



**COMMUNITY DEVELOPMENT &
REVITALIZATION**

**Hurricane Harvey
Local Buyout & Acquisition Program
Application Checklist
(DR-4332)**

Texas General Land Office
P.O. Box 12873, Austin, Texas 78711-2873
1.844.893.8937 (Toll Free) or 512-475-5000

Failure to Provide All Items Below May Result in Application Processing Delays

Application prepared by: _____

Applicant's phone number: _____

Applicant's email address: _____

Applicant's physical address: _____

| Required Documentation | Included/ Complete | Initials or N/A |
|--|--------------------------|--------------------|
| Form SF-424 signed by the authorized signatory | <input type="checkbox"/> | |
| Citizen Participation Plan | | |
| Resolution Authorizing Application Submission | <input type="checkbox"/> | |
| Financial Documentation | | |
| Most recent single audit (2 CFR § 200 Subpart F) | <input type="checkbox"/> | |
| Comprehensive Annual Financial Report or an annual financial statement providing transparency of the local government's finances and cash position (2 CFR § 200.510) | <input type="checkbox"/> | |
| Schedule of expenditures and a schedule of findings and questioned costs (2 CFR § 200.510 and 2 CFR § 200.516) | <input type="checkbox"/> | |
| Tie to the Disaster | | |
| Description of disaster of buyout or acquisition project that addresses jurisdictions unmet needs related to Hurricane Harvey | <input type="checkbox"/> | |
| Procurement Information | | |
| Local Procurement Policies and Procedures (Ensure that all professional services already procured follow local procurement policies and procedures, as well as 2 CFR 200 requirements); use GLO-CDR Procurement Checklist found here: http://recovery.texas.gov/files/resources/contract-procurement/procurement-checklist.pdf#search=procurement%20checklist ; include procurement policies and procedures along with other required documentation. | <input type="checkbox"/> | |
| Procured Grant Administrator (GA) – Company name, point of contact, if applicable | <input type="checkbox"/> | |
| Environmental – Company name, point of contact, if applicable | <input type="checkbox"/> | |
| Funding Information | | |
| FEMA documentation, if applicable (i.e. Project Worksheets, Award Letters, etc.) | <input type="checkbox"/> | |
| Amounts and use of all "other funding" sources provided where requested. May include local funding, insurance proceeds, homebuyer incentives etc. | <input type="checkbox"/> | |
| Project Detail | | |
| Map detailing the proposed buyout area | <input type="checkbox"/> | |
| Project summary including location and acquisition description and detailed actions | <input type="checkbox"/> | |

| | | |
|---|--------------------------|--|
| Detailed description of the end use of the property | <input type="checkbox"/> | |
| National Objective | | |
| National objective identified | <input type="checkbox"/> | |

| Contract Budget and Beneficiary Identification | Included/Complete | Initials or NA |
|---|--------------------------|-----------------------|
| National objectives have been determined for each of the activities | <input type="checkbox"/> | |
| Project Schedule | | |
| Project Schedule is less than 24 month | <input type="checkbox"/> | |
| Local Certifications | | |
| Page is signed by an authorized signatory | <input type="checkbox"/> | |

| Other Required Documentation | Included/Complete | Initials or N/A |
|--|--------------------------|------------------------|
| Key Staff Listing – names and contact information of staff that will be working on the proposed project if awarded | <input type="checkbox"/> | |
| Direct Deposit Authorization and Authorized Signatories Designation Forms | <input type="checkbox"/> | |