



*The GLO-CDR Implementation Manual provides guidance for CDBG-DR and CDBG-MIT subrecipients and should not be construed as exhaustive instructions.*

# CHAPTER 17—HOUSING GUIDELINES

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## **CHAPTER 17—HOUSING GUIDELINES**

This chapter provides instructions for developing and adopting Housing Guidelines. Links to the GLO-CDR Housing Guidelines, fillable forms and checklists are found in the [Resources—Resource 17.1](#) at the end of this chapter and are available at [www.recovery.texas.gov](http://www.recovery.texas.gov).

### **17.1 Housing Guidelines Required**

Subrecipients that receive CDBG-DR and/or CDBG-MIT funding to implement housing activities where multiple grants, loans, or other funding awards will be made to individual households or to owners or developers of multifamily housing shall develop and adopt Housing Guidelines in accordance with their Subrecipient Agreements and the action plan for disaster recovery that pertains to the CDBG-DR and/or CDBG-MIT funding.

Guidelines developed by the subrecipient should be modeled on the GLO-CDR Housing Guidelines (see [Resources—Resource 17.2](#)). Any changes to the Housing Guidelines proposed by a subrecipient shall be approved in writing by the GLO. Subrecipient Housing Guidelines shall address the following operational details:

- Eligibility requirements;
- Housing assistance caps;
- Construction standards;
- Accessibility requirements;
- Visitability standards;
- Reporting requirements; and
- Other program requirements.

Subrecipient Housing Guidelines with all modifications clearly indicated shall be submitted to the GLO-CDR prior to the start of the public comment posting period for preliminary review. Subrecipient Housing Guidelines shall be posted for public comment and submitted to the GLO-CDR for approval before they take effect.

### **17.2 Eligibility Requirements**

The Program Design section of the GLO-CDR Housing Guidelines contains discussion of the CDBG National Objectives, eligible activities, proof of event damage, unit sizes, and other requirements that subrecipient shall address in their own guidelines. The Subrecipient may replace program titles with subrecipient-specific names where appropriate or remove references to activities that it will not perform, but otherwise most content in this section should remain unchanged in the Subrecipient Housing Guidelines unless approved by the GLO in writing.

### **17.3 Housing Assistance Caps**

The maximum amount of assistance available to a household through a CDBG-DR and/or CDBG-MIT single family or buyout activity is established for all subrecipients by the GLO-CDR Housing Guidelines in the Housing Assistance Caps section. These caps cover the following items:



- Base unit;
- Manufactured housing unit replacement;
- Coastal and non-coastal elevation;
- Water wells and septic systems;
- Accessibility;
- Abatement of lead based paint and/or asbestos;
- Project soft costs;
- Relocation assistance;
- Down payment assistance;
- Buyout incentives; and
- Homeowner reimbursement.

A subrecipient may establish housing assistance maximums that are equal to or less than the GLO-CDR's housing assistance maximums or request a waiver to exceed the GLO caps for one or more categories of cost including elevation costs. The GLO-CDR will evaluate waiver requests for cost effectiveness before approving or denying the request.

Subrecipients managing multifamily rental programs where multiple projects will receive assistance will establish total CDBG-DR and/or CDBG-MIT funding request limits for each applicant in their action plan and Housing Guidelines. The GLO has not established per-unit housing assistance caps for multifamily rental programs carried out by itself or by a subrecipient.

Multifamily rental program participants shall follow federal and state procurement requirements that mandate reasonable rehabilitation, reconstruction, or new construction costs. To evaluate reasonable elevation costs, the GLO-CDR and subrecipient will rely on project budget justifications by licensed engineers or architects, third-party estimates using industry standard cost estimation tools, and underwriting reviews.

The GLO-CDR will encourage subrecipients to consider the costs and benefits of each CDBG-DR and/or CDBG-MIT housing activity when selecting CDBG-DR and/or CDBG-MIT eligible projects. Cost reasonableness shall be determined for each specific housing project using methods which include, but are not limited to, the following:

- Independent third-party cost estimates by licensed professional engineers or architects;
- Estimates that use industry-standard methods and tools;
- Underwriting reviews; or
- Data collected and analyzed by agencies while administering similar housing programs.

