



# **Texas General Land Office CDBG-MIT Competition Application Guide**





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# I. Introduction

The United States Department of Housing and Urban Development (HUD) allocated \$4,297,189,000 in Community Development Block Grant (CDBG) - Mitigation (MIT) funds to the state of Texas through their notice published in the Federal Register, 84 FR 45838 (August 30, 2019). The Texas General Land Office (GLO) has been designated by Governor Greg Abbott to administer CDBG-MIT funds on behalf of the state of Texas.

In their Federal Register notice, HUD defines mitigation as:

*“Those activities that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters.”*

CDBG-MIT represents an opportunity to fund strategic and high-impact activities to mitigate disaster risks identified by a community and reduce future losses in those areas.

GLO’s *The State of Texas CDBG Mitigation Action Plan: Building Stronger for a Resilient Future* (the Action Plan) outlines the use of funds, programs, eligible applicants, and eligibility criteria for these CDBG-MIT funds. The Action Plan divides the \$4,297,189,000 CDBG-MIT funds among eleven mitigation programs. Each program provides the opportunity for entities throughout the state to develop, construct and/ or implement activities allowed under CDBG-MIT; Housing and Community Development Act (HCDA) Section 105(a) (1-5), 105(a) (7-9), and 105(a)(11). These activities may include but are not limited to natural and green infrastructure, public facilities, housing, buyouts or acquisition, activities designed to relocate families outside of floodplains, and public service activities. A copy of the HCDA Section 105(a) is available on the HUD Exchange website at: [www.hud.gov/sites/documents/DOC\\_16364.PDF](http://www.hud.gov/sites/documents/DOC_16364.PDF)

Three of the state’s eleven programs are competitions, these three competitions provide the opportunity for local applicants to identify potential mitigation projects within their own communities and apply directly to the GLO for funds.

The requirements and procedures specified in the Action Plan and HUD 84 FR 45838 (August 30, 2019) govern this application process and applicants are strongly encouraged to read these documents prior to submitting an application. Failure to meet any programmatic criteria could lead to disqualification. These documents can be found on the GLO website at [recovery.texas.gov](http://recovery.texas.gov) or requested in writing from GLO.

This guide begins with a summary of the overall competition criteria applicable to all three Mitigation Competitions identified below. The summary is followed by criteria specific to each program along with applicable Scoring Criteria for each of the programs. Next, instruction for local project selection, documentation preparation, and application submittal are provided. This guide only serves the following programs:

- 2015 Floods State Mitigation Competition
- 2016 Floods State Mitigation Competition
- Hurricane Harvey State Mitigation Competition



As stated in the introduction, a variety of activities are eligible within a well identified and defined mitigation project. Prior to deciding to develop a mitigation application, Applicants must consider and take action toward the steps identified below. Each of these steps is addressed in detail in this guide.

## General Steps to a Successful Application

### TIGR Access

- Register with the Texas Integrated Reporting (TIGR) System and establish access well before attempting to enter application data and uploading required documentation. Application due dates are firm.

### Competition Programs

- Be aware of the specific requirements of each program as some vary.

### Project Selection

- Determine if the priorities consist of eligible activities as defined in the State Action Plan.
- Determine if the prioritized *activities* serve one mitigation need and can, therefore, be combined into one project as defined in the State Action Plan.
- Secure appropriate and thorough Interlocal Agreements/Memoranda of Understanding/etc. as required for regional projects.
- Clearly identify and document beneficiary identification methodology.

### Local Preparation

- Update local processes and procedures, especially regarding financial management and procurement, to prepare for the receipt of federal funding.
- Follow federal requirements identified in 2 C.F.R. 200.318 to 200.326 when procuring goods and services to ensure compliance and potential reimbursement.
- Ensure that local Citizen Participation Plan requirements, as well as those imposed by the specific allocation, are being met and documented to show public involvement;
- Prepare a Grant Management Plan for each application that identifies all key signatories, decision-makers, and other relevant stakeholders to show and ensure local capacity;
- Complete the SF-424 Form, have it signed by an authorized signatory, and have it ready for upload when application data is input.
- Read and understand all requirements of the Local Certifications, have them signed by an authorized signatory, and have it ready for upload when application data is input.
- Prepare and provide narratives that fully describe the proposed project and how it meets eligibility criteria for the given application.
- Prepare and properly identify all supporting documentation to ensure efficient review.
- Ensure all project and beneficiary mapping is complete and accurate to identify and support all aspects of the proposed project.



- ❑ Access the TIGR System and begin entering application data and uploading required documentation. Once an application has begun, an applicant can access and update it as needed until it is officially submitted. When all data and documentation is complete, officially submit the application. The TIGR system will record your submission time and date. **Application due dates and time will be firm.**
- ❑ Finally, all applicants must complete the application in its entirety. Thoroughness and clarity in application data is vital.

**Failure to provide a complete and thorough application with supporting backup documentation will result in disqualification.**

## II. TIGR Access

**All applications**, along with the completed and signed Application for Federal Assistance SF-424 form and all other accompanying documentation, **must be electronically submitted via the Texas Integrated Grant Reporting (TIGR) System no later than the applicable competition due date. ALL due dates will be posted on the Texas Recovery website at: [recovery.texas.gov](https://recovery.texas.gov)**

Once an eligible applicant has selected a project in their community and knows what competition they would like to apply to, an electronic application via the Texas Integrated Grant Reporting (TIGR) system is required. Advance registration for system access is required.

### When Should Applicants Complete a TIGR Access Form?

Applicants for CDBG-MIT funding must complete a TIGR System Access Form **a minimum of ten (10) business days in advance of creating an application** and must be aware of the potential impact on application deadlines.

The TIGR System Access Form provides general information about the Applicant/Subrecipient and identifies the Primary Contact, Authorized Representatives, and a General User, along with contact information for each. Once access has been provided, this form is also used to request changes to those contacts.

The TIGR System Access Form is available on the GLO website:

<https://recovery.texas.gov/files/resources/mitigation/tigr-system-access-form.docx>



## TIGR ACCESS FORM INSTRUCTIONS

### Subrecipient Access Form:

*Subrecipient to fill out*

1. Subrecipient Name: Applicant Name
2. The main business contact information
3. Signatory: name and email
4. Primary Contact: Assigned point of contact
5. Authorized Rep: this would be who to contact if the Primary Contact is unavailable (Secondary Contact)
6. General User: Individuals on staff that can access TIGR.

### General Rules and Reminders:

TIGR Access forms may be filled out by Applicant or Grant Administrator (GA) but can ONLY be submitted by the Applicant. The Applicant must submit the application; it can not be submitted by on contracted vendor.

Email completed forms to [TIGRhelp@recovery.texas.gov](mailto:TIGRhelp@recovery.texas.gov)

Elected Officials *are always* on the form with their own business email address, if they do not wish to receive grant status correspondence *please note this on the form*. However, there are instances where GLO communications must be sent directly to the Elected Officials.

Keep General Users to a minimum, the more individuals with access the more possibility of a security breach.


***It is against GLO security policy to share licenses, including Okta and TIGR licenses, and Portal accounts between more than one user. Do Not share your access information and password with anyone.***

Upon successful registration, applicants may begin the application entry process. It is highly recommended that applicants read this Guide and prepare supporting documentation that will require upload. The TIGR system will allow applicants to access and work on an application as many times as necessary. However, once officially submitted, access to change/correct/update the application will be closed. Ensure that all required attachments, including signed documents, are uploaded to the application module prior to officially submitting.





Figure 1: Example of TIGR Access Form



**Texas General Land Office**  
**Community Development and Revitalization**  
**Texas Integrated Grant Reporting - TIGR**  
**System Access Form**

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Please complete this form for initial access to the Texas Integrated Grant Reporting (TIGR) [system](#) for application and contract management staff identification purposes. Please note each user must have their own unique individual email address.

**Applicant/Subrecipient Name** (City, County, COG or Vendor Name):  
Business Phone number:  
Business Address:  
Main Email Address:

**Primary Contact** (Individual with decision making authority who will identify individuals who access TIGR):  
First Name:  
Middle Name/Initial:  
Last Name:  
Email:  
Phone:  
Job Title:

**Authorized Rep** (Individual who is authorized to act on behalf of the Primary Contact in the POC's absence):  
First Name:  
Middle Name/Initial:  
Last Name:  
Email: |  
Phone:  
Job Title:

Example: *Primary Contact* maybe a Judge, Mayor, an *Authorized Rep* may be a City Manager, Executive Assistant

**General User** (All users needing access to TIGR, including grant administrators, vendors and employees needing access on behalf of Subrecipient):  
First Name:  
Middle Name/Initial:  
Last Name:  
Email:  
Phone:  
Job Title:

TIGR – System Access Form - 2020

Page 1 of 1



### III. Competition Programs

HUD’s Mitigation Definition as stated in the Federal Register, 84 FR 45838 (August 30, 2019) is as follows:

*“Activities that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters.”*

In addition to the information required for all competitions detailed later, each Mitigation Competition has unique elements. In this section are eligible entities, competition application maximums, the number of applications that may be submitted, and how applications will be chosen for each Competition.

Applicants must develop their community mitigation projects in a manner that considers an integrated approach to housing, fair housing obligations, infrastructure, economic revitalization, and overall community resiliency. Consideration of the long-term planning process is required.

**Once an application has been submitted and a final score has been established, no changes that alter the score will be allowed should the project be awarded.**

#### **TIGR APPLICATION**

##### **Program Selection:**

**The TIGR application will begin with the selection of a program. Applicants should know prior to accessing the TIGR system which programs they are eligible for and how the proposed project fits the program. Applicants must select carefully to ensure application eligibility.**

**The Program Options are:**

**2015 Floods State Mitigation Competition – HUD MID**

**2015 Floods State Mitigation Competition – State MID**

**2016 Floods State Mitigation Competition – HUD MID**

**2016 Floods State Mitigation Competition – State MID**

**Hurricane Harvey State Mitigation Competition – HUD MID**

**Hurricane Harvey State Mitigation Competition – State MID**

**Because of the competitive nature of these funds, it is VITAL that Applicants complete the TIGR application in its entirety and upload all documentation that supports the proposed project. While many forms of documentation are required, as indicated in this guide, Applicants are encouraged to include any additional documentation that supports their proposal.**



Unique to the Mitigation Programs and once general eligibility has been established, no project is required to address damage from the named disaster event. However, projects MUST have a connection to an Identified Risk.

## **TIGR APPLICATION**

### **Mitigation Need Identification:**

**Upon selection of a program, identify the specific risk the proposed project will mitigate against. Options will be:**

**For 2015 or 2016 Floods State Mitigation Competitions:**

- a. Severe Coastal Flooding**
- b. Riverine Flooding**
- c. Storms**
- d. Tornadoes**

**For the Hurricane Harvey State Mitigation Competition:**

- a. Hurricanes/Tropical Storms/Tropical Depressions**
- b. Severe Coastal Flooding**
- c. Riverine Flooding**

### **Hazard Risk Description:**

**Describe how the risk(s) selected are impacting the proposed project areas. Reference where adopted local mitigation efforts are planned or underway where appropriate.**

### **Hazard Mitigation Actions:**

**Applicants must describe in narrative format how their proposed project meets the above definition and clearly identify the methodology used to determine how the described criteria are being met. Include information and/or documentation identifying how the proposed project addresses overall local mitigation needs, as well as the risks identified for each program.**



## 2015 Floods State Mitigation Competition

### Who is Eligible to Apply for the 2015 Floods State Mitigation Competition?

Any eligible applicant located in a 2015 Floods HUD or State Most Impacted or Distressed (MID) County may apply for the 2015 Floods State Mitigation competition.

The chart and map below show the 2015 Floods State Mitigation Competition's HUD and State MID Counties. Because the cities of Houston and San Marcos each received a direct HUD CDBG-MIT allocation related to the 2015 flooding events, they are ineligible to apply.

Eligible applicants include any entity in the bullet points below located in the 2015 Floods State Competition's HUD and State MID Counties:

- Units of local government (cities and counties),
- Indian Tribes,
- Councils of Governments,
- Entities are encouraged to coordinate activities and submit a joint project that crosses jurisdictional boundaries

### How will the funding allocation be distributed?

- At least fifty (50) percent of funds must address identified risks in the 2015 Floods HUD MID areas (counties); and
- Up to fifty (50) percent of funds may address identified risks in the 2015 Floods State MID counties.

### What Mitigation Risks must be addressed?

Proposed projects should clearly identify how they will reduce the impacts of one or more of the following risks:

- severe coastal flooding,
- riverine flooding,
- storms, and/ or
- tornadoes.



**Table 1: 2015 Floods State Competition HUD and State Eligible Areas**

2015 Floods State Mitigation Competition					
HUD MID Counties	State MID Counties				
Harris	Angelina	Coryell	Hall	McLennan	Starr
Hays	Archer	Dallas	Hardin	Milam	Tarrant
Hidalgo	Atascosa	Delta	Harrison	Montague	Throckmorton
Travis	Austin	Denton	Hartley	Montgomery	Tom Green
	Bastrop	DeWitt	Henderson	Nacogdoches	Trinity
	Baylor	Dickens	Hill	Navarro	Tyler
	Blanco	Duval	Hood	Newton	Uvalde
	Bosque	Eastland	Hopkins	Nueces	Van Zandt
	Bowie	Edwards	Houston	Orange	Victoria
	Brazoria	Ellis	Jack	Palo Pinto	Walker
	Brown	Erath	Jasper	Parker	Waller
	Burleson	Fannin	Jim Wells	Polk	Washington
	Caldwell	Fayette	Johnson	Real	Wharton
	Callahan	Fort Bend	Jones	Red River	Wichita
	Cameron	Frio	Kaufman	Refugio	Willacy
	Cass	Gaines	Kendall	Robertson	Williamson
	Cherokee	Galveston	Lamar	Rusk	Wilson
	Clay	Garza	Lee	Sabine	Wise
	Collingsworth	Gillespie	Leon	San Augustine	Young
	Colorado	Gonzales	Liberty	San Jacinto	Zavala
	Comal	Grayson	Lubbock	Shelby	
	Comanche	Grimes	Lynn	Smith	
	Cook	Guadalupe	Madison	Somervell	

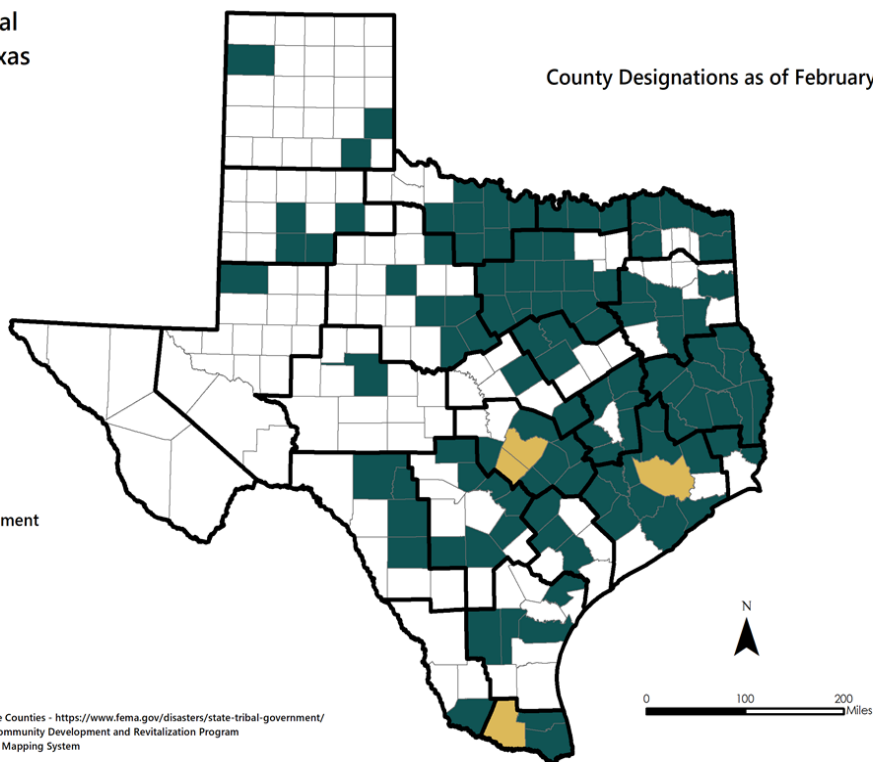
**Figure 2: 2015 Floods State Mitigation Competition HUD and State Eligible Areas**

Federal/Presidential  
Declarations for Texas  
By County:  
2015 Floods

DISASTER LIST:  
"Floods 2015"  
DR-4245 (Nov 25, 2015)  
DR-4223 (May 29, 2015)

County Designations as of February 5, 2019

- Council of Government
- Texas Counties
- HUD MID
- State MID



Data Source: FEMA Disaster Assistance Counties - <https://www.fema.gov/disasters/state-tribal-government/>  
Author: Texas General Land Office - Community Development and Revitalization Program  
Projection: NAD 1983 Texas Statewide Mapping System



## How Much Can Each Applicant Apply for?

For the 2015 Floods State Mitigation Competition each project has a maximum and minimum amount that applicants can apply for. The minimum amount is to encourage applicants to submit projects that have the ability to have a significant impact and to encourage applicants to submit joint applications.

