



**Texas General Land Office**  
**Community Development and Revitalization Department**  
 2021 Winter Storms (21WS) HUD MID Counties Program  
 (21WS) 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-21WS-CDR4586\_SF424*

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

- [ApplicantName]-DR-[CDR21-4586]\_[uniquefilename] or

Document Group	Document Type	Document Title
Federal Application	<input type="checkbox"/> Debt Delinquency Information	[ApplicantName]-21WS-[CDR17-4digits] DebtDelqInfo
	<input type="checkbox"/> SF-424 - Signed	[ApplicantName]-21WS-[CDR17-4digits] SF424
Project	<input type="checkbox"/> Site Map(s)	[ApplicantName]-21WS-[CDR17-4digits] ProjMap
	<input type="checkbox"/> Other supporting documentation	[ApplicantName]-21WS-[CDR17-4digits]_SupportDoc-[description]
	<input type="checkbox"/> Project schedule	[ApplicantName]-21WS-[CDR17-4digits] ProjSchd
	<input type="checkbox"/> Site Photos	[ApplicantName]-21WS-[CDR17-4digits] ProjPhotos
Budget	<input type="checkbox"/> Documentation of other funding (FEMA, insurance, SBA, resolution to commit local funds, etc.)	[ApplicantName]-21WS-[CDR17-4digits]_FEMAPW [ApplicantName]-21WS-[CDR17-4digits] ResolLocal
	<input type="checkbox"/> DR - Budget Justification of Retail Costs form	[ApplicantName]-21WS-[CDR17-4digits] BJRC

Document Group	Document Type	Document Title
	<input type="checkbox"/> Project Budget	[ApplicantName]-21WS-[CDR17-4digits]_ProjBudget
Beneficiary Information	<input type="checkbox"/> LMISD	[ApplicantName]-21WS-[CDR17-4digits] LMISD
	<input type="checkbox"/> CDBG-DR Survey Tabulation Form and Income Surveys	[ApplicantName]-21WS-[CDR17-4digits]_SvyPkt
	<input type="checkbox"/> Beneficiary Map	[ApplicantName]-21WS-[CDR17-4digits] Benemap
	<input type="checkbox"/> DP05 printout	[ApplicantName]-21WS-[CDR17-4digits] DP05
	<input type="checkbox"/> Race, Ethnicity, Gender Calculator Form	[ApplicantName]-21WS-[CDR17-4digits] REGCalc
Duplication of Benefits	<input type="checkbox"/> Agency Award Documentation	[ApplicantName]-21WS-[CDR17-4digits] DOBAward
Community Needs	<input type="checkbox"/> Community Needs Documentation	[ApplicantName]-21WS-[CDR17-4digits] TieBack
	<input type="checkbox"/> Disaster Condition Documentation	[ApplicantName]-21WS-[CDR17-4digits] DstrCondition
General Eligibility	<input type="checkbox"/> Fair Housing Activity information	[ApplicantName]-21WS-[CDR17-4digits] FHAct
	<input type="checkbox"/> AFFH Certification	[ApplicantName]-21WS-[CDR17-4digits] AFFHCert
	<input type="checkbox"/> Sam.Gov	[ApplicantName]-21WS-[CDR17-4digits] SAMPrint
Citizen Participation	<input type="checkbox"/> Affidavit of public posting	[ApplicantName]-21WS-[CDR17-4digits] CPAffdvt
	<input type="checkbox"/> Newspaper publications/tear sheet	[ApplicantName]-21WS-[CDR17-4digits] Publications
	<input type="checkbox"/> Documentation of public hearings	[ApplicantName]-21WS-[CDR17-4digits] PublHear
	<input type="checkbox"/> Photos that demonstrate public posting	[ApplicantName]-21WS-[CDR17-4digits] CPPHOTOS
Procurement	<input type="checkbox"/> Financial Interest Report	[ApplicantName]-21WS-[CDR17-4digits] FIR
	<input type="checkbox"/> GLO Procurement Checklist	[ApplicantName]-21WS-[CDR17-4digits] ProcChk

Document Group	Document Type	Document Title
Application Submission	<input type="checkbox"/> Single Audit or Annual Comprehensive Financial Report	[ApplicantName]-21WS-[CDR17-4digits]_SA [ApplicantName]-21WS-[CDR17-4digits]_ACFR
	<input type="checkbox"/> IRS Support Documentation	[ApplicantName]-21WS-[CDR17-4digits]_IRSDoc
	<input type="checkbox"/> Signed Letter of Commitment with funding amount and sources	[ApplicantName]-21WS-[CDR17-4digits]_CommitLtr
Environmental	<input type="checkbox"/> Copies of required permits	[ApplicantName]-21WS-[CDR17-4digits]_Permit
	<input type="checkbox"/> Environmental Exempt Form for planning and administrative activities	[ApplicantName]-21WS-[CDR17-4digits]_CENST
	<input type="checkbox"/> Floodplain and/or wetland map	[ApplicantName]-21WS-[CDR17-4digits]_FloodMap