### **17.4 Construction Standards**

All Federal procurement standards (2 CFR 200.318 through 200.326) must be followed during the process of securing contract services to ensure that subrecipients are in compliance with the applicable provisions of federal and state laws. GLO's required construction standards are located primarily in the Site and Development Restrictions section of the GLO-CDR Housing Guidelines. These standards may include, but are not limited to, the following:

- Lead based paint requirements;
- Green Building Standards;



- Elevation standards;
- Resiliency standards;
- Substantial improvement/damage requirements;
- Accessibility requirements; and
- Visitability standards.

The GLO-CDR Housing Guidelines indicate which standards are appropriate for the various housing activities that a subrecipient may undertake. Generally, these standards may not be removed or altered in the Subrecipient's Housing Guidelines and any variations must be approved by the GLO in writing.

### **17.5 Reporting Requirements**

The Reporting Requirements section of the GLO-CDR Housing Guidelines includes instructions for, at a minimum, the following:

- Tracking and reporting of Section 3 compliance;
- Collection and reporting of applicant data; and
- Retention of records.

These requirements should not be altered in the Subrecipient's Housing Guidelines unless approved by the GLO in writing.

### **17.6 Other Program Requirements**

#### **17.6.1 Public Comment and Posting**

Subrecipient shall make the Housing Guidelines, including a needs assessment (see [17.6.3](#), below), available to the public for review for at least 30 days on a publicly accessible website. Notice of the posting of the guidelines shall be provided to the GLO-CDR not later than the day of posting to the website. If any public comment is made, the subrecipient must address the comment in a public response. Questions or comments presented by the public that relate to state or federal requirements may be referred to GLO-CDR for further review and response.

#### **17.6.2 Affirmative Marketing and Outreach Plan**

GLO-CDR and subrecipient administering the Program are committed to affirmatively furthering fair housing through established affirmative marketing policies (see also Chapter 11—Civil Rights). GLO-CDR and the subrecipient may coordinate with HUD-approved housing counseling organizations in this effort (see [Resources—Resource 17.3](#) for additional Affirmatively Furthering Fair Housing Resources). Affirmative marketing efforts shall include an affirmative marketing plan, based on HUD regulations. The goal is to ensure that outreach and communication efforts reach eligible homeowners from all racial, ethnic, national origin, religious, familial status, disabled, "special needs", gender groups, and vulnerable populations.



Subrecipient may use GLO-CDR's Housing Marketing and Outreach Plan Checklist (see [Resources—Resource 17.4](#)) to assist in the creation of Marketing and Outreach Plans for their housing programs.

### **17.6.3 Needs Assessment**

GLO-CDR staff members will assist subrecipients regarding the data and analysis methodology required to develop local needs assessments for housing activities where projects will be identified through an application process and needs specific to a particular household or housing unit are unknown. In turn, the subrecipient will consult with affected citizens, stakeholders, local governments, and public housing authorities regarding local unmet needs.

Administrators of multifamily housing programs that will use an application process to select projects may also request GLO-CDR assistance for FEMA Individual Assistance (IA) data related to renters affected by the disaster. This data may be used to demonstrate local and regional damage levels sustained by rental properties and renter households, which in turn may be used to assess unmet need for multifamily rental properties across income categories.

Buyout programs may use FEMA IA data from the current disaster event and repetitive loss (National Flood Insurance Program) data provided by the local flood plain administrator for current and previous events to identify areas of the community that have unmet needs for targeted buyout activities.

For single family housing programs, the local needs assessment and analysis of HUD/FEMA demographic data, including IA data, is used to establish funding goal levels in the Housing Guidelines for each LMI and non-LMI household income category defined by CDBG-DR:

- Earning at or below 30 percent of the area median family income (AMFI), very low income;
- Earning more than 30 percent and up to 50 of AMFI, low income;
- Earning more than 50 percent and up to 80 percent of AMFI, moderate income; and
- Earning more than 80 AMFI, non-LMI (urgent need).