- **Maximum Amount: \$10,000,000**
- **Minimum Amount: \$3,000,000**
- **Number of projects allowed per application: 1**

## How Many Applications May Each Applicant Submit?

Each applicant may submit a total of **two** applications, whether applying as the single applicant or jointly with another jurisdiction(s). Depending on demand, no applicant will be awarded for their second application until all successful eligible applicants that receive a minimum of 65 points have been awarded funding at least once. Applications that do not score a minimum of 65 points will only be considered after all applications scoring greater than this amount have been funded.

If an applicant is eligible for multiple MIT-program competitions (e.g., 2015 Floods, 2016 Floods or Hurricane Harvey Competitions), the same project(s) cannot be submitted in each competition. If a project is a phase of a larger project, the phase of the project submitted must be viable as a stand-alone project. Applicants are encouraged to incorporate nature-based solutions, including natural or green infrastructure, into their proposed projects.

The GLO reserves the option to delay award(s) to ensure that at least fifty (50) percent of funds benefit LMI persons and at least fifty (50) percent of funds address identified risks in the 2015 Floods HUD MID areas (counties).

## How will My Application be Scored?

Applications will be scored based on the following criteria. In the case of a tie between applications, the project that has the higher poverty rate will receive more points.

**Table 2: Scoring Criteria for the 2015 Floods State Mitigation Competition**

Question(s)	Criteria	Maximum Points
<b>What is the project service area's Composite Disaster Index?</b>	<b>County Composite Disaster Index</b>	<b>10 Points Possible</b>
	<i>Top 10%</i>	<i>10 Points</i>
	<i>Top 25%</i>	<i>8 Points</i>
	<i>Top 75%</i>	<i>5 Points</i>
	<i>Bottom 25%</i>	<i>2 Points</i>
	<i>Bottom 10%</i>	<i>0 Points</i>
	<i>Prorated CDI Rank</i>	<i>Calculated Points</i>
	<b>Social Vulnerability Index</b>	<b>10 Points Possible</b>



Question(s)	Criteria	Maximum Points
<b>What is the project service area's Social Vulnerability Index (SoVI)?</b>	<i>High</i>	<i>10 Points</i>
	<i>Medium High</i>	<i>8 Points</i>
	<i>Medium</i>	<i>5 Points</i>
	<i>Medium Low</i>	<i>2 Points</i>
	<i>Low</i>	<i>0 Points</i>
	<i>Prorated SoVI Rank</i>	<i>Calculated Points</i>
<b>What is the project service area's Per Capita Market Value?</b>	<b>Per Capita Market Value</b>	<b>10 Points Possible</b>
	<i>Less than \$40,000.00</i>	<i>10 Points</i>
	<i>\$40,000.01 - \$65,000.00</i>	<i>8 Points</i>
	<i>\$65,000.01 - \$100,000.00</i>	<i>5 Points</i>
	<i>\$100,000.01 - \$250,000.00</i>	<i>2 Points</i>
	<i>\$250,000.01 or greater</i>	<i>0 Points</i>
<b>Does the project meet the low-to moderate-income (LMI) HUD National Objective?</b>	<b>LMI National Objective</b>	<b>20 Points Possible</b>
	Project meets LMI national objective	<i>20 Points</i>
	Project does not meet LMI national objective	<i>0 Points</i>
<b>Is the project type identified in a Local Adopted Plan?</b>	<b>Project type Identified in Local Adopted Plan</b>	<b>5 Points Possible</b>
	Project type identified in local adopted plan	<i>5 Points</i>
	Project type not identified	<i>0 Points</i>
<b>What is the applicant's management capacity?</b>	<b>Management Capacity</b>	<b>15 Points Possible</b>
	No CDBG-DR contracts with GLO (management capacity assessment)	<i>Up to 15 Points</i>
	Performance on GLO CDBG-DR contract(s), programs and/or projects	<i>Up to 15 Points</i>
<b>What is the total project application amount per total project beneficiaries?</b>  <b>What is the percentage of project beneficiaries out of the total population within the applying jurisdiction(s)?</b>	<b>Project Impact</b>	<b>25 Points Possible</b>
	Total project application amount per total project beneficiaries	<i>15 Points</i>
	Percentage of total project beneficiaries out of the total population within a jurisdiction(s)	<i>10 Points</i>
	<b>Leverage</b>	<b>5 Points Possible</b>





Question(s)	Criteria	Maximum Points
What percentage of project costs being requested are coming from non-CDBG funding sources?	Non-CDBG Leverage (a minimum value of 1% of the CDBG-MIT funds requested)	<i>5 Points</i>
<b>Total Possible Points</b>		<b>100 Possible Points</b>
Tie Breaker: Higher Poverty Rate		



## 2016 Floods State Mitigation Competition

### Who is Eligible to Apply for the 2016 Floods State Mitigation Competition?

Any eligible applicant located in a 2016 Floods HUD or State Most Impacted or Distressed (MID) County may apply for the 2016 Floods State Mitigation competition.

The chart and map below show the 2016 Floods State Competition’s HUD and State MID Counties.

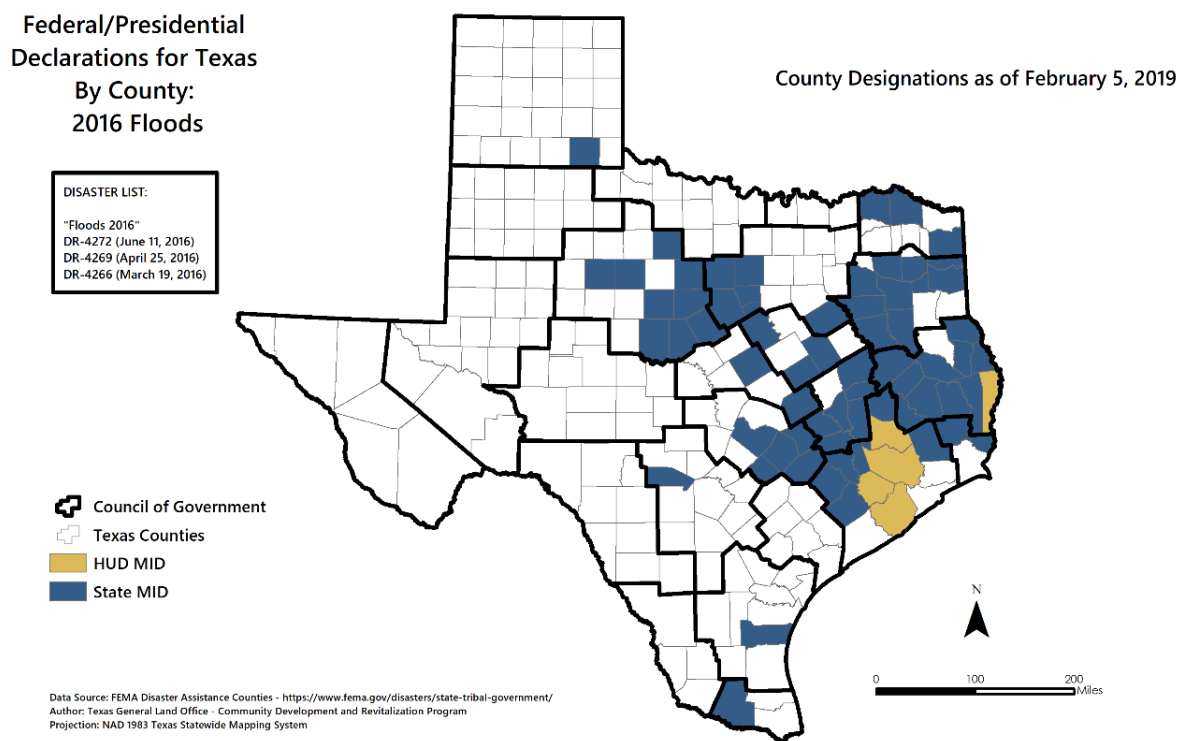
Eligible applicants include any entity in the bullet points below located in the 2016 Floods State Competition’s HUD and State MID Counties:

- Units of local government (cities and counties),
- Indian Tribes,
- Councils of Governments,
- Entities are encouraged to coordinate activities and submit a joint project that crosses jurisdictional boundaries

**Table 3: 2016 Floods State Competition HUD and State Eligible Areas**

2016 Floods State Mitigation Competition				
HUD MID Counties	State MID Counties			
Brazoria	Anderson	Eastland	Lamar	Shelby
Fort Bend	Angelina	Erath	Lee	Smith
Harris	Austin	Falls	Leon	Somervell
Montgomery	Bandera	Fayette	Liberty	Stephens
Newton	Bastrop	Fisher	Limestone	Throckmorton
	Bosque	Gregg	Madison	Travis
	Brazos	Grimes	Marion	Trinity
	Brown	Hall	Milam	Tyler
	Burleson	Hardin	Navarro	Upshur
	Caldwell	Harrison	Orange	Van Zandt
	Callahan	Henderson	Palo Pinto	Walker
	Cass	Hidalgo	Parker	Waller
	Cherokee	Hood	Polk	Washington
	Coleman	Houston	Red River	Wharton
	Colorado	Jasper	Sabine	Wood
	Comanche	Jones	San Augustine	
	Coryell	Kleberg	San Jacinto	

**Figure 3: 2016 Floods State Mitigation Competition HUD and State Eligible Areas**





## What Mitigation Risks must be addressed?

Proposed projects should clearly identify how they will reduce the impacts of one or more of the following risks:

- severe coastal flooding,
- riverine flooding,
- storms, and/ or
- tornadoes.

## How Much Can Each Applicant Apply for?

For the 2016 Floods State Mitigation Competition each project has a maximum and minimum amount that applicants can apply for. The minimum amount is to encourage applicants to submit projects that have the ability to have a significant impact and to encourage applicants to submit joint applications.

- **Maximum Amount: \$10,000,000**
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## How Many Applications May Each Applicant Submit?

Each applicant may submit a total of *two* applications, whether applying as the single applicant or jointly with another jurisdiction(s). Depending on demand, no applicant will be awarded for their second application until all successful eligible applicants that receive a minimum of 65 points have been awarded funding at least once. Applications that do not score a minimum of 65 points will only be considered after all applications scoring greater than this amount have been funded.

If an applicant is eligible for multiple MIT-program competitions (e.g., 2015 Floods, 2016 Floods or Hurricane Harvey Competitions), the same project(s) cannot be submitted in each competition. If a project is a phase of a larger project, the phase of the project submitted must be viable as a stand-alone project. Applicants are encouraged to incorporate nature-based solutions, including natural or green infrastructure, into their proposed projects.

The GLO reserves the option to delay award(s) to ensure that at least fifty (50) percent of funds benefit LMI persons and at least fifty (50) percent of funds address identified risks in the 2016 Floods HUD MID areas (counties).

## How will My Application be Scored?

Applications will be scored based on the following criteria. In the case of a tie between applications, the project that has the higher poverty rate will receive more points.



**Table 3: Scoring Criteria for the 2016 Floods State Mitigation Competition**

<b>Question(s)</b>	<b>Criteria</b>	<b>Maximum Points</b>
<b>What is the project service area's Composite Disaster Index?</b>	<b>County Composite Disaster Index</b>	<b>10 Points Possible</b>
	<i>Top 10%</i>	<i>10 Points</i>
	<i>Top 25%</i>	<i>8 Points</i>
	<i>Top 75%</i>	<i>5 Points</i>
	<i>Bottom 25%</i>	<i>2 Points</i>
	<i>Bottom 10%</i>	<i>0 Points</i>
	<i>Prorated CDI Rank</i>	<i>Calculated Points</i>
<b>What is the project service area's Social Vulnerability Index (SoVI)?</b>	<b>Social Vulnerability Index</b>	<b>10 Points Possible</b>
	<i>High</i>	<i>10 Points</i>
	<i>Medium High</i>	<i>8 Points</i>
	<i>Medium</i>	<i>5 Points</i>
	<i>Medium Low</i>	<i>2 Points</i>
	<i>Low</i>	<i>0 Points</i>
	<i>Prorated SoVI Rank</i>	<i>Calculated Points</i>
<b>What is the project service area's Per Capita Market Value?</b>	<b>Per Capita Market Value</b>	<b>10 Points Possible</b>
	<i>Less than \$40,000.00</i>	<i>10 Points</i>
	<i>\$40,000.01 - \$65,000.00</i>	<i>8 Points</i>
	<i>\$65,000.01 - \$100,000.00</i>	<i>5 Points</i>
	<i>\$100,000.01 - \$250,000.00</i>	<i>2 Points</i>
	<i>\$250,000.01 or greater</i>	<i>0 Points</i>
<b>Does the project meet the low-to-moderate-income (LMI) HUD National Objective?</b>	<b>LMI National Objective</b>	<b>20 Points Possible</b>
	Project meets LMI national objective	<i>20 Points</i>
	Project does not meet LMI national objective	<i>0 Points</i>
<b>Is the project type identified in a Local Adopted Plan?</b>	<b>Project type Identified in Local Adopted Plan</b>	<b>5 Points Possible</b>
	Project type identified in local adopted plan	<i>5 Points</i>
	Project type not identified	<i>0 Points</i>
<b>What is the applicant's management capacity?</b>	<b>Management Capacity</b>	<b>15 Points Possible</b>
	No CDBG-DR contracts with GLO (management capacity assessment)	<i>Up to 15 Points</i>
	Performance on GLO CDBG-DR contract(s), programs and/or projects	<i>Up to 15 Points</i>



Question(s)	Criteria	Maximum Points
What is the total project application amount per total project beneficiaries?	<b>Project Impact</b>	<b>25 Points Possible</b>
	Total project application amount per total project beneficiaries	<i>15 Points</i>
What is the percentage of project beneficiaries out of the total population within the applying jurisdiction(s)?	Percentage of total project beneficiaries out of the total population within a jurisdiction(s)	<i>10 Points</i>
What percentage of project costs being requested are coming from non-CDBG funding sources?	<b>Leverage</b>	<b>5 Points Possible</b>
	Non-CDBG Leverage (a minimum value of 1% of the CDBG-MIT funds requested)	<i>5 Points</i>
<b>Total Possible Points</b>		<b>100 Possible Points</b>
Tie Breaker: Higher Poverty Rate		



## Hurricane Harvey State Mitigation Competition

### Who is Eligible to Apply for the Hurricane Harvey State Mitigation Competition?

Any eligible applicant located in a Hurricane Harvey HUD or State Most Impacted or Distressed (MID) County may apply for the Hurricane Harvey State Mitigation competition.

The chart and map below show the Hurricane Harvey State Mitigation Competition's HUD and State MID Counties.

Eligible applicants include any entity in the bullet points below located in the Hurricane Harvey State Mitigation Competition's HUD and State MID Counties:

- Units of local government (cities and counties);
- Indian tribes;
- Councils of governments;
- State agencies;
- Special purpose districts including, but not limited to:
  - municipal utility districts;
  - water control and improvement districts;
  - special utility districts;
  - flood and drainage districts; and
  - navigation districts.
  - Port authorities; and
  - River authorities.

### How will the funding allocation be distributed?

- At least fifty (50) percent of funds must address identified risks in the Hurricane Harvey HUD MID areas (counties); and
- Up to fifty (50) percent of funds may address identified risks in the Hurricane Harvey State MID counties.
- Additional areas within counties not explicitly cited as eligible may also become locations of Hurricane Harvey CDBG-MIT funded activities if it can be demonstrated how the expenditure of CDBG-MIT funds in that area will measurably mitigate risks identified within an eligible area (e.g., upstream water retention projects to reduce downstream flooding in an eligible area). Applicants may come from outside of the Hurricane Harvey HUD MID and State MID areas but must enter into an interlocal agreement or memorandum of understanding with a Hurricane Harvey HUD MID or State MID governmental entity representing an area that the project measurably mitigates.

