles included.
4. **Misc Forms:** 147C, SAM expiration and profile, SF-424, Certification uploaded; **MOU/Interlocal** if applying on behalf of another entity.
5. **Financial:** Most recent FY date; Audit uploaded (if completed); findings summarized; federal debt status addressed.
6. **Citizen Participation:**  $\geq 30$ -day posting documented; hearing docs (if held); resolution (if approved).
7. **Disaster Impact:** Narratives complete; photos/maps/FEMA PWs uploaded; no-action impacts and recovery plan included.
8. **Funding Info:** FEMA contact/explanation; insurance companies/amounts; FIRs; other funding sources and amounts disclosed.
9. **HNA & AFFH:** All narratives provided; documentation uploaded; activities status dates valid ( $\leq/\geq$  today).
10. **Unmet Needs & Long-Term Planning:** Prioritized list and LT planning narratives complete.
11. **Project(s):** Title consistency; Program Type & activity selected; scope quantified; geopoint and address present; schedule phases sequential with valid dates; budget tables uploaded; O&M plan and annual cost; caps confirmed.
12. **National Objective:** Objective selected; basis (Area/Spot) justified; urgent need documentation (if applicable).
13. **Beneficiaries:** LMISD boundary drawn with intersecting geographies selected or survey method documentation fully uploaded; % LMI correctly calculated; ACS DP05 narrative complete.
14. **Acquisition & URA:** Status indicated; compliance documentation provided.

15. **Permits & Agreements:** All required permits/agreements identified and uploaded; CCN checked for water/sewer.
16. **Environmental:** Status indicated; REC/executive summary/maps uploaded; floodplain/FFRMS/CBRS/NFIP answers complete; review level noted.
17. **Mitigation Justification:** Risk reduction narrative & UN-MIT documentation (if applicable).
18. **Procurement:** 2 CFR compliance acknowledged; third-party vendor details and GLO checklist/FIRs uploaded.

## Appendix E — Applicant Resources and Contact Information

- 21WS Action Plan: [https://www.glo.texas.gov/sites/default/files/resources/cdr/documents/action-plans/2021-winter-storms/21WS\\_SAP.pdf](https://www.glo.texas.gov/sites/default/files/resources/cdr/documents/action-plans/2021-winter-storms/21WS_SAP.pdf)
- 21WS Webpage (Resources and Materials): <https://www.glo.texas.gov/disaster-recovery/2021-winter-storms-information>
- 21WS Email (Questions and Outreach): [cdr21ws@recovery.texas.gov](mailto:cdr21ws@recovery.texas.gov)
- Suvey123 Application: <https://arcg.is/0C4aWm1>
- Survey123 Help Email: [CDR.GIS@glo.texas.gov](mailto:CDR.GIS@glo.texas.gov)
- Procurement and Contract Guidelines (Resources and Checklists): <https://www.glo.texas.gov/disaster-recovery/grant-administration/procurement-contract-guidelines>
- 21WS Mapping Viewer (Geospatial Data): <https://glo-cdr.maps.arcgis.com/home/item.html?id=f8d86a3c355549cb8916f1f1c183eb00>
- CDR Mapping Team Email (GIS and Mapping Questions): [cdr.gis@recovery.texas.gov](mailto:cdr.gis@recovery.texas.gov)