For single family housing programs, deviations from funding goals set during the needs assessment process, as described below, must be approved by the GLO in writing before the subrecipient may move forward with adoption of their Housing Guidelines. If the subrecipient is unable to meet one or more of the LMI category goals during initial housing activity application intake, the subrecipient will execute outreach actions described in its Affirmative Marketing and Outreach Plan (17.6.2) to encourage participation by households in the underrepresented income categories and seek guidance from the GLO.

### **17.6.4 Needs Assessment Checklist and Data Requirements**

GLO-CDR's Needs Assessment Checklist (see [Resources—Resource 17.5](#)) assists subrecipients with setting single family housing program funding goals across the four



CDBG-DR income categories. Subrecipients, working with GLO-CDR, shall collect the following information to complete the Needs Assessment Checklist:

- An analysis of the overall damages including at a minimum FEMA IA registrant data; GLO-CDR may provide redacted FEMA IA data, when available;
- An analysis of the overall damages by FEMA IA registrant reported income, in particular the number of registrant households in each of the four CDBG-DR income categories described above where the registrants owned and occupied the home as their primary residence and where the total amount of FEMA verified loss (FVL) exceeds \$0;
- An analysis of FEMA IA registrants special needs, number of occupants, elderly populations, access and functional needs as captured in the FEMA data;
- HUD Income Limits by County in effect at time of event, used to determine income ranges located at <https://www.huduser.gov/portal/datasets/il.html>; note these income limits are the HUD Section 8 income limits, which describe CDBG very low income persons as “extremely low income,” CDBG low income persons as “very low income,” and CDBG moderate income persons as “low income;”
- The Current fiscal year LMISD Local Governments data by State, the most current 2006-2010 American Community Survey by Place (where FEMA IA data is unavailable, use LMISD to determine LMI levels only);
- The funding amount provided by the awarding agency (GLO, County or Council of Government) through an Action Plan or approved Method of Distribution (MOD); and
- The Needs Assessment will also include an evaluation of the types of public services activities that may be needed to complement the program, such as housing counseling, legal counseling, job training, mental health, and general health services, and other damage data approved by GLO-CDR such as survey data that may include on-site visits to areas identified by local stakeholders, broken out by income category.

### **17.6.5 Needs Methodology**

The Needs Methodology calculates the proportional amount of damage sustained by single family owner occupied households in each of the four CDBG-DR income categories described above, using the following steps:

1. Establish minimum target Floor Goal Percentages by calculating the percentage of FEMA IA recipient households in each of the four income categories. If necessary, ensure that at least 70 percent of the total is reflected in the three LMI categories by reassigning any percentage points for the non-LMI category that exceeds 30 percent of the total to the “non-targeted” LMI category;
2. Establish maximum Ceiling Goal Percentages by calculating the number of FEMA IA registrants proportionally across only the three LMI categories;
3. Calculate the housing funding allocation floor for each income category and the other category by multiplying percentages calculated in step 1 by the total dollar amount available for the activity; and
4. Capture FEMA Calculation Data by Income Categories in a table. Include a qualifier for applicants with special needs, elderly, access and functional needs, etc.



The following figure illustrates the Needs Methodology funding targets calculation:

**Funding Targets (%) by Income Category**

Income Category	Count	% of Count	Minimum Target (LMI)	Maximum
Greater of 0-30% AMFI or federal Poverty Level	1,000	20.00%	20.00%	
31-50% AMFI	500	10.00%	10.00%	
51-80% AMFI	1,500	30.00%	30.00%	
0-80% AMFI (Non-Targeted)			10.00%	
Above 80% AMFI	2,000	40.00%		30.00%
Total	5,000	100.00%	70.00%	30.00%
Total LMI	3,000	60.00%	70.00%	100.00%

**Funding Targets (\$) by Income Category**

	Minimum Target (LMI)	Maximum
<i>Budget</i>	\$5,000,000.00	
Greater of 0-30% AMFI or federal Poverty Level	\$1,000,000.00	
31-50% AMFI	\$500,000.00	
51-80% AMFI	\$1,500,000.00	
0-80% AMFI (Non-Targeted)	\$500,000.00	
Above 80% AMFI	\$0.00	\$1,500,000.00
Total	\$3,500,000.00	\$1,500,000.00
Total LMI	\$3,500,000.00	\$5,000,000.00

**17.7 Quick Guides**

Subrecipients are encouraged to develop simplified, summarized quick guides to assist program participants and staff with referencing Housing Guideline requirements. For example, the GLO has created a Quick Guide for its Homeowner Reimbursement Program that lists applicant eligibility criteria, defines reimbursable expenses, and describes documentation needed to identify duplication of benefits. The Quick Guide is provided as an example in [Attachment 17-A](#).