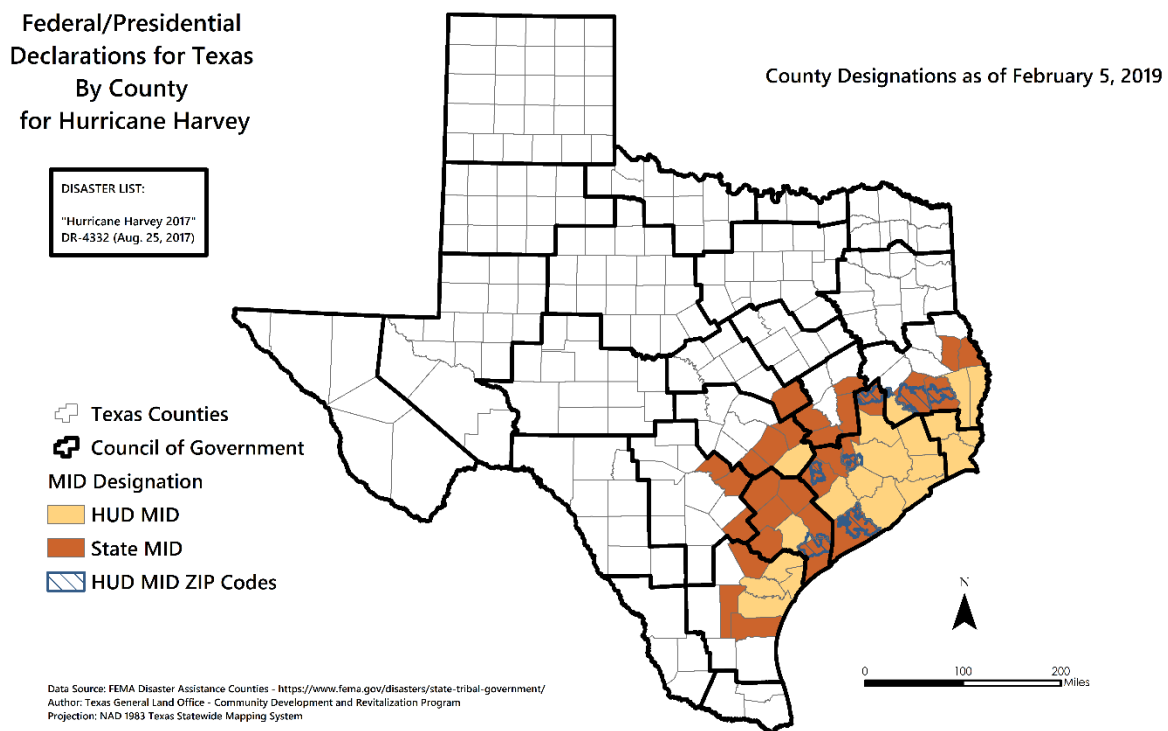


**Table 4: Hurricane Harvey State Mitigation Competition HUD and State Eligible Areas**

<b>Hurricane Harvey State Mitigation Competition</b>				
<b>HUD MID Counties</b>		<b>State MID Counties</b>		
Aransas	Montgomery	Austin	Grimes	Polk
Brazoria	Newton	Bastrop	Guadalupe	Sabine
Chambers	Nueces	Bee	Jackson	San Augustine
Fayette	Orange	Burleson	Jim Wells	Tyler
Fort Bend	Refugio	Caldwell	Karnes	Walker
Galveston	San Jacinto	Calhoun	Kleberg	Waller
Hardin	San Patricio	Colorado	Lavaca	Washington
Harris	Victoria	Comal	Lee	
Jasper	Wharton	DeWitt	Madison	
Jefferson		Goliad	Matagorda	
Liberty		Gonzales	Milam	
<b>HUD MID ZIP Codes</b>				
75979	78934	77414	77335	77423
77351	77482	77979	77320	77493



**Figure 4: Hurricane Harvey State Mitigation Competition HUD and State Eligible Areas**





## What Mitigation Risks must be addressed?

Proposed projects should clearly identify how they will reduce the impacts of one or more of the following risks:

- hurricanes/tropical storms/tropical depressions,
- severe coastal flooding and
- riverine flooding.

## How Many Applications May Each Applicant Submit?

Each applicant may submit a total of ***three individual applications and three joint applications***. Depending on demand, no applicant will be awarded for their subsequent applications until all successful eligible applicants have been awarded funding at least once. For the purpose of this competition, individual and joint applications are considered mutually exclusive, meaning an applicant may be awarded its highest scoring one individual application and one joint application. A joint application may be queued if a co-applicant’s other joint application scores higher and is awarded. Applications that do not score a minimum of 65 points will only be considered after all applications scoring greater than this amount have been funded.

- **Number of projects allowed per application: 1**
- **Maximum number of application submissions allowed: *Each applicant may submit a total of three individual applications and three joint applications.***

If an applicant is eligible for multiple MIT-program competitions (e.g., 2015 Floods, 2016 Floods or Hurricane Harvey Competitions), the same project(s) cannot be submitted in each competition. If a project is a phase of a larger project, the phase of the project submitted must be viable as a stand-alone project. Applicants are encouraged to incorporate nature-based solutions, including natural or green infrastructure, into their proposed projects.

The GLO reserves the option to delay award(s) to ensure that at least fifty (50) percent of funds benefit LMI persons and at least fifty (50) percent of funds address identified risks in the Hurricane Harvey HUD MID areas (counties and ZIP codes).

## How Will My Application be Scored?

Applications will be scored based on the following criteria. In the case of a tie between applications, the project that has the higher poverty rate will receive more points

**Table 5: Scoring Criteria for the Hurricane Harvey State Mitigation Competition**

Question(s)	Criteria	Maximum Points
What is the project service area’s Composite Disaster Index?	County Composite Disaster Index	<b>10 Points Possible</b>
	<i>Top 10%</i>	<i>10 Points</i>
	<i>Top 25%</i>	<i>8 Points</i>
	<i>Top 75%</i>	<i>5 Points</i>



Question(s)	Criteria	Maximum Points
	<i>Bottom 25%</i>	<i>2 Points</i>
	<i>Bottom 10%</i>	<i>0 Points</i>
	<i>Prorated CDI rank</i>	<i>Calculated Points</i>
<b>What is the project service area's Social Vulnerability Index (SoVI)?</b>	<b>Social Vulnerability Index</b>	<b>10 Points Possible</b>
	<i>High</i>	<i>10 Points</i>
	<i>Medium High</i>	<i>8 Points</i>
	<i>Medium</i>	<i>5 Points</i>
	<i>Medium Low</i>	<i>2 Points</i>
	<i>Low</i>	<i>0 Points</i>
	<i>Prorated SoVI rank</i>	<i>Calculated Points</i>
<b>What is the project service area's Per Capita Market Value?</b>	<b>Per Capita Market Value</b>	<b>10 Points Possible</b>
	<i>Less than \$40,000.00</i>	<i>10 Points</i>
	<i>\$40,000.01 - \$65,000.00</i>	<i>8 Points</i>
	<i>\$65,000.01 - \$100,000.00</i>	<i>5 Points</i>
	<i>\$100,000.01 - \$250,000.00</i>	<i>2 Points</i>
	<i>\$250,000.01 or greater</i>	<i>0 Points</i>
<b>Does the project meet the low-to moderate-income (LMI) HUD National Objective?</b>	<b>LMI National Objective</b>	<b>20 Points Possible</b>
	Project meets LMI national objective	<i>20 Points</i>
	Project does not meet LMI national objective	<i>0 Points</i>
<b>Is the project type identified in a Local Adopted Plan?</b>	<b>Project type Identified in Local Adopted Plan</b>	<b>5 Points Possible</b>
	Project type identified in local adopted plan	<i>5 Points</i>
	Project type not identified	<i>0 Points</i>
<b>What is the applicant's management capacity?</b>	<b>Management Capacity</b>	<b>15 Points Possible</b>
	No CDBG-DR contracts with GLO (management capacity assessment)	<i>Up to 15 Points</i>
	Performance on GLO CDBG-DR contract(s), programs and/or projects	<i>Up to 15 Points</i>
<b>What is the total project application amount per total project beneficiaries?</b>	<b>Project Impact</b>	<b>25 Points Possible</b>
	Total project application amount per total project beneficiaries	<i>15 Points</i>
<b>What is the percentage of project beneficiaries out of the total population within the applying jurisdiction(s)?</b>	Percentage of total project beneficiaries out of the total population within a jurisdiction(s)	<i>10 Points</i>



Question(s)	Criteria	Maximum Points
<b>What percentage of project costs being requested are coming from non-CDBG funding sources?</b>	<b>Leverage</b>	<b>5 Points Possible</b>
	Non-CDBG Leverage (a minimum value of 1% of the CDBG-MIT funds requested)	<i>5 Points</i>
<b>What mitigation or resiliency measures have been taken by the applicant(s)?</b>	<b>Mitigation/Resiliency Measures</b>	<b>5 Points Possible</b>
	Measures taken by the applicants(s)	<i>5 Points</i>
<b>Total Possible Points</b>		<b>105 Possible Points</b>
Tie: Breaker: Higher Poverty Rate		



## IV. Project Eligibility

As indicated in the Introduction, each program has unique characteristics and regulations. Applicants must customize their applications to each specific program. Refer to the Mitigation Action Plan, along with any applicable amendments, on the GLO website at [recovery.texas.gov](http://recovery.texas.gov) for specific program requirements.

This section provides information regarding the types of projects that are eligible, including definitions and detail regarding application requirements.

### Mitigation Project Eligibility

Mitigation projects should be selected based on careful assessment of local risks and how they can best be mitigated. Applicants should then determine if the priority project is eligible based on program requirements, and if it can be achieved within the time and budget limitations. As indicated in the Introduction, CDBG-MIT represents an opportunity to fund strategic and high-impact activities to mitigate disaster risks identified by a community and reduce future losses in those areas.

All Mitigation Project Eligibility requirements are identified in the State Action Plan for each allocation. Mitigation Project Eligibility that applies to all allocations are as follows:

- Meets HUD's definition of mitigation activities;
- Meets GLO Application project definition;
- Addresses identified current and future risks; (NOTE: identified risks change per program)
- Meets the definition of a CDBG-eligible activity under Title I of HCDA or otherwise pursuant to a waiver or alternative requirement;
- Meets a CDBG National Objective; **as amended for MIT funds;**
- Includes a plan for the long-term funding and management of the operations and maintenance of the project; and
- Cost verification controls must be in place to assure that construction costs are reasonable and consistent with market costs at the time and place of construction.

### GLO Application Project Definition

For application purposes, a *project* is a combination of *eligible activities* working together to *reduce the risks of identified natural hazards* for a defined geographic area and population. All proposed activities must support the overall mitigation *project* and the overall project will meet only one *CDBG-MIT national objective*.

- *Project Service Area*: Area(s) defined by the applicant that **either have** an urgent mitigation need or are comprised of 51% or more of low to moderate income individuals. It is critical that the service area determined by the applicant include the *entire area* served by the activity (See below for further details).



- *Reducing risks of natural hazards:* As outlined in Mitigation Needs Assessment section of the Action Plan, hurricanes, tropical storms/ depressions, severe coastal/riverine flooding, storms, and tornadoes are among the top risks to which Texas has the greatest exposure. Each proposed project must mitigate against one of these identified risks.

### What types of Activities can be included in an Eligible Project?

Generally, the activities listed below are considered typical eligible activities:

- Infrastructure improvements (such as water and sewer lines/facilities, streets, provision of generators, removal of debris, bridges, etc.);
- Natural or green infrastructure;
- Communications infrastructure;
- Public facilities;
- Public service within the 15 percent cap (e.g., housing counseling, legal counseling, job training, mental health, and general health services);
- FEMA Hazard Mitigation Grant Program (HMGP) cost share for CDBG-MIT eligible project;
- Economic development activities
- Buyouts or Acquisition with or without relocation assistance, down payment assistance, housing incentives, and demolition;
- All activities allowed under HCDA Section 105(a) (1-5), 105(a) (7-9), and 105(a)(11) are allowed.

#### **TIGR APPLICATION:**

**Applicants will be required to provide full and thorough descriptions and supporting documentation for every element of the proposed project.**

**Applicants are advised to prepare all project documentation prior to application entry, with easily identified names and indicators, to ensure efficient upload and – ultimately – application review.**

**Should an applicant need more space for project descriptions or narratives than the TIGR system allows, upload the full description separately but reference the document by specific name in the space provided in TIGR. Do not leave any questions unanswered in TIGR!**



## What Types of Activities are Ineligible?

- Emergency response services. Emergency response services are those services that are carried out in the immediate response to a disaster or other emergency in order to limit the loss of life and damage to assets by state and local governmental and nongovernmental emergency public safety, fire, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities.
- Enlarging a dam or levee beyond the original footprint of the structure that existed prior to the disaster event. CDBG-MIT funds for levees and dams are required to:
  - Register and maintain entries regarding such structures with the USACE National Levee Database or National Inventory of Dams;
  - Ensure that the structure is admitted in the USACE PL 84–99 Rehabilitation Program (Rehabilitation Assistance for Non-Federal Flood Control Projects);
  - Ensure the structure is accredited under the FEMA NFIP; and
  - Maintain file documentation demonstrating a risk assessment prior to funding the flood control structure and documentation that the investment includes risk reduction measures.
- Assisting a privately-owned utility for any purpose. A private utility, also referred to as an investor-owned utility, is owned by private investors and is for-profit as opposed to being owned by a public trust or agency (e.g., a coop or municipally owned utility);
- Buildings and facilities used for the general conduct of government (e.g., city halls, courthouses, and emergency operation centers);
- By law, (codified in the HCDA as a note to 105(a)), the amount of CDBG-MIT funds that may be contributed to a USACE project is \$250,000 or less;
- Section 582 of the National Flood Insurance Reform Act of 1994, as amended, (42 U.S.C. 5154a) prohibits flood disaster assistance in certain circumstances. In general, it provides that no federal disaster relief assistance made available in a flood disaster area may be used to make a payment (including any loan assistance payment) to a person for “repair, replacement, or restoration” for damage to any personal, residential, or commercial property if that person at any time has received federal flood disaster assistance that was conditioned on the person first having obtained flood insurance under applicable federal law and the person has subsequently failed to obtain and maintain flood insurance as required under applicable federal law on such property. No disaster assistance may be provided for the repair, replacement, or restoration of a property to a person who has failed to meet this requirement;
- If the property is purchased through the use of eminent domain, the ultimate use of that property may not benefit a particular private party and must be for a public use; eminent



domain can be used for public use, but public use shall not be construed to include economic development that primarily benefits private entities; and

- Incentive payments to households that move to disaster-impacted floodplains

## Project Service Area Detail

Acknowledging that mitigation needs may span a variety of services and facilities, for purposes of Mitigation funding only, the definition of *project* is expanded to include a discrete and well-defined beneficiary population and subsequent geographic location called a *Project Service Area*. A *Project Service Area* consists of all eligible activities required to complete and provide specific successful mitigation needs to a common population and geographic location.

**Each component of the project must benefit the entire Mitigation effort as a whole.** For instance, an eligible community may require a combination of three (3) water improvements, five (5) sewer improvements, and seven (7) street improvements to secure city-wide mitigation against severe coastal and riverine flooding, storms, and/or tornados in an application for the 2015 Floods Mitigation Competition. Each component must show clear benefit to the overall mitigation project.

Each Service Project Area Detail must satisfy the requirements identified above by providing sufficient information to clearly identify the proposed project, specify the location to the greatest extent possible, specify the populations who will receive benefit from the mitigation project, indicate whether acquisition (i.e., real property, easements or rights-of-way) is required, clearly describe the scope of work, identify environmental assessment expectations, provide realistic timelines and deliverables, and outline funding detail to include any other funding to be used.

If the proposed project is a single phase of a larger mitigation scenario, applicants may only claim the beneficiary population that is served by the individual phase.

## Project Mapping

Maps must be provided for each project and/or site proposed in the application that clearly plot GPS coordinates and includes project/site numbers with any other necessary identifying information. Maps should be titled and/or numbered with the corresponding project title. **GPS coordinates are required for each site.** Latitude and longitude must be entered in Decimal Degrees (DD) to five decimal places (e.g., 0.00001).

### Latitude

*Guidance:* Enter the latitude point of the project. If the project performance is to be measured in linear feet, enter the latitude point for the center of the project. To find the latitude point of a project, go to Google Maps (<https://www.google.com/maps>), find the location of the project based on address or other geographic information and right-click on the point. When the menu appears over the cursor, click on “What’s here?” A box will appear at the bottom of the screen with latitude and longitude points below the address. Enter the first sequence of numbers into this field of the application. You may click on the latitude and longitude numbers below the





address that will then open the point in the top left search field. You can copy and paste the latitude numbers from this view.

*Note:* Be sure to enter the latitude point in decimal degrees.

*Example:* 30.358606

## **Longitude**

*Guidance:* Enter the longitude point of the project. If the project performance is to be measured in linear feet, enter the longitude point for the center of the project. To find the longitude point of a project, go to Google Maps (<https://www.google.com/maps>), find the location of the project based on address or other geographic information and right click on the point. When the menu appears over the cursor, click on “What’s here?” A box will appear at the bottom of the screen with latitude and longitude points below the address. Enter the second sequence of numbers into this field of the application. You may click on the latitude and longitude numbers below the address that will then open the point in the top left search field. You can copy and paste the longitude numbers from this view.

*Note:* Be sure to enter the longitude point in decimal degrees.

*Example:* -97.747471

Maps must be legible and reproducible. Care should be taken in copying maps so that project activities which may have been designated by a colored mark are still identifiable.

