



Texas General Land Office
Community Development and Revitalization
Buyout and Acquisition Program Guidelines Checklist

This tool is a guide to assist the Grant Manager in the review of a subrecipient's Buyout and Acquisition Program Guidelines. The Grant Manager should note any deviations and work to resolve those deviations with the subrecipient when finalizing its guidelines. Program deviations may require a waiver approval by the GLO. All items in the subrecipient's Guidelines must comply with the published Federal Registers (FR) (as applicable), GLO's Action Plan, GLO's Housing Guidelines and other HUD requirements.

ITEM	ATTRBUITE	ASSESS- MENT	COMMENTS	RESOLUTION/COMMENT
CITIZEN NOTICE AND PROGRAM VETTING				
	Did the subrecipient post the draft Program Guidelines for public comment? (recommended minimum 14 days comment period)			
	Did the subrecipient respond to all of the comments received? What was the resolution?			
PROGRAM OBJECTIVES				
	Do the Guidelines capture background information and need resulting from the event?			
INTRODUCTION/DEFINITIONS				
	Do the Guidelines describe the purpose of the Program and how the funding will be utilized?			
	Do the Program Guidelines provide definitions?			
PROGRAM OBJECTIVES				
	Do the Guidelines include and consider the Program Objectives which are discussed in the GLO's Housing Guidelines?			
	Do the Guidelines consider how to affirmatively further fair housing?			
PROGRAM DESIGN				
	Do the Guidelines describe which National Objective(s) (NO) will be met by the Program and how the NO will be met?			
	Do the Guidelines describe how the Program will serve the 70% LMI National Objective?			
	Do the Guidelines capture a Needs Assessment methodology?			
	Do the Guidelines clearly define the Disaster Risk Reduction Area (DRRA) and meet the DRRA requirements of the FR?			
	Do the Guidelines discuss what structures are eligible for the Program?			
	Do the Guidelines include the eligible property types?			
	Do the Program Guidelines describe environmental requirements?			
	Do the Guidelines capture tie back to the storm requirement?			
	Do the Program Guidelines discuss timeliness of application notice and status to survivors?			
	Do the Guidelines identify if the program is for Buyouts or Acquisitions (can only be one); voluntary or involuntary; and if incentives will be offered?			
	Do the Guidelines describe what will be the end use of the property acquired?			
	Do the Guidelines detail how the Program will comply with URA requirements (must include detailed processes, procedures and notices for URA compliance)?			
	Do the Guidelines follow the GLO's housing caps?			

	Do the Guidelines outline how the Program will target their communities?			
	Do the Guidelines include door-to-door canvassing or other special methods than news paper ads or notices?			
	Do the Guidelines outline how they will prioritize applications for affected survivors?			
	Do the Guidelines include an Affirmative Marketing Plan (AMP) which meets the criteria identified on GLO's AMP checklist?			
	Do the Program Guidelines capture the necessary reporting requirements, including, but not limited to: Section 3; applicant data; and record keeping?			
	Do the Program Guidelines capture the records retention requirements as described in the GLO's Housing Guidelines (3-year period beyond the closing of a grant between the GLO and HUD, records kept in electronic format, etc.)?			
	Do the Guidelines capture the site and development restrictions requirements that properties bought out through the buyout program will be demolished and no new structure will be erected on the property (with few exceptions, e.g. public facility, open space, etc.)?			
	Do the Guidelines discuss Program policy addressing conflict of interest concerns?			
	Do the Guidelines include a policy addressing a compliant/appeal process in alignment with that in the GLO's Housing Guidelines (e.g. 15 day minimum response time periods, contact name, address, and phone number and instructions)?			
	Do the Guidelines include the Program audit requirements?			
	Do the Guidelines capture what costs are eligible at closing?			
	Do the Guidelines describe if and how case management will be provided to affected applicants? And if applicable, referrals to local HUD approved housing counselors?			
	Do the Guidelines capture a Residential Antidisplacement and Relocation Assistance Plan (RARAP)?			
	Do the Guidelines provide that all Program documents to be signed by the applicant will incorporate "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"?			
	Do the Guidelines describe how Program Administrators will effectively communicate with clients that primarily speak other languages, persons with disabilities, etc.?			
	Do the Guidelines state that the Program will use HUD Section 8 housing income limits to determine an applicant's LMI eligibility to include using the GLO's adjusted gross income methodology?			
	Do the Guidelines capture eligibility review for Proof of Event Damage?			

	Do the Guidelines describe the eligibility review for proof of Ownership and a process to help the applicant with a clouded title (e.g. refer applicant to Lone Start Legal Aid, etc)?			
	Do the Guidelines capture eligibility review for Proof of Property Taxes?			
	Do the Guidelines capture eligibility review for Proof of Child Support?			
	Do the Program Guidelines capture eligibility review for an environmental review?			
	Do the Program Guidelines describe how the Program will ensure that second homes are not eligible?			
	Do the Guidelines describe the Program's eligibility review for Duplication of Benefits (DOB)?			
	Do the Program Guidelines on DOB procedures include a recapture SOP for those applicants in litigation as a result of denied claim due to the event?			
	Do the Guidelines describe all incentive programs that will be offered and are all incentives allowable under the FR?			
	Do the guidelines describe that the Program will not offer incentives to return households to disaster-impacted floodplains?			
	Do the Program Guidelines describe how a Fair Market Value (FMV) assessment will be performed and how it will used consistently and fairly across the Program.			
	Do the Guidelines describe the method and how the amount of assistance will be determined (calculated), necessary and reasonable? Do they capture a method to calculate the final buyout award?			
	Do the Guidelines describe what is the particular purpose of the housing incentive? Are incentives offered for applicants to relocate to a higher opportunity area?			
	Do the Guidelines describe how the Program will strategically acquire contiguous parcels of land for uses compatible with open space, recreational, natural floodplain functions, other ecosystem restoration, or wetlands management?			
	Do the Guidelines include a National Flood Insurance verification for all potential applicants affected during eligibility review?			
	Do the Guidelines describe the applicant closing process which includes informing the owner of program requirements (e.g. applicant vacate notice, utility disconnection requirements, what will happen with abandon items, resources available to help applicant move, etc.)?			
	Do the Program Guidelines capture closeout requirements?			
Waiver/Public Comments to Buyout and Acquisition Guidelines				
	Did the Subrecipient provide a copy of the comments received to their draft Buyout and Acquisition Guidelines?			
	Did the Subrecipient address the comments received by the public?			

Comment Period			
	Provide a copy of this completed checklist to the subrecipient; provide Technical Assistance; seek waivers, etc.		
Buyout and Acquisition Guidelines Approval			
	If applicable, review edited Guidelines and provide additional comments and address issues as necessary.		
	Upon approval of the Buyout and Acquisition Program Guidelines mail the Approval Letter to the subrecipient.		
GLO Approval			
Name _____		Date _____	
Signature _____		Date _____	