## 17.8 Resources

GLO-CDR has created a comprehensive website which contains necessary forms, checklists, detailed guidance documents, and additional resources to supplement this Implementation Manual. Please see [www.recovery.texas.gov](http://www.recovery.texas.gov) for more information. The following resources are referenced within this chapter and will be updated as new forms and documents are developed.

Resource Number	Topic	URL
Resource 17.1	<a href="#">GLO-CDR Housing Guidelines</a>	<a href="https://recovery.texas.gov/grant-administration/grant-implementation/housing/housing-guidelines/index.html">https://recovery.texas.gov/grant-administration/grant-implementation/housing/housing-guidelines/index.html</a>
Resource 17.2	<a href="#">GLO-CDR Housing Forms and Checklists</a>	<a href="https://recovery.texas.gov/grant-administration/grant-implementation/housing/hurricane-harvey/index.html">https://recovery.texas.gov/grant-administration/grant-implementation/housing/hurricane-harvey/index.html</a>
Resource 17.3	<a href="#">Affirmatively Furthering Fair Housing Resources</a>	<a href="https://recovery.texas.gov/grant-administration/technical-assistance/index.html">https://recovery.texas.gov/grant-administration/technical-assistance/index.html</a>
Resource 17.4	<a href="#">GLO-CDR's Housing Marketing and Outreach Plan Checklist</a>	<a href="https://recovery.texas.gov/documents/grant-administration/grant-implementation/housing/housing-administration/flood-grant-administration/1b-affirmative-marketing-plan-checklist-all.xlsx">https://recovery.texas.gov/documents/grant-administration/grant-implementation/housing/housing-administration/flood-grant-administration/1b-affirmative-marketing-plan-checklist-all.xlsx</a>
Resource 17.5	<a href="#">GLO-CDR's Needs Assessment Checklist</a>	<a href="https://recovery.texas.gov/documents/grant-administration/grant-implementation/housing/housing-administration/flood-grant-administration/1a-needs-assessment-checklist-all.xlsx">https://recovery.texas.gov/documents/grant-administration/grant-implementation/housing/housing-administration/flood-grant-administration/1a-needs-assessment-checklist-all.xlsx</a>

*\*Note:* Individuals have reported a better experience when using *Internet Explorer* or *Safari* to view files. If you are unable to open a .pdf file in your browser, please download the .pdf file by right-clicking and selecting "Save link as...", then open it with **Adobe Acrobat**. If Acrobat Reader is not installed on your computer, you can download it for free by visiting: <https://get.adobe.com/reader/>

*Disclaimer:* The Texas General Land Office has made every effort to ensure the information contained in this document is accurate and in compliance with the most up-to-date CDBG-DR and/or CDBG-MIT federal rules and regulations, as applicable. It should be noted that the





*Texas General Land Office assumes no liability or responsibility for any error or omission on forms that may result from the interim period between the publication of amended and/or revised federal rules and regulations and the Texas General Land Office's standard review and update schedule. The General Land Office updates guidance documents, memos, and forms on its website at [www.recovery.texas.gov](http://www.recovery.texas.gov). It is incumbent upon the user to ensure they access the latest document version. Users should refresh their computer's browser and clear their cache regularly. The Texas General Land Office assumes no liability or responsibility for any error or omission resulting from reliance on an outdated version of a document. Please contact GLO staff directly should further clarification be needed.*

**Questions:** *Please direct all questions regarding your specific program or project to your assigned GLO Grant Manager. Send comments related to the GLO-CDR Implementation Manual to [ImplementationManual.glo@recovery.texas.gov](mailto:ImplementationManual.glo@recovery.texas.gov).*