### **TIGR APPLICATION**

**NOTE: Project Area Mapping is a required element for every proposed project. Project Area Map information must coincide with and be supported by Beneficiary Map information. You will upload these documents in the “Edit Mitigation Application Project - Documents” tab of the TIGR application once your project has been created.**

**Upload all necessary Project Area Maps along with any explanatory documentation.**

**Document Group: Project**

**Document Type: Maps indicating latitude and longitude for a proposed location**

**Document Title: Use a unique descriptive title for each map or explanatory document**

**While site photos are not required, they are often helpful in project identification. Upload site photos.**

**Document Group: Project**

**Document Type: Site photos**

**Document Title: Use a unique descriptive title for each photo**



## Project Identified in Local Plan

Mitigation presents communities with unique opportunities to examine a wide range of issues including (1) housing quality and availability, (2) road and rail networks, (3) environmental issues, (4) the adequacy of existing infrastructure, (5) opportunities for the modernization of public facilities and the built environment, (6) the development of regional and integrated systems, and (7) the stimulation of the local economy impacted by natural disasters.

Applicants **must** develop their community mitigation projects in a manner that considers an integrated approach to housing, fair housing obligations, infrastructure, economic revitalization, and overall community resiliency. Consideration of the long-term planning process is required.

If applicable, applicants must identify where the proposed project type or activity is referenced and detailed in a current local adopted plan for the area where the project is seeking to be implemented. If multiple entities are submitting a joint project that crosses jurisdictional boundaries, the proposed project type or activity must be referenced within a plan, or multiple plans, that cover the multi-jurisdictional area where the project is being implemented.

Local adopted plans may include but are not limited to: Master Plans, FEMA-Approved Local Hazard Mitigation Action Plans, Comprehensive Economic Development Strategies, Capital Improvement Plans, or Transportation Improvement Plans. Please contact GLO to discuss whether another type of adopted local plan may meet this requirement.

To meet the local plan requirement applicants must provide:

- An electronic copy of the adopted plan;
- The title(s) of the adopted plan being referenced;
- The page number(s) of where the proposed project/ project type(s) is in the adopted plan(s);
- The date (Month, Year) the plan(s) was/ were adopted; and
- Documentation from the applicable city council, commissioners court, or other representative body which formally adopts the plan.



## TIGR APPLICATION

### Local Adopted Plans:

**Is the proposed project included in one or more locally adopted plans?**

**If yes, provide:**

- 1. The Title of the adopted plan(s) being referenced;**
- 2. The page number(s) in the adopted plan(s) where the proposed project is identified;**
- 3. The date (month, year) the plan(s) were adopted;**
- 4. Upload a copy of the adopted plan(s); and**
- 5. Upload documentation from the applicable city council, commissioners court, or other representative body which formally adopted the plan.**

**Document Group: Mitigation Needs**

**Document Type: Copy of any plan Hazard Mitigation Plan with adoption documentation**

**Document Title: Use a unique descriptive title for each document**

## Added Resiliency Measures

As relates to the proposed project, the applicant must explain all prior capital improvement projects, short or long-range planning efforts, community engagement or educational outreach, the implementation of enhanced building codes or code enforcement, or other related work that has been completed which enhances hazard mitigation and/or resiliency throughout the applicable community or service area of the applicant(s).

If no previous efforts have been made that relate to the proposed project, this must be stated in the application. If a joint project is being submitted by multiple entities that crosses jurisdictional or service area boundaries, **each jurisdiction or entity** should provide examples of previous hazard mitigation or resiliency efforts that have been completed within their particular jurisdiction or service area. Source documents, such as signed memorandum, must be attached to the application which prove such efforts have been implemented.



## **TIGR APPLICATION**

### **Added Resiliency Measures:**

**Does the proposed project enhance mitigation efforts that are already completed or underway?**

**If yes, select the type(s) of prior or current local efforts undertaken that, combined with the proposed project, will provide enhanced hazard mitigation." [Multiple selections are allowed.]**

- **Prior capital improvement project(s)**
- **Current capital improvement project(s)**
- **Short-range planning efforts**
- **Long-range planning efforts**
- **Community engagement**
- **Educational outreach**
- **Implementation of enhanced building codes**
- **Code enforcement**
- **Other related work which enhances hazard mitigation and/or resiliency through the proposed project**

**Upload scope of work information, maps, and other applicable documentation for each local effort identified.**

**Document Group: Mitigation Needs**  
**Document Type: Scope of work information, maps, and other applicable documentation for each Local effort identified**  
**Document Title: Use a unique descriptive title for each document**

## **Covered Projects**

For CDBG-MIT program purposes, a “Covered Project” is defined as any infrastructure project having a total project cost of \$100 million or more, with at least \$50 million of CDBG funds, regardless of source (CDBG–DR, CDBG-National Disaster Resilience (NDR), CDBG–MIT, or CDBG)).

When a Covered Project is proposed, the action plan or substantial amendment must include a description of the project and the information required for other CDBG-MIT activities (how it meets the definition of a mitigation activity, consistency with the Mitigation Needs Assessment provided in the State Action Plan, eligibility under section 105(a) of the HCDA or a waiver or alternative requirement, and national objective, including additional criteria for mitigation activities).



All Covered Projects must be included in the State Action Plan as a substantial amendment. Applicants should be aware that Action Plan amendments are approved at the federal level and can take time.

In addition to all other requirements identified in this guide, Covered Projects must meet the following requirements:

- Consistency with other mitigation activities in the same Most Impacted and Distressed (MID) area;
- Demonstrated long-term efficacy and sustainability of the project including its operations and maintenance
- Demonstration that the benefits of the Covered Project outweigh the costs through a FEMA Benefit-Cost Analysis (BCA) methodology. Additionally, HUD may accept previous BCA analysis, but in order for HUD to accept any BCA completed or in progress pursuant to another Federal agency's requirements, that BCA must account for economic development, community development and other social/community benefits or costs and the CDBG-MIT project must be substantially the same as the project analyzed in the other agency's BCA.

### **TIGR APPLICATION**

**NOTE: "Covered Project" identification in TIGR is determined by the amount of funding requested combined with the total of Other Funds specified in the Budget. While the TIGR application does not specifically request "Covered Project" information, applicants for projects meeting the "Covered Project" criteria must upload:**

- **All required BCA documentation,**
- **Other Funding Source information and/or disclosures,**
- **Interlocal Agreements/Memoranda of Understanding/etc. (as appropriate) will all Other entities involved, and**
- **Any other documentation required for the proposed project**

**Document Group: Project**

**Document Type: Supporting documentation for Covered Project proposals**

**Document Title: Use a unique descriptive title for each document**



## Citizen Participation Plan

An application under the CDBG-MIT program may be awarded only if the locality certifies provides evidence that, at a minimum, the substantially complete application was publicly posted for at least a 14-day public comment period, comments received, and responses provided.

Evidence includes but is not limited to:

- an affidavit of public posting with photos to support the posting,
- screenshots of a website posting, publisher's affidavit and tear sheet.

A grant for an eligible application under the CDBG-MIT program may be awarded only if the locality certifies that it is following a detailed citizen participation plan that provides for and encourages citizen participation at all stages of the program. If an applicant has a current citizen participation plan, they must follow their current citizen participation plan for each proposed project.

CDBG-MIT applicants and funded entities are required to carry out citizen participation procedures in accordance with the Citizen Participation Plan as described in this guide. Each applicant certifies, by signing SF-424, that it has and will comply with the requirements of the Citizen Participation Plan as stated in this section and any local citizen participation requirements.

Each applicant must provide evidence that application information providing data sufficient for citizens to understand and comment on the proposed project was publicly posted for a 14-day public comment period, comments received, and responses provided. Evidence includes, but is not limited to:

- Affidavit of public posting with photos to support the posting.
- Screenshot of website posting, publisher's affidavit, or tear sheet.

Each applicant should assess the best way to offer an opportunity for all citizens to provide input on the substantially complete proposed application/project. Best practice is to include a variety of outreach methods to ensure all citizens have access. As stated, ensure a minimum 14-day public comment period. Allow time after the comment period to address and potentially include any public comment that impacts the application/project before finalizing it for submission. All outreach and posting efforts should be fully documented and that documentation uploaded including the date, time, and place a substantially complete application was available for review.

The substantially complete application should include at minimum, a scope of work, budget, identification of all sources of funding, maps to identify location and beneficiaries.

Each applicant must maintain a citizen participation file which includes

1. A copy of the Plan Requirements below,
2. The applicant's complaint procedures,
3. Any technical assistance provided by the applicant, and



4. Public notices, minutes, and attendance lists for any public hearings or meetings or documentation of other citizen participation opportunities.

Applicants are responsible for ensuring that all citizens have equal access to information about project activities.

## **Citizen Participation Plan Requirements**

The Citizen Participation Plan Requirements include the following:

### **Outreach Efforts**

Provide for reasonable public notice, appraisal, examination, and comment on the activities proposed for the use of CDBG-MIT funds. These outreach efforts shall:

- Provide for and encourage citizen participation, particularly by low- and moderate-income persons, and areas in which CDBG-MIT funds are proposed to be used;
- Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to an entity's proposed and actual use of CDBG-MIT funds;
- Ensure that residents will be given reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements in accordance with section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8, and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36, as applicable, as well as information and records relating to the proposed and actual use of CDBG funds;
- Furnish citizens information including, but not limited to:
  - the amount of CDBG-MIT funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
  - the range of activities that may be undertaken with the CDBG-MIT funds;
  - the estimated amount of the CDBG-MIT funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and
  - The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under § 570.488.
- Provide technical assistance to groups that are representative of persons of low- and moderate-income that request assistance in developing proposals (including proposed strategies and actions to affirmatively further fair housing) in accordance with guidance provided by the State further in this guide. Such assistance need not include providing funds to such groups;
- Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances.
- Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted, or substantially changed from the entity's application to the state. "Substantially changed" means changes made in terms of



purpose, scope, location, or beneficiaries as defined by criteria established by the state; and

- Be accomplished through one or more of the following methods:
  - (a) Publication of notice in a local newspaper—a published newspaper article may also be used so long as it provides sufficient information regarding program activities and relevant dates;
  - (b) Notices prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups;
  - (c) Posting of notice on the local entity website (if available);
  - (d) Public Hearing; or
  - (e) Individual notice to eligible cities and other entities as applicable using one or more of the following methods: Certified mail, Electronic mail or fax, First-class (regular) mail, Personal delivery (e.g., at a Council of Governments meeting)

### **Complaint Procedures**

The applicant/subrecipient must have written citizen complaint procedures that provide a timely written response (within 15 working days) to complaints and grievances. Citizens must be made aware of the location and the days and hours when the location is open for business so that they may obtain a copy of these written procedures.

### **Technical Assistance**

When requested, the applicant/subrecipient shall provide technical assistance to groups representative of persons of low- and moderate-income in developing proposals for CDBG-MIT funds. The level and type of assistance shall be determined by the applicant/subrecipient based upon the specific needs of the community's residents.

### **Post-Funding Citizen Participation**

The following citizen participation requirements must be met in the event that the applicant receives funding from the CDBG-MIT program:

- The locality is highly encouraged to hold a public hearing any time a substantial change in use of CDBG-MIT funds from one eligible activity to another is proposed. GLO will determine when a change is substantial.
- Upon completion of the community development program activities, the locality is encouraged to hold a public hearing and review its program performance, including the actual use of CDBG-MIT funds.
- If applicable, the locality must retain documentation of the hearing notice(s), attendance lists, minutes of the hearing(s), and any other records concerning the actual use of funds. The entity's Record Retention Policy (regarding federal grants) must include language that complies with this statement: “HUD regulations generally require your community to retain all its grant-related documentation for 3 years from the date HUD closes its related grant to the state of Texas. As the state grant remains open, the GLO will notify your office once it has closed.”





## **TIGR APPLICATION**

### **Citizen Participation Plan:**

**When did your jurisdiction post the project for public comment? Provide the “From” and “To” dates for your public posting(s).**

**Although public hearings are not a program requirement, jurisdictions who choose to hold them or are required by their citizen participation plan should list the date(s) of the hearings and attach appropriate documentation.**

**Select:**            **Public Hearing,  
Community Meeting,  
Community Survey,  
Existing Study, or  
Other**

**Provide each Assessment Date.**

**Provide a brief description of each Assessment.**

**Upload an affidavit of public posting along with pictures that demonstrate the posting and documentation of public hearings held for citizen participation purposes, in applicable. Choose the applicable document type for the Citizen Participation Document Group.**

**Document Group: Citizen Participation**

**Document Type: Affidavit of public posting**

**Document Title: Use a unique descriptive title for each document**

Such records must be made available to the public in accordance with Chapter 552, Government Code.

The applicant must submit all notices of any public hearings or requests for public comment that the applicant may have that relates to the administration of CDBG-MIT funds provided.

The applicant certifies compliance with the Citizen Participation Plan requirements by completing and signing the required Application for Federal Assistance SF-424.



## Grant Management Plan

Each applicant for CDBG-MIT funding is expected to have assessed administrative, design, permitting, construction, and all other elements required to deliver a successful eligible project by the end of the contract.

All applicants are required to submit the minimum Grant Management Plan as defined in the TIGR system to identify stakeholders who will administer and execute an award.

In addition to TIGR Grant Management Plan stakeholder identification, each applicant that does **not** currently have an active 2015 Floods, 2016 Floods, and/or Hurricane Harvey contract with GLO-CDR must submit a proposed Grant Management Plan. Each Grant Management Plan will be reviewed to assure funding recipients are prepared and have sufficient capacity to administer federal grants.

At a minimum the Grant Management Plan shall include the following elements:

- Detail of each project's objectives and goals
- A list of actions to achieve the goals and objectives along with a timeline for the various stages of the project defining when actions, objectives, and goals are to be complete and assigning the responsible staff position (not individual names)/ partner
- A process to handle project implementation to include overall tracking, draw coordination, procurement coordination, and progress reporting
- A process to handle financial management and contract administration to include overall tracking, draw processing, procurement eligibility, and contract maintenance (amendments/revisions/etc.)
- Staff/ partner organizational chart showing all key stakeholders and indicating authorized signatories, financial management responsibility, procurement responsibility, and project management responsibility, along with contact information, specific role and responsibility level, years CDBG-DR experience, and time commitment of each individual identified
- A process to handle staff/ partner personnel changes and duty transfers



## **TIGR APPLICATION**

### **Grant Management Plan:**

**Identify key stakeholders that will participate in the execution of all project activities.**

**Key stakeholders should include:**

**Contact**

**Authorized Signatories**

**Financial Management (Lead and Alternate)**

**Procurement (Lead and Alternate)**

**Project Management Options:**

**Lead**

**Alternate**

**Grant Administrator**

**Environmental**

**Engineering**

**Other**

**Add every key stakeholder and decision-maker.**



## **TIGR APPLICATION**

### **Mitigation Projects Tab:**

**Once Grant Management Plan has been established, applicants will be asked to Create a new Mitigation project.**

**Click on the Create button and continue adding Project Information.**

**Project Type – Select ONLY Hazard Mitigation as other types listed are for other programs.**

**Latitude and Longitude must be a valid floating-point value. Latitude must have a value between -90.00000 and 90.00000. Longitude must have a value between -180.00000 and 180.00000.**

**For “Type of Residence” select N/A.**

**Click “Create New Project”.**

**The Edit Mitigation Application Project module contains the following tabs:**

- **General**
- **National Objective Information**
- **Beneficiary Information**
- **Procurement Detail**
- **Environmental Clearance Information**
- **Affirmatively Further Fair Housing**
- **Project Budget**
- **Project Schedule**
- **Documents**



## **TIGR APPLICATION**

### **General:**

**Acknowledging that mitigation needs may span a variety of services and facilities, for purposes of Mitigation funding only, the definition of project is expanded to include a discrete and well-defined beneficiary population and subsequent geographic location consisting of all eligible activities required to complete and provide specific successful mitigation benefit to the identified population.**

**For purposes of Mitigation application and implementation, the Project provided represents the overall Mitigation need being met.**

**There may be more than one Activity included in a Project. For instance, a successful Mitigation Project may require a drainage facilities activity, a street improvements activity, and a water facilities activity.**

**Further, a water facilities activity may include more than one Site. For instance, water facility improvements are required at three different geographic locations to mitigate the entire Project. Applicants must demonstrate how each Activity and Site serve the Mitigation Project as a whole.**

**For all Competition Programs, all Sites, Activities, and the Project must mitigate an identified risk for a specific identified common population.**

**Program, Subrecipient Application/Contract and Project Title information are auto-populated based on information already provided.**

**Provide a Project Summary narrative identifying each Activity and Site required for successful mitigation, and identify the risk being mitigated.**



## What National Objectives Do Projects Need to Meet?

Each proposed project included in an application for CDBG-MIT funds must further one of HUD's national objectives. It is important to note that HUD's national objective of the elimination of slum or blight is not eligible. Instead the Federal Register, 84 FR 45838 (August 30, 2019) created a new national objective- the Urgent Need Mitigation (UNM) national objective. Below is a brief description of each of the national objectives for CDBG-MIT funds:

**1. Urgent Need Mitigation (UNM)** - requires applicants funded by CDBG-MIT to provide sufficient documentation to:

- Address the current and future risks as identified in the Mitigation Needs Assessment of most impacted and distressed areas; and yield a community development benefit,
- Will result in a measurable and verifiable reduction in the risk of loss of life and property.