**ATTACHMENT 17-A: Homeowner Reimbursement Program (HRP) ELIGIBILITY, EXPENSES AND BENEFITS QUICK GUIDE**

**1. HRP ELIGIBILITY**

Applicants may be eligible for HRP reimbursement assistance if they spent more money repairing, elevating or reconstructing their storm-damaged home than they received from other sources such as insurance, FEMA and SBA disaster loans. Before an application is started, the applicant should ensure that they can satisfy each of the following:

<b>Eligibility Criteria</b>
a) <b>Harvey Damage:</b> The home must have sustained physical damage caused by Hurricane Harvey. Damage is defined as rain, wind and/or flood damage received as a direct result of the storm, and any damage indirectly resulting from the storm. This includes individuals whose homes were flooded after Harvey due to the release of water from reservoirs, lakes, or other impounded bodies of water.
b) <b>Identity:</b> The program must verify the identity of the applicant listed on the application. All of the methods of identification must be <u>current and valid</u> at the time that they are provided to the program.
c) <b>Ownership at the Time of Harvey:</b> The applicant must have owned the property that is listed on the application at the time of Hurricane Harvey. If they purchased the property after Hurricane Harvey, they are not eligible.
d) <b>Ownership at the Time of Application:</b> The applicant must still own the property at the time that they apply for HRP assistance. If they sold the property after Hurricane Harvey, they are not eligible.
e) <b>Ownership by a Natural Person:</b> The owner of the property must be a natural person. Properties that are owned by Trusts, Limited Liability Companies (LLC), Corporations or other legal entities are not eligible for HRP assistance.
f) <b>Primary Residency at the Time of Hurricane Harvey:</b> The property that is listed on the application must have served as the applicant's primary residence at the time of Hurricane Harvey. Second homes are not eligible for assistance.
g) <b>Primary Residency at the Time of Application:</b> The property that is listed on the application must currently serve as the applicant's primary residence. Second homes are not eligible for assistance.
h) <b>Income:</b> Applicants are eligible to receive HRP assistance regardless of their income. However, applicants must accurately report their income to HRP in accordance with HUD and GLO requirements. Applicants must also provide demographic information for their household.
i) <b>Flood Insurance Required Due to Prior Flood Disaster Assistance:</b> Properties which received federal flood disaster assistance in the past are required to carry flood insurance through the National Flood Insurance Program (NFIP) or through a private insurer.
j) <b>Flood Insurance Required Due to Higher Income:</b> If the applicant's household income exceeds 120% of the Area Median Family Income (AMFI) and the applicant's property is located in the 100-year floodplain, the property must have been covered by a policy of

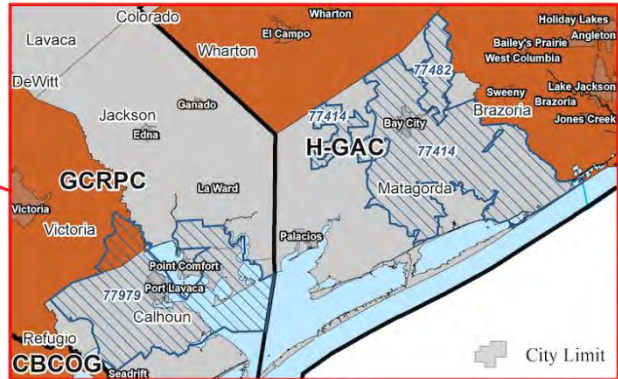
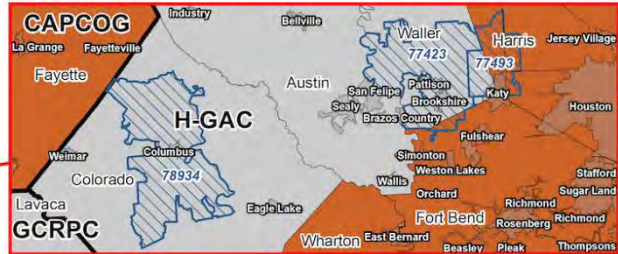
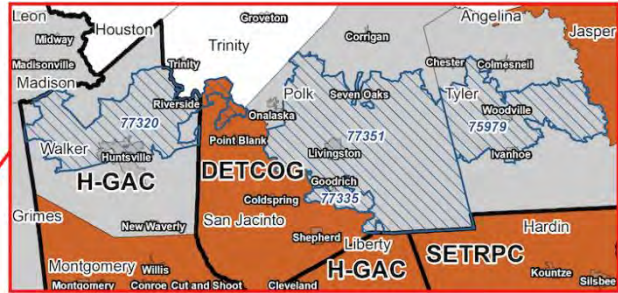
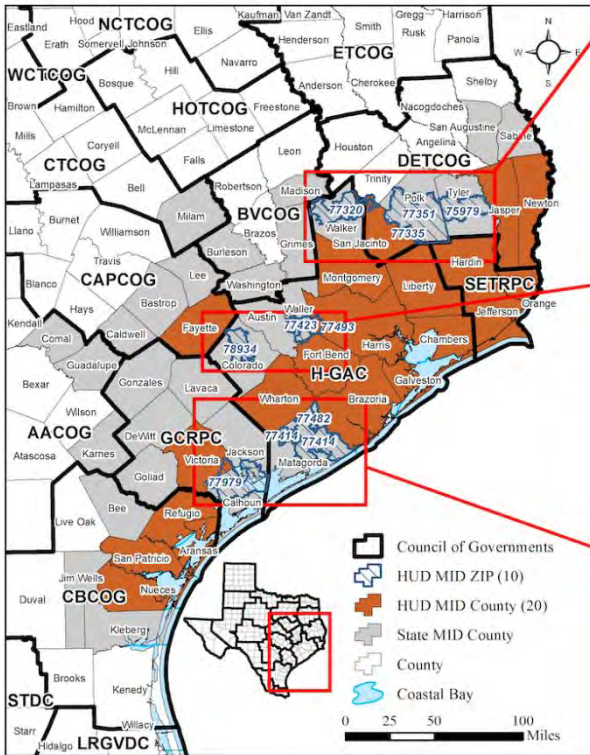


<p>flood insurance issued through the National Flood Insurance Program (NFIP) or through a private insurer.</p>
<p>k) <b>Property Taxes:</b> The applicant must be current on their property taxes or, if taxes are not current, they must provide proof that they are participating in a payment plan approved by the relevant authority, or that they qualify for an exemption under current laws.</p>
<p>l) <b>Child Support:</b> Applicants must state on their application whether or not they are required to pay child support. If they are required to pay child support, they must also declare on their application that they are current on their child support. If an applicant states on their application that they are required to pay child support AND that they are not current on that child support, the applicant must either make all required payments or enter into a payment plan and then execute the required affidavit.</p>
<p>m) <b>Residential Unit:</b> The housing unit receiving assistance must be a single family, owner occupied residential unit. Commercial units, commercial space, or detached structures (detached garages, barns, shops, storage buildings) are not eligible for the Program.</p>
<p>n) <b>Single Unit:</b> The property receiving assistance must contain only one residential unit because the Program is intended to only serve owner-occupant homeowners.</p>
<p>o) <b>Property Insurability:</b> All properties that receive reimbursement that are located in the 100-year floodplain must obtain and maintain flood insurance in an amount that is equal to the sum of the total amount of assistance received from the Homeowner Reimbursement Program or to the maximum limit of coverage made available through the National Flood Insurance Program, whichever is less. Homes that are located 100% over water and mobile homes that are not permanently affixed to a foundation are not eligible for flood insurance and are not eligible for HRP.</p>
<p>p) <b>Repair Completion:</b> All of the repairs for which the applicant is claiming reimbursement must be completed. The applicant may still be eligible if they have not completed all of their repairs.</p>
<p>q) <b>Reimbursement of Greater Than \$500:</b> The applicant must be eligible to receive no less than \$500 in reimbursement.</p>
<p>r) <b>Dwelling Safety:</b> Homes that are unsafe to enter will not be eligible for reimbursement assistance as the completion of a site assessment is required to complete application processing. The reasons for unsafe to enter will include:</p> <ol style="list-style-type: none"><li>1. Unsafe structural integrity;</li><li>2. Infestation; or</li><li>3. Other safety or security reasons present at the time of the site visit</li></ol>
<p>s) <b>Floodway:</b> Homes within a floodway are not eligible for assistance.</p>
<p>t) <b>Location Outside of the City of Houston:</b> The property receiving assistance must not be located within the City of Houston. The City of Houston is administering its own reimbursement program for homeowners.</p>
<p>u) <b>Location Outside of Harris County:</b> The property receiving assistance must not be located within Harris County. Harris County is administering its own reimbursement program for homeowners.</p>