**2. Principally benefit low-and moderate-income persons.** To qualify an application activity under the national objective of principally benefitting low-and moderate-income persons, at least fifty-one percent (51%) of the beneficiaries of the activity must be low- and moderate-income persons.

### **TIGR APPLICATION**

#### **National Objective:**

**All of the state's mitigation activities under this grant will meet a national objective for either (1) benefiting low- to moderate-income persons (LMI), or (2) urgent need mitigation (UNM). To qualify an application activity under the national objective of principally benefiting low-and moderate-income persons, at least fifty-one percent (51%) of the beneficiaries of the activity must be low- and moderate-income persons.**

**For CDBG-MIT activities, HUD approval will be required to rely on the national objective criteria for elimination of slum and blighting conditions, because this national objective generally is not appropriate in the context of mitigation activities.**

**Does the proposed project principally benefit Low- and Moderate-Income Persons or Mitigation Urgent Need?**

**For LMI, select all that apply:**

- **LMI Area Benefit**
- **LMI Housing Activity**
- **LMI Limited Clientele**

**Enter the proposed number of Total Beneficiaries, and number of LMI Beneficiaries (% LMI Beneficiaries field will auto-calculate):**



## **TIGR APPLICATION**

### **National Objective (continued):**

#### **For UNM:**

**As indicated in the State Mitigation Action Plan:**

**HUD has waived the criteria for the established CDBG urgent need national objective as provided at 24 CFR 570.208(c) and 24 CFR 570.483(d), and instead has created a new national objective: urgent need mitigation (UNM).**

**For CDBG-MIT activities where UNM is cited as the national objective being fulfilled, the state will demonstrate that the activity:**

- Addresses the current and future risks as identified in the state's Mitigation Needs Assessment of most impacted and distressed areas; and**
- Will result in a measurable and verifiable reduction in the risk of loss of life and property.**

**Upload any documentation available to support the urgent need mitigation national objective.**

**Document Group: National Objective Information**

**Document Type: Mitigation Urgent Need documentation**

**Document Title: Use a unique descriptive title for each document**

Activities Principally Benefiting Low to Moderate Income Persons determinations:

#### **Area Benefit**

- Projects, of which the benefits are available to all the residents in a particular area, where at least 51 percent of the residents are low- and moderate-income persons. The residents claimed as beneficiaries in the target area must be based on the entire area served by the project. A project that serves an area that is not primarily residential in character shall not qualify under the area benefit criterion.

#### **Limited Clientele Benefit**

- A low- and moderate-income (LMI) limited clientele project is a project that provides benefits to a specific group of persons rather than everyone in a defined service area. It may benefit particular persons without regard to the area in which they reside, or it may be a project that provides benefit on an area basis but only to a specific group of persons who reside in the area. In either case, at least 51 percent of the beneficiaries of the project must be LMI persons. Due to certain statutory limitations, the regulations preclude various activities from qualifying under this subcategory, so contact GLO to see if limited clientele is applicable.



- To qualify under this subcategory, a limited clientele project must exclusively benefit a clientele who are generally presumed by HUD to be principally LMI persons. The following groups are currently presumed by HUD to be comprised principally of LMI persons:
  - Abused children;
  - Elderly persons;
  - Battered spouses;
  - Homeless persons;
  - Adults meeting Bureau of Census' definition of severely disabled adults;
  - Illiterate adults;
  - Persons living with AIDS; and
  - Migrant farm workers.

### Direct Benefit

- Each applicant using the LMISD data to identify low- and moderate-income beneficiaries must submit the LMISD data (Excel spreadsheet) used to determine the low- and moderate-income beneficiaries along with corresponding census geographic area maps and data.
- For applicants using CDBG-MIT surveys to establish benefit, all forms (survey questionnaires, survey tabulation form(s), and the survey locations form(s)) must be submitted to GLO for verification.
- For applicants using CDBG-MIT surveys to establish benefit, all forms (survey questionnaires, survey tabulation form(s), and the survey locations form(s)) must be submitted to GLO for verification.

An activity will be regarded as addressing the national objective of principally benefitting low- and moderate-income persons if it meets the criteria described here, unless there is substantial evidence that the activity does not principally benefit low- and moderate-income persons.

### Beneficiary Identification Methods

A project that addresses the National Objective of principally benefitting low- and moderate-income persons must provide documentation as to the income status of those persons (also called beneficiaries).

Low- and moderate-income individuals are those whose income is 80 percent or less of the area median family income (AMFI). Clear documentation of an applicant's beneficiary identification method must be received with the application. Incomplete beneficiary documentation could render a Competition application incomplete and ineligible.

The basis for determining which residents are to be considered as beneficiaries of a proposed project can be achieved through the most recent LMISD information, or by conducting a survey of the area with approved CDBG-MIT forms. **GLO-CDR has adopted and utilizes Texas Department of Agriculture CDBG Survey Methodology. For further information:**

<https://www.texasagriculture.gov/Portals/0/Publications/RED/CDBG/Beneficiary/2020%20Survey%20Methodology%20-%20W%20appendix%20III.pdf>





The method(s) used by the applicant to identify the beneficiaries of a project are based on the type of project proposed, and the persons that are projected to benefit from the proposed project.

Applicants must provide the total number of project beneficiaries identified through either CDBG-MIT surveys, LMISD, direct benefit, or limited clientele methods. If beneficiaries were identified by using a survey, as opposed to using LMISD, the applicant must provide an explanation why the survey was necessary.

GLO staff will review the beneficiaries reported in the application for (1) accuracy, (2) the acceptability of the method(s) used to identify the beneficiaries for the project, and (3) compliance with the criteria for national objectives.

**For project service areas that cover multiple jurisdictions, scoring will require beneficiary identification per jurisdiction.**

The method used in determining the low- and moderate-income beneficiary race/ ethnicity information is as follows:

**Use of Census Data**

When CDBG-MIT requirements are met, the applicant must use the applicable Low to Moderate Income Survey Data (LMISD) to identify the number of beneficiaries and the extent of benefit to low- and moderate-income persons for an applicant's proposed project. **Applications shall submit the most current LMISD available at the time of application.**

When an applicant project will only benefit a portion of a Census Geographic Area (CGA), the applicant must demonstrate that a significant number of the persons in the CGA) will benefit from the project. The CDBG-MIT program will not allow an applicant to use the HUD-calculated low- and moderate-income percentage for a block group unless a significant portion of the persons located in that block group will benefit from the project.

The CDBG-MIT program will only allow the use of the Census-based information to qualify an activity and to document the activity beneficiaries under the following conditions:

1. The project will benefit all of the persons within a CGA or a significant number of the persons within a CGA. The CGA could be a county, place, census tract, block group, or logical record number.
2. If only Census-based information is used to document the LMI beneficiaries of an application project, the low- and moderate-income benefit percentage must be at least 51 percent (not 50.99 percent) for a single CGA, or for combinations of two or more CGAs.
3. The Census-based information may be used in combination with CDBG-MIT survey beneficiaries, income eligible beneficiaries, and condition-eligible beneficiaries to document the LMI beneficiaries of an application project. Again, the project must benefit at least 51 percent low- and moderate-income persons.

In the event that an application project does not benefit an entire CGA, or a significant number of the persons within a CGA, then the applicant must use another method to document the beneficiaries. The applicant should then consider conducting a local CDBG-MIT survey to



document the beneficiaries and the low- and moderate-income benefit percentage for the project. A local survey is usually the best way to document the beneficiaries of direct benefit activities.

See the infrastructure beneficiary documentation on the application page in <http://recovery.texas.gov/> for detailed information on census and survey methods.

### Use of Survey Data

**GLO-CDR has adopted and utilizes Texas Department of Agriculture CDBG Survey Methodology. For further information:**

<https://www.texasagriculture.gov/Portals/0/Publications/RED/CDBG/Beneficiary/2020%20Survey%20Methodology%20-%20W%20appendix%20III.pdf>

An approved CDBG-MIT survey must be used to identify the beneficiaries for a project.

Applicants using CDBG-MIT surveys to identify beneficiaries should tabulate race, gender, and ethnicity data. Applicants must also identify the survey dates and number of households benefitting. Survey forms must be complete, dated, and include the interviewers name. Best practice is to complete the entire form including race, ethnicity, and gender information. Survey Tabulations must be signed by the chief elected official or executive officer. When this information is not complete, the data must be extrapolated from census data.

Provide dates when surveying was started and completed and a summary spreadsheet showing survey results.

Surveys of 200 or more households may use random sampling techniques and all surveys must result in at least an 80 percent response rate. When the income profile of a community has changed substantially since the last Census, surveys are often a useful alternative. Surveys may also be used to document the beneficiaries of a project not included in the census data used to document part of the service area.

Finally, provide a detailed explanation of the reason a survey was used to identify the beneficiaries for this activity as opposed to the LMISD information. A response such as ". . . to reach the required low- and moderate-income percentage" is **not** acceptable.

A local survey is the best way to document the beneficiaries of direct benefit activities.

### Use of CDBG-MIT Program Questionnaire

The Survey Questionnaires were completed no more than five (5) years prior to the application deadline or the actual date of submittal of an application; however, survey tabulation must be done in a manner compliant with the requirements set forth by the most current Survey Methodology and LMISD Manual. Refer to GLO for details regarding the required Survey Methodology and all associated forms.

### Race/Gender/Ethnicity and Census Geographic Area Data:

The race, gender, and ethnicity for the total beneficiaries claimed for the proposed project must be tabulated and provided.



Applicants must list all census tracts and block groups benefitting from the project when using Census data.

Appropriate Census or Texas State Data Center maps are required for data verification.

### **Project Beneficiary Map(s)**

All applications must include a project map(s) identifying the benefit area. Target area projects must use Low and Moderate-Income Summary Data (LMISD) to document beneficiaries and must provide LMISD maps which clearly show all the census geographic areas (i.e. census tract, block group) within the applicant's jurisdiction. Locations and boundaries of all project target areas must be clearly delineated by identifiable features, such as named streets, railroads, streams, etc.

Maps must clearly show the following information:

- Boundaries of the city, county, and/or service area;
- Locations of the target area community or communities within the city, county, and/or service area; and
- Locations of all proposed project activities within the target areas (e.g., sewer/water lines, lift stations, street pavement, water storage tanks, wastewater treatment plants etc.).

Applicants using LMISD to document project beneficiaries must provide maps which show:

- All of the census geographic areas (e.g., census tracts, block groups) within the applicant's jurisdiction where census data is used to document project beneficiaries as well as locations of the project activities on the same census maps; and
- Census tract numbers and block group numbers, which must be legible on these census maps.

Applicants using CDBG-MIT surveys to document project beneficiaries must provide maps which clearly show:

- All the street names where surveys were used to document project beneficiaries' locations of the project activities on the same map;
- Legend on the map that identifies the residences surveyed; and
- Proposed project service area(s) and survey area(s) clearly identified.

Map locations of all proposed project activities should match the description of the locations provided. If project beneficiaries are determined on the basis of area benefit, the project service area must also be clearly delineated on the map. The applicant is required to use maps based on one of the three following options:

1. GIS and/or AutoCAD maps produced by the grantee or its designee (i.e., grant administrator or engineer). Electronic files of maps produced through GIS or AutoCAD should also be submitted with the application;
2. The U.S. Census Bureau for maps based on entire cities or census designated places (CDPs); or
3. Another map format as approved by GLO.

Maps must be legible and reproducible. Care should be taken in copying maps so that project activities which may have been designated by a colored mark are still identifiable. Again,



consistently use the correct project and site identification at all references to a particular site on maps, supporting documentation, and in the application. Multiple maps may be submitted to show overall site, details by sections, if applicable



## **TIGR APPLICATION**

### **Beneficiary Information Tab:**

The basis for determining which residents are to be considered as beneficiaries of a proposed project can be achieved through the most recent LMISD information, or by conducting a survey of the area with approved CDBG-MIT forms.

All applications must include a project map identifying the benefit area. Target area projects must use Low and Moderate-Income Summary Data (LMISD) to document beneficiaries and must provide LMISD maps which clearly show all the census geographic areas (i.e. census tract, block group) within the applicant's jurisdiction. Locations and boundaries of all project target areas must be clearly delineated by identifiable features, such as named streets, railroads, streams, etc.

Select the beneficiary identification method used to determine this National Objective:

**CENSUS** - Census data should be used to the maximum extent feasible for determining the income of persons residing in service areas; therefore, the boundaries of the service area determined by the applicant for the project need to be compared with the boundaries of census divisions (tracts, block groups, etc.). The census divisions that best fall within the service area should be used for documenting the percentage of low- and moderate-income persons residing in that area. HUD-based LMISD spreadsheets are used to document this beneficiary information.

**SURVEY** - A local survey is the best way to document the beneficiaries of direct benefit activities. Applicants using CDBG-MIT surveys to identify beneficiaries should tabulate race, gender, and ethnicity data. Applicants must also identify the survey dates and number of households benefitting. Survey forms must be complete, dated, and signed by the surveyor. Incomplete surveys could render the application incomplete and ineligible.

Provide an explanation for the use of Surveys, as opposed to LMISD data.

Provide dates when surveying was started and completed.

Upload supporting beneficiary maps, census maps, DP05 or other US Census Bureau data, other supporting census data, and/or thorough survey documentation to include Survey Tabulation and Summary Sheet. Failure to upload complete supporting beneficiary data could result in disqualification of competition applicants.

**Document Group: Beneficiary Information**

**Document Type: U.S. Census Bureau data and/or MIT-CDBG Survey documentation**

**Document Title: Use a unique descriptive title for each document**



## **TIGR APPLICATION**

### **Beneficiary Information Tab (continued):**

**Ensure that all beneficiaries of the proposed project are identified.**

**The race, gender, and ethnicity for the total beneficiaries claimed for the proposed project must be tabulated in the space provided.**

**Update the metric for each race and ethnicity as appropriate. Hispanic and Non-Hispanic will auto-calculate based on data entered.**

**Complete the gender table.**

**Census Geographic Area Data - Identify the census tract and block group(s) in which the project will take place.**

**In TIGR, select Add New Census Data and indicate the Census Tract number(s) and Block Group(s) included in the project area. Data should coincide with and support Beneficiary and Project maps provided.**

## **Local Policies and Procedures**

Each applicant must adopt policies and procedures that ensure they are prepared to received federal funding on a local level. Full compliance with federal requirements from the beginning is essential to ensure that all funding expenditures are eligible and reimbursable.

### **Procurement**

Applicants must follow the procurement process guidelines set forth in 2 CFR §200.318-§200.326 for grant administration, environmental, and engineering services if using CDBG-MIT funds to pay third-party vendors for those services. These rules and regulations also apply to procurement of construction services.

These procurement requirements must be followed to ensure reimbursement from CDBG-MIT funds.

The required GLO Procurement Checklist is available on the GLO website at <https://recovery.texas.gov/>. Local adopted procurement policies and procedures are among the documents required along with the completed application.

For better detail regarding procurement methods and requirements, refer to:

[recovery.texas.gov/local-government/resources/procurement-contracting/index.html](https://recovery.texas.gov/local-government/resources/procurement-contracting/index.html)



## Financial Interest

Applicants will be expected to follow federal financial management requirements and will be asked to identify all persons/entities with a reportable financial interest in the proposed project to declare.

Submit Financial Interest Report forms with the application for each person/entity with a reportable financial interest. Financial Interest Reports must be included for any procurements that have already occurred and been executed locally, such as Grant Administration, Environmental, Project Delivery and/or Engineering.

### **TIGR APPLICATION**

#### **Procurement Detail Tab:**

**Applicants must follow the procurement process guidelines set forth in 2 CFR §200.318-§200.326 for grant administration, environmental, and engineering services if using CDBG-DR funds to pay third-party vendors for those services. These rules and regulations also apply to procurement of construction services. For better detail regarding procurement methods and requirements, refer to:**

**<https://recovery.texas.gov/local-government/resources/procurement-contracting/index.html>**

**If Professional or other services have been procured to work on this project, provide the following:**

- \* Copies of executed contracts and procurement process details for each,**
- \* A completed GLO Procurement Checklist for every service provider already procured.**

**The GLO Procurement Checklist can be found on the GLO website at:**

**<https://recovery.texas.gov/files/resources/contract-procurement/procurement-checklist.pdf#search=procurement%20checklist>**

- \* A copy of local procurement policies and procedures.**

**For procurement details and Checklist:**

**Document Group: Procurement**

**Document Type: Professional Services documentation**

**Document Title: Use a unique descriptive title for each document**

**For procurement policies and procedures:**

**Document Group: General Eligibility**

**Document Type: Local Procurement Policies and Procedures**

**Document Title: Use a unique descriptive title for each document**



## **TIGR APPLICATION**

### **Procurement Detail Tab (continued):**

**Have you procured a third-party administrator to administer the proposed project?**

**If yes:**

**(1) Provide:**

- a. Company Name**
- b. Contact Name**
- c. Email**
- d. Phone Number**

**(2) Will the vendor also provide environmental services?**

**Have you procured a third-party environmental service provider for the proposed project?**

**If yes, provide:**

- a. Company Name**
- b. Contact Name**
- c. Email**
- d. Phone Number**

**Have you procured a third-party engineer for the proposed project?**

**If yes, provide:**

- a. Company Name**
- b. Contact Name**
- c. Email**
- d. Phone Number**

**For Financial Interest Reports:**

**Document Group: Procurement**

**Document Type: Financial Interest Reports**

**Document Title: Use a unique descriptive title for each document**

For properly procured contracts that include multiple services, ensure the corresponding Financial Interest Report clearly reflects all services being provided and the budget amount for each service.





## Environmental Clearance

As indicated in the Local Certifications required for each application, “Each applicant must comply with the provisions of the National Environmental Policy Act (NEPA), the Council on Environmental Quality (CEQ) regulations, the requirements set forth in Title 24 of the Code of Federal Regulations (CFR) part 58, and applicable GLO policy directives. All applicable federal and state laws, including environmental, labor (Davis-Bacon), procurement procedures and contract requirements of 2 CFR 200.318–200.326, and civil rights requirements apply to the use of these funds.”

**Project Aggregation** – *Per 24 C.F.R. 58.32, the Responsible Entity must group together and evaluate as a single project all individual activities which are either related either on a geographical or functional basis or are logical parts of a composite of contemplated actions.*

The purpose of project aggregation is to adequately analyze, in a single environmental review, the separate and combined impacts of activities that are similar, connected and closely related, or that are dependent upon other activities and actions (see 40 C.F.R. 1508.25(a)).

The Responsible Entity may choose:

a) functional aggregation when a specific type of activity (e.g., water improvements) is to take place in several separate locales or jurisdictions;

b) geographic aggregation when a mix of dissimilar but related activities is to be concentrated in a fairly specific project area (e.g., a combination of water, sewer and street improvement and economic development activities); or

c) a combination of aggregation approaches, which, for various project locations, considers the impacts arising from each functional activity and its interrelationship with other activities.

**Accurate scoping, projects descriptions, and project aggregation are critical success factor of environmental clearance.**



## **TIGR APPLICATION:**

### **Environmental Clearance Information Tab:**

**Provide a response for each question. Any questions not answered will be considered incomplete and may result in disqualification.**

**What is the current status of the project? Select drop-down option.**

- **Not yet begun**
- **In progress**
- **Completed**

**Provide a brief narrative regarding how CDBG-MIT funding is to be used. Demonstrate that all HUD CDBG environmental requirements have been met to date. Applicants should be advised that all HUD CDBG environmental requirements must be met before reimbursement can be considered.**

**More information at:**

**<https://www.hudexchange.info/resource/167/environmental-review-procedures-24-cfr-58>**

**Will the proposed project site have any negative impact(s) or effect(s) on the environment per HUD environmental regulations as described?**

**If yes, or the applicant believes an issue may exist, provide a brief narrative explaining the issue.**

**More information at:**

**<https://www.hudexchange.info/programs/environmental-review>**

**Is the proposed project site likely to require a historical resources/archaeological assessment?**

**If yes, or the applicant believes a historical resources/archaeological assessment may be needed, provide a brief narrative explaining the issue.**

**More information at:**

**<https://www.hudexchange.info/environmental-review/historic-preservation>**

**Is the proposed project site listed on the National Register of Historic Places?**

**If yes, provide a brief narrative explaining how the historic site will be impacted.**

**More information at:**

**<https://www.nps.gov/subjects/nationalregister/index.htm>**



**TIGR APPLICATION:**

**Environmental Clearance Information Tab (continued):**

**Is the proposed project site in a designated flood hazard area or a designated wetland?**

**Is the applicant participating in the National Flood Insurance Program?**

More information at <https://www.hudexchange.info/programs/environmental-review/flood-insurance>

**Is the project in a designated Regulatory Floodway?**

More information at:

<https://www.hudexchange.info/environmental-review/floodplain-management>

**Is the proposed project site located in a known critical habitat for endangered species?**

More information at

<https://www.hudexchange.info/environmental-review/endangered-species>

**Is the proposed project site a known hazardous site?**

More information at

<https://www.hudexchange.info/environmental-review/site-contamination>

**TIGR APPLICATION:**

**Environmental Clearance Information Tab (continued):**

**Is the proposed project site located on federal lands or at a federal installation?**

If yes, provide a brief narrative detailing why federal land or a federal installation is required for the proposed project.

**What level of environmental review is likely needed for the proposed project site?**

Select from drop down options.

More information at [HUD Exchange](#)

- **Categorical Exclusion**
- **Environmental Assessment**
- **Environmental Impact Statement**

**Provide a brief narrative to include any additional detail or information relevant to Environmental Review.**



## Affirmatively Furthering Fair Housing

In order to assist applicants for U.S. Department of Housing and Urban Development (HUD) funding, GLO has established a series of elements and information regarding Fair Housing for applicants to prepare and consider in the development of their applications, programs, and projects.

Further, applicants may receive requests for technical assistance from individuals or groups representative of persons of low- and moderate-income that request assistance in developing proposals (including proposed strategies and actions to affirmatively further fair housing). Applicant strategies must be ready for such or similar requests.

Finally, well developed strategies, actions, and citizen participation will expedite application and individual project reviews and, in-turn, release authorization to use funds more promptly.

Recognizing that each project and community is different and comes with its own unique circumstances, needs, and considerations, applicants are expected to candidly and objectively assess as much information as possible such that the determinative factors differ between and inform project choices. Include both positive and negative features, concerns, or assessment factors, as applicable. Factors to assess are as follows:

### Tier I: “Hard Data”

- Census data – Demographic information by census block group for the town/county. This may be presented as maps and/or in chart/table form with block groups identified. Include percent of population below poverty level, income, and ethnicity/race.
- Crime rates – Include immediate and surrounding geographic areas.
- Household sizes
- Age group data
- Other information and/or relevant factors

### Tier II: Community Features

Applicant Fair Housing assessments should include distance to each of the following positive and negative features, as well as public transportation time to each, if applicable.

#### Positive Features

- Jobs – Identify any large employment center(s)/opportunities.
- Schools – Quality measures and demographics as compared to other area public schools.
- Other education – Community colleges, technical schools, higher education, other opportunities. Grocery stores – Identify nearest full-size grocery store(s), other desirable retail.
- Health care facilities – Local clinic(s) and/or nearest hospital, e.g.
- Public transportation – Nearest bus stop(s). [NOTE: State if no public



transportation in community] Library – Public library and available resources such as computer access.

- Parks, athletic fields, playgrounds – Public recreation areas.
- Community facilities – Child care, senior centers, other community centers. Other – May include features unique to the community.

#### Proximity to Negative Features:

- Unsightly facilities, industrial sites, e.g.
- Environmental/health hazards – May overlap with negative uses
- Features undesirable for family life – Retail/business density, type of retail/businesses, e.g.
- Additional subsidized or low-income housing – Public housing and/or LIHTC developments, etc.
- Other – May include features unique to the community

#### Tier III: Trends/Other Plans or Projects

- Area revitalization – Identify economic trends in the area
- Government plans impacting the area – Identify pending or approved projects/plans/bonds, e.g.
- Other development projects/investment – Identify public or private projects in the immediate or larger area which may affect the proposed project

Once all information is gathered, applicants are expected to conduct a candid and objective assessment, identify the determinative factors between potential projects, and utilize those factors when making project choices. Applicants should consider both positive and negative features, concerns, or assessment factors in their final proposed project selections.

Applicants must certify that the grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and implementing regulations, and that it will affirmatively further fair housing.

Identify activities already achieved to further fair housing, those activities to be undertaken if an award is made by CDBG-MIT, and when that activity will be complete.

All proposed projects will undergo an Affirmatively Further Fair Housing (AFFH) review by the GLO before approval. Such review will include assessments of:

- A proposed project's area demography,
- Socioeconomic characteristics,
- Housing configuration and needs,
- Educational, transportation, and health care opportunities,



- Environmental hazards or concerns; And
- All other factors material to the AFFH determination.

Viable options to Affirmatively Further Fair Housing:

- Developing a strategy to pass a Fair Housing Ordinance
- Passing a Fair Housing Ordinance
- Initiating a Fair Housing counseling service
- Assisting Fair Housing groups
- Establishing a local complaint and monitoring process
- Providing Housing Choices outside historically minority and/or LMI neighborhoods
- Assisting Housing Projects that are racially mixed
- Enforcing Fair Housing Guidelines that are equivalent to a Fair Housing Ordinance
- Adopting and distributing Fair Housing practices
- Designating a Fair Housing Month
- Holding a special hearing to solicit input from the community
- Developing an anti-NIMBYism (Not In My Back Yard) action plan
- Publishing the contact information – at the local, state, and federal levels – for reporting a Fair Housing complaint
- Developing policies and procedures that take the location of protected classes into account when deciding where to locate undesirable infrastructure improvements
- Other – Describe your process and how it affirmatively furthers fair housing

## **TIGR APPLICATION**

### **Affirmatively Furthering Fair Housing Tab:**

**Identify activities already achieved to further fair housing, and those activities to be undertaken if an award is made by CDBG-MIT and when that activity will be complete. Upload any backup documentation to support your efforts.**

**Update and Save Metric to include each Activity.**

**For Affirmatively Furthering Fair Housing:**

**Document Group: General Eligibility**

**Document Type: Fair Housing Activity information**

**Document Title: Use a unique descriptive title for each document**



## Budget/Funding Disclosure

The Total Project Budget represents summary of data provided for each Activity.

**Table 6: Example of Summary of Data**

Sites	>	Activity	>	Project
Retention Pond 1		Flood control and drainage improvements		<b>Total Project Budget</b>
Retention Pond 2	>			
Retention Pond 3				
Lift Station #1		Infrastructure improvements - Sewer Facilities		
Lift Station #2	>		>	
Lift Station #3				
Tower #1		Communications infrastructure		
Tower #2	>			
Tower #3				

Applicants are expected to present a thorough budget that includes all elements required for an eligible and successful project.

### Cost Verification

Each proposed project will undergo cost verification. The GLO may use an independent, qualified third-party engineer, architect, construction manager, or other professional (e.g., a cost estimator) to verify the planned project costs and cost changes to the contract (e.g., change orders) during implementation are reasonable.

If the proposed project is a “Covered Project” a more detailed benefit-cost analysis is required.

### CDBG-MIT Project Caps

**Project Delivery** may include, but is not limited to, grant administrator fees, costs associated with environmental clearance, and eligible costs for in-house efforts. For instance, applicants may choose to utilize a portion of their project delivery grant funds to supplement costs for their single audit, pay for staff administration efforts, and required advertisement costs.

Project Delivery costs should be estimated according to the total grant request for the application and included in the application budget. The maximum allowable project delivery cost per grant shall be less than or equal to the caps as outlined here.

Project delivery (PD) fees are capped between 6% and 13% dependent upon the CDBG-MIT award amount and the type of project. Project Delivery fees are capped at maximum rates based on the fixed rate pricing limits as follows:



**Table 7: CDBG-MIT Project Caps**

Total CDBG-MIT Award (Non-Housing Activities)	Percentage Cap
\$249,999.99 or less	13%
\$250,000-\$749,999.99	11%
\$750,000-\$999,999.99	10%
\$1 million-\$24,999,999.99	8%
\$25 million or over	6%

Applicants may choose to self-administer for eligible local in-house grant administration services and/or costs, procure a third-party grant administrator, or a combination of the two.

Each application must clearly establish the portion of CDBG-MIT funds to be used to pay for third-party vendor grant administration services, and the portion retained to reimburse the applicant.

**Housing-related mitigation activities** are allowable up to 12 percent of program amounts for costs directly related to implementation.

**Engineering and design** activities will be capped at 15 percent of the total construction cost unless special services are necessary; in such cases, the GLO must review and approve the request.

Ensure that all budgeted funds remain within eligible caps. Any expenses in excess of the caps detailed above and approved engineering costs will not be eligible from the CDBG-MIT funds and must be paid for from other funds.

If third-party vendors have already been procured, applicant must demonstrate the procurement efforts and resulting contracts must meet 2 CFR 200.318–200.326 standards as previously indicated. Refer to Procurement Checklist available on [recovery.texas.gov](http://recovery.texas.gov).

### **CDBG-MIT Budget Preparation**

Comprehensive budget information will include:

#### **CDBG-MIT Construction**

Construction or public facilities budgetary information must be provided by a professional engineer or architect licensed to practice in the state of Texas using the **MIT-Budget Justification of Retail Costs (formerly Table 2)** form on the GLO website at:

<https://recovery.texas.gov/files/resources/mitigation/mit-budget-justification-of-retail-costs.xlsx>





Data should be provided at the site or activity level (as appropriate) to ensure proper budgeting for all necessary elements of the project. Original sealed construction and public facilities budgetary information must be uploaded.

Each proposed project will undergo Cost Verification. Information on Cost Verification is provided in the section below.

### **CDBG-MIT Engineering**

Engineering costs include the cost of all engineering (design, bidding, and construction phase services) and associated work and special services (surveying, materials testing, onsite inspections, environmental support, etc.) required to deliver the grantee project showcased in the application and on Table 2. The applicant must attach to the application justification by the engineer for engineering fees that exceed fifteen percent of the total construction cost. GLO will review the justification for reasonability.

Provide the amount of CDBG-MIT engineering funds requested for each project in this column. For engineering items, this figure must be consistent with the **MIT-Budget Justification of Retail Costs (formerly Table 2)** provided for each activity.

CDBG-MIT Project caps and information are provided in the section below.

### **CDBG-MIT Acquisition**

Provide the amount of CDBG-MIT acquisition (real property, rights of way, etc.) funds required. Acquisition totals must be substantiated on the **MIT-Budget Justification of Retail Costs (formerly Table 2)**.

#### **Instruction for:**

#### **MIT-Budget Justification of Retail Costs (formerly Table 2)**

The completion of MIT-Budget Justification of Retail Costs (formerly Table 2) is required for all construction/public works projects. Costs related to non-construction activities, such as public services, do not have to be reflected on this form.

This form requires the Signature and Seal of the Registered Engineer/Architect Responsible for Budget Justification. It is generally completed by the staff engineer or procured engineer for the project. Refer to the Procurement section of this guide for other documentation required for procured engineering services.

A separate form must be submitted for each activity type at a minimum. Since the TIGR MIT budget is cumulative from the site>activity>project level. Separate forms at site level may be required for accurate reporting.

In order to support HUD reporting requirements, the TIGR CDBG-MIT budget is cumulative beginning from the sites into an activity type and up to the project level.



**Figure 5: Example of Budget Justification of Retail Costs**

<b>CDBG-MIT: Budget Justification of Retail Costs (Former Table 2)</b>												
Cost Verification Controls must be in place to assure that construction costs are reasonable and consistent with market costs at the time and place of construction.												
<b>Applicant/Subrecipient:</b>												
<b>Site/Activity Title:</b>												
<b>Eligible Activity:</b>												
Materials/Facilities/Services	\$/Unit	Unit	Quantity	Construction	Acquisition	Total						
	\$ -		0	\$ -	\$ -	\$ -						
	\$ -		0	\$ -	\$ -	\$ -						
	\$ -		0	\$ -	\$ -	\$ -						
	\$ -		0	\$ -	\$ -	\$ -						
	\$ -		0	\$ -	\$ -	\$ -						
	\$ -		0	\$ -	\$ -	\$ -						
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	\$ -		0	\$ -	\$ -	\$ -						
	\$ -		0	\$ -	\$ -	\$ -						
	\$ -		0	\$ -	\$ -	\$ -						
	\$ -		0	\$ -	\$ -	\$ -						
	\$ -		0	\$ -	\$ -	\$ -						
<b>TOTAL</b>	\$ -			\$ -	\$ -	\$ -						
<b>1. Identify and explain the annual projected operation and maintenance costs associated with the proposed activities.</b>												
<b>2. Identify and explain any special engineering activities.</b>												
Seal				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Date:</b></td> <td style="width: 50%;"></td> </tr> <tr> <td><b>Phone Number:</b></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center; padding-top: 20px;"> <b>Signature of Registered Engineer/Architect Responsible For Budget Justification:</b> </td> </tr> </table>			<b>Date:</b>		<b>Phone Number:</b>		<b>Signature of Registered Engineer/Architect Responsible For Budget Justification:</b>	
<b>Date:</b>												
<b>Phone Number:</b>												
<b>Signature of Registered Engineer/Architect Responsible For Budget Justification:</b>												

**Subrecipient** - Use the Applicant’s name.

**Site/Activity Title**

Ensure the same site or activity title used on this form is also used when entering the data in the TIGR system for ease of identification.