v) **Location in an Eligible Harvey Impacted Area:** The property receiving assistance must be located in one of the HUD or State Most Impacted and Distressed (MID) areas shown on the map, below.

### State of Texas: Hurricane Harvey Most Impacted Areas (Public Law 115-123)



## 2. REIMBURSABLE EXPENSES

If all of the above criteria are met, an application should be submitted, and a determination of reimbursement would be made. This Section gives applicants an idea of the type of expenses that are eligible for this reimbursement. This final determination is based upon the **total** amount that an applicant spent on eligible construction expenses and the **total** amount of disaster recovery benefits for home repair that was received by the applicant from other sources (FEMA, SBA, etc.). Expenses can be separated into 3 categories:

- **Reimbursable Expense**—Construction expenses incurred by Applicants who repaired, elevated, or reconstructed their home using “out of pocket” funds.
- **Allowable Activity Expense**—Benefits received from insurance, SBA, FEMA, or other sources for eligible purposes may count as a credit to offset an applicant’s duplication of benefits liability. These expenses are included in the calculation because they may increase an





applicant's reimbursement amount even though they are not directly reimbursable expenses.

- **Ineligible Expense**—Expenses that are both ineligible for reimbursement and for the purpose of performing the duplication of benefits calculation.

See [Appendix A](#) for examples of the three types of expenses.

In order to accurately perform the reimbursement calculation, it is important to follow these rules:

1. Ensure applicants claim **ALL** construction/repair expenses, including expenses funded with insurance, FEMA or SBA funds. If the GLO does not receive evidence of these expenses, it is likely the applicant will not receive reimbursement.
2. Ensure applicants claim **ALL** allowable activity expenses listed in this Quick Guide. Doing so will assist HRP staff with calculating applicants reimbursement accurately, and may increase applicants reimbursement amounts.
3. Ensure applicants **DO NOT** claim expenses for non-allowable items. Including expense documentation for ineligible items may delay processing of applications.

### 3. DISASTER RECOVERY BENEFITS DOCUMENTATION

The GLO will collect documentation of all of the insurance, FEMA, SBA and other Harvey disaster recovery benefits that an applicant received and all expenses an applicant wishes to claim. This will help to expedite the review of applications and assist with providing homeowner relief more quickly. Applicants should submit the following types of documentation showing the benefits already received. HRP staff will verify all provided information with FEMA, SBA and insurance companies. Providing benefit information to the Program early will facilitate quicker review and application processing.

Homeowners, flood or windstorm insurance claims payment information for structural loss	Small Business Administration (SBA) Personal Disaster Loan award letters for real estate property damage loans and mitigation loans	Homeowners, flood or windstorm insurance claims payment information for additional living expenses (ALE) or temporary housing payments
FEMA Individual Assistance (IA) award letters for home repair, replacement or construction	USDA Emergency Loan Program (EM) award letters for home construction	FEMA Individual Assistance (IA) award letters for temporary housing and rental assistance
Flood Insurance Increased Cost of Compliance award letters	Awards letters from charitable and philanthropic organizations for funds that were intended to only be used for home repair	Awards letters from charitable and philanthropic organizations for funds that were intended to only be used for temporary housing