**Eligible Activity**

Use the following Budget Codes:

- Flood control and drainage improvements
- Infrastructure – Water facilities
- Infrastructure – Sewer facilities
- Infrastructure – Street improvements
- Infrastructure – Clearance and Demolition



- Infrastructure – Code Enforcement
- Infrastructure – Debris Removal
- Infrastructure –Dike/Dam/Stream-River Bank repairs
- Natural or Greet Infrastructure
- Communications Infrastructure
- Public Facilities
- Buyouts or Acquisitions

### Materials/Facilities/Services Table

In determining actual construction costs, the engineer must provide the following:

1. The material or facility component (**Materials/Facilities**) for each line item. For example, “36 PVC pipe” or “25-50 kW generator.” Applicants must provide a reasonable level of detail regarding project materials or components. A material line item of “Shelter Building” would be too broad to determine size, unit, or composition, and greater detail would be required.
2. The unit price (**\$/Unit**), type of unit (**Unit**), and the number of units (**Quantity**) for each activity. The units used (e.g., linear feet, cubic yards, etc.) must be priced to include all proposed improvements related to and necessary for the major construction activity.

### Budget Columns (Construction, Acquisition, and Total)

Project costs should be developed using the parametric cost estimating method (or equal) to develop a high confidence estimate. Please keep in mind that localities are prohibited from levying special assessments, fees, and service connection/tap-on costs on low- and moderate-income persons to recover the CDBG-MIT financed portion of a public improvement when CDBG- MIT funds are used to pay all or part of the cost of the public improvement. Localities can, however, levy special assessments, fees, and service connection/tap-on costs on low- and moderate-income persons to recover the portion of a public improvement financed from other funding sources, provided that CBDG- MIT funds are used to pay these costs for the low- and moderate-income beneficiaries.

For public improvements that were not initially assisted with CDBG- MIT funds, such funds may be used to pay special assessments and fees for low- and moderate-income persons when certain conditions exist. The payment of special assessments/fees constitutes CDBG-DR assistance to the public improvement; therefore, CDBG- MIT funds may be used to pay the assessments/fees on behalf of low- and moderate-income persons provided that: 1) the installation of the public improvements was carried out in compliance with requirements applicable to activities assisted under the CDBG-MIT program, including labor, environmental, and citizen participation, 2) the



installation of the public improvement meets a CDBG- MIT national objective, and 3) CDBG- MIT funds are used to pay the assessment/fees on behalf of low- and moderate-income persons.

Force account labor costs must be based on the estimated CDBG-DR contract-related construction hours to be worked by force account workers and the hourly wages to be paid and cannot be based on labor costs estimated through the bid/contract method.

The value of materials/supplies to be provided by the applicant, and already owned by the applicant, must be based on the purchase price of the materials and supplies at the time of purchase, and cannot be based on the current purchase price of such materials/supplies.

Equipment costs for equipment owned by the locality must be based on a use allowance or depreciation (only if the equipment is not already fully depreciated and based on acquisition cost).

### **Construction \$ Column**

Construction cost will be computed automatically by multiplying the \$/Unit column by the Qty column.

### **Acquisition \$ Column**

Any proposed activity involving the acquisition of real property, easements, rights-of-ways, etc., must have the projected costs of this acquisition broken out by the activity for which the acquisition is needed. In developing these costs, compliance with the requirements of the Uniform Real Property Acquisition and Relocation Policies Act of 1970, and exemptions as allowed under this appropriation, must be taken into consideration.

### **TOTAL \$ COLUMN**

Total costs per line item will be computed automatically by adding the construction and acquisition costs.

Summary totals for the three budget columns will be computed automatically by adding all line items per column.

## **CDBG-MIT Environmental**

Because only one environmental review will cover the entire project, the applicant must select one budget line item on which to include the total amount of CDBG-MIT environmental funding requested. Applicants should consider and include costs for any special reviews, permitting, or studies that will be required to secure an Authority to Use Grant Funds.

This amount should be within the project delivery fees cap. Ensure that all environmental service fees remain within eligible caps.



## CDBG-MIT Administration Costs

Project Delivery (General Administration) costs should be estimated according to the total requested amount for the application. Refer to the section above regarding Project Caps for more information on allowable costs.

A prescribed scope of work for Grant Administration Services is available for reference on the GLO website. Applications should identify those tasks that will be administered locally and those that will be procured. The applicant must clearly establish the portion of CDBG-MIT funds to be used to pay for third-party vendor grant administration services, and the portion of CDBG-MIT funds to be used to reimburse the applicant for in-house grant administration services and/or costs.

Provide the amount of CDBG-MIT administrative funds requested in this column.

The final Budget total must equal the amount requested on the required Application for Federal Assistance SF-424 (SF-424).

Applicants must disclose all funding sources to be utilized on the proposed project and identify the use of other funding sources in the application budget.

## Other Funds

Specific use of Other Funds (FEMA, insurance, local, etc.) committed to the proposed project must be identified in the appropriate line of the budget proposal.

**Duplication of Benefit** - As stated in the Continuing Appropriations Act, 2017 (Pub. L. 115– 56, approved September 8, 2017) prohibits the use of funds for activities reimbursable by, or for which funds are made available by, FEMA, the Army Corps of Engineers or any other Federal program. This non-duplication of benefits restriction that prohibits the use of funds for activities reimbursable by other means remains in effect and cannot be waived.

### Common sources of potentially duplicative funding are:

- FEMA
- Small Business Administration (SBA)
- Insurance
- Other sources of local, state, and federal funding
- Therefore, GLO must ensure that mitigation projects comply with this restriction.

**FEMA** - Any and all FEMA funds received for benefit of any project proposed in this application must be fully disclosed and detailed to ensure the best cross-agency coordination and that duplication of benefit does not occur.

To clarify, if a proposed project falls in one of the FEMA eligible categories of Public Assistance (categories A–G) and the applicant indicates that direct damage has occurred, then the applicant must provide an explanation of why FEMA assistance was not obtained or clarify that it was obtained for a distinct project component with remaining need.



If FEMA funds were received, provide all relevant FEMA Project Worksheets, FEMA project type, and evidence of funds committed/received/expended on the proposed project. Also, explain why funds are needed above and beyond the FEMA funding.

If FEMA funds were not requested, provide an explanation as to why.

Finally, indicate whether any project in the application is a proposed FEMA funding match.

**Small Business Administration (SBA)** - Any and all SBA proceeds received for benefit of any project proposed in this application must be fully disclosed and detailed to ensure that funds are used most efficiently, and that duplication of benefit does not occur.

If SBA funding was received, provide all relevant documentation and evidence of funds committed/received/expended on the proposed project.

**Insurance Coverage** - Any and all insurance proceeds received for benefit of any project proposed in this application must be fully disclosed and detailed to ensure that funds are used most efficiently, and that duplication of benefit does not occur.

If insurance proceeds were received, provide all relevant insurance documentation and evidence of funds committed/received/expended on the proposed project. Also, explain why funds are needed above and beyond the insurance funding.

If a policy was in place for the proposed project, but a claim was not made, provide an explanation as to why.

**Other Local, State, or Federal Funding** - Any and all funds identified for use on any project proposed in an application must be fully disclosed and detailed to ensure accuracy in the budget, eligible use of all funds, schedule coordination, and that a duplication of benefit does not occur.

If other funds are available to address the proposed project in whole or in part, report all sources of that funding and reflect the specific uses (i.e. construction, engineering, administration, environmental).and amounts in the application budget.

Finally, provide a brief narrative or list of other state and/or federal agencies contacted for funding and the results.

## Multiple Jurisdictions

While multiple jurisdictions may unite to submit one larger regional project, one of those entities must take “lead” responsibility for a contractual relationship with the GLO to include application entry and submission, contract execution, project implementation, and closeout. For this type of project, applicants must provide clear delineation of ownership. Thorough Interlocal Agreements/Memoranda of Understanding/etc. with every entity involved must include, at a minimum, clear identification of the entity’s interest in the project, activities allowed for the project, ongoing maintenance and upkeep, activities not allowed for the project, an outline of how liabilities will be transferred and when, and what is required for final acceptance and closeout.



## **TIGR APPLICATION:**

### **Budget Tab:**

The Project Level Budget represents summary data compiled as each Activity and Site are created.

Applicants are expected to present a thorough budget at the site level that includes all elements required for an eligible and successful project. Construction or public facilities budgetary information must be provided by a professional engineer or architect licensed to practice in the state of Texas. Original sealed construction and public facilities budgetary information must be maintained in the local file structure.

Comprehensive budget information will include:

CDBG-MIT Construction,  
CDBG-MIT Engineering,  
CDBG-MIT Acquisition,  
CDBG-MIT Environmental, and  
CDBG-MIT Administration costs.

Specific use of Other Funds (FEMA, insurance, local, etc.) committed to the proposed project must be identified in the appropriate line of the budget proposal.

These totals must equal the amount requested on the required Application for Federal Assistance SF-424 (SF-424).

Click on [Add Budget Activity](#), then [Add New Budget Activity](#).



## **TIGR APPLICATION:**

### **Budget Tab (continued):**

The Project Level Budget represents summary data compiled as each Activity and Site are created.

Applicants are expected to present a thorough budget at the site level that includes all elements required for an eligible and successful project. Construction or public facilities budgetary information must be provided by a professional engineer or architect licensed to practice in the state of Texas. Original sealed construction and public facilities budgetary information must be maintained in the local file structure.

Comprehensive budget information will include:

CDBG-MIT Construction,  
CDBG-MIT Engineering,  
CDBG-MIT Acquisition,  
CDBG-MIT Environmental, and  
CDBG-MIT Administration costs.

Specific use of Other Funds (FEMA, insurance, local, etc.) committed to the proposed project must be identified in the appropriate line of the budget proposal.

These totals must equal the amount requested on the required Application for Federal Assistance SF-424 (SF-424).

Click on [Add Budget Activity](#), then [Add New Budget Activity](#).

Click on the [Create](#) button to save the record and then reopen it to select the Budget Code. Provide Site information and budget and upload required documents.

### **Budget Codes:**

Flood control and drainage improvements  
Infrastructure improvements – Water facilities  
Infrastructure improvements – Sewer facilities  
Infrastructure improvements – Street Improvements  
Infrastructure improvements – Multifamily Housing  
Infrastructure improvements – Clearance and Demolition  
Infrastructure improvements – Code Enforcement  
Infrastructure improvements – Debris Removal  
Infrastructure improvements – Dike/Dam/Stream-River Bank repairs  
Infrastructure improvements – Economic Development  
Natural or green infrastructure  
Public Facilities  
Housing incentives  
Public service within the 15 percent cap  
Economic Development  
Communications infrastructure  
Buyouts or Acquisitions  
Relocation Assistance  
FEMA HMGP Cost Share





**TIGR APPLICATION:**

**Budget Tab (continued):**

**Provide a General Description.**

This is basically the activity title. As with documents, use a unique descriptive title for each activity.

**Provide a Detailed Description.**

Provide a brief but thorough narrative describing the scope of work to be completed and how it serves the overall project. If more space is needed, provide the entire narrative on a well identified separate sheet and upload in the Documents section. If this option is taken, use the Detailed Description box to provide the name of the associated document.

Applicants will then click on [Add New Project Site](#).

**TIGR APPLICATION:**

**Create new Project Site Window:**

In the Project Sites & Locations section, the Program and Site Number populate automatically based on previous data provided.

**Provide a Site Title.**

Use a unique descriptive title for each site.

**Provide a Site Description.**

Provide a brief but thorough narrative describing the scope of work to be completed and how it serves the overall project. If more space is needed, provide the entire narrative on a well identified separate sheet and upload in the Documents section. If this option is taken, use the Site Description box to provide the name of the associated document.

**Provide the following information:**

Street Address

Street Limits on Street – From Street \_\_\_\_\_ – To Street \_\_\_\_\_

Zip Code

City

County

State (auto-populated)

Latitude

Longitude



## **TIGR APPLICATION:**

### **Create new Project Site Window (continued):**

**Scope of Work - Provide a brief but thorough narrative describing the scope of work to be completed and how it serves the overall project. If more space is needed, provide the entire narrative on a well identified separate sheet and upload in the Documents section. If this option is taken, use the Site Scope of Work box to provide the name of the associated document.**

*As previously indicated, applicants must follow the procurement process guidelines set forth in 2 CFR §200.318-§200.326 for procurement of construction services. For better detail regarding procurement methods and requirements, refer to:*

<https://recovery.texas.gov/local-government/resources/procurement-contracting/index.html>

**Have you procured construction services for the proposed project? (Yes or No)**

**Select the construction completion method to be used from the dropdown list:**

- Competitive Sealed Bid/Contract**
- Force Account**
- Combination Sealed Bid/Force Account**
- Request for Proposals**
- Request for Qualifications**
- Small Purchase**

**Will acquisition of real property or any activity requiring compliance with URA be required? (Yes or No)**

**If yes: Provide the Estimated Number of Parcels**

**Select the status of the acquisition from the dropdown list:**

- Completed**
- In progress**
- Still needed**

**Provide a brief narrative describing the acquisition activities required. If more space is needed, provide the entire narrative on a well identified separate sheet and upload in the Documents section. If this option is taken, use the Acquisition narrative box to provide the name of the associated document.**

**Provide local Elected Officials District Numbers:**

**Congressional Representative, State Representative, and State Senator**

**NOTE: Only District Numbers are required.**

**Applicants will then click on [Add New Project Site](#).**



**TIGR APPLICATION:**

**Create new Project Site Window (continued):**

Applicants will then click on **Create New Project Site**. The Edit Project Site window will open with all the newly entered data. Scroll down to **Site Budget**.

Click on **Add New Site Budget Code**. A Create window will open.

Select the appropriate **Site Budget Code** from the dropdown list:

- CDBG-MIT Construction**
- CDBG-MIT Engineering**
- CDBG-MIT Environmental**
- CDBG-MIT Admin (Grant Administration)**
- CDBG-MIT Acquisition**

Enter the **Amount Requested** and provide a brief description.

Enter any **Other Funds** that will be used toward this budget code and provide a brief description.

Click on **Create new Site Budget**.

**REPEAT "Add New Site Budget Code" until entire budget is represented for this activity.**

Scroll down to **Site Metrics**.

Click on **Edit Metric** and provide any necessary Comment. Use a whole number to report either metric.

- **Linear feet of public improvements or**
- **Number of public improvements**



## Project Schedule

Applicants must provide a single Project Schedule that represents the entire proposed scope of work. For instance, if three different activity types are included, the “Engineering Design” phase should encompass the amount of time needed to complete “Engineering Design” for all three activity types. If there are Housing, Buyout, or Acquisition activities included, provide the scheduled time allotted for “Program Guideline Development” in the schedule.

Applicants must consider any factors, such as special permitting/migratory patterns/seasonal issues, that may impact completion of the project.