**Appendix A—Expense Category Quick Reference**

<b>Expense Category</b>	<b>Expense Explanation</b>	<b>Reimbursable Expense</b>	<b>Allowable Activity Expense</b>
Repair of the Residential Structure	Structural, interior, and exterior repairs of the home. Including, but not limited to, repair or replacement of doors, windows, drywall, roof, floors, plumbing, gas, electrical, water heaters and HVAC.	✓	
Elevation of the Residential Structure	Elevation of the home plus all associated structural, interior, and exterior repairs of the home. Including, but not limited to, repair or replacement of doors, windows, drywall, roof, floors, plumbing, gas, electrical, water heaters and HVAC.	✓	
Reconstruction of the Residential Structure	Complete reconstruction the home.	✓	
Replacement of Essential Appliances	Refrigerators, Stoves, Ovens, Cooktops, Ranges, Built-In Microwave Ovens and Dishwashers will be included in the valuation.	✓	
Sewer, Septic, Water or Well Repair & Replacement	Repair or replacement of sewer, septic, water or well systems located outside of the home's footprint.	✓	
Demolition & Debris Removal	Complete demolition of the home for reconstruction or removal of debris from the curb to a landfill.	✓	
Asbestos, Lead Paint & Mold Abatement & Remediation	Remediation or abatement of mold, lead based paint or asbestos hazards.	✓	
Design, Permit & Inspection Fees	Fees paid to architects, designers, or engineers to facilitate the repair, elevation or reconstruction of a home and permit fees (local, state, or federal) related to the repair, elevation or reconstruction of a home, demolition activities or mitigation activities. This would also include any fees paid for permit inspections.	✓	
Land Surveys & Soil Tests or Borings	Land surveys, soil testing and boring and other engineering related costs associated with elevation or reconstruction.	✓	



<b>Expense Category</b>	<b>Expense Explanation</b>	<b>Reimbursable Expense</b>	<b>Allowable Activity Expense</b>
Repairs Outside of Residential Structure (Fences, Decks, Detached Structures)	Repair or replacement of fences, driveways, sidewalks, patios, decks, detached garages, utility buildings, storage sheds and other structures and fixtures outside of the footprint of the home.		✓
Repairs to Bulkheads & Seawalls	Repair or replacement of a bulkhead, seawall or wavebreak.		✓
Tree Removal	Tree removal, tree cutting and stump grinding.		✓
Temporary Repairs to Prevent Future Damage	Tarps or plywood to temporarily repair broken windows or roof damage.		✓
Construction Equipment Rental or Purchase	Lease, rental or purchase of tools, industrial fans, mini-excavators, chainsaws, etc.		✓
Contractor Fraud	Amounts paid to a contractor for work that was not completed. Does not apply to work that was partially completed or completed improperly.		✓
Independent Adjustor or Assessor Fees	Hiring of an independent adjustor or damage assessor to assist with an insurance claim.		✓
Temporary Storage	Temporary storage of household items and furniture while the home is being repaired or reconstructed.		✓
Temporary Housing	Temporary housing costs associated with displacement of the home due to Hurricane Harvey.		✓
Forced Mortgage Payoff	Seizure of insurance funds by a mortgage company to involuntarily pay down a mortgage. Cannot be by choice.		✓
Attorney's Fees to Collect Insurance	Fees paid to an attorney to assist with an insurance claim or a lawsuit against an insurance company.		✓





<b>Expense Category</b>	<b>Expense Explanation</b>	<b>Reimbursable Expense</b>	<b>Allowable Activity Expense</b>
Luxury Items	Pools, hot tubs, garage door openers, security systems, satellite dishes and recreational or playground equipment.	<b>Ineligible</b>	
Non-Essential Appliances	Clothes washers, clothes dryers, wine refrigerators, beverage coolers, mini-refrigerators, grills, pizza ovens, built in coffee makers and countertop appliances.		
Contents	Furniture, televisions, computers, electronics, household goods, clothing, and food.		
Living Expenses	Mortgage payments, insurance premiums and utility bills.		
Rental Property	Repair or replacement of rental units located on the applicant's property. In the case of shared systems (a shared roof, HVAC, etc.), expenses will be apportioned between the owner-occupied portion of the property or structure and the rental portion of the structure based upon information collected during the site visit.		