### **TIGR APPLICATION:**

#### **Project Schedule:**

In the **Dates and Status** section, select the project phase from the drop down list. The schedule activities to identify (as appropriate) are:

- Procurement of Grant Administration/Environmental Service Provider**
- Procurement of Engineer/Architect Professional Services**
- Program Guideline Development (applicable to Housing, Buyout, Acquisition)**
- Start-Up Documentation**
- Engineering Design**
- Broad Environmental Review**
- Acquisition**
- Bid Advertisement**
- Contract Award**
- Construction NTP (Notice to Proceed)**
- Construction**
- Construction Activity Completion**
- Submit As-Builts/COCC/FWCR**
- Contract Closeout**

**Provide the Start Date for each project phase and provide the number of months required to complete the phase. The End Date will automatically calculate.**

**Repeat until the entire Project Schedule is represented.**



## Project Documentation

In addition to the completed application, each applicant must upload and submit the following documentation along with their application. These items help the GLO assess the applicant's eligibility, project eligibility, financial capacity, capacity to oversee and manage a CDBG-MIT funded contract, and ensure a successful project:

**Table 8: Application Documentation**

<b><u>Document Group</u></b>	<b><u>Document Type</u></b>
Application Submission	Signed Applicant Certifications
Beneficiary Information	Supporting census tract/block group or other beneficiary data maps
	U.S. Census Bureau data and/or MIT-CDBG Survey documentation
Budget	Documentation of other funding (FEMA, insurance, Small Business Administrations, etc.)
	MIT - Budget Justification of Retail Costs form (completed, signed, and sealed by a professional engineer or architect licensed to work in the State of Texas)
Citizen Participation	Affidavit of public posting
	Documentation of public hearings, if applicable
	Pictures that demonstrate public posting
Environmental	Copies of Required Permits
	Environmental Exempt Form for planning and administrative activities
Federal Application	SF-424 (completed and signed)
General Eligibility	Fair Housing Activity information
	Local Financial Management Policies and Procedures
	Local Procurement Policies and Procedures
	Single Audit or Annual Financial Statement
Mitigation Needs	Copy of any relevant adopted plan with official adoption documentation
	Scope of work information, maps, and other applicable documentation for Added Resiliency Measures taken
	Local adopted Hazard Mitigation Plan, if applicable
National Objective Information	Mitigation Urgent Need documentation
Procurement	Financial Interest Reports (Grant Administrator, Environmental Services, Engineering; as applicable)
	Professional Services documentation



Project	Maps indicating latitude and longitude for a proposed location
	Site photos
	Supporting documentation for Covered Project proposals including other funding source data
	Other supporting documentation

## Application for Federal Assistance Standard Form-424 (SF-424)

All applications **must** be accompanied by a completed and signed Application for Federal Assistance SF-424, OMB Number: 4040-0004, Expiration Date: 12/31/2022. SF424\_

By completing, signing and submitting the SF-424 with the application, each applicant for CDBG-MIT funding is providing local certifications indicating that the application guide has been followed in the preparation of any CDBG-MIT program application, and that they will continue to be followed in the event of funding. False certification can result in legal action against the jurisdiction and disqualification from program eligibility.

The SF-424 form is available on the GLO website:

<https://recovery.texas.gov/files/resources/mitigation/sf-424-application-for-federal-assistance.pdf>

## Local Certifications

### Instruction for:

#### **MIT-Local Certifications form**

The MIT-Local Certifications form must be signed by the local authorized signatory, submitted with the TIGR application, and retained with the local application file.

The MIT-Local Certifications form is available on the GLO website:

<https://recovery.texas.gov/files/resources/mitigation/mit-local-certifications.pdf>

Each application must include a MIT-Local Certifications form signed by an authorized signatory. Each applicant for CDBG-MIT funding must certify by signing the Application for Federal Assistance Standard Form 424 (SF-424) and the MIT-Local Certifications form provided on the GLO website and included in this application guide were followed in the preparation of any CDBG-MIT program application, and will continue to be followed in the event of funding.

Each applicant must comply with the provisions of the National Environmental Policy Act (NEPA), the Council on Environmental Quality (CEQ) regulations, the requirements set forth in Title 24 of the Code of Federal Regulations (CFR) part 58, and applicable GLO policy directives. All applicable federal and state laws, including environmental, labor (Davis-Bacon), procurement procedures and contract requirements of 2 CFR 200.318–200.326, and civil rights requirements apply to the use of these funds.



It should be noted that 18 USC 1001 states that any person who (1) knowingly or willfully falsified, conceals, or covers up by any trick, scheme, or device of material fact, (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false fact, fictitious, or fraudulent statement is a federal offense and punishable under the law.

Each applicant certifies, in compliance with the requirements presented in the Federal Register notice, 84 FR 45838 (August 30, 2019), that:

- a. The subrecipient certifies that it has in effect and is following a residential anti-displacement and relocation assistance plan in connection with any activity assisted with CDBG-MIT funding.
- b. The subrecipient certifies its compliance with restrictions on lobbying required by 24 CFR part 87, together with disclosure forms, if required by part 87.
- c. Any entity or entities designated by the subrecipient, and any contractor, subrecipient, or designated public agency carrying out an activity with CDBG-MIT funds, possess(es) the legal authority to carry out the program for which it is seeking funding, in accordance with applicable HUD regulations and the federal register notice. The subrecipient certifies that activities to be undertaken with CDBG-MIT funds are consistent with the Action Plan.
- d. The subrecipient certifies that it will comply with the acquisition and relocation requirements of the Uniform Relocation Act (URA), as amended, and implementing regulations at 49 CFR part 24, except where waivers or alternative requirements are provided for CDBG-MIT funds.
- e. The subrecipient certifies that it will comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135.
- f. The subrecipient certifies that it is following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.115 or 91.105 (except as provided for in notices providing waivers and alternative requirements for this grant). Also, each local government receiving assistance from a state grantee must follow a detailed citizen participation plan that satisfies the requirements of 24 CFR 570.486 (except as provided for in notices providing waivers and alternative requirements for this grant).
- g. The subrecipient certifies that it is complying with each of the following criteria:
  - (1) Funds will be used solely for necessary expenses related to mitigation activities, as applicable, in the most impacted and distressed areas for which the President declared a major disaster in 2015, 2016, or 2017 pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974 (42 U.S.C. 5121 et seq.).
  - (2) With respect to activities expected to be assisted with CDBG-MIT funds, the relevant action plan has been developed to give priority to activities that will benefit low- and moderate-income families.
  - (3) The aggregate use of CDBG-MIT funds shall principally benefit low- and moderate-income families in a manner that ensures that at least 50 percent (or another percentage permitted by



HUD in a waiver published in an applicable Federal Register notice) of the CDBG-MIT grant amount is expended for activities that benefit such persons.

(4) The subrecipient will not attempt to recover any capital costs of public improvements assisted with CDBG-MIT funds by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:

(a) CDBG-MIT funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this title; or

(b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to the Secretary that it lacks sufficient CDBG funds (in any form) to comply with the requirements of clause (a).

h. The subrecipient certifies that the grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and implementing regulations, and that it will affirmatively further fair housing.

i. The subrecipient certifies that it has adopted and is enforcing the following policies, and, in addition, must certify that they will require local governments that receive grant funds to certify that they have adopted and are enforcing:

(1) A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations;

(2) A policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstrations within its jurisdiction.

j. The subrecipient certifies that it (and any subrecipient or administering entity) currently has or will develop and maintain the capacity to carry out mitigation activities, as applicable, in a timely manner and that the subrecipient has reviewed the respective requirements of this notice.

k. The subrecipient certifies that it will not use CDBG-MIT funds for any activity in an area identified as flood prone for land use or hazard mitigation planning purposes by the state, local, or tribal government or delineated as a Special Flood Hazard Area (or 100-year floodplain) in FEMA's most current flood advisory maps, unless it also ensures that the action is designed or modified to minimize harm to or within the floodplain, in accordance with Executive Order 11988 and 24 CFR part 55. The relevant data source for this provision is the state, local, and tribal government land use regulations and hazard mitigation plans and the latest-issued FEMA data or guidance, which includes advisory data (such as Advisory Base Flood Elevations) or preliminary and final Flood Insurance Rate Maps.

l. The subrecipient certifies that its activities concerning lead-based paint will comply with the





requirements of 24 CFR part 35, subparts A, B, I, K, and R.

m. The subrecipient certifies that it will comply with environmental requirements at 24 CFR part 58.

n. The subrecipient certifies that it will comply with applicable laws.

*Warning: Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001 and 31 U.S.C. 3729 and disqualification from the CDBG\_MIT program.*

## Application Completion and Submission

Once the applicant has completed the application in its entirety, uploaded all required documentation, and met the required Citizen Participation criteria, they must follow the appropriate steps in TIGR to complete the application submittal.

### **TIGR APPLICATION:**

#### **Application Completion/Submission:**

**Navigate to the Projects section and click on “[Complete an Existing Draft Project.](#)”**

**Locate the Draft Project and click the drop down arrow under Program Type, and click “[Submit Project.](#)”**

**Navigate to the Applications section and click on “[Complete an Existing Draft.](#)”**

**Locate the Draft Application and click the drop down arrow under Created On, and click “[Submit Mitigation Application.](#)”**

**\*\*\*Once submitted, the applicant cannot edit the application.\*\*\***

**Congratulations!**

**Your Mitigation Competition Application has been submitted for scoring!**



## V. Additional Application Information

### Record Retention

In accordance with federal regulations, all records relevant to this Contract shall be retained for a period of three (3) years subsequent to the final closeout by the State CDBG-MIT grant with HUD. The GLO will notify all CDBG-MIT Program participants of the date upon which local records may be destroyed, and Provider shall retain all records related to this contract until the destruction date determined by the GLO.

### Conflict of Interest Procedures

The applicant will be required to designate an individual to serve as an overseer of all grant activities, to ensure that there are no “conflicts of interests” in any, and all, activities related to the administration of a GLO grant. It is recommended that the individual designated to serve in this role be employed in a position outside the chain of command of the staff administering this grant and have the ability to bring any concerns directly to the elected official, city council, or county commissioners court.

### False Information

The following actions may be taken, as appropriate, where GLO finds that an applicant provided false information in their application for CDBG-MIT funding.

If GLO staff suspect or have confirmation that an applicant has provided false or misleading information in an application that would affect program eligibility, impact the applicant’s score, or falsely define beneficiary information that increases the number or percentage of potential beneficiaries, GLO staff will make a recommendation for action to GLO Monitoring and Quality Assurance.

GLO Monitoring and Quality Assurance may take additional actions that may include, but are not limited to:

- 1) If an award has NOT been made and adjustment to the information results in program ineligibility for the purpose of funding, the locality will be liable for funds expended to any vendors procured to serve the application process.
- 2) If an award has been made, GLO Monitoring and Quality Assurance will conduct the appropriate reviews and issue any official findings or concerns. The applicant/subrecipient may be liable for funds expended.
- 3) Referral to the HUD Office of the Inspector General (OIG) for further resolution.

### Application Review Procedures

All applications will be reviewed by GLO staff or its assigned representatives to determine if each application (1) is complete, (2) proposes activities that are eligible, (3) meets a national objective, and (4) meets program requirements.



The application review procedures consist of the following steps:

- Submission of applications by eligible applicants.
    - Each eligible entity must submit an application via TIGR prior to the application due date and time.
  - **COMPETITIONS ONLY:** All applications received by the prescribed due date are scored using posted Scoring Criteria. Only applications scoring high enough for potential award are reviewed for completeness and eligibility. Should an applicant be disqualified the next highest scorer will be reviewed for eligibility.
- 1) **Completeness and eligibility review.**
    - (a)** Upon receipt of an application and scoring, GLO will perform a completeness and eligibility review to determine whether all needed application data has been provided and whether all proposed activities are eligible. Competition applications that are incomplete or contain multiple deficiencies may be disqualified without further opportunity for repair.
    - (b)** If the application contains enough information to clearly identify projects and confirm general eligibility, GLO will contact the applicant to clarify and resolve any minor deficiencies discovered during review. A response correcting the deficiencies must be submitted to GLO within the prescribed timelines.
    - (c)** For competitions, any high scoring applications that are found otherwise ineligible for any reason will be disqualified.
    - (d)** For competitions, completeness and eligibility review will begin with highest scorers and will continue down the list until all available funds have been awarded to complete and eligible applicants.
  - 2) **GLO works with eligible applicants to execute contract agreements.**
    - (a)** When all project eligibility issues have been resolved, GLO will draft contract documentation based on the information approved in the entity's application. GLO may negotiate any technical elements with the recipient so long as the award amount is not increased and the level of benefits described in the application is not decreased, and/or there are no changes that would impact eligibility and scoring (if applicable.)

## What if I Have Additional Questions?

Competition applicants may submit inquiries regarding the Competition programs via email to [CDR.mitigation@recovery.texas.gov](mailto:CDR.mitigation@recovery.texas.gov). Response will be provided via Frequently Asked Questions posted to the GLO website at: <http://recovery.texas.gov/>.

Non-Competition applicants needing additional assistance are encouraged to contact GLO at: [CDR.mitigation@recovery.texas.gov](mailto:CDR.mitigation@recovery.texas.gov). A Grant Manager will respond to the inquiry.



## Abbreviations

**AFFH** – Affirmatively furthering fair housing  
**AMFI** – Area median family income  
**BCA** – Benefit-Cost Analysis  
**CDBG** - Community Development Block Grant  
**CDP** – Census Designated Places  
**C.F.R.** – Code of Federal Regulations  
**CGA** – Census Geographic Area  
**COCC** – Certification of Construction Completion  
**DR** – Disaster Recovery  
**FEMA** – Federal Emergency Management Agency  
**FIR** – Financial Interest Report  
**FR** – Federal Register  
**FWCR** – Final Wage Compliance Report  
**GA** – Grant Administrator  
**GIS** – Geographic Information System  
**GLO** - Texas General Land Office  
**GPS** – Global Positioning System  
**HCDA** – The Housing and Community Development Act of 1974 Section 105(a) - (Eligible Activities for States)  
**HMGP** – Hazard Mitigation Grant Program  
**HUD** - U.S. Department of Housing and Urban Development  
**LMI** – Low- and Moderate-Income  
**LMISD** – Low Mod Income Summary Data  
**MID** – Most Impacted and Distressed  
**MIT** – Mitigation  
**NDR** – National Disaster Resilience  
**NFIP** – National Flood Insurance Program  
**NIMBY** – Not in my back yard  
**NTP** – Notice to Proceed  
**PL** – Public Law  
**RFP** – Request for Proposals  
**RFQ** – Request for Qualifications  
**SBA** – Small Business Administration  
**SF-424** – Application for Federal Assistance Standard Form 424  
**TIGR** - Texas Integrated Grant Reporting  
**UNM** – Urgent Need - Mitigation  
**URA** – Uniform Relocation Act  
**USACE** – The United States Army Corp of Engineers



## Potential Eligible Project Examples

**Example A:** Three coastal counties worked together to identify a continuous area of land along the coast that stretches across the three counties; the area used to be an industrial site, but now needs to be redeveloped. Their proposed project is to redevelop this area into a nature preserve to protect their coastal cities from coastal flooding. The counties have determined that their identified coastal cities are the logical population that will utilize the preserve, and **all of the cities** meet the unmet need mitigation national objective (See National Objective Section below).

They have proposed a variety of activities to create the nature preserve including: soil remediation, dune restoration, and a community park; all of these proposed activities are within the area that needs to be redeveloped and defined in the application.

The Counties have identified:

- The Service Area as: The coastal cities with an urgent mitigation need
- The Project as: The Nature Preserve
- The Hazard Risk as: Coastal Flooding
- The Activities as: Soil remediation, dune restoration, and a community park

Why is “Example A” a Potentially Eligible Project?

- The project is working to reduce risks from an identified hazard
- The project has identified a specific service area with an urgent mitigation need
- The proposed activities are eligible under CDBG-MIT; HCDA Section 105(a) (1-5), 105(a) (7-9), and 105(a)(11)
- The proposed activities benefit the identified service area

**Example B:** The City of B’s proposed project is to decrease riverine flooding throughout the eastside of the city; the city has determined that the eastside of the city is 55% low to moderate income individuals. The city has identified buyouts, additional culverts, new bioswales, bulkheads, and public service activities (educational campaigns on the risks of flooding and legal assistance for community members living in the eastside of the city) to decrease future flooding throughout the eastside of the city.

The City has identified:

- The Service Area as: The eastside of the city
- The Project as: Decrease future riverine flooding
- The Hazard Risk as: Riverine Flooding
- The Activities as: Buyouts, additional culverts, new bioswales, bulkheads, and public service activities (educational campaigns on the risks of flooding and legal assistance for community members)



### Why is “Example B” a Potentially Eligible Project?

- The project is working to reduce risks from an identified hazard
- The project has identified a specific service area that is at least 51% low to moderate income persons
- The proposed activities are allowed under CDBG-MIT; HCDA Section 105(a) (1-5), 105(a) (7-9), and 105(a)(11)
- The proposed activities benefit the identified service area

### Potential Ineligible Project Example

**Example C:** The County of C is working to decrease riverine flooding throughout the county. The County has determined that the entire county is 52 % low to moderate income. The county wants to partner with the county’s largest city to concentrate projects in the partnering city’s downtown area. Their proposed project is a new downtown district that acts to improve drainage throughout the city’s downtown area. Proposed activities include hardening and improving mixed use development (providing assistance to businesses for the installation of disaster mitigation improvements and incorporating green roofs and other design elements to improve local drainage), creating a new central park that acts as a drainage basin, and new storm culverts throughout the downtown.

The County has identified:

- The Service Area as: The entire county
- The Project as: A New Downtown District
- The Hazard Risk as: Riverine Flooding
- The Activities as: hardening a mixed use development, creating a new park that acts as a drainage basin, and new storm culverts throughout the downtown.

### Why is “Example C” NOT an Eligible Project?

- While the project is working to reduce an identified risk from an identified hazard (riverine flooding) and proposes potentially allowable activities, the proposed activities do not serve the entire service area that the applicant identified (the entire county).
- Although the whole county has a majority of low to moderate income population, the project only serves to reduce the risks of riverine flooding in one area of one city in the county.
- The county could potentially change the service area to the city’s downtown area if the county finds that the downtown has a population that is 51% or more low to moderate income persons or meets the urgent need mitigation objective.